Council Agenda: 6/2/09
Item Number: 5.6

CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

Memorandum

TO: NEIGHBORHOOD SERVICES AND EDUCATION COMMITTEE

FROM: Lee Price
Norberto Duenas
Leslye Krutko

SUBJECT: **FOLLOW-UP ACTIONS ON BOARDS AND COMMISSIONS**

DATE: May 8, 2009

Approved

Date 5/8/09

COUNCIL DISTRICT: Various

RECOMMENDATION

It is recommended that the Neighborhood Services and Education Commission recommend the following actions to the City Council:

1. Direct the City Attorney to draft an amendment to the Neighborhoods Commission ordinance to adjust the dates of the two-year pilot to reflect the date of the formal appointment of the Commission members;
2. Approve the preliminary Neighborhoods Commission work plan and direct the Administration to develop a formal work plan in consultation with the Commission for consideration by the NSE Committee at a subsequent meeting.
3. Direct the Administration to complete outreach efforts relating to the evaluation of efficiencies and opportunities to consolidate or eliminate any of the City's existing boards and commissions.

OUTCOME

With City Council approval of these recommendations, the Neighborhoods Commission will begin its two-year pilot effort. Additionally, there will be sufficient time to complete outreach to boards and commissions that might be impacted by recommendations to consolidate, eliminate, or restructure their operations.

In this time of tight budgets, it is extremely important to ensure that all parts of the City government are working at their most efficient level. This also must apply to boards and commissions. The changes recommended will ensure that the boards and commissions are aligned with the work of the City Council and City departments while ensuring that the public has a voice at City Hall.

BACKGROUND:

In January of 2002, the City Council, acting in its capacity as the Board of the San Jose Redevelopment Agency, established a Strong Neighborhoods Initiative Project Area Committee (SNI PAC) to serve as an advisory body for the SNI effort. Pursuant to redevelopment law requirements, the original SNI PAC served only for a three-year period. In 2005, when the term of the PAC ended, the Council voted to create a Project Advisory Committee (PAC) to continue to provide input to the Council on issues of significant interest to SNI neighborhoods. The term of that PAC expired in March 2008. Concerned about the need to continue to provide advice and counsel to the City Council on issues of importance to neighborhoods after the PAC was dissolved, PAC members spearheaded an effort to create a Neighborhoods Commission that would expand the neighborhood voice to all of San Jose.

At its meeting of September 25, 2007, the City Council voted to create a new Neighborhoods Commission and directed the Administration to take several actions. Specifically, the Council requested that:

1. The Neighborhoods Commission not duplicate the mission or work of any existing commission, including the Planning Commission, Library Commission, Parks and Recreation Commission, or Historic Landmarks Commission;
2. The Neighborhoods Commission not be another level of review for land use projects;
3. Until the Neighborhoods Commission annual workplan is completed and approved by Council, no decisions be made about staffing and budget requirements; and
4. Staff return with an analysis of all existing boards, commissions, and other public bodies, and the costs to staff each, looking at redundancies and opportunities for consolidation, efficiency, and elimination.

The Commission will be implemented as a two-year pilot, with quarterly updates to the Neighborhood Services and Education (NSE) Committee during this timeframe.

ANALYSIS

The Administration has completed a thorough review of its boards and commissions (see attached listing of all boards and commissions surveyed). This review included a survey of costs, administrative systems, and opportunities for efficiencies, consolidation, or elimination. A working group of management staff, co-chaired by Deputy City Manager Norberto Duenas, Housing Department Director Leslye Krutko, and City Clerk Lee Price, has met regularly over the course of the past 18 months to gather information and meet with staff supporting each board and commission.

Neighborhoods Commission

While this review was underway, work was completed to ready the Neighborhoods Commission to begin its work. Three commissioners from each Council District—a total of 30 members--

were nominated to represent area constituents through ten district caucuses, which were held between May and August of 2008. One nominee has since resigned due to scheduling conflicts and another was appointed to a seat on the Planning Commission. To fill these vacancies, the Administration will submit the names of alternates, selected during the caucus process, for Council consideration

Existing City staff from the SNI and Neighborhood Development Center will support the Commission under the leadership of the City Manager. No additional funding will be required.

Preliminary Workplan for the Neighborhoods Commission Pilot

Several concerns were raised when the Neighborhoods Commission was first brought forward for discussion. Chief among these concerns was that the Commission might duplicate work already being performed by other commissions. Other concerns were that the Commission might cause more work for staff, or might be duplicate efforts of the Administration or City Council.

In developing the Commission scope and specific workplan ideas, the staff was mindful of these concerns. Information gathered as a part of the review of boards and commissions clearly identified the responsibilities and scope of each body. This information will be used to prepare a scope of work for the Neighborhoods Commission that ensures there will be no overlap in responsibilities between the new Commission and existing commissions. On several occasions, the senior staff has discussed the potential scope of work for the Commission to identify opportunities and gaps where the Commission could assist the City organization. Some of the areas identified include: urban forestry, citywide transportation issues, disaster preparedness volunteer recruitment and development. Additionally the Neighborhoods Commission could assist City departments in the development and implementation of effective community engagement strategies around policies, projects, and programs affecting neighborhoods. In these cases, staff agreed that no other board or commission currently had responsibility over these issue areas and that the involvement of the Neighborhoods Commission would be a valuable addition. Senior staff will continue to be included in the development of the draft workplan to ensure that the Commission is in alignment with the work of City departments as well as the City Council.

As directed by the City Council, the workplan for the Neighborhoods Commission must be approved by the NSE Committee. It is recommended that the NSE Committee approve the following preliminary workplan that directs staff to train the Commissioners, establish a Commission structure, and develop a formal workplan in consultation with the Commission to be considered by the NSE Committee at a subsequent meeting

Month 1 – Conduct extensive training of Neighborhoods Commissioners and staff. Training will include meeting proceedings and key City policies, including the Brown Act, Sunshine Reform, and conflict of interest.

Month 2 – Establish the Commission structure and communication protocol between the Commission, staff, and neighborhood groups; begin development of scope of work and draft workplan.

Month 3 – Finalize draft scope of work and workplan for NSE Committee consideration.

It is important to note that, in approving the Neighborhoods Commission, the City Council developed checks and balances to ensure that the Commission does not duplicate other efforts and that it serves the intended purpose. This includes the determination that the Commission will be a two-year pilot effort, that the workplan will be approved by the NSE Committee, and that regular reports and check-ins will be provided to the Committee.

