



Memorandum

TO: NEIGHBORHOOD SERVICES &
EDUCATION COMMITTEE

FROM: Mark Linder
Deputy City Manager

SUBJECT: STRONG NEIGHBORHOODS
MONTHLY UPDATE

DATE: December 19, 2007

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

It is recommended that the Neighborhood Services and Education (NSE) Council Committee accept the attached revised work plan to implement the Neighborhood Commission pilot (Attachment A) and the Neighborhood Group Registration Form (attached).

OUTCOME

The work plan, Attachment A, will provide the Committee with an overview of the strategy to implement the Neighborhood Commission. The Neighborhood Group Registration Form, Attachment B, will allow neighborhood groups to submit information to the City of San Jose, via the Neighborhood Development Center, to participate in the Neighborhood Commission District Caucuses.

BACKGROUND

Strong Neighborhoods staff will provide a verbal update to the NSE Committee on the Neighborhood Commission in addition to providing an overview of the two attachments.

MARK LINDER
Deputy City Manager

Encl.

For questions please contact EMILY MOODY, STRONG NEIGHBORHOODS DEVELOPMENT SPECIALIST II, at 408-795-1885.

WORK PLAN TO IMPLEMENT THE NEIGHBORHOOD COMMISSION PILOT
DECEMBER 2007 / JANUARY 2008

TASK / EVENT	PARTICIPANTS	TARGET TIMELINE	STATUS
City Council consideration of Neighborhood Commission (NC) ordinance	Council, City Attorney, SNI staff, NC Work Group	11/20/07	Completed; Council unanimously approved ordinance for two-year Neighborhood Commission pilot.
Develop Ad Hoc Neighborhood Commission Core Team	SNI staff, NC Work Group, council offices	11/07 – 12/07	In-progress; Mayor and Council offices have submitted names for Core Team. First meeting held 12/20/07.
Mock neighborhood caucus planning (District 6)	SNI staff, NC Core Team, council offices	11/07 – 1/08	In-progress; D6 Leadership Group is meeting periodically to plan mock caucus. D6 Council Office involved in planning process.
Finalize role of City Clerk in caucus process, developing NC application, application screening process, etc.	SNI staff, City Clerk's Office, representative from NC Core Team	11/07	Completed. Meeting with City Clerk held in late 10/07 to clarify role of City Clerk in NC process.
Finalize NC work plan to implement NC pilot	SNI staff	11/07	Preliminary work plan approved by Neighborhood Services and Education Council Committee on 11/8/07.
Finalize neighborhood group registration form (See Attachment B)	SNI staff, NC Core Team	11/07	Completed. Registration requirements distributed for D6 Mock Caucus in mid-12/07.
Caucus organizing by district <ul style="list-style-type: none"> Identify key neighborhood and community organizations 1:1s with key leaders Attend neighborhood meetings 	SNI staff, NC Core Team, council offices	10/07 – 3/08	In-progress. Neighborhood Organization Database is updated for outreach and organizing efforts.
Citywide outreach campaign announcing NC ordinance, caucus process and dates, and neighborhood group registration process	SNI staff, NC Core Team, council offices	11/07 – 3/08	In-progress. D4 Council Office held press conference in 11/07.
NC commission applications available	SNI staff, City Clerk	1/08	
Mock Caucus	SNI staff, NC Working Group, council offices	1/08	

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Mock Caucus debrief	SNI staff, NC Working Group, council offices	1/08	
Neighborhood organization registration deadline		45 days in advance of caucuses	
NC applications due		45 days in advance of caucuses	
NC commission applications screened	City Clerk	TBD	
NC Caucuses – Citywide	SNI staff, NC Working Group, council offices	TBD	Expected in Spring 2008
City Council consideration of NC nominations; appoint NC commissioners		TBD	

Neighborhood Group Registration

Please note that these are the current registration parameters for neighborhood groups to participate in the Neighborhood Commission District Caucuses. These parameters may change after the Neighborhood Commission is formed. Please feel free to provide feedback at (408) 723-4114.

As defined in Planning Outreach Policy 6-30, a "Neighborhood Group" is a self-identified group or organization that is representative of its' specific neighborhood, and whose primary purpose is the improvement of that neighborhood.

Group Name _____

General Group Boundaries (attach map, if available) _____

Estimate # of Households under 100 100 – 200 200+

Is your group a coalition? Yes No

If yes, what groups form your coalition _____

Organization Contact Information

Name/Position	Address	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Meeting Frequency _____ **Meeting Location** _____

Meeting Date _____ **Meeting Time** _____

What Council District (s) does your group cover? _____

What Council District does your group identify with? _____

Does your group have a board? Yes No

Please submit the Neighborhood Group Registration form to the San José Neighborhood Development Center (NDC).

**Neighborhood Development Center
1601 Foxworthy Avenue
San José, CA 95118**

P: (408) 723-4114 F: (408) 264-2359

Tell Us More About Your Group

When was your group founded? Year _____

Does your group have By-Laws? Yes No

Language(s) spoken: English Spanish Other _____

Does your group have a checking account? Yes No

Is your group: a 501c3 a 501c4 Other _____ No IRS status

Does your group have a regular method of communication?
(please check all that apply)

- Mail
- Newsletter
- E-mail
- other _____

Additional comments: