

# DRAFT

## San José Neighborhoods Commission 2019-2020 Annual Report

### 1. INTRODUCTION

This report covers the activities of the San José Neighborhoods Commission (NC) from July 2019 through June 2020. The Neighborhoods Commission was unable to meet in person due to COVID 19 restrictions from March 2020 until June 2020. Meetings were conducted by zoom during that time.

The purpose of the report is to inform the Mayor and City Council of the tasks undertaken by the NC, what was accomplished, the lessons learned, and recommendations to council. Due to the unusual circumstances of COVID 19 restrictions meeting publicly, accomplishments of the Neighborhoods Commission were greatly reduced. The Neighborhoods Commission was unable to fill vacant positions created by resignations and cancellation of the scheduled caucuses by the City Clerk's Office. As a result, a quorum was not attained from November 2020 to the end of fiscal year 2020.

As defined in San José City Ordinance No. 29297, the commission has the functions, powers, and duties to study, review, and evaluate and make recommendations to the Council regarding issues, policies, and programs affecting the quality of life in San José neighborhoods focusing on neighborhood safety, transportation, and code enforcement. The NC also advises and makes recommendations to the Council regarding annual budget priorities.

Additionally, City of San José Council Resolution No. 78016, adopted December 13, 2016 designated the NC as the San José City's Measure B ¼-cent Sales Tax independent citizen's oversight committee (ICOC). The ICOC will analyze the Measure B ¼-cent Sales Tax data provided by the City and produce an annual report containing an evaluation of the proposed budget allocations with the actual expenditure, and the resultant outcome and submit that report to the City Council.

### 2. NC COMMISSIONERS

A list of the NC Commissioners serving during 2019-2020 is provided in table 2-1. Jim Carter (D6) served as chair and Nicole Edraos (D8) served as vice chair during this period. The commissioners were selected by district caucuses (with the exception of those appointed to fill vacated seats until the next caucus) and represent their district's views and concerns. The commissioner's backgrounds provide a broad spectrum of experience in neighborhood affairs complemented by experience in different occupational areas including management, finance, and technical fields.

**Table 2-1. Commissioners Serving During 2019/2020**

Commissioner	District	Commissioner	District
*Franklin Nyuyen	1	Jim Carter(C)	6
Gary Cunningham	1	Olivia Navarro	6
Perry Henry	2	*Jonathan Velazquez	7
Vacant	2	*Juan Quinones	7
*LaToya Fernandez	3	Nicole Edraos (VC)	8
Richard Wong	3	*Jeremy Barousse	8
*Casandra Langer	4	Michael Young	9
*Afi Laiq	4	Terry Martin	9
Jewel Buchanan	5	Richard Giammona	10
Vacant	5	Nick Labosky	10
* Appointed to fill vacated seat until the next caucus			

**3. NC WORKPLAN.** The goals and objectives of the NC are defined by the NC charter. The NC is advisory to the City Council regarding San José neighborhoods.

The Neighborhoods Commission created an annual work plan, which was approved by the Rules & Open Government Committee of the City Council on *need date xxxxx*

The NC meets 10 times per year, 2 hours each meeting. The effective time to address work plan topics/issues is 1 to 1.5 hours per meeting (10—15 hours per year). The NC uses ad-hoc committees as a viable method for investigating and researching work plan item development and reporting to the commission with the results. Per San Jose City’s Policy 0-4, ad-hoc committees 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 is defined, and that purpose is within the “functions, powers, and duties” of the Commission.

The 2019-2020 Work Plan items are outlined in Table 3-1. The 2019-2020 work plan was not completed due to COVID 19 and the lack of the Commission to acquire a quorum in order to conduct business from March 2020 to June 2020.

**3.1. NC Process Improvement.** NC processes govern how the work plan is developed and managed and work plan items are implemented. The NC, on its own, started the initiative of continuous process improvements. Continuous process improvement improves the operation of the NC and reduces CMO staff time and resources. Improvements to NC processes result in the operation of the commission in a more efficient and cost-effective manner. The ad-hoc committee process and the NC caucus process are examples of NC-initiated improvements to its operation.

**Table 3-1 Work Plan items and Charter Correlation Matrix.**

Work Plan item	Budget	Transportation	Public Safety	Code Enforcement	Quality of Life
ICOC Measure B	x	X	X		X
Budget Recommendations	X	X	X	X	X
SJ Neighborhood Association Development List	X	X	X	X	X
SJPD Manning Audit	X	X	X	X	X
Disaster Preparedness	X		X		X
Illegal dumping	X		X	X	X
Access to Transportation	X	X	X		X
Parks	X		X		x
Roadshow	X		X	X	X

**3.4 Measure B ¼-Cent Sales Tax Oversight.** The Neighborhoods Commission Independent Citizens Oversight Committee (ICOC) was authorized as a result of the San José City’s Measure B ¼-cent Sales Tax ballot measure approved by the voters on June 7, 2016. The measure required Independent Citizens Oversight with public review of spending, and all revenues controlled locally.

