



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Toni J. Taber, CMC
City Clerk

**SUBJECT: NEIGHBORHOODS COMMISSION
APPOINTMENTS**

DATE: February 16, 2018

RECOMMENDATION

Approve the following Neighborhoods Commission appointments:

1. District 7 Seat: Appoint Jonathan Velasquez for the term February 27, 2018 through June 30, 2018; and
2. District 8 Seat: Appoint Jeremy Barousse for the term February 27, 2018 through June 30, 2020.

OUTCOME

Appointment to the vacant seats will create a full membership on the Neighborhoods Commission to continue commission business.

BACKGROUND

On August 9, 2016, the City Council approved the Consolidated Policy Governing Boards and Commissions. Among the changes implemented in the policy were updates to the nomination process for the Neighborhoods Commission.

Pursuant to Council Policy 0-4, unanticipated vacancies on the Neighborhoods Commission shall be nominated by the Council Appointment Advisory Commission. The Council Appointment Advisory Commission met on February 13, 2018 to interview all the eligible applicants to the Neighborhoods Commission.

ANALYSIS

Per San Jose Municipal Code Section 2.08.150, "...a member may be appointed to serve a term of less than four years or a term of less than the number of years established by this chapter for the particulate board or commission if the council determines that it is in the best interest of the board or commission that a member serve a shorter term in order to provide for appropriate staggered terms to preserve a continuity of membership on the board or commission."

On December 1, 2017, a memorandum was transmitted to the City Council with the Council Appointment Advisory Commission's recommendation for the District 7 seat. On December 18, 2017, the Office of the City Clerk submitted a supplemental memorandum requesting additional recruitment for the District 7 seat. On December 19, 2017, City Council approved staff recommendation and the Office of the City Clerk opened recruitment for the District 7 seat on December 22, 2017.

During the recruitment, the Office of the City Clerk received a total of five eligible candidates for the District 7 and District 8 seat. One applicant withdrew their application as they are currently seated on the Senior Citizens Commission. The four eligible applicants were invited to an interview with a subcommittee of the Council Appointment Advisory Commission on February 13, 2018.

Nominations for anticipated vacancies on the Neighborhoods Commission follow a caucus process through the neighborhood groups. The 2018 Neighborhood Caucus will be held this Spring to nominate candidates for the odd-numbered Districts, including the District 7 Seat.

Jonathan Velasquez, District 7 nominee, is currently a part-time employee with the City of San Jose's Parks, Recreation, and Neighborhood Services Department. Per Council Policy 0-4, "No City employee or City intern, paid or unpaid, shall be appointed to any City Board or Commission." If Council chooses to appoint Jonathan Velasquez, he shall resign from his position with the City of San José.

The applications of all nominated candidates are attached. Memoranda from the Office of the City Attorney and the Department of Planning, Building, and Code Enforcement regarding their conflicts of interest and code enforcement reviews are also included.

EVALUATION AND FOLLOW-UP

A core duty of the Office of the City Clerk is to minimize vacancies on the Boards and Commissions.

PUBLIC OUTREACH

The Office of the City Clerk conducted an open recruitment for the District 7 and District 8 Seat from December 22, 2017 through January 16, 2018 with the following recruitment efforts:

- Council Offices and Boards and Commission secretary's newsletters and distribution tools
- Posted on the City Manager's Weekly Report
- Posted on the City's main website and Clerk's Office webpage
- Posted on City Calendar
- Distributed to all community centers and library branches

This memorandum has been posted on the City Clerk's website as part of the February 27, 2018 City Council Meeting Agenda.

COORDINATION

This memorandum has been coordinated with the Office of the City Attorney and the Department of Planning, Building, and Code Enforcement.

COMMISSION RECOMMENDATION/INPUT

The Council Appointment Advisory Commission met as a subcommittee on February 13, 2018 to interview the four eligible applicants to the Neighborhoods Commission. The subcommittee's recommendation has been transmitted in this memorandum.

CEQA

Not a Project, File No. PP17-010, City Administrative Activities, resulting in no changes to the physical environment.

A handwritten signature in black ink, appearing to read 'Toni J. Taber', is positioned above the printed name and title.

TONI J. TABER, CMC
City Clerk

For questions, please contact Elaine Trinh, Deputy City Clerk, at (408) 535-1260.