

L. Ames, Aug 12, 2015

# **San José Neighborhood Cmsn report from Work Plan ad hoc Cmte**

# Purpose of Work Plan

- Defines what we want to do and when to do it
- Assures that we do what needs to be done, and that we allow time to do it.
- Just a “guide”:
  - Schedules may shift to accommodate others,
  - Topics may be added or dropped according to events
- Plan for just the 10 sessions this year
  - Don't take too long planning: want to leave time for doing
    - Last year, took 6 meetings to plan...
  - Don't plan for too much – leave time for future add-ins

# Process

- Collect ideas
  - Council's top-10, NC round-table (6/15 mtg), public input, left-overs from last year's NC list
  - "Must do's" – no choice; need to allow them time
- Ad hoc cmte reviewed the combined list
  - Sorted by size, category, uniqueness & usefulness
  - Sorted by interest and willingness to work or lead
- Tonight:
  - Hear from Cmsnrs & public – add more to list?
  - Volunteer to work or lead?
  - Select tasks for 2015-16 & fold into year's calendar

# Task Characterization (1)

- Within NC's charter?
- Leverage? Help other projects, other Cmsns?
- Communities impacted?
  - Citywide? Diverse? In need of assistance?
- Level of effort?
  - Small: Just request a report/presentation? 1/2 hr?
  - **Med**: Discussion & decision; letter? 1/2 session?
  - **Large**: Special / multiple sessions? Public outreach?
    - Is there a Champion on NC to shepherd the process?

# Task Characterization (2)

- Categories:
  - Code Enforcement (CEnf);
  - Public Safety (PubS);
  - Transportation (Trnsp);
  - Community Engagement (CEng); and
  - Budget (Bdgt);
  - plus “housekeeping” (HK -- take care of Cmsn business)
- Don't have to do one from each category, don't want to do only from one or two...

# Work Plan Ad Hoc Cmte

- Dan Keller– D9
- Nick Labosky– D10
- Gary Cunningham– D1
- Desiree Barragan– D3
- Terry Martin– D9
- Marie Arnold – D2
- Linda Locke– D4
- Larry Ames – D6
- Joe Horwedel – D1  
(served as alternate for  
Juan Estrada – D5)

Topics	Cat.					S/M/L?
Expected / Required						
revisit the process for Caucus election	HK	Required	Nov			S
do the caucuses	HK	Required	May			M
review Mayor's budget proposal and give feedback	Bdgt	Expected	Feb - Apr			L
2016-17 Work Plan	HK	Required	June			L
		Total	Lead	Team	Do	
<b>Budget</b>						
Budget / rezoning, incentive review	Bdgt	3	0	3	0	M
<b>Code Enforcement</b>						
Illegal dumping and blight prevention	CEnf	5	1	1	3	S
Graffiti abatement	CEnf	3	0	1	2	S
Permit Parking?	CEnf	1	0	1	0	M
Riparian Corr & Bird-Safe Bldgs	CEnf	1	0	0	1	S
Allow 2nd'ry Units	CEnf	0	0	0	0	S
<b>Community Engagement</b>						
How to improve public involvement in the Capital Improvement Program (CIP) process	CEng	1	0	1	0	L
Develop process for community input	CEng	6	2	3	1	M
Crowd-sourcing of private surveillance camera data	CEng	3	1	1	1	S
Homelessness	CEng	1	0	0	1	S
Data-driven decision process: show us the data!	CEng	3	0	0	3	M
Invite the City Auditor to attend and provide comment.	CEng	2	0	0	2	S
track changes in Envision 2040 update	CEng	1	0	0	1	S
Council's Outreach Policy 6-30 & how it's being implemented	CEng	2	1	1	0	M
Outside Agency Policies in SJ	CEng	3	1	0	2	M
<b>House-keeping</b>						
Refine and document the process by which NC develops a work product.	HK	4	0	4	0	M
<b>Public Safety</b>						
Policies on Police Body Cameras	PubS	9	0	2	7	L
Illegal Fireworks Ord	PubS	3	0	0	3	S
<b>Transportation</b>						
Traffic calming	Trnsp	0	0	0	0	S