City of San José Council Resolution No. 78016, adopted December 13, 2016, designated the NC of the City of San José as the local sales tax independent citizens oversight committee.

Each year, for the life of the Measure B ¼-Cent Sales Tax, the ICOC will review:

- Revenue resulting from the measure
- Those areas of the San José annual budget impacted by the measure
- Measure B ¼-cent Sales Tax independently audited sales tax revenue expenditure data provided by the San José City Manager Office.

The ICOC will 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. The following is a summary of the reported ICOC findings and recommendations for FY 2018-2019 Measure B 1/4-Cent Sales Tax revenues and allocations submitted to the Mayor and Council. The findings, observations/comments, and recommendations are provided in the ICOC report submitted to the Mayor and Council.

**3.4.1 FY 2018-2019 Findings.** The revenues reported for FY 2018-2019 represent the third year of Measure B implementation and were for 12 months. San José City Manager provided the Measure B 1/4-Cent Sales Tax revenues and expenditures for FY 2018-2019. The findings in this report as well as observations/comments, and recommendations are based on the Measure B data provided by the San José City Manager and was submitted to the Mayor and Council and cover the period from 7/1/2018 to 6/30/2019.

**3.4.2 FY 2018-2019 Revenues.** San José City’s 2016 Measure B ¼-Cent Sales Tax revenues received for FY 2018-2019 were \$47,226,344. The revenues were expended for each of the Measure B categories as detailed in Table 3-2.

**Table 3-2. FY 2018-2019 Measure B ¼-Cent Sales Tax Allocations**

<b>Measure B Category</b>	<b>Measure B Allocation (dollars)</b>	<b>Percent Allocated</b>
Improving Police Response to Reduce Violent Crimes and Burglaries	33,872,000	71.72
Improving 911/Emergency Medical/Fire Response Times	6,008,811	12.72
Repairing Potholes and Streets	982,361	2.08
Expanding Gang Prevention	1,813,467	3.83
Maintaining the City’s Long-Term Financial Stability	00	0.0
Other	4,549,705	9.63
<b>Total</b>	<b>47,226,344</b>	<b>99.98</b>

**3.5 Annual budget Recommendation.** Annually the Neighborhoods Commission solicits input from neighborhoods and compiles that information to form an annual budget letter. Input from the respective neighborhoods, was received for the year 2019-2020. The letter for the years 2019-2020 was written. Due to lack of a quorum the recommendations were not approved and submitted before the end of the fiscal year

**3.6 2020 Neighborhoods Commission Caucus Process.** The 2020 Neighborhoods Commission Caucus Process was to be held in each of the even numbered Districts to elect commissioners for the next term to include the years 2020-2024. The Caucus Ad-Hoc developed a plan for review and update of caucus procedures and determined caucus schedules and venues. Schedules had been set to include the dates, times and places for these caucuses to be held. The City Clerk cancelled the caucus process as the city was reevaluating the structure of the Commission. The City Clerk had wanted to construct the commission to be more in line with other commissions consisting of 10 commissioners and one at large commissioner. The City Clerk agreed to leave the commission at 20 members 2 from each District. The goal was not completed.

**3.7 San Jose Neighborhood Association List Development.** Policy 6-30 is the Public Outreach Policy for Pending Land Use and Development Proposals and establishes baselines for public outreach on development activities, encouraging early communication between City staff, applicants, and the public. The Neighborhoods Commission studied and evaluated City Council Policy 6-30 Commission during the 2016-2017 session through an Ad-Hoc Committee process. The assessment was based on the fact that numerous San Jose residents had complained about not being noticed properly on projects ranging in scope from small to significant, and that had affected the quality of life in San José

neighborhoods. The NC Ad-Hoc chaired by District 9 Commissioner Terry Martin, determined the policy, last updated in 2004, needed a comprehensive update to address the many concerns and complaints of the San José residents. The NC Ad-Hoc also determined that staff needed updated compliance training to ensure this policy is used correctly and fulfills its intent, which is to protect the people by ensuring they are informed. The ad-hoc committee's findings and recommendations were forwarded by the Neighborhoods Commission to the Mayor and City Council.

The Audit of Development Noticing was added to the City Auditor's Fiscal Year 2018-2019 Work Plan. The audit was conducted in response to the Neighborhoods Commission request to review the effectiveness of outreach for new development including notice radius, timing, and language accessibility. The findings of the audit were documented in the City Auditor's Development Noticing: Ensuring Outreach Policies Meet Community Expectations report.