Structural Improvements to Boards and Commissions

The review of boards and commissions identified opportunities to standardize policies and practices. While many of the boards and commissions had bylaws and workplans and produced annual reports, most did not.

As reported to the Rules and Open Government Committee, in a memorandum dated October 17, 2008 and entitled "Framework for Structural Improvements to the City's Boards and Commissions," the City Clerk described a series of structural improvements that had been identified to ensure that boards and commissions were operating in an efficient and effective manner. Specifically, the recommended improvements included:

1. Enhance the recruitment, screening, and selection processes for members of boards and commissions by:
    a. Improving the Recruitment Process— increasing outreach and advertising as well as expanding the scope of the Project Diversity Steering Committee to include, in addition to interviewing and making recommendations on potential boards and commission members, recruiting citizens with diverse backgrounds, experiences, and perspectives to apply, serve, and contribute.
    b. Improving the Screening Process—reviewing selection criteria, including establishing minimum qualifications where appropriate, augmenting the City application with commission-specific questions, involving City staff as appropriate, and providing for more structured interviews by the Project Diversity Screening Committee.
    a. Streamlining the Selection Process—moving to quarterly appointments to reduce the number of vacancies, and shorten application cycles and wait times in filling positions.

2. Improve the effectiveness of boards and commissions by focusing on:
    a. Processes— updating and consolidating procedures, including attendance policies and development of a handbook for perspective and new commissioners;

b. Training— creating an orientation training for all new commissioners, developing a code of conduct for commissioners, annual training for all commissioners, and developing a budget for ongoing training;
c. Governance—ensuring that all boards and commissions have bylaws that govern their operations, work plans that detail the actions planned for the year, and annual reports that inform the City Council and the public about a commissions' work during the year. Additionally, clarification of the roles and responsibilities of City staff supporting the commissions, City Attorney staff, and Council liaisons.
d. Retention and Recognition—ensuring that the City recognizes the contributions of each board and commission member to the City and its work.

The City Clerk posted the October Rules Committee memorandum on its website, and has begun to conduct outreach to stakeholders regarding these structural improvements. In December, two internal focus groups were convened to obtain input on areas where improvement was needed. In February, three external focus groups were held, with a minimum of two representatives from each of the boards and commissions in attendance. Attendees are expected to return to their respective boards and commissions and share information with other members. Additionally, information is being gathered through other sources, including e-mail, other written feedback, and an on-line survey. Feedback received will help frame the final recommendations.

Potential for Elimination, Consolidation, and Efficiencies

As part of the review of boards and commissions, the Administration completed a series of surveys. Staff supporting commissions were asked to respond to a number of questions, including how well the commissions were working, whether the composition of the commissions were appropriate, whether additional eligibility/selection criteria was needed, whether the scope of work was clear or needed to be adjusted, and how the commissions reported out their work. Additionally, information was gathered about the cost of supporting each board and commission, how many staff were assigned to provide support, and whether a City Attorney representative regularly attended meetings. The attached spreadsheet details information that was collected from each board and commission, including: its authority, mission, composition, and annual cost.

In addition to collecting basic information, the surveys identified a number of boards and commissions that needed improvements to ensure that they are providing solid advice and recommendations to the City Council and the Administration. The working group has met with staff supporting each commission to identify potential changes, but prior to making recommendations, it is recommended that the staff roll out any proposed changes to each individual board and commission for input and discussion.

Summary and Next Steps

Rather than wait until this outreach is done, it is recommended that the NSE Committee recommend that the full Council approve the Neighborhoods Commission preliminary workplan to enable it to begin its work. The work completed to date by the boards and commissions

working group has identified a clear role for the Neighborhoods Commission that meets the Council's direction that the Commission not duplicate efforts of any existing board and commission.

Following are the next steps:

1. **Neighborhoods Commission—**
   a. Bring forward these recommendations to the City Council.
   b. Contact commissioners and set up the first meeting of the Commission.
   c. Return to the NSE Committee with a draft scope of work and workplan.
   d. Bring forward the first quarterly report to the NSE in fall 2009.

2. **Structural Improvements—**
   a. Complete outreach on the framework for structural improvements.
   b. Bring forward final recommendations for improvements by June.
   c. Revise governing documents as appropriate, expand the application to add commission-specific supplemental questionnaires, and develop standardized resources, including a comprehensive handbook for all members of boards and commissions.
   d. Implement structural improvements by December

3. **Review of Existing Boards and Commissions—**
   a. Begin outreach to impacted boards and commissions.
   c Return to the City Council with recommendations for eliminating, consolidating, and improving boards and commissions later this year.

POLICY ALTERNATIVES

In reaching the recommendations spelled out above, the following alternatives were also considered:

Alternative #1: ***Wait to Establish the Neighborhoods Commission Until the Review of Existing Boards and Commissions is Complete.***

Pros: The City can ensure that all existing boards and commissions are working effectively prior to adding a new commission to its responsibilities.

Cons: The review of boards and commissions, and the scope of work required, has proven to be a significant effort. The time required has been longer than anticipated, thus delaying the start of the Neighborhoods Commission. The nominees to the new Commission are ready and anxious to start work. Any further delay may cause nominees to drop out or lose interest.

Reason for not recommending: There were two primary concerns related to the desire to complete a study of all boards and commissions prior to initiating the new Commission: overlap of scope, and staffing. The Administration will ensure that there is no scope overlap, and has identified existing staffing to provide assistance to the Commission.

Alternative #2: Roll out Changes to Existing Boards and Commissions Immediately

Pros:	The City's review of boards and commissions has identified several situations where changes in scope, membership, or process will improve the effectiveness of specific bodies. Additionally there are potential opportunities to consolidate boards and commissions, which could result in more effective use of City staff resources. Rolling these changes out immediately will allow the City to recognize any savings and efficiencies without delay.
Cons:	Outreach to the impacted boards and commissions has just begun. Staff believes that if changes are being proposed, these board and commission members who volunteer their services should have the opportunity to provide input. With this input, the final recommendations to the City Council will have been fully vetted, ensuring that the proposed course of action is well thought out. Without this opportunity, impacted board and commission members may voice their concerns to the Administration and the City Council and the process may end up taking longer.
Reason for not recommending:	Significant improvements are already underway with the System-wide Structural Improvements that have been presented to the City Council. Outreach to any impacted board or commission can be completed within the next several months.