# The “Mandatory Topics”

- Revisit the process for Caucus election in Nov.; establish protocols, a small (HK) task in November,
- Actually do the caucuses, a **medium** (HK) task in May (doesn't take time away from mtgs),
- Review Mayor's budget proposal and give feedback: a **large** (Bdgt) task spanning Feb - April, and
- Propose the 2016-17 Work Plan: a **large** (HK) task in June

# Recommended by ad hoc Committee

- Policies on Police Body Cameras
  - a **large** (PubS) task
- Develop process for community input
  - **medium**, (CEng);
- Illegal dumping and blight prevention
  - a small task (request a report) (CEnf), and
- Refine and document the process by which NC develops a work product, a **medium** (HK) task.



# “Subtotal”

- These 8 tasks are comprised of 3 large tasks and 3 medium ones: that should keep us fairly busy.
- They span most of the categories:
  - Budget (Bdgt) , Code Enforcement (CEnf), Community Engagement (CEng), and Public Safety (PubS), along with Housekeeping (HK)
- 3 of the 8 tasks are “internal”: caucus, work plan, and defining the NC workflow
- Do we want to do more?

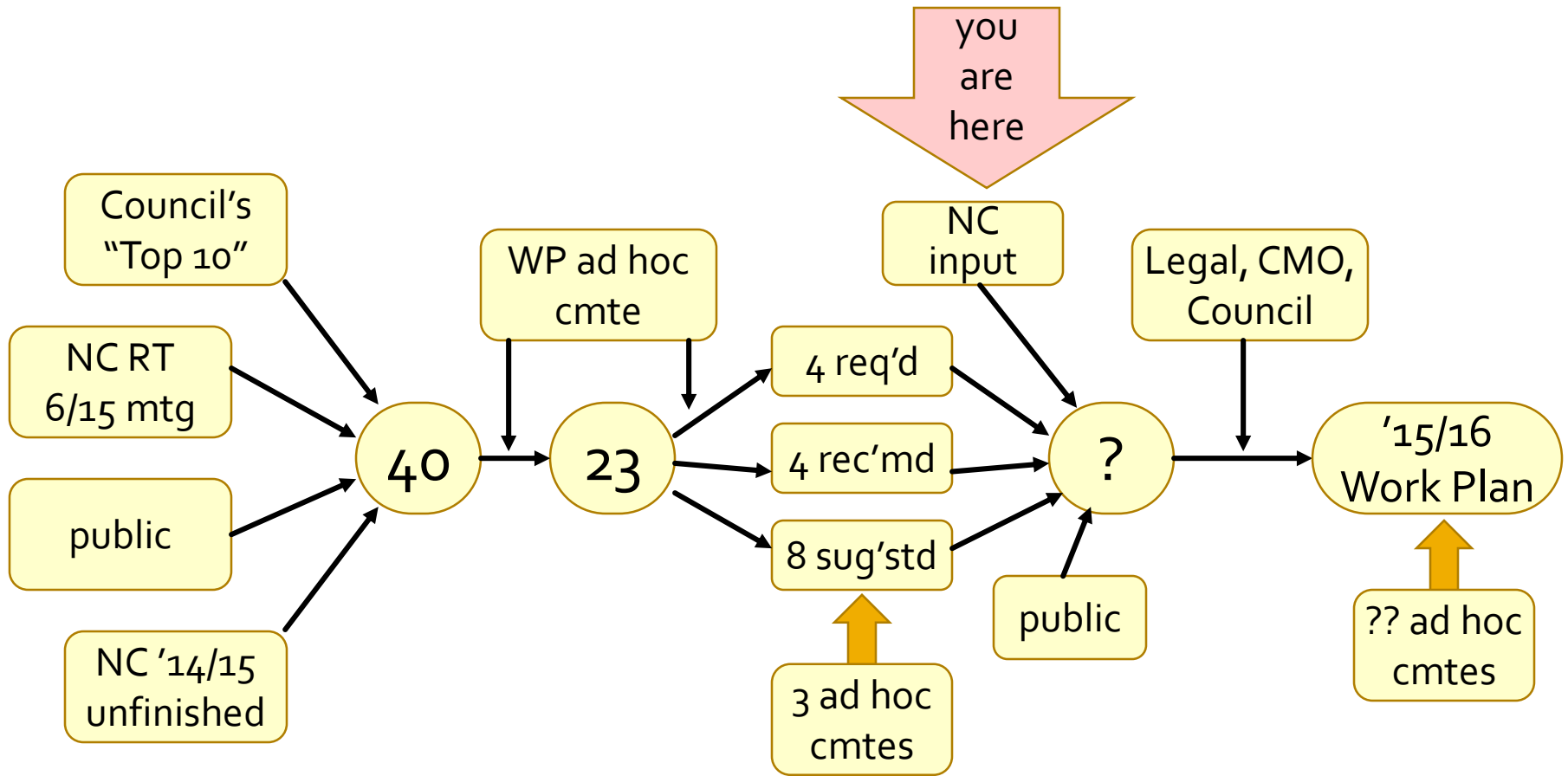
# Add More Tasks to Work Plan?

