

Neighborhood Leaders Need to Attend the United Neighborhoods of Santa Clara County Mixer on Saturday Mar 17th!

This Mixer will be different than previous meetings. Our speakers, presentations, and panelists will discuss new topics and explore them in more depth than ever before. There are many challenges facing our neighborhoods and communities and this is our opportunity to empower you!.

Topics will focus on improving the effectiveness of the Neighborhood Commission, District Leader Groups, and our Neighborhood Association in three areas. The first will focus on using best practices, including training to assist our Community leaders. The second will focus on how to grow your organization, by finding more volunteers. The third will be assistance on where to find quality speakers or consultants with existing knowledge about important issues and projects. Through this mixer, our Neighborhood Leaders will be better prepared to develop workable solutions to solve the various problems confronting our neighborhoods and communities.

The UNSCC Board wants your input!

What speaker topics and training sessions would your neighborhood like at our September/Fall Conference? What are the most effective communication methods improve efficiency in working together on neighborhood common issues and projects?

**UNSCC Spring Mixer Agenda
Saturday, March 17, 2018 - 9 am to 12 noon
Camden Community Center, 3369 Union Ave. San Jose, CA 95124**

**Hosted by San Jose Council District 9 Neighborhoods
Councilmember Don Rocha will welcome everyone**

**Sharon Winslow Erickson - San Jose City Auditor will be keynote speaker discussing
Annual Report on City Services 2016-17**

<http://www.sanjoseca.gov/DocumentCenter/View/73885>

**Comprehensive Annual Financial Report - FISCAL YEAR ENDED JUNE 30,
2017 <http://sanjoseca.gov/DocumentCenter/View/63254>**

**Open Government: The City Has Made Progress in Meeting the
Goals of the Sunshine Reform Task Force
<http://www.sanjoseca.gov/DocumentCenter/View/71274>**

**Neighborhood Commission Panel - Chair and Commissioners
with Presentation, Brief Questions and Answers**

**District (Neighborhood and Community) Leadership Panel – Current Chairs with
Presentation, Brief Questions and Answers**

**Neighborhood Association/Committees Presentation - Discussion and Survey
Neighborhood Leaders**

Bridge Housing Community Site Description

Site Name: Hellyer Ave (APNs: 678-08-033 -- 036, 047, 049)

Rank: #2

Council District: 2

Land Ownership: City of San Jose

Site Acreage: 7

Residential Setback: 1,080ft

Pre-K-12th Grade, School Setback: 4,100ft



Update on District 2 BHC Candidate Site

With the land trade between the City and County reaching its final phase of negotiations, the City has learned that the County will not be able to accommodate the request to use the Hellyer Ave site for a BHC. The County's funding restrictions require that the Hellyer Ave site be used for park purposes only. The City's Real Estate staff will be seeking City Council approval on the terms of the land trade agreement this spring.

City of San Jose Actions Related to San Jose Water Company General Rate Case

On January 4, San Jose Water Company (SJWC) filed a General Rate Case (GRC) asking for the CPUC's authorization to increase rates for water by 9.76% in 2019, 3.70% in 2020 and 5.17% in 2021. These increases are in addition to a steady stream of previous rate increases that SJWC has requested over the last few years.

Our residents understand that reasonable rate increases for water are to be expected, but we have heard increasing concern from residents in recent years about the pace and size of rate increases. As we discussed when the City Council last took up this issue, the City of San Jose itself has seen a 62% SJWC service fee increase from 2012 to 2017.

Given that approximately 800,000 residents in the City of San Jose are served by SJWC and the City itself is a customer facing these rate increases, we believe that it is appropriate for the City to express its concern about continued rate increases to the CPUC. When the Council last took up this matter, we heard from many residents about their strong interest in this issue and their desire for the City to join together with community advocates and make our mutual interests known to the CPUC. Given the size of the proposed increases and the pending case before the CPUC we believe it is timely for us to speak now on this matter.

The Rules Committee approved the recommendation in Councilmember Rocha's memo so this issue will move forward. The Committee asked the City Attorney and the City Manager to research what it would mean for the City to become a party to the proceeding in SJWC's general rate case with the CPUC and report back to the full Council in a closed session. In that session the decision whether or not to take this action will be decided by vote of the full Council. The date of the closed session is not yet known.

The New York Times

Extra Doorbells, Satellite Dishes: How Cities Search for People the Census May Miss

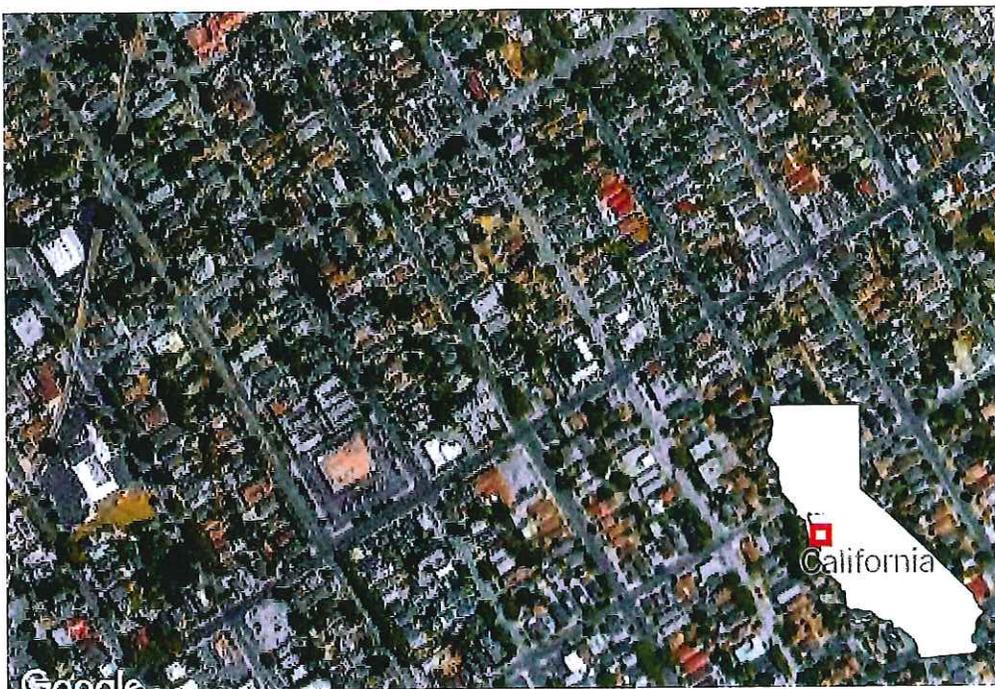
For cities fearing an undercount, the 2020 census has already started.

By [Emily Badger \(https://www.nytimes.com/by/emily-badger\)](https://www.nytimes.com/by/emily-badger) Feb. 22, 2018

SAN JOSE, Calif. — The Census Bureau, charged with counting every person living in the United States in the coming decennial, may never find whoever is living here in this converted garage on the east side of town.

The property owner has replaced the garage door with siding, painted it the same beige as the rest of the house, and added a small window and front door. The makeshift remodeling is well camouflaged, but there's another tell — the sidewalk out front slopes down to the street where there was clearly once a driveway.

A satellite view shows what census enumerators may miss from the sidewalk: Many single-family homes have detached garages or buildings out back. In San Jose, residents have converted many of them into unpermitted housing.



“There are certain cues we’re looking for,” said Nicholas Almeida, San Jose’s chief service officer. The city knows that thousands of people are living in units like this, technically illegal, with no recognized address. Their hidden households have extra satellite dishes outside, curtains over basement windows, mail slots in garage doors. Setting aside questions of housing code enforcement, San Jose needs the census to find these residents, too, if the city is going to get its full share of the political power and federal resources tied to the national head count.

Two years out from the census, cities are scrambling to avert an undercount they fear could be unusually large for reasons both political and practical. Across California, the housing crisis means that even more households are doubling up in existing homes and occupying illegal ones. In Houston, many families remain displaced by Hurricane Harvey. In New York, the city has permitted so much new construction that the Census Bureau — compiling address lists now — may miss thousands of units to be completed between now and 2020.

Cities must find all these households before they even get to the second challenge: persuading the people who live in them, many of them immigrants, to participate in the census.

You have 4 free articles remaining.

Subscribe to The Times

(https://www.nytimes.com/subscription/multiproduct/lp8HYKU.html?campaignId=6YH9R&return_url=https%3A%2F%2Fwww.nytimes.com%2F2018%2F02%2F22%2Fupshot%2Fcensus-cities-undercounting-immigrants.html)

“For us, this is a very big deal,” said Mayor Sam Liccardo of San Jose. City officials believe the 2010 count of 945,942 residents missed as many as 70,000 residents, costing the city about \$20 million annually in lost resources. And that happened with an administration in Washington that was perceived as more immigrant-friendly, Mr. Liccardo notes.

“Rumors of ICE raids are on Spanish-speaking radio every other day, and you’ve got this enormous fear from residents about talking to the government,” Mr. Liccardo said. “You do everything you can to communicate to people, ‘Hey you’re safe with the city, please talk to us.’”

He and other mayors with large immigrant populations fear that President Trump's tough talk will make it even harder in 2020 to count immigrants — legal and undocumented, often in the same household — who are hard to reach in any census. The Justice Department has also requested that the Census Bureau add a question about citizenship (<https://www.nytimes.com/2018/01/02/us/census-citizenship-status-immigrants.html>) status that the U.S. Conference of Mayors (<http://www.usmayors.org/wp-content/uploads/2018/02/20180206-census-letter.pdf>) and the National League of Cities (<http://www.nlc.org/sites/default/files/users/user125/Ross%20Letter%20on%20Citizenship%20Question.pdf>) have protested.

“We don't need the federal government trying to define who's in the community,” said Mayor Catherine Pugh of Baltimore. “This is about bodies, it's not about whether you're an immigrant.”

In Houston, the city suspects that many immigrant households devastated by Hurricane Harvey never reached out for government assistance, and those programs offered tangible benefits to residents whose homes and cars had been flooded.

“If you are reluctant to reach out because of your fear that ICE may show up, for fear of being deported, then how do you think people are going to feel when you're asking them to go online or to respond to an enumerator that's knocking on your door to fill out a census form?” Mayor Sylvester Turner of Houston said. “They're going to be apprehensive.”

In San Jose, the city will rely on community volunteers this spring to scour neighborhoods where it suspects many families are doubled up or living in unpermitted housing. On the street with the beige garage conversion, Mr. Almeida could point to a clue on nearly every property. Peeking over a fence, he spied another garage with a satellite dish mounted outside. One home had an R.V. that looked to be permanently stationed in a large carport. Across the street, a home zoned for just one unit had a second address posted outside. The home next door had two satellite dishes on the chimney and a third on the garage.

This spring, volunteers will use a texting app the city tested in December to identify these and similar units. The city will then flag them on the Census Bureau's master address list for San Jose. Mr. Almeida vows that the city department in charge of building code enforcement will never see these address notes, and the Census Bureau requires confidentiality from the local officials who do access them. A nonprofit founded by the former New York mayor Michael Bloomberg, Cities of Service (<https://citiesofservice.org/resource/citizen-sourced-data-city/>), is hoping to spread the tool to other cities that will be receiving their address databases from the census in the coming weeks.

In New York City, half a dozen workers in the planning department have been similarly canvassing neighborhoods for the last 15 months. Ahead of the 2000 count, the first time the Census Bureau allowed cities to review their addresses, New York found 439,000 units the bureau was missing — the equivalent of 13 percent of the city's housing stock — mostly in illegal basement, attic and garage apartments revealed by extra doorbells and mailboxes.

Going into 2010, the city found an additional 200,000. This year, New York expects to add roughly 100,000 units, this time mostly new, legal housing the census hasn't yet recorded. That could represent a quarter of a million people. New York State is already expecting to lose one congressional seat in reapportionment after the census, as the population of Sun Belt states continues to grow much faster. A drastic undercount could cost New York a second seat.

“People forget it is an enumeration of the population, but it's an enumeration of the population in housing units and in group-quarters facilities,” said Joe Salvo, the director of the New York City planning department's population division. “Essentially, everyone needs to be put down on a map. Everybody needs a recognized address.”

These surveys that cities are rushing to complete now are the closest they'll get to conducting their own counts to fact-check the official one. How will they know, then, if the numbers look right after 2020?

“You know it anecdotally; you talk to people and say, ‘Hey, did you answer the census?’” said Mark Stodola, the mayor of Little Rock, Ark. He fears that in 2010, out of a metropolitan area of 725,000, about 30,000 Hispanic residents in the region were not counted. “If five out of 10 people tell me that they didn’t answer it, that tells me we’ve got a huge undercount.”

Emily Badger writes about cities and urban policy for The Upshot from the San Francisco bureau. She's particularly interested in housing, transportation and inequality — and how they're all connected. She joined the Times in 2016 from The Washington Post.
@emilymbadger (<https://twitter.com/emilymbadger>)

(<https://www.facebook.com/dialog/feed?>

app_id=9869919170&link=https%3A%2F%2Fwww.nytimes.com%2F2018%2F02%2F22%2Fupshot%2Fcensus-cities-undercounting-immigrants.html&smid=fb-share&name=Extra%20Doorbells%2C%20Satellite%20Dishes%3A%20How%20Cities%20Search%20for%20People%20the%20Census%20May%20Miss&redirect_uri=https%3A%2F%2Fwww.facebook.com%2F) (<https://twitter.com/intent/tweet?url=https%3A%2F%2Fwww.nytimes.com%2F2018%2F02%2F22%2Fupshot%2Fcensus-cities-undercounting-immigrants.html&text=Extra%20Doorbells%2C%20Satellite%20Dishes%3A%20How%20Cities%20Search%20for%20People%20the%20Census%20May%20Miss>) (mailto:?subject=NYTimes.com%3A%20Extra%20Doorbells%2C%20Satellite%20Dishes%3A%20How%20Cities%20Search%20for%20People%20the%20Census%20May%20Miss&body=From%20The%20New%20York%20Times%3A%0A%0AExtra%20Doorbells%2C%20Satellite%20Dishes%3A%20How%20Cities%20Search%20for%20People%20the%20Census%20May%20Miss%0A%0AFor%20cities%20fearing%20an%20undercount%2C%20the%202020%20census%20has%20already%20started.%0A%0Ahttps%3A%2F%2Fwww.nytimes.com%2F2018%2F02%2F22%2Fupshot%2Fcensus-cities-undercounting-immigrants.html)

14

More in The Upshot (<https://www.nytimes.com/section/upshot?action=click&module=MoreInSection&pgtype=Article®ion=Footer&contentCollection=TheUpshot>)

County of Santa Clara
Probation Department



90040

DATE: February 23, 2017
TO: Juvenile Justice Systems Collaborative
FROM: Laura Garnette, Chief Probation Officer
SUBJECT: Neighborhood Safety Unit (NSU)

RECOMMENDED ACTION

Receive report from Probation relating to the Neighborhood Safety Unit (NSU).

FISCAL IMPLICATIONS

There is no new impact to the General Fund as a result of this action. The Probation Department's current level budget includes funds for the Neighborhood Safety Unit.

STAFFING

The NSU is seeking to fill a vacant Management Analyst position, and will continue recruitment activities until the position is filled.

BACKGROUND

In FY16, the Board of Supervisors allocated \$800,000 to the Probation Department for the creation of a unit to support ongoing community cohesion, violence prevention and youth leadership development services in two select neighborhoods within Santa Clara County. Funding has been designated for community action projects, community events and pro-social group classes for adults and youth in neighborhoods East San Jose and Gilroy, a Youth Fellowship Program, and evaluation activities.

Performance Summary in zip code 95122:

To date, NSU has successfully engaged 2,167 duplicated residents and youth within our partner communities between July 1, 2017 – December 31, 2017. NSU has exceeded four out of the six target performance categories, as illustrated below in Table 1.

Table 1: NSU Performance Summary for QTR 1 – 2, FY18

FY 2017-2018 Performance Metrics	Actual	Target	% of Annual Target

Metric 1: 291 youth shall attend an NSU-Sponsored Extra-curricular and After-school Activities (Duplicated)	428	291	147%
Metric 2: 434 individuals shall attend a parent/teacher and/or neighborhood association meeting (duplicated)	338	434	78%
Metric 3: 750 attendees shall participate in an NSU-sponsored events (dduplicated)	2149	750	287%
Metric 4: 45 adult residents shall attend NSU-Sponsored Classes and Leadership Workshops (Unduplicated)	61	45	136%
Metric 5: 250 youth will be served through individual and/or group pro-social activities (Unduplicated)	111	250	44%
Metric 6: Total # of Individuals Served (Duplicated)	2167	1655	124%

Overview of NSU Community Safety Survey

In partnership with Applied Survey Research (ASR), the NSU conducted an initial baseline survey of 481 residents who live in East San Jose (Valley Palms and surrounding neighborhood of ZIP 95122), and East Gilroy. NSU’s “Community Safety Survey” includes six domains measuring resident attitudes and perceptions of crime and safety in their communities, as well as their levels of civic engagement and participation in community events. In summary, residents across both ZIP codes express positive attitudes about living in their neighborhoods. They also express positive attitudes toward law enforcement and their neighborhood schools. Simultaneously, adults and youth in both ZIP codes, express fear of violence and crime in their communities. Given the survey results have just been aggregated, in the coming months, the NSU Program Manager will work with ASR and members of the NSU Coordinating Council to identify ways to better align its service delivery strategy to the needs of its partner communities. A summary presentation authored by ASR along with a detailed NSU Annual Report (2017) are attached for further review.

Overview and Status Update: Neighborhood Action Plan for ZIP Code 95122

The NSU continues to work collaboratively with Valley Palms resident leaders and youth to develop their Neighborhood Action Plan. Table 2 summarizes three neighborhood action goals and the current status of each goal.

Table 2: Valley Palms Neighborhood Association neighborhood action goals (2017/2018):

<u>Neighborhood Action Goal</u>	<u>Status</u>
1. Improve pedestrian safety in the neighborhood surrounding the Valley Palms Apartment Complex.	<i>Complete as of December 2017.</i> Residents of the Valley Palms Neighborhood Association have successfully completed their first

	<p>community action goal of installing an enhanced crosswalk directly in front of the Valley Palms Complex. The enhanced crosswalk includes two bulb outs on each side of Lanai Ave, barriers around the crosswalk, and flashing lights to indicate when pedestrians are crossing. As a result of their successful advocacy, the Valley Palms Neighborhood Association (VPNA) is also working with the City of San Jose to install speed bumps along Lanai Ave. as an additional effort to slow traffic. The VPNA has been instrumental in collecting the required number of signatures to move this petition forward. For historical reference, the link is provided below:</p> <p>https://m.youtube.com/watch?feature=youtu.be&v=x_0_IB8npNA</p>
<p>2. Decrease youth involvement in gangs by providing pro-social activities to youth who reside within the Valley Palms apartment complex.</p>	<p>Complete – FY 2016 Complete – FY 2017 In progress – FY 2018</p>
<p>3. Construct a synthetic soccer field in the Valley Palms Apartment Complex, to build community and allow youth a positive and healthy place to play soccer.</p>	<p><i>In progress, delayed due to lack of funding resources.</i> NSU staff and VPNA are still in the process of seeking grant funding and working with the Silicon Valley Organization (SVO) for support. The NSU has submitted several grant applications, but has not been successful in securing the additional funds necessary to construct the field. To date, the VPNA has raised \$20K towards the cost of the project. An additional \$75-80K is needed to complete the project. See the video link here for historical information https://www.youtube.com/watch?v=4CIoJ0cuR6Y&feature=youtu.be More information about the project can be found on the VPNA website at: https://www.valleypalmsneighborhood.com/synthetic-soccer-field-project.</p>

NSU Youth Fellowship Update

The NSU Youth Fellowship is fully operational, both community based organizations (Project Access and ConXion) have completed their program planning and recruitment phases. To date, 22 unduplicated NSU fellows are actively participating in either a Joven Noble or Xinachtli group in their community. Each NSU Fellow has successfully participated in one or more civic engagement activity. In December 2017, both NSU Fellowship groups (East Side San Jose and East Gilroy) collaborated and designed a Christmas tree to display in San Jose's Christmas in the Park. NSU Fellows also assisted with the successful launch of the Gilroy High School's Winter Fest, partially funded and supported by the NSU and School Linked Services (SLS). Over 200 people attended this event. In addition to civic engagement activities, NSU Youth Fellows are also expected to engage in a mentorship relationship. Due to limited resources, this component of the Fellowship is proving challenging for both organizations to fully implement. The NSU Program Manager is currently working with the Probation Department's Research and Development Unit to identify ways to support the successful approach for integrating a mentorship component into the NSU Fellowship program.

