

Neighborhoods Commission Ad-Hoc Committee Guidelines

1. Overview

The Neighborhoods Commission Ad-Hoc committees are study groups, or focus teams-most often corresponding to the commission's Work Plan goals. Other Ad-Hocs have functional purposes such as creating meeting agendas, planning for special meetings, special project investigation, and our role in specific parts of the budget process.

Per San Jose City's Policy 0-4, Ad-Hocs "are comprised of less than a quorum of members of the Commission and are allowed for specific short term tasks or projects with a narrow scope and shall not last longer than six months." The purpose of an Ad-Hoc must be defined, and that purpose must be within the "functions, powers, and duties" of the Commission.

Typically, an Ad-Hoc committee makeup is small resulting in a flexible, focused, working group team environment. The Ad-Hoc committee is a viable method for addressing issues and developing and producing reports that document their findings, conclusions, and recommendations for the Neighborhoods Commission. We suggest that Ad-Hocs be limited to five members, which is well below the Commission mandatory quorum. More importantly, five members are good size to manage.

2. Charter/Purpose/Scope of Work

The Neighborhoods Commission may form an Ad-Hoc committee for a specific purpose. That purpose needs to be defined and clearly stated and forms the basis for the Ad-Hoc's scope of work. The scope of work defines what will be done, when it will be done, and what will be produced.

3. Ad-Hoc Committee Membership

The committee is focused, and committed to the successful completion of the Ad-Hoc's purpose. Membership is limited to commissioners. Members of the public or former commissioners cannot be members. Ad-Hoc committee commissioners are not allowed to communicate with commissioners who are not part of the Ad-Hoc committee, in order to avoid Brown Act restrictions on serial communications.

4. Implementation

Ad-Hocs can be formed by the Commission at any time, and will be dissolved when their specific purpose has been concluded. Commissioners should generally limit their participation to two Ad-Hocs at a time.

5. Ad-Hoc Committee Meetings

Ad-Hoc committees should have at least two face-to-face meetings. The first meeting introduces everyone, kicks off the activity, selects one of its members to act as the lead, establishes the roles of the committee members, defines the project, identifies the committee's output and deliverables, and schedules the project. This face-to-face meeting also commits the members to the efforts that will be required for success. This meeting should also define how the committee will communicate with each other (conference calls, e-mail, etc.). The second face-to-face meeting is the final meeting of the committee which summarizes and ends the activity. Additionally, the final meeting provides the forum for reviewing the committee's effort, finalizing the output product and deliverables, and developing a final report. Other face-to-face meetings can be conducted as needed. Work and personal demands on time make it difficult for people to commit to meetings and require coordination to make meeting schedules viable and effective.

- a. **Meeting Agenda.** The meeting agenda scopes out the meeting and keeps the meeting organized. Providing the agenda and associated materials before the meeting allows the attendees to prepare for the topics. An agenda needn't be fancy: two or three things you want to get in, listed in the order you want to discuss them.
- b. **Meeting Minutes.** Each meeting regardless of how conducted (face-to-face, conference call, etc.) should provide a summary of the topics to be covered, identify any issues or concerns, document action items, schedule the next meeting date, and topics for next meeting. It may be easiest to simply annotate the agenda. The Ad-Hoc's lead is responsible for the minutes.
- c. **Meeting Reporting.** Each Ad-Hoc committee is expected to file a monthly report for distribution to the full Commission and other interested parties. The format of the reports is modelled on the San José Downtown Association's attached summary. The contact information of the Ad-Hoc lead, a summary of the last month's work and the time of the next meeting are required. A provisional agenda for the next meeting is desired.

From time to time, the Ad-Hocs will present their accomplishments to the full Commission for discussion or action.

6. Ad-Hoc Committee Provisional Schedule

The Ad Hoc committee's activity can be affected by several events including community outreach meetings, information gathering, related meetings, and other issues. An Ad-Hoc committee provisional schedule identifying these events and key milestones provides visibility of the overall effort and helps minimize impacts. A provisional schedule presenting the key milestones in a graphic format shows the elements visually versus a listing of milestones with start and end dates. A sample schedule is provided.

7. Report Development/Review Cycles

Reports produced by the Ad-Hoc committee augments the public record of the commission's efforts, activities, and accomplishments during the course of a year and document what contributions the commission makes to San Jose as to its effectiveness.

When the Ad-Hoc committee concludes or is dissolved, a report and a presentation are produced for the Commission. The report development is an iterative process. The report review and comment cycles need to be controlled and can be managed using a process like the following: (1) produce a draft report identified as "draft 1," (2) send out draft for comments with a 3- or 4-day review/comment cycle, (3) collect and incorporate the comments for that cycle, (4) send it out again as "draft 2," and (5) repeat the cycle for subsequent drafts. All drafts must be retained as a matter of public record.

8. Summary

The Ad-Hoc committees provide a viable method for addressing issues, Commission Work Plan development, and prioritizing our residents' wants and needs. The commission has used Ad-Hoc committees to successfully develop processes, develop the Work Plan, and investigate special projects.

Attachments:

- a. San José Downtown Association's summary
- b. Sample Ad-Hoc Milestone Schedule

The Organizational Issues / Committee Snapshots December 2012

Police/Downtown Entertainment Committee

Chairperson: TBD

The first quarterly meeting between SJDA, the PBID, SJPD, Sheriff's department, VTA, SJSU police, the Community Prosecutor and Councilmember Liccardo's office to address security issues took place on November 1. Activities in St. James Park and Fountain Alley were the primary area of discussion. The Community Prosecutor stated that he wasn't aware of any stay away orders that had been issued in St. James Park even though this area had been established as a stay-away zone with SJPD. The sheriff's office reported the following activity, via two supplemental swing shift officers, along the downtown transit corridors for the month of October: 8 misdemeanor and 7 felony arrests, 2 misdemeanor and 3 felony reports. The Sheriff's office reported that VTA would continue to fund this supplemental patrol through the end of June. All agencies were going to meet again to strengthen communication and coordination before the next meeting on January 4, 2013.

