

Memorandum

TO: NEIGHBORHOOD SERVICES
AND EDUCATION COMMITTEE

FROM: Lee Wilcox

**SUBJECT: NEIGHBORHOODS COMMISSION
ANNUAL REPORT & WORK PLAN**

DATE: August 27, 2018

Approved



Date

9/1/18

RECOMMENDATION

Accept the Neighborhoods Commission Annual Report (July 2017 – June 2018) and accept the 2018-2019 Work Plan.

OUTCOME

The Neighborhoods Commission annual report will update the Neighborhood Services and Education Committee on activities undertaken by the Commission in the past year. The Commission Work Plan for 2018-2019 will inform the Committee of priority topic areas that will be discussed by the Commission in the year ahead.

BACKGROUND

On August 27, 2013, the City Council approved an ordinance amending Chapter 2.08 of Title 2 of the San Jose Municipal Code establishing a permanent Neighborhoods Commission. The ordinance requires that the Neighborhoods Commission focus on issues affecting neighborhood quality of life issues including neighborhood safety, transportation, and code enforcement. The Neighborhoods Commission also is to advise and make recommendations to the City Council regarding annual budget priorities. In addition, on August 10, 2016, the City Council appointed the Neighborhoods Commission as the Independent Citizens Oversight Committee (ICOC) for Measure B (Local Sales Tax) funds.

As designated by the Rules and Open Government Committee, the Commission must report to the Neighborhood Services and Education Committee (NSE) on its annual activities and seek the Committee's approval for its annual work plan. Attachment A provides the Neighborhoods Commission Annual Report Letter, while Attachment B contains the Neighborhoods Commission Ad hoc Committee Final Reports. and are seeking approval for their FY2018-19 work plan (Attachment C). The Neighborhoods Commission's last presented an annual report to NSE on September 17, 2017.

ANALYSIS

The following are highlights of Commission accomplishments for 2017-2018.

2017-2018 City of San Jose Budget Process

Commission members attended the spring 2017 Community Budget meetings in the various City Council districts to provide initial comments regarding the Proposed Budget. Commission members canvassed neighborhood groups in April 2018 for input into the development of budget recommendations. The Commission delivered its letter regarding annual budget priorities to the City Council on May 12, 2018.

Independent Citizens Oversight Committee on Measure B Sales Tax

In 2016, the City Council added a new responsibility to the Commission's annual work: providing oversight of the spending of the 2016 Measure B sales tax funds and serving as the Independent Citizens Oversight Committee. The Commissioners fulfilled their new responsibilities by developing a process to more thoroughly look at the use of the Local Sales Tax funds for funds collected in 2016 and in future years. This included appointing a committee to review sales tax usage and report out to the full Commission, sitting as the ICOC. The Committee completed the 2016 report on August 1, 2018 and submitted that report for Commission approval and inclusion as a part of the committee reports in the annual report to Council (Attachment B).

Commission bylaws

The Neighborhoods Commission completed development of bylaws for Commission operations as required by City policy. The Commission voted to adopt the City Clerk's standard bylaws for City commissions on June 13, 2018.

Caucus Process

The Commission had its biennial election for Commissioners representing even-numbered Council districts in spring 2018. The Commissioners took a much larger role in the caucus process than in previous years, taking responsibility for design, outreach, registration, and facilitation with some support from City Manager and Council staffs. On June 26, 2018, Council approved the ten Commissioners recommended through the caucus process.

Fostering Neighborhood Associations

The Commission developed a "Roadshow" presentation to share Commission learnings and information with the community. Commissioners participated in the first Roadshow presentation in partnership with the District 2 Council office in February. To ensure accuracy and consistency in messaging, the Roadshow presentation has approved sections that are designed to educate the

community about the work the Commission is doing and to share information about issues that are important to residents, such as illegal dumping and illegal fireworks. The presentations will be used in future joint presentations between the Commission and Council offices.

Illegal Fireworks

The Commission collaborated with the external “Stop Illegal Fireworks in San José” Committee to improve outreach efforts leading up to Tet, Chinese New Year, and the Fourth of July to ensure the community was aware of the City’s online tool for reporting illegal fireworks.

Sales Tax Increase Strategies and Participatory Budgeting

Two work plan items, Sales Tax Increase Strategies and Participatory Budgeting, had been championed by Commissioners who left the Commission part way through the year. Given other work plan commitments, the Commission chose not to complete these items.

2018-2019 Work Plan

Following the duties of the Commission as laid out in the Municipal Code, the Neighborhoods Commission developed the 2018-2019 Work Plan and approved it at the August 8, 2018 meeting. Below is a summary of items the Commission plans to address:

1. Continuing to work on the 2016 Measure B Sales Tax Oversight, focusing on 2017-2018.
2. Developing the Annual Budget Priorities Recommendation, in accordance with the Code.
3. Building on the success of the Roadshow, the Commission will enhance its Public Outreach efforts.
4. Illegal Dumping remains a common concern for many residents. The Commission will focus on learning about the City’s policies and programs and will share that information with residents.
5. While the City has implemented the new reporting program for Illegal Fireworks, the Commission will continue working with the Stop Illegal Fireworks in San Jose Committee and will share information about how to report illegal fireworks with the public.
6. Disaster Preparedness is a new item for the Commission. Following the 2017 Coyote Creek Flood, Commissioners received many questions about the City’s emergency response plans. The Commission will learn more about the City’s plans and recommendations for how residents can prepare themselves for an emergency, then share that information with neighborhood associations as well as potentially adding it to the Roadshow presentation template.
7. Neighborhood Traffic is also a new item for this Commission. Residents across the City have concerns about the increase of traffic in their neighborhood streets. The Commission will review City policies and priorities and share that information with the community.

EVALUATION AND FOLLOW-UP

The Neighborhoods Commission evaluates its progress through the annual report to the NSE Committee. The annual report for 2018-2019 and its workplan for 2019-2020 will be brought forward to the Committee next year.

PUBLIC OUTREACH

In addition to discussions at the Neighborhoods Commission, this memorandum will be posted on the website for the NSE Committee with the agenda for the September 12, 2018 meeting.

COORDINATION

This memorandum was coordinated with the City Attorney's Office.

CEQA (Mandatory)

Not a Project, File No. PP17-010, City Organizational & Administrative Activities that involve no physical changes to the environment.

/s/

LEE WILCOX

Chief of Staff, Office of the City Manager

For questions, please contact Sabrina Parra-Garcia, Executive Analyst, at (408) 535-8171.

Attachment A: Neighborhoods Commission Annual Report Letter

Attachment B: Neighborhoods Commission Ad hoc Committee Final Reports

Attachment C: Neighborhoods Commission 2018-2019 Work Plan