Evaluation

Applied Survey Research (ASR) is evaluating the impact of the NSU Fellowship program by measuring attitudinal changes amongst participating youth. Most pre-assessments have been administered by our partner agencies and completed by the NSU Fellows, however, the data still needs to be aggregated and analyzed. This analysis will be shared in the April CSFC report. Post-assessment data will be collected in May 2018, and the results will be shared early in FY 2019.

Overview of Activities Performed in ZIP code 95020:

The NSU continues to partner with the Gilroy Unified School District (GUSD), the South County Youth Task Force (SCYTF), School Linked Services (SLS) and other county and community partners to successfully implement violence prevention strategies in Gilroy, with a specific focus in East Gilroy.

The NSU continues to work with the Nueva Vida Comité ("New Life"), a resident leadership group in East Gilroy in helping them prioritize their own neighborhood safety goals. The neighborhood action plan is in development and the Nueva Vida Comité remains committed to organizing resident led pro-social activities, supported through the NSU funded MOU with the South County Youth Task Force (SCYTF). Recently, the President of the Nueva Vida Comité has shown interest in attending the Gilroy City Council meetings and would like to teach his peers and neighbors how to fill out a speaking card as a way to encourage them to express their opinions on matters affecting their neighborhood.

Accomplishments in the 95020 zip code in FY18:

- On October 29th, in partnership with the SCYTF and the NSU, the Nueva Vida Comité organized a community wide event. "Spirits Nights" at the San Ysidro Park enabled families to safely participate in Day of the Dead activities. An Altar was created by the community, and objects were brought from all around the San Ysidro

neighborhood to celebrate the residents' ancestors and culture. The resident leaders of the Nueva Vida Comité attended every planning committee meeting, and were responsible for the overall logistics of the event.

- As of December 2017, there were 264 duplicate participants enrolled in pro-social activities organized by the Nueva Vida Comité, all of which are held on a weekly basis at the San Ysidro Community Center. Classes are held every day of the week. Four of the five classes are taught by Gilroy resident leaders, which include Zumba, Sewing Computer for beginners (provided by Community Media Access Partnership (CMAP)), Aztec Dancing, and Volleyball. The classes vary between once a week to 3 times a week.
- As of December 31, 2017, 835 East Gilroy residents participated in several community wide events, funded either partially or fully by the NSU. The events included the "Spirits Night" Celebration, a toy distribution for local families with Los Bomberos of Northern California, a family trip to the University of California, Berkeley through the Latino Family Fund and in partnership with Gilroy Police Department's Community Academy, and the posada/holiday event in partnership with CARAS. Nueva Vida members helped plan and carry out the event details, contributed ideas, and helped set up and clean up after each event.
- The NSU team continues to participate in the Gilroy Restorative Justice (RJ) Leadership Subcommittee. Through this committee, Community Circles training will be held in Spanish for community members. Nueva Vida residents and East Gilroy community members will be invited to this training.
- Three out of the four School Violence Prevention Plans have been approved for this academic year. Each plan addresses how, collectively, school leaders (including parents) have identified ways to prevent violence on campus. Some of these ideas include enhancements to existing after school enrichments activities (such as dance, art, and music). Other ideas incorporated into each school's unique violence prevention strategy include enhancements to a mindfulness room and completion of a community garden project, which were both initiated last year with support from NSU. Since these plans were approved between December 2017 and January 2018, participant level data will be provided in the April 2018 CSFC report.

CHILD IMPACT

The recommended action impacts the **Every Child Safe** indicator by reducing the **Juvenile Arrest Rate** through a comprehensive crime and violence prevention model, and improves the **Safe & Stable Families** indicator through the use of evidence based/evidence informed, culturally sensitive, community mobilization, family strengthening and youth development curriculums. The recommended action impacts the **Every Child Successful in Life** indicator **Youth Feel Valued by the Community** by providing youth leadership development opportunities and neighborhood action projects developed and implemented by youth.

SENIOR IMPACT

The recommended action will have a positive impact on seniors by preventing and reducing crime and violence in specified neighborhoods.

SUSTAINABILITY IMPLICATIONS

The recommended action balances public policy and program interests, and enhances the Board of Supervisors' sustainability goal of social equity and safety by improving public safety through the use of community mobilization and leadership development models, family strengthening curriculums and neighborhood action projects.

CONSEQUENCES OF NEGATIVE ACTION

The Children's, Seniors, and Families Committee will not receive a report on the progress of the implementation of the Neighborhood Safety Unit.

STEPS FOLLOWING APPROVAL

Report back to the Committee for a subsequent update in February, 2019.

ATTACHMENTS

- NSU Annual Report (2017)
- NSU JJSC Power Point Presentation

ATTACHMENTS:

- NSU Annual Report_2017 (PDF)
- NSU Presentation to the JJSC, Feb., 2018 (PDF)



People, not programs, transform communities.

Kretzman & McKnight (1993), Building Communities from the Inside Out

Charmayne Moran, Program Manager II
Juvenile Justice System Collaborative
February 22, 2018



Neighborhood Safety in Action

Community Engagement: Key Strategies

- Building Relationships
- Establishing Trust
- Sustainability through Leadership Development
- Leveraging Resources
- Transparency and accountability



Highlights from 2017



4

On the Horizon for 2018-2019



5



2017 Community Survey Results

*Santa Clara County's
Neighborhood
Safety/Services Unit
(NSU)*



www.appliedsurveyresearch.org
Locations on the Central Coast and the Bay Area | (877) 728-4545

Agenda

- Background
- Key takeaways
- Q&A

Background

- **Purpose & Process**
 - Assess impact of community engagement/cohesion work in project areas (San José/Tully-King: 95122 and Gilroy/East Side Gilroy: 95020).
 - Collected between **August and December 2017**
 - Provided in English and Spanish at **6** community events
 - May be self-administered or proctored
 - Backpacks and other giveaways provided as incentives
- **2017 Survey Administration Total = 481**
 - San José = 165 adults, 104 youth (269 total)
 - Gilroy = 147 adults, 65 youth (212 total)



8

About the Survey

Domains

- **Demographics**
- **Social cohesion**
- **Caring adults (youth)**
- **Willingness to intervene**
- **Fear of crime**
- **Neighborhood safety**
- **School safety (youth)**
- **Self-efficacy**
- **Informal collective action**

Brief – 10 minutes

Community Survey

You only need to complete the survey if you live in zip code 95122. If you live in a different zip code, you do not need to do the survey. Thank you.

This community survey will be used by Santa Clara County's Neighborhood Safety/Services Unit (NSU) to identify community strengths, and ways NSU can support this community.

1. How long have you lived in San José?
 1 year or less 2-5 years 6-10 years More than 10 years
2. Do you live in Valley Palms? (choose one)
 Yes No
3. What is your gender?
 Female Male Transgender Other Prefer not to say
4. How old are you? (choose one)
 18-24 25-34 35-44 45-54 55-64 65+ Prefer not to say
5. Is there anyone under the age of 18 living in your household? (choose one)
 Yes No
6. Do you own or rent your home? (choose one)
 Own Other arrangement
 Rent Prefer not to say
7. What is your race/ethnicity (choose all that apply)
 American Indian or Alaska Native Native Hawaiian or Pacific Islander
 Asian (GO TO QUESTION 7b) White
 Black or African American Other _____
 Latinx(a) or Hispanic (GO TO QUESTION 7b) Prefer not to say



9

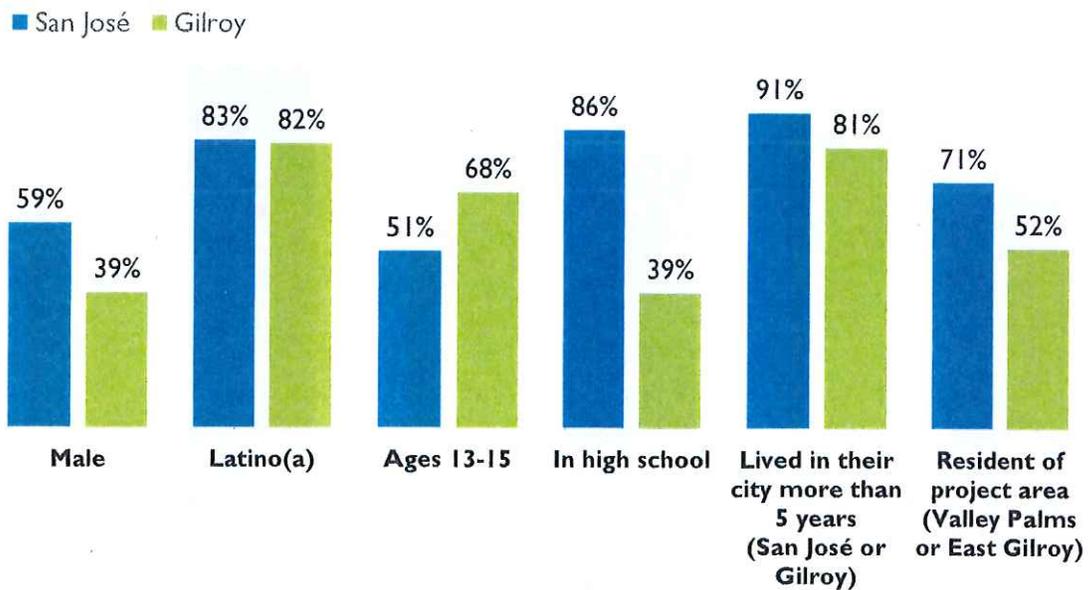
Key Takeaways

YOUTH



10

Demographics



11

- **Social cohesion**

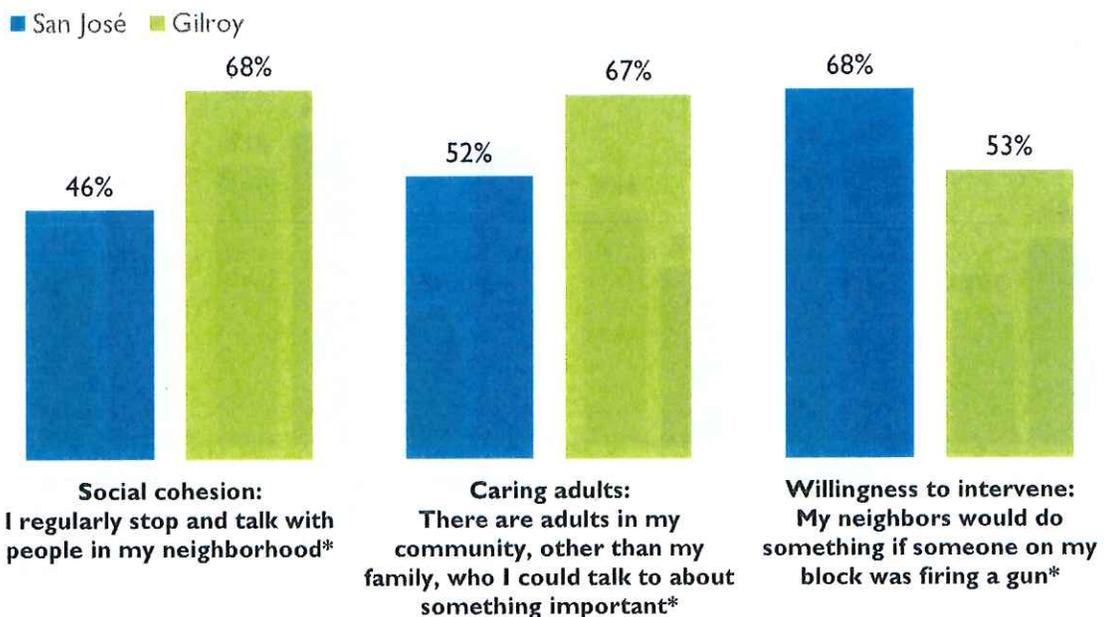
- Youth mostly think their neighbors are friendly and feel happy in their neighborhoods, but some don't know names or talk to their neighbors.

- **Caring adults**

- Though many can ask an adult in their family for help, some youth don't have other caring adults in the community to encourage them or talk.

- **Willingness to intervene**

- Some youth feel that their neighbors are unlikely to intervene when issues come up in their neighborhood



- **Fear of crime**

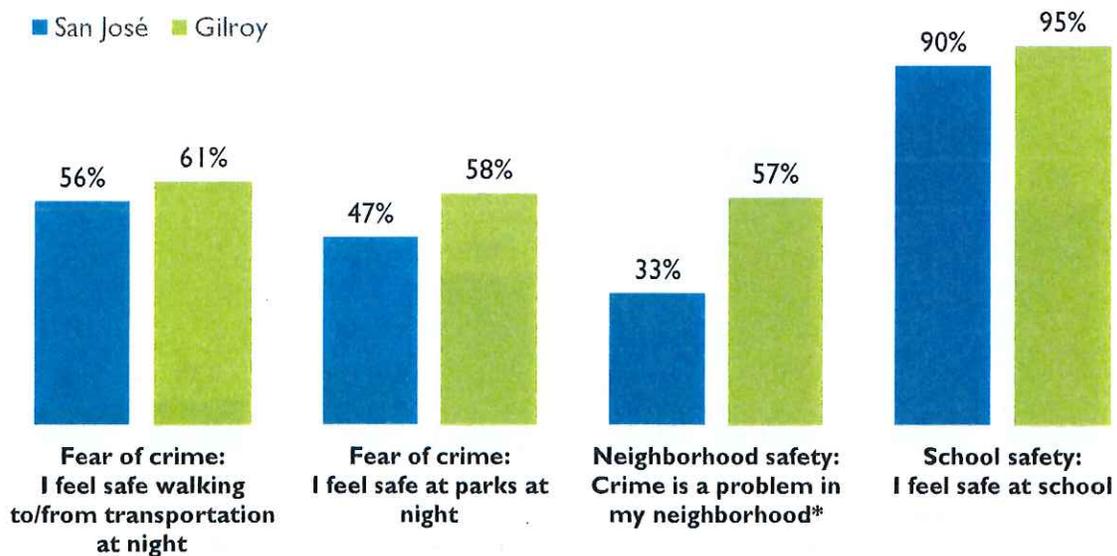
- Youth feel safe in the daytime at their local parks, on public transit, and walking around their neighborhood, but some feel unsafe at night.

- **Neighborhood safety**

- Youth agree that drug activity, violence, and crime are problems in their neighborhoods, but also that their neighborhoods are generally safe.

- **School safety**

- Youth feel safe at school and believe schools provide opportunities to get involved, and they are also interested in more prosocial activities.

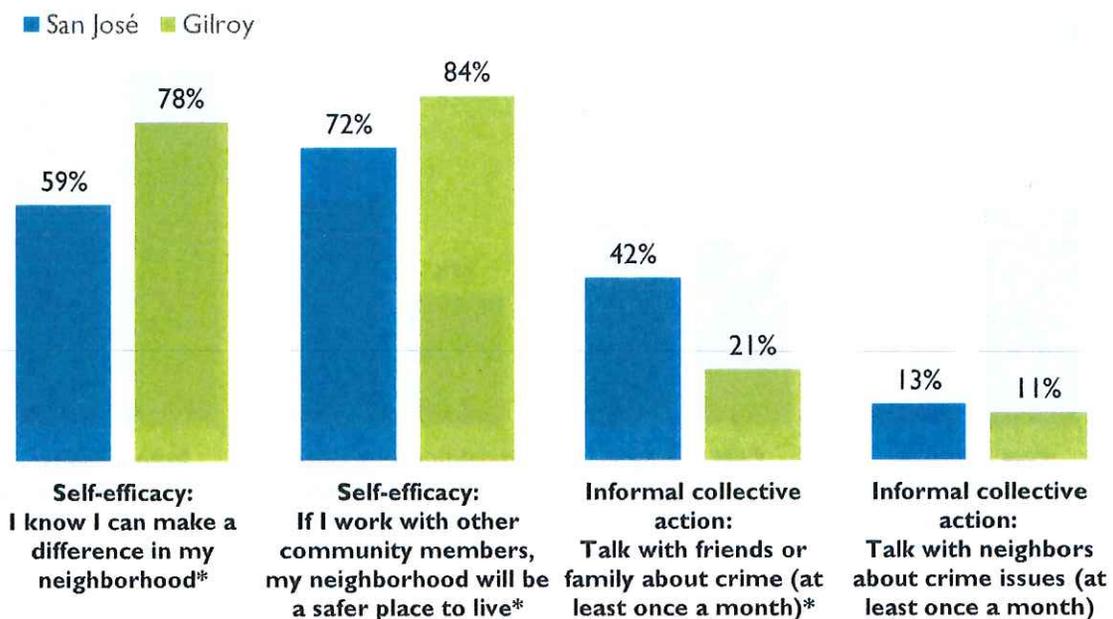


- **Self-efficacy**

- Youth believe they can make a difference in their community.

- **Informal collective action**

- Many youth have never or rarely talk to their family, friends or neighbors about crime issues.



Key Takeaways

ADULTS

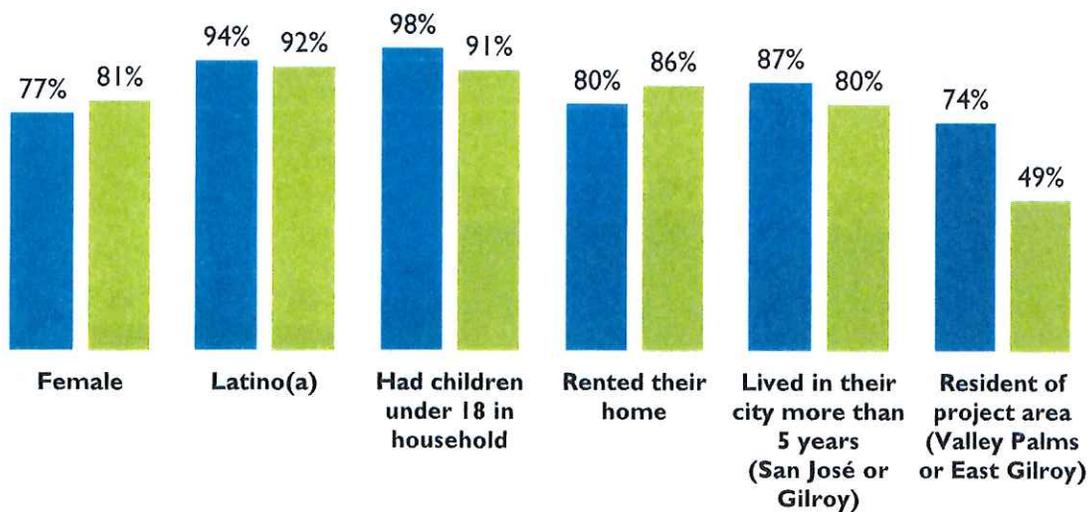
n=165.



