

Neighborhoods Commission
Independent Citizens Oversight Committee (ICOC) Plan
12-13-2017

1. Overview

The Neighborhoods Commission (NC) Independent Citizens Oversight Committee (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.

On December 13, 2016, the San José City Council adopted resolution No. 78016. The resolution designated the NC of the City of San José as the local Sales Tax Independent Citizens Oversight Committee, as outlined in the Measure B Sales Tax ballot measure approved by San José voters on June 7, 2016.

On August 9, the NC voted unanimously to request the creation of a Standing Committee for the Independent Citizens Oversight Committee.

2. Charter/Scope of Work

2.1. Charter. The San José City's 2016 Measure B Sales Tax ballot measure defines the ICOC charter and 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.*

2.2. Scope of Work.

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.

2.2.1. Near Term Planning and Goals. Near term planning will concentrate on those items necessary to for initial ICOC startup and functionality. Near term planning will include but not be limited to the following:

- a. focusing on defining ICOC reporting structure (Figure 2-1 is a flowchart depicting the ICOC reporting structure)
- b. identifying points of contact for ICOC interfaces
- c. defining protocols and guidelines for Brown Act compliance

- d. defining the ICOC oversight report and developing the report format
- e. developing a timeline for ICOC milestones and key events
- f. developing ICOC guidelines and processes.

2.2.2. Long Term Planning and Goals. Long term planning will include but not be limited to the updating and refining ICOC guidelines and processes, and developing transition planning for new ICOC members.

3. ICOC Standing Committee Membership

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

4. ICOC Meetings

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

5. Committee Schedule

The ICOC's activity will be reflected in a schedule identifying events and key milestones that provides visibility of the overall effort and helps minimize impacts. The schedule presenting the key milestones will be developed in a graphic format showing the elements visually versus a listing of milestones with start and end dates. Figure 5-1 is a schedule of the ICOC events and key milestones. The ICOC schedule will include but not be limited to the following:

- a. ICOC meetings
- b. SJCMO submittal(s) of Measure B funding data to ICOC
- c. ICOC report review cycle(s)
- d. ICOC report submittal(s)

6. Report Development/Review Cycles

Reports produced by the ICOC will document the committee's efforts, activities, and accomplishments.

The report development is an iterative process. The report review and comment cycles need to be controlled and 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.

6.1 Status Reports. The ICOC will provide status reports to the NC chair as required detailing schedule status, accomplishments, concerns, etc.

6.2 IOC Measure B Report. The ICOC will provide the Measure B report to the NC chair in accordance with the ICOC schedule. The report format and content will be as defined during the ICOC planning cycle. The report content will use 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 expenditure data provided by the SJCMO.

Figure 2-1. ICOC Reporting Structure Flowchart

ICOC Events & Key Milestones – December 13, 2017		
(2017-2018)	Milestone/Activity	Calendar
Nov 17 - Feb 5	<i>Develop prototype 1/4-cent sales tax report</i>	
Dec 6	<i>Finalize draft implementation plan</i>	ICOC Regular Meeting
Dec 13	<i>Approve implementation plan</i>	NC Regular Meeting
Jan 4		ICOC Special Meeting
Jan 10		NC Regular Meeting
Feb 7	<i>Prototype report structure finalized for NC approval</i>	ICOC Regular Meeting
Feb 14	<i>NC approves report structure</i>	NC Regular Meeting
	<i>NC receives Measure B data from CMO</i>	
Feb 14 - Apr 30	<i>Compile ICOC report</i>	
Mar 7		ICOC Regular Meeting
Mar 14		NC Regular Meeting
Apr 4		ICOC Regular Meeting
Apr 11		NC Regular Meeting
May 2	<i>Finalize annual report for NC</i>	ICOC Regular Meeting
May 9	<i>Approve annual ICOC report for Council submission</i>	NC Regular Meeting
May 16	<i>NC approved ICOC report submitted to Council</i>	
Jun 6		ICOC Regular Meeting
Jun 13		NC Regular Meeting

Figure 5-1. ICOC Events and Key Milestones