PUBLIC OUTREACH/INTEREST

☐ Criteria 1: **Requires Council action on the use of public funds equal to $1 million or greater.** (Required: Website Posting)

☑ Criteria 2: **Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City.** (Required: E-mail and Website Posting)

☐ Criteria 3: **Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach.** (Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)

COORDINATION

Preparation of this memorandum was coordinated with the Office of the City Attorney.

CEQA

Not applicable.

LEE PRICE
City Clerk

NORBERTO DUEÑAS
Deputy City Manager

LESLYE KRUTKO
Director of Housing

For questions, please contact NORBERTO DUENAS, DEPUTY CITY MANAGER at (408) 535-8180

Attachments

Boards & Commissions – Attachment
May 14, 2009

Board, Commission, Committee	Authority	Mission: Role and Responsibilities	# of Members and Composition (requirement or anyone can apply?)	Total Hours and Cost -- Annually	Contact
Decision-Making Bodies/Quasi-Judicial					
Appeals Hearing Board	As established in Municipal Code 2.08.600 (Ord. 25209), the Appeals Hearing Board hears appeals to code enforcement actions and oversees the administrative code enforcement procedure which is used in lieu of criminal and civil judicial enforcement. The Board can impose penalties up to $2,500 a day per violation.	The Appeals Hearing Board hears code enforcement appeals of blighted conditions, illegal building activity, unsafe and unsanitary living conditions, abandoned, dismantled and inoperative vehicles, neglected vacant houses, weed abatement liens and garbage liens. The Board also hears appeals of police permit denials or revocations, sign removal fees, utility billing and graffiti abatement fees. When the Board determines there is a violation it can impose an order requiring compliance, reimbursement of all City enforcement costs, and payment of civil penalties. The Committee has one subcommittee.	7 members - One member must be an attorney-at-law licensed to practice in California	3,146 / $135,882.04	PBCE-Code Enf. / Finance
Civil Service	As established by the City Charter – Section 1001 – Municipal Code 2.08.2000 (Ord. 25209), the Civil Service Commission makes recommendations to the Council and the City Manager and conducts investigations concerning the administration of personnel in the Classified Service.	The Civil Service Commission reviews and recommends changes to the Civil Service Rules and appoints members to the City Council Salary Setting Commission. The Commission may also act as an appellate body for certain personnel decisions affecting City employees. The Committee has two subcommittees.	5 members - 1 attorney licensed in the state of California; no more than 4 members of the same sex; 4 Citizen-At-Large members	340 / $11,640	City Clerk / Human Resources / Employee Relations
Deferred Compensation Advisory Committee	Established in March 1975 by Resolution #46536, the Deferred Compensation Advisory Committee (DCAC) administers the Deferred Compensation Plan, the trust account and is responsible for the operation of the Plan in accordance with the terms of the plan.	The City has established and maintains two "eligible deferred compensation plans" as defined in Section 457(b) of the Internal Revenue Code. The DCAC administers the Plan and the trust account and is the "sole authority to enforce the Plan and the Trust." Specific duties and responsibilities include: responsibility for the operation of the Plan; determining questions arising out of the administration, interpretation and application of the Plan and the Trust, including making decisions as to the choice and nature of investments to be available under the Plan; authority to enter into agreements on behalf of the City for the administration of the Plan, for custodial agreements for funds, and for investments under the Plan. This Committee has one subcommittee.	8 members - 7 members and 1 person from the Attorney's office	3172 / $216,486	Human Resources

Total Hours and Cost Methodology = Hours include both Salaried and Hourly employees. Costs include **only** hourly employees and any personal costs.

Board, Commission, Committee	Authority	Mission: Role and Responsibilities	# of Members and Composition (requirement or anyone can apply?)	Total Hours and Cost -- Annually	Contact
Elections Commission	As established in Municipal Code 2.08.1600 (Ords. 25209), the Elections Commission makes recommendations to the City Council in regards to campaign and ethics regulations and policies, and monitors compliance with all campaign and ethics ordinances.	The Commission reviews and investigates allegations of violations of the Code and makes recommendations for enforcement action where appropriate. The Elections Commission also makes recommendations to the City Council with regard to campaign and ethics regulations and policies.	5 members - 5 Citizens-At-Large; 2 City Clerk Staff members; 1 City Attorney Staff member	98 / $3,387	City Clerk
Federated Employees Retirement Board	As established in Municipal Code 2.08.1000 (Ord. 25209), the Federated Employees Retirement Board oversees the retirement system for officers and employees of the city receiving a monthly compensation for services in its classified and unclassified civil service, including regular employees of the public library, except for elected officials, the city manager, members of appointive boards and city employees eligible to the police and fire department retirement system.	The Federated Employees Retirement Board shall have exclusive control of the administration and investment of the retirement fund. The Board will provide a monthly itemized list to the City Auditor which lists all payments to be made from the fund for retirement benefits currently payable. The treasurer shall pay all warrants therefore against the retirement fund only when so authorized, and signed by the City Auditor and countersigned by the City Manager and attested by the Clerk of the Board. This Board has four subcommittees.	7 members - 2 - City Council, 1 - Civil Service Commission, 2 - City Employees who are members of the System and are from different departments, 1 - Public Member who: a. Is a management level employee of a bank, insurance company, savings and loan company, credit union or trust company; or b. Serves in an active or advisory capacity as to investment of institutional or endowment funds; or c. Holds a relevant investment-related position in the public or private sector. 1 - Member who is retired under the provisions of the System	1,850 / $95,000 *hours and costs do not include work done for the Boards' subcommittees	Retirement Services
Local Enforcement Agency (LEA) Independent Hearing Panel (IHP)	The Local Enforcement Agency (LEA) Independent Hearing Panel acts as the City's lead permit and enforcement agency for the California Integrated Waste Management Board, for all solid waste facilities and solid waste handling, pursuant to State Certification under Public Resources Code, Division 30 'Solid Waste'. The State LEA Certification requires the City to maintain an Independent Hearing Panel for appeals related to LEA - solid waste permit and enforcement actions.	The Independent Hearing Panel (HP) convenes to deny, suspend, or revoke a state solid waste facilities permit, or solid waste operations approval and may also convene to hear appeals regarding enforcement actions, permit conditions, and/or to contest administrative civil penalties issued by the LEA. The IHP reviews the LEA's actions based on the facts as well as the applicable laws and regulations. The IHP's administrative review and appeals process is an alternative to the judicial review process and does not preclude an individual from filing an action in superior court to contest any action or inaction of the LEA or the CIWMB. (PRC § 45033) The LEA is also not precluded from seeking judicial intervention for noncompliance with a final enforcement order or to obtain injunctive relief.	3 members with the following qualifications: (1) One member shall serve on the hearing panel. (2) IHP members shall be selected for their legal administrative or technical abilities relating to solid waste management. (3) At least one IHP member shall be a technical expert with knowledge of solid waste management methods and technology. (4) At least one IHP member shall be a representative of the public at large.	58 / $7,363.51	PBCE-Code Enf.

