ATTACHMENT B – ICOC FY2017-18 ANNUAL REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Neighborhoods Commission Independent Citizens Oversight Committee for the Measure B ¼-cent sales tax

DATE: 10 April 2019

SUBJECT: Neighborhoods Commission Independent Citizens Oversight Committee (ICOC) 2016 Measure B 1/4-Cent Sales Tax ANNUAL Report FOR FISCAL YEAR 2017-2018

1. RECOMMENDATION

Accept this report on the Measure B 1/4-Cent Sales revenues and allocations. Accept the Fiscal Year (FY) 2017-2018 Neighborhoods Commission Independent Citizens Oversight Committee (ICOC) findings and recommendations.

2. OUTCOME

This report to the Mayor and Council provides the ICOC findings and recommendations for the Measure B 1/4-Cent Sales Tax revenues and allocations for FY 2017-2018. The revenues reported for FY 2017-2018 represent the second year of Measure B implementation and were for 12 months. The revenues reported for the first year of Measure B implementation were for 8 months.

3. OVERVIEW

This report documents the findings of the Neighborhoods Commission (NC) Independent Citizens Oversight Committee (ICOC) for the Measure B ¼-cent sales tax revenues. The report covers the period from 7/1/2017 to 6/30/2018.

The ICOC was authorized as a result of the San José City's Measure B Sales Tax ballot measure approved by the voters on June 7, 2016 that required Independent Citizens Oversight with public review of spending, and all revenues controlled locally.

San José City Manager provided the Measure B 1/4-Cent Sales Tax revenues, allocations, and expenditures for FY 2017-2018. The findings in this report are based on the Measure B data provided by the San José City Manager.

4. FINDINGS

San José City's 2016 Measure B ¼-Cent Sales Tax revenues received for FY 2017-2018 were $42,605,777. The revenues were allocated and expended for each of the Measure B categories as detailed in table 4-1. This report provides the methodology used to develop the findings and analyses of the findings.

Table 4-1. FY 2017-2018 Measure B ¼-Cent Sales Tax Allocations

Measure B Category	Measure B Allocation (dollars)	Percent Allocated
Improving Police Response to Reduce Violent Crimes and Burglaries	22,982,447	53.94
Improving 911/Emergency Medical/Fire Response Times	7,536,544	17.7
Repairing Potholes and Streets	998,642	2.34
Expanding Gang Prevention	1,000,000	2.35
Maintaining the City's Long-Term Financial Stability	9,150,000	21.47
Other	938,144	2.20
Total	42,605,777	100

5. CHARTER

City of San José Council Resolution No. 78016, adopted December 13, 2016 designates the Neighborhoods Commission of the City of San José as the local sales tax independent citizens oversight committee, as outlined in the Measure B ¼-Cent Sales Tax Ballot measure.

The resolution further designates the Neighborhoods Commission as the Oversight Committee, to absorb the oversight function required by Measure B within the existing scope of the Neighborhoods Commission, and requires that the Neighborhoods Commission, in its role as the Oversight Committee, review local sales tax revenues annually and report to the City Council on the local ¼-cent sales tax measure during the annual budget process.

Each year, for the life of the Measure B ¼-Cent Sales Tax, the ICOC will review:

- Revenue resulting from Measure B
- Areas of the San José annual budget impacted by Measure B
- Measure B sales tax revenue and expenditure data provided by the San José City Manager's Office.

The ICOC will review and analyze data provided by the City and produce an annual report with a timeline defined by the City, containing an evaluation of the proposed budget allocations with the actual expenditures and submit that report to the City Council.

6. SCOPE OF WORK.

The San José City's Tax ballot measure and the ICOC charter define the scope of work.

San José City's 2016 Measure B Sales Tax ballot measure: *To fund essential City services such as: improving police response to reduce violent crimes and burglaries; improving 911/emergency medical/fire response times; repairing potholes and streets; expanding gang prevention; and maintaining the City's long-term financial stability, shall the City of*

San José enact a ¼ percent sales tax for 15 years, providing about $40 million annually, requiring Independent Citizens Oversight with public review of spending, and all revenues controlled locally.

On August 10, 2016, the City's Rules Committee directed the City Manager to: 1) create a process for appointing citizens to the ICOC, with explicit consideration that the City's NC serve as the Committee by absorbing Measure B's mandated functions within the existing purpose of the NC; 2) establish a schedule for periodic meetings of the ICOC, at least annually; and 3) determine a scope of duties consistent with voter authorization. The use of the NC as the ICOC will conserve City resources and staff time and aligns with past work the NC has done on budget engagement. The City desires to designate the NC as the ICOC, absorb the oversight function required by Measure B within the existing scope of the Neighborhoods Commission, and require that the Neighborhoods Commission, in its role as the ICOC, review local sales tax revenues annually and report to the City Council on the local sales tax measure during the annual budget process.

7. ICOC STANDING COMMITTEE MEMBERSHIP

The ICOC membership is limited to NC commissioners. Members of the public or former commissioners cannot be members. A list of the NC Commissioners serving on the ICOC during 2018/2019 is provided in table 7-1.

Table 7-1. NC ICOC Commissioners Serving During 2018/2019

Commissioner	District
Carter, Jim	6
Cunningham*, Gary	1
Giammona, Richard	10
Hernandez, Mimi	5
Martin, Terry	9

*Chair

8. ICOC MEETINGS

ICOC meetings were conducted in accordance with SJ City and Brown Act requirements. SJ City Manager staff provided support for meeting venues, agendas, notices, and minutes.

9. OVERSIGHT METHODOLOGY

The San José City Council did not take separate action to allocate Measure B revenues to specific expenditures in FY 2017-2018. The ICOC requested Measure B FY 2017-2018 revenue data be provided for oversight review in a format comparable to that provided in San José City Manager Budget Addendum #14 (MBA #14): Subject: Sales Tax Ballot Measure: 2016-2017 Provisional Budget and Ongoing Spending Priorities Plan. MBA #14 was used as a basis for reviewing FY 2016-2017 Measure B revenue data.

San José City Manager provided the Measure B 1/4-Cent Sales Tax revenues, allocations, and expenditures for FY 2017-2018 in the requested format. The findings in this report are based on the Measure B data provided by the San José City Manager.

9.1 Audited Data

Audited sales tax revenue data was provided to the ICOC by the San José City Manager. The data was audited by City's independent financial auditor, Macias, Gini & O'Connell, LLP as part of the audit of the City's 2017-2018 Comprehensive Annual Financial Report (CAFR). Sales tax allocation data was not cited.

The San José City Manager Budget Office provided the ICOC with a FY 2017-2018 Measure B Local Sales Tax Reconciliation memo. The memo is provided as attachment 1 to this report. The memo provided details of the Measure B revenue allocations with respect to the City's 2017-2018 Comprehensive Annual Financial Report data audited by the City's independent financial auditor. The memo notes that the items identified in the matrix with a "Fiscal Year Initiated Date" of 2017-2018 represent an increase in resources above a department's 2017-2018 Base Budget allocation as displayed in the 2017-2018 Proposed Operating Budget. The only exception is the allocation for "Police Officer Retention and Attraction", which includes compensation increases agreed to with the Police Officers Association during the 2016-2017 fiscal year, and was subsequently incorporated into the Police Department's 2017-2018 Base Budget.

A matrix was developed as a baseline of the budget items and comparing those items with the proposed budget and actual expenditures. The results of the comparisons form the basis of the finding for each of the budget items. The finding includes a description of the expenditures for that budget item. The matrix is provided as attachment 2 to this report. The San José City Manager Budget Office provided the ICOC with the expenditure data and explanatory notes contained within the Matrix.

9.2 Matrix Description

The following is a description of the matrix format and content.

a. Category. Identifies the budget item associated with each Measure B category
b. Fiscal Year Initiated. Identifies the fiscal year budget item was originally funded with Measure B revenue
c. Description. Describes the scope of the budget item
d. Budgeted Allocation. Identifies the funds proposed for that budget item
e. Measure B Allocation. Contains the allocated expenditures for that budget item
f. Findings. Contains the evaluation of the proposed allocation with the actual expenditure, and the resultant outcome.

10. FINDINGS ANALYSES

San José City's 2016 Measure B ¼-Cent Sales Tax revenues received for FY 2017-2018 were $42,605,777 as stated in attachment 1. The revenues were planned to be allocated and expended for each of the following Measure B categories:

- Improving police response to reduce violent crimes and burglaries
- Improving 911/emergency medical/fire response times
- Repairing potholes and streets
- Expanding gang prevention

- Maintaining the City's long-term financial stability

Findings are provided for each of the measure categories detailing how the revenues were allocated and expended. Some budget items may have had their planned funding adjusted. The adjustments are noted in the findings. The findings were based on the following:

a. The SJ FY 2017-2018 Comprehensive Annual Financial Report (CAFR) cited in attachment 1 did not reference or specifically mention the ¼ Cent Sales Tax measure revenue or allocations.

b. The SJ FY 2017-2018 Annual Report cited in attachment 1 specifically mentions the ¼ Cent Sales Tax measure in the paragraph "Local Sales Tax" and states that the revenue was $42.6 million. The report did not mention Measure B revenue allocations.

c. The FY 2017-2018 Measure B Local Sales Tax Reconciliation memo (attachment 1) states that because separate expense accounting codes designated specifically for the Local Sales Tax were not used for several line items, it is not possible for the City, or a financial auditor, to specifically tie all the General Fund expenditures to the Local Sales Tax.

Although Measure B requires oversight of the revenue, San José Council Resolution No. 78016, and other related ICOC documents did not establish a method or system for tracking and reporting each item's budgeted allocation, actual Measure B allocation, and the result of the expenditure. The data resulting from a tracking and reporting system could have been audited and provided to the ICOC.

As a result, the ICOC relied on the San José City Manager Budget Office-provided FY 2017-2018 Measure B Local Sales Tax Reconciliation memo and the Measure B expenditure data and explanatory notes contained within the Matrix to develop the finding for each budget item.

10.1 Improving Police Response to Reduce Violent Crimes and Burglaries.

The total allocation for this category was $22,982,447. Revenues were distributed among the following subcategories:

10.1.1 Improve Response to Burglary and Neighborhood Crime. $1,911,190 was included in the Police Department's Personal Services and Non-Personal/Equipment budget. The funding continues 14.0 Community Service Officer I/II, 4.0 Senior Community Service Officer, and 1.0 Supervising Community Service Officer positions as well as non-personal/equipment funding added in FY 2016-2017 from the Local Sales Tax.

10.1.2 Expand Police Recruitment. $325,000 of one-time funding was added to the Police Department's Non-Personal/Equipment budget for recruiting candidates for the upcoming Police Officer Recruit Academies as well as for civilian vacancies, such as Public Safety Communication Specialists and Public Safety Dispatchers in the 9-1-1 Emergency Communications Center as well as Community Service Officers.

10.1.3 Improve Crime Solving. $417,925 was included in the Police Department's Personal Services budget. The funding continues 5.0 Crime and Intelligence Analyst positions added in FY 2016-2017 from the Local Sales Tax.

10.1.4 Maintain Police Deployment Levels. $4,050,000 of additional overtime funding was added to the Police Department's Personal Services budget. The funding was expended to address higher than anticipated overtime costs due to unfilled vacancies in both sworn and civilian positions.

10.1.5 Police Officer Retention and Attraction. $16,278,332 was funded and expended to improve sworn Police recruiting and retention and increase the number of sworn officers hired. Salary increases were approved in FY 2017-2018 that exceeded the 3% increase assumed in the General Fund Forecast.

10.2 Improving 911/Emergency Medical/Fire Response Times.

The total allocation for this category was $7,536,544. Revenues were distributed among the following subcategories:

10.2.1 Improve Fire Medical Response. $2,902,666 is ongoing overtime funding and is included in the Fire Department's Personal Services budget. The funding continues ongoing overtime added in FY 2016-2017 from the Local Sales Tax to maintain Fire Department sworn minimum staffing levels, which prevents the "browning out" (placing out of service) of any fire companies where there are staff absences.

10.2.2 Improving Emergency Medical Response. $2,278,306 is ongoing funding included in the Fire Department's Personal Services budget. The funding continues two Fire Squad Units added in 2016-2017 from the Local Sales Tax. The Squads are two-person response units that respond to low level emergency medical services (EMS) requests and provide utility support at larger incidents.

10.2.3 Dispatch Consoles for Use on Silicon Valley Regional Communication System. $1,900,000 was transferred to the Communications C&C Tax Fund for purchase of dispatch consoles. Transfers funds from the General Fund to the Communications Construction and Conveyance (C&C) Tax Fund to purchase Silicon Valley Regional Communications Services dispatch consoles for use in the Police and Fire Communications Center that serves as the primary Public Safety Answering Point (PSAP) and the South San José Police Substation that serves as the secondary PSAP.

10.2.4 Dispatch Consoles/Mobile Device Installation Staffing. $68,049 was allocated to the Police Department's Non-Personal/Equipment ($47,634) and the Fire Department's Non-Personal/Equipment budgets ($20,415). Adds funding for the installation, repair, and maintenance of mobile device units and dispatch consoles for Police and Fire operations in preparation of the upcoming transition to the Silicon Valley Regional Communications System.

10.2.5 Office of Emergency Services - Disaster Preparedness. $265,000 of one-time funding was initially allocated to the Fire Department's Non-Personal/Equipment Budget. During FY 2017-2018, the Office of Emergency Management was transferred to the City Manager's Office, along with this associated funding. The one-time funding supports the Office of Emergency Services and the Emergency Operations Center. These funds allow for the development of the following plans: Recovery Plan, Debris Management Plan, Crisis Communications Plan, Donations and Volunteer Plans, and Damage Assessment Plan.

10.2.6 Office of Emergency Services - Disaster Preparedness Analytical Staffing. $82,523 was funded and expended for this category. Adds 1.0 Analyst to provide financial and grants management support to the Office of Emergency Services, including budget development and monitoring, management of grant proposals, grant award processes, program deliverables, reimbursement requests, and grant management audits for various federal and State grants.

This position was initially funded from the Fire Department's Personal Services budget. During FY 2017-2018, the Office of Emergency Management was transferred to the City Manager's Office, along with this position and associated funding.

10.2.7 Automated External Defibrillators for Police Vehicles. $40,000 was allocated to the Police Department's Non-Personal/Equipment budget. The one-time funding was for the acquisition installation of Automated External Defibrillator (AED) machines in 50 Police Field Patrol supervisor vehicles.

10.3 Repairing Potholes and Streets.

The total allocation for this category was $998,642. Revenues were distributed for street repair.

10.3.1 Pavement Maintenance Program. $998,642 was allocated as a separate capital expenditure appropriation. An amount of $1,358 was unspent and not carried forward into FY 2018-2019. Adds one-time funding to pave and repair streets throughout the City. In 2017-2018, this amount of pavement funding allowed for approximately 1.4 miles of street resurfacing and 4 miles of street sealing.

10.4 Expanding Gang Prevention. The total allocation for this category was $1,000,000.

10.4.1 San José Works: Youth Jobs Initiative. $1,000,000 was allocated as a separate city-wide expenditure appropriation. Approximately $89,000 was unspent in FY2017-2018, but was carried forward to be spent in FY 2018-2019.

10.5 Maintaining the City's Long-Term Financial Stability.

The total allocation for this category was $9,150,000.

10.5.1 2018-2019 Future Deficit Reserve. $9,150,000 was allocated to a separate reserve appropriation to help the City address the anticipated General Fund shortfall for FY 2018-2019. Funds $9.15 million of the $34.8 million FY 2018-2019 General Fund shortfall projected in the 2018-2022 General Fund Forecast that was issued in February 2017. *Although funding a General Fund shortfall aids in maintaining the City's long-term financial stability, this was not the general public understanding of Measure B.*

10.6 Other.

The total allocation for this category was $938,144. Revenues were distributed among the following subcategories:

10.6.1 Neighborhood Park Maintenance. $609,881 was funded and expended for adding 2.0 Park Maintenance Repair Worker I and 7.0 Grounds worker positions, and non-personal/equipment funding to supplement the existing park maintenance budget in order to improve the overall appearance of the City's neighborhood park system. The cost for these positions was added to the Parks, Recreation and Neighborhood Services budget.

