

# **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 40 plus 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: Human Relations Commission; Commission on Gang Prevention & Intervention; and Citizens Advisory Board on Police/Community Relations. 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	FY2020 Target	FY2020 Actual	FY2021 Target	FY2021 Actual	FY2022 Target
Percentage of Audit Findings Implemented	100%	100%	N/A	64%	80%
Percentage of Meetings that met Quorum	80.0 %	83.7 %	90.0 %	30.0 %	60.0 %
Percentage of vacant board appointments filled	80.0 %	86.4 %	90.0 %	36.0 %	60.0 %
Number of applications for appointment	100	77	100	87	100
Bi-Monthly Liaison Meeting / Training	4	5	4	4	4
Percentage of Boards with Advisory Action Taken	80%	100%	100%	54%	70%

# Office of Boards and Commissions

## Department Summary

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
FTE Positions (Budgeted)	13.00	6.00	5.00	(1.00)
Personnel Expenditures	\$ 1,508,574	\$ 808,444	\$ 737,504	\$ (70,940)
Non-Personnel Expenditures	571,209	99,699	48,958	(50,741)
<b>Total Department Expenditures</b>	<b>\$ 2,079,784</b>	<b>\$ 908,143</b>	<b>\$ 786,462</b>	<b>\$ (121,681)</b>
<b>Total Department Revenue</b>	<b>\$ 558,812</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## General Fund

### Department Expenditures

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Office of Boards & Commissions	\$ 730,867	\$ 908,143	\$ 786,462	\$ (121,681)
<b>Total</b>	<b>\$ 730,867</b>	<b>\$ 908,143</b>	<b>\$ 786,462</b>	<b>\$ (121,681)</b>

### Department Personnel

	FY2020 Budget	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Office of Boards & Commissions	5.00	6.00	5.00	(1.00)
<b>Total</b>	<b>5.00</b>	<b>6.00</b>	<b>5.00</b>	<b>(1.00)</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<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	\$ 95,226	\$ -
<b>Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology requirements.	0.00	10,315	-
<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	1,151	-
<b>Citywide Contracts Reduction of 2.6%</b> Reduction of non-personnel expenditures associated with a 2.6% reduction in contracts citywide.	0.00	(1,962)	-
<b>Transfer of 1.00 Executive Director</b> Transfer of 1.00 Executive Director and associated non-personnel expenditures from the Office of Boards and Commissions to the newly created Office of the Commission on Police Practices.	(1.00)	(226,411)	-

# Office of Boards and Commissions

## Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Total</b>	<b>(1.00) \$</b>	<b>(121,681) \$</b>	<b>-</b>

## Expenditures by Category

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 486,686	\$ 606,174	\$ 499,479	(106,695)
Fringe Benefits	193,488	202,270	238,025	35,755
<b>PERSONNEL SUBTOTAL</b>	<b>680,174</b>	<b>808,444</b>	<b>737,504</b>	<b>(70,940)</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 1,847	\$ 3,242	\$ 717	(2,525)
Contracts	35,253	51,095	8,867	(42,228)
Information Technology	6,550	40,059	35,374	(4,685)
Energy and Utilities	2,718	3,103	1,800	(1,303)
Other	4,325	2,200	2,200	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>50,693</b>	<b>99,699</b>	<b>48,958</b>	<b>(50,741)</b>
<b>Total</b>	<b>\$ 730,867</b>	<b>\$ 908,143</b>	<b>\$ 786,462</b>	<b>(121,681)</b>

## Revenues by Category

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Other Revenue	\$ 153	\$ -	\$ -	-
<b>Total</b>	<b>\$ 153</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2020 Budget	FY2021 Budget	FY2022 Adopted	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
2000024	Administrative Aide 2	1.00	0.00	0.00	\$ 47,266 - 56,957	-
20000119	Associate Management Analyst	0.00	1.00	1.00	60,007 - 72,510	70,293
20001101	Department Director	1.00	1.00	1.00	65,653 - 248,703	150,407
20000924	Executive Assistant	1.00	1.00	1.00	48,326 - 58,450	58,450
20001220	Executive Director	2.00	3.00	2.00	52,133 - 191,703	212,730
	Vacation Pay In Lieu					7,599
<b>FTE, Salaries, and Wages Subtotal</b>		<b>5.00</b>	<b>6.00</b>	<b>5.00</b>		<b>\$ 499,479</b>

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ 356	\$ -	\$ 703	703
Flexible Benefits	73,483	87,733	76,387	(11,346)
Insurance	688	-	-	-
Long-Term Disability	-	2,073	1,983	(90)
Medicare	7,266	8,679	7,132	(1,547)
Other Post-Employment Benefits	31,926	37,759	30,666	(7,093)
Retiree Medical Trust	1,128	1,322	1,055	(267)
Retirement ADC	27,455	-	68,353	68,353
Retirement DROP	-	2,171	-	(2,171)

