



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Toni Taber
David Sykes

SUBJECT: SEE BELOW

DATE: March 4, 2020

**SUBJECT: LIBRARY AND EDUCATION COMMISSION AND USE OF TITLE
CHANGES FOR COMMISSIONERS**

RECOMMENDATION

- (a) Approve an ordinance amending Sections 2.08.3200 and 2.08.3220 of the San José Municipal Code to change the name of the Library and Early Education Commission to the Library and Education Commission and changing the subject matter expertise of the early education-specific seats to education subject matter expertise to align with the goals of the San José Education Initiative Policy.
- (b) Adopt a resolution approving revisions to Council Policy 0-4, Consolidated Policy Governing Boards and Commissions, changing the name of the Library and Early Education Commission to the Library and Education Commission, changing the subject matter expertise of the early education-specific seats to education subject matter expertise to align with the goals of the San José Education Initiative Policy, and clarifying use of title by City Commissioners.

OUTCOME

Approval of this action will amend the Municipal Code Chapter 2.08 and Council Policy 0-4 to:

- Rename the Library and Early Education Commission to the Library and Education Commission;
- Amend the membership qualifications to require a background in education for subject-specific seats; and
- Clarify use of title by all City Commissioners.

HONORABLE MAYOR AND CITY COUNCIL

March 4, 2020

Subject: Library and Education Commission and Use of Title Changes for Commissioners

Page 2

BACKGROUND

On February 11, 2020, along with the approval of the San José Education Initiative as Council Policy 0-30, the City Council approved the renaming of the Library and Early Education Commission, and an adjustment of the subject matter requirements for four of the Commission seats.

The City of San José's Boards and Commissions are established in the San José Municipal Code, and referenced in Council Policy 0-4. The attached ordinance and resolution finalize the Council action from February 11, 2020.

Commissions have also requested changes to Council Policy 0-4 to clarify use of title by City Commissioners.

ANALYSIS

The existing Library and Early Education Commission provides advice and oversight to the City Council on work related to library operations and activities, the Library Bond and Library Parcel Tax, and education efforts. The 15-member commission is comprised of 10 council district appointees, one citywide appointment made by the Mayor, and four seats for people with experience in the field of early education.

With the approval of the revised Council Policy 0-30 – the San José Education Initiative, the Council approved renaming the Commission to the Library and Education Commission in recognition of the City's growing role in providing educational opportunities, inclusive of but not limited to early education. The background experience of the four subject specific seats is being changed to continue and complete the alignment with the commission name change and the scope of the Education Initiative.

The changes to use of title clarify that Commissioners can list their Commissioner title on a resumé or biography. It explains that a non-City email signature block, footer, or similar type of identification does not count as a resumé or biography. A Commissioner can use his or her title when speaking or writing publicly on matters within the purview of his or her Commission, but only where the Commissioner makes it clear he or she is not speaking on behalf of the Commission. A Commissioner may use his or her title for outreach purposes when authorized by the Commission to conduct community outreach on specific topics where such outreach is time limited and specifically listed in the workplan. This authorization is limited to seeking input and does not permit advocating or opining on any topic. Commissioners are free to conduct outreach at any time without the use of their Commission title.

HONORABLE MAYOR AND CITY COUNCIL

March 4, 2020

Subject: **Library and Education Commission and Use of Title Changes for Commissioners**

Page 3

EVALUATION AND FOLLOW-UP

With this action, staff will move forward with changing the name of the Library and Early Education Commission to the Library and Education Commission on all relevant documents and websites. The City Clerk's Office will circulate the updated Council Policy 0-4 to Commission Secretaries to provide to their respective commissions.

CLIMATE SMART SAN JOSE

The recommendation in this memo has no effect on Climate Smart San José energy, water, or mobility goals.

COORDINATION

This memorandum has been coordinated the City Attorney's Office.

COMMISSION RECOMMENDATION/INPUT

The Library and Early Education Commission is supportive of the changes to the Library and Education Commission.

CEQA

Not a Project, File No. PP17 008, General Procedure and Policy Making resulting in no changes to the physical environment.



TONI TABER
City Clerk



DAVID SYKES
City Manager

For questions, please contact Jill Bourne, City Librarian, at (408) 808-2150; Ann Grabowski, Chief of Staff and Manager of Policy and Analytics, at (408) 808-2170; or Toni Taber, City Clerk, at (408) 535-1270.