10.6.2 Project Hope Program. $108,263 was allocated to the Parks, Recreation and Neighborhood Services Personal Services budget. Adds one-time funding to support the Project Hope Program. This funding will ensure Project Hope will remain funded through June 30, 2018.

10.6.3 MANDATORY Transfer of Local Sales Tax Proceeds to the Airport Revenue Fund (Jet Fuel). $220,000 was transferred to the Airport Revenue Fund for estimated Local Sales Tax revenue generated from jet fuel sales from December 2017 through June 2018. Per Federal Aviation Administration (FAA) policy, beginning December 8, 2017, Sales Tax revenue related to jet fuel sales that are located on Airport properties must be returned to the Airport Department.

11. OBSERVATIONS/COMMENTS

The following Observations/Comments are derived as a result of the operation of the ICOC during the 2017/2018 session:

- The ICOC met seven times during the 2018-2019 session beginning in November 2018
- Support was provided for the ICOC by CMO staff for meetings
- A charter, plan, schedule, and draft report were developed by the committee early in the process

- ICOC was able to establish a line of communications with the San José City Manager Budget Office to determine the type and format of the data that would be provided to the ICOC and when. Additionally, a single point of contact was established with the ICOC and San José City Manager Budget Office
- CMO staff were not used to perform liaison duties in place of having face-to-face meetings with the San José City Manager Budget Office
- The CMO position on Measure B is that it is a general measure and the wording of the ballot designating specific items is "for guidance only" and is not binding.
- The San José City Manager Budget Office did not separate expenditures from Measure B revenues and commingled them with other SJ expenditures.
- The ICOC was unable to determine whether Measure B revenue served as an addition to a department's budget or was used to fill a budget shortfall. The ICOC relied on a certification from the San José City Manager Budget Office (attachment 1) stating items identified in the matrix with a "Fiscal Year Initiated Date" of 2017-2018 represent an increase in resources above a department's 2017-2018 Base Budget allocation as displayed in the 2017-2018 Proposed Operating Budget. The only exception was the allocation for "Police Officer Retention and Attraction", which included compensation increases agreed to with the Police Officers Association during the 2016-2017 fiscal year, and was subsequently incorporated into the Police Department's 2017-2018 Base Budget.
- $9,150,000 was allocated to a separate reserve appropriation to help the City address the anticipated General Fund shortfall for FY 2018-2019. This allocation was classified as part of Maintaining the City's Long-Term Financial Stability, one of the Measure B categories. Although funding a General Fund shortfall aids in maintaining the City's long-term financial stability, this was not the general public understanding of Measure B.

12. RECOMMENDATONS

The following recommendations are derived as a result of the operation of the ICOC during the 2017/2018 session:

- Provide a method or system for tracking and reporting each item's budgeted allocation, actual Measure B allocation, and the result of the Measure B expenditure. Provide the Measure B data resulting from a tracking and reporting system to the Independent Auditor to be audited. Provide the audited data to the ICOC to develop the findings.
- Create a Local Sales Tax Spending Plan comparable to SJ City Manager Budget Addendum #28: Subject: Sales Tax Ballot Measure: 2018-2019 for each year the local tax measure is in effect.
- Start the ICOC 2018/2019 effort in September 2019
- Schedule the ICOC, CMO, and SJ City Manager Budget Office to meet in November 2019 to coordinate the FY 2018-2019 ICOC plan, schedule, and draft report. This was done for the FY 2017-2018 ICOC and was productive.
- The ICOC recommends that Measure B revenues not be used for General Fund shortfalls.

13. SUMMARY

The FY 2017-2018 information needed by the ICOC to complete its findings was furnished when requested and in a timely manner.

A line of communications with the San José City Manager Budget Office was established early in the process. Additionally, single-points of contact were identified between the San José City Manager Budget Office and ICOC to facilitate the oversight process.

As a result of the timely delivery and completeness of the information furnished to the ICOC, the ICOC was able to complete its FY 2017-2018 findings on schedule. This resulted in a reduction in the number of ICOC meetings and a subsequent reduction of Staff support time.

Oversight of the Measure B ¼-cent sales tax revenues is well suited to the Neighborhoods Commission as part of its annual workplan. Commissioners who serve on the ICOC represent their neighborhoods and share the concerns of San José residents that tax revenues are appropriately allocated to items for which they are intended.

The Measure B ¼-cent sales tax revenue oversight and reporting performed by the Neighborhoods Commission can serve as a positive example for future tax measures.

CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

Memorandum

TO: NEIGHBORHOOD COMMISSION - INDEPENDENT CITIZENS OVERSIGHT COMMITTEE

FROM: Margaret McCahan

SUBJECT: **2017-2018 MEASURE B LOCAL SALES TAX RECONCILIATION**

DATE: March 11, 2019

This memorandum provides information requested by the Neighborhood Commission, Independent Citizens Oversight Committee (ICOC) related to Measure B Local Sales Tax data for fiscal year 2017-2018.

On June 7, 2016, San Jose voters approved a one-quarter percent Local Sales tax to fund City services. From July 1, 2017 through June 30, 2018, the City collected Measure B Local Sales Tax revenue in the amount of $42,605,777. This amount was reported in the City's 2017-2018 Annual Report (http://www.sanjoseca.gov/DocumentCenter/View/80256, p. II-9) prepared by the City Manager's Office. The City's 2017-2018 Comprehensive Annual Financial Report (CAFR) prepared by the Finance Department also incorporated this figure, and that report was audited by the City's independent financial auditor, Macias, Gini & O'Connell, LLP.

The Measure B Local Sales Tax revenue is one of many revenue sources in the General Fund, and Measure B revenue is tracked in a separate revenue accounting code. This separate accounting code enables the identification of the revenue attributed solely to the Local Sales Tax. However, unlike 2016-2017 where Measure B Local Sales Tax revenue was allocated in accordance with Manager's Budget Addendum #14 (*Sales Tax Ballot Measure: 2016-2017 Provisional Budget and Ongoing Spending Priorities Plan*), the City Council did not take separate action to allocate Measure B revenues to specific expenditures in 2017-2018.

As a result, the Administration developed the attached document labeled "ICOC Annual Measure B ¼-cent 2017-2018 Sales Tax Matrix", which conforms to the format requested by the ICOC. This document represents expenditures included in the 2017-2018 Adopted Budget that are: ongoing allocations originally established in 2016-2017 that were explicitly identified to receive funding as a result of Measure B passage as described in Manager's Budget Addendum #14; allocations in 2017-2018 that correspond to similar allocations in 2018-2019 that were explicitly identified by Manager's Budget Addendum #28: Local Sales Tax Adjustments; and

Attachment 1. FY 2017-2018 Measure B Local Sales Tax Reconciliation memo (1 of 2)

allocations in 2017-2018 that align to the intent and spirit of the Measure B ballot language. With one exception, the items identified in the matrix with a "Fiscal Year Initiated Date" of 2017-2018 represent an increase in resources above a department's 2017-2018 Base Budget allocation as displayed in the 2017-2018 Proposed Operating Budget. The only exception is the allocation for "Police Officer Retention and Attraction", which includes compensation increases agreed to with the Police Officers Association during the 2016-2017 fiscal year, and was subsequently incorporated into the Police Department's 2017-2018 Base Budget.

As in 2016-2017, several of the allocations described in the matrix were added to existing General Fund expense appropriations within the 2017-2018 Adopted Budget. Because separate expense accounting codes designated specifically for the Local Sales Tax were not used for several line items, it is not possible for the City, or a financial auditor, to specifically tie all the General Fund expenditures to the Local Sales Tax. The City Manager's Budget Office and the ICOC collaborated on the development of the expenditure data and explanatory notes contained within the Matrix.

It is important to note that, for fiscal year 2018-2019, separate expenditure appropriations related to the Local Sales Tax to enable the tracking and reporting of these expenditures were approved by the City Council with the inclusion of Manager's Budget Addendum #28 "Local Sales Tax Budget Adjustments" into the Mayor's June Budget Message for Fiscal Year 2018-2019. These appropriations tie directly to the revenue estimate for the Local Sales Tax.

Margaret McCahan

MARGARET MCCAHAN
Budget Director

Attachment: ICOC Annual Measure B ¼-cent Sales Tax Matrix

Attachment 1. FY 2017-2018 Measure B Local Sales Tax Reconciliation memo (2 of 2)

Attachment 2. ICOC Annual Measure B ¼-Cent Sales Tax Matrix for FY 2017-2018 (1 of 3)

The table below displays information related to the allocation and expenditure of Measure B Sales Tax funding for Fiscal Year 2017-2018. The actual Measure B Local Sales Tax revenues in 2017-2018 totaled $42,605,777. It is important to note that the City Council did not take action in 2017-2018 to allocate Measure B funding for specified expenditures. As a result, the table below includes the following:

1) Ongoing allocations originally established in 2016-2017 that were explicitly idenified to receive funding as a result of Measure B passage as described in Manager's Budget Addendum #14: Sales Tax Ballot Measure - 2016-2017 Provisional Budget and Ongoing Spending Priorities Plan;
2) Allocations in 2017-2018 that correspond to similar allocations in 2018-2019 that were explicitly identified by Manager's Budget Addendum #28: Local Sales Tax Adjustments; and
3) Allocations in 2017-2018 that align to the intent and spirit of the Measure B ballot language (highlighed in blue).

For the purposes of ICOC reporting, the table below makes the following assumptions regarding the column titled "Estimated Measure B Funding Allocation":

1) Where possible, the actual amount spent or encumbered is displayed; and
2) If the specified allocation was added to an existing expense appropriation, the budgeted allocation is assumed to be fully spent.

FY 2017-2018					FY 2017-2018	
Category	**Fiscal Year Initiated**	**Description**	**Budgeted Allocation**	**Estimated Measure B Allocation**	**Notes**	**Commission Findings**
1. IMPROVING POLICE RESPONSE TO REDUCE VIOLENT CRIMES & BURGLARIES						
1.1 Improve Response to Burlargy and Neighborhood Crime*	2016-2017	Continues 14.0 Community Service Officer I/II, 4.0 Senior Community Service Officer, and 1.0 Supervising Community Service Officer positions as well as non-personal/equipment funding added in 2016-2017 from the Local Sales Tax. The CSO Program increased from 54 to 73 positions to handle low-priority calls for service, freeing time for sworn officers to respond to higher priority calls for service and conduct proactive police work. The CSOs perform non-hazardous and non-emergency police functions, including field report writing, interviewing witnesses, conducting follow-up investigations, and collecting evidence.	$ 1,911,190	$ 1,911,190	These costs were included in the Police Department's Personal Services and Non-Personal/Equipment budget.	***Concur***
1.2 Expand Police Recruitment*	2017-2018	Adds one-time funding for recruiting candidates for the upcoming Police Officer Recruit Academies as well as for civilian vacancies, such as Public Safety Communication Specialists and Public Safety Dispatchers in the 9-1-1 Emergency Communications Center as well as Community Service Officers.	$ 325,000	$ 325,000	This one-time funding of $325,000 was added to the Police Department's Non-Personal/Equipment budget.	***Concur***
1.3 Improve Crime Solving*	2016-2017	Continues 5.0 Crime and Intelligence Analyst positions added in 2016-2017 from the Local Sales Tax. These positions support Field Patrol (1.0 position in each of the four Patrol Divisions) and Special Operations (1.0 position) in analyzing and reporting on real time divisional crime trends, allowing for consistency and continuity in this work.	417,925	417,925	The costs for the these positions were included in the Police Department's Personal Services budget.	***Concur***
1.4 Maintain Police Deployment Levels*	2017-2018	Adds one-time funding to address higher than anticipated overtime costs. The Police Department has worked diligently to fill vacancies in both sworn and civilian positions. In 2017-2018, 176 positions were filled and placed in three Recruit Academies. Vacancy savings were used to backfill positions in Patrol in recent years. However, as the Department has filled vacancies these savings decreased. While the goal is to fill the vacancies and eliminate the need to backfill positions, new recruits are in academy training and field training for 10-12 months and are not available to respond to calls for service. Because overtime was used to staff Patrol while the new officers are in training, without the associated vacancy savings, Personal Services would have otherwise exceeded its original budget.	$ 4,050,000	$ 4,050,000	The additional overtime funding was added to the Police Department's Personal Services budget.	***Concur***

1.5 Police Officer Retention and Attraction*	2017-2018	To improve sworn Police recruiting and retention and increase the number of sworn officers hired, salary increases were approved in 2017-2018 that exceeded the 3% increase assumed in the General Fund Forecast. Increasing compensation to make San José more competitive with neighboring law enforcement agencies helped reverse the previous downward trend in staffing levels. In September 2017, the Police Department had 966 filled sworn staffing positions out of an authorized level of 1,109. By September 2018, that level had risen to 1,072. By the end of 2018-2019, the Police Department is not anticipating any significant sworn staffing vacancies.	$ 16,276,974	$ 16,278,332	This funding is included in the Police Department's Personal Services budget. The amount shown in the "Budgeted Allocation" column represents the portion of the $21.7 million increased compensation above the forecasted amount that is allocated to Measure B. The amount in the "Estimated Measure B Allocation" column is slightly higher to account for minor expenditure savings in the Pavement Maintenance line item displayed elsewhere in this matrix.	***Concur***
2. IMPROVING 911/EMERGENCY MEDICAL/FIRE RESPONSE TIMES						
2.1 Improve Fire, Medical Response*	2016-2017	Continues ongoing overtime added in 2016-2017 from the Local Sales Tax to maintain Fire Department sworn minimum staffing levels, which prevents the "browning out" (placing out of service) of any fire companies where there are staff absences.	$ 2,902,666	$ 2,902,666	This ongoing overtime funding is included in the Fire Department's Personal Services budget.	***Concur***
2.2 Improving Emergency Medical Response*	2016-2017	Continues two Fire Squad Units added in 2016-2017 from the Local Sales Tax. The Squads are two-person response units that respond to low level emergency medical services (EMS) requests and provide utility support at larger incidents.	$ 2,278,306	$ 2,278,306	This ongoing funding is inlcuded in the Fire Department's Personal Services budget.	***Concur***
2.3 Dispatch Consoles for Use on Silicon Valley Regional Communication System	2017-2018	Transfers funds from the General Fund to the Communications Construction and Conveyance (C&C) Tax Fund to purchase Silicon Valley Regional Communications Services dispatch consoles for use in the Police and Fire Communications Center that serves as the primary Public Safety Answering Point (PSAP) and the South San José Police Substation that serves as the secondary PSAP.	$ 1,900,000	$ 1,900,000	All funding was transferred to the Communications C&C Tax Fund for purchase of dispatch consoles.	***Concur***
2.4 Dispatch Consoles/ Mobile Device Installation Staffing*	2017-2018	Adds funding for the installation, repair, and maintenance of mobile device units and dispatch consoles for Police and Fire operations in preparation of the upcoming transition to the Silicon Valley Regional Communications System.	$ 68,049	$ 68,049	This funding was allocated to the Police Department's Non-Personal/Equipment ($47,634) and the Fire Department's Non-Personal/Equipment budgets ($20,415).	***Concur***
2.5 Office of Emergency Services - Disaster Preparedness*	2017-2018	Adds one-time funding to support the Office of Emergency Services and the Emergency Operations Center. These funds allow for the development of the following plans: Recovery Plan, Debris Management Plan, Crisis Communications Plan, Donations and Volunteer Plans, and Damage Assessment Plan.	$ 265,000	$ 265,000	This one-time funding was initially allocated to the Fire Department's Non-Personal/Equipment Budget. During 2017-2018, the Office of Emergency Management was transferred to the City Manager's Office, along with this associated funding.	***Concur***
2.6 Office of Emergency Services - Disaster Preparedness Analytical Staffing*	2017-2018	Adds 1.0 Analyst to provide financial and grants management support to the Office of Emergency Services, including budget development and monitoring, management of grant proposals, grant award processes, program deliverables, reimbursement requests, and grant management audits for various federal and State grants.	$ 82,523	$ 82,523	This position was initially funded from the Fire Department's Personal Services budget. During 2017-2018, the Office of Emergency Management was transferred to the City Manager's Office, along with this position and associated funding.	***Concur***

Attachment 2. ICOC Annual Measure B ¼-Cent Sales Tax Matrix for FY 2017-2018 (3 of 3)

