

Memorandum

TO: CHARTER REVIEW
COMMISSION

FROM: Toni Taber, CMC

SUBJECT: SEE BELOW

DATE: 1 March 2021

INFORMATION MEMO

The Charter Review Commission would like to improve the public engagement process. The Office of the City Clerk welcomes suggestions for improving public engagement in the City Council process.

Costs and Estimates

The City Clerk's Office was provided for 1 FTE Legislative Secretary to split between the Charter Review Commission and the Redistricting Commission for 2021. An additional \$268,000 was added to the City Clerk's budget to pay for the consultant services for both commissions as well, with the contract with \$107,300 allocated to CivicMakers for the Charter Review Commission. No additional money was added to the budget for incidental costs; therefore, any printing, mailing, interpretation is to be paid out of the general City Clerk Non-Personal budget.

Interpretation services in Spanish are \$190/hour for two interpreters (the minimum required) and \$280/hour for two Vietnamese language interpreters. Current Council policy is to provide interpretation upon request and for items that are generating a lot of public interest. The current plan for Charter Review is to bring in interpreters for key public hearings. Without a settled workplan, it is difficult to determine which meetings will require interpretation at this time.

The lowest estimated cost of translating the Agenda is approximately \$.15 per word and cannot be auto translated with software. Additionally, the companies contacted needed a 6-10-day lead time to translate the documents, meaning agenda documents would not be ready until after the meeting has ended.

Social Media/Internet outreach

Currently, the agendas for the CRC are posted on the City's inSite Page with all other agendas, and the agenda link is sent to the City Council and other Commissioners for their information and promotion. The City Clerk's Twitter account also posts a link to the agenda.

All social media and internet accounts can be accessed from the City's main webpage under "News and Stories," with a direct link to the list here: <https://www.sanjoseca.gov/news-stories/social-media-center>

Below is a draft of a “postcard” graphic to translate into multiple languages and distribute.



CHARTER REVIEW COMMISSION

Help design the future of San José by participating in the Charter Review Commission

The Charter Review Commission is examining the City's governance structure and soliciting community input on strong mayor systems and other potential charter reforms. The goal of their work is to develop a proposal for the City Council which details potential updates and improvements to the City's governance structure including, but is not limited to: evaluating if the mayoral seat should be transitioned to the presidential cycle; evaluating the transition of the election cycle for Council Districts; and considering additional potential charter amendments and measures, as needed, to improve accountability, representation, and inclusion at San José City Hall.

Please visit <https://www.sanjoseca.gov/your-government/appointees/city-clerk/charter-review-commission> for more information, meeting schedules, and agendas.

Memorandum

TO: CHARTER REVIEW
COMMISSION

FROM: Toni Taber, CMC

SUBJECT: BUDGET REQUEST

DATE: March 22, 2021

SUPPLEMENTAL

The purpose of this supplemental is to provide estimated costs.

Outside Counsel: Would need to go to RFP. Current Agreement with an Outside Counsel for a commission is \$250,000 for a four-year agreement. The prior agreement was \$250,000 for a one-year contract with three options to extend for one year, and the first year was not to exceed \$60,000.

Research Analyst: An Analyst I/II salary is \$71,219-\$86,590 annually. Additional costs related to healthcare and benefits would be included in the request. A prorated amount for an Analyst for the remainder of the year is \$137,840.

Translation services: As stated in my previous supplemental, translation costs would be \$.15 per word. The agenda for March 8 was 10,501 words for an estimated translation cost for one language as \$1,575.15. The translation turnaround time would be at least 10 days, so agenda material would need to be prepared three weeks prior to the meeting. The annual cost would be dependent on the number of meetings.

Interpretation services: Using the figures in my previous supplemental, the cost for only Spanish and Vietnamese interpretation for a three-hour meeting would be \$1,410 per meeting. The annual cost would be dependent on the number of meetings.

Grassroots organizations: This was challenging to come up with a budget number. The most recent similar type of agreement we did was to the Silicon Valley Community Foundation for \$374,000 to grant funds to qualified organizations to provide community outreach strategies to low-turnout voter precincts.