



# Memorandum

**TO:** NEIGHBORHOOD SERVICES &  
EDUCATION COMMITTEE

**FROM:** Mark Linder  
Deputy City Manager

**SUBJECT:** STRONG NEIGHBORHOODS  
MONTHLY UPDATE

**DATE:** October 22, 2007

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**COUNCIL DISTRICT:** City-Wide

## **RECOMMENDATION**

It is recommended that the Neighborhood Services and Education (NSE) Council Committee accept the following Strong Neighborhoods Monthly Update on the status of the Neighborhoods Commission. In addition to the memorandum, staff will provide a verbal update on the Neighborhood Development Center and the Strong Neighborhoods Renewing the Action Agenda process (see Attachment B).

## **OUTCOME**

This report will provide the Committee with an overview of the process to develop the Neighborhoods Commission, including a preliminary work plan and update on the Boards and Commissions Analysis.

## **BACKGROUND**

The Strong Neighborhoods Initiative (SNI) Project Area Committee was established in January 2002 for a period of three years pursuant to redevelopment law requirements and to serve as an advisory body for the Strong Neighborhoods Initiative process, especially on matters relating to implementing the SNI Redevelopment Plan. At the end of the three years, the Council voted to establish the Strong Neighborhoods Initiative Project Advisory Committee (PAC) through June 30, 2007 so that the PAC could continue to provide valuable input to the Council and staff on policy and issues of significant interest to SNI neighborhoods in addition to strengthening ties between government and residents.

The PAC has led the effort to develop the concept of the Neighborhoods Commission and draft the commission work plan. On May 22, 2007, the Council extended the PAC through March 31, 2008 to allow the PAC to continue to provide input to Council and staff on neighborhood issues as it works to further develop the Neighborhoods Commission.

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On September 25, 2007, the Council unanimously approved the creation of a two-year Neighborhoods Commission pilot project subject to approval of the commission work plan and the following conditions:

- 1) The Neighborhoods Commission annual work plan will be developed in coordination with, and approved by, the NSE Committee;
- 2) The Neighborhoods Commission be instituted as a pilot from April 1, 2008 to March 31, 2010;
- 3) The Neighborhoods Commission provide quarterly updates to the NSE Committee throughout the two-year pilot period;
- 4) The Neighborhoods Commission will not duplicate the mission or work of any existing commission;
- 5) The Neighborhoods Commission is not to be another level of review for land use projects;
- 6) Until the Neighborhoods Commission annual work plan is completed and approved by Council, no decisions will be made about staffing and budget requirements; and
- 7) Staff is directed to return with an analysis of all existing boards, commissions, and other public bodies.

### ANALYSIS

In response to the aforementioned Council action, staff has developed a preliminary work plan to guide Neighborhoods Commission efforts. Attachment A provides a list of tasks, participants, and a target timeline for implementation. Key tasks include: drafting the proposed Neighborhoods Commission ordinance, planning and convening a mock caucus, and developing and organizing the citywide caucus process and a comprehensive outreach campaign. Strong Neighborhoods management staff are in the process of developing a staffing strategy to support the Neighborhoods Commission comprised of existing Strong Neighborhoods City staff members. In addition, Strong Neighborhoods staff are working with the Neighborhoods Commission Working Group to create an Ad Hoc Neighborhoods Commission Core Advisory Team, comprised of community members throughout San José, to guide this effort. In accordance with Council direction, the implementation of the work plan will rely on existing staffing and resources and will not require additional funding.

As part of the September 25, 2007 motion to approve the Neighborhoods Commission pilot project, the Council directed staff to provide an analysis of all existing boards, commissions, and other public bodies, and the costs to staff each, looking at redundancies and opportunities for consolidation and elimination. To accomplish the work in this directive, staff is developing a matrix summary that lists information about the 21 City Boards and Commissions that are established for the purpose of advising the City Council on policies and issues affecting the San José community. The analysis includes information about the Purpose, Scope of Work, Appointment Process, Accountability, Staffing Costs / Budget, and Work Plan Process for each of the boards and commissions. As of October 19, 2007, staff have completed the analysis for eight out of 21 Commissions, slightly more than one-third of all Commissions (38%). Strong Neighborhoods staff is working with staff liaisons to each of the remaining thirteen commissions to complete the summary by November 30, 2007.

