



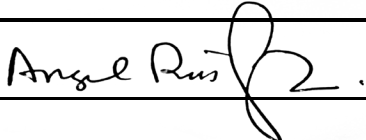
Memorandum

TO: NEIGHBORHOOD SERVICES
AND EDUCATION COMMITTEE

FROM: Jon Cicirelli

SUBJECT: SEE BELOW

DATE: August 28, 2023

Approved		Date
		9/7/23

**SUBJECT: SENIOR COMMISSION AND PARKS AND RECREATION
COMMISSION WORK PLANS**

RECOMMENDATION

Accept the report on the work plans for Senior Commission and Parks and Recreation Commission for Fiscal Year 2023-2024, to comply with the Municipal Code pertaining to Boards and Commission.

BACKGROUND

The Neighborhood Services and Education Committee has been designated to receive the submission of annual work plans for Parks and Recreation Commission and the Senior Citizens (Senior) Commission. The Parks, Recreation and Neighborhood Services Department (Department) is responsible for staffing these commissions and is responsible for submitting the annual 2023–2024 work plans developed by each commission for City Council consideration.

The 2023–2024 annual Work Plans are submitted in accordance with the Commissions' duties per the Municipal Code (see Summary of Commissions' Duties in Attachment 1):

- A. 2023–2024 Parks and Recreation Commission Work Plan (Attachment 2); and
- B. 2023–2024 Senior Citizens Commission Work Plan (Attachment 3).

ANALYSIS

The work plans align with the duties of each commission as stated in the Municipal Code. The overarching duty of each commission is to make such recommendations to the City Council as the commissions may find necessary and desirable, to carry out the purposes for which the commissions are established.

COORDINATION

This memorandum has been coordinated with the City Attorney's Office.

/s/

JON CICIRELLI

Director of Parks, Recreation
and Neighborhood Services

For questions, please contact Avi Yotam, Deputy Director, at avi.yotam@sanjoseca.gov.

Attachment 1: Summary of Commissions' Duties

Attachment 2: 2023-2024 Parks and Recreation Commission Work Plan

Attachment 3: 2023-2024 Senior Citizens Commission Work Plan

Attachment 1

Summary of Commissions' Duties

Parks and Recreation Commission Municipal Code 2.08.3820	Senior Citizens' Commission Municipal Code 2.08.4220
<ul style="list-style-type: none">• Study, review, evaluate and make recommendations to the council, city manager, [Director of Parks, Recreation and Neighborhood Services,] and other department heads respecting existing and/or proposed parks, recreation, and community services, facilities and programs; their use and operation; the extent and nature of the services to be rendered to the public; the financing of parks, recreation, and community service facilities and their operations and services; and other matters respecting the city's parks, recreation and community services system.	<ul style="list-style-type: none">• Study, review, evaluate and make recommendations to the Council related to all matters affecting elderly people in the city, including without being limited thereto, health, education, employment, housing, transportation and recreation.• Make such studies and submit to the Council such reports or recommendations respecting matters affecting elderly people as the council may from time to time request.

Attachment 2

Parks and Recreation FY 2023-2024 Commission Work Plan

Objective for FY 2023-24	Actions	Timeframe
<ul style="list-style-type: none"> Review, provide staff feedback, and advise the City Council on Park and Recreation items related to existing and/or proposed parks, recreation, and community services, facilities and programs related to their use and operation. 	<ul style="list-style-type: none"> Capital Development Projects Park Master Plans Park Naming Turn-Key Parks Guadalupe River Park Conservancy Children and Youth Services Master Plan Status Report Park Ranger Program Annual Report Encampment Management Overview Bassett and North San Pedro Streets Park Naming Definition of Parkland Resilience Corps Climate Change Pathway Status Report Montague and Seely Park Master Plan and Park Name Neighborhood Association Engagement Model Update Annual BeautifySJ – Neighborhood Blight Reduction Report City-Wide Sustainable Park Maintenance Report Annual Community Impact Report Police Activities League (PAL) Status Report San José Youth Empowerment Alliance Programs and Services Annual Report Family Camp Status Report Senior Services and Age-Friendly Initiative Update PRNS Volunteer Management Programs Annual Report Annual Trail Program Update Summer Youth Program Status Report Tree Canopy Overview Neighborhood Center Partner Program Annual Report 	<ul style="list-style-type: none"> As Needed As Needed As Needed As Needed September 2023 September 2023 October 2023 October 2023 November 2023 November 2023 November 2023 December 2023 December 2023 December 2023 February 2024 February 2024 February 2024 March 2024 March 2024 April 2024 April 2024 May 2024 May 2024 May 2024 June 2024

