



# Memorandum

**TO:** RULES AND OPEN GOVERNMENT  
COMMITTEE

**FROM:** Mayor Mahan  
Chair Pam Foley

**SUBJECT:** COMMUNITY AND ECONOMIC  
DEVELOPMENT COMMITTEE  
WORK PLAN

**DATE:** November 15, 2023

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Approved *Matt Mahan*

Date 12/7/2023

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Approved *Pam Foley*

Date 12/7/2023

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## RECOMMENDATION

Approve the Community and Economic Development Committee Work Plan for the period of January through June 2024 and setting its meeting schedule on the fourth Monday of each month at 1:30 p.m. in the City Council Chambers, with the exception of the month of May, setting the meeting on the third Monday of that month at 1:30 p.m. in the City Council Chambers.

### **COMMITTEE MEMBERS:**

PAM FOLEY, CHAIR  
OMAR TORRES, VICE CHAIR  
ROSEMARY KAMEI, MEMBER  
PETER ORTIZ, MEMBER  
ARJUN BATRA, MEMBER

### **STAFF:**

ROSALYNN HUGHEY, CITY MANAGER'S OFFICE  
JOHNNY PHAN, CITY ATTORNEY'S OFFICE  
MICHAEL LOMIO, MAYOR'S OFFICE  
YASMIN JOHNSON, CITY CLERK'S OFFICE

### **MISSION STATEMENT:**

To manage the growth and change of the City of San José in order to encourage a strong economy, create and preserve healthy neighborhoods, ensure a diverse range of housing and employment opportunities, and encourage a diverse range of arts, cultural, and entertainment offerings.

<p style="text-align: center;"><b>COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE WORK PLAN January – June 2024</b></p>
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**JANUARY 22, 2024**

**1. Real Estate Services Division Activities Annual Report.**

**Purpose:** Provide a verbal annual report on the activities of the Real Estate Services Division, including surplus land sales leasing activities, and City-owned vacant lands for Fiscal Year 2022-2023.

(Economic Development and Cultural Affairs)

**2. Housing Department Performance Measures Audit Recommendation #1 Status Report.**

**Purpose:** Provide a status report on the Housing Department's efforts to implement Recommendation #1 of the City Auditor's Report 23-04, Housing Performance Measures: The City Should Focus and Align Measures to Support Decision-Making, consistent with the City Council direction provided on October 17, 2023. (Housing/City Manager)

**3. Citywide Residential Anti-Displacement Strategy Status Report.**

**Purpose:** Provide a status report on the Citywide Residential Anti-Displacement Strategy, including information on housing preservation options and proposed priorities for preservation program development, consistent with the City Council direction provided on April 25, 2023.

(Housing)

**FEBRUARY 26, 2024**

**1. Development Services Process Improvements and Dashboard Semi-Annual Status Report.**

**Purpose:** Provide a verbal semi-annual status report on the Development Services Process Improvements and Dashboard.

(Planning, Building and Code Enforcement/Public Works/Fire)

*[DEFERRED PER 2/26/24 CED TO 6/24/24]*

**2. Citywide Planning Activities Semi-Annual Status Report.**

**Purpose:** Provide a verbal semi-annual verbal status report on Citywide planning activities, including Urban Village planning and Aligning Zoning with the General Plan.

(Planning, Building and Code Enforcement)

*[DEFERRED PER 2/26/24 CED TO 6/24/24]*

**3. Housing Catalyst Team Work Plan Status Report.**

**Purpose:** Provide a status report on the work to implement the Housing Catalyst Team Work Plan.

(Planning, Building, and Code Enforcement/Housing/Economic Development and Cultural Affairs)

**4. Anti-Displacement Tenant Preference and Neighborhood Tenant Preference for Affordable Housing Draft Programs Status Report.**

**Purpose:** Provide a status report on the draft Anti-Displacement Tenant preference and the draft Neighborhood Tenant preference programs, which help prioritize vulnerable applicants for City-supported affordable housing and mitigate the likelihood of low-income renters' displacement from San José.