2.7 Automated External Defibrillators for Police Vehicles*	2017-2018	Adds one-time funding for the acquisition installation of Automated External Defibrillator (AED) machines in 50 Police Field Patrol supervisor vehicles. All 50 machines were purchased and deployed.	$ 40,000	$ 40,000	This one-time funding was allocated to the Police Department's Non-Personal/Equipment budget.	***Concur***
3. REPAIRING POTHOLES & STREETS						
3.1 Pavement Maintenance Program	2017-2018	Adds one-time funding to pave and repair streets throughout the City. In 2017-2018, this amount of pavement funding allowed for approximately 1.4 miles of street resurfacing and 4 miles of street sealing.	$ 1,000,000	$ 998,642	This funding was allocated as a separate capital expenditure appropriation. An amount of $1,358 was unspent and not carried forward into 2018-2019.	***Concur***
4. EXPANDING GANG PREVENTION						
4.1 San José Works: Youth Jobs Initiative	2017-2018	Adds one-time funding to support a partnership between work2future and the Mayor's Gang Prevention Task Force (MGPTF) operated by the Parks, Recreation and Neighborhood Services Department. This program provides youth with employment services and critical life skills instruction, including leadership development, financial literacy, job counseling, job readiness training and other supportive services, such as transportation and clothing.	$ 1,000,000	$ 1,000,000	This funding was allocated as a separate city-wide expenditure appropriation. Approximately $89,000 was unspent in 2017-2018, but was carried forward to be spent in 2018-2019.	***Concur***
5. MAINTAINING THE CITY'S LONG-TERM FINANCIAL STABILITY						
5.1 2018-2019 Future Deficit Reserve	2017-2018	Funds $9.15 million of the $34.8 million 2018-2019 General Fund shortfall projected in the 2018-2022 General Fund Forecast that was issued in February 2017.	$ 9,150,000	$ 9,150,000	This funding was allocated to a separate reserve appropriation to help the City address the anticipated General Fund shortfall for 2018-2019.	***Although funding a General Fund shortfall aids in maintaining the City's long-term financial stability, this was not the general public understanding of Measure B.***
6. OTHER						
6.1 Neighborhood Park Maintenance*	2017-2018	Adds 2.0 Park Maintenance Repair Worker I and 7.0 Groundsworker positions, and non-personal/equipment funding to supplement the existing park maintenance budget in order to improve the overall appearance of the City's neighborhood park system.	$ 609,881	$ 609,881	The cost for these positions was added to the Parks, Recreation and Neighborhood Services budget.	***Concur***
6.2 Project Hope Program*	2017-2018	Adds one-time funding to support the Project Hope Program. Project Hope leverages community partnerships, community empowerment, and coordination of a broad range of City services to address challenges of crime, poverty, and blight. This funding will ensure Project Hope will remain funded through June 30, 2018.	$ 108,263	$ 108,263	This funding was allocated to the Parks, Recreation and Neighborhood Services Personal Services budget.	***Concur***
6.3 MANDATORY Transfer of Local Sales Tax Proceeds to the Airport Revenue Fund (Jet Fuel)	2017-2018	Transfers funds from the General Fund to the Airport Revenue Fund for estimated Local Sales Tax revenue generated from jet fuel sales from December 2017 through June 2018. Per Federal Aviation Administration (FAA) policy, beginning December 8, 2017, Sales Tax revenue related to jet fuel sales that are located on Airport properties must be returned to the Airport Department.	$ 220,000	$ 220,000	All funding was transferred to the Airport Revenue Fund.	***Concur***
			$ 42,605,777	$ 42,605,777		

*Because these allocations are incorporated within a department's annual budget, this spending plan assumes that the entire budget amount was allocated/expended.

ATTACHMENT B - NEIGHBORHOOD TRAFFIC FINAL REPORT

Purpose: To identify ways in which Commissioners can work with residents and City staff to address concerns about traffic safety such as speeding, reckless driving, pedestrian safety, and cut through traffic.

Ad-Hoc Committee Membership: Commissioners Edraos, Langer, Nguyen, Young (Chair)

Ad-Hoc Committee Meetings:

Occurrences: Two
Meeting Hours: Three
Commissioner Hours: Three

Start and End Date: January 1, 2019 to June 1, 2019

Observations Relating to the Department of Transportation:

The City addresses traffic safety using four basic strategies: evaluation, education, engineering, and enforcement. The first two are the responsibility of the Department of Transportation (DOT), while the third is carried out by the Police Department. The committee gathered the information for this report from two meetings with DOT staff and a report to the commission from the Sargent in charge of traffic enforcement for the police department.

The following bullet points relate to the Department of Transportation:

- DOT has limited staff of 8 engineers and 3 engineering technicians (including vacancies) focusing on the Traffic Safety Program in the neighborhood streets to address concerns on traffic safety and parking-related issues.

- In fiscal year 2017-2018, over 1300 resident requests were received and addressed by DOT. This includes approximately 900 visibility concerns at driveways, curves, and intersections; 250 parking concerns; 80 crosswalk requests or enhancements; 50 concerns near schools on circulation, safety, and parking, 45 stop sign requests, and 15 crash reviews.

- DOT utilizes strategies such as enhanced crosswalks, lane narrowing and reconfiguration, and radar speed signs to improve speed compliance and traffic safety. Stop signs are used to prevent crashes at intersections where right-of-way is not clear.

- DOT has staff dedicated to school traffic safety concerns. The Walk n' Roll Program is currently working with 60 elementary and middle schools to encourage walking and biking, which has increased the number of children who walk or bike to school by an average of 29%. Many of these schools have monthly or weekly walk to school events, with a total of about 10,000 students

participating. The Walk n' Roll team ensures that children are aware of the social, health and environmental impacts and benefits of their travel choices, which helps foster a generation that puts a priority on sustainable and safe transportation mode choices.

- DOT has budget constraints. DOT relies heavily on grant funding and actively pursues grant funds to implement projects and programs that focus on improving safety and mobility of pedestrians and bicyclists. The following Vision Zero streets are currently designed and will be implemented in the next few years: McLaughlin Ave, Senter Road, White Road, Tully Road, and McKee Road.

- Each Council District is allocated $200,000 per fiscal year for pedestrian and traffic safety projects.

- DOT has several online documents that residents can access including a Traffic Calming Toolkit, the Traffic Calming Policy, and the Traffic Safety Education website called Street Smarts (www.getstreetsmarts.org).

- San Jose is one of the safest big cities in the U.S. The injury crash rate currently is 1/3 of the national average. San Jose strategically invests in traffic systems, safety programs, and capital projects. In the past five years, San José's traffic fatality count per year has trended slightly upward. In the same period, the city's population has grown about 90,000 people, or 0.8%, from 945,000 to 1,035,000. Since 2015, the year San José's traffic fatalities peaked at 58 traffic fatalities, and San José became the fourth US city to adopt Vision Zero goals, the traffic fatality rate has plateaued around 43 fatalities per year. In 2018, there were 44 traffic fatalities in San José.

- In May 2015, San José became the 4th city in the nation to formally adopt a Vision Zero transportation safety initiative, which aims to eliminate fatalities and reduce severe injuries caused by traffic collisions. As of March 2019, there are 42 cities nationwide in the Vision Zero Network that have adopted a Vision Zero policy or program with many other cities considering the initiative. Awareness of Vision Zero goals and the effectiveness of its safety measures will increase as the initiative spreads across the state and the nation.

- Council recently adopted resolutions regarding speed limits (Resolution No 78961) and an updated Stop Sign Policy (Policy Number 8-1) adopted on January 18, 2019.

- DOT's transportation planning is guided by policies to ensure quality projects are implemented. Improvements are consistent with the Complete Streets Design Guidelines adopted in May 2018 and types of improvements consist of, but not limited to, new and upgraded bike lanes, enhanced

crosswalks, flashing beacons, new and modified traffic signals, curb extensions, curb ramps, striping reconfiguration, sidewalk, and landscaped medians.

- DOT identifies hot spots periodically where injury crashes occur and focuses efforts there (as does the PD Traffic Unit). This past year, DOT restarted the Annual Collision Review (ACR) process. The effort focuses on evaluating intersections with high number of crashes, as well as intersections with high frequency of traffic fatalities and severe injuries. Several multidisciplinary teams of engineers and operations staff with a wide range of expertise participated in the process. The team conducted extensive traffic collision data analysis for 54 identified intersections to find trends, patterns, and discern predominant collision factors. Using the results of the analysis, the team performed field safety assessments for these intersections and identified safety mitigation measures.

- Traffic calming on individual neighborhood streets is challenging due to available resources and budget. Speed bumps/humps are not always recommended due to noise complaints from neighbors living next to the devices. Physical traffic calming devices such as Road Humps require comprehensive traffic study. DOT currently does not have the funding to install the Road Humps or the capacity to conduct a comprehensive traffic study on all requests.

Traffic Enforcement Efforts by the Police Department:

- The traffic enforcement unit is significantly understaffed based on the size of the city. Prior to the Measure B pension reform measure, the traffic unit was staffed with about 40 officers. The current staffing is 11 officers, 1 Sargent, and 1 Lieutenant. The reduction was due to the need to move officers from specialized units to patrol to cover response to 9-1-1 calls.
- Because of limited staffing, the traffic unit identifies the highest priority areas for enforcement (based on injury accidents) and concentrates daily enforcement there.
- Although the traffic unit accepts resident requests for concerns in specific areas (including a link on the PD web site), in reality they do not have the resources to address these requests, especially for smaller neighborhood streets.
- The department is hopeful that with overall staffing levels increasing, they will be able to staff up the specialized units, including traffic enforcement, in coming years.

Recommendations:

1. Commissioners need to have honest and frank discussions with Neighborhood Associations and Leadership Groups about the city's limited ability to deal with specific traffic safety concerns, especially on small neighborhood streets, due to staffing constraints. These constraints affect both DOT and the Police Department.

2. Discussions with residents need to include what the city can do (pavement narrowing, crosswalks, signage) and what they cannot do (speed bumps or humps) to address traffic safety concerns.
3. Familiarize residents about the education programs available in DOT, such as Vision Zero and the Walk and Roll school safety program. Residents with school age children should be encouraged to partner with their schools on traffic safety issues.
4. Encourage residents to take positive actions on their own, such as posting Vision Zero signs in their neighborhood. Free Vision Zero signs are available from DOT, and Commissioners are encouraged to bring these to neighborhood meetings. Education can be done at the neighborhood level as well. According to DOT and Police staff, much of the speeding and reckless driving that concerns residents is done by people who live in the neighborhood.
5. Commissioners should partner with District Leadership Groups and the Council Office to get involved in priority setting for traffic safety projects in the district. DOT brings a list of recommended projects to the Council Member and staff each year for consideration. Commissioners and resident leaders can work with the Council office to be involved in selecting the projects to be funded.
6. In the Commission budget letter, a specific recommendation should be made that the Police Department make increased staffing of the traffic enforcement unit a high priority.
7. DOT has requested two new Traffic Engineer positions to work on traffic safety enhancements that would be implemented as part of the pavement improvement efforts taking place next fiscal year. To date, the Budget Office has recommended funding only one new position. In the Budget letter, we should recommend that the Council authorize funding for both newly requested traffic engineer positions.

Summary

Despite resident perceptions, San Jose is one of the best large cities in the U.S. for traffic safety. That being said, there is no question that speeding, reckless driving, and cut through traffic are a reality in the city and negatively affect the quality of life in local neighborhoods. By partnering with DOT staff, Neighborhoods Commissioners and resident leaders can have a positive impact on identifying areas where evaluation and engineering methods can slow down traffic and reduce reckless driving. The best way to have a positive impact is for Commissioners and neighborhood leaders to partner with their Councilmember and staff to ensure that DOT efforts are going into the areas of highest concern for the greatest number of residents. In addition, Commissioners and neighborhood leaders can work with residents on ways they can educate and encourage their neighbors to drive more safely in their neighborhood. Like many quality of life issues, residents need to realize that they cannot look to the City alone to address all their concerns. However, by working in partnership with DOT and Police Department staff and their Councilmember, Neighborhoods Commissioners can empower resident leaders to have a positive impact on addressing traffic safety concerns in their neighborhoods.

ATTACHMENT B – DISASTER PREPAREDNESS FINAL REPORT

To: San Jose Neighborhoods Commission **Date: June 10, 2019**

From: Neighborhoods Commission Disaster Preparedness Ad Hoc Committee

PURPOSE: To support the Emergency Services Council request of the Neighborhoods Commission to inform the Neighborhood Associations of the Office of Emergency Management's opportunity to attend Awareness and Community Emergency Response Training classes.

Ad Hoc Committee Members:

Commissioners Chair Olivia Navarro D6, Richard Wong D3, Jim Carter D6, Franklin Nguyen D1

Number of Meetings. 9

Meeting Hours: 33

Commissioner Hours 28

Start Date: October 10, 2018 End Date May 8, 20019

Findings

Recent city emergencies expedited the need to make citizens aware of what they can do during an emergency. Flooding occurred in 2016 along several creeks in San Jose. The Mayor and City Council established the Emergency Services Council. The council had not met since 2004. The Council was convened by the City Manager. The council was made up of several key entities and components from the city, county state and federal governments along with members of the community and school districts. The council wanted to ensure the successful management of a Disaster. The council approved several revised plans among those were the Emergency Operations Plan and the Citizens Emergency Response Training curriculum and schedule.

The Emergency Services Council requested the Neighborhoods Commission to reach out to the Neighborhood Associations and raise awareness of programs offered by the Office of Emergency Management.

The Disaster Preparedness Ad Hoc Committee was formed. Several meetings were held with Aurelia Bailey from the Office of Emergency Management. Clarity was provided and the committee determined our Neighbors needed information regarding training available through the Office of Emergency Management. The Office of Emergency Management provided the information to be delivered.

The Disaster Preparedness Ad hoc committee:

1. Worked with OEM
2. Received information to be passed along
3. Passed along information through email and flyers and newsletter
4. Documented who the information was given too
5. Two members of the Ad Hoc Committee participated in the CERT training and attended the 20 hour course.

It is not specifically known how many Neighborhood Associations are currently active within the city. That data is not available. The Ad Hoc committee relied on information obtained from council offices and Leadership Groups within the city regarding known Neighborhood Associations.

Recommendations.

Continue to promote the Citizens Emergency Response Team(CERT) and awareness programs

1. Continue to promote and enroll neighbors in the family preparedness and awareness classes
2. Continue to promote the Citizens Emergency Response Team (CERT) training.
3. Enlist the help of the Neighborhood Associations and special interest community stakeholders in promoting the CERT program
4. Enroll Neighbors to be trainers in the CERT program
5. Recommend increasing staffing and supplies for OEM to better serve and deliver emergency preparedness programs to our Neighborhoods
6. Continue to monitor and receive feedback from neighbors as to what more OEM can do to facilitate them being ready for a disaster.
7. Work with the voice of the Community Ad Hoc Committee to further inform the community
8. Recommend during training sessions a cultural awareness and sensitivity component

Summary

The Ad Hoc Committee was assigned to contact other Neighborhoods Commissioners and distribute information from the Office of Emergency Management. The data was recorded on worksheets. The information was distributed by Flyer and E-mail to the Presidents and or Chairs of Neighborhood Associations and to stakeholder groups within the neighborhoods.

The recorded number of Neighborhood Associations reached with the information was is illustrated in the below graph.

Council District Council District	Number of Associations and Groups Reached
District 1	32
District 2	15
District 3	9
District 4	
District 5	13
District 6	14
District 7	4
District 8	3
District 9	7
District 10	

ATTACHMENT B – ILLEGAL DUMPING AD HOC COMMITTEE FINAL REPORT

Purpose: To reduce pollution and blight in the City of San Jose by calling for more funding for anti-litter programs in the FY2019-2020 city budget.

Ad-Hoc Committee Membership:
Commissioner Joan Buchanan (D5)
Commissioner Jeremy Barousse (D8)

Ad-Hoc Committee Meetings:

Occurrences: 2 meetings
Meeting Hours: 2 hours
Commissioner Hours: 3 hours

Start and End Date: February 1, 2019 – May 31, 2019
Findings: There has been an increase in blight and pollution in San Jose. With great diversity in the city, there is still a big tech divide where on-the-ground community engagement would still have a major impact in reducing pollution and blight in the city.