Total Hours and Cost Methodology = Hours include both Salaried and Hourly employees. Costs include **only** hourly employees and any personal costs.

Board, Commission, Committee	Authority	Mission: Role and Responsibilities	# of Members and Composition (requirement or anyone can apply?)	Total Hours and Cost -- Annually	Contact
Planning Commission	As established by the City Charter – Section 1000 and has further authority granted through Municipal Code 2.08.4000 (Ord. 25209), the Planning Commission has the responsibility of making recommendations to the City Council on issues of land use and development, including zoning and subdivision regulations.	The Commission advises the Council on amendment of the City's General Plan, on specific plans for future physical development, adoption or amendment of land use and redevelopment regulations, including zoning and subdivision, and the adoption of the Capital Improvement Program. They also act as an appellate body for those persons dissatisfied with the Planning Director's decisions on the aforementioned issues	7 members - Commissioners must be registered voters in the City of San Jose at all times during their term of office and they must have been citizens of the United States and residents of San Jose for at least one year prior to their term. A background in urban planning, architecture, law or other related areas would be helpful.	No data	PBCE
Police and Fire Retirement Board	As established by Municipal Code 2.08.1200 (Ord. 25209), the Police and Fire Retirement Board oversee the retirement plan for officers and employees receiving a monthly compensation for service as members of the police or fire department of the city, to be known as the "police and fire department retirement plan." All officers and employees shall be required to be members of the retirement plan.	The Police and Fire Retirement Board shall have exclusive control of the administration and investment of the retirement fund, and authorize all payments to be made from the fund for retirement benefits currently payable and other reasonable expenses of the plan. The Board has four subcommittees.	7 members - 2 - City Council, 1 - Civil Service Commission, 1 - Police Employee who is a member of the Plan, 1 - Fire Employee who is a member of the Plan, 1 - Member who is retired under the provisions of the Plan, 1 - Person who holds a position in the city administration at a level at least as high as deputy department head and who has experience in the investment or management of public funds, retirement funds, or institutional or endowment funds.	2,200 / $111,500 *hours and costs do not include work done for the Boards' subcommittees	Retirement Services
Traffic Appeals Commission	As established in Municipal Code 2.08.4600 (Ord. 25209), the Traffic Appeals Commission acts in an advisory capacity to the City Council and to the Administration regarding traffic in residential neighborhoods.	The Traffic Appeals Commission hears appeals from San Jose residents and recommendations from the City Traffic Engineer pertaining to resident's requests for traffic control devices. The Commission issues decisions to the City Traffic Engineer regarding installation of stop signs at street intersections, and makes recommendations to the City Council and/or Administration regarding traffic in residential neighborhoods.	7 members - Members of the Commission shall represent the various geographical areas of the City.	140 / $2,200	Transportation

Total Hours and Cost Methodology = Hours include both Salaried and Hourly employees. Costs include **only** hourly employees and any personal costs.

Board, Commission, Committee	Authority	Mission: Role and Responsibilities	# of Members and Composition (requirement or anyone can apply?)	Total Hours and Cost -- Annually	Contact
Advisory Boards					
Advisory Commission on Rents	As established by Municipal Code 2.08.200 (Ord. 25209), the Advisory Commission on Rents oversees the operation of the Rental Dispute Mediation and Arbitration hearing process.	The Commission makes recommendations to the City Council regarding rules, regulations, changes and/or amendments which may be deemed necessary to insure the successful operation and administration of Rental Dispute Mediation and Arbitration, Section 17.23 of the San José Municipal Code. The Commission may also make recommendations to the City Council and Administration regarding the staffing and funding necessary to operate and maintain the rental dispute mediation and arbitration hearing process.	7 members - 3 neutrals, 2 tenants and 2 landlords	312 / $2,636	Housing
Airport Commission	As established in Municipal Code 2.08.400 (Ord. 25209), members of the Airport Commission serve in an advisory capacity to the City Council and to the Director of Aviation on issues relating to the Norman Y. Mineta San Jose International Airport.	The Commission investigates, studies and reviews matters relating to the Airport and its development as the City Council and the Director of Aviation may require, or as requested by the general public or upon its own intiative. The Commission has declared a policy of promoting and protecting air transportation to serve the public interest, integrating the Airport and its related activities into the orderly growth of the community, and meeting the needs of the traveling public without unduly affecting property and persons located near the Airport. This Commission has one subcommittee.	7 members - All members of the Commission are private citizens. All members must be residents of San Jose and have an interest or background in Airport Issues.	755.5 / $11,784.58	Airport
Airport Noise Advisory Committee	As required by State Title 21, the Airport Noise Advisory Committee (ANAC) serves as an advisory body to the City Council and the Director of Aviation regarding Airport noise related issues and provides a public forum for Airport noise related issues, policies and decisions. ANAC meets both the State Title 21 regulatory requirement to monitor /mitigate and report incompatible land uses and the additional local Municipal Code requirement to track the local Curfew Program and communicate proactively with the community.	The ANAC advises the City Council and the Director of Aviation on noise and curfew-related issues and provides a public forum for Airport noise-related issues, policies and decisions. The Committee monitors intrusion information on a quarterly basis and issues an annual report to the City Council reviewing curfew intrusions and airline compliance with the Airport Noise Control Program. And lastly, the Committee reviews the City's Airport public information program and noise complaint procedures.	11 members - 1 airport commissioner; 2 representatives who reside in San Jose; 1 resident of the City of Santa Clara; 1 City of Santa Clara planner; 1 City of San José planning commission member; 1 city of Santa Clara councilperson; 1 airline representative; 1 airman's association representative; 1 air transport association representative; and 1 business representative.	75 / $1,500	Airport

Total Hours and Cost Methodology = Hours include both Salaried and Hourly employees. Costs include **only** hourly employees and any personal costs.