- Have room to add a number of “small” tasks
  - Just requesting a Staff presentation can indicate the NC’s interest in the topic, can spur effort by Staff, and can provide information for NC to share w/ community
- Might want to add some “medium” tasks
  - Possible if there is additional Cmsnr participation
  - Topic would be worked on by ad hoc subcmte, which then briefs the full NC w/ progress reports and final recommendations

# Suggested Additional Topics

- Budget/rezoning, incentive review: **medium** (Bdgt);
- Graffiti abatement: a small task (CEnf);
- Crowd-sourcing of private surveillance camera data: a small task (PubS);
- Invite the City Auditor to attend and provide comment: a small task (CEng);
- Council's Outreach Policy 6-30 & how it's being implemented: **medium** (CEng);
- Outside Agency Policies (e.g, VTA, SCVWD) in SJ: **medium** (CEng); and
- the Illegal Fireworks Ordinance: a small task (PubS)
- Staff reco.: report on "Vision Zero": small (Trnsp).

# Road Map



# “Orphans”

- Not “bad ideas” ...
  - Just more than ad hoc cmte thought we could handle
  - Topics can be added if Cmsnrs volunteer to lead and help w/ ad hoc cmte: work off-line & give status reports
- Small tasks: outside work & quick status reports
  - Riparian Cor. Dev’lpmnt Setback Policy & Bird-Safe Bldgs (CEnf);
  - Homelessness (CEng);
  - Track changes in Envision 2040 update (CEng);
  - Policy to Allow 2nd'ry Units (CEnf); and
  - Traffic calming (Trnsp)
- Medium task: would need volunteers to commit
  - Permit Parking (CEnf)
  - [“Data-driven decision process” combined w/ “NC work process”]

# Work Plan Schedule

Aug:  
\* elect chair/VC  
\* Work Plan

Sept:

Oct:

Nov:  
\* Caucus process

Jan:

Feb:

Mar:

Apr:  
\* Budget

May:  
\* Budget

Jun:  
\* Work Plan

# Backup Charts

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# Council's Top Priorities

	Mayc	Jone	Kalra	Pera	Matt	Carra	Olive	Nguy	Herr	Roch	Khan	Total
Policy Name	M	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	Tot.
Wage Theft		1	1	1	1	2			1	1	2	10
Update Rental Rights	2	1	1	1	1	1		1		1		9
Massage Parlor Regs				1			7					8
Mobile Home Convrns	1	1	1	1	1	1		1		1		8
Illegal Fireworks Ord	2					1			1		3	7
Local Hire/Local Business		1	1	1	1	1		1	1			7
Riparian Corr & Bird-Safe Bldgs	1		1		1				1	1	2	7
Allow 2nd'ry Units		1		1					3	1		6
Comm'rcl Impact Fee - Afford.H			1	1		1		1		2		6