18

Demographics

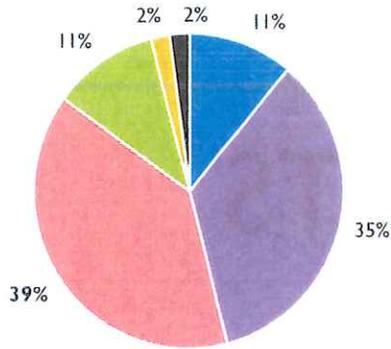
■ San José ■ Gilroy



19

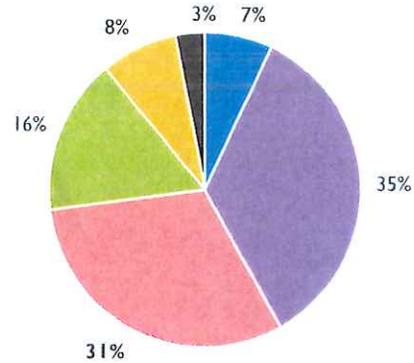
Demographics

Age – San José



■ 18-24 ■ 25-34 ■ 35-44
■ 45-54 ■ 55-64 ■ Declined

Age – Gilroy



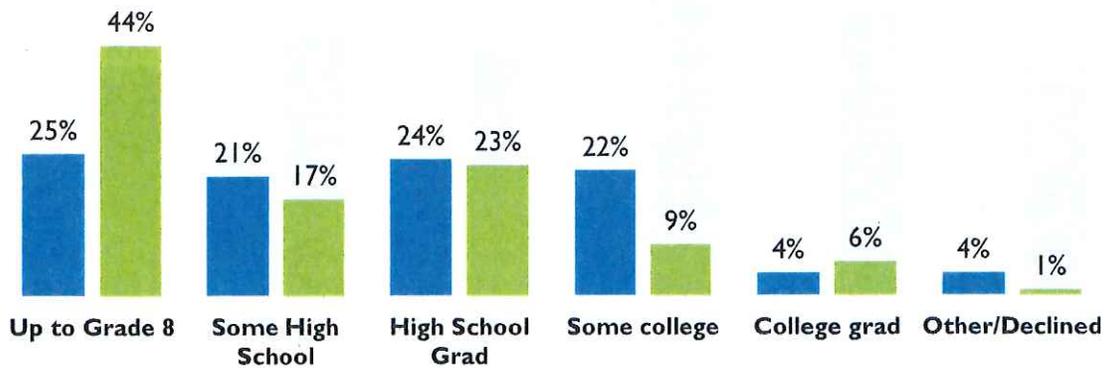
■ 18-24 ■ 25-34 ■ 35-44
■ 45-54 ■ 55-64 ■ Declined



Demographics

Level of Education

■ San José ■ Gilroy



- **Social cohesion**

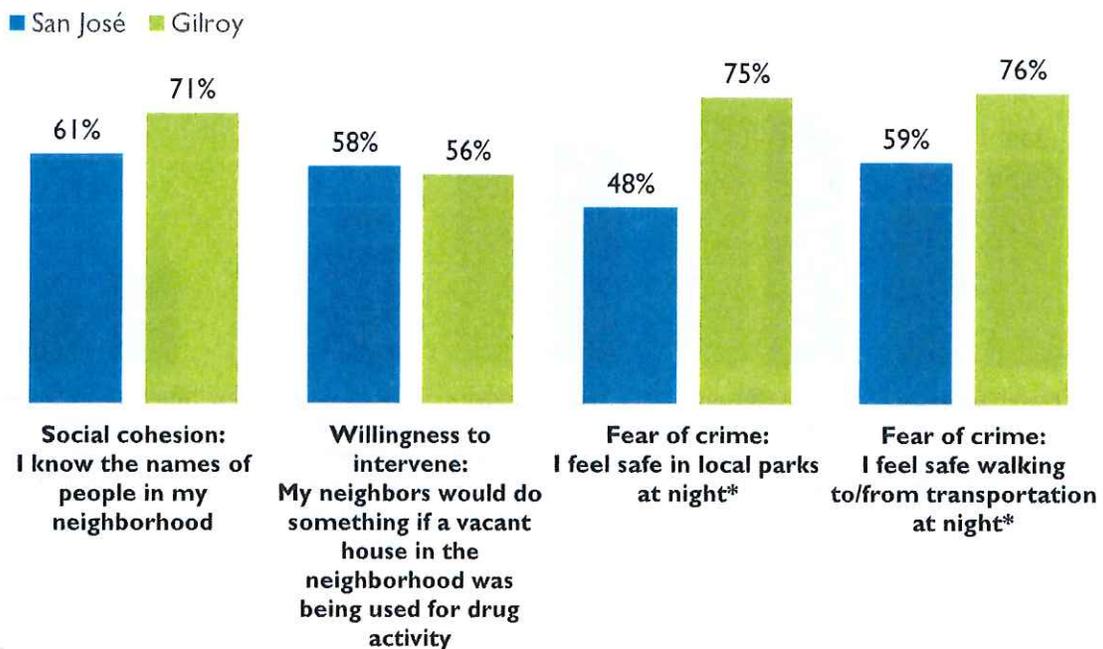
- Adults think their neighbors are friendly, but some don't know their names nor feel they share the same values or are close-knit.

- **Willingness to intervene**

- Some adults feel that their neighbors are unlikely to intervene in neighborhood issues, such as with neighborhood drug activity.

- **Fear of crime**

- Similar to youth, many adults reported feeling safe in the daytime, but unsafe at night in their local parks and near public transit.



■ Perceptions of Safety

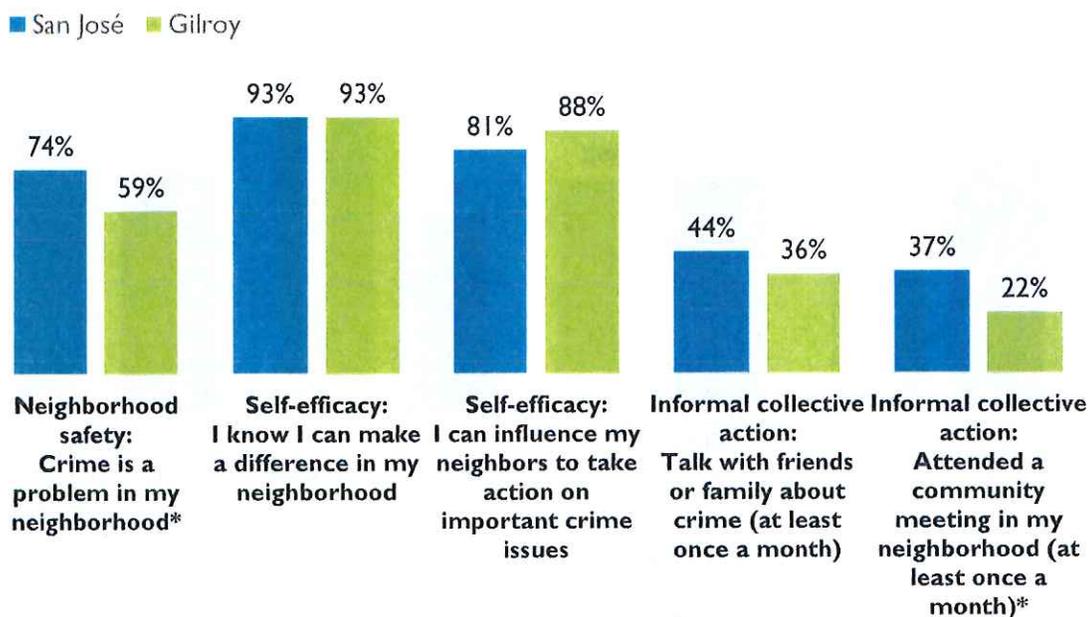
- Like youth, adults agree that drug activity, violence, and crime are neighborhood problems, and feel their neighborhoods are generally safe.

■ Self-efficacy

- Levels of self-efficacy are strong among adults, with respondents reporting that they believe that they can make a difference in their community and influence other people to take action on crime issues.

■ Informal collective action

- More than half of adults have either never talked to their family, friends or neighbors about crime issues, or have done it once or twice. Many have also never attended a community meeting in their neighborhood.



Contact Us



Angie Aguirre

angie@appliedsurveyresearch.org

Nayeli Bernal

nayeli@appliedsurveyresearch.org



THANK YOU!





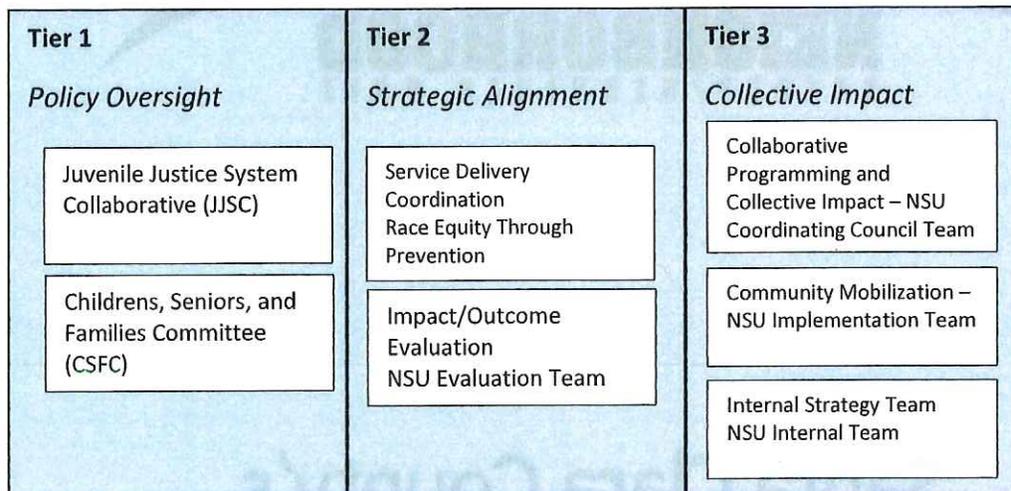
Santa Clara County's Neighborhood Safety/Services Unit (NSU) 2018 Annual Report

The NSU is a program of the County of Santa Clara Probation Department that utilizes a public health approach to foster community cohesion and provide services to high-need neighborhoods. This work is accomplished through the use of community engagement, leadership development, activities for youth and families, and a focus on health and wellness.

Overview of NSU

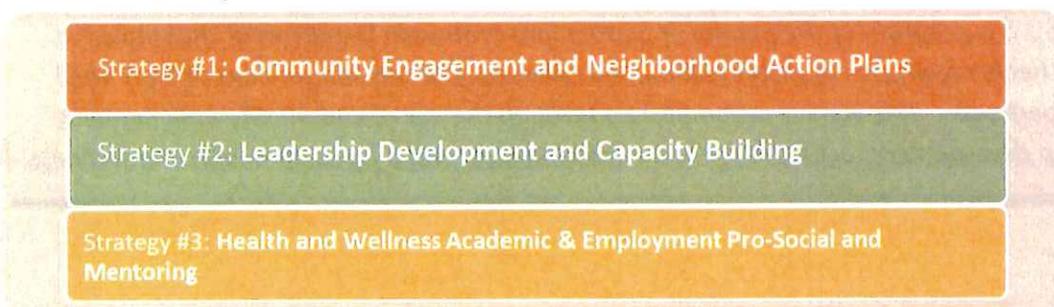
The Neighborhood Safety/Services Unit (NSU) is a unique unit within the Santa Clara County Probation Department Juvenile Division. The NSU is currently being piloted in two neighborhoods, 95122 and 95020 ZIP codes, both of which were identified through a data driven process reviewing public health and other system data, including crime trends and school suspensions/expulsions. The NSU developed a tiered oversight structure, which ensures the goals of the NSU are met.

Exhibit 1: NSU Oversight Structure



The core components of the NSU include community engagement, violence prevention through pro-social programming, and collaboration with School Linked Services (SLS). By strategically partnering with county, city, and community based organizations, the NSU is able to provide leadership training to residents and assist them in identifying meaningful community action goals that improve safety in their communities. The NSU also provides funding for pro-social activities for both youth and adults residing in its partner communities, which may include, but is not limited to, health and wellness workshops, physical fitness classes, and access to sports and extra-curricular activities during the school year and spring/summer breaks. Finally, the NSU partners with SLS to ensure youth who are presenting truant and/or at-risk behaviors are linked to pro-social and other violence prevention programs or activities.

Exhibit 2: NSU Components



Research Background

NSU's strategy is grounded in the intersection of public health and criminal justice, and employs research based approaches in youth and community violence prevention. Relevant frameworks include: (1) the socioecological model, which emphasizes multiple levels of influence (individual, relationships, community and societal); and (2) strategies to address specific risk and protective factors for youth development. Both of these concepts inform NSU's strategy and align with a document created jointly by The Centers for Disease Control and Prevention and the US Department of Justice's Office of Juvenile Justice and Violence Prevention, entitled *Shared Framework for Reducing Youth Violence and Promoting Well Being*.¹ NSU's activities help to develop several individual, relationship, and community-level factors shown to be protective for adolescents, including: prosocial opportunities; the presence and involvement of caring/supportive adults; and a safe, cohesive, and supportive neighborhood. There are specific neighborhood characteristics that research has shown to be linked to physical and psychological health, and youth development and violence prevention specifically, which are addressed by NSU. These include: collective efficacy, social cohesion, and social capital.² Consistent with the models and approaches described above, NSU's strategy addresses multiple levels of influence (e.g. individual, school, community) and further develops multiple protective factors in order to reduce youth violence and promote positive youth development.

Purpose of Evaluation

The purpose of the evaluation is to help NSU track process and outcome indicators of success, as well as challenges and lessons learned. Evaluation questions related to process focus on whether or not the program was implemented as intended by tracking services provided and the number of people served. Examples of process questions include:

- How many neighborhood association meetings were held?
- How many NSU-funded neighborhood events were held?
- How many people attended these events?
- How many youth participated in pro-social activities through NSU funding?

Evaluation questions related to outcomes address whether or not there were changes in knowledge, attitudes, behavior or community indicators as a result of NSU's activities. Examples of outcome questions include:

- *Individual-level:* Do residents' leadership skills and self-efficacy to effect change increase after participating in the leadership development workshops?

¹ Centers for Disease Control and Prevention and the US Department of Justice's Office of Juvenile Justice and Violence Prevention. "Shared Framework for Reducing Youth Violence and Promoting Well Being." Retrieved January 2017 from <https://www.ojjdp.gov/funding/SharedFramework-for-Youth-Violence-Prevention.pdf>

² Collective efficacy: describes a community with a shared objective consisting of individuals likely to intervene on behalf of the common good. Social cohesion: high level of connectedness among members of a community and a willingness to help out one another. Social capital: relations of trust, mutual expectations, and shared values.

- *Community-level*: What impact do NSU activities have on perceived community safety and social cohesion?

Methodology and Data Sources

This report summarizes data from the following two outcome measures:

- **Community survey**: Survey conducted with residents at each site to assess community-level constructs such as perceived community safety, community cohesion, and collective efficacy.
- **Focus groups**: Focus groups with adults and youth at each site to gather qualitative information about similar concepts measured in the community survey (community safety, community connectedness and cohesion).

Results

Community Survey

Purpose and Methodology

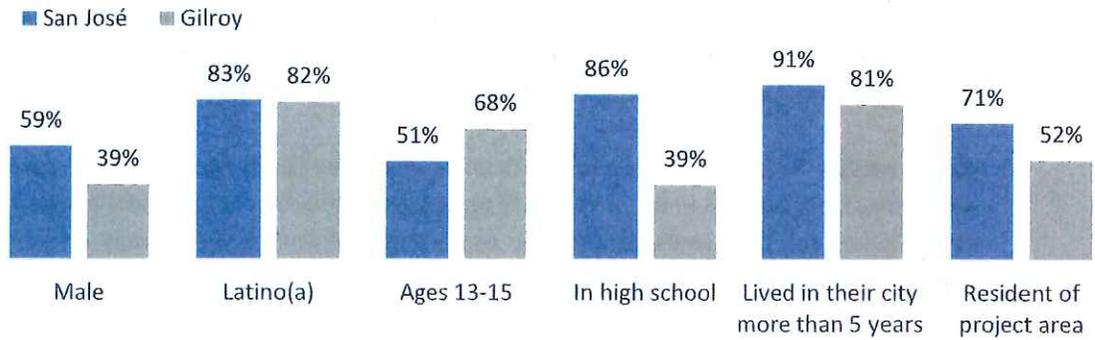
The purpose of the 2017 Community Survey was to assess the impact of community engagement and cohesion work in the two NSU project areas. The survey included questions in the following domains: demographics, social cohesion, caring adults (youth), willingness to intervene, fear of crime, neighborhood safety, school safety (youth), self-efficacy, and informal collective action³. The survey was collected between August and December 2017 at four community events, was provided in English and Spanish, and was either self-administered or proctored depending on the respondent's preference. Backpacks and other giveaways were provided as incentives. The following section provides data highlights; full survey results are provided in Appendices A and B.

Description of Sample

- **Youth demographics**: Most youth respondents identified as Latino(a) and had lived in their respective city more than five years. However, more male youth participated in the survey in San Jose and younger youth in Gilroy.

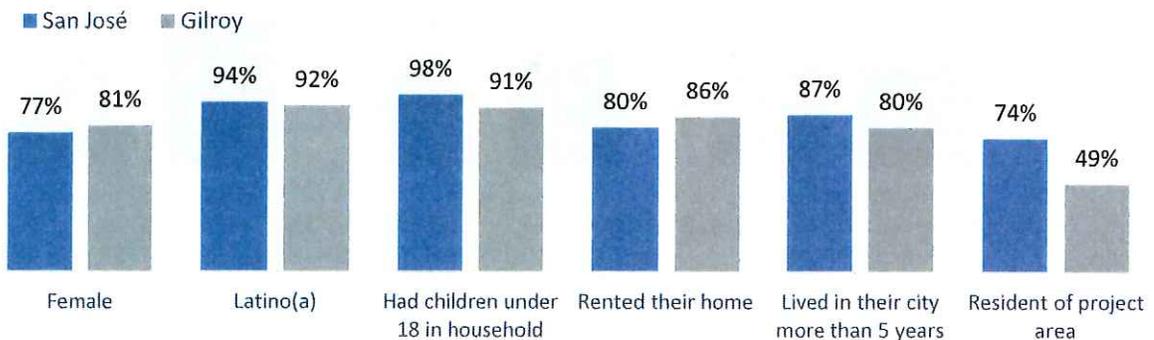
³ Informal collective action, also collective efficacy, is a neighborhood-level concept whereby community members create a sense of agency and assume ownership for the state of their local community. It is one of various predictors of the overall functioning of a community.

Exhibit 3: Community Survey Youth Demographics

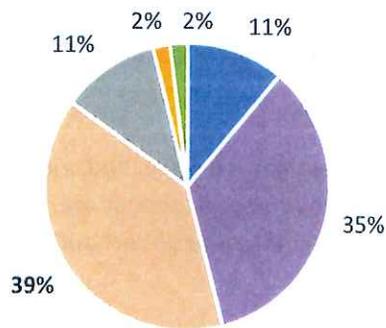


- Adult demographics:** Most adult respondents identified as female and Latina(o). Most also had children and youth under the age of 18 living in their household, rented their homes, and had lived in their respective city more than five years. There was a wide representation of age among both San Jose and Gilroy adult respondents.

Exhibit 4: Community Survey Adult Demographics

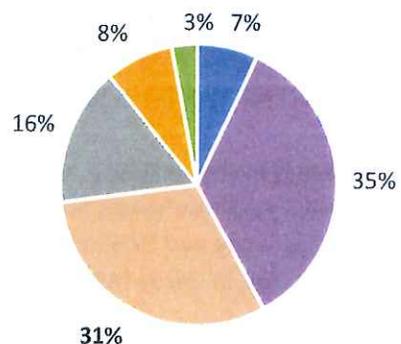


Adults' Age: San Jose



■ 18-24 ■ 25-34 ■ 35-44
 ■ 45-54 ■ 55-64 ■ Declined

Adults' Age: Gilroy

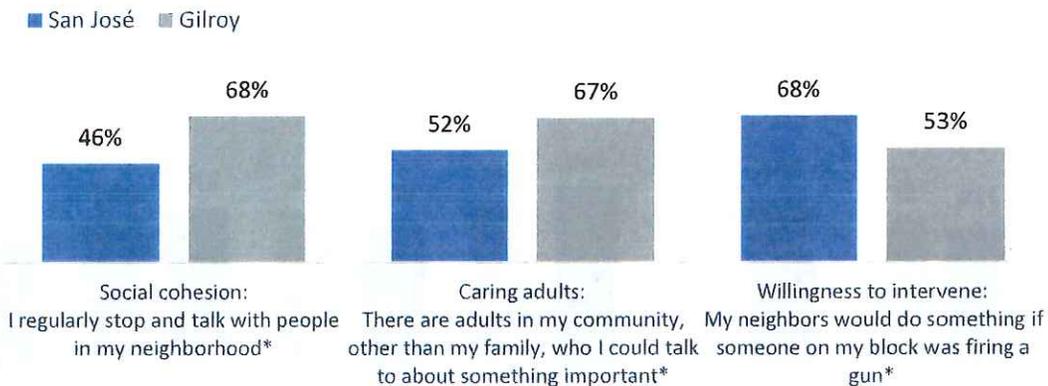


■ 18-24 ■ 25-34 ■ 35-44
 ■ 45-54 ■ 55-64 ■ Declined

RESULTS – YOUTH

- **Social cohesion:** Youth mostly think their neighbors are friendly and feel happy in their neighborhoods, but some youth don't know the names of their neighbors or talk to them (46% in San Jose and 68% in Gilroy report that they regularly stop and talk to their neighbors).
- **Caring adults:** Though many youth can ask an adult in their family for help, some youth don't have other caring adults in the community to encourage them or to talk (52% in San Jose and 67% in Gilroy said there are adults in their community, other than their family, who they could talk to about something important).
- **Willingness to intervene:** Some youth feel that their neighbors are unlikely to intervene when issues come up in their neighborhood (68% in San Jose and 53% in Gilroy think their neighbors would do something if someone on their block had a gun).

