

Office of Boards and Commissions



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Office of Boards and Commissions



Description

The Office of Boards and 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.

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

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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 | FY2021 Target | FY2021 Actual | FY2022 Target | FY2022 Actual | FY2023 Target |
|--|---------------|---------------|---------------|---------------|---------------|
| Percentage of Audit Findings Implemented ¹ | N/A | 64% | 80% | 80% | TBD |
| Percentage of Meetings that met Quorum ² | 90% | 30% | 60% | 50% | 70% |
| Percentage of board/commission vacancies filled ³ | 90% | 36% | 60% | 43% | 100% |
| Number of applications for appointment ⁴ | 100 | 87 | 100 | N/A | N/A |
| Bi-Monthly Liaison Meetings/Training ⁵ | 4 | 4 | 4 | N/A | N/A |
| Percentage of boards/commissions with Advisory Action Taken ⁶ | 100% | 54% | 70% | N/A | 100% |
| Average number of applicants per vacancy | N/A | N/A | N/A | N/A | 5 |
| Number of trainings conducted for staff and board members/commissioners ¹ | N/A | N/A | N/A | N/A | TBD |
| Average number of days a seat is vacant ⁷ | N/A | N/A | N/A | N/A | 30 |

1. OBC is currently undergoing leadership changes and determining FY 2023 targets.
2. FY 2023 target is based on the ability to fill vacant seats.
3. This KPI is based on the number of outstanding vacancies in the beginning of the fiscal year, which was 49 vacancies on July 1, 2021.
4. This KPI has been replaced with the average number of applicants per vacancy.
5. This KPI has been replaced with the number of trainings conducted for staff, board members, and commissioners.
6. Tracking was not implemented due to leadership changes.
7. The goal of this KPI is to decrease the number of days a seat is vacant from 6-12 months to 30 days.

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Department Summary

| | FY2021 Actual | FY2022 Budget | FY2023 Adopted | FY2022-2023 Change |
|--------------------------------------|-------------------|-------------------|-------------------|-----------------------|
| FTE Positions (Budgeted) | 6.00 | 5.00 | 5.00 | 0.00 |
| Personnel Expenditures | \$ 869,679 | \$ 737,504 | \$ 741,598 | \$ 4,094 |
| Non-Personnel Expenditures | 67,328 | 48,958 | 40,270 | (8,688) |
| Total Department Expenditures | \$ 937,007 | \$ 786,462 | \$ 781,868 | \$ (4,594) |
| Total Department Revenue | \$ 19 | \$ - | \$ - | \$ - |

General Fund

Department Expenditures

| | FY2021 Actual | FY2022 Budget | FY2023 Adopted | FY2022-2023 Change |
|--------------------------------|-------------------|-------------------|-------------------|-----------------------|
| Office of Boards & Commissions | \$ 937,007 | \$ 786,462 | \$ 781,868 | \$ (4,594) |
| Total | \$ 937,007 | \$ 786,462 | \$ 781,868 | \$ (4,594) |

Department Personnel

| | FY2021 Budget | FY2022 Budget | FY2023 Adopted | FY2022-2023 Change |
|--------------------------------|------------------|------------------|-------------------|-----------------------|
| Office of Boards & Commissions | 6.00 | 5.00 | 5.00 | 0.00 |
| Total | 6.00 | 5.00 | 5.00 | 0.00 |

Significant Budget Adjustments

| | FTE | Expenditures | Revenue |
|--|-------------|-------------------|-------------|
| Salary and Benefit Adjustments | 0.00 | \$ 4,094 | \$ - |
| Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations. | | | |
| Non-Discretionary Adjustment | 0.00 | (1,254) | - |
| 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 | (7,434) | - |
| Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements. | | | |
| Total | 0.00 | \$ (4,594) | \$ - |

Expenditures by Category

| | FY2021 Actual | FY2022 Budget | FY2023 Adopted | FY2022-2023 Change |
|------------------|------------------|------------------|-------------------|-----------------------|
| PERSONNEL | | | | |
| Personnel Cost | \$ 614,442 | \$ 499,479 | \$ 516,787 | \$ 17,308 |

