

# **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: Continue to increase diversity within the City's boards and commissions and application process.***

- Increase the dissemination of information about boards and commissions through diverse channels, reaching broader audiences and providing application support to those technologically challenged.

### ***Goal 2: Provide boards and commissions with the resources they need to effectively carry out their duties.***

- Secure funding for more of our boards and commissions.

### ***Goal 3: Ensure staff liaisons, board members and commissioners are equipped to carry out their duties.***

- Create and implement ongoing training for staff liaisons, board members, and commissioners.

# Office of Boards and Commissions

## Key Performance Indicators

Performance Indicator	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Estimate	Goal
Percentage of Audit Findings Implemented	N/A	100%	64%	80%	90%	100%
Percentage of Meetings that met Quorum	N/A	84%	30%	50%	70%	100%
Percentage of board/commission vacancies filled	N/A	86%	36%	43%	50%	100%
Percentage of boards/commissions with Advisory Action Taken	N/A	100%	54%	N/A	10%	100%
Average number of applicants per vacancy	N/A	N/A	N/A	N/A	3	5
Number of trainings conducted for staff and board members/commissioners	N/A	N/A	N/A	N/A	TBD	TBD
Average number of days a seat is vacant	N/A	N/A	N/A	N/A	60	30

# Office of Boards and Commissions

## Department Summary

	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2023-2024 Change
FTE Positions (Budgeted)	5.00	5.00	5.00	0.00
Personnel Expenditures	\$ 716,668	\$ 741,598	\$ 805,375	\$ 63,777
Non-Personnel Expenditures	59,148	40,270	45,078	4,808
<b>Total Department Expenditures</b>	<b>\$ 775,816</b>	<b>\$ 781,868</b>	<b>\$ 850,453</b>	<b>\$ 68,585</b>
<b>Total Department Revenue</b>	<b>\$ 49</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

## General Fund

### Department Expenditures

	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2023-2024 Change
Office of Boards & Commissions	\$ 775,816	\$ 781,868	\$ 850,453	\$ 68,585
<b>Total</b>	<b>\$ 775,816</b>	<b>\$ 781,868</b>	<b>\$ 850,453</b>	<b>\$ 68,585</b>

### Department Personnel

	FY2022 Budget	FY2023 Budget	FY2024 Proposed	FY2023-2024 Change
Office of Boards & Commissions	5.00	5.00	5.00	0.00
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</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	\$ 63,777	\$ -
<b>Support for Information Technology</b> Adjustment to expenditure allocations according to an annual review of information technology funding requirements.	0.00	4,618	-
<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	190	-
<b>Total</b>	<b>0.00</b>	<b>\$ 68,585</b>	<b>\$ -</b>

### Expenditures by Category

	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2023-2024 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 486,393	\$ 516,787	\$ 543,344	\$ 26,557

# Office of Boards and Commissions

## Expenditures by Category

	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2023-2024 Change
Fringe Benefits	230,275	224,811	262,031	37,220
<b>PERSONNEL SUBTOTAL</b>	<b>716,668</b>	<b>741,598</b>	<b>805,375</b>	<b>63,777</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 500	\$ -	\$ -	-
Contracts & Services	19,961	8,730	8,920	190
<i>External Contracts &amp; Services</i>	3,902	2,102	2,102	-
<i>Internal Contracts &amp; Services</i>	16,059	6,628	6,818	190
Information Technology	34,286	27,940	32,558	4,618
Energy and Utilities	1,402	1,800	1,800	-
Other	3,000	1,800	1,800	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>59,148</b>	<b>40,270</b>	<b>45,078</b>	<b>4,808</b>
<b>Total</b>	<b>\$ 775,816</b>	<b>\$ 781,868</b>	<b>\$ 850,453</b>	<b>\$ 68,585</b>

## Revenues by Category

	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2023-2024 Change
Other Revenue	\$ 49	\$ -	\$ -	-
<b>Total</b>	<b>\$ 49</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2022 Budget	FY2023 Budget	FY2024 Proposed	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000119	Associate Management Analyst	1.00	1.00	1.00	\$ 69,466 - 83,940	\$ 88,137
20001101	Department Director	1.00	1.00	1.00	83,242 - 315,328	143,335
20000924	Executive Assistant	1.00	1.00	1.00	54,883 - 66,380	69,711
20001220	Executive Director	2.00	2.00	2.00	62,941 - 231,483	234,562
	Vacation Pay In Lieu					7,599
<b>FTE, Salaries, and Wages Subtotal</b>		<b>5.00</b>	<b>5.00</b>	<b>5.00</b>		<b>\$ 543,344</b>

	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2023-2024 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ 706	\$ 800	\$ 881	\$ 81
Flexible Benefits	61,802	62,487	62,487	-
Insurance	1,431	-	-	-
Long-Term Disability	2,095	1,782	2,155	373
Medicare	7,474	7,384	7,781	397
Other Post-Employment Benefits	33,144	28,445	28,575	130
Retiree Medical Trust	1,016	1,077	1,118	41
Retirement 401 Plan	-	-	4,476	4,476
Retirement ADC	73,086	69,648	139,226	69,578
Risk Management Administration	5,858	5,825	6,477	652
Supplemental Pension Savings Plan	40,514	44,324	5,332	(38,992)
Unemployment Insurance	714	647	628	(19)
Workers' Compensation	2,434	2,392	2,895	503
<b>Fringe Benefits Subtotal</b>	<b>\$ 230,275</b>	<b>\$ 224,811</b>	<b>\$ 262,031</b>	<b>\$ 37,220</b>
<b>Total Personnel Expenditures</b>			<b>\$ 805,375</b>	