# Topics -- 1

codes: CEnf, PubS, Trnsp, CEng, Bdgt, HK							
Topics	Category	S/M/L?	Lev'rg	Bang?	Y/N?	month?	comment
revisit the process for Caucus election in Nov.; establish protocols	HK	M			Yes	Nov	Required
review Mayor's budget proposal and give feedback	Bdgt	L		Y	Yes	Apr/May	expected
How to improve public involvement in the Capital Improvement Program (CIP) process	CEng	L	Y	Y			
Refine and document the process by which NC develops a work product.	HK	M	Y	?			
Public Safety (several votes)	PubS	?					
Code Enforcement (many votes)	CEnf	?					
Community Engagement	CEng	?					
Policy on illegal removal of trees	CEnf	S					
Illegal dumping and blight prevention	CEnf	S					
Police staffing	PubS	M					
Development of "Dashboard App" for community input	CEng	M					
Policies on Police Body Cameras (several votes)	PubS	L					

# Topics -- 2

codes: CEnf, PubS, Trnsp, CEng, Bdgt, HK							
Topics	Category	S/M/L?	Lev'rg	Bang?	Y/N?	month?	comment
Neighborhood Blight prevention	CEnf	M					
Vision-Zero – traffic safety	Trnsp	M					
Graffiti abatement	CEnf	S					
Transportation: pavement	Trnsp	S					
Document the process of how NC does its work	HK	M					
Safety of children after school – Community Centers?	PubS	S					
Fireworks & Nghbrhd cleanups	PubS	S					
Homelessness	CEnf	L					
Community Outreach and Engagement	CEng	M	Y				
Traffic calming	Trnsp	M					
Data-driven decision process: show us the data!	CEng	M	Y				
Invite the City Auditor to attend and provide comment.	CEnf	S	Y				
track changes in Envision 2040 update	CEng	S					

# Topics -- 3

codes: CEnf, PubS, Trnsp, CEng, Bdgt, HK							
Topics	Category	S/M/L?	Lev'rg	Bang?	Y/N?	month?	comment
impact of drought on city's trees?	CEng	S					
BART & the Alum Rock Station?	CEng	S					
Permit Parking?	CEnf	S					
Council's Outreach Policy 6-30 & how it's being implemented	CEng	S	Y	Y			
Wage Theft	X						
Update Rental Rights	CEnf	M					
Massage Parlor Regs	CEnf	M					
Mobile Home Convrns	CEnf	M					
Illegal Fireworks Ord	PubS	S					
Local Hire/Local Business	X						
Riparian Corr & Bird-Safe Bldgs	CEnf	M					
Allow 2nd'ry Units	CEnf	M					
Comm'rcl Impact Fee - Afford.H	Bdgt	M					

# Commission Duties

- The Neighborhoods Commission shall **integrate the voice of neighborhoods** into the City's decision-making processes; study issues, courses of action, policies, and programs **that affect neighborhood quality of life**; make recommendations to council and **redevelopment agency**; and empower neighborhoods. The **commission will make regular reports to the San José City Council, City staff, and neighborhood groups. The Neighborhoods Commission work plan will be developed in coordination with, and approved by, the Neighborhood Services and Education Committee.** Annual reports will be provided by commissioners at the yearly Neighborhood Caucus by council district.
- The Neighborhoods Commission is advisory to the City Council regarding San José neighborhoods. The Commission would work with both City and, when applicable, **Redevelopment Agency staff**, and when appropriate, **collaborate with other commissions and boards.**
- ...
- All neighborhood caucuses will be held between **August 18, 2010 and September 25, 2010**