Board, Commission, Committee	Authority	Mission: Role and Responsibilities	# of Members and Composition (requirement or anyone can apply?)	Total Hours and Cost -- Annually	Contact
Arts Commission	As established by Municipal Code 2.08.800 (Ord. 25209) the Arts Commission advises and recommends City policies and programs and all matters relating to the arts and cultural life that affect public access to a wide variety of arts opportunities in San Jose.	The Commission: 1) reviews art acquisitions, arts programs, public art projects, and recommends grant awards to cultural groups and event producers and recommends levels of funding to City Council: 2) reviews and recommends grant program guidelines and ensures that grant-making decisions are made in accordance with approved guidelines; 3) reviews and recommends public art policy, public art, and cultural master plans, annual public art workplans, and all arts-related ordinance revisions to City Council; and 4) serves as an advocate for the arts and for beautification of the environment to City Council and staff. This Commission has three subcommittees.	Commissioners must be San Jose residents. Commissioners must either have knowledged accomplishments in the field of architecture, art criticism, art history, choreography, crafts, drama, landscape architecture, literature, music, painting, photography or sculpture, or they must have a demonstrated interest in and appreciation of cultural and artistic activities. Expertise in business, accounting and/or nonprofit management would be helpful.	1,041 / $13,248 Note: Staff time may be reduced in 2009-10 – a proposal is under consideration to eliminate 1 of 3 subcommittees due to Cultural Affairs staff reductions.	CMO-OED Cultural Affairs
Bicycle and Pedestrian Advisory Committee	As authorized in Resolution 69543, the Bicycle and Pedestrian Advisory Committee (BPAC) provides the Transportation Director and the City Council, advice and suggestions on accommodating bicyclists and pedestrians throughout San José.	The BPAC confer and discuss issues affecting bicycling and walking in the City; make recommendations to the Director of Transportation regarding General Plan and improvement projects; assist DOT staff in project development; act as a liaison for the bicycling and pedestrian community at public meetings; help shape policies and procedures; promote bicycle and pedestrian safety education; encourage the safe use of shared facilities; coordinate with neighboring jurisdictions; and encourage community involvement.	11 members - Members must live or work (or both) in San Jose.	260 / $1,500	Transportation
Council Salary Setting Commission	As established by the City Charter – Section 1001.1, the City Council Salary Setting Commission meets from January through April in odd-numbered years to make recommendations to the Mayor and City Council on proposed salaries for the Mayor and the City Council Members.	The Commission makes its recommendation to the City Council and the Council may adopt the recommended salaries, or lesser amounts, but the Council cannot adopt salaries higher than those recommended by the Commission.	5 members - 5 Citizens-At-Large; 2 City Clerk Staff members; 1 City Attorney Staff member	27 / $1,291	City Clerk

Total Hours and Cost Methodology = Hours include both Salaried and Hourly employees. Costs include **only** hourly employees and any personal costs.

Board, Commission, Committee	Authority	Mission: Role and Responsibilities	# of Members and Composition (requirement or anyone can apply?)	Total Hours and Cost -- Annually	Contact
Disability Advisory Commission	As established in Municipal Code 2.08.2400 (Ord. 25209), the Commission concentrates on the delivery of services city-wide, and the promotion of equal access for people who have disabilities and make recommendations to the City Council on matters relating to persons with disabilities.	Members of the Disability Advisory Commission study, review, evaluate and make recommendations to the City Council relative to any and all matters affecting persons with disabilities in the City, including education, employment, housing, transportation, recreation and access to programs and services city-wide. This Commission has one subcommittee.	11 members - A majority of the Commission members should be disabled. The members are to be representative of different disability groups, including physical, sensory and mental disabilities, and shall be representative of gender, age and ethnic groups in the community.	659 / $1,000	Public Works
Downtown Parking Board	As established in Municipal Code 2.08.3600 (Ords. 25209), the Downtown Parking Board serves as a public forum for the discussion of Downtown parking issues. The Board's Mission Statement is to "Create and maintain a downtown public parking system that provides available and accessible parking.	The Board reviews, evaluates and makes recommendations to the City Council on the City's Downtown parking needs, the expansion, addition or improvement of Downtown parking facilities, improvements to parking operations Downtown, and the health and financial stability of the Parking Fund and use of the parking operations revenue. There are two standing committees of the Board, which meet on a quarterly calendar. The Operations Committee oversees all operations of the City's parking facilities and the Capital/Finance Committee oversees all capital projects and the Parking Fund's financial status.	7 members - The Board consists of representatives from the Downtown Business Association, an owner or representative of an owner of a private off-street parking facility located downtown, a representative from San Jose State University, a downtown resident, a member of an organization representing downtown arts and/or special events, and two at large individuals with expertise in business and/or finance.	852 / $6,644	RDA/Transportation
Early Care and Education Commission	As established in Municipal Code 2.08.2500 (Ord. 25209), the Early Care and Education Commission studies, evaluates, reviews and provides advice to the City Council, the City Manager and department heads designated by the City Manager on all matters and issues related to childcare, early childhood education, child development, and other issues concerning young children ages 0- 5 years and their families. Its goal is to streamline and deregulate the process for implementing the growth of early care and education programs in the City.	The Commission works with the Office of the Mayor, City Council, and the Library's Early Care and Education Services office to oversee the implementation of Investment in the Future - San José's Early Care and Education Strategic Work Plan. The Commission makes recommendations to expand and improve the quality of early care and education services in San José. This is accomplished through working with the community-based organizations, the County of Santa Clara, school districts, and businesses. The Commission also performs studies and submits reports and recommendations to the City Council on early childhood education and care matters as the Council may request. This Commission has two subcommittees.	13 members – Commissioners should demonstrate an interest in the issues related to the provision of childcare services, early childhood education and child development. Commissioners must be residents of San Jose and cannot be City employees.	588 / $7,680	Library

Total Hours and Cost Methodology = Hours include both Salaried and Hourly employees. Costs include **only** hourly employees and any personal costs.

