



RULES COMMITTEE:  
ITEM:

## Memorandum

**TO: RULES AND OPEN GOVERNMENT  
COMMITTEE**

**FROM:** Mayor Sam Liccardo  
Chair Donald Rocha

**SUBJECT: NEIGHBORHOOD SERVICES AND  
EDUCATION COMMITTEE  
WORKPLAN**

**DATE:**

Approved

Date

Approved

Date

### RECOMMENDATION

- a. Approval of the Neighborhood Services and Education Committee workplan for the period August through December 2018 and setting its meeting schedule on the second Thursday of each month at 1:30 p.m. in Rooms W118-119.
- b. Accept the draft Neighborhood Services and Education Committee workplan for the period January through June 2019.

### WORKPLAN CONTENTS

**NEIGHBORHOOD SERVICES AND EDUCATION  
COMMITTEE WORKPLAN  
August 2018 - June 2019**

**COMMITTEE MEMBERS:**

DONALD ROCHA, CHAIR  
SYLVIA ARENAS, VICE-CHAIR  
TAM NGUYEN, MEMBER  
RAUL PERALEZ, MEMBER  
SERGIO JIMENEZ, MEMBER

**STAFF:**

ANGEL RIOS, CITY MANAGER'S OFFICE  
KARIN MURABITO, CITY ATTORNEY'S OFFICE  
PAUL HERRERA, MAYOR'S OFFICE  
LOUIS OSEMWEGIE, CITY CLERK'S OFFICE

**MISSION STATEMENT:**

To serve and strengthen community by providing access to lifelong learning opportunities to enjoy life, ensuring a diverse range of housing opportunities, and preserving healthy neighborhoods.

***AUGUST THROUGH DECEMBER 2018 WORKPLAN ITEMS:***

**AUGUST 9, 2018 (CANCELLED)**

**SEPTEMBER 13, 2018**

1. **Audit of Community Center Reuse (City Auditor's Office)**  
**Purpose:** To provide the Committee with the results of the audit of the Reuse of Community Centers Program, cross-reference the report to the full Council on 10/02/18.
2. **Report on 2018-2019 Library and Education Commission Workplan (Library)**  
**Purpose:** To provide the Committee with the Library and Early Education Commission's Fiscal Year 2017-2018 accomplishments and the Commission's Fiscal Year 2018-2019 workplan and goals for review and approval.
3. **Neighborhoods Commission Report (City Manager's Office)**  
**Purpose:** To provide the Committee with a summary of the Neighborhoods Commission Fiscal Year 2017-18 Annual Report and Fiscal Year 2018-2019 Workplan.
4. **City Council Priority #13: Safe Parking Program (Planning, Building & Code Enforcement/Housing)**  
**Purpose:** To provide the Committee with the proposed policy framework for the development of a Safe Parking Ordinance.
5. **FY 2017-18 Consolidated Annual Performance Evaluation Report (CAPER) (Housing)**  
**Purpose:** To provide the Committee with a report on progress towards achieving the housing and community development goals identified in the City's five-year Consolidated Plan (2015-2020) and the FY 2017-18 Annual Action Plan governing the use of federal funds from the U.S. Department of Housing and Urban Development.

**OCTOBER 11, 2018**

1. **Audit of Homeless Assistance Programs (Auditor's Office)**  
**Purpose:** To accept the audit of homeless assistance programs, cross-reference the report to the full Council on 10/30/18.
2. **Annual Report on Homeless Programs and New Funding Opportunities (Housing)**  
**Purpose:** To provide the Committee with an update on homeless programs and initiatives, including prevention and employment strategies, and to obtain feedback on priorities for spending funds from the new State Homeless Emergency Aid Block Grant (SB 850).
3. **Schools/City Collaborative Council Policy Update (Library)**  
**Purpose:** To provide the Committee with proposed revisions to the Schools/City Collaborative policy for review, approval, and referral to the City Council.



