



# Memorandum

**TO:** COMMUNITY AND ECONOMIC  
DEVELOPMENT COMMITTEE

**FROM:** Carlos Velazquez

**SUBJECT: COVID-19 RECOVERY TASK  
FORCE**

**DATE:** January 14, 2022

Approved

Date

1/14/22

## **RECOMMENDATION**

Accept the status report on the COVID-19 Recovery Task Force, including its roles and responsibilities and 12-month work plan, as part of the City Council-approved City Roadmap for Fiscal Year 2021-2022.

## **BACKGROUND**

On March 16, 2021, the City Council approved the City Roadmap (Roadmap) for Fiscal Year 2021-2022. The Roadmap includes 41 initiatives—18 of which are Recovery-related—with over 48 workstreams that are organized by Enterprise Priority. “COVID-19 Pandemic: Community & Economic Recovery” is one of the eight Enterprise Priorities and includes seven specific initiatives, including creation of the COVID-19 Recovery Task Force:

1. Housing Stabilization
2. Re-Employment + Workforce Development
3. Small Business Recovery
4. Food + Necessities Distribution
5. Digital Equity
6. Child Care
7. Build Back Better + Recovery Task Force (policy initiative)

At the August 23, 2021 Community and Economic Development (CED) Committee meeting, staff provided an overview of the role and responsibilities of the COVID-19 Recovery Task Force, the proposed Task Force composition, and ideas on the Task Force process and community engagement. Feedback from CED Committee members included that the Task Force have a specific focus on supporting small businesses and stabilizing families in the communities who have been most impacted by the pandemic. CED Committee members suggested the use of committees to expand the reach and engagement of the Task Force’s work with the community and partners, and to leverage the work of the Health and Racial Equity Task Force, Greater Downtown San José Economic Recovery Task Force, and philanthropic organizations as ways to

support the goals of the Task Force. The CED Committee accepted the status report and directed that staff return in January 2022 for a verbal report and update of the Task Force.

On September 21, 2021, the City Council approved the COVID-19 Recovery Task Force membership of 55 organizations. In completing the nomination process, staff contacted each organization to obtain the names of the primary and alternate representative to serve on the Task Force. Staff issued an [Information Memorandum on October 27, 2021](#)<sup>1</sup> to inform the City Council of the final Task Force membership.

## **ANALYSIS**

### *COVID-19 Recovery Task Force Meetings*

Task Force meetings are open to the public and consistent with State law and City policies. The Task Force will automatically terminate on December 30, 2022, unless extended by City Council.

A [Recovery Task Force webpage](#)<sup>2</sup> was created in October 2021 to provide information on the Task Force and keep members and the public informed. Materials and resources are posted to the webpage including Council memoranda, list of Task Force members, and Task Force meeting agendas, presentations, and correspondence.

The first COVID-19 Recovery Task Force meeting was held virtually via Zoom on November 4, 2021. The first meeting was an orientation for Task Force members—understanding the purpose, role and responsibilities of the Task Force; reviewing the Brown Act and Public Records Act; deciding on group agreements; and sharing initial thoughts and ideas on community engagement and Recovery initiatives currently underway. The Task Force decided on a monthly meeting cadence on the second Thursday of each month at 6:00 p.m.

The focus of the second Task Force meeting on December 9, 2021 was the City Roadmap COVID-19 Recovery Initiatives. City staff provided information on the six Recovery Initiatives: 1) Housing Stabilization, 2) Re-Employment + Workforce Development, 3) Small Business Recovery, 4) Food + Necessities Distribution, 5) Digital Equity, and 6) Child Care. For each Recovery Initiative, City staff presented the scope, objectives, budget, key results to date, next steps, and how Task Force members can help connect services and programs to residents. Task Force members participated in a discussion on each Recovery Initiative.

Task Force meeting #3 was held on January 13, 2022. The Task Force received a brief update on recent trends in COVID-19 data, including case rates, deaths, hospitalization rates, and

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<sup>1</sup> <https://www.sanjoseca.gov/home/showpublisheddocument/79041>

<sup>2</sup> <https://www.sanjoseca.gov/your-government/departments-offices/office-of-the-city-manager/community-and-economic-recovery-task-force>

vaccination rates. The main agenda item was the committee ideas submitted by Task Force members. Staff presented the 31 committee ideas that were submitted by 18 Task Force members. To guide the discussion, the 31 committee ideas were grouped into seven categories: 1) supporting workers, 2) supporting small businesses, 3) housing, 4) community engagement, 5) data and budgeting, 6) community health and wellness, and 7) arts and culture. Task Force members who submitted committee ideas expounded on their suggestions, and the Task Force engaged in a robust discussion. After participating in break out groups, Task Force members shared key takeaways about moving forward with committee ideas, including having staff gather input prior to the next Task Force meeting.

### **EVALUATION AND FOLLOW-UP**

The next Task Force meeting is scheduled for February 10, 2022. It is anticipated that committee work will also begin in February. Staff will provide the next status report to the CED Committee on April 25, 2022.

### **CLIMATE SMART SAN JOSE**

The recommendation in this memorandum has no effect on Climate Smart San José energy, water, or mobility.

### **PUBLIC OUTREACH**

This memorandum will be posted on the City's website for the January 24, 2022 Community and Economic Development Committee meeting.

### **COORDINATION**

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

### **CEQA**

Not a Project, File No. PP17-010, City Organizational and Administrative Activities resulting in no changes to the physical environment

HONORABLE MAYOR AND CITY COUNCIL

January 14, 2022

**Subject: COVID-19 Recovery Task Force**

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/s/

Carlos Velazquez

Assistant to the City Manager

For questions, please contact Carlos Velazquez, Assistant to the City Manager at  
[Carlos.Velazquez@sanjoseca.gov](mailto:Carlos.Velazquez@sanjoseca.gov).