Board, Commission, Committee	Authority	Mission: Role and Responsibilities	# of Members and Composition (requirement or anyone can apply?)	Total Hours and Cost -- Annually	Contact
Envision San Jose 2040 General Plan Update Task Force	Approved by the City Council in August 2007, the Envision San Jose 2040 General Plan Update Task Force has and will serve for the duration of the General Plan Update process, approximately four years. The Task Force represents the wide range of community interests and cultural and ethnic diversity that make-up San Jose.	The Task Force is responsible for providing input and direction on the key policy decisions leading to the development of the content of the updated General Plan. The Task Force will review and consider input provided by the general public at the public workshops and through other venues. This Task Force has two subcommittees.	37 member - Composition defined by mayor/adopted by Council includes 2 Co-Chairs, 2 City Councilmember's, 2 City Commissioners, 10 City Council District Representatives, 18 members representing neighborhoods, business, labor, land owners, developers, education, environment, ethnic and faith communities, and other stakeholders.	2240 / $58,724.64	PBCE-Planning
Family/Domestic Violence Advisory Board	Approved by the City Council in August 1997, the purpose of the Family/Domestic Violence Advisory Board is to promote a collaborative, community effort to reduce and prevent incidents of violence in our families and communities.	The Family/Domestic Violence Board works to inform and educate policymakers and the public about the impact of domestic and intimate partner violence on the well-being of the community's. The Board promotes collaborative, community-wide campaigns to reduce and address incidents of family violence and maximize necessary resources for prevention, intervention, and treatment. It also raises awareness through activities, forums, and public service campaigns to educate and encourage community-wide participation in preventing and reducing violence in our lives. This Board had one subcommittee.	23 members - Members include two appointed Council Members who act as Co-Chairs, representatives from groups such as Santa Clara County Probation Department, San Jose State University, City of San Jose Police Department-Family Violence Center, the Santa Clara County District Attorney's Office, and representatives from local domestic violence service nonprofit organizations.	No data	CMO
Healthy Neighborhoods Leadership Committee (previously Healthy Neighborhoods Venture Fund Advisory Committee)	Approved by City Council in March 2000, the Healthy Neighborhoods Leadership Committee makes recommendations to the City Council regarding the City's use of tobacco settlement funds for youth and senior programs with an anti-tobacco component.	The Healthy Neighborhoods Leadership Committee oversees the HNVF Fund by setting policy direction, facilitating interagency collaboration and evaluating emerging trends – all in the context of advancing the goals of the Healthy Neighborhoods Strategic Work Plan. Working with Park, Recreation, & Neighborhoods Services staff, the Committee determines qualified providers through a competitive process, recommends funding to the City Council, monitors performance and evaluates outcomes fro each funding cycle.	7 members - 2 Councilmembers are appointed annually, and 5 from the community serve until replaced.	444 / $14,700	PRNS

Total Hours and Cost Methodology = Hours include both Salaried and Hourly employees. Costs include **only** hourly employees and any personal costs.

Board, Commission, Committee	Authority	Mission: Role and Responsibilities	# of Members and Composition (requirement or anyone can apply?)	Total Hours and Cost -- Annually	Contact
Historic Landmarks Commission	As established by Municipal Code 2.08.2600 (Ords. 25209), the Historic Landmarks Commission advises and makes recommendations to the City Council on the designation, acquisition and preservation of historic landmarks and sites, artifacts and other property of historic significance and value including items housed at the History San Jose Historical Museum.	The Historic Landmarks Commission makes recommendations to the Council regarding the City Landmark, Historic District, and Conservation Area designations and Mills Act Historical Property Contracts. Recommendations by the Commission are provided to the Director of Planning on issues regarding Historic Preservation Permits and Historic Resources Inventory Maintenance. They also make recommendations to the History San Jose Board regarding acquisition and decision of items housed at the History San Jose Historical Museum. The Commission provides comment on Environmental Review documents with the potential to affect historic resources.	7 members – Members should demonstrate interest or expertise in historic preservation. Whenever possible, at least three members shall have professional expertise in one of the following disciplines: architecture, history, architectural history, planning, prehistoric and historic archaeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, to the extent such professionals are available in the community.	2130 / $65,880	PBCE-Planning
Housing & Community Development Advisory Commission	As established in Municipal Code 2.08.2800 (Ord. 25209), the Housing & Community Development Advisory Commission (HCDC) studies, reviews, evaluates and makes recommendations to the City Council and the Department of Housing regarding the City's existing housing programs and policies, and new programs and policies that would further the City's housing goals. The Commission also advises the City Council and City Administration regarding the Community Development Block Grant (CDBG) program.	The HCDC makes recommendations to the City Council and the Department of Housing pertaining to the following matters: Existing housing programs and policies; new programs and policies that would further the City's housing goals; progress in meeting its housing goals; submit recommendations and reports to the City Council and the City Manager regarding housing policies; hold public hearings in order to provide for meaningful citizen participation in the development and implementation of the CDBG program; submit studies and recommendations to the council in respect to affordable housing and CDBG matters; develop proposals and recommendations to the City Council for the use of CDBG funds.	9 members - A minimum of 1 but not more than 2 members who are each a resident of Council Districts 3, 5, and 7. A minimum of 3 but not more than 6 at-large members not residents of Council Districts 3, 5, or 7. Tthe Commission must have a minimum of 3 members who are lower income persons.	904 / $20,900.64	Housing
Human Rights Commission	As established in Municipal Code 2.08.3000 (Ord. 25209), the Human Rights Commission was established to implement the San Jose Human Rights Policy and to develop programs promoting the fulfillment of human rights in the City.	The Commission studies, reviews, evaluates and makes recommendations to the City Council relative to all matters affecting human rights including discrimination, equal employment opportunity policies and practices, and recommends courses of action regarding the City's equal opportunity and equal access efforts and its programs relating to City employment.	13 members - Commissioners are representative of the entire community and shall be comprised of persons with a commitment to human rights concerns.	204 / $6,178	CMO

Total Hours and Cost Methodology = Hours include both Salaried and Hourly employees. Costs include **only** hourly employees and any personal costs.

