

ORDINANCE NUMBER O- 21003 (NEW SERIES)

DATE OF FINAL PASSAGE OCT 26 2018

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE 2 OF THE SAN DIEGO MUNICIPAL CODE BY ADDING NEW DIVISION 53, SECTION 22.5301, ESTABLISHING THE OFFICE OF BOARDS AND COMMISSIONS AS A CITY DEPARTMENT IN THE ADMINISTRATIVE CODE.

WHEREAS, San Diego Charter (Charter) section 265(b)(12) grants the Mayor “[s]ole authority to appoint City representatives to boards, commissions, committees and governmental agencies, unless controlling law vests the power of appointment with the City Council or a City Official other than the Mayor;” and

WHEREAS, such bodies include numerous City boards created under law in the Charter or codified in the San Diego Municipal Code; and

WHEREAS, the Office of the Mayor works with the City Council (Council) in compliance with Council Policy 000-13 to nominate and appoint members to such bodies; and

WHEREAS, the Office of the Mayor also oversees City employees who are assigned to staff certain City bodies; and

WHEREAS, the Mayor now seeks to consolidate City functions related to City bodies in one City department; and

WHEREAS, this ordinance establishes a new City department named the Office of Boards and Commissions, to assist the Mayor and Council with the board appointment process, provide administrative support to the City’s volunteer bodies, and implement recommendations that were included in the City Auditor’s Performance Audit of the City’s Management of its Advisory Boards issued in June 2017; and

WHEREAS, Charter section 26 requires an Administrative Code, which has been codified in Chapter 2, Article 2 of the San Diego Municipal Code, providing for the detailed powers and duties of all City administrative offices and departments; and

WHEREAS, under Charter section 26, the Council must approve, by a two-thirds vote, an ordinance to establish new departments or combine existing departments in the Administrative Code; NOW, THEREFORE,

BE IT ORDAINED, by the Council of the City of San Diego, as follows:

Section 1. Chapter 2, Article 2 of the San Diego Municipal Code is amended by adding new Division 53, section 22.5301, to read as follows:

**Division 53: Office of Boards and Commissions**

**§ 22.5301 Office of Boards and Commissions**


- (a) The Office of Boards and Commissions is a City department. The department is responsible for supporting the day-to-day operations of the City's boards and commissions, including those established in the Charter or the Municipal Code.
- (b) The Director is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Director is the appointing authority of all personnel in the department.
- (c) The Office of Boards and Commissions will operate under the direction of the City Manager. The department is responsible for performing those duties and functions assigned and directed by the City Manager, including:

- (1) serving as a point of contact for members of City boards and commissions;
  - (2) coordinating training and staff support to assist boards and commissions in performing duties required by law;
  - (3) coordinating and standardizing reporting from boards and commissions;
  - (4) overseeing employees who staff City boards and commissions;
  - (5) coordinating staff support from other City departments to boards and commissions;
  - (6) reviewing existing and proposed City boards and commissions and making recommendations for Charter or Municipal Code amendments to increase a board's or commission's utility and efficiency;
  - (7) assisting the offices of the Mayor and Council with the appointment process; and
  - (8) recommending policies and procedures to improve and standardize appointment procedures.
- (d) Nothing in this section shall interfere with the authority of commissions established pursuant to the Charter.

Section 2. A full reading of this ordinance is dispensed with prior to passage, a written copy having been made available to the Council and the public prior to the day of its passage.

Section 3. This ordinance shall take effect and be in force on the thirtieth day from and after its final passage.

APPROVED: MARA W. ELLIOTT, City Attorney

By   
Jennifer L. Berry  
Deputy City Attorney

JLB:jdf  
08/29/18  
Or.Dept: Office of the Mayor  
Doc. No.: 1824691\_6

I hereby certify that the foregoing Ordinance was passed by the Council of the City of San Diego, at this meeting of OCT 23 2018.

ELIZABETH S. MALAND  
City Clerk

By   
Deputy City Clerk

Approved: 10/26/18  
(date)

  
KEVIN L. FAULCONER, Mayor

Vetoed: \_\_\_\_\_  
(date)

\_\_\_\_\_  
KEVIN L. FAULCONER, Mayor

**STRIKEOUT ORDINANCE**

**OLD LANGUAGE: ~~Struck-Out~~**

**NEW LANGUAGE: Double Underline**

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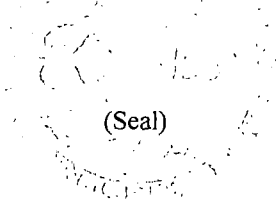
JLB:jdf  
08/30/18  
Or.Dept: Mayor  
Doc. No.: 1825840\_4

Passed by the Council of The City of San Diego on OCT 23 2018, by the following vote:

Councilmembers	Yeas	Nays	Not Present	Recused
Barbara Bry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lorie Zapf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Ward	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Myrtle Cole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Kersey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Cate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Sherman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Alvarez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Georgette Gómez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date of final passage OCT 26 2018

AUTHENTICATED BY:



(Seal)

KEVIN L. FAULCONER

Mayor of The City of San Diego, California.

ELIZABETH S. MALAND

City Clerk of The City of San Diego, California.

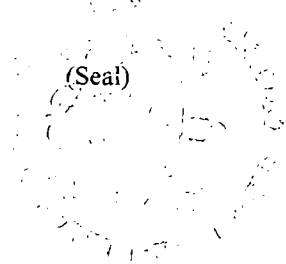
By Linda Irwin, Deputy

I HEREBY CERTIFY that the foregoing ordinance was not finally passed until twelve calendar days had elapsed between the day of its introduction and the day of its final passage, to wit, on

OCT 09 2018

, and on OCT 26 2018

I FURTHER CERTIFY that said ordinance was read in full prior to passage or that such reading was dispensed with by a vote of five members of the Council, and that a written copy of the ordinance was made available to each member of the Council and the public prior to the day of its passage.



(Seal)

ELIZABETH S. MALAND

City Clerk of The City of San Diego, California.

By Linda Irwin, Deputy

<p>Office of the City Clerk, San Diego, California</p> <p>Ordinance Number O- <u>21003</u></p>
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