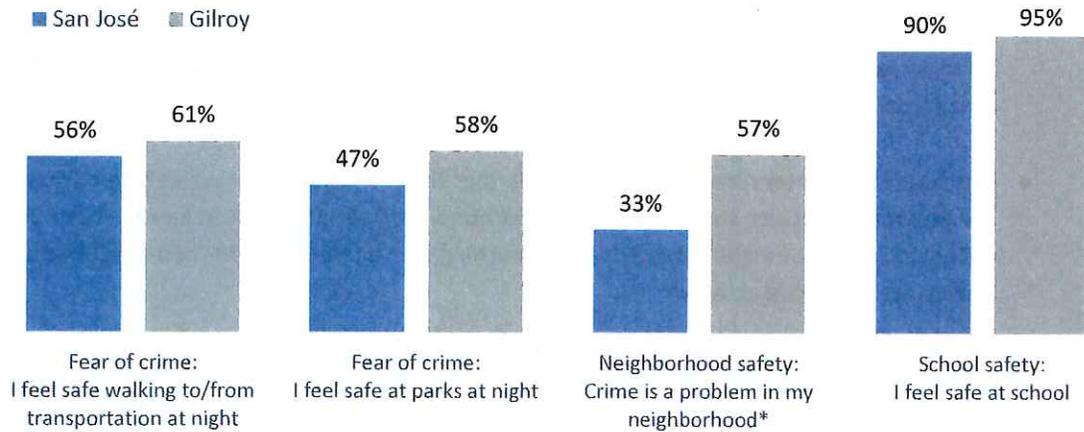
Exhibit 5: Community Survey Youth Social Cohesion, Caring Adults, and Willingness to Intervene



An asterisk (*) indicates that the difference between two groups (San Jose and Gilroy) is statistically significant.

- **Fear of crime:** Youth feel safe in the daytime at their local parks, on public transit, and walking around their neighborhood, but some feel unsafe at night (47% in San Jose and 58% in Gilroy feel safe at parks at night).
- **Neighborhood safety:** Some youth agree that drug activity, violence, and crime are problems in their neighborhoods, but most also agree that their neighborhoods are generally safe (33% in San Jose and 57% in Gilroy think crime is a problem in their neighborhood; 67% in San Jose and 90% in Gilroy think their neighborhood is safe).
- **School safety:** Youth feel safe at school and believe schools provide opportunities to get involved, and they are also interested in more prosocial activities. Some of these activities included after school programs, organized sports, festivals and block parties, youth clubs, study groups, and community clean-ups (90% in San Jose and 95% in Gilroy feel safe at school).

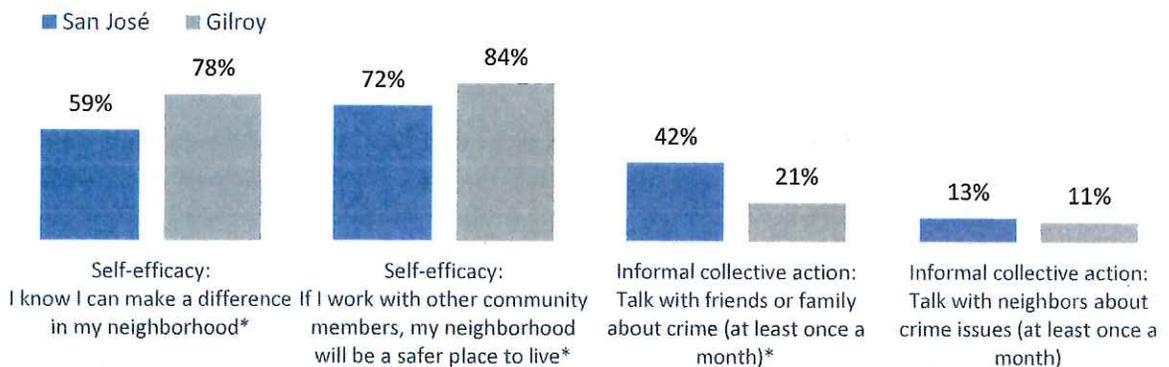
Exhibit 6: Community Survey Youth Fear of Crime, Neighborhood Safety, and School Safety



An asterisk (*) indicates that the difference between two groups (San Jose and Gilroy) is statistically significant.

- **Self-efficacy:** Youth believe they can make a difference in their community (59% in San Jose and 78% in Gilroy agree that they can make a difference in their neighborhood; similarly, 72% in San Jose and 84% in Gilroy think that if they work with other community members, their neighborhood will be a safer place to live).
- **Informal collective action:** Many youth have never or rarely talk to their family, friends or neighbors about crime issues (42% in San Jose and 21% in Gilroy talk to their friends or family about crime at least once a month; 13% in San Jose and 11% in Gilroy do so at least once a month with their neighbors).

Exhibit 7: Community Survey Youth Self-Efficacy and Informal Collective Action

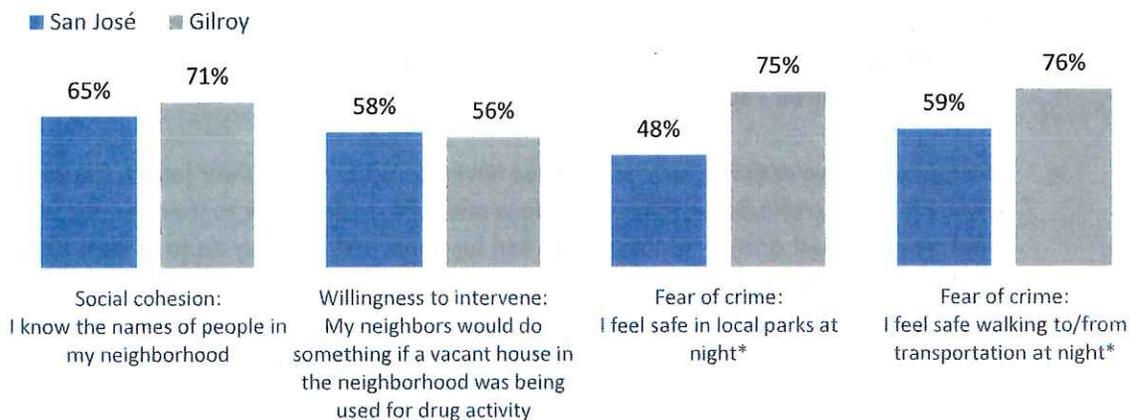


An asterisk (*) indicates that the difference between two groups (San Jose and Gilroy) is statistically significant.

RESULTS – ADULTS

- **Social cohesion:** Adults think their neighbors are friendly, but some don't know their neighbors' names nor feel they share the same values (63% in San Jose and 71% in Gilroy know the names of their neighbors; 61% in San Jose and 76% in Gilroy think people in their neighborhood share the same values).
- **Willingness to intervene:** Some adults feel that their neighbors are unlikely to intervene in neighborhood issues, such as with neighborhood drug activity (58% in San Jose and 56% in Gilroy think their neighbors would do something if a vacant house in their neighborhood was being used for drug activity).
- **Fear of crime:** Similar to youth, many adults reported feeling safe in the daytime, but some felt unsafe at night in their local parks and near public transit (48% in San Jose and 75% in Gilroy felt safe in their local parks at night; 59% in San Jose and 76% in Gilroy felt safe walking to and from public transportation at night).

Exhibit 8: Community Survey Adults Social Cohesion, Willingness to Intervene and Fear of Crime

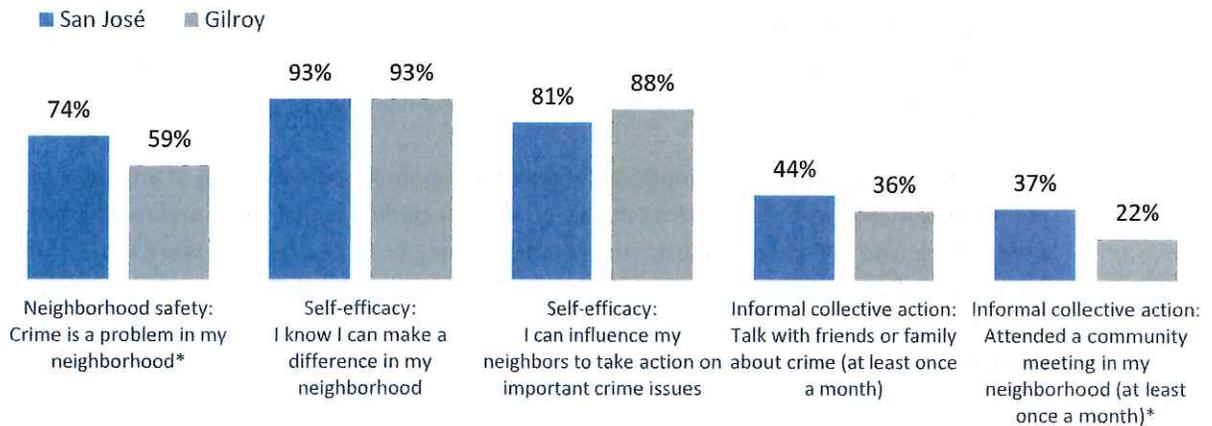


An asterisk (*) indicates that the difference between two groups (San Jose and Gilroy) is statistically significant.

- **Perceptions of safety:** Like youth, adults agree that drug activity, violence, and crime are neighborhood problems, and some also feel that their neighborhoods are generally safe (74% in San Jose and 59% in Gilroy think crime is a problem in their neighborhood; 64% in San Jose and 66% in Gilroy think their neighborhood is safe).
- **Self-efficacy:** Levels of self-efficacy are strong among adults, with respondents reporting that they believe that they can make a difference in their community and influence other people to take action on crime issues (93% in each community said they know they can make a difference in their neighborhood; 81% in San Jose and 88% in Gilroy believed they can influence their neighbors to take action on important crime issues).

- Informal collective action:** More than half of adults have either never talked to their family, friends or neighbors about crime issues, or have done it once or twice. Many have also never attended a community meeting in their neighborhood (44% in San Jose and 36% in Gilroy talked with friends and family about crime at least once a month; 37% in San Jose and 22% in Gilroy attended a community meeting in their neighborhood at least once a month).

Exhibit 9: Community Survey Adults Neighborhood Safety, Self-Efficacy, and Informal Collective Action



An asterisk (*) indicates that the difference between two groups (San Jose and Gilroy) is statistically significant.

Focus Group Findings

Valley Palms

A focus group was held with VPNA members in May 2017. The focus group included a total of 10 participants: seven residents who were part of the VPNA, one youth participant, and two staff who provided support to the group. VPNA members had lived at Valley Palms for an average of 7 years (range 2 to 19 years). The discussion was facilitated in Spanish.

- Sense of community and skills learned:** Focus group participants described a strong sense of community in their neighborhood, and were especially appreciative of the services and supports provided through the community center at Valley Palms. Their perceptions of neighborhood safety were that the community has improved compared to the past, even if there were still incidents of crime occurring in the area. In terms of the VPNA, members described the purpose of the association as a place to discuss community problems, create solutions, and stay informed. As far as skills learned, VPNA members discussed having better communication with others, feeling a greater sense of contribution to their community, and acquiring English as a second language skills. Most expressed interest in improving their computer literacy skills.

“We learned communication and community. We know each other better. We know more people. We used to not even say hello to each other.” – VPNA member

- **Greatest successes and challenges:** VPNA members identified their greatest successes as registering the neighborhood association, organizing 200 community members for *la caminata*, getting the resulting approval for the crosswalk stop sign, motivating other community members to get involved, involving their children in summer and after-school activities, and increasing awareness about the summer lunch program at the community center. The greatest challenges for VPNA members were forming the association, increasing membership due to initial resident reluctance to attend, experiencing issues with time commitments due to family schedules, getting residents to speak up about issues when the patrolling officer attends meetings, keeping up membership, providing adequate translation and interpretation supports for guest speakers at general meetings, and finding financial support for the sports field.
- **Increasing engagement:** VPNA members discussed the additional challenge of engaging other community members in the work of the association, including youth, men, and residents of other ethnic and linguistic backgrounds. Possible strategies to involve men were brainstormed, and centered on engaging men through the work with the sports field. To involve residents of other ethnic/linguistic groups, VPNA members considered learning more about the diverse cultures in their neighborhood, forming relationships, and reaching out during special events like National Night Out or Community Resource Fairs.
- **Lessons learned and recommendations:** VPNA members identified their lessons learned as not giving up and being patient despite initial poor attendance or reluctance to participate in the association; showing respect for everyone, especially those residents who have a hard time expressing their opinions or communicating in large groups; and providing opportunities for residents to be leaders so they can sustain the work even if other community partners are not around to support them. On the Somos Mayfair workshops, VPNA members expressed learning about how to map their ideas and goals; how to achieve personal goals and apply that knowledge to community organizing; how to speak up in groups; how to deal with negative feedback; how to set up deadlines and timelines; and how to use different tools to organize their efforts, such as the crosswalk stop sign campaign and the sports field.
- **Training and support needs:** VPNA members identified additional training and support needs for their group, including child care opportunities at Valley Palms, both to provide child care for their families and create additional employment opportunities for residents; training on how to fundraise for the sports field, including training on grant writing, how to find funders, and how to become a 501c3; and support from legal professionals about whether having the sports field might affect residents' monthly rent.

"Don't give up, because you can make things happen, even with one or two people as long as they're consistent. People will start joining later. It took us a while to get going with a group of just five people. Later, we were able to later get a good sized group. Even if you see that people are reluctant, if you want to help the community and you are interested in participating, you have to stay consistent, even if there are only a few people. Be patient." - VPNA member

Goals/Next Steps

- During the focus group, VPNA members discussed their desire for additional support to increase membership and participation in the Valley Palms Youth Council. The purpose of the Youth Council is to serve as the youth voice and vote in the Valley Palms Neighborhood Association, volunteer at various Family Resource Center events, and participate in leadership development workshops hosted by Somos Mayfair.

South County

A focus group was also held at San Ysidro Park in May 2017. The focus group included a total of 24 participants, 22 women and 2 men, living in East Gilroy for an average of 19 years (range 1.5 to 65 years). The group consisted of a group of ten women (mostly mothers of school-aged children) who participated in zumba classes at San Ysidro Park, a group of eight older women who reported organizing regular outings for seniors throughout Gilroy, and six community members who lived nearby.

- **Sense of community:** Focus group participants did not describe a particularly strong sense of community, although they indicated that they felt connected to their relatives, to some friends and neighbors, and to fellow zumba exercise class participants at San Ysidro Park. Participants identified Latino(a) and Spanish-speaking community members as more isolated in the community due to personal experiences with racism and discrimination, as well as financial instability and lack of access to resources that allow families to support children's academic and prosocial activities, including tutoring, sports, and arts.

"I am not as connected to the community. I tend to spend more time at home and not really getting to know the community, but that's getting a little better for me now that I come to Zumba. For me, being talkative and friendly made a big difference. I've always done activities and now I'm getting to know new people. I used to only know people through church and school." –Gilroy FG participant

- **Greatest community challenges:** The greatest community challenges focus group participants identified in East Gilroy included gangs, drugs, robberies, homelessness, bullying, and an overall sense of high crime and violence. Several participants expressed despair about those challenges, as well as frustration with law enforcement's response to personal incidents. One participant, however, noted that two organizations in Gilroy, CARAS and PAC at St. Mary's Church, were working to facilitate connections between law enforcement and the local community to address concerns and create more trust.
- **Perceptions of safety:** Participants were divided about how safe they felt in their community, with a third each reporting they felt safe, unsafe, or unsure. Some reported that the area around the park is getting safer, while others reported seeing homeless people and young people using drugs at the park. In addition, participants were ambivalent about police presence at or near public schools due to families' fears of racial profiling.

"It's important to get involved with the groups mentioned to learn about what the police officers are working on. If we don't get involved, we won't know what's going on. We should be invested in improving the police department to help people in different parts of this neighborhood." –Gilroy FG participant

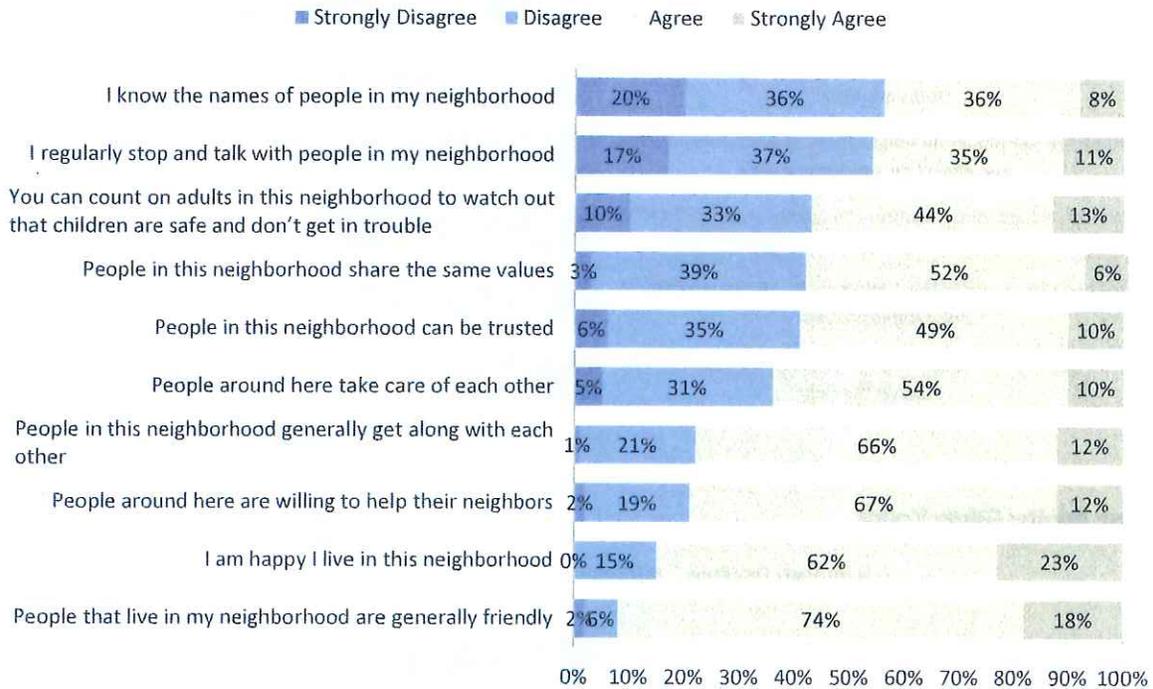
Goals/Next Steps

Focus group participants made recommendations about additional programs and pro-social activities they would like in their community. These included:

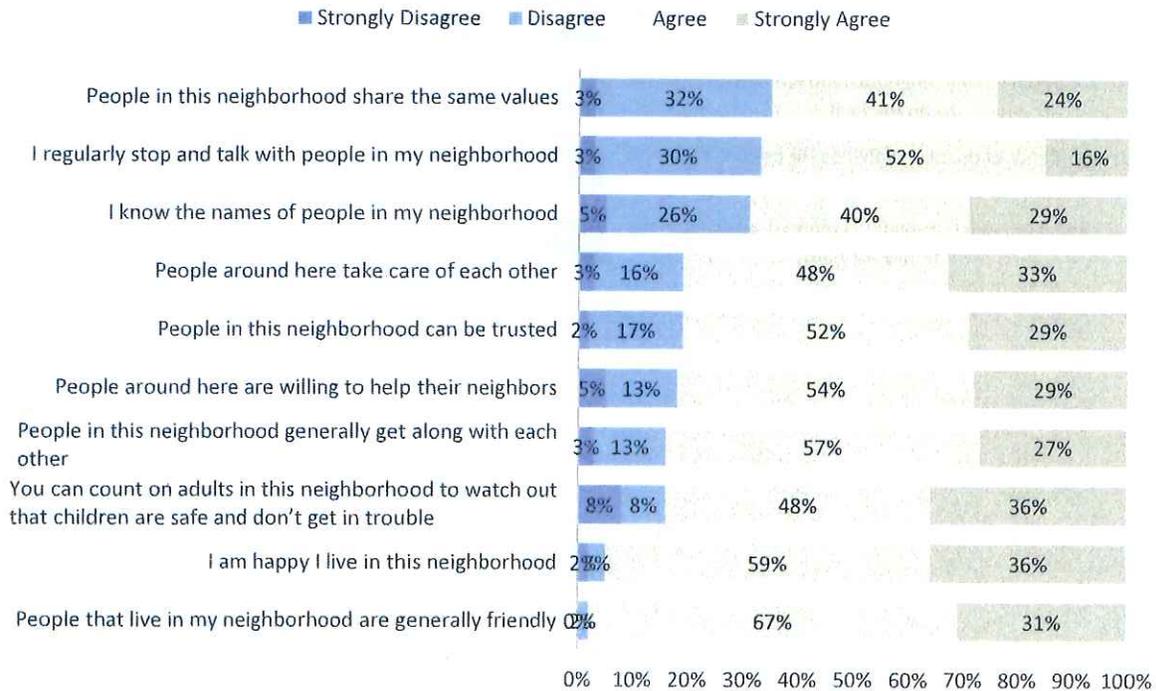
- Summer sports, like soccer and volleyball, for both kids and adults.
- Academic tutoring and after-school camps.
- Other enrichment classes: gymnastics, ballet, art, engineering.
- Cooking classes for children, youth, and families.
- Camping at the park, especially for children and families who can't afford a campground.
- Cultural activities to bring the community to the park, including *Día de los Muertos* and *Posadas*.

