



# Memorandum

## WORK PLAN CONTENTS

**COMMUNITY AND ECONOMIC DEVELOPEMENT  
COMMITTEE WORK PLAN  
January - June 2022**

**COMMITTEE MEMBERS:**

PAM FOLEY, CHAIR  
MAYA ESPARZA, VICE CHAIR  
MATT MAHAN, MEMBER  
RAUL PERALEZ, MEMBER  
MAGDALENA CARRASCO, MEMBER

**STAFF:**

ROSALYNN HUGHEY, CITY MANAGER'S  
OFFICE  
KELLY KLINE, MAYOR'S OFFICE  
JOHNNY PHAN, CITY ATTORNEY'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, ensure a diverse range of arts, cultural, and entertainment offerings and create and preserve housing and healthy neighborhoods.

## JANUARY 24, 2022

1. **Economic Development Activities Verbal Report.** (Economic Development and Cultural Affairs)  
**Purpose:** Provide a verbal report on recent announcements, significant accomplishments, and upcoming events related to economic development.
2. **COVID-19 Related Impacts to Employees at Norman Y. Mineta San José International Airport.** (Airport)  
**Purpose:** Provide a report on the evaluation of challenges faced by Airport employees, as directed by City Council action on the Temporary Financial Relief and Amendments to Agreements for Aeronautical and Non-Aeronautical Tenants at the Airport.
3. **Local/Small Business Inclusion in Procurement Annual Report.** (Public Works/Finance)  
**Purpose:** Provide an annual report on local/small business inclusion in procurement for FY 2020-2021.

**4. City Roadmap: COVID-19 Recovery Task Force Report.** (City Manager)

**Purpose:** Provide a status report on the Community and Economic Development Task Force, including its roles and responsibilities and 12-month work plan, as part of the approved City Roadmap for FY 2021-2022.

**FEBRUARY 28, 2022**

**1. City Roadmap: Citywide Planning Activities Verbal Status Report.** (Planning, Building and Code Enforcement)

**Purpose:** Provide a verbal status report on citywide planning activities, including Align Zoning with General Plan as part of the approved City Roadmap for FY 2021-2022, Urban Village planning, Housing Element Update, and Ordinance amendments.

**2. Parkland Dedication and Park Impact Ordinances Fee Study Status Report.** (Parks, Recreation and Neighborhood Services)

**Purpose:** Provide a status report on work to update the Parkland Dedication and Park Impact Ordinances (San José Municipal Code Sections 14.25 and 19.38).

**3. Assessment of Fair Housing Report and Housing Element Strategies Report.** (Housing/Planning, Building and Code Enforcement)

**Purpose:** Provide a report on assessment of fair housing, including potential strategies to incorporate into the forthcoming sixth cycle Housing Element.

**4. Development Services Process Improvements and Dashboard Update.** (Planning, Building and Code Enforcement)

**Purpose:** Provide an update on metrics and dashboard data that detail bottlenecks in the development process, as well as recommendations for short and long-term improvements.

**MARCH 28, 2022**

**1. Environmental Review for New Development Audit.** (City Auditor)

**Purpose:** Provide a report on the Environmental Review for New Development Audit.

**2. Team San José Performance and Activities Status Report.** (Economic Development and Cultural Affairs)

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

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

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

**4. City Roadmap: Small Business Recovery.** (Economic Development and Cultural Affairs)

**Purpose:** Provide a status report on Small Business Recovery as part of the approved City Roadmap for 2021-2022.

5. **City Roadmap: Re-Employment and Workforce Development Status Report.** (Economic Development and Cultural Affairs)

**Purpose:** Provide a status report on Re-Employment and Workforce Development as part of the approved City Roadmap for FY 2021-2022.

6. **Quick-Build Interim Housing Efforts Status Report.** (Housing/Economic Development and Cultural Affairs/Public Works/City Manager)

**Purpose:** Provide a status report detailing the siting and development progress for the City's quick-build interim housing efforts prior to coming to Council in June 2022 as directed in the September 22, 2021 memorandum from Mayor Liccardo and Councilmembers Peralez, Jimenez, Foley, and Mahan that was greenlighted by staff and approved by the Rules Committee.

