



# Memorandum

## WORK PLAN CONTENTS

**NEIGHBORHOOD SERVICES AND EDUCATION  
COMMITTEE WORK PLAN  
August 2021 - June 2022**

**COMMITTEE MEMBERS:**

SYLVIA ARENAS, CHAIR  
MAGDALENA CARRASCO, VICE-CHAIR  
MAYA ESPARZA, MEMBER  
DAVID COHEN, MEMBER  
SERGIO JIMENEZ, MEMBER

**STAFF:**

ANGEL RIOS, JR., CITY MANAGER'S OFFICE  
KARIN MURABITO, CITY ATTORNEY'S OFFICE  
PAUL PEREIRA, MAYOR'S OFFICE  
TONI TABER, CITY CLERK

**MISSION STATEMENT:**

To serve and strengthen community by providing access to lifelong learning opportunities to enjoy life, ensuring a diverse range of housing opportunities, and preserving healthy neighborhoods.

### *AUGUST THROUGH DECEMBER 2021 WORK PLAN ITEMS*

#### AUGUST 12, 2021

1. **Citywide Residential Anti-Displacement Strategy Quarterly Status Report.** (Housing)  
**Purpose:** Provide a quarterly status report on the Citywide Residential Anti-Displacement Strategy.
2. **Urban Confluence Silicon Valley Project Quarterly Status Report.** (Parks, Recreation and Neighborhood Services)  
**Purpose:** Provide a verbal quarterly status report on the proposed Urban Confluence Silicon Valley Project proposed at Arena Green.

**3. Timelines for Identifying Improvements to Bringing Everyone's Strengths Together (BEST) Grant Program Oversight and Accountability, and the Community Crisis Response Protocol.** (Parks, Recreation and Neighborhood Services)

**Purpose:** Provide a report on the timelines for identifying improvements to Bringing Everyone's Strengths Together (BEST) Grant Program oversight and accountability, and the Community Crisis Response Protocol.

**4. Neighborhood Center Partner Program Status Report.** (Parks, Recreation and Neighborhood Services)

**Purpose:** Provide a status report on the Neighborhood Center Partner Program (formerly the Community Center Reuse Program), including Request For Qualifications (RFQ) and current partner activities.

**AUGUST 26, 2021 (1:30 p.m.) SPECIAL JOINT MEETING OF NEIGHBORHOOD SERVICES AND EDUCATION COMMITTEE AND SANTA CLARA COUNTY CHILDREN, SENIORS, AND FAMILIES COMMITTEE**

*Date and time correspond to existing August meeting of Santa Clara County CSFC. Draft agenda subject to additional coordination.*

**1. Joint Special Meeting on Child Well-Being.** (Parks, Recreation and Neighborhood Services)

**Purpose:** Provide reports and recommendations on a child well-being strategy that will utilize funds from, but not limited to, American Rescue Plan (ARP) funding, in partnership with stakeholders that deliver child care, afterschool care, and other services for children of elementary school age, as well as children zero to five.

**SEPTEMBER 9, 2021**

**1. Commissions Annual Reports and Work Plans. (Consent Calendar)** (Parks, Recreation and Neighborhood Services)

**Purpose:** 1. Provide the Neighborhoods Commission Annual Report for FY 2020-2021 and approve the Neighborhoods Commission Work Plan for FY 2021-2022. 2. Provide the Parks and Recreation Commission, and Senior Citizens Commission 2021-2022 Work Plans. Approvals of Annual Reports and Work Plans comply with the City Municipal Code pertaining to Boards and Commissions.

**2. Commissions Annual Reports and Work Plans. (Consent Calendar)** (Library)

**Purpose:** Provide a report on the Library and Education Commission and Youth Commission's accomplishments and approve the 2021-2022 Work Plans. Approvals of Annual Reports and Work Plans comply with the City Municipal Code pertaining to Boards and Commissions.

**3. Code Enforcement Management Controls Audit Report.** (City Auditor)

**Purpose:** Provide a report on the Code Enforcement Management Controls Audit.

- 4. FY 2020-2021 Consolidated Annual Performance Evaluation Report (CAPER).** (Housing)  
**Purpose:** Provide the FY 2020-2021 Consolidated Annual Performance Evaluation Report (CAPER) and seek recommendations on the future use of any unprogrammed Community Development Improvement funds.
- 5. College and Career Readiness Report.** (Economic Development and Cultural Affairs/Environmental Services/Housing/Information Technology/Library/Parks, Recreation and Neighborhood Services/Public Works/Transportation)  
**Purpose:** Provide a report on College and Career Readiness, including the development of Quality Standards for all City funded, operated, or endorsed programs, and initiatives being implemented such as San José Engage, San José Aspires, Career Online High School, Working Scholars, SJPL Works, and San José Works.
- 6. Police Athletic League (PAL) Status Report.** (Parks, Recreation and Neighborhood Services/Police)  
**Purpose:** Provide a verbal status report on the Police Athletic League (PAL), including the assessment and implementation of alternative operational models for PAL programming and facilities.
- 7. City Roadmap: Food and Necessities Distribution Status Report.** (Parks, Recreation and Neighborhood Services)  
**Purpose:** Provide a status report on Food and Necessities Distribution as part of the approved City Roadmap for 2021-2022, including an assessment of food insecurity and overview of City programs and partnerships addressing food insecurity among youth, families, and seniors.

