

# **Office of Boards and Commissions**



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# Office of Boards and 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: 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 vision is:***

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

### ***The mission is:***

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

# Office of Boards and 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	FY2019 Target	FY2019 Actual	FY2020 Target	FY2020 Actual	FY2021 Target
Percentage of Audit Findings Implemented <sup>1</sup>	N/A	N/A	100%	100%	N/A
Percentage of Meetings that met Quorum <sup>1</sup>	N/A	N/A	80.0 %	83.7 %	90.0 %
Percentage of vacant board appointments filled <sup>1</sup>	N/A	N/A	80.0 %	86.4 %	90.0 %
Number of applications for appointment <sup>1</sup>	N/A	N/A	100	77	100
Quarterly Liaison Meeting / Training <sup>1</sup>	N/A	N/A	4	5	4
Percentage of Boards with Advisory Action Taken <sup>1</sup>	N/A	N/A	80%	100%	100%

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

# Office of Boards and Commissions

## Department Summary

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
FTE Positions (Budgeted)	18.00	13.00	6.00	(7.00)
Personnel Expenditures \$	1,997,608	\$ 1,586,261	\$ 808,444	\$ (777,817)
Non-Personnel Expenditures	661,056	1,107,790	99,699	(1,008,091)
<b>Total Department Expenditures</b>	<b>\$ 2,658,664</b>	<b>\$ 2,694,051</b>	<b>\$ 908,143</b>	<b>\$ (1,785,908)</b>
<b>Total Department Revenue</b>	<b>\$ 861,517</b>	<b>\$ 555,771</b>	<b>\$ -</b>	<b>\$ (555,771)</b>

## General Fund

### Department Expenditures

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Office of Boards & Commissions \$	1,458,710	\$ 801,684	\$ 908,143	\$ 106,459
<b>Total</b>	<b>\$ 1,458,710</b>	<b>\$ 801,684</b>	<b>\$ 908,143</b>	<b>\$ 106,459</b>

### Department Personnel

	FY2019 Budget	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Office of Boards & Commissions	10.00	5.00	6.00	1.00
<b>Total</b>	<b>10.00</b>	<b>5.00</b>	<b>6.00</b>	<b>1.00</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Addition of Executive Director</b> Addition of 1.00 Executive Director to lead the Citizens Advisory Board on Police/Community Relations.	1.00	\$ 134,670	\$ -
<b>Transfer of Associate Management Analyst</b> Transfer of 1.00 Associate Management Analyst from the Neighborhood Services Branch to the Office of Boards & Commissions to align staff with commission functions.	1.00	99,404	-
<b>Non-Discretionary Adjustment</b> 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.	0.00	19,253	-
<b>Salary and Benefit Adjustments</b> Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	0.00	(4,614)	-
<b>Pay-in-Lieu of Annual Leave Adjustments</b> Adjustment to expenditures associated with projected compensation in-lieu of the use of annual leave.	0.00	(5,729)	-

# Office of Boards and Commissions

## Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Support for Information Technology</b>	0.00	(13,142)	-
Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.			
<b>Reduction of Administrative Aide 2</b>	(1.00)	(123,383)	-
Reduction of 1.00 Administrative Aide 2 in the Gang Commission, Human Relations Commission and Citizens' Review Board sections.			
<b>Total</b>	<b>1.00</b>	<b>\$ 106,459</b>	<b>\$ -</b>

## Expenditures by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 873,546	\$ 505,312	\$ 606,174	\$ 100,862
Fringe Benefits	520,534	202,784	202,270	(514)
<b>PERSONNEL SUBTOTAL</b>	<b>1,394,080</b>	<b>708,096</b>	<b>808,444</b>	<b>100,348</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 3,720	\$ 3,242	\$ 3,242	-
Contracts	41,317	56,331	51,095	(5,236)
Information Technology	6,805	28,712	40,059	11,347
Energy and Utilities	2,753	3,103	3,103	-
Other	10,034	2,200	2,200	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>64,629</b>	<b>93,588</b>	<b>99,699</b>	<b>6,111</b>
<b>Total</b>	<b>\$ 1,458,710</b>	<b>\$ 801,684</b>	<b>\$ 908,143</b>	<b>\$ 106,459</b>