Objective for FY 2023-24	Actions	Timeframe
(continued from prior page)	<ul style="list-style-type: none"> Placemaking and Park Activation Update Spartan Keyes Master Plan & Park Naming Meadowfair Master Plan ActivateSJ Annual Report 	June 2024 TBD TBD TBD
<ul style="list-style-type: none"> Review, provide staff feedback and advise the City Council on items related to the financing of parks, recreation, and community service facilities and their operations and services. 	<ul style="list-style-type: none"> Budget Updates Capital Budget Update / Measure P Audit Results / Park Trust Fund Report Budget Priorities Discussion American Rescue Plan (ARP) Spending Plan for Children and Youth Services Master Plan Status Report 	As Needed December 2023 February 2024 March 2024
<ul style="list-style-type: none"> Review, provide staff feedback and advise the City Council on items related to other matters respecting the city's parks, recreation, and community services system. 	<ul style="list-style-type: none"> Legislative Updates PRNS Operational Plans PRNS Policy Items 	As Needed As Needed As Needed
<ul style="list-style-type: none"> Select and designate members of the commission to act as the commission's representatives to various work groups and/or steering committee. 	<ul style="list-style-type: none"> Upon request of staff, commissioners may act as liaisons to, or members of, assigned work groups and/or steering committees on an as needed basis. 	As Needed

Attachment 3

Senior Citizens FY 2023-2024 Commission Work Plan

Age-Friendly Domain	Objective for FY 2023-24	Actions	Timeframe
Transportation	<ul style="list-style-type: none"> Improve transportation options and pedestrian safety for older adults. 	<ul style="list-style-type: none"> VTA Updates RYDE Updates Research programs and services that are currently available to provide transportation for seniors, especially those who live at home alone, to engage in social activity. Inform older adults of these resources. 	<p>As Needed</p> <p>As Needed</p> <p>Ongoing</p>
Outdoor Spaces and Buildings	<ul style="list-style-type: none"> Promote safe and accessible public parks, buildings, and spaces for all ages. Make recommendations around the Age Friendly Initiative feature for parks. 	<ul style="list-style-type: none"> Invite Parks Division to monthly meetings to participate and provide input to park designs and park naming as needed. Work with City departments and local agencies to help with the unhoused and encampments to ensure that parks and trails are safe and clean for older adults to use. Work with City departments to help keep neighborhoods clean from illegal dumping and keep sidewalks accessible for all to use Invite Department of Transportation to speak on pedestrian safety, education, and Vision Zero. 	<p>TBD</p> <p>TBD</p> <p>Ongoing</p> <p>TBD</p>

Age-Friendly Domain	Objective for FY 2023-24	Actions	Timeframe
Housing	<ul style="list-style-type: none"> Expand options for aging-in-place and safe, affordable and accessible housing. Provide feedback on potential housing issues and solutions. 	<ul style="list-style-type: none"> Continue extended version of Housing Ad-hoc Committee to study offline and seek partner agencies and City Departments to gain knowledge for a recommendation to Mayor and Council to consider for improvement. Invite the Housing Commission to speak to the Senior Citizens Commission. Ensure older adults in the community are aware of and know how to obtain information on affordable housing. Provide a paper copy of affordable housing for older adults in addition to digital information. 	<p>TBD</p> <p>Fall 2023</p> <p>Ongoing</p> <p>Ongoing</p>
Communication, Information, and Technology	<ul style="list-style-type: none"> Expand digital access and literacy for older adults and improve communication about Age-Friendly initiatives. Make recommendations that increase digital inclusion access for older adults and raise awareness on fraud and safety. 	<ul style="list-style-type: none"> Initiate discussion with City partners to continue Digital Inclusion programming efforts and offer digital services and trainings without pause for all older adults and marginalized residents. Educate older adults how to use Smart Phones. Recommend ongoing support for older adults currently enrolled in programs to continue to receive ongoing training and support. Create an education program to teach older adults what baseline is required to have access for healthcare, doctor visits, communication, pharmacy, 311 and 911 on technology devices. Include guidelines on safety protocols for smartphones, tablets, and computers. Partner with local agencies to provide tech access for older adults. 	<p>Ongoing</p> <p>Ongoing</p> <p>Spring 2024</p> <p>Ongoing</p>

