

HANDOUTS

Parks and Recreation Commission

Wednesday, June 7, 2023
5:30pm

Hybrid Meeting

<https://sanjoseca.zoom.us/j/96363023495>

San José City Hall
Room T-550
200 E. Santa Clara St.
San José, CA 95113



District 1	Daphna Woolfe, Chair
District 2	Andre Morrow
District 3	Lawrence Ames
District 4	Kelly Snider, Vice Chair
District 5	Daisy Barocio
District 6	Vacant
District 7	Giavanna Vega
District 8	Vacant
District 9	Janny Choy
District 10	Vacant
Citywide	Jose Villarreal

Councilmember Dev Davis, Council
Liaison

Jon Cicirelli, Director, PRNS



*Parks, Recreation and
Neighborhood Services*

City of San José Parks and Recreation Commission

District 1 - Daphna Woolfe
District 3 - Lawrence Ames
District 5 - Daisy Borocio
District 7 - Giavanna Vega
District 9 - Janny Choy
Citywide - Jose Villarreal

Andre Morrow - District 2
Kelly Snider - District 4
Art Maurice - District 6
Vacant - District 8
Nooran Bayzaie - District 10

MEETING AGENDA

August 3, 2022
5:30 p.m.

LOCATION:

Kelly Park
Happy Hollow Learning Lodge
1300 Senter Road
San Jose, CA 95112

- I. Call to Order and Orders of the Day**
- II. Announcements and Welcoming of Commissioners**
 - A. Council Liaison, Councilmember Matt Mahan
 - B. Jon Cicirelli, Director, Parks and Recreation Neighborhood Services (PRNS)
(5 minutes)
- III. Public Comment** *(Members of the Public are invited to speak on any item that does not appear on today's Agenda and that is within the subject matter jurisdiction of the Commission. Meeting attendees are usually given two (2) minutes to speak on any discussion item and/or during open forum; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate. Speakers using a translator will be given twice the time allotted to ensure non-English speakers receive the same opportunity to directly address the Committee, Board or Commission.)*
- IV. How a Commission Works**
 - A. [Brown Act, Muni Code, City Council and City Policies](#); Toni Taber, City Clerk, Office of the City Clerk (15 minutes)
 - B. [Roles and Responsibilities](#); Brooke Bayne, Staff Specialist, PRNS (10 minutes)
- V. PRNS Background and Operational Information**
 - A. [Who We Are and What We Do](#); Daniel Lazo, Public Information Manager, PRNS
(30 minutes)
- VI. [Developing a Workplan](#)**; PRNS Executive Team (45 minutes)
- VII. Election of Officers**; Brooke Bayne, Staff Specialist, PRNS (10 minutes)
- VIII. Closing Remarks**; Jon Cicirelli, Director, PRNS (10 minutes)
- IX. Adjournment**

The City of San José is committed to open and honest government and strives to consistently meet the community's expectations by providing excellent service, in a positive and timely manner, and in the full view of the public.

You may speak to the Commission about any discussion item that is on the agenda, and you may also speak during Public Comments on items that are not on the agenda and are within the subject matter jurisdiction of the Commission. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during Public Comments. Pursuant to Government Code Section 54954.2, no matter shall be acted upon by the Commission unless listed on the agenda, which has been posted not less than 72 hours prior to meeting.

Agendas, Staff Reports and some associated documents for the Commission items may be viewed on the Internet at <http://www.sanjoseca.gov/prc>.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the Office of the City Clerk, 200 East Santa Clara Street, 14th Floor, San José, California 95113, at the same time that the public records are distributed or made available to the legislative body. Any draft resolutions or other items posted on the Internet site or distributed in advance of the commission meeting may not be the final documents approved by the commission. Contact the Office of the City Clerk for the final document.

On occasion the Commission may consider agenda items out of order.

The Parks and Recreation Commission meets every first Wednesday of the month at 5:30 p.m. and, with special meetings as necessary. If you have any questions, please direct them to the Commission staff. Thank you for taking the time to attend today's meeting. We look forward to seeing you at future meetings.

To request an accommodation or alternative format under the Americans with Disabilities Act for City-sponsored meetings, events or printed materials, please email: brooke.bayne@sanjoseca.gov as soon as possible, but at least three business days before the meeting. Please direct correspondence and questions to:

City of San José Department of Parks, Recreation and Neighborhood Services
Attn: Parks and Recreation Commission
200 E. Santa Clara Street, 9th Floor
San José, California 95113
Tel: (408) 793-4186
Email: brooke.bayne@sanjoseca.gov

**2022 – 2023 DRAFT Work Plan
City of San José Parks and Recreation Commission**

Recurring 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

August 2022

1. 2022 – 2023 Draft Work Plan

September 2022

1. Park Development Impact Fee Study Session – *Capital Development*

October 2022

1. Annual BeautifySJ – Neighborhood Blight Reduction Report
2. Columbus Park Renovation and Renaming – *Capital Development*
3. Commission-to-Commission Liaison

November 2022

1. Community Garden Program Overview and Update – *Families and Youth*
2. Children and Youth Services Master Plan Update – *Families and Youth*
3. Bringing Everyone’s Strengths Together Status Report – *Families and Youth*

December 2022

1. Capital Budget Update / Measure P Audit Results / Park Trust Fund Report – *Capital Development*
2. Park Ranger Program Annual Report
3. Spartan Keyes Park Naming – *Capital Development*

January 2023 - Cancelled

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 programing 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