Recommendations:

- $60,000 for a neighborhood anti-litter community education and engagement
- $250,000 for a neighborhood resource center to direct city residents to community programs and resources to combat illegal dumping, litter, and blight

Summary:
In the Mayor's May and June budget message, his office is recommending Blight and Beautification programs that include:

- Blight Busters: The budget allocates $150,000 to pilot a program with a couple dozen trained neighborhood leaders who could assist backlogged code enforcement by reporting a list of frequent parking and code violations using an app or texting tool.
- Other key investments include tree plating, mural painting, trash cleanup, and park rehabilitation.
- Addition of 6 Project Hope sites for community organizing and engagement to prevent crime and blight.

ATTACHMENT B – PUBLIC OUTREACH REPORT

2018 - 2019 San Jose Neighborhoods Commission Ad Hoc Final Report

Purpose

Continue building on the successful Voice of the Community (VOC) Roadshow last year and expanding on the assistance the Commission can give to new neighborhoods interested in establishing a new association. Increased attendance by associations at the District Leadership Councils and a higher number of recognized neighborhood associations measure by the city auditor in future years.

Ad Hoc Committee Members:
Neighborhood Commission Ad Hoc on Outreach
Perry Henry (Chair-D2) LaToya Fernandez (Co-Chair-D3)
Richard Wong (D-3), Jonathan Velazquez (D-7)

Ad Hoc Committee Meetings:

1. Ad-Hoc Start Date: November 14, 2018 End Date: May 8, 2019
2. Occurrences: Six Meetings Two were conference calls
3. Meeting Hours: Six Hours
4. Commissioner Hours: including the Presentation of the VOC Roadshow 50 Hours

Recommendations

1. Neighborhoods Commission accepts the report
2. Neighborhood Services and Education Committee accepts the report
3. Accept all Appendix's to be used by Neighborhoods Commission and District Leadership.
4. That the City Council to adopt and accept the Spanish version of the Bylaws when establishing a Neighborhood Associations within the city of San Jose.

Tool Kit in three languages

The Neighborhood Tool Kit will be provided in three languages English, Spanish and Vietnamese. The Ad Hoc was able to complete a final version in English. We have also developed a Spanish Translation; but was not able to generate one in Vietnamese. We recommend that the future Ad Hoc can fulfill this necessary step.

Appendix A-1_ English 3may2019 a
Appendix A-2_ Spanish 3may2019 a

Implementing Fostering Neighborhoods Association

Objective: Fostering Neighborhoods Association (F N A) has been added to the VOC Roadshow communication platform. (Updated in yellow in Appendix B-Communications)

Appendix B-Communications

Neighborhood Commission Outreach Slideshow

April 23, 2019 City of San José Neighborhoods Commission Public Outreach Ad Hoc. The Roadshow was a big success as we introduced the Tool Kit. The Ad Hoc would like to thank each and every one of you for your support in the Neighborhoods Commission and within your communities. Our hope is that we can work together to continue providing resources that empower residents to thrive in our city.

Appendix C-Slideshow

Flyers Made for the next VOC Roadshow

We have made flyers so the next Ad Hoc will have a resource to promote future presentations. Limited outreach; we hope to create the possibility of establishing an effective way for residents to sign up to attend Neighborhood Commission events.

We would like to create an Eventbrite (www.neighborhoodscommission.eventbrite.com) for registrations and invitations.

Appendix D-1 Uplift your Community
Appendix D-2 Heart of the City
Appendix D-3 Community Diversity
Appendix D-4 Neighborhoods Commission VOC Roadshow

10 District Leadership Councils

The goal is for all ten District Leadership Groups to distribute and teach on establishing a new neighborhood association using the Neighborhoods Tool Kit.

Work Plan Templet ("How to" Document)

The Ad Hoc has added a work plan template into the Neighborhood Tool Kit. It is the Ad Hoc hope that the Neighborhoods Commission could adopt set work plan template as its own to help residents outline, organize and build processes their groups/collective can use to accomplish and measure goals while providing the reader a better understanding of the project scope.

Summary

Our task was to Continue building on last year's successful Roadshow and expanding on the Neighborhood Tool Kit. On April 23, 2019, the City of San José Neighborhoods Commission Public Outreach Ad Hoc had a Roadshow in District Seven that was a big success. The Ad Hoc introduced the Neighborhood Tool Kit to an audience of twenty plus Neighborhood Leaders without advertising. In order to have the Neighborhoods Commission visible to the community this will have to change in order to reach a bigger diverse audience. The Ad Hoc would like to thank each and every person who came to the VOC Roadshow and also recognize the support of the Ten District Leadership Groups within our San Jose communities. It's the Neighborhoods Commission hope that we can work together to continue providing resources that empower residents to thrive in our city.

Appendix E

Neighborhood Association Toolkit

Neighborhoods Commission

VOC ROADSHOW

Fostering Neighborhood Associations

May 3, 2019

Table of Contents

- What is Robert's Rules of Order?
- How to make an Action Plan
- Eight Simple Steps to Opening a Bank
- Account How do I ask for Donations?
- How to Build Partnerships
- Board of Directors' Roles & Responsibilities
- Board & Committee Structures
- Bylaws Template
- How to do a Work Plan

Running Meetings

Robert's Rules of Order

What is Parliamentary Law (Robert's Rules)? Parliamentary law (Roberts Rules of Order) is a series of rules that were formulated to facilitate the transaction of business and structure within a group or assembly. The name "Robert's Rules of Order" is named after the American book of parliamentary rules published in 1876 by Henry Martyn Robert.

Principles of Parliamentary Law

The overall principals of parliamentary procedure are based in some basic principles, expectations of members and rights.

Basic Principles and Expectations

Majority-vote decisions: All decisions will be made by a majority vote of the authorized members of the assembly.

Equal rights and privileges: Every member posseses the same rights. This means each member has the rights to propose motions, to debate them, to oppose them and to run for offices.

Equal Obligations: Each member is expected to be responsible for various (basic) duties as part of the assembly. Those include:

- Attend Meetings
- Be on time
- Stay until the end of the meeting
- Be ready to talk knowledgeably on a topic
- Be attentive
- Be open-minded
- Participate actively in the meetings
- Work with others in a cooperative fashion
- Treat everyone with courtesy and respect
- Speak openly, but also allow others to speak
- Follow the rules of debate
- Make points concisely
- Attack issues, not people
- Abide by the final decision of the majority
- Respect the chair's opinions and rulings.
- Insist on order during the meetings
- Be familiar with the basic rules of parliamentary law
- Select well-qualified officers
- Participate in committees

Running Meetings

Continued...

Rights of Members

Parliamentary law protects the rights of the members to be dealt with fairly and equitably. The following member rights are guaranteed under parliamentary law-the right to:

- Receive notices of meetings
- Attend meetings
- Make motions
- Second Motions (when they need a second)
- Debate motions (when they can be debated)
- Vote on notions (except where there is conflict of interest)
- Nominate people for office
- Be nominated for office
- Elect people to office
- Be elected to office
- Know the meaning of the question people are debating
- Object when the rules are being violated
- Appeal the decision of the chair
- Be protected from personal abuse and attack
- Have access to minutes of meetings
- Receive the treasurer's report
- Get a copy of the organization bylaws

Motions

a. Chair calls meeting to order and states the time
b. Secretary takes roll (visually, calling out names, etc.)
c. Approval of minutes (this is the time to fix any changes on minutes then go to motion)
d. Approval of agenda (items can be added then go to motion) (Approval of minutes and agenda only needs a second)
e. Report of officers
f. Report of committees
g. Old business (where motions have been tabled from the last meeting)
h. New business (to make meetings run faster, all voting is done here)
i. Announcement

Running Meetings

Continued...

Protection of minority rights: True democratic organizations, those governed by parliamentary law, protect certain basic minority rights, which can never be infringed upon. These include the following rights:

- The right to be heard
- The right to protest
- The right to seek and convince
- The right to understand fully the question under discussion

Full and free discussion: The right (and expectation) that the committee or assembly will have a full and free discussion on every issue brought to the table.

Simple and direct procedure: This procedure will not become bureaucratic, it will maintain a straightforward process which all will be expected to understand and participate.

Order of motions: The introduction and disposition of all motions is governed by a definite, logical order.

Consideration of one question at a time: To expedite business and prevent the meeting from disintegrating into chaos, only one question can be considered at a time.

Voting: Before members vote, they have the right to know the question before the assembly. It is the responsibility of the presiding officer to keep the motion before the assembly, clear at all times.

Delegating duties: As the organization progress', it is expected that many of the duties necessary to run the organization will be delegated to members of the assembly.

Maintaining impartiality: The rules of parliamentary law must be administered impartially. Presiding officers serve the organization most effectively when they remain strictly neutral.

Running Meetings

Continued...

Chair duties

a. Speakers list – take down names of those who would like to speak
b. Motion – Chair cannot MAKE a motion but can propose a motion by stating "I entertain. . ." Then a member makes a motion

A motion will take this path:

M **M**otion Made
S **S**econd
D **D**ebate
A **A**mend (if necessary)
M **M**ajority Vote (pass/reject)
R **R**econsider

General Rules

a) Majority quorum – a total number of active members in order to vote
b) 2/3 of votes – if voting on a document such as the bylaws, 2/3 must be present to pass (Example: Total members present is 20. 2/3 is 10 +4 =14 to pass)
c) Point of order – if you feel the info given out is incorrect one must state "point of order" then state the correct information
d) Point of information – called anytime when you feel that there is more info to be added to a subject that is being discuss or announce
e) Acclamation – anyone can call when it looks like everyone hands are up during voting
f) Table – If one feels that the discussion is taking too long, one can motion to table till next meeting or any date proposed)

Running Meetings

How to Make a Motion CHEAT SHEET

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	"I move to…"	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by…." (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until…"	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until…"	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ___ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a Motion	"I move to table…"	No	Yes	No	No	Majority

Running Meetings

How to Make a Motion CHEAT SHEET

Action	What to Say	Can Interrupt Speaker	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed?
Verify voice vote with count	"I call for a division."	No	No	No	No	No vote
Object to considering some undiplomatic matter	"I object to consideration of this matter…"	Yes	No	No	No	2/3
Take up a previously tabled item	"I move to take from the table…"	No	Yes	No	No	Majority
*Reconsider something already disposed of	"I move to reconsider our action to…"	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	"I move to suspend the rules and consider…"	No	Yes	No	No	2/3
Close the meeting for executive session	"I move to go into executive session."	No	Yes	No	No	Majority
Personal preference-noise, room temperature, distractions	"Point of privilege"	Yes	No	No	No	No vote

Neighborhood Association Action Plan

Strategy	Tasks/Action Steps *What needs to get done?*	Who is Responsible? *Who will do it?*	Resources Needed? *($/time/people/supplies)*	Timeline? *By When?*	Anticipated Result? *How do you know you're successful?*

Running Meetings

GROUP/MEETING NAME

Date:

Time:

Place:

OUTCOMES

-
-
-

AGENDA

What (Topic)	How (Process)	Who	When (Time)
Sample: Project Status	❑ *Update Presentation*	*J.J Consultants*	*6:00pm7:00pm*
Grant Proposal	❑ *Check for agreement*	*Phil P.*	*7:00pm-8:00pm*

Finances

Eight Simple Steps to Opening a Bank Account

(This information is intended as a courtesy for Community Action & Pride Grant Recipients – no guarantee is made as to the accuracy of any information provided herein. Each party should consult their own legal advisors and tax advisors, and this document should not be relied upon as any form of legal advice or tax advice.)

Select an official name for your group.

- Decide which bank is going to be most convenient for your Treasurer to use (one near home, or near their job...).
- Call this bank and ask to speak to a customer service representative. Ask that person what they require for a neighborhood group account (some ask for copies of your by-laws, some do not...) Also the minimum amount necessary to open your account.
- You will probably want to have a Tax Identification Number, referred to as a "TIN". (This prevents any one member of the group from having to use their Social Security Number to open the account. Using a SSN means that the money that goes through the account would show up on that person's taxable income at the end of the year, and that person would have to pay tax on the money).
- Keep in mind that if your group makes $25,00 or more in one year, the IRS may require you pay taxes on it! City Grant funds cannot be used to pay any IRS penalties or late fees?
- Once the form is filled in, you may call the IRS Office in Fresno (Toll-free 877-829-5500), or mail to the address on the form. If you choose to call, you can speak to the IRS staff member for further instructions on obtaining your TIN.
- Take this new TIN number down to the bank, along with whatever other information the bank requires. We strongly urge that at least 2 responsible members of your group go to the bank to sign for the account. Neighborhood Group accounts should require two signatures to withdraw or pay money out. This protects your group from one person having complete control of the funds and provides some protection against inappropriate withdrawals.
- If you do not have a grant check to deposit at this time, you will need to use other funds to open the account. Save a receipt from this transaction and the organization should reimburse individual(s) if they used personal funds to open the account when the organizations receives funds from its fundraising efforts or from grant funds.

Donations

Asset Mapping

Do a neighborhood inventory for resources that organization members can provide? Examples: A member who owns a bouncy house company can donate the bouncy house use for events. Printing from a print shop or community based organization or faith-based organization.

Donations

How to: Letters

In person with letter
Over the phone

Sources:

Banks
Faith-based organizations
Grocery stores
Neighborhood convenience stores
Retail stores
Neighborhood convenience stores
Neighborhood businesses
Real estate agencies
Restaurants
Garbage Haulers

Donation Timeline	
8 weeks' prior	Begin no later than 60 days prior to the event
7 weeks' prior	Follow-up 1 week after you make the request to check-in and ask if there is any additional information that is needed
6 weeks prior?	Follow-up after another week to check-in. If they say no, thank them and see if they would be interested in supporting future events and move on to other potential donors

Donation Letter

Franklin Lane Neighborhood Association

Tax ID# 12-1234567

100 Franklin Lane Drive

San Jose, CA. 95126

October 25, 2017

Dear Manager:

I am writing to ask for your assistance with a neighborhood association project to provide children in our community with at least one gift for Christmas.

The Franklin Lane Neighborhood Association borders on Julian Street, Hwy #85,

Franklin Lane and Ester Way. The Franklin Lane Neighborhood Association represents nearly 100 low income apartment households.

Every year the FLNA holds a Christmas toy drive. We partner with the Family Giving Tree, a non-profit organization, to provide 80 children with Christmas gifts. However, we have an additional 15 young people that we would like to provide gifts for this year.

I would like to ask if your store might be able to contribute to our holiday toy drive. We are looking for cash donations, gift cards, sports jerseys, and/or school supplies. Please contact me with any questions. My cell phone number is below. Thank you for your assistance.

Sample

Partnerships

How to Build Partnerships
Identify partners that provide services in your area and those who align with your neighborhood priorities.

Call and introduce yourself, where you are from and the mission and vision of your organization. Make sure that the person you are talking with is the right person. If so, request a meeting. The meeting can be at their location or at a coffee shop. Once you meet with them in person learn more about their organization and priorities. See what moves them and how they can support and get involved. Share about your organization, priorities and specific projects that may interest them. Invite them to community meetings or upcoming events. In addition, see how your organization can support their work. Make sure to dedicate time to cultivating and maintaining the relationship.

Potential Partners

- Community-based organizations
- Faith-based organizations
- Business organizations
- Schools
- Government agencies
- Elected Officials
- Businesses
- Corporations

Sample Activities

1. Low Cost Community Building
   - Neighborhood Business Fair (local vendor fair)
   - Long time resident's appreciation lunch/event
   - Driveway meet and greet
   - Neighborhood BBQ
   - Block Party
   - Anti-Litter and Anti-Graffiti Pick-up event
   - Fruit and vegetable exchange

2. Fundraising
   - Neighborhood-wide garage sale
   - Flea market (people pay for space)
   - E-waste
   - Newsletter/website with sponsorship from local business for ad space
   - Car wash
   - Raffles at event using donated items or prizes
   - Pancake breakfast
   - Have food for events donated

BOARD OF DIRECTORS' ROLES & RESPONSIBILITIES

President / Chair: Should have a strong interest in the welfare of the association, membership, and community.
Act as the representative of the board and the Association in general.
Develops meeting agendas in concert with the board and membership.
Chairs all meetings.
Assists in the expediting of business in every way ensuring that members are participating and provides guidance where and when necessary.
Recommends to the board that committees be established; assists in securing volunteers for the committees and then stays in touch with the committee chairs to be sure that the work is being carried out.