**OCTOBER 14, 2021**

1. **Education and Digital Literacy Strategy Annual Report.** (Library)  
**Purpose:** Provide an annual report on the Education and Digital Literacy Strategy, including implementation of program Quality Standards, relationships with schools and school districts, and the evolution of City programs.
2. **Digital Literacy and Public Technology Initiatives Status Report.** (Library/City Manager – Civic Innovation/Parks, Recreation and Neighborhood Services)  
**Purpose:** Provide a status report on Digital Literacy and Public Technology Initiatives, including the Coding5K Challenge, the Wonder Workshop pilot program, device lending pilot programs, public computer and Wi-Fi usage, and technology upgrades, and present early findings from the SJ Access Student Hotspot impact report provided by the Santa Clara County Office of Education. In addition, provide a report on the activities of the Digital Inclusion Fund grant program as well as the alignment of California Emerging Technology Fund assistance efforts with the SJ Access network areas, an update of the digital and printed multilingual collateral plan and a report on Community Adoption strategy for SJ Access.
3. **Citywide Age-Friendly Action Plan and Older Adult/Senior Services Programs Status Report.** (Parks, Recreation and Neighborhood Services)  
**Purpose:** Provide a status report on the Citywide Age-Friendly Action Plan and Older Adult/Senior Services programs.
4. **Better Housing Initiative Status Report.** (Housing)  
**Purpose:** Provide a verbal status report on the Better Housing Initiative for selected affordable housing developments.
5. **Family Friendly Initiative Work Plan Status Report.** (Library, Parks, Recreation and Neighborhood Services, City Manager’s Office)  
**Purpose:** Provide a status report on the Family Friendly Initiative Work Plan, including an update on childcare and child well-being efforts resulting from the joint meeting of the NSE Committee and Santa Clara County Children, Seniors, and Families Committee, and progress on Child and Youth Success as directed in the approved June 2021 Budget message.

**NOVEMBER 4, 2021 (9:00 a.m.) SPECIAL MEETING DATE/TIME**

1. **Rent Stabilization Program Strategic Plan Report.** (Housing)  
**Purpose:** Provide a report on the Rent Stabilization Program Strategic Plan, including goals and objectives for the program over the coming years.
2. **Homelessness Annual Report.** (Housing)  
**Purpose:** Provide an annual report on homelessness for 2020-2021, including updates on the approved Citywide Roadmap items for 2021-2022 related to emergency interim housing and sheltering and enhanced encampment services.

3. **Citywide Residential Anti-Displacement Strategy Quarterly Status Report.** (Housing)  
**Purpose:** Provide a quarterly status report on the Citywide Residential Anti-Displacement Strategy.
4. **Parks and Community Facilities Development Capital Improvement Program Annual Reports.** (Parks, Recreation and Neighborhood Services)  
**Purpose:** 1. Provide an annual report on Park Impact Ordinance and Parkland Dedication Ordinance Fees for 2020-2021. 2. Provide an annual report on the Parks, Recreation and Neighborhood Services Department's Capital Improvement Program.
5. **Urban Confluence Silicon Valley Project Quarterly Status Report.** (Parks, Recreation and Neighborhood Services)  
**Purpose:** Provide a verbal quarterly status report on the proposed Urban Confluence Silicon Valley Project proposed at Arena Green.

### **DECEMBER 9, 2021**

1. **2020-2021 Animal Care and Services Annual Report.** (Public Works)  
**Purpose:** Provide and annual report on Animal Care and Services for 2020-2021 related to ongoing operations, policies and programs.
2. **City Roadmap: Child Care Learning Pods Status Report.** (Library/Parks, Recreation and Neighborhood Services)  
**Purpose:** Provide a status report on the Child Care Learning Pods as part of the approved City Roadmap for 2021-2022, including the City's role in the local child care systems, equitable access to City operated early learning, afterschool and enrichment programs, and the Family, Friend and Neighbor network.
3. **Library Department's Equity and Inclusion Services Report.** (Library)  
**Purpose:** Provide a report on the Library's equity and inclusion services, including efforts to strengthen departmental capacity to advance equity and inclusion services, understand the use and access to Library services, reach hard-to-reach populations through various efforts including a special focus on disability/adaptive ability access efforts, and the development of the Equity, Diversity and Inclusion Quality Standards for all City sponsored programs.
4. **City Manager's Office of Racial Equity Work Plan Status Report.** (City Manager –Racial Equity)  
**Purpose:** Provide a status report on the City Manager's Office of Racial Equity work plan.

