



# Memorandum

**TO:** RULES AND OPEN  
GOVERNMENT COMMITTEE

**FROM:** Mayor Matt Mahan  
Chair Dev Davis

**SUBJECT:** NEIGHBORHOOD SERVICES  
AND EDUCATION COMMITTEE  
WORK PLAN

**DATE:** May 29, 2024

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Approved *Matt Mahan*

Date:  
5/29/2024

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Approved *Dev Davis*

Date:  
5/29/2024

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## RECOMMENDATION

- (a) Approve the Neighborhood Services and Education Committee Work Plan for the period of August through December 2024 and setting its meeting schedule on the second Thursday of each month at 1:30 p.m. in the City Council Chambers.
- (b) Accept the draft Neighborhood Services and Education Committee Work Plan for the period of January through June 2025.

### **COMMITTEE MEMBERS:**

DEV DAVIS, CHAIR  
PETER ORTIZ, VICE CHAIR  
BIEN DOAN, MEMBER  
OMAR TORRES, MEMBER  
DOMINGO CANDELAS, MEMBER

### **STAFF:**

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

### **MISSION STATEMENT:**

To serve, foster, and strengthen the community by providing access to lifelong learning, supportive services, opportunities to enjoy life, and preserving and stewarding healthy neighborhoods with shelter and housing opportunities for all.

<p style="text-align: center;"><b>NEIGHBORHOOD SERVICES AND EDUCATION COMMITTEE WORK PLAN</b> <b>August - December 2024</b></p>
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**AUGUST 8, 2024**

**1. Library and Education Commission Annual Report and Work Plan.**

**Purpose:** Provide an annual report on the Library and Education Commission's accomplishments for Fiscal Year 2023-2024 and work plan for Fiscal Year 2024-2025, to comply with the City Municipal Code pertaining to Boards and Commissions.  
(Library)

**2. Municipal Golf Courses Status Report.**

**Purpose:** Provide a status report on the City's municipal golf courses under the new lease agreement that took effect on April 1, 2023.  
(Parks, Recreation and Neighborhood Services)

**3. Neighborhood Services City Service Area Performance Modernization Status Report.**

**Purpose:** Provide a status report on the performance modernization of the Neighborhood Services City Service Area.  
(City Manager)

**SEPTEMBER 12, 2024**

**1. Senior Commission and Parks and Recreation Commission Work Plans.**

**Purpose:** Provide a report on the work plans for Senior Commission and Parks and Recreation Commission for Fiscal Year 2024-2025, to comply with the City Municipal Code pertaining to Boards and Commissions.  
(Parks, Recreation and Neighborhood Services)

**2. Parks, Recreation and Neighborhood Services Grantmaking Unit Status Report.**

**Purpose:** Provide a status report on the Parks, Recreation and Neighborhood Services Grantmaking Unit, including an overview of how the City invests and partners with community-based organizations to serve our residents through grantmaking.  
(Parks, Recreation and Neighborhood Services)

**3. Youth Commission's Annual Report and Work Plan.**

**Purpose:** Provide an annual report on the Youth Commission's accomplishments for Fiscal Year 2023-2024 and work plan for Fiscal Year 2024-2025, to comply with the City Municipal Code pertaining to Boards and Commission.  
(Library)

**OCTOBER 10, 2024**

**1. BeautifySJ Neighborhood Blight Reduction Status Report.**

**Purpose:** Provide a status report on the BeautifySJ Neighborhood Blight Reduction plan and results for graffiti, litter removal, illegal dumping, and Dumpster Days.

(Parks, Recreation and Neighborhood Services)

**2. Park Ranger Annual Report.**

**Purpose:** Provide an annual report on Park Ranger program including updates on programming and hiring efforts.

(Parks, Recreation and Neighborhood Services)

**3. Consolidated Annual Homelessness Report and Implementation Plan Status Report.**

**Purpose:** Provide an annual report on homelessness and a status report on the City's Implementation Plan to the Santa Clara County Community Plan to End Homelessness 2020-2025.

(City Manager/Economic Development and Cultural Affairs/Housing/Library/Parks, Recreation and Neighborhood Services)

**4. San José Animal Care and Services Audit Report.**

**Purpose:** Provide a report on the San José Animal Care and Services audit.

(City Auditor)

**NOVEMBER 14, 2024**

**1. Education Strategy Annual Report.**

**Purpose:** Provide an annual report on the Education Strategy for Fiscal Year 2023-2024, including program outcomes and progress toward implementation of quality standards.

(Library/Parks, Recreation and Neighborhood Services)

**2. Park Impact Ordinance and Parkland Dedication Ordinance Fees and Capital Improvement Program Annual Report.**

**Purpose:** Provide an annual report on Park Impact Ordinance and Parkland Dedication Ordinance Fees for 2023-2024 and Parks, Recreation and Neighborhood Services Department's Capital Improvement Program.