Board, Commission, Committee	Authority	Mission: Role and Responsibilities	# of Members and Composition (requirement or anyone can apply?)	Total Hours and Cost -- Annually	Contact
Library Commission	As established in Municipal Code 2.08.3200 (Ord. 25209), the Library Commission studies, reviews, evaluates and makes recommendations to the City Council regarding existing or proposed library facilities, programs, operations, services and financing.	The Commission advocates for improved library service, and as a forum for public discussion of library needs, the Commission facilitates communication between the public, the City Council and Library Staff. The City Council approved the Library Commission to act as the Library Bond Measure Oversight Committee and as the Library Parcel Tax Oversight Committee.	9 members - Members must live in San Jose. Commissioners must have a keen interest in the library system and the communities it serves, and should be able to work well with other Commissioners, staff and the public.	446 / $7640	Library
Mayor's Gang Prevention Task Force - Policy Team (MGPTF)	Established in 1991 under Mayor Susan Hammer's leadership, the Mayor's Gang Prevention Task Force – Policy Team (MGPTF) is a highly collaborative network organized to prevent intervene, and suppress gangs in San Jose.	The MGPTF ensures support and coordination at the highest levels of government and throughout the community, as well as effectiveness in operations. The Task Force also provides a coordinated inter-agency response to gang related incidents which result in serious injury or death and develops and monitors Memoranda of Understanding with all organizations and agencies engaged in gang prevention and intervention efforts.	Approx. 25 members; The team consists of government department heads and senior officials, school district leaders, and representatives of key community-based organizations, businesses, and neighborhoods.	235 / $4,700	PRNS/Police
Mobilehome Advisory Commission (MAC)	As established in Municipal Code 2.08.3400 (Ord. 25209), the Mobilehome Advisory Commission makes recommendations to the City Council regarding rules, regulations, amendments and/or changes which may be deemed necessary to insure the successful operation and administration of the Mobile Home Rent Ordinance.	The MAC is responsible for advising the administration and the City Council on the implementation of the Mobile home Rent Ordinance, changes to the Ordinance and the Program regulations, and the amount of the Mediation Fee. Commission Members will also make recommendations to the City Council and Administration regarding staffing necessary to operate and maintain the mediation and administrative hearing process set forth in the Ordinance, as well as prepare semi-annual reports and proposed budgets relating to the present and future operations of the Commission.	5 members - The Commission is composed of one person to be recommended by the mobile home park owners organization; one person to be recommended by the mobile home park residents organization; and three neutrals. All members, except mobile home park owners, must be residents of San Jose.	312 / $2830	Housing
Neighborhoods Commission	The concept of the Neighborhoods Commission was approved by City Council in September 2007 and the Commission shall integrate the voice of neighborhoods into the City's decision-making processes; study issues, courses of action, policies, and programs that affect neighborhood quality of life; make recommendations to Council and Redevelopment Agency; and empower neighborhoods.	The Commission will study, review, and evaluate issues, courses of action, and policies/ programs affecting San Jose neighborhoods, and make recommendations to the City Council and Redevelopment Agency. This Committee will be used to review matters with an impact on neighborhoods. The Neighborhoods Commission will be consulted on matters of significant community interest that may come before the Council. The Commission will make regular reports to the City Council, City Staff, and Neighborhood Groups. The Neighborhoods Commission work plan will be developed in coordination with, and approved by, the Neighborhood Services and Education Committee.	30 members - Any San Jose resident – 3 per City Council District	No data	CMO

Total Hours and Cost Methodology = Hours include both Salaried and Hourly employees. Costs include **only** hourly employees and any personal costs.

Board, Commission, Committee	Authority	Mission: Role and Responsibilities	# of Members and Composition (requirement or anyone can apply?)	Total Hours and Cost -- Annually	Contact
Parks and Recreation Commission	As established in Municipal Code 2.08.3800 (Ord. 25209), the Parks and Recreation Commission serves as an advisory body to the City Council and to the Director of Parks, Recreation and Neighborhood Services on issues relating to proposed parks, recreation and community services, facilities and programs, their use and operation.	The Parks and Recreation Commission studies, reviews, evaluates and makes recommendations to the City Council, the City Manager and other department heads regarding existing and/or proposed parks, recreation and community services, facilities and programs, their use and operation, the extent and nature of services to be rendered to the public, and the financing of such facilities. The Commission makes studies and submits to the City Council reports or recommendations as the City Council may require or request. The Commission also acts as a conduit for community input to the Council and the Parks, Recreation and Neighborhood Services Department. Also reconvenes as the Park Bond Citizen Oversight Committee.	9 members - Members should have an awareness and sensitivity to community needs, and any background in recreation or leisure studies, planning or landscape architecture would be helpful. Commission members must live in San Jose.	553 / $6,970	PRNS
Project Diversity Screening Committee	Approved by City Council in August 1991, the Project Diversity Screening Committee interview applicants for Boards and Commissions (excluding Planning, Civil Service, Elections, Retirement Boards, Council Salary Setting and Task Forces)	The Committee makes recommendations to the Council Liaison-based on Needs Assessment provided. Twice a year, the Office of the City Clerk advertises for board and commission positions. The Project Diversity Screening Committee interviews all applicants and submits the entire list of both recommended and non-recommended commission applicants to the Rules Committee for consideration for appointment.	13 Members	No data	City Clerk
Public Safety Bond Oversight Committee	Approved by the City Council in November 2002, the Public Safety Bond Oversight Committee has fiscal review over the bond program and present an annual report to the City Council.	This committee reviews and comments on staff expenditure reports and project progress, and reports annually to Council with their recommendations and comments on the appropriateness of the bond expenditures. The Bond measure requires "annual expenditure reporting to a citizen's watchdog committee.	5 members - All Private Citizens (No City Staff or City Elected Officials)	812 / $120	Public Works
San José Arena Authority	Approved by the City Council in 1990, the San Jose Arena Authority is a nonprofit public benefit corporation established by the City to oversee the management and operation of HP Pavilion at San Jose The San Jose Arena Authority serves as community liaison and in an advisory capacity to the Mayor and City Council to address the broader community issues of Pavilion day-to-day operations.	The Arena Authority oversees the management and operation of San Jose Municipal Stadium on behalf of the City and also has administrative responsibilities for Sharks Ice at San Jose, a public ice facility that is also the San Jose Sharks practice facility. The Authority has two subcommittees.	Representatives from the offices of the Mayor, City Council, City Manager and Redevelopment Agency serve as Ex-Officio members on the Arena Authority Board of Directors.	No data	OED/Arena Authority

Total Hours and Cost Methodology = Hours include both Salaried and Hourly employees. Costs include **only** hourly employees and any personal costs.