# Office of Boards and Commissions

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Risk Management Administration	6,111	6,354	5,306	(1,048)
Supplemental Pension Savings Plan	42,821	53,859	43,039	(10,820)
Unemployment Insurance	761	921	719	(202)
Workers' Compensation	1,494	1,399	2,682	1,283
<b>Fringe Benefits Subtotal</b>	<b>\$ 193,488</b>	<b>\$ 202,270</b>	<b>\$ 238,025</b>	<b>\$ 35,755</b>
<b>Total Personnel Expenditures</b>			<b>\$ 737,504</b>	

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

### Department Expenditures

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Office of Boards & Commissions	\$ 137,383	\$ -	\$ -	-
<b>Total</b>	<b>\$ 137,383</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

### Expenditures by Category

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
<b>NON-PERSONNEL</b>				
Supplies	\$ 1,958	\$ -	\$ -	-
Contracts	135,425	-	-	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>137,383</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>\$ 137,383</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

### Revenues by Category

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Other Revenue	\$ 1,042	\$ -	\$ -	-
Transfers In	555,771	-	-	-
<b>Total</b>	<b>\$ 556,813</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

<sup>1</sup> In the Fiscal Year 2021 Adopted Budget, the Public Art Fund budget was restructured into the Cultural Affairs Department. The Fiscal Year 2021 Budget for the Public Art Fund can be found in the Cultural Affairs' budget pages.

# Office of Boards and Commissions

## Transient Occupancy Tax Fund<sup>1</sup>

### Department Expenditures

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Office of Boards & Commissions	\$ 1,211,534	\$ -	\$ -	-
<b>Total</b>	<b>\$ 1,211,534</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

### Department Personnel

	FY2020 Budget	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Office of Boards & Commissions	8.00	0.00	0.00	0.00
<b>Total</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

### Expenditures by Category

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 615,532	\$ -	\$ -	-
Fringe Benefits	212,868	-	-	-
<b>PERSONNEL SUBTOTAL</b>	<b>828,400</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 7,976	\$ -	\$ -	-
Contracts	305,799	-	-	-
Information Technology	59,969	-	-	-
Energy and Utilities	4,565	-	-	-
Other	4,825	-	-	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>383,134</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>\$ 1,211,534</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

### Revenues by Category

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Charges for Services	\$ 1,187	\$ -	\$ -	-
Other Revenue	659	-	-	-
Rev from Money and Prop	1	-	-	-
<b>Total</b>	<b>\$ 1,847</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

### Personnel Expenditures

Job Number	Job Title / Wages	FY2020 Budget	FY2021 Budget	FY2022 Adopted	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000132	Associate Management Analyst	3.00	0.00	0.00	\$ 60,007 - 72,510	\$ -
20000924	Executive Assistant	1.00	0.00	0.00	48,326 - 58,450	-
20001220	Executive Director	1.00	0.00	0.00	52,133 - 191,703	-

<sup>1</sup> In the Fiscal Year 2021 Adopted Budget, the Transient Occupancy Tax Fund budgets for Special Events and Filming were consolidated into the Cultural Affairs Department. Fiscal Year 2021 Budget can be found in the Cultural Affairs' budget pages.



## Office of Boards and Commissions

20001222	Program Manager	1.00	0.00	0.00	52,133 -	191,703	-
20000778	Public Art Program Administrator	2.00	0.00	0.00	74,090 -	89,773	-
<b>FTE, Salaries, and Wages Subtotal</b>		<b>8.00</b>	<b>0.00</b>	<b>0.00</b>		<b>\$</b>	<b>-</b>

		FY2020 Actual		FY2021 Budget		FY2022 Adopted		FY2021-2022 Change
<b>Fringe Benefits</b>								
Flexible Benefits	\$	85,956	\$	-	\$	-	\$	-
Insurance		694		-		-		-
Medicare		9,469		-		-		-
Other		965		-		-		-
Other Post-Employment Benefits		44,025		-		-		-
Retiree Medical Trust		1,517		-		-		-
Retirement 401 Plan		1,181		-		-		-
Retirement ADC		14,825		-		-		-
Risk Management Administration		8,503		-		-		-
Supplemental Pension Savings Plan		44,057		-		-		-
Unemployment Insurance		958		-		-		-
Workers' Compensation		718		-		-		-
<b>Fringe Benefits Subtotal</b>	<b>\$</b>	<b>212,868</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>Total Personnel Expenditures</b>				<b>\$</b>		<b>-</b>		