



# Memorandum

**TO:** NEIGHBORHOOD SERVICES AND  
EDUCATION COMMITTEE

**FROM:** Lee Wilcox

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

**DATE:** August 29, 2018

Approved

Date

9-5-19

## RECOMMENDATION

Accept the Neighborhoods Commission Annual Report (July 2018 – June 2019) and the FY 2019-2020 Work Plan.

## OUTCOME

The Neighborhoods Commission annual report will update the Neighborhood Services and Education Committee on activities undertaken by the Commission during the last fiscal year. The Commission's work plan will provide a preview of what work the Commission will complete in fiscal year 2019-20.

## BACKGROUND

On August 27, 2013, the City Council approved an ordinance amending Chapter 2.08 of Title 2 of the San Jose Municipal Code (Ord. 29297) establishing a permanent Neighborhoods Commission. The ordinance requires that the Neighborhoods Commission focus on issues affecting neighborhood quality of life issues including public safety, transportation, code enforcement, and the City budget. (SJMCS 2.08.3430.) In addition, on August 10, 2016, the City Council appointed the Neighborhoods Commission as the Independent Citizens Oversight Committee for Measure B (Local Sales Tax) funds.

As part of their work, the Commission must report on their annual activities (Attachment A - Neighborhoods Commission Annual Report and Attachment B - Neighborhoods Commission Ad hoc Committee Final Reports) and are seeking approval for their FY 2019-20 work plan (Attachment C). The Rules and Open Government Committee designated the Neighborhood Services and Education Committee to review their report. The last report to the Neighborhood Services and Education Committee was made at the September 13, 2018 meeting.

## **ANALYSIS**

### **FY2018-19 Annual Report**

The following are highlights of Commission accomplishments for FY 2018-2019.

#### ***2018-2019 City of San Jose Budget Process***

Commission members attended the spring 2019 Community Budget meetings in the various districts to provide initial comments regarding the Proposed Budget. Commission members canvassed neighborhood groups in April 2019 for input into the development of budget recommendations. The final budget letter, on behalf of the Commission, was included in Manager's Budget Addendum #24 on June 11, 2019.

#### ***Independent Citizens Oversight Committee on Measure B Sales Tax***

The City Council added a new responsibility to the Commission's annual work in 2017: oversight of the spending of the 2016 Measure B sales tax funds 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 the 2016 collected funds and in future years. The Committee completed the 2017 report on April 3, 2019 and submitted the report for Commission approval and inclusion as a part of the committee reports in the annual report (Attachment B).

#### ***Disaster Preparedness***

The Commission's Disaster Preparedness ad hoc committee worked with the Office of Emergency Management staff to learn about what efforts were in place for community residents to get more prepared for a possible emergency. As a part of that work, staff requested that the Neighborhoods Commission assist in spreading the word about the Office's Awareness and CERT trainings, contacting 114 neighborhood associations within 2 months.

#### ***Illegal Dumping***

The Commission's Illegal Dumping ad hoc committee reached out to staff to learn what residents can do to curb illegal dumping in their neighborhoods. In addition to Commissioners sharing that information with neighborhood associations and leadership groups, the Commission also made two budget recommendations in their budget letter and MBA: \$60,000 for a community engagement program and \$250,000 for a community resource center to assist residents in learning about and using City resources to curb blight, graffiti, and litter.

#### ***Neighborhood Traffic***

The ad hoc committee met with Department of Transportation staff to understand options available to residents who are worried about speeding on their neighborhood streets. Committee

shared information with neighborhood associations and leadership groups, and encouraged them to share with the Council offices what streets were being impacted by fast and unsafe driving.

### ***Public Outreach***

The Neighborhoods Commission created an ad hoc committee to build on the success of their first Commission overview and City Services-focused “Roadshow” Presentation working with the District 2 Council Office in April of 2018. In addition to working with the District 7 Council Office to host another Roadshow presentation, the ad hoc committee created a Neighborhood Association Toolkit, which was also translated into Spanish.

