



# Memorandum

**TO:** RULES AND OPEN GOVERNMENT  
COMMITTEE

**FROM:** Mayor Sam Liccardo  
Chair Pam Foley

**SUBJECT: COMMUNITY AND ECONOMIC  
DEVELOPMENT COMMITTEE  
WORK PLAN**

**DATE:** June 14, 2022

Approved

Date 8/3/22

Approved

Date 8/3/22

## **RECOMMENDATION**

- a) Approve the Community and Economic Development Committee Work Plan for the period of August through December 2022 and setting its meeting schedule on the fourth Monday of each month at 1:30 p.m. in the City Council Chambers.
- b) Accept the draft Community and Economic Development Committee Work Plan for the period of January through June 2023.

## **COMMITTEE MEMBERS:**

PAM FOLEY, CHAIR  
MAYA ESPARZA, VICE CHAIR  
MATT MAHAN, MEMBER  
RAUL PERALEZ, MEMBER  
MAGDALENA CARRASCO, MEMBER

## **STAFF:**

ROSALYNN HUGHEY, CITY MANAGER'S  
OFFICE  
JOHNNY PHAN, CITY ATTORNEY'S OFFICE  
ROBYN SAHID, MAYOR'S OFFICE  
YASMIN JOHNSON, CITY CLERK'S OFFICE

## **MISSION STATEMENT:**

To manage the growth and change of the City of San José in order to encourage a strong economy, ensure a diverse range of arts, cultural, and entertainment offerings and create and preserve housing and healthy neighborhoods.

<p style="text-align: center;"><b>COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE WORK PLAN August - December 2022</b></p>
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**AUGUST THROUGH DECEMBER 2022 WORK PLAN ITEMS**

**AUGUST 22, 2022**

- 1. Housing and Community Development Commission Annual Accomplishments Report and Work Plan.**  
**Purpose:** Provide the Housing and Community Development Commission Annual Accomplishments Report for Fiscal Year 2021-2022 and Commission Work Plan for Fiscal Year 2022-2023.  
(Housing)
- 2. Economic Development Activities Quarterly Status Report.**  
**Purpose:** Provide a verbal quarterly status report on recent announcements, significant accomplishments, and upcoming events related to economic development.  
(Economic Development and Cultural Affairs)
- 3. City Initiatives Roadmap: Development Services Process Improvements and Dashboard Status Report.**  
**Purpose:** Provide a status report on the Development Services Process Improvements and Dashboard as part of the approved City Initiatives Roadmap for 2022-2023.  
(Planning, Building, and Code Enforcement/Public Works/Fire)
- 4. Parks Development Impact Fee Study Status Report.**  
**Purpose:** Provide a status report on the Parks Development Impact Fee Study.  
(Parks, Recreation, and Neighborhood Services)

**SEPTEMBER 26, 2022**

- 1. Arts Commission Annual Report and Work Plan.**  
**Purpose:** Provide the Arts Commission Annual Report for Fiscal Year 2021-2022 and the Arts Commission Work Plan for Fiscal Year 2022-2023 to comply with the City of San José Municipal Code pertaining to Boards and Commissions.  
(Economic Development and Cultural Affairs)

**2. Citywide Residential Anti-Displacement Strategy Status Report.**

**Purpose:** Provide a status report on the Citywide Residential Anti-Displacement Strategy, including the top three recommendations as directed by City Council: COVID-19 Recovery Eviction Relief and Mitigation Measures, Neighborhood Tenant Preference, and Community Opportunity to Purchase Program.  
(Housing)

**3. Berryessa Flea Market Status Report.**

**Purpose:** Provide a status report on the Berryessa Flea Market entitlement process, as well as the Flea Market Advisory Group and Vendor Transition Fund, consistent with City Council direction provided in June 2021.  
(Planning, Building, and Code Enforcement/Economic Development and Cultural Affairs)

**4. Mobilehome Park Land Use Designation Status Report.**

**Purpose:** Provide a status report on the analysis on mobilehome parks at greatest risk for redevelopment and forward a recommendation to City Council to prioritize General Plan Land Use amendments that apply the Mobilehome Park Land Use Designation to the appropriate sites.  
(Planning, Building and Code Enforcement/Housing)

**OCTOBER 24, 2022**

**1. Affordable Housing Siting Policy Status Report.**

**Purpose:** Provide a status report on the methodology for the Affordable Housing Siting Policy.  
(Housing)

**2. Electronic Billboards on City-Owned Property Status Report.**

**Purpose:** Provide a status report on electronic billboards on City-owned property.  
(Economic Development and Cultural Affairs/Planning, Building, and Code Enforcement)

**3. Signature Project Requirements Status Report.**

**Purpose:** Provide a status report on the analysis of signature project thresholds, as directed by the City Council on December 7, 2021, in its action on the General Plan Four-Year Review items.  
(Planning, Building, and Code Enforcement)

**4. City Initiatives Roadmap: COVID-19 Recovery Task Force Status Report.**

**Purpose:** Provide a status report on the COVID-19 Recovery Task Force, including community engagement efforts and findings as part of the approved City Initiatives Roadmap for 2022-2023.  
(City Manager)