(Parks, Recreation and Neighborhood Services)

**3. Focus Area Service Team Pilot Program Status Report.**

**Purpose:** Provide a status report on the Focus Area Service Team Pilot Program implementation.

(Planning, Building and Code Enforcement)

**DECEMBER 12, 2024**

**1. Blight Reduction Coordination with Santa Clara Valley Transportation Authority Status Report.**

**Purpose:** Provide a status report on the Memorandum of Understanding with Santa Clara Valley Transportation Authority (VTA) on blight reduction coordination.

(Parks, Recreation and Neighborhood Services)

**2. ActivateSJ Strategic Plan Status Report.**

**Purpose:** Provide a status report on the ActivateSJ strategic plan to maintain, improve and expand City facilities, programs and services for all in San José.

(Parks, Recreation and Neighborhood Services)

**3. Neighborhood Center Partner Program Annual Report.**

**Purpose:** Provide an annual report on the Neighborhood Center Partner Program work plan recommendations and audit implementation.

(Parks, Recreation and Neighborhood Services)

**4. Animal Care and Services Annual Report.**

**Purpose:** Provide an annual report on the Animal Care and Services Division's accomplishments for Fiscal Year 2023-2024.

(Public Works)

**DRAFT**  
**NEIGHBORHOOD SERVICES AND EDUCATION**  
**COMMITTEE WORK PLAN**  
**January - June 2025**

**JANUARY 9, 2025** – MEETING CANCELLED

**FEBRUARY 13, 2025**

**1. Citywide Sustainable Park Maintenance Annual Report.**

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

(Parks, Recreation and Neighborhood Services)

**2. Placemaking and Public Life Status Report.**

**Purpose:** Provide an annual status report on Placemaking programs and events and public life in San José, including citywide efforts to activate and improve San José’s public life.

(Parks, Recreation and Neighborhood Services/Economic Development and Cultural Affairs)

**3. San José Public Library Customer Service Enhancements and Innovations Status Report.**

**Purpose:** Provide a status report on the use of data and technology to enhance the customer service experience of Library customers and showcase available technologies that could be implemented in the future.

(Library)

**4. Code Enforcement Operational Assessment Status Report.**

**Purpose:** Provide a status report on the Code Enforcement operational assessment.

(Planning, Building, and Code Enforcement)

**MARCH 13, 2025**

**1. Family Camp Status Report.**

**Purpose:** Provide a status report on Family Camp in advance of the 2025 season.

(Parks, Recreation and Neighborhood Services)

**2. San José Youth Empowerment Alliance, Bringing Everyone’s Strengths Together, Safe Summer Initiative Grant, and Youth Intervention Services Programs Annual Report.**

**Purpose:** Provide an annual report on the San José Youth Empowerment Alliance (formerly the Mayor’s Gang Prevention Task Force), Bringing Everyone’s Strengths Together, Safe Summer Initiative Grant, and Youth Intervention Services programs for Fiscal Year 2023-2024.

(Parks, Recreation and Neighborhood Services)

**3. Parks, Recreation and Neighborhood Services Community Impact Annual 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 Fiscal Year 2023-2024.

(Parks, Recreation and Neighborhood Services)

**APRIL 10, 2025**

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

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

(Parks, Recreation and Neighborhood Services)

**2. Sports Fields Use and Equity Status Report.**

**Purpose:** Provide a status report on the use of the City's sports fields, including efforts to increase equitable access to them.

(Parks Recreation and Neighborhood Services)

**3. Code Enforcement Annual Report.**

**Purpose:** Provide an annual report on Code Enforcement Division's accomplishments for Fiscal Year 2023-2024.

(Planning, Building and Code Enforcement)

**4. Children and Youth Services Master Plan Status Report.**

**Purpose:** Provide a status report on the Children and Youth Services Master Plan.

(City Manager/Library/Parks, Recreation and Neighborhood Services)

**MAY 8, 2025**

**1. 2023-2024 Senior Services Status Report.**

**Purpose:** Provide a status report on senior services.

(Parks, Recreation and Neighborhood Services)

**2. Youth Commission Annual Report.**

**Purpose:** Provide an annual report on the Youth Commission's accomplishments for Fiscal Year 2024-2025.

(Library)

**3. Digital Empowerment and Public Technology Status Report.**

**Purpose:** Provide a status report on the Digital Empowerment and Public Technology citywide initiative, including service delivery highlights, opportunities for growth and change, and upcoming service delivery opportunities.

(Library)

**JUNE 12, 2025**

**1. Happy Hollow Park and Zoo Status Report.**

**Purpose:** Provide a status report on Happy Hollow Park and Zoo's accomplishments, challenges and plans for the future.

(Parks, Recreation and Neighborhood Services)

**2. Flavored Tobacco Ban and Nitrous Oxide Status Report.**

**Purpose:** Provide a status report on the Flavored Tobacco Ban and Nitrous Oxide work plan.

(Planning, Building and Code Enforcement)

**3. Library Department Annual Report.**

**Purpose:** Provide an annual report on the activities of the Library Department.

(Library)