Board, Commission, Committee	Authority	Mission: Role and Responsibilities	# of Members and Composition (requirement or anyone can apply?)	Total Hours and Cost -- Annually	Contact
Keep San José Beautiful	Originally known as the Beautification Committee, the Keep San Jose Beautiful was established in January 1980 as part of the Keeping America Beautiful efforts. This Group is charged with making San Jose more beautiful through community advocacy, education and empowerment.	Keep San Jose Beautiful encourages and inspires individuals and community groups to create beautification plans which they can lead, manage and implement. They educate residents about the importance of beautifying their community and preserving the earth by creating and enhancing outdoor spaces with gardens and public art that reflect San José's natural beauty, cultural diversity, and community pride.	30 seats; Currently there are 9 active members with a few non-members serving on sub-committees. Anyone can apply.	550 / $6,215	CMO/RDA
San Jose/Santa Clara Treatment Plant Advisory Committee	Established in 1959 with a master agreement between San Jose and the City of Santa Clara, the San Jose/Santa Clara Treatment Plan Advisory Committee reviews and advises the City of San Jose City Council on all issues relating to the operation and capital improvement of the San Jose/Santa Clara Water Pollution Control Plant.	The San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) advises both San José and Santa Clara on operation, maintenance, repair, and improvement of the Treatment Plant, and the development and administration of related programs and policies. In addition, TPAC advises on administrative matters including amendments to contracts and agreements, selling interests in the Treatment Plant to anyone other than San José and Santa Clara, entering into contracts with anyone desiring to use the Treatment Plant land on a rental or other basis, the type and amount of insurance to be purchased, and rental rates to be charged to "Outside Users" for use of the Treatment Plant. This Committee has two subcommittees.	9 members – Members have no term restrictions and should include two members from the City Council of the City of San José, two members from the Council of the City of Santa Clara, and one engineer employed by the City of San José. The remaining members consist of and representatives from Santa Clara, Milpitas, Cupertino, and the West Valley Sanitation District	No data	Environmental Services
Schools/City Collaborative	Approved by the City Council in September 1997, the Schools/City Collaborative is charged with strengthening and formalizing the relationship between CSJ and all 19 San Jose School Districts and establishes a workplan that addresses areas of common interest.	The Schools/City Collaborative meet on a quarterly basis to discuss issues impacting the City of San Jose and San Jose schools districts. The Collaborative Group has created a partnership between City staff and school districts Superintendents to address, share, and make recommendations/decisions on issues impacting our community, including youth and their families.	23-25 members - Superintendents, Mayor, Council Liaison, City Manager's office, Housing, Transporation, Parks Recreation & Neighborhood Services and the Police Chief	920 / $0	PRNS
Senior Citizens' Commission	As established in Municipal Code 2.08.4200 (Ord. 25209), the Senior Citizens' Commission studies, reviews, evaluates and makes recommendations to the City Council on any matters affecting elderly people in the City, including health, education, employment, housing, transportation and recreation.	The Senior Citizens' Commission studies, reviews, and evaluates senior issues through the work of their two subcommittees – Housing and Human Services and Health and Safety. Commissioners also act as liaisons to PRNS community center advisory councils, other city commissions and other agencies such as VTA.	15 and 12 non-voting emeriti; Commission members must be residents of the City of San José and cannot be City employees. Members should have knowledge in the field of aging, and have available time due to the number of meetings, subcommittees and research needed for fully participation.	450 / $11,250	PRNS

Total Hours and Cost Methodology = Hours include both Salaried and Hourly employees. Costs include **only** hourly employees and any personal costs.

Board, Commission, Committee	Authority	Mission: Role and Responsibilities	# of Members and Composition (requirement or anyone can apply?)	Total Hours and Cost -- Annually	Contact
Small Business Development Commission	As established in Municipal Code 2.08.4300 (Ord. 25209), the Small Business Development Commission studies, reviews, and makes recommendations to the City Council regarding the City's efforts on behalf of disadvantaged and small businesses to encourage greater participation in City contracts and to increase greater overall economic vitality for businesses.	The Small Business Development Commission studies, reviews and makes recommendations regarding the City's Nondiscrimination/Nonpreferential Treatment Program and policies, Minority Business Enterprise / Women Business Enterprise and Disadvantaged Business Enterprise programs and policies for federally funded projects, progress in meeting its Nondiscrimination/Nonpreferential Treatment Program objectives, and progress in increasing participation by small businesses in City contracts. The Commission also studies, submits reports and performs other functions as requested by the City Manager or Executive Director of the Redevelopment Agency.	13 members - The City shall conduct outreach for ethnic and gender diversity in the membership of the Commission, with representation by business persons whose business interests include work as a general contractor, subcontractor, vendor or consultant. Four positions are designated representatives of Chambers of Commerce or other business or professional organizations in the City. All members must be residents of San Jose.	115.5 / $275	OED
Youth Commission	As established in Municipal Code 2.08.4800 (Ord. 25209), the Youth Commission was formed to foster greater involvement of youth in municipal government, specifically to study any problems, activities and concerns of youth relating to municipal policies, programs or projects of the City of San Jose. The Commission makes recommendations to the City Council and to the Recreation, Parks and Community Services Department on youth related issues, conducts forums to involve youth in the governmental decision-making process.	The Youth Commission directly advises the Parks, Recreation and Neighborhood Services Department on youth programs that are sponsored by the Department. This Commission has 10 subcommittees, one per Council District.	11 members –Commissioners must be at least 14 years old and no more than 20 years old at the time of their appointment. One member is appointed from each City Council District, and must be a resident of that District. One member is appointed at large and must be a resident of the City of San Jose. Members are appointed to reflect as nearly as possible the diverse, demographic characteristics of the youth population of the City.	3328 / $92,043.84	PRNS

Total Hours and Cost Methodology = Hours include both Salaried and Hourly employees. Costs include **only** hourly employees and any personal costs.

Board, Commission, Committee	Authority	Mission: Role and Responsibilities	# of Members and Composition (requirement or anyone can apply?)	Total Hours and Cost -- Annually	Contact
work2future Board	Established in 2000, work2future functions as the local administrative arm of the federal Workforce Investment Act of 1998 (WIA). The work2future Board provides strategic planning, policy development and oversight of the local workforce investment systems; approves the disbursement of funds; and oversees and coordinates youth activities through the Youth Council. Its mission is to respond to business needs, and prepare job seekers for full time unsubsidized employment.	work2Future operates three One-Stop Career Centers in the areas of San Jose, Campbell and South County. It also provides workforce development services for the cities of Los Gatos, Morgan Hill, Los Altos Hills, Saratoga, Monte Sereno, and the unincorporated areas of Santa Clara County. The goal of work2future is to strengthen the economic base in San Jose and Santa Clara County by increasing employment opportunities and job retention for all residents. The Department of Labor is the main funding stream for the centers. Other sources include state and federal grants and private industry. work2future works in partnership with small and large businesses, educational institutions, and community-based organizations. Housed within the City of San Jose Office of Economic Development, work2future is strategically positioned to address the workforce and economic development needs of our local area. There are four subcommittees.	A 45-member board guides and oversees work2future. The board is comprised of individuals from the private and public sector and provide expertise in core segments of the local economy. Together, the work2futureboard and staff develop the array of services necessary to assist the labor force and potential employers in the Silicon Valley.	74,880 hours/Every position is full time year round.	OED

Total Hours and Cost Methodology = Hours include both Salaried and Hourly employees. Costs include **only** hourly employees and any personal costs.