**NOVEMBER 28, 2022**

**1. Economic Development Activities Quarterly Status Report.**

**Purpose:** Provide a verbal quarterly status report on recent announcements, significant accomplishments, and upcoming events related to economic development.  
(Economic Development and Cultural Affairs)

**2. Team San José and the Convention and Visitors Bureau Performance Report Annual Review.**

**Purpose:** Provide a report on the annual review of Team San José and the Convention and Visitors Bureau performance for Fiscal Year 2021-2022.  
(City Auditor)

**3. Parks Development Impact Fee Study Status Report.**

**Purpose:** Provide a status report on the Parks Development Impact Fee Study.  
(Parks, Recreation, and Neighborhood Services)

**DECEMBER 26, 2022 - MEETING CANCELLED**

**DRAFT**  
**COMMUNITY AND ECONOMIC DEVELOPMENT**  
**COMMITTEE WORK PLAN**  
**January - June 2023**

**DRAFT JANUARY THROUGH JUNE 2023 WORK PLAN ITEMS**

**JANUARY 23, 2023**

**1. Real Estate Services Division Activities Annual Report.**

**Purpose:** Provide an annual report on the activities of the Real Estate Services Division, including surplus land sales leasing activities and City-owned vacant lands for Fiscal Year 2021-2022.

(Economic Development and Cultural Affairs)

**2. Downtown West Community Benefits Status Report.**

**Purpose:** Provide a status report on the Downtown West Community Benefits, including programs funded by the initial community benefit payments to the City generated by the Downtown West project.

(Economic Development and Cultural Affairs/Housing/Library)

**3. Downtown and Regional Wayfinding Status Report.**

**Purpose:** Provide a status report on Downtown and Regional Wayfinding efforts.

(Transportation/Economic Development and Cultural Affairs)

**FEBRUARY 27, 2023**

**1. Economic Development Activities Quarterly Status Report.**

**Purpose:** Provide a verbal quarterly status report on recent announcements, significant accomplishments, and upcoming events related to economic development.

(Economic Development and Cultural Affairs)

**2. City Initiatives Roadmap: Citywide Planning Activities Status Report.**

**Purpose:** Provide a status report on Citywide planning activities, including Urban Village planning, and Align Zoning with the General Plan as part of the approved City Initiatives Roadmap for 2022-2023.

(Planning, Building, and Code Enforcement)

**3. City Initiatives Roadmap: Development Services Process Improvements and Dashboard Status Report.**

**Purpose:** Provide a status report on the Development Services Process Improvements and Dashboard as part of the approved City Initiatives Roadmap for 2022-2023.  
(Planning, Building, and Code Enforcement/Public Works/Fire)

**MARCH 27, 2023**

**1. Team San José Performance and Activities Status Report.**

**Purpose:** Provide a status report on the performance and activities of Team San José.  
(Economic Development and Cultural Affairs)

**2. City Initiatives Roadmap: Re-Employment and Workforce Development Status Report.**

**Purpose:** Provide a status report on Re-Employment and Workforce Development as part of the approved City Initiatives Roadmap for 2022-2023.  
(Economic Development and Cultural Affairs)

**3. Local/Small Business Contracting Participation Annual Report.**

**Purpose:** Provide an annual report on City contracting with local and small businesses for Fiscal Year 2021-2022.  
(Public Works/Finance)

**4. Rent Burden and Demographics of Affordable Housing Residents Status Report.**

**Purpose:** Provide a status report on the rent burden and demographics of residents living in affordable housing developments and an analysis of how much money is required to alleviate the rent burden for households above 50% rent burden in the City's affordable housing portfolio.  
(Housing)

**APRIL 24, 2023**

**1. Economic Development Activities Quarterly Status Report.**

**Purpose:** Provide a verbal quarterly status report on recent announcements, significant accomplishments, and upcoming events related to economic development.  
(Economic Development and Cultural Affairs)

**2. Business Development Division Activities Status Report.**

**Purpose:** Provide a status report on the activities of the Business Development Division, including small business assistance, City Initiatives Roadmap COVID-19 Pandemic Community and Economic Recovery efforts, and corporate engagement.  
(Economic Development and Cultural Affairs)

**MAY 22, 2023**

**1. Berryessa Flea Market Status Report.**

**Purpose:** Provide a status report on the Berryessa Flea Market entitlement process, as well as the Flea Market Advisory Group and Vendor Transition Fund, consistent with City Council direction provided in June 2021.

(Planning, Building, and Code Enforcement/Economic Development and Cultural Affairs)

**2. City Initiatives Roadmap: Soft-Story Building Earthquake Retrofit Policy Status Report.**

**Purpose:** Provide a status report on the Soft-Story Building Earthquake Retrofit Policy as part of the approved City Initiatives Roadmap for 2022-2023.

(Planning, Building and Code Enforcement/Housing/City Manager – Emergency Management)

**JUNE 26, 2023**

**1. Downtown Annual Progress Report.**

**Purpose:** Provide an annual downtown progress report, including business and economic development, public life, and arts and cultural initiatives.

(Economic Development and Cultural Affairs)

**2. Foreign Trade Zone 18 and Sister Cities Program Status Report.**

**Purpose:** Provide a status report on the City-managed Foreign Trade Zone 18 and the Sister Cities Program.

(Economic Development and Cultural Affairs)