Vice-President / Co-Chair: Should have the same qualifications and interest as the President. Assists the President in any way he or she can to take over the President's duties in his or her absence.
Can volunteer in any area or be assigned to a certain responsibility committee or program – event.
Assist the President in overseeing the Secretary and Treasurer and providing any guidance that is necessary.

Treasurer: Should be able to monitor all the finances of the Association.
Responsible to keep accurate financial books (checking account, activity – events, etc.).
Should work with the board and committee(s) in developing a budget for the Association.
Shall comply in submitting all reports deemed necessary according to any funding source and their requirements.
Shall submit a financial report at each board and general membership meeting.

Secretary: Should be able to document all decisions and activities of the board and Association.
Shall be able to take detailed notes of the activities of the meetings, compile those notes into minutes and present in written form at each meeting.
Shall have the responsibility of all written correspondence of the Association.

Sergeant of Arms: Should have an overall knowledge of Robert's Rules of Order.
Shall be able to oversee the function of the meeting
Shall have the responsibility of identifying members who do not adhere to Robert's Rules

Board officers mentioned above are the basis for the Association.
Board membership can also include other officers deemed necessary for a well-functioning of the Association.
The chairperson of each standing committee should also be a voting member of the board as they are the center of the action within the Association. Each chairperson shall report directly to the board the plans and activities of the committee for approval.
The make-up of the board should be an odd number and the President votes in order to break a tie.

BOARD & COMMITTEE STRUCTURES

There are a few structures a group can use when setting up the Board of Directors. Those structures are outlined here and include:

Traditional Structure (1) – The traditional structure of a Board of Directors is one that has a President, Vice-President, Secretary and Treasurer. There will be general board members also.

It is generally recommended that a board be no less than 5 people (especially if the group wants to create a non-profit agency).

Traditional Structure (2) - A second common structure will be one that uses a Chair, Vice-Chair, Sergeant- at-Arms, Parliamentarian, Treasurer, and Secretary. Some groups may also add a historian to this structure.

This structure is generally used when it is a larger board.

Committee Circle – The committee circle is one where there are no permanent positions. The leadership is passed through the entire committee. Each meeting the group members is assigned duties and responsibilities for the next meeting.

The variation on this structure is one where committee members are assigned duties and/or responsibilities for a duration of time. It may be for a series of meetings, an amount of time, and/or a project that needs to be accomplished.

Kitchen Table Discussion Group – This is generally the way a Board starts. It is a group of people who meet informally to discuss their needs, a community or neighborhood issue. The strength of this process is that it is a relaxed atmosphere and people are generally more open with their ideas.

Discussion Group (Support) – Another type of discussion group is the Support Discussion group. It is generally made up of members of the community/neighborhood group and others that are interested in the development or organizing of the group. This is the group that develops coalitions and collaborations. Examples of members of this group include government staff, staff from other agencies, educational institutions, business institutions, and law enforcement.

Bylaws

BY LAWS

The following is an example of bylaws for a typical neighborhood association. Certain clauses and phrases may or may not be applicable to all associations, e. g., names and numbers of officers should be determined by the needs of the individual organizations.

BYLAWS OF _____ ASSOCIATION

ARTICLE I. NAME AND BOUNDARIES

A. The name of the association shall be

B. The association shall encompass the areas bounded on the

North by

East by

West by

South by

ARTICLE II. MEMBERSHIP

A. The membership of this association shall be residents, property owners or businesses within the neighborhood.
B. A Voting Member shall be a household or business within the boundaries of the neighborhood. Each household or business within the neighborhood shall be entitled to one vote.
C. Dues will be determined by the voting members. Yearly dues are to be $____ per voting member.
D. Membership shall not be denied on the basis of views or opinions contrary to the goals and purposes of the association.

ARTICLE III. OFFICERS

Two suggested options for the election of officers are: 1. The voting members of the neighborhood association shall nominate and elect the officers of the association, or 2. The voting members of the neighborhood association shall elect a Board of Directors who will then appoint officers of the neighborhood association. The officers of this association shall hold office for a term of one (1) year or until successors are elected. The term of office shall begin at the close of the Annual Meeting. The officers of the association shall be President (or Chairperson), a Vice President (or Vice Chairperson), a Secretary (or Secretary/Treasurer), a Treasurer and an Historian, if deemed appropriate. The officers of the association will comprise the Board of Directors.

A. The President (or Chairperson) shall call and preside at all meetings, shall act for and in behalf of the membership of the association, shall appoint any special committees necessary for the operation of the association business and shall act as official spokesperson for the association.
B. The Vice President (or Vice Chairperson) shall, in the absence of the President, assume all of the duties of that office and shall be responsible for publicity and notifications of meetings of the association.
C. The Secretary shall keep a permanent record of all formal meetings and all legal documents and legal transactions of the association. The secretary shall transcribe the minutes of each meeting and shall maintain a file copy of same and submit a copy of these minutes to OIP.

Bylaws

D. The Treasurer shall keep all financial receipts and a permanent record of all financial business of the association. An up-to-date financial report shall be submitted at each meeting. The Treasurer shall be responsible for membership.
E. The Neighborhood Advocates (or Area Representatives) shall be composed of an appropriate number of Voting Members, shall be elected by the voting membership and shall serve in the capacity of gathering and disseminating information critical to the implementation of the purpose stated in these bylaws. Every effort will be made to ensure that neighborhood advocates serve specific blocks or streets within the association boundaries.
F. Any officer can be removed from office by a 2/3rds majority vote of the dues paying membership (if applicable) after a special meeting has been requested at least ten (10) working days in advance. Notice must be provided to all residents for meetings involving the recall of officers.

ARTICLE IV. COMMITTEES

A. The President (or Chairperson) shall have the power to appoint committees as necessary to implement the purposes of the charter.
B. The President (or Chairperson) shall be an ex-officio member of all committees.

ARTICLE V. MEETINGS

An annual meeting shall be held during the month of _____ at a time and place designated by the President/Chairperson.

A. Not less than percent of the Voting Members shall have the privilege of petitioning a special meeting at any time.
B. The Voting Members present shall constitute a quorum.
C. At least a - day notice shall be provided in advance of any association meeting. Every effort will be made to notify all interested parties and members of the Association of upcoming meetings either by phone, e-mail, meeting notices, bulletin boards, newsletters, or announcements at regularly scheduled meetings.
D. All meetings shall be public and open to any interested persons.

ARTICLE VI. NOMINATION, ELECTIONS, ANNUAL REPORTS AND INSTALLATION OF OFFICERS

A. Nominations of officers shall be made from the floor at the annual meeting or a slate presented from a nominating committee would also be acceptable.
B. Election of officers shall be held on the same day as the nominations.
C. Upon installation of the officers whose terms begin at the close of the Annual Meeting, all documents, records, and any materials pertaining to the duties of the office as designated in the bylaws which are in the possession of the outgoing officers shall be submitted to the newly elected counterpart within days of the installation.
D. Any vacancies occurring during the year of any Officer or member of the advocates shall be filled by appointment by the association advocates.
E. Any officer may be removed from office for cause by a majority vote of the voting members.

Bylaws

ARTICLE VII. FISCAL RESPONSIBILITY

A. Expenditure of funds of the association may not be made without the signatures of at least two (2) of the six (6) Officers and the Treasurer.
B. Financial records and funds of the association shall be audited at least once a year by a committee of at least two (2) Voting Members of the Neighborhood Advocates appointed by the President/Chairperson prior to a new Treasurer's taking office.

ARTICLE VIII. AMENDMENT OF BYLAWS

A. These bylaws may be amended by a majority vote.
B. Proposed amendments shall be sent to all members at least working days in advance of the meeting where action is to be taken or shall be read at the presiding meeting.

ARTICLE IX. GENERAL

A. The rules in the current edition of Robert's Rules of Order shall govern the association, the Board of Directors, and all subcommittees in all cases to which they apply and do not conflict with the specific provisions of these Bylaws or any special rules that the association may adopt.
B. If any part of these Bylaws or the application thereof is hereafter held invalid or unenforceable, the remainder shall not be affected thereby, and only the affected portions are declared eliminated.
C. No officer, representative, spokesperson or member shall have any financial liability of the association.

DATE ADOPTED: _____

SIGNATURE/TITLE _____

SIGNATURE/TITLE _____

Work Plan

A work plan is an outline of a set of goals and processes by which a team and/or person can accomplish those goals, and offering the reader a better understanding of the scope of the project. Work plans, whether used in professional or academic life, help you stay organized while working on projects. Through work plans, you break down a process into small, achievable tasks and identify the things you want to accomplish. Learn how to write a work plan so that you can be prepared for upcoming projects.

Identify the purpose for your work plan. Work plans are written for various reasons. Determine the purpose up front so you can prepare properly. Keep in mind that most work plans are for a certain period of time (i.e., 6 months or 1 year).

In the workplace, work plans help your supervisor know what projects you will be working on over the next several months. These often come right after an annual performance review or as teams undertake large projects. Work plans can also be the result of strategic planning sessions your organization holds at the beginning of a new calendar or fiscal year.

In the academic world, work plans can help students create a schedule for a large project. They can also help teachers plan their course material for the semester.

For a personal project, work plans will help you delineate what you intend to do, how you intend to do it, and by what date you intend to have it done. Personal work plans, while not strictly necessary, will help the individual keep track of his/her goals and progress.

Write the introduction and background. For professional work plans, you may have to write an introduction and background. These provide your supervisor or manager with the information they need to put your work plan into context. Writing an introduction and background is often unnecessary for an academic work plan.

The introduction should be short and engaging. Remind your superiors why you are creating this work plan. Introduce the specific project(s) you will be working on during this time period.

The background should highlight the reasons you are creating this work plan. For example, recite details or statistics from recent reports, identify problems that need to be addressed, or build off of recommendations or feedback you received during previous work projects.

Determine your goal(s) and objectives. Goals and objectives are related in that they both point to things you hope to accomplish through your work plan. However, remember the differences, too; goals are general and objectives are more specific.

Goals should focus on the big picture of your project. List the desired ultimate outcome of your work plan. Keep it broad; for example, make your goal be to complete a research paper or to learn more about writing.

Objectives should be specific and tangible. In other words, you should be able to check these off your list when you accomplish them. For example, finding people to interview for your research paper would make a good objective.

Many work plans break down objectives into **short-**, **middle-**, and **long-term** objectives if they vary significantly. For example, a company's short-term goal to increase viewership 30% in three months may vary significantly from its long-term goal to strengthen brand visibility in social media outlets over the next year.

Objectives are generally written in the active voice and use action verbs with specific meanings (e.g. "plan," "write," "increase," and "measure") instead of verbs with vaguer meanings (e.g. "examine," "understand," "know," etc.).

Work Plan

Consider ordering your work plan by *SMART* objectives. SMART is an acronym used by individuals searching for more tangible, actionable outcomes in work plans.

Specific. *What exactly are we going to do for whom?* Lay out what population you are going to serve and any specific actions you will use to help that population.

Measurable. *Is it quantifiable and can we measure it?* Can you count the results? Did you structure the work plan so that "health in South Africa would increase in 2020?" or did you structure it so that "cases of HIV/AIDS in newborn South African babies would decrease 20% by 2020?"

Remember that a baseline number needs to be established to quantify change. If you don't know the incidence rate of HIV/AIDS among South African newborns, it's going to be impossible to reliably say that you decreased incidence rates by 20%.

Achievable. *Can we get it done in the time allotted with the resources we have available?* The objective needs to be realistic given the constraints. Increasing sales by 500% is reasonable only if you're a small company. Increasing sales by 500% if you dominate the market is near impossible.

In some cases, an expert or authority may need to be consulted to figure out if your work plan objectives are achievable.

Relevant. *Will this objective have an effect on the desired goal or strategy?* Although it's probably important for overall health, does measuring the height and weight of high-schoolers *directly* lead to change in mental health procedures? Make sure your objectives and methods have a clear, intuitive relationship.

Time bound. *When will this objective be accomplished, and/or when will we know we are done?* Specify a hard end date for the project. Stipulate which, if any, outcomes would cause your project to come to a premature end, with all outcomes having been achieved.

List your resources. Include anything that will be necessary for you to achieve your goals and objectives. Resources will vary, depending on the purpose of your work plan.
At the workplace, resources can include things like financial budget, personnel, consultants, buildings or rooms, and books. A detailed budget may appear in an appendix if your work plan is more formal.

In the academic arena, resources may include access to different libraries; research materials like books, newspapers, and journals; computer and Internet access; and professors or other individuals who can help you if you have questions.

Work Plan

Identify any constraints. Constraints are obstacles that may get in the way of achieving your goals and objectives. For example, if you are working on a research paper for school, you may find that your schedule is too crowded to allow you to research and write properly. Therefore, a constraint would be your overwhelming schedule, and you would need to cut something out during the semester in order to complete your work plan effectively. (Planning is needed if you are taking more than one hard class per-semester.)

Who is accountable. Accountability is essential for a good plan. Who is responsible for completing each task? There can be a team of people working on a task (see resources) but one person has to be answerable to a task being completed on time.

Write your strategy. Look over your work plan and decide how you will use your resources and overcome your constraints in order to reach your goals and objectives.
List specific action steps. Identify what needs to happen each day or week for you to complete your objectives. Also, list steps other people on your team will need to take. Consider using project management software or a personal calendar to keep this information organized.

Create a schedule. Though you can create a tentative work schedule, realize that unexpected things happen and you need to build space into your schedule to prevent falling behind.

Work Plan

Goal 1:					
Key Action Steps	**Timeline**	**Expected Outcome**	**Data Source and Evaluation Methodology**	**Person/Area Responsible**	**Comments**
Define each action step on its own row. Define as many action steps as necessary by adding rows to the table.	*An expected completion date (month and year) must be defined for each action step.*	*An expected outcome must be defined for each action step.*	*An evaluative measure must be defined for each action step.*	*A responsible person must be identified for each action step.*	*Comments are optional.*
Goal 2:					
Key Action Steps	**Timeline**	**Expected Outcome**	**Data Source and Evaluation Methodology**	**Person/Area Responsible**	**Comments**
Goal 3:					
Key Action Steps	**Timeline**	**Expected Outcome**	**Data Source and Evaluation Methodology**	**Person/Area Responsible**	**Comments**
Goal 4:					
Key Action Steps	**Timeline**	**Expected Outcome**	**Data Source and Evaluation Methodology**	**Person/Area Responsible**	**Comments**

Neighborhoods Commission

Asociación de Vecinos Kit de Herramientas

Comisión de Vecindarios

VOC ROADSHOW

Fomentar Asociaciones Vecinales

Mayo 3, 2019

Tabla de Contenido

- ¿Qué son las Reglas de Orden de Robert?
- Cómo hacer un Plan de Acción
- Ocho Pasos Simples para Abrir una Cuenta Bancaria
- ¿Cómo pido Donaciones?
- Cómo Construir Alianzas
- Funciones de la Junta Directiva & Responsabilidades
- Junta & Estructuras del Comité
- Plantilla de Estatutos
- Cómo hacer un Plan de Trabajo

EJECUTAR REUNIONES

Reglas de Orden de Robert

Lo que es (Reglas de Robert) parlamentarios ley? La ley parlamentaria (Reglas de Orden de Roberts) es una serie de reglas que fueron formulados para facilitar la transacción de negocios y la estructura dentro de un grupo o conjunto. El nombre de "Reglas de Orden de Robert" es el nombre del libro americano de reglas parlamentarias publicado en 1876 por Henry Martyn Robert.

Principios de Derecho Parlamentario
Los principios generales del procedimiento parlamentario se basan en algunos principios básicos, las expectativas de los miembros y de los derechos.

Principios básicos y Expectativas
las decisiones de la mayoría de los votos: Todas las decisiones serán tomadas por mayoría de votos de los miembros autorizados de la asamblea.

derechos y privilegios iguales: Cada miembro posee los mismos derechos. Esto significa que cada miembro tiene el derecho de proponer mociones, debatirlas, para oponerse a ellos y para una duración de oficinas.