**DRAFT JANUARY THROUGH JUNE 2022 WORK PLAN ITEMS**

**JANUARY 13, 2022 – MEETING CANCELLED**

**FEBRUARY 10, 2022**

1. **Better Housing Initiative Status Report.** (Housing)  
**Purpose:** Provide a status report on the Better Housing Initiative for selected affordable housing developments.
2. **Assessment of Fair Housing (AFH) Plan Report.** (Housing)  
**Purpose:** Provide a report on the Assessment of Fair Housing (AFH) Plan, including draft strategies in the AFH plan and draft AFH strategies to incorporate into the Housing Element.
3. **Urban Confluence Silicon Valley Project Quarterly Status Report.** (Parks, Recreation and Neighborhood Services)  
**Purpose:** Provide a verbal quarterly status report on the proposed Urban Confluence Silicon Valley Project proposed at Arena Green.
4. **Park Design Guidelines Report.** (Parks, Recreation and Neighborhood Services)  
**Purpose:** Provide a report on park design guidelines that supports planning and design of parks to align with General Plan goals and typical operational resources.
5. **City-Wide Sustainable Park Maintenance Report.** (Parks, Recreation and Neighborhood Services)  
**Purpose:** Provide a report on city-wide sustainable park maintenance, including current service levels and areas of improvement.
6. **Parks Funding Initiative Status Report.** (Parks, Recreation and Neighborhood Services)  
**Purpose:** Provide a verbal status report on the parks funding initiative to identify ongoing operations funding, consistent with benchmark S10 “Seek Sustainable Funding Mechanisms for Our Parks and Recreation System” as defined in the PRNS Department’s Strategic Plan, ActivateSJ.
7. **BeautifySJ Program Annual Report.** (Environmental Services/Housing/Parks, Recreation and Neighborhood Services/Transportation)  
**Purpose:** Provide an annual report on the BeautifySJ program, including the 2021-2022 expansion of BeautifySJ, Encampment Waste Pickup and Encampment Management and Safe Relocation Policy.

**MARCH 10, 2022**

**1. Citywide Residential Anti-Displacement Strategy Quarterly Status Report.** (Housing)

**Purpose:** Provide a quarterly status report on the Citywide Residential Anti-Displacement Strategy.

**2. Coyote Creek Trail Project Quarterly Status Report.** (Parks, Recreation and Neighborhood Services)

**Purpose:** Provide a quarterly status report on the Coyote Creek Trail Project.

**3. Family Camp Status Report.** (Parks, Recreation and Neighborhood Services)

**Purpose:** Provide a status report on Family Camp in advance of its return for the 2022 season.

**4. ActivateSJ Strategic Plan and Community Impact Annual Report.** (Parks, Recreation and Neighborhood Services)

**Purpose:** Provide the ActivateSJ Strategic Plan and Community Impact Annual Report for 2020-2021.

**APRIL 14, 2022**

**1. Parks, Recreation, and Neighborhood Services Department Volunteer Management Programs Annual Report.** (Parks, Recreation and Neighborhood Services)

**Purpose:** Provide an annual report on the Parks, Recreation and Neighborhood Services Department's volunteer management programs, accomplishments and improvement initiatives.

**2. Mayor's Gang Prevention Task Force's Bringing Everyone's Strengths Together (BEST), Safe Summer Initiative Grant, and Youth Interventions Programs Annual Report.** (Parks, Recreation and Neighborhood Services)

**Purpose:** Provide an annual report on the Mayor's Gang Prevention Task Force's Bringing Everyone's Strengths Together (BEST), Safe Summer Initiative Grant, and Youth Intervention Services Programs for 2020-2021.

**MAY 19, 2022 (9:00 a.m.) – SPECIAL MEETING DATE/TIME**

**1. Public Life in San José Annual Report.** (Economic Development and Cultural Affairs/Parks, Recreation and Neighborhood Services)

**Purpose:** Provide an annual report on public life in San José, including citywide efforts to activate and improve San Jose's public life.

**2. Urban Confluence Silicon Valley Project Quarterly Status Report.** (Parks, Recreation and Neighborhood Services)

**Purpose:** Provide a verbal quarterly status report on the proposed Urban Confluence Silicon Valley Project proposed at Arena Green.

**JUNE 9, 2022**

1. **City Manager's Office of Racial Equity Work Plan Status Report.** (City Manager – Racial Equity)  
**Purpose:** Provide a status report on the City Manager's Office of Racial Equity work plan.
2. **Citywide Residential Anti-Displacement Strategy Quarterly Status Report.** (Housing)  
**Purpose:** Provide a quarterly status report on the Citywide Residential Anti-Displacement Strategy.