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Expenditures by Category

| | FY2021 Actual | FY2022 Budget | FY2023 Adopted | FY2022-2023 Change |
|-------------------------------|-------------------|-------------------|-------------------|-----------------------|
| Fringe Benefits | 255,238 | 238,025 | 224,811 | (13,214) |
| PERSONNEL SUBTOTAL | 869,679 | 737,504 | 741,598 | 4,094 |
| NON-PERSONNEL | | | | |
| Supplies | \$ 65 | \$ 717 | \$ - | (717) |
| Contracts & Services | 36,257 | 8,867 | 8,730 | (137) |
| Information Technology | 25,244 | 35,374 | 27,940 | (7,434) |
| Energy and Utilities | 1,959 | 1,800 | 1,800 | - |
| Other | 3,803 | 2,200 | 1,800 | (400) |
| NON-PERSONNEL SUBTOTAL | 67,328 | 48,958 | 40,270 | (8,688) |
| Total | \$ 937,007 | \$ 786,462 | \$ 781,868 | \$ (4,594) |

Revenues by Category

| | FY2021 Actual | FY2022 Budget | FY2023 Adopted | FY2022-2023 Change |
|---------------|------------------|------------------|-------------------|-----------------------|
| Other Revenue | \$ 19 | \$ - | \$ - | - |
| Total | \$ 19 | \$ - | \$ - | - |

Personnel Expenditures

| Job Number | Job Title / Wages | FY2021 Budget | FY2022 Budget | FY2023 Adopted | Salary Range | Total |
|--|------------------------------|------------------|------------------|-------------------|--------------------|-------------------|
| FTE, Salaries, and Wages | | | | | | |
| 20000119 | Associate Management Analyst | 1.00 | 1.00 | 1.00 | \$ 66,197 - 79,990 | \$ 79,990 |
| 20001101 | Department Director | 1.00 | 1.00 | 1.00 | 71,693 - 271,584 | 141,960 |
| 20000924 | Executive Assistant | 1.00 | 1.00 | 1.00 | 52,792 - 63,852 | 63,858 |
| 20001220 | Executive Director | 3.00 | 2.00 | 2.00 | 56,929 - 209,339 | 223,380 |
| | Vacation Pay In Lieu | | | | | 7,599 |
| FTE, Salaries, and Wages Subtotal | | 6.00 | 5.00 | 5.00 | | \$ 516,787 |

| | FY2021 Actual | FY2022 Budget | FY2023 Adopted | FY2022-2023 Change |
|-------------------------------------|-------------------|-------------------|-------------------|-----------------------|
| Fringe Benefits | | | | |
| Employee Offset Savings | \$ 642 | \$ 703 | \$ 800 | \$ 97 |
| Flexible Benefits | 83,561 | 76,387 | 62,487 | (13,900) |
| Insurance | 1,378 | - | - | - |
| Long-Term Disability | 2,697 | 1,983 | 1,782 | (201) |
| Medicare | 9,331 | 7,132 | 7,384 | 252 |
| Other Post-Employment Benefits | 39,321 | 30,666 | 28,445 | (2,221) |
| Retiree Medical Trust | 1,328 | 1,055 | 1,077 | 22 |
| Retirement ADC | 56,992 | 68,353 | 69,648 | 1,295 |
| Risk Management Administration | 6,475 | 5,306 | 5,825 | 519 |
| Supplemental Pension Savings Plan | 51,685 | 43,039 | 44,324 | 1,285 |
| Unemployment Insurance | 912 | 719 | 647 | (72) |
| Workers' Compensation | 916 | 2,682 | 2,392 | (290) |
| Fringe Benefits Subtotal | \$ 255,238 | \$ 238,025 | \$ 224,811 | \$ (13,214) |
| Total Personnel Expenditures | | | \$ 741,598 | |