Igualdad de obligaciones: Se espera que cada miembro responsable de diversas funciones (básicas) como parte del conjunto. Entre ellos se incluyen:

- Asistir a reuniones
- Llegar a tiempo
- Quedarse hasta el final de la reunión
- Esté preparado para hablar con conocimiento sobre un tema
- Ser atento
- Se de mente abierta
- Participar activamente en las reuniones
- Trabajar con los demás de una manera cooperativa
- Tratar a todos con cortesía y respeto
- Hablen abiertamente, pero también permitan que otros hablen
- Siga las reglas del debate
- Haga puntos concisamente
- Cuestiones de ataque, no personas
- Acatar la decisión final de la mayoría
- Respetar las opiniones y resoluciones de la silla
- Insistir en el orden durante las reuniones
- Estar familiarizado con las normas básicas del derecho parlamentario
- Seleccione oficiales bien calificados
- Participar en comités

EJECUTAR REUNIONES

Continuó...

Derechos de los Miembros

La ley parlamentaria protege los derechos de los miembros a ser tratados de manera justa y equitativa. Los siguientes derechos de los miembros están garantizados por ley parlamentaria, el derecho a:

- Recibir avisos de reuniones
- Asistir a las reuniones
- hacer movimientos
- Las mociones segundo (cuando necesitan un segundo)
- mociones de debate (cuando pueden ser debatidas)
- Votación sobre nociones (salvo en caso de conflicto de intereses)
- Nominar a personas para la oficina
- Serán propuestos para la oficina
- pueblo elegido a la oficina
- Ser elegido para un cargo
- Conoce el significado de la gente de interrogación están debatiendo
- Objetar cuando se violan las reglas
- Apelar la decisión de la silla
- Ser protegidos contra el abuso y el ataque personal
- Tener acceso a las actas de
- Recibir el informe del tesorero
- Obtener una copia de los estatutos de la organización

Movimientos Como ejecutar una reunión

a. Presidente llama a sesión y establece el tiempo
b. Secretario toma rollo (visualmente, diciendo en voz alta los nombres, etc.)
c. Aprobación de las actas (este es el tiempo para arreglar cualquier cambio en minutos y luego ir a movimiento)
d. Aprobación de la agenda (artículos se pueden añadir luego ir a movimiento) (Aprobación de las actas y el programa sólo necesita un segundo)
e. Informe de la Mesa
f. Informe de los comités
g. negocio de edad (en la que los movimientos se han presentado en la última reunión)
h. Nuevo negocio (para que las reuniones se ejecutan más rápido, todas las votaciones se hace aquí)
i. anuncios

EJECUTAR REUNIONES

Continuó...

Protección de los derechos de las minorías: organizaciones democráticas verdaderas, las reguladas por la ley parlamentaria, protegen ciertos derechos básicos de las minorías, que nunca pueden ser infringidos. Estos incluyen los siguientes derechos:

- El derecho a ser oído
- El derecho a protestar
- El derecho a buscar y convencer a
- El derecho de entender plenamente la cuestión en discusión

Pleno y libre discusión: El derecho (y la expectativa) que el comité o montaje tendrán una discusión plena y libre en todos los temas llevado a la mesa.

procedimiento simple y directo: Este procedimiento no será burocrático, mantendrá un proceso sencillo, que se espera que todos a comprender y participar.

Orden de las mociones: La introducción y la disposición de todos los movimientos se rige por un orden definido, lógico.

La consideración de una pregunta a la vez: Para acelerar el negocio y evitar que la reunión se desintegre en un caos, una sola pregunta puede ser considerado a la vez.

Votación: Antes de los miembros votan, tienen el derecho de conocer la pregunta antes de la asamblea. Es responsabilidad del funcionario que preside para mantener el movimiento antes del montaje, clara en todo momento.

La delegación de funciones: A medida que la organización progreso, se espera que muchas de las tareas necesarias para dirigir la organización se delegará a los miembros de la asamblea.

El mantenimiento de la imparcialidad: Las normas del derecho parlamentario deben ser administrados de manera imparcial. presidentes sirven a la organización más efectiva cuando permanecen estrictamente neutral

EJECUTAR REUNIONES

Continuó...

deberes silla

a. Lista de oradores - acabar con los nombres de los que le gustaría hablar
b. Movimiento - Presidente no puede hacer un movimiento, pero puede proponer
c. una moción declarando “Me entretengo. . .” A continuación, un miembro hace una moción

Una moción tomará este camino:

M **M**ovimiento Hecho
S **S**egunda
D **D**ebate
U **U**nalivio (si es necesario) Modificar
M **M**ajorette Voto de mayoría (pasa/rechazar)
R **R**econsiderar

Reglas Generales

a. Quórum mayoritario: un número total de miembros activos con el fin de votar
b. 2/3 de votos – si la votación de un documento como los estatutos, 2/3 deben estar presentes para pasar (Ejemplo: el total de miembros presentes es 20. 2/3 está a 10+4= 14 para pasar)
c. Cuestión de orden - si se siente la información dada a cabo es una incorrecta debe indicar “moción de orden” y luego indicar la información correcta
d. Punto de información: llamado en cualquier momento cuando usted siente que hay más información para ser añadido a un tema que se esta tratando o anunciar
e. Aclamación: cualquier persona puede llamar cuando parece que todo el mundo se levanta durante la votación
f. Tabla - Si uno siente que la discusión está tomando demasiado tiempo, una lata de movimiento a la mesa hasta la próxima reunión o cualquier fecha propuesta)

EJECUTAR REUNIONES

Cómo Hacer una Hoja de Trucos de Movimiento

Cómo hacer mociones					
Movimiento	**Qué decir**	**Segundo**	**Debate**	**Enmendar**	**Votar**
Aplazar	"Propongo que levantar la sesión."	Sí	No	No	Mayoria
Levantar la sesión en un tiempo futuro	"Propongo que levantar la sesión a las [hora específica]."	Sí	Sí	Sí	Mayoria
Adoptar un informe	"Propongo que se aprobó el informe."	Sí	No	No	Mayoria
Amend un movimiento	"Me muevo a modificar mediante la adición de ..." o "Me muevo para modificar al ponchar a ..." o me mudo a modificar mediante la inserción de la palabra antes de [o después de] la palabra ..."	Sí	Sí	Sí	Mayoria
Evitar debatir un movimiento indebido	"Me opongo a la consideración de este movimiento."	Sí	No	No	2/3
Se quejan de las condiciones físicas	"Me levanto a la pregunta de privilegio".	Sí	No	No	Ninguna

EJECUTAR REUNIONES

Cómo Hacer una Hoja de Trucos de Movimiento

Movimiento	Qué decir	Segundo	Debate	Enmendar	Votar
debate final	“Me muevo la pregunta anterior.”	Sí	No	No	2/3
Dar un estudio más detallado (mover a comisión)	“Me muevo a remitir el asunto a la comisión.”	Sí	Sí	Sí	Mayoria
introducir negocio	“Propongo que [insertar movimiento específico].”	Sí	Sí	Sí	Mayoria
posponer negocio	“Me muevo a posponer la discusión hasta que ...”	Sí	Sí	Sí	Mayoria
Protestar por una infracción de las normas de conducta	“Me levanto a una cuestión de orden.”	No	No	No	Ninguna
Recreo	“Propongo que nos rebaje para ...”	Sí	No	Sí	Mayoria
Reconsiderar una acción	“Me muevo a reconsiderar la votación sobre [tema específico].”	Sí	Si discutibles	No	Mayoria
Suspender un problema	“Me muevo a la mesa la moción.”	Sí	No	No	Mayoria

EJECUTAR REUNIONES

Cómo Hacer una Hoja de Trucos de Movimiento

Movimiento	Qué decir	Segundo	Debate	Enmendar	Votar
Información requerida	“Punto de información”.	No	No	No	Ninguna
Suspender un problema	“Me muevo a la mesa la moción.”	Sí	No	No	Mayoria
Suspender las reglas	“Me muevo a suspender las reglas para que [tema específico].”	Sí	No	No	Mayoria
Tome un tema presentado	“Me muevo a tomar de la tabla [tema específico].”	Sí	No	No	Mayoria
Verificar un voto al pedir a los miembros suben	“Llamo para una división.” O “división”	No	No	No	Ninguna
Votar sobre el fallo de la silla	“Yo no apelar la decisión de la silla.”	Sí	Sí	No	Mayoria

Plan de Barrios Asociación de Acción

Estrategia	Tareas / pasos de acción *¿Qué hay que hacer?*	¿Quien es responsable? *¿Quién lo hará?*	¿Recursos necesitados? *($ / Hora / persona / suministros)*	Línea de tiempo? *Por Cuándo?*	El resultado esperado? *¿Cómo sabes que eres exitoso?*

Ejecutar Reuniones

GRUPO / NOMBRE DE LA REUNIÓN

Fecha:

Hora:

Lugar:

RESULTADOS

-
-
-

AGENDA

Qué (Tema)	Cómo (Proceso)	Quien	Cuando (Hora)
Muestra: Estado del proyecto	❑ *Actualizar presentación*	*JJ consultores*	*06:00 pm-7:00pm*
Gran propuesta	❑ *Compruebe si hay acuerdo*	*Phil P.*	*19:00 pm-20:00pm*

Finances

Ocho pasos sencillos para abrir una cuenta bancaria

(Esta información está pensada como una cortesía para la acción comunitaria y orgullo Beneficiarios - Ninguna garantía en cuanto a la exactitud de la información proporcionada en este documento Cada parte debe consultar a sus asesores legales y asesores fiscales, y este documento no debe confiarse en ella como cualquier forma de asesoramiento legal o de impuestos)

1. Seleccionar un nombre oficial para su grupo.

2. Decidir qué banco va a ser más conveniente para su Tesorero a utilizer (uno cerca de su casa, o cerca de su Puesto de trabajo ...).

3. Llame a este banco y pida hablar con un representante de servicio al cliente. Pedir a esa persona lo que necesitan para una cuenta de grupo de vecinos (algunos piden copias de sus estatutos, algunos no lo hacen ...) También la cantidad mínima necesaria para abrir su cuenta.

4. Es probable que desee tener un número de identificación fiscal, a que se refiere como "TIN". (Esto evita que cualquiermiembro del grupo de tener que usar su número de Seguro Social para abrir la cuenta. El uso de un SSN significa que el dinero que va a través de la cuenta se presentaba sobre la utilidad fiscal de esa persona al final del año, y esa persona tendría que pagar impuestos sobre el dinero).

5. Tenga en cuenta que si su grupo gana $ 25.000 o más en un año, el IRS puede requerir que usted paga impuestos sobre él! los fondos de la ciudad de la subvención no pueden ser utilizados para pagar las sanciones del IRS o cargos por pagos atrasados?

6. **Una vez que el formulario se rellena, puede llamar a la oficina del IRS en Fresno (Llamada gratuita 877-829-5500), o por correo a la dirección indicada en el formulario. Si decide llamar, puede hablar con el miembro del personal del IRS para obtener más instrucciones sobre cómo obtener su número de identificación.**

7. Tome este nuevo número TIN hasta la orilla, junto con cualquier otra información que el banco requiere. Instamos firmemente que al menos 2 miembros responsables de su grupo van al banco para firmar por la cuenta. Las cuentas de grupo Barrio deberían requerir dos firmas para retirar o pagar dinero. Esto protege su grupo de una persona que tiene el control completo de los fondos y proporciona cierta protección contra los retiros inapropiados.

8. Si usted no tiene un cheque de subvención para depositar en este momento, tendrá que utilizar otros fondos para abrir la cuenta. Guardar un recibo de esta transacción y la organización debe reembolsar persona (s) si se utilizan los fondos personales para abrir la cuenta cuando las organizaciones recibe fondos de sus esfuerzos de recaudación de fondos o de fondos de la subvención. Página

MUESTRA

Donaciónes

Mapeo de activos

Haga un inventario del vecindario para los recursos que los miembros de la organización pueden proporcionar. Ejemplo: Un miembro que es propietario de una compañía de casas inflables puede donar el uso de la casa inflable para eventos. Imprimir desde una imprenta o una organización basada en la comunidad o una organización basada en la fe.

Donaciones

Como:

Letras
En persona con carta
Sobre el telephono

Fuentes:

Bancos
Organizaciones basadas en la fe
Tienda de comestibles
Tienda de barrio conveniente
Negocios del barrio
Agencias inmobiliarias
Restaurantes
Transportistas de basura

Tiempo de donacion	
8 semanas antes	Comenzar a más tardar 60 días antes del evento
7 semanas antes	Seguimiento después de otra semana para el check-in. Si dicen que no, agradézcales y vean si estarían interesados en apoyar eventos futuros y pasar a otros posibles donantes.
6 semanas antes	Seguimiento después de otra semana para el check-in. Si dicen que no, agradézcales y vean si estarían interesados en apoyar eventos futuros y pasar a otros posibles donantes

MUESTRA

Carta de Donación

Asociación de Vecinos del carril Franklin
Identificación fiscal # 12-1234567
100 Franklin carril Drive
San Jose, CA. 95126

25 de de octubre de, 2017

Estimado Gerente:

Le escribo para pedir su ayuda con un proyecto de asociación de vecinos para proporcionar a los niños en nuestra comunidad con al menos un regalo para Navidad.

Las fronteras de la Asociación Barrio Carril Franklin sobre la calle Julián, Hwy # 85,
Franklin Lane y forma de éster. La Asociación de Vecinos del carril Franklin representa a cerca de 100 familias de bajos ingresos de apartamentos.

Cada año, el FLNA tiene una colecta de juguetes de Navidad. Estamos asociados con la Familia Dar Árbol, una organización sin ánimo de lucro, para proporcionar 80 niños con regalos de Navidad. Sin embargo, tenemos un 15 jóvenes adicionales que nos gustaría proporcionar regalos para este año.

Me gustaría preguntar si su tienda podría ser capaz de contribuir a nuestra unidad de juguete de vacaciones. Estamos en busca de donaciones en efectivo, tarjetas de regalo, camisetas deportivas, y / o material escolar. Por favor, póngase en contacto conmigo con cualquier pregunta. Mi número de teléfono celular está por debajo. Gracias por su asistencia.

Sinceramente,

David Doyle
presidente
(408) 123-4567

MUESTRA

Asociaciones

Cómo construir asociaciones
Identificar a los miembros de la comunidad que provean servicios en su area y los que se alineen con las prioridades de su vecindario.

Llamar y presentarse (de donde es usted y la misión y visión de su organización.) Asegúrese de que la persona que está hablando con es la persona adecuada. Si es así, solicitar una reunión. La reunión puede ser en su lugar o en un cafe. Una vez que se reúna con ellos en persona, pregunte más sobre su organización y prioridades. Averigue que los motiva y cómo pueden apoyar y participar con su organizacion. Informeles sobre su organización, prioridades y proyectos específicos que les pueden interesar. Inviteles a reuniones de la comunidad o próximos eventos. Además, ver cómo su organización puede apoyar el trabajo que ellos hacen. Asegúrese de dedicar tiempo para cultivar y mantener la relación.

Potential Partners

- organizaciones basadas en la comunidad
- organizaciones religiosas
- Organizaciones de negocios
- Escuelas
- Agencias gubernamentales
- Oficiales electos
- empresas
- corporaciones

Ejemplo de actividades

1. Actividades de Bajo Costo para la comunidad

   - Feria de negocios (vendedor de feria local)
   - almuerzo de agradecimiento / caso de un residente de largo plazo
   - barbacoa para la comunidad
   - Fiesta en la calle
   - Eventos para recojer basura y borrar graffiti
   - intercambio de frutas y verduras

2. ecaudación de fondos

   - venta de garaje en todo el vecindario
   - mercado de pulgas (personas a pagar por el espacio)
   - Los residuos electrónicos
   - Boletín / sitio web con el patrocinio de las empresas locales para el espacio del anuncio
   - Lavado de autos
   - Rifas en eventos, utilizando elementos o premios donados
   - desayuno de panqueques
   - Tener comida donada para eventos

Consejo de Administración, Roles y Responsabilidades

Presidente / Presidente: Debe de tener un fuerte interés en el bienestar de la asociación miembros - comunidad.

- Actuar como representante de la junta y de la Asociación en general.
- Desarrolla agendas de reuniones en conjunto con la junta y la pertenencia.
- Preside todas las reuniones.
- Ayuda en la agilización de los negocios en todos los sentidos asegurar que los miembros están participando y proporciona una guía donde y cuando sea necesario.
- Recomienda a la Junta que se establezcan comités; ayuda en la obtención de los voluntarios de los comités y luego se mantiene en contacto con el comité de sillas para estar seguro de que el trabajo se está llevando a cabo.