Age-Friendly Domain	Objective for FY 2023-24	Actions	Timeframe
Community Support and Health Services	<ul style="list-style-type: none"> Expand access to preventative health services and resources for health emergencies. Ensure the Community Centers are equipped to provide quality programing, resources, and services for older adults. 	Assist in bringing awareness and elevating the message of various Older Adult services/programs such as Mental Health, Tooth Mobile, and SALA at Community Centers.	Ongoing
		Connect older adults with Mental Health Services and provide ongoing assessments.	Ongoing
		Educate older adults on Medicare benefits to better understand and utilize benefits.	TBD
		Invite various partner agencies (such as AARP, Sourcewise, Housing Commission) to monthly Senior Citizens Commission meetings.	TBD
		Ensure Community Centers offer classes and programs such as fitness, nutrition, and mental health to enhance the lives of older adults.	Monthly
		Provide educational programs and workshops at Community Centers to educate older adults on topics such as fraud prevention, elderly abuse, budgeting, pedestrian safety, financial security, crime prevention, personal safety, and internet safety.	Ongoing
		Finding a way to integrate information of all programs and services within the County and the City.	TBD
		Research volunteer services to help older adults living in their home with services such as check-ins, laundry, and home assistance/repairs/maintenance.	TBD
		Create a one-page instruction sheets for older adults on “What to do” when they become sick with cold, flu, pneumonia, or a pandemic. Include resource sheets for anxiety, depression, falls, and illnesses.	TBD

Age-Friendly Domain	Objective for FY 2023-24	Actions	Timeframe
Social and Civic Engagement	<ul style="list-style-type: none">Expand opportunities for volunteerism and participation by older adults in social and civic life.Make recommendations that increase older adults' ability to seek volunteer opportunities.	<ul style="list-style-type: none">Reach out to Community Centers – Older Adult Programs and/or their Advisory Councils to gauge community needs for advocacy.Commissioner presence at PRNS hosted Viva Calle events and other outreach opportunities to increase older adult program awareness and participation.Monitor California Senior Legislature reports that contain issues for older adults that would benefit from Commission input and support, and keep the older adults informed.Utilize public events to outreach to older adults to identify social needs and make recommendations to Mayor and City Council.	Monthly TBD As Needed Ongoing

Age-Friendly Domain	Objective for FY 2023-24	Actions	Timeframe
Employment and Financial Security	<ul style="list-style-type: none">• Develop employment options and financial resources for older adults.• Make recommendations that increase older adults' ability to seek employment.	<ul style="list-style-type: none">• Explore options to educate older adults on topics such as reverse mortgages, ADU's, how to budget for retirement to help protect older adults and prevent scams.• Provide educational trainings and workshops for older adults on financial stability. Teach ways that older adults can budget on Social Security, living within their means or on a smaller income, job training for employment, and fraud prevention.	Spring 2024 Quarterly
Disaster Preparedness	<ul style="list-style-type: none">• Ensure that older adults in the community have access to resources around disaster preparedness.	<ul style="list-style-type: none">• Invite partner agencies to Senior Citizens Commission meetings to evaluate content, provide presentations, and make recommendations on Disaster Preparedness, to PRNS and older adults.• In partnership with Santa Clara County Social Services and L.I.F.E., distribute files to all residents to help prepare for emergency or disaster.	TBD Ongoing

Objective for FY 2023-24	Actions	Timeframe
<ul style="list-style-type: none"> Review, provide staff feedback, and advise the City Council on Park and Recreation items related to existing and/or proposed parks, recreation, and community services, facilities and programs related to their use and operation. 	<ul style="list-style-type: none"> PRNS Operational Plans PRNS Policy Items Age Friendly Initiative Report Senior Nutrition Program Updates Vision Zero Report Prepare a budget priorities list; submit to CD9 for budget funding consideration. Transportation Updates Capital Development Projects Park Master Plans Park Naming Turn-Key Parks Activate SJ Annual Report 	<p>As Needed As Needed September 2023 As Needed Fall 2023 January 2024</p> <p>As Needed As Needed As Needed As Needed As Needed TBD</p>
<ul style="list-style-type: none"> Select designate members of the commission to act as the commission's representatives to various work groups and/or steering committee. 	<ul style="list-style-type: none"> Upon request of staff, commissioners may act as liaisons to, or members of, assigned work groups and/or steering committees on an as needed basis. 	<p>As Needed</p>