(Housing)

**5. Digital Billboard Status Report.**

**Purpose:** Provide a status report on digital billboards.

(City Manager/Economic Development and Cultural Affairs)

*[ADDED PER 1/17/24 RULES, ITEM C.2]*

**MARCH 25, 2024**

**1. Economic Development Activities Quarterly Status Report.**

**Purpose:** Provide a verbal quarterly status report on recent announcements, significant accomplishments, and upcoming events related to economic development.

(Economic Development and Cultural Affairs)

**2. Team San José Semi-Annual Status Report.**

**Purpose:** Provide a semi-annual status report on the performance and activities of Team San José.

(Economic Development and Cultural Affairs)

**3. Development Fee Framework Status Report.**

**Purpose:** Provide a status report on the creation and implementation of the Development Fee Framework including the consideration of the analysis of the Parks Development Impact Fee Study.

(Economic Development and Cultural Affairs/Parks, Recreation and Neighborhood Services/Housing)

*[DEFERRED TO 4/22/24 CED COMMITTEE]*

**4. Soft Story Seismic Retrofit Draft Ordinance and Rebate Program Status Report.**

**Purpose:** Provide a status report on the draft ordinance and rebate program for the Soft Story Seismic Retrofit Program.

(Planning, Building and Code Enforcement/Housing/City Manager – Emergency Management)

**5. Development Services Process Improvements and Dashboard Semi-Annual Status Report.**

**Purpose:** Provide a verbal semi-annual status report on the Development Services Process Improvements and Dashboard.

(Planning, Building and Code Enforcement/Public Works/Fire)

*[DEFERRED PER THE 2/26/24 CED MEETING TO 6/24/24 CED COMMITTEE MEETING]*

*[MOVED APPROVED FROM 6/24/24 MEETING TO 3/25/24 CED COMMITTEE MEETING]*

**6. Citywide Planning Activities Semi-Annual Status Report.**

**Purpose:** Provide a verbal semi-annual verbal status report on Citywide planning activities, including Urban Village planning and Aligning Zoning with the General Plan.

(Planning, Building and Code Enforcement)

*[DEFERRED PER THE 2/26/24 CED MEETING TO 6/24/24 CED COMMITTEE MEETING]*

*[MOVED APPROVED FROM 6/24/24 MEETING TO 3/25/24 CED COMMITTEE MEETING]*

**APRIL 22, 2024**

**1. Business Development Division Activities Annual Report.**

**Purpose:** Provide an annual report on the activities of the Business Development Division, including small business assistance, corporate engagement, development facilitation, and emerging trends.

(Economic Development and Cultural Affairs)

**2. Work2future Activities Annual Report.**

**Purpose:** Provide an annual report on work2future activities and accomplishments in support of job seekers and employers.

(Economic Development and Cultural Affairs)

**3. Housing Department Performance Measures Audit Recommendations #2 and #3 Status Report.**

**Purpose:** Provide a status report on the Housing Department's efforts to implement Recommendations #2 and #3 of the City Auditor's Report 23-04, Housing Performance Measures: The City Should Focus and Align Measures to Support Decision-Making, consistent with the City Council direction provided on October 17, 2023.

(Housing/City Manager)

**4. Housing Stabilization and Eviction Prevention Status Report.**

**Purpose:** Provide a status report on housing stabilization and eviction prevention efforts to resolve active and potential unlawful detainer (eviction) court cases by preventing unnecessary forced evictions involving unpaid rent and promoting housing stability.

(Housing)

*[DEFERRED TO 6/24/24 CED COMMITTEE MEETING]*

**5. Rent Stabilization Program Strategic Plan Status Report.**

**Purpose:** Provide a status report on the draft Rent Stabilization Program Strategic Plan including Apartment Rent Ordinance, Mobilehome Rent Ordinance, Tenant Protection Ordinance, Ellis Act Ordinance, and goals and objectives for the program over the coming years.

(Housing)

*[DEFERRED TO AUGUST 2024 CED COMMITTEE MEETING]*

**6. Development Fee Framework Status Report.**

**Purpose:** Provide a status report on the creation and implementation of the Development Fee Framework including the consideration of the analysis of the Parks Development Impact Fee Study.