The Administration reviewed the City Auditor's Development Noticing Report and agreed with all eight recommendations and is planning to implement them. The City Auditor's Development Noticing Report, prepared by Auditor Sharon Erickson, has numerous references to Neighborhood Associations and the need for contact lists. Finding 2 of the report was that the City should improve mechanisms for reaching neighborhood associations and limited-English speaking communities. Included in the finding was the recommendation that the Administration should develop a list and map of neighborhood association contacts and create a mechanism for associations to add and update contact information.

The Administration agreed there is a definite need to improve communication with neighborhood associations for development noticing and other city purposes. Currently, various City departments and Council offices may have some neighborhood association information obtained through separate efforts, but it isn't comprehensive, up to date, or widely accessible. The Administration will identify a project lead and work with various departments and Council Offices to create a comprehensive list and map of neighborhood associations and contacts for all City departments to use. This recommendation will also benefit various other City-wide outreach efforts. In conducting its affairs, the Neighborhoods Commission has experienced difficulty in outreach efforts throughout the City. Most recently, The NC was tasked by the SJ Emergency Services Council to distribute information regarding awareness and Community Emergency Response Training (CERT) to Neighborhood Associations in the city. Each Commissioner was assigned to distribute information in their district. Many of the Commissioners had difficulty finding a list of neighborhood associations in their districts.

The Neighborhoods Commission recommended that the Neighborhoods Commission be included in the development of the comprehensive list and map of neighborhood associations and contacts for all City departments to use. The need for effective communications with neighborhood associations for development noticing and other city purposes affects the quality of life in San José neighborhoods.

The above recommendation was ignored by the Planning Department, the Neighborhoods Commission had no involvement in community outreach or development of the current list the Planning Department is using for community outreach. The Neighborhoods Commission was to participate in and contribute to the development of the comprehensive list and map of neighborhood associations and contacts for all city Departments to use. This recommendation correlates with a City auditor's Development noticing report finding. A comprehensive list and map will improve communication with

neighborhood associations for the development noticing and other city purposes that affect the quality of life in San Jose neighborhoods.

The above goal was not completed, the Planning Department worked on an association list, the Neighborhoods Commission was not consulted.

**3.8 San Jose Police Department Manning Audit.** The commission's goal was to request from the City Auditor an audit of the San Jose Police Department manning. The request from the city auditor was to also compare San Jose with other cities of comparable size. As a result of the information gathered a recommendation was to be made to the City Council regarding staffing levels. This goal was not completed

**3.9 Disaster Preparedness.** The goal of this Ad Hoc Committee was to build on the work of the Disaster Preparedness Ad Hoc from the previous year 2018-2019. Working with the Office of Emergency Management to share their trainings, recommendations and information with residents so they are better prepared to deal with natural and manmade disasters which may occur in the neighborhoods. This goal was not completed

**3.10 Illegal Dumping.** Residents continue to place illegal dumping among their top priorities. The commission was to learn what different neighborhoods and groups are doing and support the outreach to Cal Trans, Union Pacific, and other agencies that have significant trash dumping on their properties. This goal was not completed.

**3.11 Access to Transportation.** Residents in many neighborhoods have limited access to transportation. The goal of this Ad Hoc committee was to contact the San Jose City Department of Transportation, talk with department members, and learn issues regarding transportation in neighborhoods that are limiting access and availability of transportation to residents. This goal was not completed.

**3.12 Parks.** Parks have always been an issue with neighbors. Some issues are the number of parks their maintenance and care. This goal was not completed.

**3.13 Illegal Fireworks.** *This* issue has long been concerning not just of residents but also of this Commission. The Commission intended to receive updates from the Fire Department staff about how illegal firework enforcement is going and bring new information to residents. Communication was received from the Fire Marshall and a briefing held during the June 2020 NC meeting. The goal was not fully completed.

**3.14 Roadshow.** The goal of this Ad Hoc Committee was to build upon the success of the Roadshow and Community Outreach ad hocs to strengthen partnerships between the commission and associations and help new associations get established. Not completed

## Conclusion

Neighborhoods Commission Meetings serve as a forum for San José residents to present their concerns and views on issues affecting their neighborhoods. Additionally, organizations provided presentations on relevant San José matters including the following:

- City of San José Illegal Fireworks: San José Fire Department
- Emergency Preparedness: Director of Emergency Services
- San José Budget Overview: San José City Manager Budget Office
- Traffic Enforcement: San José Police Department

The Neighborhoods Commission was unable to meet in person and with the public during the fiscal year 2019-2020 from March, 2020 until the end of the fiscal year due to Covid 19 restrictions. Additionally, the commission was not able to meet quorum. The commission met by zoom meetings from March 2020 until June 2020