## Revenues by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Charges for Services	\$ 17,553	\$ -	\$ -	-
Other Revenue	443	-	-	-
<b>Total</b>	<b>\$ 17,995</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2019 Budget	FY2020 Budget	FY2021 Adopted	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000024	Administrative Aide 2	1.00	1.00	0.00	\$ 45,444 - 54,769	\$ -
20000119	Associate Management Analyst	1.00	0.00	1.00	57,691 - 69,723	69,722
20001101	Department Director	0.00	1.00	1.00	63,127 - 239,144	144,622
20000924	Executive Assistant	1.00	1.00	1.00	46,475 - 56,208	55,528
20001220	Executive Director	4.00	2.00	3.00	50,128 - 184,332	327,247
20000760	Project Assistant	1.00	0.00	0.00	61,752 - 74,407	-
20000763	Project Officer 2	1.00	0.00	0.00	81,949 - 99,074	-
20000756	Word Processing Operator	1.00	0.00	0.00	33,605 - 40,459	-
	Bilingual - Regular					1,456
	Vacation Pay In Lieu					7,599
<b>FTE, Salaries, and Wages Subtotal</b>		<b>10.00</b>	<b>5.00</b>	<b>6.00</b>	<b>\$</b>	<b>606,174</b>

## Office of Boards and Commissions

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ 5,105	\$ 546	\$ -	(546)
Flexible Benefits	133,402	69,962	87,733	17,771
Long-Term Disability	-	-	2,073	2,073
Medicare	12,900	7,134	8,679	1,545
Other Post-Employment Benefits	63,487	30,625	37,759	7,134
Retiree Medical Trust	1,046	1,106	1,322	216
Retirement ADC	220,804	40,931	-	(40,931)
Retirement DROP	4,404	-	2,171	2,171
Risk Management Administration	10,762	6,027	6,354	327
Supplemental Pension Savings Plan	63,667	42,968	53,859	10,891
Unemployment Insurance	1,455	757	921	164
Workers' Compensation	3,502	2,728	1,399	(1,329)
<b>Fringe Benefits Subtotal</b>	<b>\$ 520,534</b>	<b>\$ 202,784</b>	<b>\$ 202,270</b>	<b>\$ (514)</b>
<b>Total Personnel Expenditures</b>		<b>\$ 808,444</b>		

## Public Art Fund<sup>1</sup>

### Department Expenditures

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Office of Boards & Commissions	\$ 170,445	\$ 555,771	\$ -	(555,771)
<b>Total</b>	<b>\$ 170,445</b>	<b>\$ 555,771</b>	<b>\$ -</b>	<b>(555,771)</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Cultural Affairs Department Restructure</b>	0.00	\$ (132,039)	\$ (132,039)
Transfer of non-personnel expenditures from the Office of Boards and Commissions to the new Cultural Affairs Department to focus on the arts and humanities.			
<b>One-Time Additions and Annualizations</b>	0.00	(423,732)	(423,732)
Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2020.			
<b>Total</b>	<b>0.00</b>	<b>\$ (555,771)</b>	<b>\$ (555,771)</b>

### Expenditures by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
<b>NON-PERSONNEL</b>				
Supplies	\$ 510	\$ -	\$ -	-

<sup>1</sup> In the Fiscal Year 2021 Adopted Budget, the budget for the Public Art Fund is restructured into the Cultural Affairs Department.

# Office of Boards and Commissions

## Expenditures by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Contracts	169,935 \$	555,771 \$	- \$	(555,771)
<b>NON-PERSONNEL SUBTOTAL</b>	170,445	555,771	-	(555,771)
<b>Total</b>	<b>\$ 170,445 \$</b>	<b>\$ 555,771 \$</b>	<b>- \$</b>	<b>(555,771)</b>

## Revenues by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Other Revenue	\$ 264,884 \$	- \$	- \$	-
Transfers In	578,410	555,771	-	(555,771)
<b>Total</b>	<b>\$ 843,294 \$</b>	<b>\$ 555,771 \$</b>	<b>- \$</b>	<b>(555,771)</b>