Appendix A – Full Results for Community Survey Youth Respondents

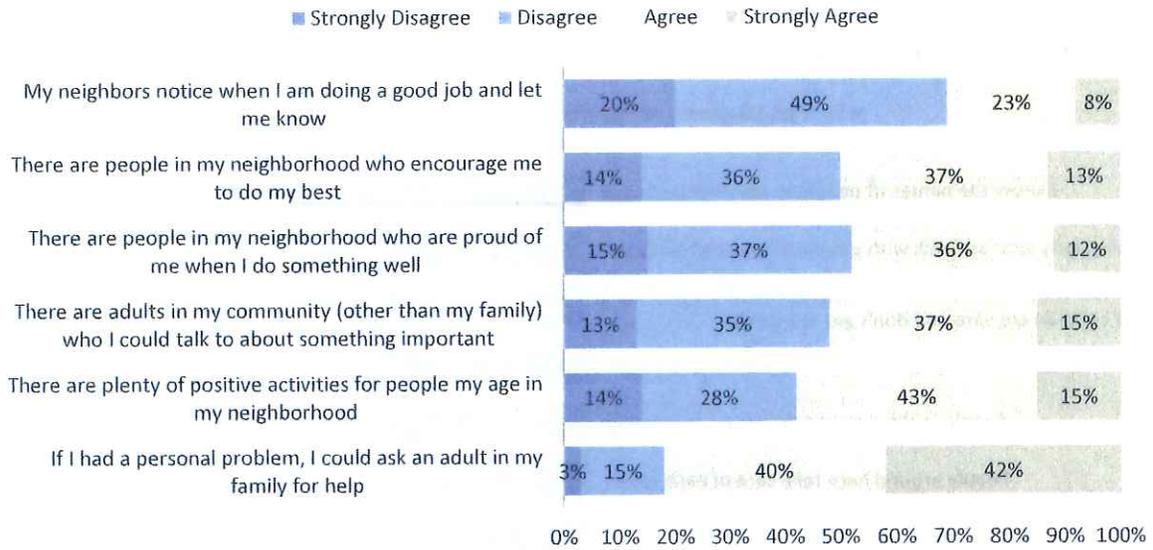
Social Cohesion: San Jose Youth



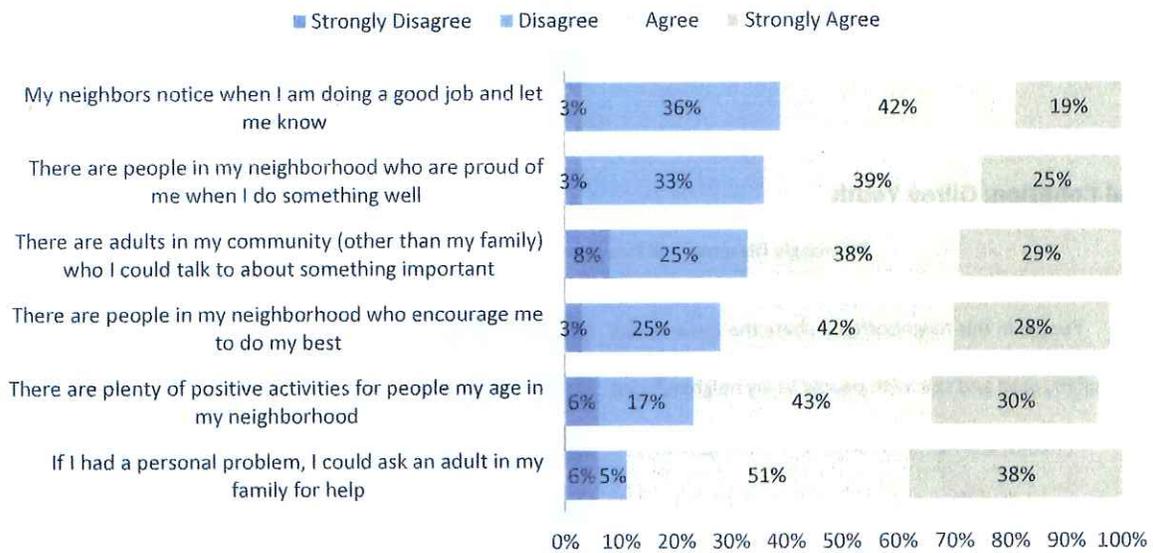
Social Cohesion: Gilroy Youth



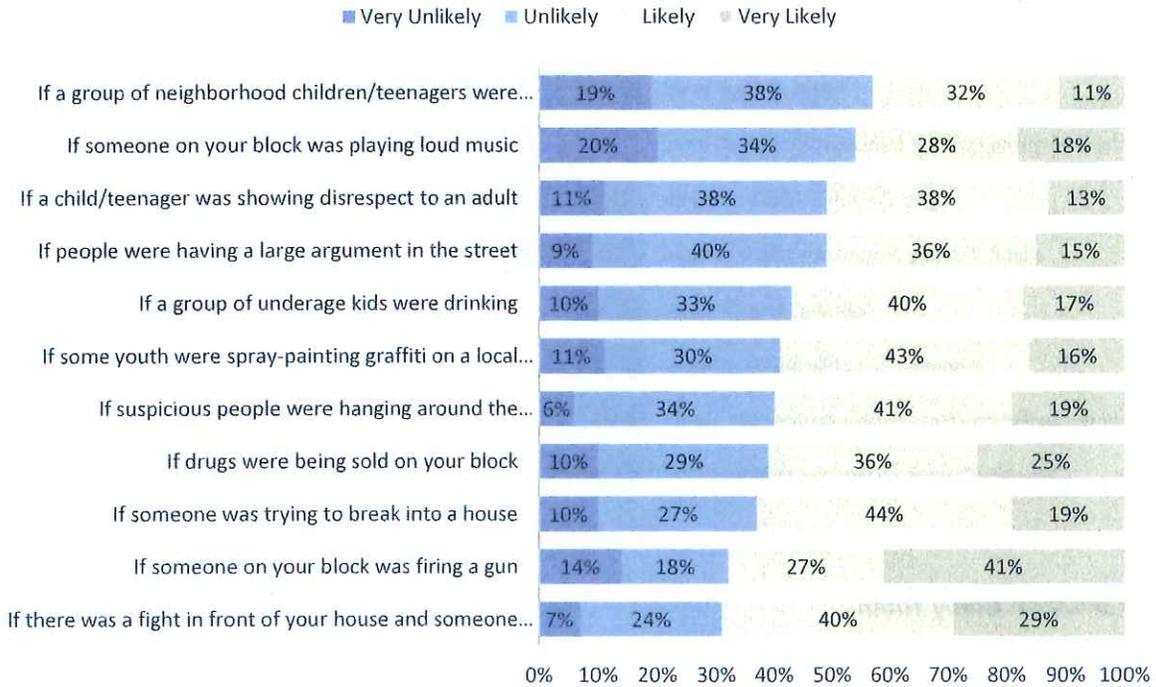
Caring Adults: San Jose Youth



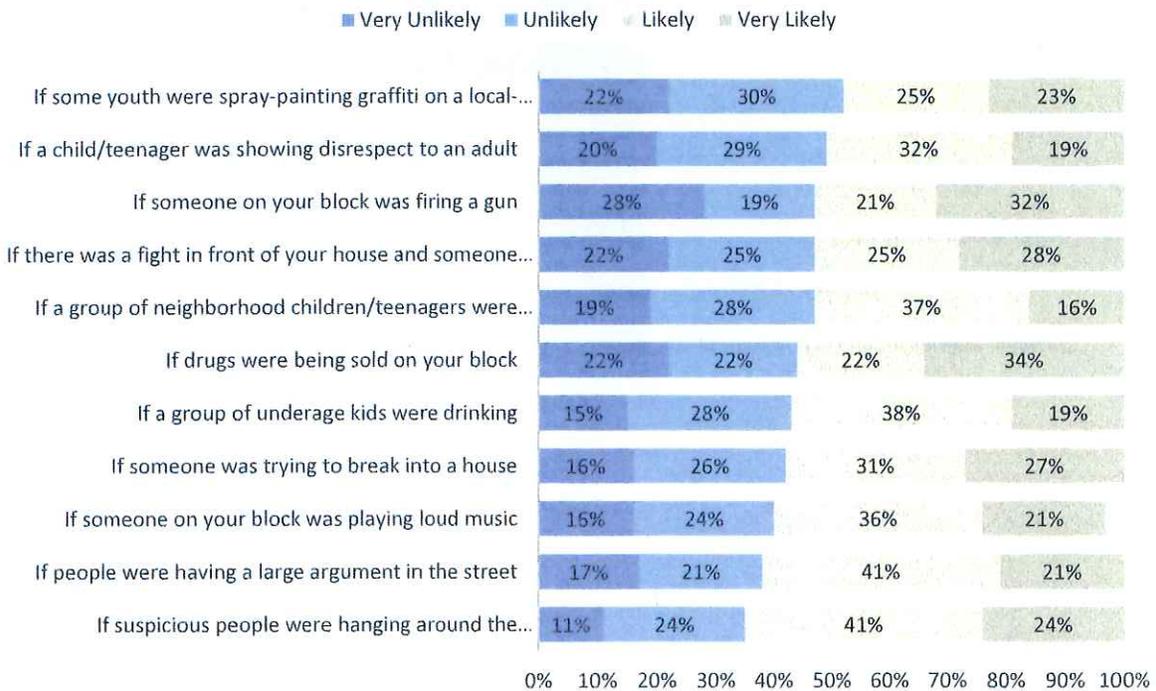
Caring Adults: Gilroy Youth



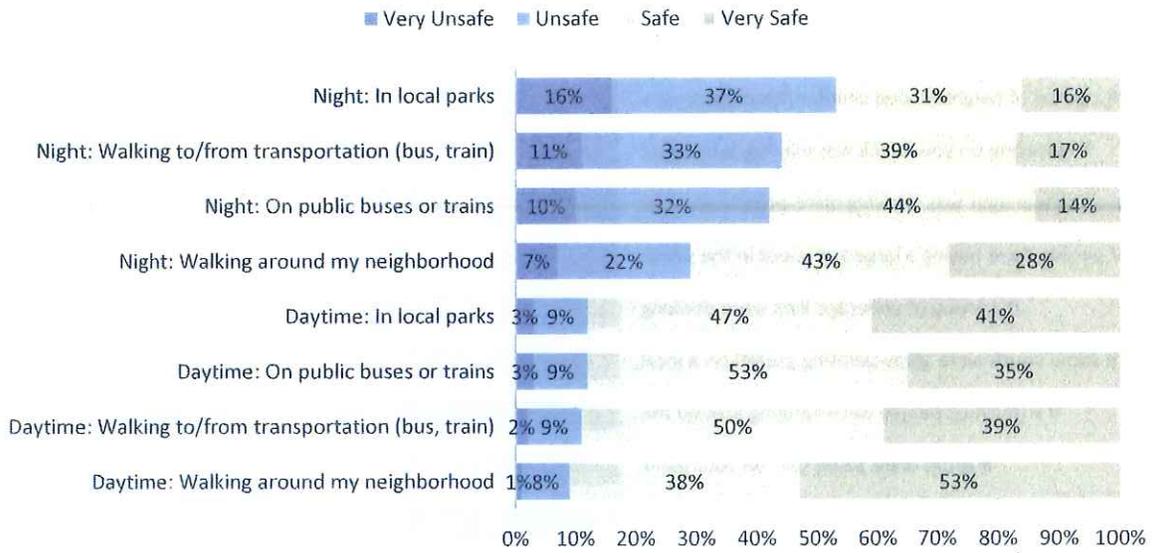
Willingness to Intervene: San Jose Youth