7. **Community Opportunity to Purchase Draft Program** (Housing)

**Purpose:** Provide a report on the draft proposed Community Opportunity to Purchase program, which would give qualified nonprofits an opportunity to make offers on covered residential buildings available for sale. *[DROPPED PER ROGC MEETING ON 3/16/22]*

#### **APRIL 25, 2022**

1. **City Roadmap: Soft-Story Building Earthquake Retrofit Policy Status Report.** (Planning, Building and Code Enforcement/Housing/City Manager – Emergency Management)

**Purpose:** Provide a status report on the Soft-Story Building Earthquake Retrofit Policy as part of the approved City Roadmap for FY 2021-2022. *[REQUEST DEFERRAL TO 6/27/22]*

2. **Rent Burden and Demographics of Affordable Housing Residents Report.** (Housing)

**Purpose:** Provide a report on the rent burden and demographics of residents living in affordable housing developments and an analysis of how much money is required to alleviate the rent burden for households above 50% rent burden in the City's affordable housing portfolio.

*[DEFERRAL ACCEPTED FROM 4/25/22 TO 6/27/22]*

3. **City Roadmap: COVID-19 Recovery Task Force Status Report.** (City Manager)

**Purpose:** Provide a status report on the activities and accomplishments of the COVID-19 Recovery Task Force as part of the approved City Roadmap for FY 2021-2022.

4. **Berryessa Flea Market Status Report.** (Planning, Building and Code Enforcement/Economic Development and Cultural Affairs)

**Purpose:** Provide a status report on the Berryessa Flea Market rezoning, including all construction planning and permitting activities (soil remediation, utilities, infrastructure, grading, and building construction) that may result in construction impacts to existing Berryessa Flea Market operations, as well as a status report on the Flea Market Advisory Group and the Vendor Business Transition Fund.

**5. Signature Project Requirements.** (Planning, Building and Code Enforcement)

**Purpose:** Provide an update on the analysis of 1) what the implications would be of allowing Signature Projects on interior parcels that are one acre in size or greater and have a 100 feet of street frontage minimum; and 2) allowing Signature Projects on interior parcels between 0.5 and 1.5 acres if a project meets additional requirements. *[DROPPED PER ROGC ON 4/13/22]*

**MAY 23, 2022**

**1. Economic Development Activities Verbal Report.** (Economic Development and Cultural Affairs)

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

**2. work2future Annual Report.** (Economic Development and Cultural Affairs)

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

**3. Housing Crisis Work Plan Prioritized Items Status Report.** (Economic Development and Cultural Affairs/Planning, Building and Code Enforcement/Housing)

**Purpose:** Provide a status report on the implementation of prioritized items in the Housing Crisis Work Plan.

**4. Downtown and Regional Wayfinding Efforts Status Report.** (Transportation/Economic Development and Cultural Affairs)

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

**5. Development Services Process Improvements and Dashboard Report.** (Planning, Building and Code Enforcement)

**Purpose:** Provide an update on metrics and dashboard data that detail bottlenecks in the development process, as well as recommendations for short and long-term improvements.

**JUNE 27, 2022**

**1. Downtown Annual Progress Report.** (Economic Development and Cultural Affairs)

**Purpose:** Provide an annual downtown progress report, including business and economic development, public life, and arts and cultural initiatives.

**2. Foreign Trade Zone 18/Sister Cities Program Status Report.** (Economic Development and Cultural Affairs)

**Purpose:** Provide a status report on the City-managed Foreign Trade Zone and the Sister Cities Program.

**3. Development Fee Framework Study Status Report.** (Economic Development and Cultural Affairs/Planning, Building and Code Enforcement)

**Purpose:** Provide a status report on work to create a Development Fee Framework.

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

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

**5. Rent Burden and Demographics of Affordable Housing Residents Report.** (Housing)

**Purpose:** Provide a report on the rent burden and demographics of residents living in affordable housing developments and an analysis of how much money is required to alleviate the rent burden for households above 50% rent burden in the City's affordable housing portfolio. *[DEFERRED FROM 4/25/22]*