



**THE CITY OF SAN DIEGO
M E M O R A N D U M**

DATE: January 7, 2021

TO: Members of the Planning Commission

FROM: Tim Daly, Assistant Deputy Director, Development Services Department 

SUBJECT: Standardized Report of City Boards and Commissions for 2020– Action Item

The City of San Diego's Office of Boards and Commissions was created in 2018 to support 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.

In an effort to promote public participation in decision-making and effective civic engagement; and to ensure that the City's advisory Boards and Commissions are producing timely, actionable advice to the Mayor, City Council and City departments as defined by their San Diego City Charter and/or Municipal Code powers and duties, the Office of Boards and Commissions has established a new annual reporting requirement via the *Standardized Report of City Boards & Commissions*. The Report is due annually and documents the meetings, actions, volunteer hours, and vacancies of a City board or commission within a calendar year timeframe. The Report also provides boards and commissions with an opportunity to raise concerns or provide suggestions to the City Council.

The reports are due to the Office of Boards and Commissions by May 1st of each year and will be presented to the City Council as part of the budget process. The Planning Commission is required to provide their report covering calendar year 2020 by May 1st of this year. This will require the full Commission to approve the report at their January 28, 2021, meeting.

Most of the content of the report is data-driven, and includes the number of hearings, number of meetings cancelled, actions taken, and Board vacancies. However, there are two items in the report which required specific feedback from the Planning Commission members: "Concerns or Suggestions to Bring to the City Council" and "Volunteer Hours." City staff requested Commissioner feedback regarding these two items and has provided the information received in the draft report. Comments received by the Planning Commission during the January 28, 2021, hearing will be incorporated into the final report and presented to the Office of Boards and Commissions.

Accordingly, City staff requests the Planning Commission review the attached draft report, provide any additional comments, and approve the report at the January 28, 2021 hearing.

Your consideration of this information is appreciated.

Attachment: 1. Draft Standardized Report of City Boards and Commissions – Planning Commission