(Economic Development and Cultural Affairs/Parks, Recreation and Neighborhood Services/Housing)

*[DEFERRED FROM THE 3/25/24 CED COMMITTEE TO 4/22/24 CED COMMITTEE]*

**MAY 20, 2024 – SPECIAL MEETING DATE**

**1. Lease and Asset Management System Status Report.**

**Purpose:** Provide a status report on the Lease and Asset Management System project for effective management of leases, property ownership, maintenance, and comprehensive tracking of real estate assets.

(Economic Development and Cultural Affairs/Information Technology)

**2. Downtown and Regional Wayfinding Status Report.**

**Purpose:** Provide a status report on Downtown and Regional Wayfinding efforts.

(Transportation/Economic Development and Cultural Affairs)

**3. Disability Services and Community Engagement Work Plan Annual Report.**

**Purpose:** Provide an annual report on the Disability Services and Community Engagement Work Plan, including policies and initiatives implemented to improve accessibility for City staff and the residents of San José.

(City Manager –Administration, Policy, and Intergovernmental Relations)

**4. City-wide Community Engagement Framework Annual Report.**

**Purpose:** Provide an annual report on the City’s community engagement activities, including the use of on-call consultants and community-based organizations by departments and City Council offices.

(City Manager)

**5. Coyote Corridor Study Status Report.**

**Purpose:** Provide a status report on the Coyote Corridor Study process which is exploring flexibility on non-residential land uses on the east side of Monterey Highway, uses that would be compatible with the Agricultural and Open Space uses along the corridor.

(Planning, Building and Code Enforcement)

**JUNE 24, 2024**

**1. Economic Development Activities Quarterly Status Report.**

**Purpose:** Provide a verbal quarterly status report on recent announcements, significant

accomplishments, and upcoming events related to economic development.  
(Economic Development and Cultural Affairs)

**2. Downtown Annual Progress Report.**

**Purpose:** Provide an annual downtown progress report, including business and economic development, public life, and arts and cultural initiatives.  
(Economic Development and Cultural Affairs)

**3. Foreign Trade Zone 18 and Sister Cities Program Status Report.**

**Purpose:** Provide a status report on the City-managed Foreign Trade Zone 18 and the Sister Cities Program.  
(Economic Development and Cultural Affairs)

**4. Measure E Real Property Transfer Tax Refund for Qualifying Nonprofit Real Property Transfers Pilot Program Status Report.**

**Purpose:** Provide a status report on the Measure E Real Estate Transfer Tax Refund for Qualifying Nonprofit Real Property Transfer Pilot Program, including any recommendations to end the pilot or establish a formal program.  
(Housing) *[DROPPED PER 5/15/24 ROGC]*

**5. Development Services Process Improvements and Dashboard Semi-Annual Status Report.**

**Purpose:** Provide a verbal semi-annual status report on the Development Services Process Improvements and Dashboard.

(Planning, Building and Code Enforcement/Public Works/Fire)

*[DEFERRED FROM 2/26/24 CED MEETING TO 6/24/24 CED COMMITTEE MEETING]*

*[MOVED APPROVED FROM 6/24/24 MEETING TO 3/25/24 CED COMMITTEE MEETING]*

**6. Citywide Planning Activities Semi-Annual Status Report.**

**Purpose:** Provide a verbal semi-annual verbal status report on Citywide planning activities, including Urban Village planning and Aligning Zoning with the General Plan.

(Planning, Building and Code Enforcement)

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*[MOVED APPROVED FROM 6/24/24 MEETING TO 3/25/24 CED COMMITTEE MEETING]*

**7. Housing Stabilization and Eviction Prevention Status Report.**

**Purpose:** Provide a status report on housing stabilization and eviction prevention efforts to resolve active and potential unlawful detainer (eviction) court cases by preventing unnecessary forced evictions involving unpaid rent and promoting housing stability.

(Housing)

*[DEFERRED FROM 4/22/24 CED COMMITTEE MEETING]*