Vicepresidente / Co-Presidente: Debe de tener las mismas cualificaciones e interés que el Presidente.

- Ayuda al presidente de cualquier manera él o ella puede hacerse cargo de las funciones del Presidente en su ausencia.
- Puede ser voluntario en cualquier área o ser asignado a un determinado comité de responsabilidad o programa - evento.
- Asistencia al Presidente en la supervisión del Secretario y Tesorero y proporcionando la orientación que sea necesaria.

Tesorero: Debe ser capaz de controlar todas las finanzas de la Asociación.

- Responsable de mantener los libros financieros en orden (cuenta de cheques, actividad - Eventos, etc.).
- Debe de trabajar con la junta y el comité (s) en la elaboración de un presupuesto para la Asociación.
- Deberán cumplir en la presentación de todos los informes que se consideren necesarias de acuerdo con cualquier fuente de financiación y sus requisitos.
- Deberá presentar un informe financiero en cada reunión general.

Secretario: Debe ser capaz de documentar todas las decisiones y actividades de la junta y de la Asociación.

- Deberá ser capaz de tomar notas detalladas de las actividades de las reuniones, compilar las notas en minutos y presentar en forma escrita en cada reunión.
- Tendrá la responsabilidad de toda la correspondencia de la Asociación.

El sargento de armas: Debe de tener un conocimiento general de las Reglas de Orden de Robert.

- Será capaz de supervisar la función de la reunión
- Tendrá la responsabilidad de identificar a los miembros que no se adhieren a las reglas de Robert

- funcionarios de la Junta mencionados anteriormente son la base de la Asociación.
- miembros de la Junta también puede incluir otros miembros necesarios para un buen funcionamiento de la Asociación.
- El presidente de cada comité permanente también debe ser un miembro votante de la junta, ya que son el centro de la acción dentro de la Asociación. Cada presidente informará directamente a la junta directiva de los planes y actividades del comité para su aprobación.
- La composición de la junta debe ser un número impar y el Presidente vota para romper un empate.

COMITÉ DE TABLERO Y ESTRUCTURAS

Hay algunas estructuras de un grupo puede utilizar al instalar el Consejo de Administración. Esas estructuras se describen aquí e incluyen:

Estructura tradicional (1)- La estructura tradicional de un Consejo de Administración es el que tiene un Presidente, Vicepresidente, Secretario y Tesorero. Habrá miembros de la junta general, también.

En general se recomienda que una junta no sea inferior a 5 personas (especialmente si el grupo quiere crear una agencia sin fines de lucro).

Estructura tradicional (2)- Una segunda estructura común será uno que utiliza una silla, Vicepresidente, sargento de Armas, Parlamentario, Tesorero y Secretario. Algunos grupos también pueden añadir un historiador a esta estructura.

Esta estructura se utiliza generalmente cuando se trata de una junta más grande.

Comité de círculo - El comité de circulo es uno donde no hay posiciones permanentes. El liderazgo se pasa a través de toda la junta. Cada reunión los miembros del grupo se le asigna tareas y responsabilidades para la siguiente reunión.

La variación de esta estructura es una donde los miembros del comité se le asignan funciones y / o responsabilidades por un período de tiempo. Puede ser por una serie de reuniones, una cantidad de tiempo, y / o un proyecto que debe llevarse a cabo.

Discusión de Mesa de Cocina - Esta es generalmente la manera que comienza una Junta. Es un grupo de personas que se reúnen de manera informal para discutir sus necesidades, un problema de la comunidad o barrio. La fuerza de este proceso es que se trata de un ambiente relajado y la gente en general son más abiertos con sus ideas.

La discusión en grupo (Apoyo) -Otro tipo de grupo de discusión es el grupo de soporte de discusión. En general, se compone de miembros del grupo de la comunidad / barrio y otros que están interesados en el desarrollo o la organización del grupo. Este es el grupo que desarrolla coaliciones y colaboraciones. Ejemplos de miembros de este grupo incluyen el personal del gobierno, personal de otros organismos, instituciones educativas, instituciones comerciales y oficiales de la ley

ESTATUTOS

El siguiente es un ejemplo de estatutos para una asociación comunitaria tipica. Ciertas cláusulas y frases pueden ser o no ser aplicable a todas las asociaciones, por ejemplo, los nombres y los números de los oficiales deben ser determinados por las necesidades de cada organización.

ESTATUTOS

ESTATUTOS DE _____

ARTÍCULO I. NOMBRE Y LÍMITES

A. El nombre de la asociación será _____

B. La asociación abarcará la zona delimitada en el

Norte por _____

Este por _____

Oeste por _____

al Sur por _____

ARTÍCULO II. AFILIACIÓN

A. El número de miembros de esta asociación será residentes, dueños de propiedades o negocios dentro de la vecindad.
B. Un miembro votante será un hogar o negocio dentro de los límites del barrio. Cada hogar o negocio dentro de la vecindad tendrán derecho a un voto.
C. Las cuotas serán determinadas por los miembros con derecho a voto. cuotas anuales son en $ ____ por miembro votante.
D. La membresía no será negada sobre la base de puntos de vista u opiniones contrarias a los objetivos y propósitos de la asociación.

ARTÍCULO III. FUNCIONARIOS

Dos opciones propuestas para la elección de autoridades son: 1. Los miembros votantes de la asociación de vecinos deberán nominar y elegir a los oficiales de la asociación, o 2. Los miembros votantes de la asociación de vecinos elegirán un Consejo de Administración que luego se nombrará a funcionarios de la asociación de vecinos. Los oficiales de esta asociación serán elegidos por un período de un (1) año o hasta sucesores. La duración del mandato comenzará al término de la Reunión Anual. Los oficiales de la Asociación serán el Presidente (o Presidenta), un vicepresidente (o Vicepresidente), un secretario (o secretaria / tesorero), un Tesorero y un historiador, si se considera apropiado. Los agentes de la asociación comprenderán el Consejo de Administración.

A. El Presidente (o Presidenta) ajustarán y presidirá todas las reuniones, actuará para y en nombre de los miembros de la asociación, nombrará a los comités especiales necesarias para el funcionamiento del negocio asociación y actuará como portavoz oficial de la asociación.

ESTATUTOS

B. El vicepresidente (o Vicepresidente) deberán, en ausencia del Presidente, asumirá todas las funciones del cargo y será responsable de la publicidad y las notificaciones de las reuniones de la asociación.
C. El Secretario mantendrá un registro permanente de todas las reuniones formales y todos los documentos legales y transacciones legales de la asociación. El secretario deberá transcriber el acta de cada reunión, y mantendrá una copia de archivo de la misma y presentar una copia de estas minutos a OIP.
D. El Tesorero deberá guardar todos los recibos financieros y un registro permanente de todos los negocios financieros de la asociación. La información financiera-actualizada se presentará en cada reunión. El Tesorero será responsable de la membresía.
E. Los defensores del Barrio (o representantes de área) se componen de un número apropiado de miembros votantes, serán elegidos por los miembros votantes y servir en la capacidad de recogida y difusión de información crítica para la ejecución del propósito establecido en estos estatutos. Se hará todo lo posible para asegurar que los defensores de la vecindad sirven bloques o calles específicas dentro de los límites de la asociación.
F. Cualquier funcionario puede ser removido de su cargo por un voto de 2 / 3as mayoría de las cuotas de pago de membresía (en su caso) después de una reunión especial se ha pedido al menos diez (10) días hábiles de anticipación. Se debe dar aviso a todos los residentes e las reuniones que implican la retirada de la Mesa.

ARTÍCULO IV. COMITÉS

A. El Presidente (o Presidenta) tendrán la facultad de nombrar los comités que sean necesarios para alcanzar los fines de la carta.
B. El Presidente (o Presidenta) será un miembro ex-oficio de todos los comités.

ARTÍCULO V. REUNIONES

Una reunión anual se llevará a cabo durante el mes de _____ en un momento y en el lugar designado por el Presidente / Presidente.

A. No menos de ciento de los miembros votantes tendrán el privilegio de solicitar una reunión especial en cualquier momento.
B. La votación Miembros presentes constituirá quórum.
C. Al menos una - se facilitará días de aviso previo antes de cualquier reunión de la asociación. Se hará todo lo posible para notificar a todas las partes interesadas y los miembros de la Asociación de las próximas reuniones, ya sea por teléfono, correo electrónico, avisos, tablones de anuncios, boletines o anuncios en las reuniones programadas regularmente reuniones.
D. Todas las reuniones serán públicas y abiertas a cualquier persona interesada.

ARTÍCULO VI. Nombramiento, elecciones, informes anuales y INSTALACIÓN DE LA MESA

A. Propuestas para cada cargo se hará a partir de la palabra en la reunión anual o una pizarra presentado a un comité de nominaciones también serían aceptables.
B. Elección de la Mesa se llevará a cabo en el mismo día que las nominaciones.
C. Tras la instalación de los oficiales cuyos términos comenzará al final de la Reunión Anual, todos los documentos, registros y cualquier material relativo a las funciones de su cargo

según lo señalado en los estatutos que están en posesión de los funcionarios salientes se someterá a la recién elegido contraparte pocos días después de la instalación.

D. Las vacantes que se produzcan durante el ejercicio de cualquier funcionario o miembro de los defensores serán llenadas por nombramiento por los defensores de la asociación.
E. Cualquier funcionario puede ser removido de su cargo por causa de un voto mayoritario de los miembros con derecho a voto.

ARTÍCULO VII. RESPONSABILIDAD FISCAL

A. El gasto de los fondos de la asociación no puede hacerse sin las firmas de al menos dos (2) de los seis (6) Oficiales y el Tesorero.
B. archivos y fondos de la asociación financieros serán auditados al menos una vez al año por un comité de al menos dos (2) miembros votantes de los defensores Barrio designadospor el Presidente / Presidente antes de la toma de la oficina de un nuevo Tesorero.

ARTÍCULO VIII. Modificación de los estatutos

A. Estos estatutos podrán ser modificados por el voto mayoritario.
B. Las enmiendas propuestas serán enviados a todos los miembros al menos días hábiles antes de la reunión en la que la acción debe ser tomada o se leerán en la reunión que preside.

ARTÍCULO IX. GENERAL

A. Las reglas en la actual edición de las Reglas de Orden de Robert regirán la asociación, el Consejo de Administración, y todos los subcomités en todos los casos a los que se aplican y no entrar en conflicto con las disposiciones específicas de estos Estatutos o cualquier regla especial que la asociación puede adoptar.
B. Si cualquier parte de estos Estatutos o la aplicación del mismo se llevan a cabo en lo sucesivo no válida o no ejecutable, el resto no se verá afectada de este modo, y sólo las partes afectadas se declaran eliminado.
C. Ningún funcionario, representante, portavoz o miembro tendrán responsabilidad financiera de la asociación.

Fecha de aprobación:

_____

FIRMA / TÍTULO

_____

FIRMA / TÍTULO

Plantilla de Plan de Trabajo

Un plan de trabajo es un esquema de un conjunto de metas y procesos por los cuales un equipo y/o persona puede lograr esos objetivos, y ofrecer al lector una mejor comprensión del alcance del proyecto. Los planes de trabajo, ya sean utilizados en la vida profesional o académica, te ayudan a mantenerte organizado mientras trabajas en proyectos. A través de planes de trabajo, desglosar un proceso en pequeñas tareas alcanzables e identificar las cosas
que desea lograr. Aprenda a escribir un plan de trabajo para que pueda prepararse para los próximos proyectos.
Identifique el propósito de su plan de trabajo. Los planes de trabajo se escriben por varias razones. Determine el propósito por adelantado para que pueda prepararse correctamente. Tenga en cuenta que la mayoría de los planes de trabajo son para un cierto período de tiempo (es decir, 6 meses o 1 año).

En el lugar de trabajo, los planes de trabajo ayudan a su supervisor a saber en qué proyectos estará trabajando durante los próximos meses. Estos a menudo vienen justo después de una revisión anual de rendimiento o como equipos emprenden grandes proyectos. Los planes de trabajo también pueden ser el resultado de las sesiones de planificación estratégica que su organización mantiene al comienzo de un nuevo calendario o año fiscal.

En el mundo académico, los planes de trabajo pueden ayudar a los estudiantes a crear un cronograma para un proyecto grande. También pueden ayudar a los maestros a planear el material del curso para el semestre.

Para un proyecto personal, los planes de trabajo te ayudarán a delinearte lo que pretendes hacer, cómo pretendes hacerlo y en qué fecha pretendes hacerlo. Los planes de trabajo personales, si bien no son estrictamente necesarios, ayudarán al individuo a realizar un seguimiento de sus objetivos y progreso.

Escriba la introducción y el trasfondo. Para los planes de trabajo profesionales, es posible que tenga que escribir una introducción y antecedentes. Estos proporcionan a su supervisor o gerente la información que necesitan para poner su plan de trabajo en contexto. Escribir una introducción y antecedentes a menudo es innecesario para un plan de trabajo académico.

La introducción debe ser breve y atractiva. Recuérdeles a sus superiores por qué están creando este plan de trabajo. Presente los proyectos específicos en los que trabajará durante este período de tiempo.

El fondo debe resaltar las razones por las que está creando este plan de trabajo. Por ejemplo, recita detalles o estadísticas de informes recientes, identifique los problemas que deben abordarse o genere recomendaciones o comentarios recibidos durante los proyectos de trabajo anteriores.

Determine su objetivo (s) y sus objetivos. Metas y objetivos están relacionatos en que ambos señalan cosas que esperas lograr a través de tu plan de trabajo. Sin embargo, recuerde las diferencias, también; objetivos son generales y los objetivos son más específicos.

Los objetivos deben centrarse en el panorama general de su proyecto. Enumere el resultado final deseado de su plan de trabajo. Manténlo amplio; por ejemplo, haga que su objetivo sea completar un documento de investigación o aprender más sobre la escritura.

Plantilla de Plan de Trabajo

Los objetivos deben ser específicos y tangibles. En otras palabras, usted debe ser capaz de comprobar estos fuera de su lista cuando se logran. Por ejemplo, encontrar personas a entrevistar para su trabajo de investigación sería un buen objetivo.

Muchos planes de trabajo dividen los objetivos en objetivos a **corto**, **medio**y **largo plazo** si varían significativamente. Por ejemplo, el objetivo a corto plazo de una empresa de aumentar la audiencia un 30% en tres meses puede variar significativamente de su objetivo a largo plazo de fortalecer la visibilidad de la marca en los medios de comunicación social durante el próximo año.

Los objetivos se escriben generalmente en la voz activa y utilizan verbos de acción con significados específicos (por ejemplo, "Plan", "escribir", "aumentar" y "medir") en lugar de verbos con significados más vagos (por ejemplo, "examinar", "comprender", "saber", etc.).

Considere ordenar su plan de trabajo por objetivos "Smart" . Smart es un acrónimo utilizado por individuos que buscan resultados más tangibles y procesables en los planes de trabajo.

Es específico.¿Qué vamos a hacer exactamente para quién?Disponga qué población va a servir y cualquier acción específica que utilizará para ayudar a esa población.

Es medible.¿Es cuantificable y podemos medirlo?¿Puedes contar los resultados? ¿Estructuró el plan de trabajo para que "la salud en Sudáfrica aumentara en 2020?" ¿o la estructuró para que "los casos de VIH/SIDA en bebés sudafricanos recién nacidos disminuirían el 20% en 2020?"

Recuerde que debe establecerse un número de referencia para cuantificar el cambio. Si usted no conoce la tasa de incidencia del VIH/SIDA entre los recién nacidos sudafricanos, va a ser imposible decir confiablemente que usted redujo las tasas de incidencia en un 20%.

Es alcanzable. ¿Podemos hacerlo en el tiempo asignado a los recursos que tenemos disponibles? El objetivo debe ser realista dadas las limitaciones. Aumentar las ventas en un 500% es razonable solo si eres una pequeña empresa. Aumentar las ventas en un 500% Si dominas el mercado es casi imposible.

En algunos casos, puede ser necesario consultar a un experto o a una autoridad para determinar si se pueden alcanzar los objetivos de su plan de trabajo.