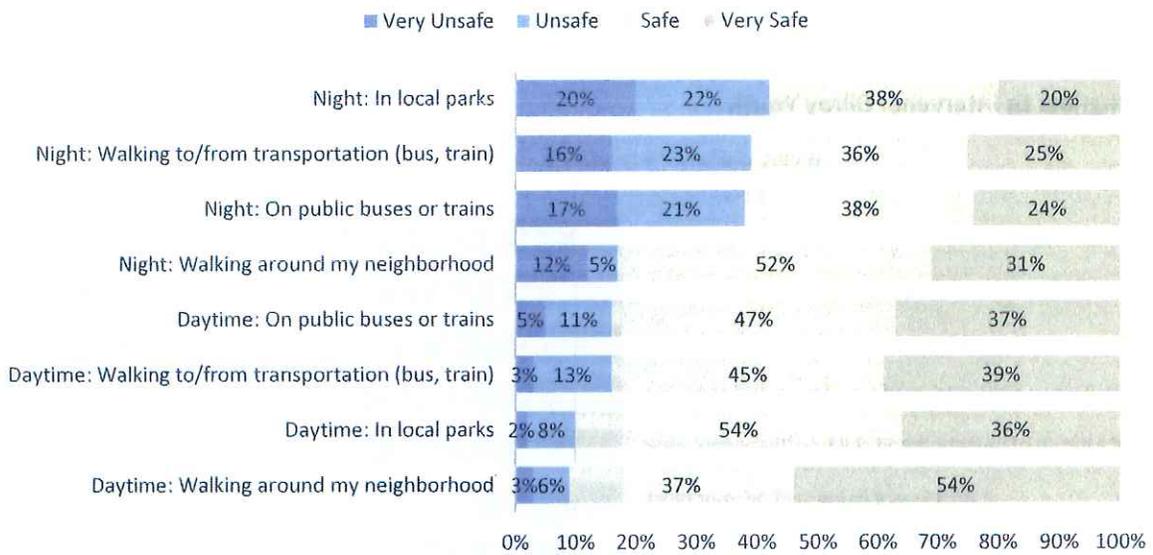
Willingness to Intervene: Gilroy Youth



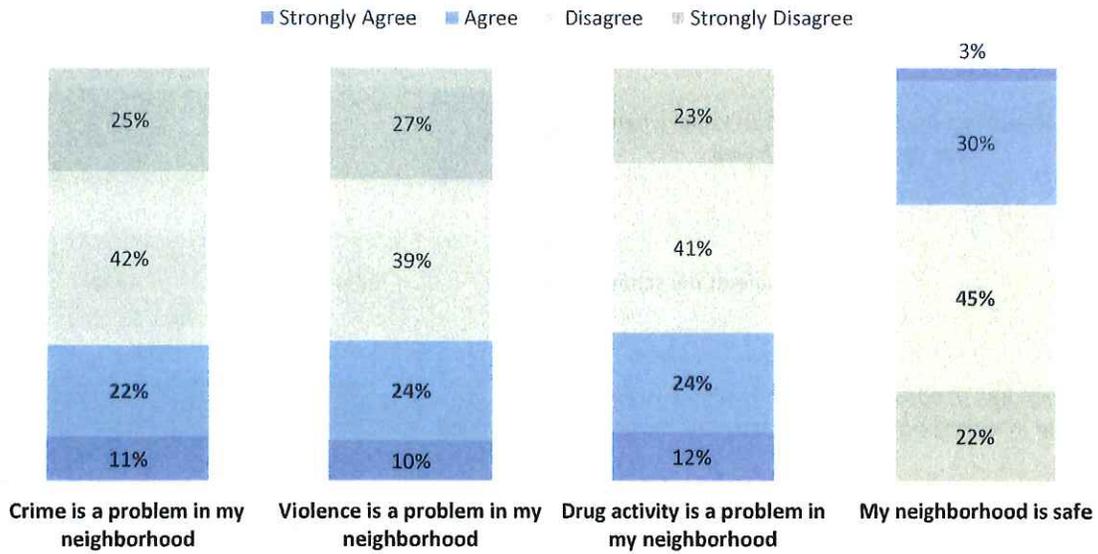
Fear of Crime: San Jose Youth



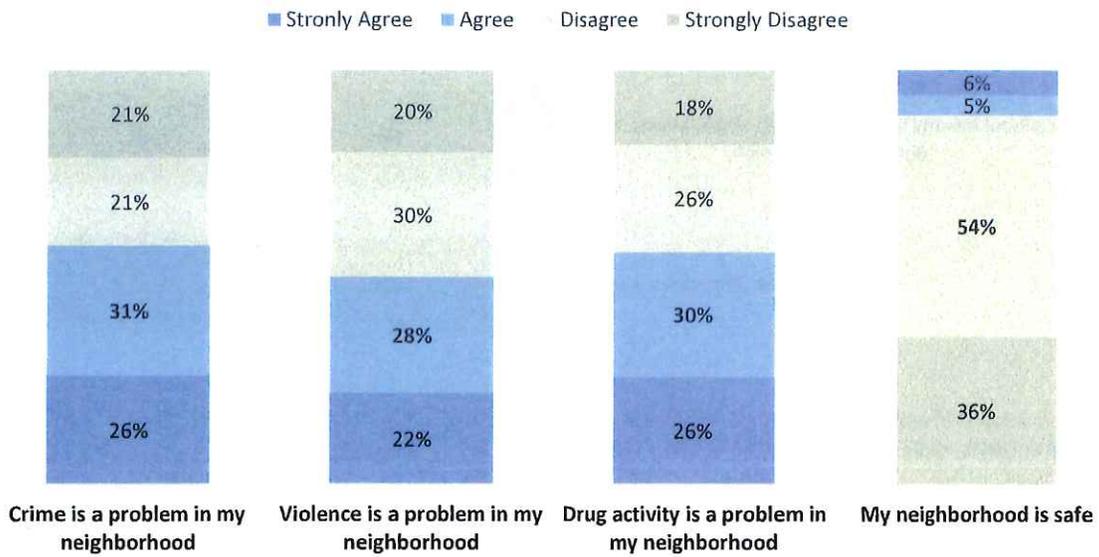
Fear of Crime: Gilroy Youth



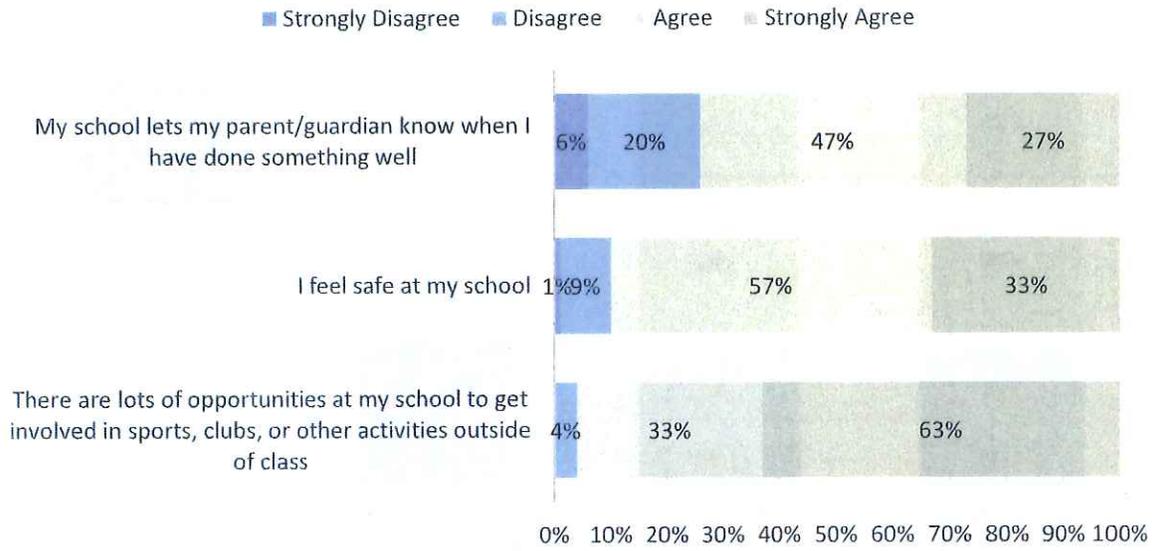
Neighborhood Safety: San Jose Youth



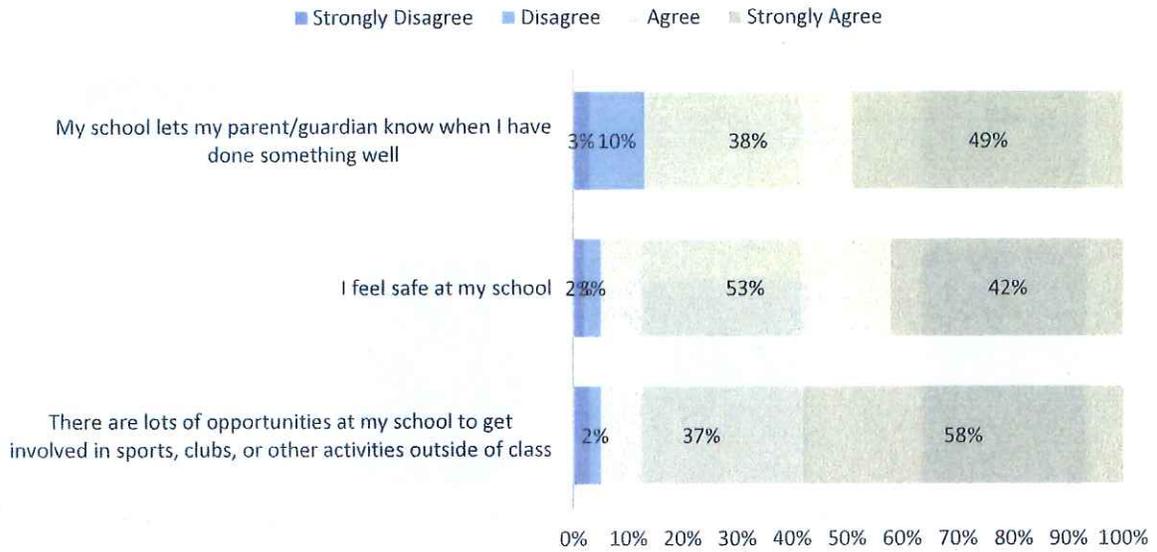
Neighborhood Safety: Gilroy Youth



School Safety: San Jose Youth



School Safety: Gilroy Youth



Self-Efficacy: San Jose Youth

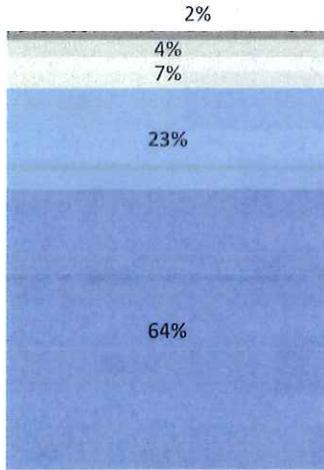


Self-Efficacy: Gilroy Youth

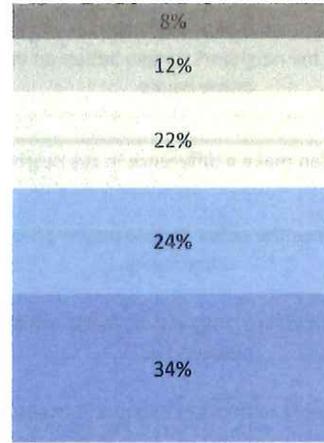


Informal Collective Action: San Jose Youth

■ Never ■ Once or Twice ■ Once a month ■ Once a week ■ More than once a week



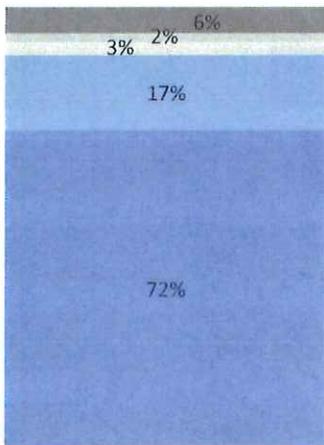
Talked with your neighbors about crime issues



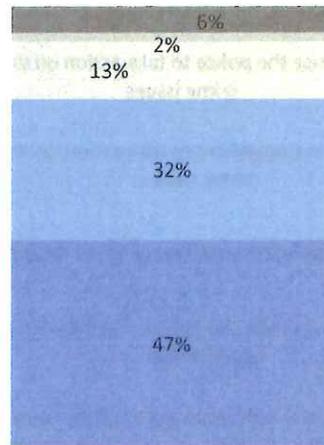
Talked with your friends or family about crime

Informal Collective Action: Gilroy Youth

■ Never ■ Once or Twice ■ Once a month ■ Once a week ■ More than once a week



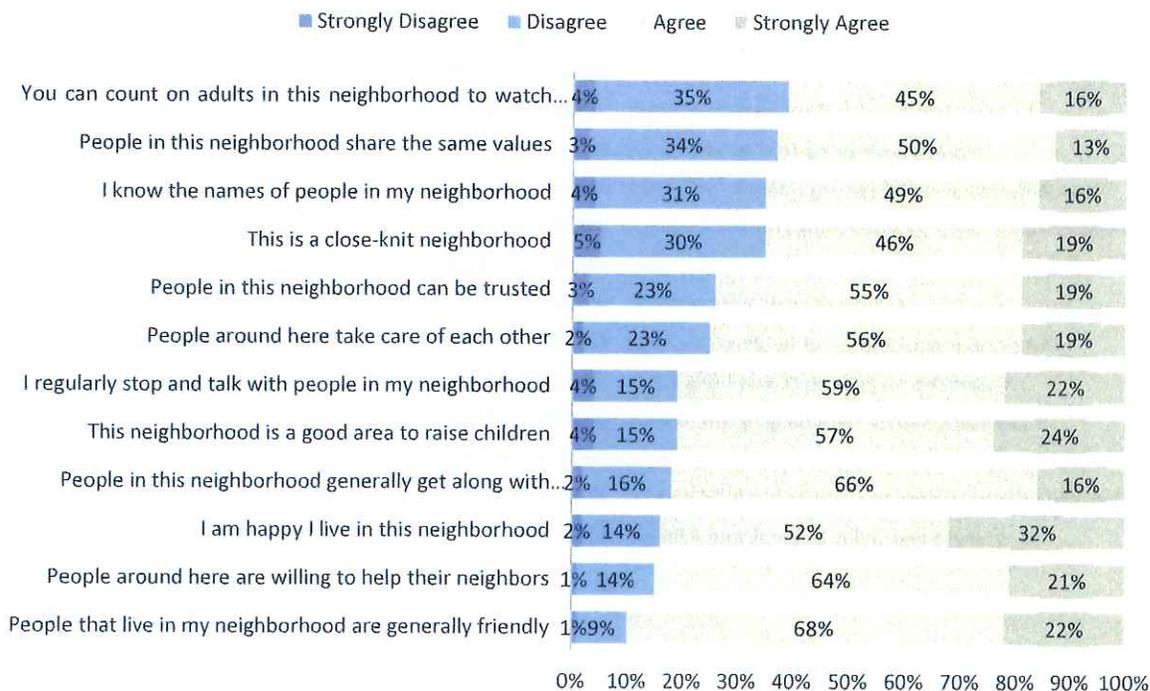
Talked with your neighbors about crime issues



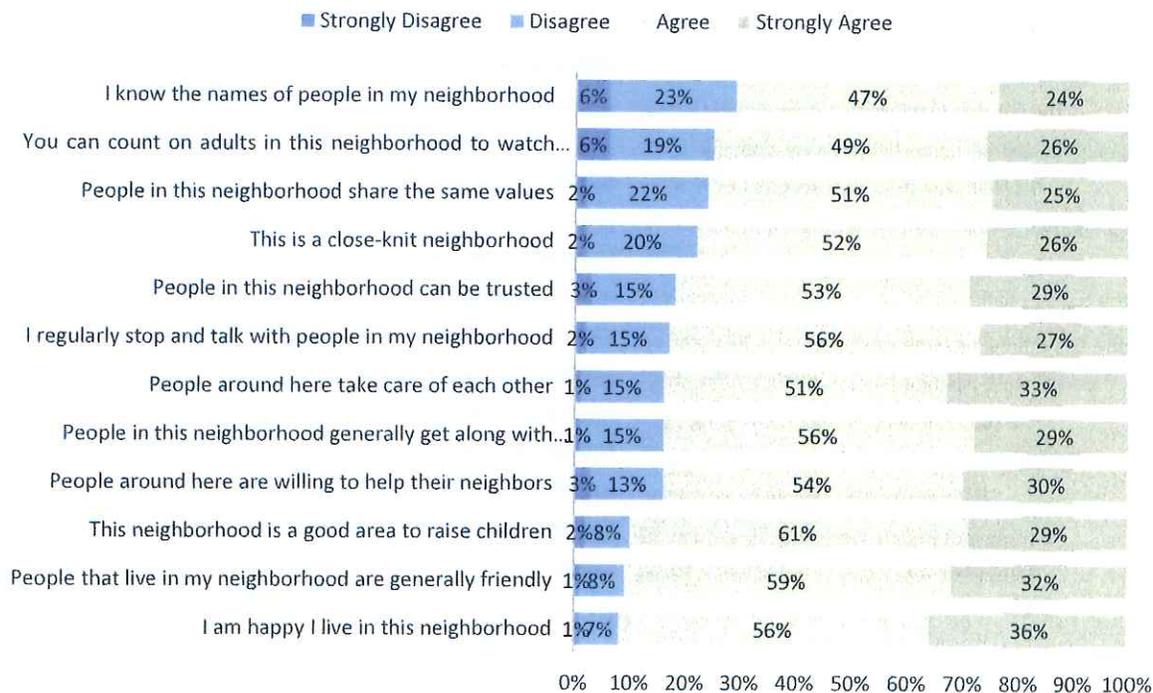
Talked with your friends or family about crime

Appendix B – Full Results for Community Survey Adult Respondents

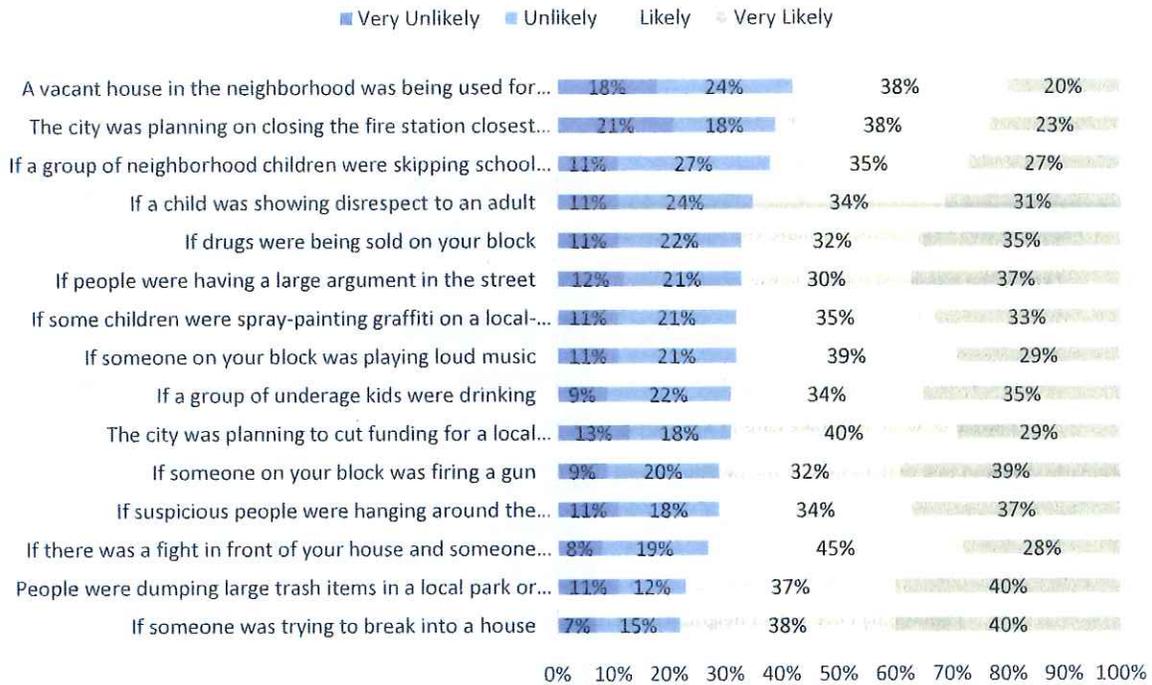
Social Cohesion: San Jose Adults



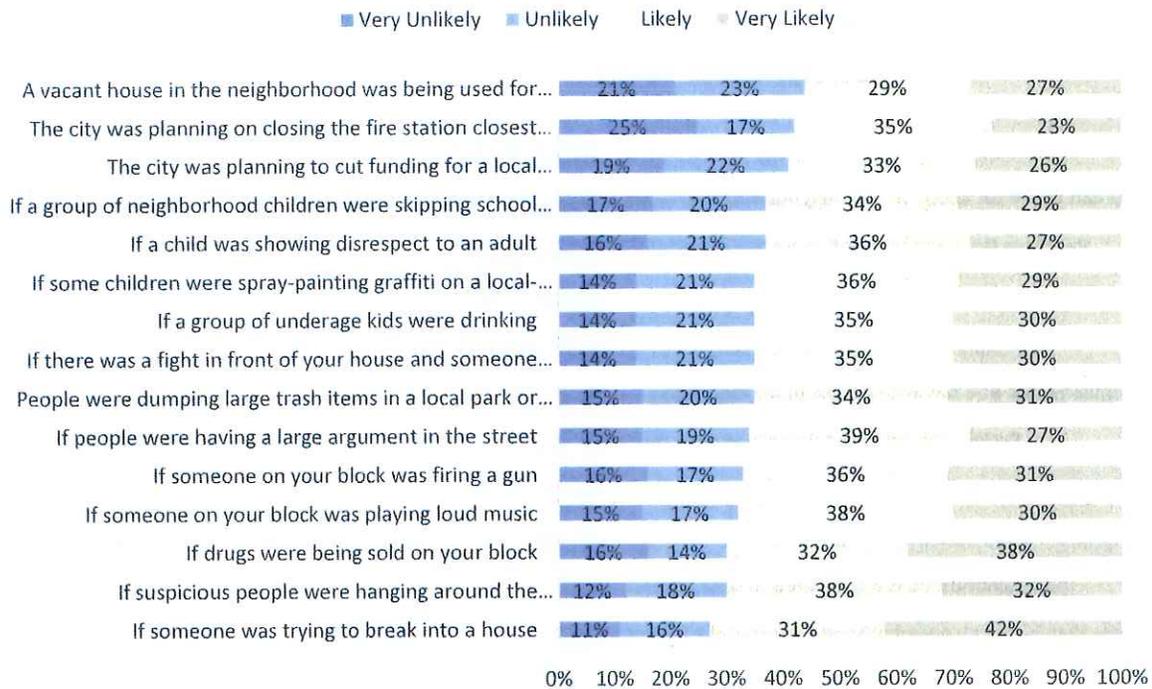
Social Cohesion: Gilroy Adults



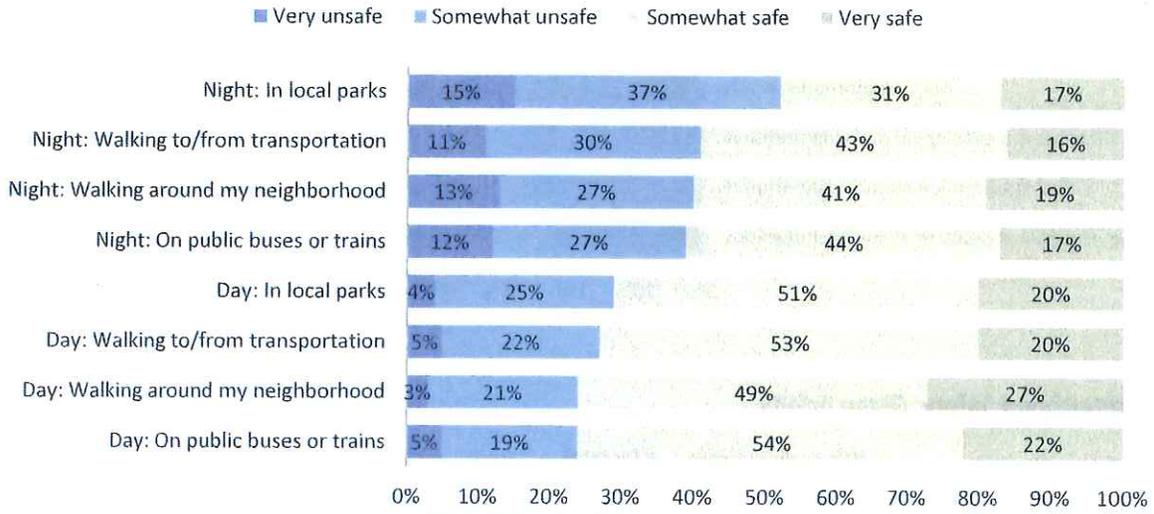
Willingness to Intervene: San Jose Adults