Marketing Arts & Dining

Chairperson: Cathy Spielberger Cassetta ph. 408-979-0231 cathy@tabardtheatre.org

The committee meets quarterly and did not meet in November, however a special restaurant meeting was held on November 28 to discuss a new event concept, Silicon Valley Food & Wine, and provide input and share feedback. The Downtown for the Holidays campaign is underway and includes print, cinema, radio and online ads. Downtown Ice collateral has been produced, distributed and posted. The ad campaign is underway. Media partners include the Mercury News, Silicon Valley Community Newspapers, El Observador, VTA, Clear Channel Outdoor, NBC Bay Area, Telemundo 48, KQED, Camera Cinemas, Mix, KBAY, La Raza and Yelp.

Historic District

Chairperson: Jennifer Pawlowski jpawlowski@hopkinscarley.com

The group met November 15. Discussed the concept of a Business Watch Safety Program implemented in the Historic District with Captain Ciaburro and Kim Gaddis of SJPD. Business update for new, existing and closed businesses including: Old E&O space, A Perfect Finish now 55 South First, Don Pedro's, and Grub Shack Grand Opening. Review of the draft marketing piece for the Historic District awareness campaign. Meeting ended with Downtown for the Holidays updates.

Finance Committee

Chairperson: Chris Neale ph. 408-292-7841 chris@thecorecompanies.com

Met November 28 to review October financial statements, FY 2012-13 budget forecast and financial plan overview, ice rink plan for FY 12-13, California Public Records Act request, and status on equipment loan finance, board give-or-get and December finance committee date. The December 26 meeting is cancelled.

SoFA (South First Area) Committee

Co-chairs: Richard Berg rberg@scu.edu & Roger Springall rogerspringall@yahoo.com

SoFA met Nov. 14 and discussed measures members could take to be more safe, the opening of Casa Jalisco in the former KBM Workspace Showroom, next steps in hosting an event in Gore Park, pruning jacarandas and wiring kiosks for better lighting displays, and movement of sidewalk extensions to two new locations on South First Street. SoFAC also is considering hosting a Farmers' Market. The next meeting is scheduled for Dec. 12 hosted by Team San Jose.

Downtown Parking Board/Parking Committee

Chair: Steve Borkenhagen steve@eulipia.com

The parking board met October 17 for a three-hour planning retreat. The board discussed goals of having the parking program support overall downtown vitality with a mix of operational, financing, and capital

projects. The board addressed some of the long-term financial issues facing the Parking Fund. Next meeting is in January.

San Pedro Square Committee

Chairperson: Cathy Spielberger Cassetta ph. 408-979-0231 cathy@tabardtheatre.org

The committee did not meet in November. The next committee meeting is scheduled for December 12 at the San Jose/Silicon Valley Chamber of Commerce.

PBID Board of Directors

President: Chuck Hammers ph. 408-280-0707 chuck@pizzamyheart.com

The PBID board met on November 6. The board held its annual officers election and the current officers were re-elected to serve in 2013 (President Hammers, Vice President Utic, Treasurer Ortbal and Secretary Mattson). The City has requested additional time to develop administrative options to address the PBID's prevailing wage issue. City staff is expected to have an alternative by the December 4 City Council meeting. The board accepted the RFP selection committee's recommendation and authorized SJDA executive director to negotiate an agreement with Block-By-Block (BBB) to provide cleaning and ambassador services. SJDA deputy director gave an update on the PBID enhanced security program. The PBID will continue its efforts to meet with SJPD and clear up misconceptions but the board is running out of patience and gave a January deadline.

Advocacy

Chairperson: Henry Cord ph. 408-283-7292 cord100@aol.com

The Advocacy Committee met Nov. 27 to discuss the Lightrail Efficiency Project to build a layover track in St. James Park for regular service light-rail trains to wait while express trains travel through. The sale of the public parking garage under The 88 was dismissed. Recap of follow up from Downtown Height Strategy and next steps for BRT. December meeting is cancelled.

Downtown Foundation

Board of Trustee President: Diana Beechie dianabeechie@forestcity.net

Foundation Trustees did not meet in November, however Michelle Mann was nominated by Foundation Trustees and elected by SJDA's board of directors to begin her first term as Downtown Foundation Trustee as of January 1, 2013. The next Trustee meeting is scheduled for December 11.

Board Organizational Committee

Chairperson: Tore Saso ph. 408-283-3112 tore_saso@ml.com

The committee did not meet in November but will meet on December 6 to begin planning the SJDA board retreat that is scheduled for Spring.

Downtown Large Commercial Property Owners/Managers:

Contact: Eric Hon 408-279-1775 ext. 315 ehon@sjdowntown.com

The commercial property group met October 18 and discussed downtown security matters and upcoming events. The next scheduled meeting will be January 17 at City View Plaza.

Downtown Design Committee

Chairperson: Kent Mather ph: 650-326-8013 kentmather@mac.com

The committee met on November 28 to discuss the feedback DDC gave to the architect for the One S. Market development. Also reviewed the progress on The Carlyle project. VTA's proposed Light Rail run around track in St. James Park from an urban design standpoint was discussed. Confirmed attendees and projects for the Golden Nail Award presentation at SJDA's Year In Review meeting Dec. 14. Other matters included BRT and an update about SPUR San Jose's task force. Next meeting is December 17 at 3 p.m., AIA offices.