Es relevante. ¿Tendrá este objetivo un efecto en la meta o estrategia deseada? Aunque es probablemente importante para la salud en general, medir la altura y el peso de los estudiantes de bachillerato directamente conducir al cambio en los procedimientos de salud mental? Asegúrese de que sus objetivos y métodos tengan una relación clara e intuitiva.

Plantilla de Plan de Trabajo

Tiempo límite. ¿Cuándo se logrará este objetivo, y/o Cuándo sabremos que hemos terminado? Especifique una fecha de finalización dura para el proyecto. Estipular que, si los hubiera, los resultados causarían que su proyecto terminara prematuramente, con todos los resultados alcanzados.

Enumere sus recursos. Incluir cualquier cosa que sea necesaria para que usted logre sus metas y objetivos. Los recursos variarán en función del propósito de su plan de trabajo.
En el lugar de trabajo, los recursos pueden incluir cosas como el presupuesto financiero, personal, consultores, edificios o habitaciones, y libros. Un presupuesto detallado puede aparecer en un apéndice si su plan de trabajo es más formal.

En el ámbito académico, los recursos pueden incluir el acceso a diferentes bibliotecas; materiales de investigación como libros, periódicos y revistas; ordenador y acceso a Internet; y profesores u otras personas que pueden ayudarte si tienes preguntas.

Identifique las restricciones. Las limitaciones son obstáculos que pueden estar en el camino de alcanzar sus metas y objetivos. Por ejemplo, si está trabajando en un documento de investigación para la escuela, puede encontrar que su horario está demasiado lleno para permitirle investigar y escribir correctamente. Por lo tanto, una restricción sería su programa abrumador, y tendría que recortar algo durante el semestre con el fin de completar su plan de trabajo con eficacia.
(Es necesario planear si está tomando más de una clase dura por semestre.)

Quién es responsable. La rendición de cuentas es esencial para un buen plan. ¿Quién es responsable
de completar cada tarea? Puede haber un equipo de personas trabajando en una tarea (ver recursos) pero una persona tiene que ser responsable de que una tarea se complete a tiempo.

Escribe tu estrategia. Consulta tu plan de trabajo y decide cómo vas a usar tus recursos y superar tus limitaciones para alcanzar tus metas y objetivos.
Enumerar pasos de acción específicos. Identifique lo que debe suceder cada día o semana para que usted pueda completar sus objetivos. Además, enumere los pasos que otras personas de su equipo necesitarán tomar. Considere el uso de software de gestión de proyectos o un calendario personal para mantener esta información organizada.

Cree una programación. Aunque puede crear un cronograma de trabajo provisional, darse cuenta de que ocurren cosas inesperadas y necesita construir espacio en su horario para evitar caer detrás.

Objetivo 1:					
Pasos de Acción Clave	**Línea de Tiempo**	**Resultado previsto**	**Fuente de Datos y Metodología de Evaluación**	**Persona/Área Responsable**	**Comentarios**
Defina cada paso de acción en su propia fila. Defina tantos pasos de acción como sea necesario añadiendo filas a la tabla.	Se debe definir una fecha de finalización esperada (mes y año) para cada paso de acción.	Se debe definir un resultado esperado para cada paso de acción.	Se debe definir una medida evaluativa para cada paso de acción.	Se debe identificar A una persona responsable para cada paso de acción.	Los comentarios son opcionales.
Objetivo 2:					
Pasos de Acción Clave	**Línea de Tiempo**	**Resultado previsto**	**Fuente de Datos y Metodología de Evaluación**	**Persona/Área Responsable**	**Comentarios**
Objetivo 3:					
Pasos de Acción Clave	**Línea de Tiempo**	**Resultado previsto**	**Fuente de Datos y Metodología de Evaluación**	**Persona/Área Responsable**	**Comentarios**
Objetivo 4:					
Pasos de Acción Clave	**Línea de Tiempo**	**Resultado previsto**	**Fuente de Datos y Metodología de Evaluación**	**Persona/Área Responsable**	**Comentarios**

Comisión de Vecindarios

CITY OF
SAN JOSE
CAPITAL OF SILICON VALLEY

Appendix B
Communications

VOC Roadshow communication platform to run on a district wide level to include special guest speakers.

VOC Roadshow communication platform
This will take two hours

Open Resource Table
Meet and Greet
Opening Remarks
What is the Neighborhood Commission?
Special Guest Speakers
VOC Roadshow Presents
Fostering Neighborhood Associations
Introduction to Neighborhood Association Tool Kit
Q&A
Closing Remarks
Close Resource Table

Resource Table (Opening & Closing): To provide information to the residents of San Jose that has been submitted for distribution to the Neighborhood Commission in a general meeting and stand-alone meeting.

Meet and Greet: Meet your District Leaders Councilmember, Neighborhood Commissioners, Chair & Vice Chair of your Leadership Council.

Opening Remarks: Welcoming District Leaders Councilmember, Neighborhood Commissioners, Chair & Vice Chair of your Leadership Council. Giving couple mins to speak on updates to the community.

What is the Neighborhood Commission? The presentation on What is the Neighborhood Commission will always be in the forefront of the VOC Roadshow communication platform.

Special Guest Speakers: With preapproval from the Neighborhood Commission on the guest speakers slid show presentation; before presenting VOC Roadshow or any special events.

VOC Roadshow Presents: The AD-Hoc would feature one champing project and put it center stage for the VOC Roadshow.

Fostering Neighborhood Associations: Will be a part of the VOC Roadshow communication platform. Fostering Neighborhood Associations (FNA) will provide deferent segments pertaining to FNA.

Q&A: Take questions that the residents have. Not limited to the topics discussed with the VOC Roadshow communication platform.

Closing Remarks: Closing Councilmember, Neighborhood Commissioners, Chair & Vice Chair of your Leadership Council. Giving couple mins to speak.

Fostering Neighborhood Associations

1. *Introduction to Neighborhood Association Tool Kit*

- Appendix A-1_ English 3may2019 a - Neighborhood Association Tool Kit
- Appendix A-2_ Spanish 3may2019 a - Neighborhood Association Tool Kit

City of San José
Neighborhood Commission Outreach
Fostering Neighborhood Associations
Tools & Resources

April 23, 2019

Perry Henry (D2), Chair

LaToya Fernandez(D3) Co-Chair

Richard Wong(D3)

Jonathan Velazquez(D7)

Agenda

- 6:30 – 7:00 pm Meet and Greet
- 7:00 – 7:10 Welcome & Neighborhoods Commission Overview
- 7:10 – 7:40 Starting a Neighborhoods Association
- 7:40 – 8:00
- 8:00 – 8:15 Q&A
- 8:15 – 8:30 Wrap Up and Resources

Outreach
Ad Hoc Committee Members

- Perry Henry, District 2 (Chair) NC2b@sanjoseca.gov
- LaToya Fernandez District 3 (Co-Chair) NC3a@sanjoseca.gov
- Richard Wong District 3 NC3b@sanjoseca.gov
- Jonathan Velazquez District 7 NC7b@sanjoseca.gov

Outreach
Ad-Hoc Committee

- ✓ Purpose: to develop channels for two-way communications between neighborhood residents and the San José Neighborhoods Commission
- ✓ Our communication channels include Nextdoor, flyers, email, various online social networking outlets, and face-to-face meetings such as this kind of presentation.
- ✓ Key communication channels includes the Mayors Office, City Staff, and 10 District Councilmembers with their respective leadership groups.

What is the Neighborhoods Commission?

Speaker: LaToya Fernandez

Commissioner District 3, Ad-Hoc Co-Chair

Neighborhoods Commission

- ✓ **Duties**
  - The Neighborhoods Commission is advisory to the City Council regarding San José neighborhoods. The commission shall have the following functions, powers and duties:

- Study, review, and evaluate and make recommendations to the City Council regarding issues, policies, and programs affecting the quality of life in San José neighborhoods focusing on neighborhood safety, transportation, and code enforcement.

- Advise and make recommendations to the City Council regarding annual budget priorities.

Neighborhood Commission Members

- ✓ 20 Commissioners for 10 Districts of the City of San José
- ✓ **Who are my Commissioners?**

Resources available to create an association

- City Councilmember for the District ?:
- District ? Leadership Council Chair:
- Neighborhood Commissioners for the District:
- City of San José: Chris Ratana, Christopher.ratana@sanjoseca.gov

Introduction to Neighborhood Association Tool Kit

Speaker: Perry Henry

Commissioner District 2 Ad-Hoc Chair

What is a Neighborhood Association Tool Kit?

This will be an Introduction to Neighborhood Association Tool Kit.

- What is Robert's Rules of Order?
- How to make an Action Plan
- Eight Simple Steps to Opening a Bank Account
- How do I ask for Donations?
- How to Build Partnerships
- BOARD OF DIRECTORS' ROLES & RESPONSIBILITIES
- BOARD & COMMITTEE STRUCTURES
- BYLAWS Templet
- How to do a Work Plan

Frequent concerns

- "I don't want to fail."

  There are many resources available to you, all with the goal of increasing community involvement through organized neighborhood associations. You WON'T fail!

- "I don't want a lifetime commitment."

  Once an organization is started, people self-select to positions where they either have skills or a passion. One of the tasks for the resources available to you is to be a facilitator, as well help with staffing needed positions, including succession plans.

- "What if the association fails?"

  There is no failure. Whether a neighborhood association is large or small, the members will be benefited through an awareness of issues impacting the community, meeting neighbors, and ensuring an open communication with the City and city services.

How Do I Get Started

- Contact your City Council Member
- Contact your Neighborhoods Commissioners
- See Us After the Presentation

Appendix – Frequently Asked Resources

Appendix

Illegal Dumping

- ✓ Report illegal dumping in San José by calling the Customer Contact Center: (408) 535-3500. If you witness dumping in progress, call the San José Police Department non-emergency line: (408) 277-8900
- ✓ Dumping trash and debris attracts more dumping
  - Reporting dumping ensures that people do not add to the polluted area.
- ✓ Free items left on the curb are considered illegally dumped!
  - Placing items curbside with a sign that says "FREE" is considered illegal dumping.

Dumping Large Items is Illegal

- ✓ Individuals who are caught illegally dumping can be fined up to $2,500 for the first violation, $5,000 for a second violation, and up to $10,000 for three or more violations.

Useful Illegal Dumping Links

- ✓ City Programs to Combat Illegal Dumping http://bit.ly/illegaldumping1
- ✓ Illegal Dumping - Resources for Residents http://bit.ly/nc-illegaldumping2
- ✓ Junk Pickup http://bit.ly/nc-illegaldumping3
- ✓ Report Illegal Dumping via My San Jose (website or mobile app) http://bit.ly/nc-mysanjose1

Appendix

ANIMAL SERVICES

- ✓ Animal Care & Services | @sanjoseanimals | http://www.sanjoseanimals.com
- ✓ Animal Services Magazine by SanJoseCommunity.com http://flip.it/VBtvvF
- ✓ Animal Services, A public list by SanJoseCommunity.com https://twitter.com/SanJoseVoice/lists/animal-services
- ✓ Humane Society Silicon Valley http://www.hssv.org/#mainnav
- ✓ San Jose Animal Advocates http://www.sjanimaladvocates.org
- ✓ San Jose Animal Care Center https://www.facebook.com/sanjoseanimalcarecenter
- ✓ Wildlife Center of Silicon Valley | @Wildlife_Center | https://wcsv.org
- ✓ **CODE ENFORCEMENT**
- ✓ Code Enforcement, City of San Jose | Ph: (408) 535-7770 | www.sanjoseca.gov/codeenforcement
- ✓ Code Enforcement Service Request Form http://www.sanjoseca.gov/FormCenter/Code-Enforcement-21/Code-Service-Requests-213
- ✓ Request Service & Check Status http://www.sanjoseca.gov/index.aspx?NID=3361
- ✓ San José Municipal Code (SJMC) https://library.municode.com/ca/san_jose/codes/code_of_ordinances

Appendix

HOMELESSNESS & HOUSING

- All The Way Home | @AllThWayHomeSCC | http://destinationhomescc.org/allthewayhome/
- Destination: Home | @DSTNHome | http://destinationhomescc.org
- Habitat for Humanity | @HabitatEBSV | http://www.habitatebsv.org
- Homelessness Magazine by SanJoseCommunity.com http://flip.it/wH0cGa
- Homelessness, A public list by SanJoseCommunity.com https://twitter.com/SanJoseVoice/lists/homelessness-poverty
- Housing California | @housingca | https://www.housingca.org
- Housing Magazine by SanJoseCommunity.com http://flip.it/1Kh7WO
- A public list by SanJoseCommunity.com https://twitter.com/SanJoseVoice/lists/housing
- Project Sentinel @ProjSentinel http://www.housing.org
- San Jose Housing Department | @sjcityhousing | http://www.sjhousing.org
- Silicon Valley At Home | @SVatHome | http://siliconvalleyathome.org
- Urban Habitat | @Urban_Habitat | http://urbanhabitat.org

Appendix

PUBLIC SAFETY

- ✓ 211 Connects http://www.211bayarea.org
- ✓ AlertSCC, Santa Clara County Emergency Alert System https://www.sccgov.org/sites/alertscc/Pages/home.aspx
- ✓ American Red Cross of Silicon Valley | @SV_RedCross | http://www.redcross.org/siliconvalley
- ✓ Crime & Safety Magazine by SanJoseCommunity.com http://flip.it/aEXdmi
- ✓ Disaster Plan & Recovery, A public list by SanJoseCommunity.com https://twitter.com/SanJoseVoice/lists/disaster-plan-recovery
- ✓ Fire Department, A public list by SanJoseCommunity.com https://twitter.com/SanJoseVoice/lists/fire-department
- ✓ Police Department, A public list by SanJoseCommunity.com https://twitter.com/SanJoseVoice/lists/police-department
- ✓ San Jose Police Dept | @SanJosePD | @sjpdchief | http://www.sjpd.org
- ✓ Santa Clara County Office of Emergency Services (OES) https://www.sccgov.org/sites/oes/Pages/Office-of-Emergency-Services.aspx
- ✓ Santa Clara County Sheriff | @SCCoSheriff | https://www.sccgov.org/sites/sheriff/Pages/sheriff.aspx

Appendix

TRANSPORTATION

- ✓ ACE Train | @ACE_train | http://www.acerail.com
- ✓ BART Silicon Valley | @bartsv | http://www.vta.org/bart
- ✓ San Jose Airport | @FlySJC | http://www.flysanjose.com
- ✓ Santa Clara Valley Transportation Authority (VTA) | @VTA | http://www.vta.org
- ✓ Silicon Valley Bicycle Coalition | @bikesv | https://bikesiliconvalley.org
- ✓ Transportation Magazine by SanJoseCommunity.com http://flip.it/7sw8HS
- ✓ Transportation, A public list by SanJoseCommunity.com https://twitter.com/SanJoseVoice/lists/transport-driverless
- ✓ VTA Rapid | @VTARapid | http://www.vta.org/brt

CITY OF SAN JOSE

Neighborhoods Commission Roadshow

Learn how you can strengthen your community!

DATE
TIME
LOCATION

Paragraph on what the event is about:
"Roadshow Snippet"

CITY OF SAN JOSE

Neighborhoods Commission Roadshow

Learn how you can strengthen your community!

DATE
TIME
LOCATION

Paragraph on what the event is about:
"Roadshow Snippet"

CITY OF SAN JOSE

Neighborhoods Commission Roadshow

Learn how you can strengthen your community!

DATE
TIME
LOCATION

Paragraph on what the event is about:
"Roadshow Snippet"

VOICE of the COMMUNITY

San Jose Neighborhoods Commission

Tuesday, April 23rd, 2019
5:30 pm - 7:30pm

Seven Trees Community Center 3590 Cas Dr.
San José, CA 95111

Learn how the Neighborhoods Commission can help your Community!

- Safety
- Transportation
- Code Enforcement
- Budget Recommendations

Receive information to help your Neighborhood Association develop and grow:

- How to Make an Action Plan and a Work Plan
- Eight Simple Steps to Opening a Bank Account
- How to Receive Donations and/or Grants
- How to Build Partnerships
- Board of Directors Roles and Responsibilities
- City Board and Committee Structures
- Receive a Template for your organizations Bylaws

PUBLIC OUTREACH REPORT APPENDIX E

April 23, 2019 City of San José Neighborhoods Commission Public Outreach Ad-Hoc Roadshow