



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Angel Rios, Jr.

**SUBJECT:** VIETNAMESE-AMERICAN  
COMMUNITY CENTER

**DATE:** May 16, 2017

Approved

Date

5/16/17

## BACKGROUND

This Manager's Budget Addendum (MBA) responds to the previously approved MBA #15 for Fiscal Year 2016-2017, to provide a report on the interim Vietnamese-American Community Center's (VACC) first year of operation.

Per City Council direction on October 16, 2016, the Parks, Recreation and Neighborhood Services (PRNS) Department opened the interim VACC at Shirakawa Community Center with 2016-2017 one-time funding of \$276,000 to support the initial operations (\$205,000 for 4.0 FTE positions and non-personal/equipment funding, and \$71,000 in Capital funding to support tenant improvements). Given the multi-year process required to identify a permanent site, the Shirakawa Community Center was selected as the temporary location in accordance with City Council Policy 7.12 (*Use of Community Center Sites in Exchange for Services that Primarily Benefit San José Residents*) which allows PRNS to host this specialized service at an existing Community Center Reuse (Reuse) program site.

## ANALYSIS

The VACC operates seven days a week through City programming, rentals, and community partner groups. The VACC provides weekend and after-hour access to community groups and Reuse partners to increase access and promote a community gathering space. On average, 15 community groups use the space for community events, meetings, classes, and gatherings, per week.

The PRNS programming team, hired for their cultural and linguistic competencies, strives to create a safe and welcoming environment where the community can address topics of concern relevant to the Vietnamese community and receive quality recreational and community-supportive programming.

Since its opening on October 16, 2016, the VACC has provided services to over 2,100 unduplicated participants, not including those recently served during its activation as a Local Assistance Center (LAC) in response to the Coyote Creek flood.

Current programming at VACC is supported by City Staff through the provision of access to the center and through direct service delivery. The following programs are offered in varying degrees by a combination of City Staff, community based organizations and partners, and volunteers at the VACC:

- Dance classes for seniors: Tuesday, Wednesday, and Friday, 10 a.m.–12 p.m. with over 30 participants attending each class.
- Social Recreation and music time for all ages: Friday and Sunday, 7 p.m. – 11 p.m. with over 40 participants each night.
- Homework assistance hours: Monday through Friday, 2 p.m. – 6 p.m. with 23 participants on average.
- Citizenship classes: Sunday from 9 a.m. – 12 p.m. run by Viet Voter, with 10 – 15 participants per class.
- Computer classes: Wednesday 1 p.m. – 3 p.m. with 15 participants per class.
- Special Events:
  - Sunday, October 30, 2016: Halloween Haunted House attracted over 500 participants.
  - Saturday, January 21, 2017: Lunar New Year Celebration attracted over 300 participants.

In addition to the daily programming of services, the VACC and PRNS staff provided critical support during the recent flood emergency. The VACC was instrumental in its initial activation as an Evacuation Center on February 20, 2017, and then in support of the Local Assistance Center (LAC) that began February 25, 2017. The VACC created a community access point for any resident impacted by the flood to obtain services and resources to aid them in their recovery. During the flood recovery, the VACC provided access to approximately 18 State, County, City and nonprofit agencies. Through the activation of the LAC at the VACC, PRNS and its partners provided many hours of assistance to numerous households throughout the City.

The staffing model at this center currently consists of 4.0 FTEs as indicated in the chart below:

<b>Staffing Model</b>	<b>FTE</b>
Recreation Program Specialist	1.0
Senior Recreation Leader	1.0
Recreation Leader Part-Time	2.0
<b>Total</b>	<b>4.0</b>

Although this center is in the Community Re-Use Program, a re-use operator has not yet been secured. Per the 2017–2018 Proposed Budget, one-time funds to support PRNS as the lead operator of the Vietnamese-American Community Center have been identified through

HONORABLE MAYOR AND CITY COUNCIL

May 16, 2017

**Subject: Vietnamese-American Community Center**

Page 3

December 2017. PRNS anticipates releasing a "Request for Interest" (RFI) to seek a Lead Operator and Program Operators to provide services to the Vietnamese population in June 2017. PRNS will report back to the City Council with the outcomes and recommendations for their consideration in fall 2017.

### **COORDINATION**

This memorandum was coordinated with the City Attorney's Office and the City Manager's Budget Office.

/s/

ANGEL RIOS, JR.

Director, Parks, Recreation and  
Neighborhood Services

For questions please contact Matt Cano, Assistant Director, at (408) 793-5553.