Willingness to Intervene: Gilroy Adults



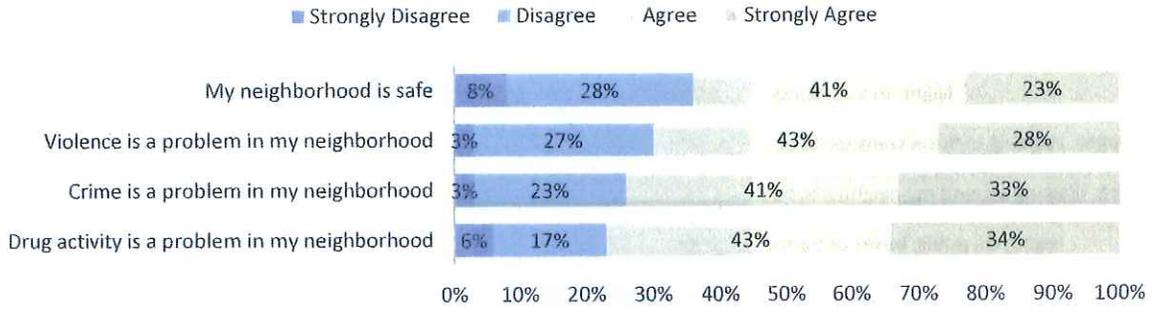
Fear of Crime: San Jose Adults



Fear of Crime: Gilroy Adults



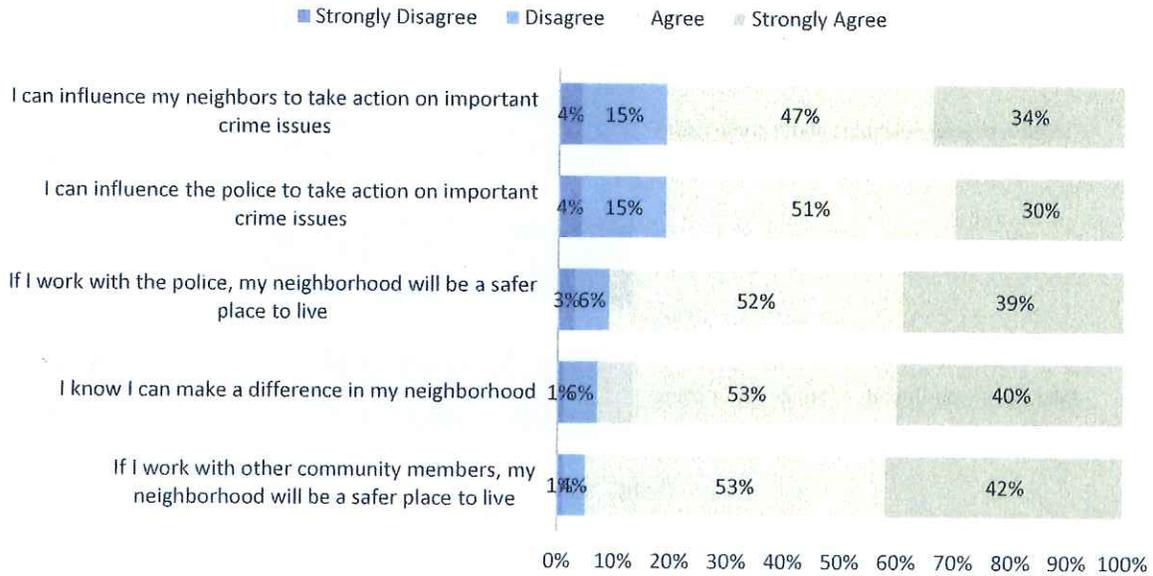
Neighborhood Safety: San Jose Adults



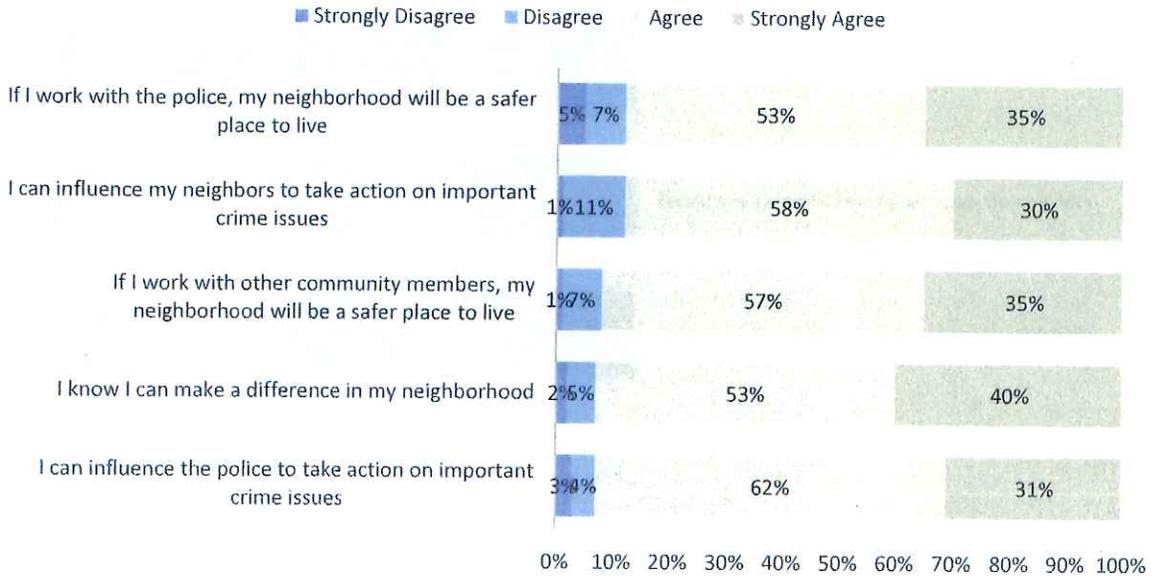
Neighborhood Safety: Gilroy Adults



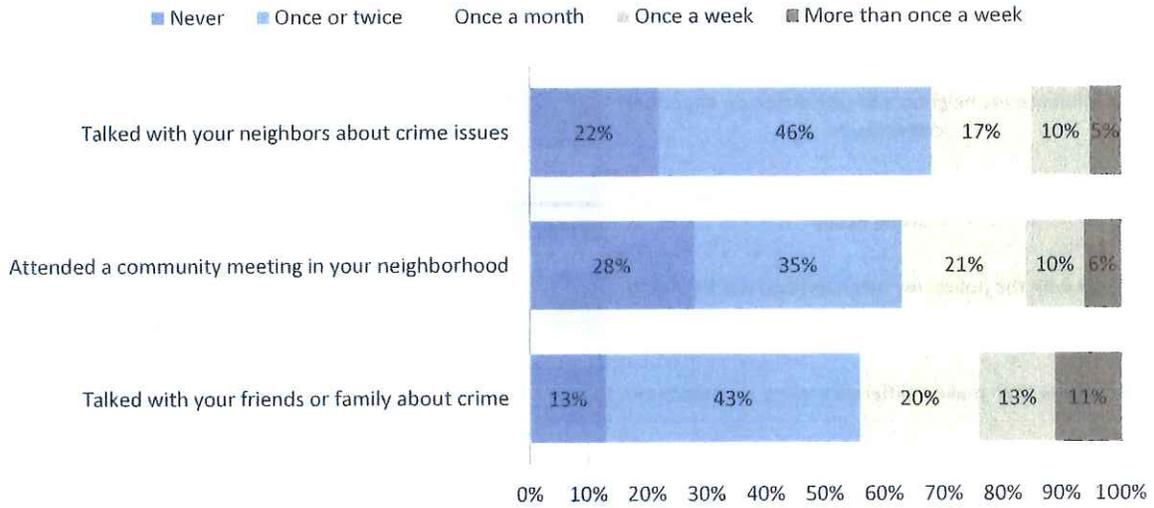
Self-Efficacy: San Jose Adults



Self-Efficacy: Gilroy Adults



Informal Collective Action: San Jose Adults



Informal Collective Action: Gilroy Adults



1. Review/Update Current Calendar: Note that D7 Caucus is before our next (April) meeting.

Facilitator	District	District Office Staffer	Currently Planned Caucus Date	Time	Location	Candidate Statements Due	# of Candidates, Approximate Time*	Partnering Organization
Perry Henry D2	D1		5/12/18	10:00am?	West Valley Branch Library	4/28/18	5, 65 min.	D1LG
Alan Hinman D4	D3	Christina Rios, christina.m.rios@sanjoseca.gov	4/18/18	7:30pm?	City Hall, 18th Floor	4/4/18	5, 65 min.	D3CLC
Jim Carter D6	D5		4/25/18		Alum Rock Branch Library	4/11/18	6, 75 min	D5 United
Nichole Edraos D8	D7	Johanna Rodriguez, johanna.rodriguez@sanjoseca.gov	4/5/18	6:00pm	Tully Community Branch Library	4/27/18	4, 55 min	D7 United?
Rich? or Nick?	D9		5/1/18			3/22/18	7, 85 min	D9 Newbies

* Two minute open and closing statements, five questions with one minute to ask and one minute each to answer, five minutes to caucus plus ten minutes for greeting and goodbye.

2. Focus on Candidate Statements, Council Office Staffing and Turnout.

We will prepare a booklet listing the candidates and their statements and distribute as soon as possible (as well as at the caucus). Press the candidates for their ON-TIME participation. This is their time to familiarize the neighborhoods with their intent.

The Council Office will need to send someone to resolve disputes over representation and voting. Has YOUR office agreed to this?

Push your leadership groups to drive attendance for this important event. **SAVE ALL ANNOUNCEMENTS.**

3. Straw Votes of the Full Commission:

Yes	No	March 14, 2018 Full Commission Meeting
		Can we collect samples of what each Council District sent out to ask for candidates and promote the caucus?
		Should we have a "dry run" for all facilitators before the first caucus? March 29?
		Should Commissioners be allowed/encouraged to attend any and all caucuses?
		Should we encourage candidates to attend any and all caucuses?
		Should we accommodate late candidate statements by re-issuing the caucus booklet?
Yes	No	February 14, 2018 Full Commission Meeting
✓		We will facilitate the caucuses with different commissioners from their assigned districts.
✓		We will sandbag (two?) starter questions until the attendees can form their own.
	✓	We will not record the caucuses.
	✓	We will not provide "donuts and coffee."
Yes	No	January 10, 2018 Full Commission Meeting
✓		One delegate per Neighborhood Group.
✓		"N+1" Commissioners will facilitate all caucuses.
	✓	We will proceed without UNSCC involvement.
✓		We will prepare a booklet of candidate statements for each caucus.
✓		Council office must attend to approve last-minute Neighborhood Groups and delegates. No politics.
✓		"Most votes" (plurality) will be used to elect commissioners)

4. Around the Horn: Which District Pairs are Ready?

	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10
Have you picked your facilitator?										
Has the Council Office agreed to help?										
Are you ready?										

Neighborhoods Commission Caucus Processes

A. The Recruitment and Application Process

1. Candidates for the Commission will be recruited at least one month before their selection caucus and provided with a job description and a timeline of significant events.
2. Candidates must reside in the Council District for which they are applying, and must meet the City's requirements to serve on a Board or Commission.
3. Candidates will submit their applications through the City Clerk's office. Email to cityclerk@sanjoseca.gov or call 408-535-1260 for details. Candidates will be recruited by their Council Office, their District Leadership Groups and Neighborhoods Commissioners. Commissioners from districts not holding caucuses will be assigned to coordinate and facilitate the meeting as follows:

Caucusing District	1	2	3	4	5	6	7	8	9	10
Assigned District	2	1	4	3	6	5	8	7	10	9

B. Caucus Preparations Process

1. Candidates should submit a written statement of up to 250 words explaining their candidacy, skills, experience and prior service to the community. The statements are due two weeks before the caucus meeting. Candidate statements and background information should be emailed to ncstaff@sanjoseca.gov and will be posted on the City's Neighborhoods Commission website.
2. Commission Staff and Council District Staffs will secure locations and schedule the caucus meetings.
3. Each Neighborhood Group¹ must register in advance with Council District Staff and select a delegate that will vote at the meeting. Delegates will register with the Secretary/Recorder when they arrive at the meeting.
4. No delegate shall cast a ballot on behalf of more than one Neighborhood Group.
5. The Facilitator will recruit the Support Staff needed for the caucus meeting, with preference being given to Neighborhoods Commissioners who are not standing as Candidates.
6. Commission Staff will gather and prepare all support materials needed for the caucus meeting. See Appendix G.

C. Caucus Participants and Their Roles

1. **Delegates** represent their Neighborhood Group and vote for the Candidates. Delegates must reside in the District in which they are voting.
2. **Candidates** wish to represent their Council Districts on the Neighborhoods Commission. Candidates are encouraged to be present at the caucus and may not have "stand-ins" speak on their behalf.
3. A neutral **Facilitator** controls all aspects of the meeting, observes the vote counting process and reports the results of each ballot. The Facilitator is a commissioner from another District as defined in the "District Assigns" above. The Facilitator is responsible for training the Support Staff and establishing the rotating order of the Candidates for statements and to answer questions.
4. **Commission Staff** prepares all the necessary materials and supports the Facilitator. Commission Staff has no official duties at the caucus meeting.

¹ A neighborhood group is defined by City of San Jose Planning Outreach Policy 6-30 as: "a group or organization that is representative of its specific neighborhood, and whose primary purpose is the improvement of that neighborhood."

Neighborhoods Commission Caucus Processes

- a. The **Support Staff** provide the services needed to operate the meeting. The support staff is four to six individuals. **Required positions below are marked with asterisks.**
 - b. The **Secretary/Recorder*** manages the sign-in sheet and registers the Delegates. The Secretary/Recorder distributes the ballots and counts the votes under the observation of the Facilitator. If multiple votes are needed, the Secretary/Recorder will amend the ballots. The Secretary/Recorder is also responsible for documenting the process, giving special attention to any issues that arise which can be prevented in future caucus meetings.
 - c. Up to three neutral **Coordinators** select one of themselves to act as the **Lead Coordinator***. Coordinators distribute cards for questions to any person in attendance, with no limits. Coordinators collect the question cards, combine similar questions and eliminate questions that they consider unnecessary. In conjunction with the Facilitator, Coordinators may limit the number of questions based on the number of Candidates to prevent the meeting from running too long. The Facilitator has final say in all matters.²
 - d. A **Time Manager*** uses a timing device to ensure that Candidate opening and closing statements do not run long. The Time Manager holds signs indicate that 30 seconds remain, ten seconds remain and that the Candidate's time has ended. The Facilitator ensures that the Candidates honor the time limits. The Time Manager also tracks the Interview Time periods, verbally announcing when two minutes remain, 30 seconds remain and "Time is Up!"
 - e. A **Council Staffer*** must be present to make decisions regarding Neighborhood Groups and Delegates, using their intimate knowledge of the Council District. Situations might include substitute Delegates, Neighborhood Groups that are unknown or didn't register and residency boundaries.
5. **Other Interested Parties** observe the process. Anyone from the Council District can attend the meeting, submit questions and participate in the Interview Time. Only Delegates can vote.
 6. **City Councilmembers** may not endorse individual candidates or take steps to influence the outcome of the Neighborhood Caucus. Councilmembers are welcome to attend to show support of the commission and the process.

D. The Caucus Meeting

1. **Pre-Meeting:** (:30 before caucus start) The Support Staff sets up the room. The Facilitator briefs the Candidates on the process and picks names from a hat to establish the initial order for opening statements. Candidates will be seated in the order chosen. The Facilitator reviews expectations with each Support Staff member.
2. **Sign In:** All caucus meeting attendees sign in, including Delegates, Candidates, the Facilitator and Staff.
3. **Call to Order:** The Facilitator will welcome the Caucus Participants, introduce the Candidates and Support Staff, review the ground rules and explain the process. The Facilitator will also immediately solicit questions for the Candidates.
4. **Opening Statements:** Each Candidate will be given two minutes for opening remarks. The ordering of the Candidates will be established before the meeting convenes and will be announced by the Facilitator.

² The 2006 Caucus in D6 sported 16 candidates. Two minute opening and closing statements took more than an hour (2x16 plus 2x16). Each question from the public took 16 minutes for responses. So only four questions moved the caucus well past the two hour mark.

Neighborhoods Commission Caucus Processes

5. **Questions and Answers:** The Facilitator will read the submitted questions one at a time. Each Candidate will have one minute to answer the question. The ordering of the Candidates will shift one name forward for each round so that the first response comes from a different Candidate.
6. **Interview Time:** Candidates will disperse around the room to be interviewed by the Delegates and Other Interested Parties. The initial Interview Time will be five minutes and can be extended in five minute increments, as deemed necessary by the Facilitator. The Time Manager will announce when time is expiring.
7. **Closing Statements:** Each Candidate will be given one minute to summarize their candidacy. The ordering of the Candidates will shift one name forward from the last Question and Answer round.
8. **First Ballot:** Each Delegate will be given a paper Ballot with the names of all Candidates. A Delegate can vote for up to two Candidates. The Secretary/Recorder will count the votes and announce the totals under the supervision of the Facilitator. A plurality of the Delegates' votes (most votes) is needed to elect a Candidate. Ties are resolved by Subsequent Ballots.
9. **Subsequent Ballots:** If both seats are not filled on the first round, the voting process continues with a reduced list of Candidates. The name of any elected Candidate OR the Candidate receiving the lowest number of votes in the previous round is removed from the Ballot. Subsequent rounds operate the same as the First Ballot.

E. Post Caucus Process

1. **Appointment:** Candidates elected by the Caucus Process must be subsequently appointed by the City Council. The ordinance governing the Commission states, "Members shall be appointed by the City Council, after taking into consideration nominations provided by Neighborhood Groups in each Council District following a caucus process."
2. **Post Caucus Meeting:** The Commission Staff and the Support Staff will meet as needed within one month of the Caucus meeting to discuss the process, suggest changes to future caucuses and to update this documentation.
3. **District Assigns After Caucus Review:** An after caucus review will be conducted as needed to assess the effectivity of having Neighborhood Commissioners assigned to support caucuses.
4. **Orientation of Elected Commissioners:** An orientation will be held for elected commissioners. The orientation should be conducted prior to the swearing in of the commissioners.

GET

WITH THE NEIGHBORHOODS

INVOLVED

COMMISSION

NEIGHBORHOOD GROUPS SHOULD REGISTER **NOW** TO PARTICIPATE IN THE
2018 CAUCUS TO SELECT NEIGHBORHOODS COMMISSIONERS.

Thursday, April 5 6p-8p

Tully Library – 880 Tully Road

The caucus meetings for the San José Neighborhoods Commission are drawing near. It's time for neighborhood groups to select their candidates and voting delegates.

Neighborhoods Commissioners will be selected in April and May to serve Council Districts 1, 3, 5, **your district 7** and 9. Neighborhood Groups.*The City Council will give final approval to residents' selections.

Neighborhood Groups: To register your group and select your delegate contact:

Commission Secretary Sabrina Parra-Garcia
NCstaff@sanjoseca.gov / 408-535-8171

The highlight of a caucus is your ability to talk directly to the candidates and to discuss those candidates' strengths with your neighbors. The caucus is open to the public and everyone is encouraged to attend.

Each Neighborhood Group appoints one delegate to vote their choice at the caucus. Two candidates will be elected from each District. All candidates and delegates must reside in the caucusing District.

About the Neighborhoods Commission

The Neighborhoods Commission advises the City Council on neighborhood safety, transportation, code enforcement and the budget. The commission also reviews the 2016 Local Sales Tax spending.

*Recent recommendations have been on **Fireworks** | more enforcement and higher fines; **Illegal Dumping** | free large item pickups; **Graffiti** | better funding and faster removal; **Police Drones** | policies on respectful use; **Park Rangers, Police and Fire Dispatchers** | focused recruitment.*

*A neighborhood group is defined by City of San Jose Planning Outreach Policy 6-30 as: "a group or organization that is representative of its specific neighborhood, and whose primary purpose is the improvement of that neighborhood."

**Neighborhoods Commission
Independent Citizens Oversight Committee (ICOC)
Measure B 1/4-Cent Sales Tax Report**

DRAFT

02-14-18AA

1. 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 _____ to _____. The findings are based on ¼-cent independently audited sales tax revenue data provided by the San José City Manager.

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.

2. 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 approved by San José voters on June 7, 2016.

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;
- those areas of the San José annual budget impacted by Measure B; and
- Measure B independently audited sales tax revenue expenditure data provided by the San José City Manager Office.

The ICOC will review and analyze the 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 expenditure, and the resultant outcome and submit that report to the City Council.

3. Scope of Work.

The San José City's 2016 Measure B ¼ Cent Sales 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; and 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; and 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.

4. ICOC STANDING COMMITTEE MEMBERSHIP

The ICOC membership is limited to NC commissioners. Members of the public or former commissioners cannot be members.

5. ICOC MEETINGS

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

6. OVERSIGHT METHODOLOGY

The ICOC used SJ City Manager Budget Addendum #14: Subject: sales Tax Ballot Measure: 2016-2017 Provisional Budget and Ongoing Spending Priorities Plan as a basis for modeling those areas of the budget impacted by Measure B, budget allocations, and Measure B independently audited sales tax revenue expenditure data provided by the SJCMO.

6.1 Independent Auditor. Independently audited sales tax revenue data was provided to the ICOC by San José City Manager. The data was audited by _____

A matrix was developed using the budget addendum 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 results of the expenditures for that budget item. The matrix is provided as attachment 1 to this report.

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

- a. Category. Identifies the budget item
- b. Description. Describes the scope of the budget item
- c. Proposed. Identifies the funds allocated for that budget item
- d. Actual. Contains the independently audited actual expenditures for that budget item
- e. Findings. Contains the evaluation of the proposed allocation with the actual expenditure, and the resultant outcome.
- f. FY2015-16/FY12-13. Provide reference data for previous year’s expenditures for similar budget items.

7. FINDINGS

San José City’s 2016 Measure B ¼ Cent Sales Tax revenues received for FY 2016 were \$ 30,000,000. The revenues were allocated and expended for each of the following measure categories:

- 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 ***

Figure 7-1 depicts how the revenues were allocated.