L. Ames, Aug 12, 2015

# **San José Neighborhood Cmsn**

## **Thoughts on Work Flow**

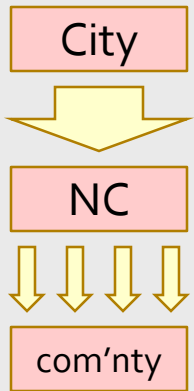
# Communications

- Need an Official NC website
  - post the materials presented to the NC
    - so that Cmsnrs can review and share w/ public
    - preferably, x days in advance (except for rush/emergency cases)
    - within x days after presentation
  - Archive of NC letters and reports
  - Link to audio recordings of NC mtgs
- Use of Unofficial website & Social Media
  - for communication w/ Cmsnrs' home district
  - implications of Brown Act?

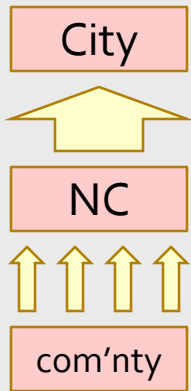
# How to Agendize a Topic

- Automatically from approved Work Plan
- by Commissioner at the preceding mtg or email
  - at least 2 weeks prior, to Staff & Chair
- by Staff in the CMO
  - often at request of City Dept.
  - NC willing to “focus group” consult, but not willing to be a “community input” “box checked”.
- Staff and Chair consult about a week prior to meeting to finalize agenda
  - Staff posts to website, as per Brown Act reqmnts.

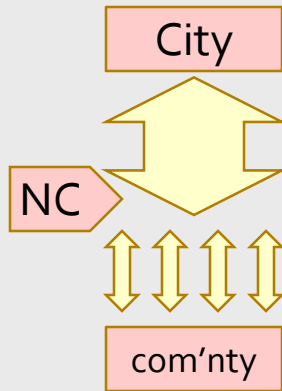
# Types of Nghbrhd Cmsn Involvement



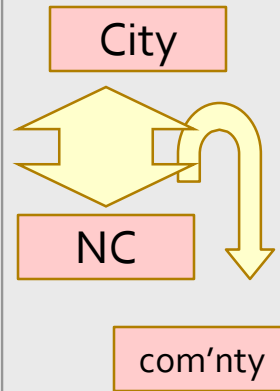
**Disseminate:**  
get info from City and share with the community



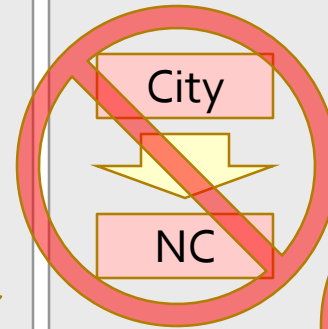
**Collect:**  
get info from the community and share with City



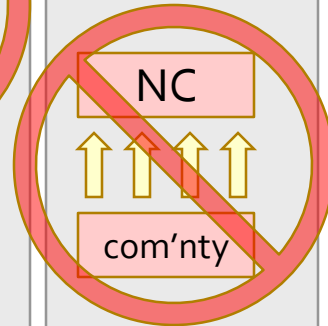
**Facilitate:**  
arrange for City and community to exchange info



**Focus group:**  
City can get feedback from NC so as to have better presentation for community



**Checked Box:**  
City claims it consulted the community because it talked to NC



**Diversion:**  
City appeases the public by having the community meet with NC



# Process for Output

- Discussion at NC mtg; vote to authorize
- ad hoc cmte drafts a letter based on NC comments
- Reviewed by Legal; update as needed
- Share w/ NC; update as needed
- Final draft signed by Chair
- Distribution
  - by Chair? by Staff?
  - posted on official website?
  - final copy sent to Cmsnrs?