## Transient Occupancy Tax Fund<sup>2</sup>

### Department Expenditures

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Office of Boards & Commissions	\$ 1,029,509 \$	1,336,596 \$	- \$	(1,336,596)
<b>Total</b>	<b>\$ 1,029,509 \$</b>	<b>\$ 1,336,596 \$</b>	<b>- \$</b>	<b>(1,336,596)</b>

### Department Personnel

	FY2019 Budget	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Office of Boards & Commissions	8.00	8.00	0.00	(8.00)
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>	<b>(8.00)</b>

## Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Salary and Benefit Adjustments</b>	0.00 \$	39,025 \$	-
Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.			
<b>One-Time Additions and Annualizations</b>	0.00	(22,473)	-
Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2020.			
<b>Support for Information Technology</b>	0.00	(77,397)	-
Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.			

<sup>2</sup> In the Fiscal Year 2021 Adopted Budget, the budget for Office of Boards & Commissions is restructured into the new Cultural Affairs Department.



# Office of Boards and Commissions

## Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Non-Discretionary Adjustment</b>	0.00	(218,553)	-
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.			
<b>Cultural Affairs Department Restructure</b>	(8.00)	(1,057,198)	-
Transfer of 8.00 FTE positions and associated non-personnel expenditures from the Office of Boards and Commissions and Special Events and Filming to the new Cultural Affairs Department to focus on the arts and humanities.			
<b>Total</b>	<b>(8.00)</b>	<b>\$ (1,336,596)</b>	<b>\$ -</b>

## Expenditures by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 451,478	\$ 646,818	\$ -	(646,818)
Fringe Benefits	152,050	231,347	-	(231,347)
<b>PERSONNEL SUBTOTAL</b>	<b>603,527</b>	<b>878,165</b>	<b>-</b>	<b>(878,165)</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 10,711	\$ 11,287	\$ -	(11,287)
Contracts	327,666	364,747	-	(364,747)
Information Technology	79,876	77,397	-	(77,397)
Energy and Utilities	4,258	4,500	-	(4,500)
Other	3,470	500	-	(500)
<b>NON-PERSONNEL SUBTOTAL</b>	<b>425,982</b>	<b>458,431</b>	<b>-</b>	<b>(458,431)</b>
<b>Total</b>	<b>\$ 1,029,509</b>	<b>\$ 1,336,596</b>	<b>\$ -</b>	<b>\$ (1,336,596)</b>

## Revenues by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Other Revenue	\$ 252	\$ -	\$ -	-
<b>Total</b>	<b>\$ 252</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2019 Budget	FY2020 Budget	FY2021 Adopted	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000132	Associate Management Analyst	3.00	3.00	0.00	\$ 57,691 - 69,723	\$ -
20000924	Executive Assistant	1.00	1.00	0.00	46,475 - 56,208	-
20001220	Executive Director	1.00	1.00	0.00	50,128 - 184,332	-
20001222	Program Manager	1.00	1.00	0.00	50,128 - 184,332	-
20000778	Public Art Program Administrator	2.00	2.00	0.00	71,249 - 86,311	-
<b>FTE, Salaries, and Wages Subtotal</b>		<b>8.00</b>	<b>8.00</b>	<b>0.00</b>	<b>\$</b>	<b>-</b>

## Office of Boards and Commissions

		FY2019 Actual		FY2020 Budget		FY2021 Adopted		FY2020-2021 Change
<b>Fringe Benefits</b>								
Flexible Benefits	\$	59,345	\$	93,130	\$	-	\$	(93,130)
Medicare		7,147		9,380		-		(9,380)
Other Post-Employment Benefits		33,597		49,000		-		(49,000)
Retiree Medical Trust		1,103		1,615		-		(1,615)
Retirement 401 Plan		1,135		1,174		-		(1,174)
Retirement ADC		13,079		13,933		-		(13,933)
Risk Management Administration		5,685		9,640		-		(9,640)
Supplemental Pension Savings Plan		29,752		48,709		-		(48,709)
Unemployment Insurance		762		996		-		(996)
Workers' Compensation		445		3,770		-		(3,770)
<b>Fringe Benefits Subtotal</b>	<b>\$</b>	<b>152,050</b>	<b>\$</b>	<b>231,347</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>(231,347)</b>
<b>Total Personnel Expenditures</b>					<b>\$</b>	<b>-</b>		