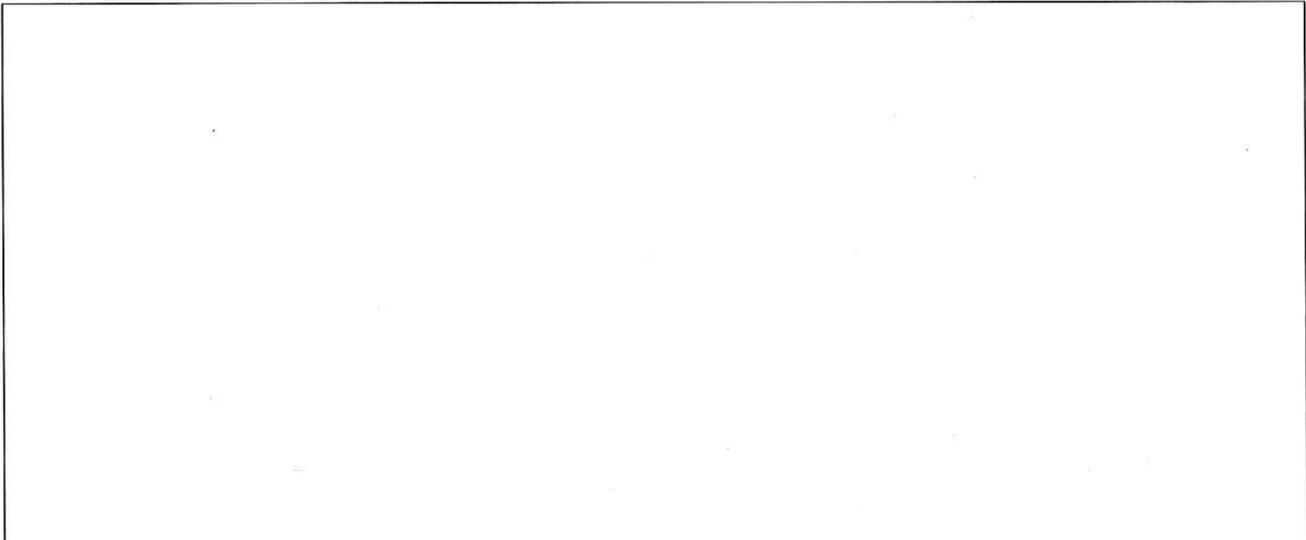


Figure 7-11. FY 2016 Measure B ¼-Cent Sales Tax Allocations

Findings are provided for each of the measure categories detailing how the revenues were allocated and expended:

7.1 Improving Police Response to Reduce Violent Crimes and Burglaries. The total allocation for this category was \$3,240,000. Revenues were distributed among the following subcategories:

7.1.1 Improve Police Response. Due to the hiring delay, the 2016-17 \$3.26 million planned for this category was not expended. The one-time savings for sworn vacancies of \$3.26 million are recommended to fund other one-time public safety proposals.

7.1.2 Improve Burglary, Neighborhood Crime. \$1.53 million was funded and expended for 14.0 Community Service Officer (CSO) I/II, 4.0 Senior CSO, 1.0 Supervising CSO positions, as well as equipment costs with an academy start date of March 2017 and street-ready date of June 2017. The 2016-17 costs assume a March 1, 2017 start date; annualized costs total \$1.95 million.

7.1.3 Expand Police Recruitment. \$1.5 million was funded and expended for recruitment and hiring new and lateral police officers as well as retention efforts of existing sworn staff

7.1.4 Improve Crime Solving. \$210,000 was funded and expended for 5.0 Crime and Intelligence Analyst positions and equipment costs to support the Field Patrol (4.0 positions at 1.0 per Patrol Division) and Special Operations (1.0 position) programs. 2016-17 costs assume a January 1, 2017 start date; annualized costs total \$420,000.

7.2 Improving 911/Emergency Medical/Fire Response Times. The total allocation for this category was \$7,060,000. Revenues were distributed among the following subcategories:

7.2.1 Improve Fire and Medical Response. \$4,850,000 was funded and expended for this category. The expenditures restored ongoing overtime finding of \$2.4 million to maintain Fire Dept. sworn minimum staffing levels to prevent "brown outs". Added ongoing funding of \$1.25 million to Fire Dept. for 3.0 Fire Fighter/Paramedic and 3.0 Engineer positions to restore one squad unit for Engine 30. Added one-time funding of \$1.2 million to provide emergency vehicle preemption service at all signalized intersections.

7.2.2 Improve Fire Response – Fire Station 37 Construction. \$960,000 was funded and expended for this category. *What was the result??*

7.2.3 Improving Emergency Medical Response (6.0 FTE). \$1,250,000 was funded and expended for this category. *What was the result??*

7.2.4 Improving Emergency Fire Response – Fire Station 37. The \$2,210,000 planned for this category was not expended and deferred for a later budget cycle. One-time funding of \$2.21 million in Earmark Reserve as a down payment on preliminary additional estimates total amount of \$2.2 million needed to supplement General Obligation Bond funding of \$4.5 million to construct Fire Station 37 in Willow Glen and purchase necessary furniture, etc. With construction period of 3 years, the earliest the station would be operational would be 2019-20.

7.3 Repairing Potholes and Streets. The total allocation for this category was \$17,700,000. Revenues were distributed among the following subcategory:

7.3.1 Street Repair. \$17,700,000 was funded and expended to maintain and repair major streets - One-time funding for pavement maintenance funding. Total amount allocated to pavement in 2016-17 would be \$30.6 million, enough to fund annual need to pothole repairs and all major streets at the Council goal of pavement condition index of 70 (good).

7.4 Expanding Gang Prevention. No Measure B ¼ Cent Sales Tax revenues were allocated for FY 2016.

7.4 Maintaining the City's Long-Term Financial Stability. No Measure B ¼ Cent Sales Tax revenues were allocated for FY 2016.

7.5 Other. This category is listed on the matrix. *Note: This category is one of the issues needing resolution.* The total allocation for this category was \$2,00,000. Revenues were distributed among the following subcategory:

7.5.1 Reduce Homeless. \$2,000,000 of funding was added to double homeless rapid rehousing services which brought total ongoing rapid rehousing funding to \$4 million annually.

8. SUMMARY

Description of what was accomplished and future recommendations etc.

Attachment 1. ICOC Annual Measure B ¼-Cent Sales Tax Matrix (1 of 3)

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

Attachment 1. ICOC Annual Measure B ¼-Cent Sales Tax Matrix (3 of 3)

NEIGHBORHOODS COMMISSION BYLAWS

Whereas, the Caucus Elected Neighborhoods Commission of the City of San José, authorized by a City Council action separate from the action that restructured the City's other Boards and Commissions; and

Whereas, was established as the successor to and continuation of the pilot Neighborhoods Commission originally established in April 2008; and

Whereas made permanent on the 27th day of August 2013, through City Council approval and adoption of Ordinance 29297; and

Whereas, is established in Chapter 2.08 of Title 2 of the San Jose Municipal Code Part 34 (2.08.3400); and

Whereas, the Caucus Elected Neighborhoods Commission has found it necessary and desirable to adopt Rules of Order for the conduct of its business, now therefore,

BE IT RESOLVED BY THE City of San Jose that the Neighborhoods Commission does hereby adopt Rules of Order (Bylaws) for the conduct of its business, as follows:

RULES OF ORDER

ARTICLE I GENERAL PROVISIONS

Section 100. DEFINITIONS. As used in these rules, unless the context clearly indicates otherwise:

- (a) "Commission" means the Caucus Elected Neighborhoods Commission;
- (b) "Brown Act" means the Ralph M. Brown Act, California Government Code Sections 54950 et seq., as amended.
- (c) "Fiscal Year" means July 1 through June 30.

Section 101. GENERAL. The history of the Neighborhoods Commission is important and should not always be included in this document to ensure it is never lost or forgotten.

The Neighborhoods Commission began as a pilot program in 2009 by the San Jose City Council as a means of continuing and expanding citywide the successes of the then-ending Strong Neighborhoods Initiative (SNI) Neighborhoods Advisory Committees (NAC). A primary purpose of the Neighborhoods Commission is to communicate with the neighborhoods and communities in our City, to involve them, and to channel their input to the City decision-makers. The Neighborhoods Commission is unique among San Jose Commissions and Boards in that it, like the SNI NAC preceding it, consists of members selected by the communities they represent, rather than being selected by City Council.

The Neighborhoods Commission pilot program was extended by the Council in 2011 and again in 2012, with the direction that the Neighborhoods Commission should make recommendations as to its own structure and charter as part of the citywide Commissions and Boards structural improvement process. In 2013, the Council revised and adopted the Neighborhoods Commission's recommendations and then voted to make the Neighborhoods Commission a permanent city commission (Resolution 2.08.3400). This was accomplished as a separate action that was taken prior to the structural improvement of the other Boards and Commissions covered by the Draft Policy 0-4.

Despite the Neighborhoods Commission's unique structure and implementing resolutions, we feel that Policy 0-4 can be made applicable to the Neighborhoods Commission with only minor modifications to the Draft document.

The name of the Commission, the number of its members, the members' qualifications, and their appointment, removal and terms of office shall be prescribed by San Jose Municipal Code Chapter 2.08.

Section 102. OFFICE. San Jose City Hall, 200 E. Santa Clara Street, San Jose, California, is designated as the office of the Commission.

Section 103. REGULAR MEETING PLACE. Except as the Commission may from time to time provide an alternate location, the regular meeting place of the Commission shall be in San Jose City Hall, 200 E. Santa Clara Street, San Jose, California in a room to be designated on the meeting agenda. If a meeting cannot be held at the regular meeting place of the Commission or other City property, meetings may be held at any place designated by the Chairperson.

Section 104. RECORDS.

- (a) All books, records, papers, tapes and minutes of the Commission meetings shall be maintained in the Office of the City Clerk, San Jose City Hall, 200 E. Santa Clara Street and can be read or viewed at the City Clerk's Office.
- (b) Records in electronic format will be available on the Neighborhood Commission's web page on the San Jose City's website.
- (c) At the beginning of each year, Commissioner information (name, district, and City email) shall be posted on the Neighborhood Commission's website.

Section 105. FORMER COMMISSION MEMBERS. Former Commission members shall be treated as members of the public. Emeritus members shall not be allowed.

ARTICLE II
OFFICERS
CHAIR AND VICE CHAIR

Section 200. ELECTION. The Chair and Vice-Chair of the Commission shall be elected by the Commission from its membership by signed ballot vote or by oral vote at a Commission meeting.

Section 201. TERMS OF OFFICE. The Chair and Vice-Chair shall be elected for terms of one (1) year commencing on the first meeting of the fiscal year and continuing until the last day of the fiscal year.

Elections of the Chair and Vice-Chair shall be conducted at the first meeting of the Commission immediately following the expiration of the terms of office. The Chair and Vice-Chair shall serve at the pleasure of the Commission during the term of office and may be removed from office by the Commission at any time for any reason.

Section 202. VACANCIES IN OFFICE. If the office of the Chair or Vice-Chair shall become vacant before the expiration of his or her term of office upon the happening of any of the events set forth in subsections (A) and (B) of Section 2.08.050 of the City of San Jose Municipal Code, OR upon such officer's absence pursuant to Section 2.08.060, unless excused by the Rules and Open Government Committee, OR if the Chair or Vice-Chair should cease to be a member of the Commission, OR if for any other reason the office of the Chair or Vice-Chair should become vacant prior to the expiration of the term of office, the Commission shall elect a successor to the office of Chair or Vice-Chair for the unexpired portion of the term.

Section 203. CHAIR, POWERS AND DUTIES. The Chair shall have the following powers and duties:

- (a) The Chair shall preside at all meetings of the Commission, including the facilitation of all voting.
- (b) The Chair shall conduct meetings in accordance with the San Jose Municipal Code, the approved Bylaws, Council Policy 0-4 (Consolidated Policy Governing Boards and Commissions), Council Policy 0-37 (Code of Conduct for Public Meetings in the Council Chambers and Committee Rooms), and the current Robert's Rules of Order. It is the Responsibility of the Chair to make sure that matters before the Commission are dealt with in an orderly, efficient manner.
- (c) The Chair shall work with the Vice Chair and choose the agenda topics and determine the order of discussion for the Commission meetings in accordance with section 600 of this document. This information will be sent to the Commission Secretary for formatting prior to submittal to the City Attorney's Office for approval.
- (d) The Chair shall sign all written resolutions of the Commission and all minutes of all meetings of the Commission which are approved by the Commission.
- (e) The Chair shall perform all other duties which may be required by the City of San Jose Municipal Code, by ordinance of the City of San Jose, or by resolution or order of the Commission consistent with the Municipal Code and the ordinances of the City of San Jose.

Section 205. VICE CHAIR, POWERS AND DUTIES. The Vice-Chair shall have the following powers and duties:

- (a) Vice Chair shall assist the Chair with the agenda in accordance with section 600 of this document
- (b) In the event of and during the absence of the Chair, he or she shall preside as Chair at all meetings of the Commission and shall have and perform all other powers and duties of the Chair; and
- (c) He or she shall perform all duties which may be required of the Vice-Chair by the City Charter, by ordinance or Council Policy of the City of San Jose, or by resolution or order of the Commission consistent with Charter, ordinances and policies of the City of San Jose.

ARTICLE III
OFFICERS
CHAIR PRO TEMPORE

Section 300. POWER AND DUTIES.

- (a) In the event of vacancies in offices of the Chair and Vice-Chair, or in the event of the absence of the Chair and Vice-Chair, at the time of the meeting, the Commission may elect one of its members Chair Pro Tempore to preside over such meeting during such vacancies or absences. The Chair Pro Tempore shall have all the powers and duties of the Chair during such meeting.
- (b) A Chair Pro Tempore shall be elected at the last meeting of the year to preside over the first meeting of the next year until the Chair and Vice Chair are officially elected. At that point the Chair will preside over the meeting.

ARTICLE IV
SECRETARY

Section 400. APPOINTMENT. The Secretary shall be the City staff person designated to serve as such by the City Administration.

Section 401. POWER AND DUTIES. The Secretary shall have the following powers and duties:

- (a) The Secretary shall attend all meetings of the Commission and shall record or keep minutes of all that transpires;
- (b) The Secretary shall attest all minutes of the meetings of the Commission;
- (c) The Secretary shall preserve, and be custodian of, all books, records, papers and tapes of the Commission, which will be stored in the Office of the City Clerk. Whenever necessary, he or she shall certify true copies of Commission documents; and
- ~~(d) The Secretary shall provide to the Commission agendas and agenda packets, that are coordinated with input from the Chair, and submit Commission letters, communications and recommendations to the Council.~~
- (d) The Secretary shall review with the Chair and the Vice Chair for their approval requests from City Departments
- (e) The Secretary shall format the agendas and provide completed agenda packets for the Commission based on above input (Item 401.e) from the Chair
- (f) The Secretary shall submit Commission letters, reports, recommendations, and all other communications to the City Council and other City departments at the direction of the Commission and provide status updates at each meeting.
- (g) The Secretary shall provide City approved Neighborhoods Commission templates including logos, headers, and footers on every deliverable at the request of the Commission.
- (h) The Secretary shall perform all duties required of him or her by these rules and regulations, Council Policy 0-4 (Consolidated Policy Governing Boards and Commissions), and/or required of him or her by resolution or order of the Commission consistent with the City of San Jose Municipal Code and ordinances of the City of San Jose.

ARTICLE V
MEETINGS

Section 500. GENERAL. Except as otherwise provided by this article, meetings of the Commission shall be open and public and shall comply with requirements of the Brown Act and the City Council's Consolidated Open Government and Ethics Resolution.

Section 501. REGULAR MEETINGS. Regular meetings of the Commission shall be on the second Wednesday of the month at a place designated in Section 103, in coordination with the City Administration. If the time scheduled for a regular meeting falls on a City Holiday, the regular meeting shall be rescheduled to a date agreed to by the Commission and the City Administration.

Section 502. SPECIAL MEETINGS. A special meeting may be called at any time by the Chair of the Commission, or by a majority of its membership, in accordance with the Brown Act and traditional rules of procedure as described in City Council's Consolidated Open Government and Ethics Resolution. The agenda shall specify the time and place of the special meeting and the special business to be transacted.

Section 503. ADJOURNMENT – ADJOURNED MEETINGS. The Commission may adjourn any regular, adjourned regular, special, or adjourned meeting to a time and place specified in the order of adjournment; a majority of members present, even though less than a quorum, may so adjourn. If all members are absent from a regular or adjourned regular meeting, the Secretary of the Commission may declare the meeting adjourned to a stated time and place; and he/she shall cause a written notice of the adjournment to be given in the manner provided in Section 502 for special meetings. A copy of the order or notice of adjournment shall be posted conspicuously on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within twenty-four (24) hours after the time of adjournment.

When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings.

Section 504. CONTINUANCE. A convened meeting, or any meeting ordered or noticed to be held, may by order or notice of continuance, be continued or recontinued to any subsequent meeting of the Commission in the same manner and to the same extent set forth in Section 503 for the adjournment of meetings; provided, if a hearing is continued to a time less than twenty-four (24) hours after the time specified in the notice or order of hearing, a copy of the order or notice of continuance shall be posted immediately following the meeting which orders or declares the continuance.

ARTICLE VI

MEETING AGENDA AND PROCEDURE

Section 600. AGENDA. The Chair and Vice-Chair shall draft an agenda, working with input from the Commissioners, committees and ad hoc committees. The draft shall be submitted to the Secretary 17 days before the next meeting to allow 7 days for discussion on City presentations and speakers to be added. No discussion may be held of any item that is not on the agenda. The Secretary shall prepare and distribute the agenda and applicable attachments, including presentation information, for the Commission 1 week before the meeting.

Section 601. QUORUM. The full Commission consists of 20 members. However, a Quorum shall be met with 50% + 1 of the filled 20-Commissioner seats to transact business. Less than a quorum may adjourn the meeting to another date and time.

Section 602. VOTING. No action shall be taken by the Commission except by affirmative vote of a simple majority of those voting, as long as there is a quorum present.

Section 603. MANNER AND RECORDATION OF VOTES. Voting by members of the Commission shall be verbal (“ayes” and “noes”) or by visual flags, and the result of each vote shall be entered by the Secretary in the record of the Commission proceedings. Upon the request of any Commission member, a roll call vote shall be taken on any matter upon which a vote is called, and each vote shall be recorded by the Secretary to the record of the Commission proceedings.

Section 604. ORDER OF BUSINESS. At regular meetings of the Commission, the order of business shall be conducted in accordance with the requirements of the Brown Act and the City Council’s Consolidated Open Government and Ethics Resolution. The order of business may be changed at any meeting by the Commission.

ARTICLE VII

FUNCTIONS, POWERS, AND DUTIES

Section 701. ELECTION OF COMMISSIONERS. Commissions are elected through a caucus process, described in San Jose Municipal Code section 2.08.3400. For further reference, please [view](#) the document entitled, “Neighborhood Commission Caucus Process,” located on the NC Webpage Library. The Municipal Code has precedence over any other document in the event of any discrepancies.

Section 702. SCOPE OF WORK. The Commission scope shall be limited to issues that impact city neighborhoods regarding transportation, code enforcement, public safety, or the budget.

At the beginning of each fiscal year, a Work Plan, consisting of standing (required) issues and neighborhood priorities, shall be decided through the Commission and submitted to the Rules Committee for approval. Standing items given to the Commission, such as the Independent Citizens Oversight Committee on sales tax, shall be announced by the Chair and/or Secretary at the first meeting of the year or when first made available.

Standing Committees, Ad Hoc Committees, and Champion Efforts require at least one Commissioner and may include members of the general public who are well versed in the Committee/Champion subject matter. These Community members act as foundational pillars of knowledge, and so, in accordance with the goals and powers of the Neighborhoods Commission may be included for this purpose at the discretion of the chair of each Committee.

- (a) The Work Plan items can be worked by a standing subcommittee (standing items only), Ad Hoc Committee, or by a single Commissioner Champion, but all must adhere to the Brown Act guidelines.
- (b) Each non-standing Work Plan item must have: 1) a Chair; 2) a brief description; 3) defined deliverable(s); 4) a sunrise date; and 5) a sunset date of no later than 6 months from the start date.
- (c) Ad Hoc meetings and subcommittee meetings can occur outside of Commission meetings, but must adhere to the Brown Act ~~with the number of members less than the Commission~~ **quorum**.

- (d) Updates to the Commission can be presented if forwarded to the Chair 17 days prior to the next Commission meeting to be added to the Agenda within the guidelines for transparency.
- (e) All deliverables from Ad Hoc and subcommittees are proposals only and must be formally approved by the full Commission as an agenda item.

Topics can be addressed by the Commission during the year that are not within the Work Plan if appropriate.

Section 703. COMMISSION COMMUNICATION. The Commission communicates proposals, solicitations for input, and Work Plan status through approved channels only:

- (a) City provided email accounts
- (b) Commission website
- (c) Commission flyers approved through the City Manager’s Office
- (d) Councilmember websites and newsletters
- (e) Interaction with the community through Neighborhood Association meetings or District Leadership Council Meetings
- (f) Commission approved Social Media including but not limited to Facebook, Twitter, and Nextdoor
- (g) Neighborhood Commission approved events submitted within the standard time of the agenda requirement

All Commission documents are stored on the City Commission website for public access as part of the City of San Jose’s commitment to open and honest government in the full view of the public.

ADOPTED this ____ day of _____, _____, by the following vote:

Ayes:	Commissioners –
Noes:	Commissioners –
Absent/Abstain:	Commissioners –

Attest:

Neighborhood Commission Secretary –