### ***Illegal Fireworks***

The Commission continued their long-standing work in helping to track the impact of the fireworks fine program and shared information with residents about how to report illegal fireworks. They received several updates from the Fire Department and also spread the word about the online reporting tool leading up to Tet, Chinese New Year, and the 4<sup>th</sup> of July.

### **FY2019-20 Work Plan**

The following items were approved by the Neighborhood Commission for inclusion in the work plan:

### ***Independent Citizens Oversight Committee on Measure B Sales Tax***

The Commission will continue the work of their standing committee to comply with Council direction to apply resident oversight to the revenue and spending of the 2018 portion of the 2016 Measure B ¼-cent sales tax.

### ***2019-2020 City of San Jose Budget Process***

To comply with Municipal Code Section 2.08.34, the Commission plans to have an ad hoc committee to prepare for their 2019-20 budget letter and Manager’s Budget Addendum.

### ***2020 Commission Caucus***

During the 2018 Commission Caucus, the Commission created a robust process that included roles and responsibilities for Commissioners in future caucuses. The Commission plans to create an ad hoc committee to coordinate the pre-work and Commissioner participation in the 2020 Caucuses.

### ***Access to Transportation***

Commissioners heard from residents across several districts concerns about current or planned transportation projects. Therefore, the Commission plans to have an ad hoc committee focused on learning about those projects and how residents can provide their feedback.

### ***Community Engagement***

Building on the collection of resources already created by the Commission to support neighborhood associations in getting established and accessing information about City services, the Commission plans to have this ad hoc committee spearhead another Commission Roadshow presentation with a Council office and continue learning from residents and current associations what additional resources they would like to support their work.

### ***Emergency Response***

Building on the work of the Commission last fiscal year, the Commission plans to maintain the ad hoc committee to continue working with the Office of Emergency Management. The Commission would to increase their knowledge about how to prepare for a variety of emergency situations, including active shooter situations, and sharing that information with associations and leadership groups.

### ***Blight***

The Commission plans to continue their work with blight, litter, and graffiti focusing on empowering residents to report problems and to take advantage of the Free Unlimited Pick Up program, which many residents are still unaware of.

### ***Neighborhood Park Improvements***

An ad hoc committee will seek to understand the park improvement process; how residents can engage to request new parks or park amenities, and how to request additional maintenance and park improvements.

### ***Neighborhood Association List Development***

As highlighted in the March 18, 2019 City Auditor's Development Noticing report, the City does not currently have a process for registering neighborhood associations. The Commission plans to engage with Planning, Building, and Code Enforcement staff to learn what the plans are to resolve this, offer the Commission's experience and knowledge of existing associations, and share updates with residents.

### ***Illegal Fireworks***

As this continues to be a concern many Commissioners hear about, the Commission as a whole will continue to request updates on the illegal fireworks citation program from the Fire Department and remind residents about the online tool reporting tool leading up city-wide holidays.

### ***Police Department Manning Audit***

The Commission plans to send a letter requesting that the City Auditor conduct an audit on current San Jose Police Department staff levels and assess if staffing level is sufficient for a city this size.

### **EVALUATION AND FOLLOW-UP**

Staff will provide an additional update to Neighborhood Services and Education Committee in June 2020.

### **PUBLIC OUTREACH**

This memorandum will be posted along with the Neighborhood Services and Education Committee agenda for its September 12, 2019 meeting.

### **COORDINATION**

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

### **CEQA**

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.

NEIGHBORHOOD SERVICES AND EDUCATION COMMITTEE

August 29, 2019

**Subject: Neighborhoods Commission Annual Report and FY 2019-2020 Work Plan**

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**Attachment A:** Neighborhoods Commission Annual Report Letter

**Attachment B:** Neighborhoods Commission Ad hoc Committee Final Reports

**Attachment C:** Neighborhoods Commission FY2019-20 Work Plan