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Below is a list of the Boards and Commissions, as listed by the Office of the City Clerk, included in the Boards and Commission Analysis:

**City Boards and Commissions**

Advisory Commission on Rents

Airport

Arts Commission

Civil Service

Council Salary Setting

Disability

Downtown Parking Board

Early Care and Education

Elections

Historic Landmarks

Housing & Community Development Advisory Commission

Human Rights

Independent Hearing Panel

Library

Mobile Home Advisory

Parks and Recreation

Planning

Senior

Small Business

Traffic Appeals

Youth

**EVALUATION AND FOLLOW-UP**

If the Strong Neighborhoods Monthly Update on the status of the Neighborhoods Commission is accepted by the NSE Committee, Strong Neighborhoods staff will continue to develop and implement the preliminary work plan, as well as the Boards and Commission Analysis. Staff will provide an update on the Boards and Commission Analysis as well as on the Neighborhoods Commission work plan to the NSE Committee at the December 13, 2007 meeting.

The Council has directed the City Attorney to draft an ordinance establishing the Neighborhoods Commission on a pilot basis. The City Attorney's Office expects to have a draft ordinance for Council consideration on November 20, 2007.

**PUBLIC OUTREACH/INTEREST**

**Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater.

**(Required: Website Posting)**

**Criterion 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)**

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- Criterion 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)**

This memorandum does not meet the criteria listed above. The Work Group has held multiple community meetings on the Neighborhoods Commission proposal, including public forums, study sessions, and presentations to numerous City Boards and Commissions. In addition, the Work Group has held weekly public meetings since early Spring 2007 to discuss progress and input into the proposal.

### **COORDINATION**

This memorandum has been coordinated with the City Manager's Office, the Redevelopment Agency, and the City Attorney's Office.

### **CEQA**

Not a project.

  
MARK LINDER  
Deputy City Manager

For questions please contact LAURA LAM, STRONG NEIGHBORHOODS MANAGER, at 408-535-8505.

## NEIGHBORHOODS COMMISSION PRELIMINARY WORK PLAN

| TASK / EVENT   | PARTICIPANTS   | TARGET TIMELINE                |
|--|--|--------------------------------|
| Develop Ad Hoc Neighborhoods Commission Core Advisory Team   | SNI staff, Neighborhoods Commission (NC) Work Group, council offices | 11/07                          |
| Mock neighborhood caucus planning  | SNI staff, NC Work Group, council offices                            | 11/07 – 1/08                   |
| Finalize role of City Clerk in caucus process, developing NC application, application screening process, etc.  | SNI staff, City Clerk's Office, representative from NC Work Group    | 11/07                          |
| Finalize NC staffing strategy and work plan  | SNI staff  | 11/07                          |
| Finalize neighborhood organization inventory requirements  | SNI staff, NC Work Group   | 11/07                          |
| Caucus organizing by district <ul style="list-style-type: none"> <li>• Identify key neighborhood and community organizations</li> <li>• 1:1s with key leaders</li> <li>• Attend neighborhood meetings</li> </ul> | SNI staff, NC Work Group, council offices                            | 10/07 – 3/08                   |
| Massive outreach campaign announcing NC ordinance, caucus process and dates, and neighborhood organization inventory process   | SNI staff, NC Working Group, council offices                         | 11/07 – 3/08                   |
| NC commission applications available   | SNI staff, City Clerk  | 12/07                          |
| City Council consideration of NC ordinance   | Council, City Attorney, SNI staff, NC Work Group                     | TBD                            |
| Mock Caucus  | SNI staff, NC Working Group, council offices                         | 12/07 – 1/08                   |
| Mock Caucus debrief  | SNI staff, NC Working Group, council offices                         | 12/07 – 1/08                   |
| Neighborhood organization registration deadline  |  | 45 days in advance of caucuses |
| NC commission applications due   |  | TBD                            |
| NC commission applications screened  | City Clerk   | TBD                            |
| NC Caucuses – Citywide   | SNI staff, NC Working Group, council offices                         | TBD                            |
| City Council consideration of NC nominations; appoint NC commissioners   |  | TBD                            |