

## **RECOMMENDATION**

Monthly approval of the changing Parks and Recreation Commission Work Plan for the Period December 2022 through June 2023 and setting its meeting schedule on the first Wednesday of each month at 5:30 p.m. (with the exception of January's meeting cancellation).

## **WORK PLAN CONTENTS**

**DRAFT**  
**City of San José Parks and Recreation Commission**  
**(PRC) Work Plan**  
**December 2022- June 2023**

### **December 7, 2022**

**1. Capital Budget Update/ Measure P Audit Results / Park Trust Fund Report**

**Purpose:** Provide a Capital Improvement Program (CIP) Report on developer related revenue fee collection and its use, as it is paired with other resources in its implementation.

***Connection:*** *Capital Development*

**2. Park Ranger Program Annual Report**

**Purpose:** Provide an annual report on the Park Ranger Program 2022-2023 work plan.

***Connection:*** *Park Maintenance / Environmental Challenges, Protecting Existing Parkland, Retention and Volunteers*

### **January 2023 – Meeting Cancelled**

### **February 1, 2023**

**1. City-Wide Sustainable Park Maintenance Status Report.**

**Purpose:** Provide a status report on citywide sustainable park maintenance, including current service levels and areas of improvement.

***Connection:*** *Park Maintenance / Environmental Challenges, Retention and Volunteers, Homelessness*

**2. Annual Community Impact Report**

**Purpose:** Provide an annual report on Parks, Recreation and Neighborhood Services Community Impact, including the transition of programming from cost recovery to equitable access, for 2021-2022.

***Connection:*** *Families and Youth, Capital Development, Park Maintenance /Environmental Challenges, Protecting Existing Parkland, Retention and Volunteers, Families and Youth, Homelessness*

**3. 2021-2022 Measure P Bond Audit Report**

**Purpose:** Provide an annual report on the Measure P Bond Audit Report.

***Connection:*** *Capital Development*

### **March 1, 2023**

- 1. San José Youth Empowerment Alliance 2025 Strategic Plan Update**  
**Purpose:** Provide an update on the goals and outcomes of the 2025 SJ YEA strategic plan.  
**Connection:** *Families and Youth*
- 2. Family Camp Status Report**  
**Purpose:** Provide a status report on Family Camp in advance of the 2023 Season.  
**Connection:** *Families and Youth*
- 3. Neighborhood Center Partner Program (NCPP)**  
**Purpose:** Provide an overview of the Neighborhood Center Partner Program (NCPP).  
**Connection:** *Families and Youth*

### **April 5, 2023**

- 1. Age-Friendly City Initiative Update**  
**Purpose:** Provide Status report on 2021-2022 Senior Services and Age friendly initiative.  
**Connection:** *Families and Youth*

### **May 3, 2023**

- 1. PRNS Volunteer Management Programs Annual Report**  
**Purpose:** Provide an annual report on PRNS volunteer management programs, accomplishments, and improvement initiatives.  
**Connection:** *Retention and Volunteers*
- 2. 2023 Summer Program Status Report**  
**Purpose:** Provide status report on 2023 Summer program, including activities, and special events planned for Summer 2023.  
**Connection:** *Families and Youth*
- 3. Budget Update 2023-2024**  
**Purpose:** Provide a review of the budget development process, as well as a status update of the Department's operating budget.  
**Connection:** *All*
- 4. Annual Trail Program Update**  
**Purpose:** Provide an annual update on the Trail Program.  
**Connection:** *Capital Development*

### **June 7, 2023**

- 1. Definition of Chartered Parkland**  
**Purpose:** Provide staff's working definition of chartered parkland and proposed process to retroactively declare all Department properties that meet the definition as Chartered Parks and receive Commission feedback.  
**Connection:** *Capital Development, Protecting Existing Parkland*

**2. City Initiatives Roadmap: American Rescue Plan (ARP) Spending Plan on Child Care Status Report**

**Purpose:** Provide status report on ARP including programs, activities, and initiatives as part of the approved City initiatives Road Map for 2022-2023.

***Connection:*** *Families and Youth*

**3. Public Life in San Jose Annual Report**

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

***Connection:*** *Placemaking, Families and Youth*

**4. Parks Destinations, Events, and Sports (DES) Update**

**Purpose:** Provide a status update for the Parks Destinations, Events and Sports programs and facilities.

***Connection:*** *Families and Youth, Park Maintenance / Environmental Challenges*

**Mandatory Items to be Added as Needed**

1. Budget Updates
2. Capital Development Projects
3. Legislative Updates
4. Park Master Plans
5. Park Naming
6. PRNS Operational Plans
7. PRNS Policy Items
8. Turnkey Parks

**Items To Be Determined**

1. ActivateSJ Annual Report (Fall Council) – TBD
2. Bassett and North San Pedro Streets Park Naming – TBD
3. Comm. Hill Hillsdale Staircase Master Plan & Park Naming – TBD
4. Parks Funding Initiative Status Verbal Report – TBD
5. Report Back on Food and Clothing Distribution in Parks Pilot – TBD
6. Spartan Keyes Master Plan & Park Naming - TBD