**4. Digital Literacy Update (Library)**

**Purpose:** To provide the Committee with an update on digital literacy programming implementation, done as part of the Education & Digital Literacy Strategy. The update will include information on the Coding 5K pilot program, implementation of LRNG, the Marker[Space]Ship, and other programs impacting digital literacy.

**5. Animal Care and Services Annual Report (Public Works)**

**Purpose:** To provide the Committee with an annual report on the ongoing operations, policies and programs of the Animal Care and Services Division.

**6. Trail Toolkit and Annual Program Update (Parks, Recreation and Neighborhood Services)**

**Purpose:** To provide the Committee with an annual update on trails in San José, and introduce the new Trail Toolkit.

**7. Age-Friendly City Initiative & Senior Commission Annual Report (Parks, Recreation and Neighborhood Services)**

**Purpose:** To provide the Committee with an annual update on the Senior Commission, and the Age-Friendly city initiative.

**8. Anti-Graffiti and Anti-Litter Programs Annual Report (Parks, Recreation and Neighborhood Services)**

**Purpose:** To provide the Committee with the 2017-2018 Annual Report on the Anti-Graffiti and Anti-Litter Programs.

**NOVEMBER 8, 2018**

**1. Report on Quality Standards for Early Education Programming (Library)**

**Purpose:** To provide the Committee with proposed quality standards for programs in early education, as specified by the Education & Digital Literacy Strategy for review and approval.

**2. Rent Stabilization Program (RSP) Implementation Update (Housing)**

**Purpose:** To provide the Committee a report on the status of implementing program changes to the Rent Stabilization Program as a result of recent changes to the Apartment Rent Ordinance.

**3. Report on BeautifySJ (Parks, Recreation and Neighborhood Services)**

**Purpose:** To provide the Committee with a report on BeautifySJ.

**4. Youth, Senior and Parks and Recreation Commissions Workplans (Parks, Recreation and Neighborhood Services)**

**Purpose:** To provide the Committee with updated workplans for the Youth, Senior, and Parks and Recreation Commissions.

**DECEMBER 13, 2018**

**1. Illegal Dumping Initiative Update (Environmental Services)**

**Purpose:** To provide the Committee with a report on the Illegal Dumping Initiative.

**2. Library Collection Development (Library)**

**Purpose:** To provide the Committee with a review of how the Library develops and manages its collection of materials, including information on types of materials, demand and availability, and how the Library is responding to current community trends and requests.

**3. Audit Response on Police Activities League Update (Police/Parks, Recreation and Neighborhood Services/Police)**

**Purpose:** To provide the Committee with an update to the operational structure of the Police Activities League and cross-reference the report to the full Council on 01/08/19.

**4. Placemaking and Viva CalleSJ Update (Parks, Recreation and Neighborhood Services)**

**Purpose:** To provide the Committee with an overview of PRNS' Viva CalleSJ and Viva Parks Placemaking efforts.

**5. Annual Capital Improvement and Bond Projects Report (Parks, Recreation and Neighborhood Services)**

**Purpose:** To provide the Committee with an annual update on capital improvement and bond projects.

***DRAFT JANUARY THROUGH JUNE 2019 WORKPLAN ITEMS***

**JANUARY 10, 2019 (MEETING CANCELED)**

**1. Item Title (Department)**

**Purpose:**

**FEBRUARY 14, 2019**

**1. Verbal Update on Office of Immigrant Affairs Activities (City Manager's Office – Office of Immigrant Affairs)**

**Purpose:** To provide the Committee with a status report on accomplishments as it relates to the Welcoming SJ Plan and highlight significant activities..

**2. Report on Sustainable Park Maintenance (Park, Recreation and Neighborhood Services)**

**Purpose:** To provide the Committee with an overview of best practices employed by Park Maintenance as drought response actions including turf conversion, sports field renovation, and chemical reduction through Integrated Pest Management Practices. A review of data analytics will illustrate current service levels and areas of improvement.

**3. City Council Policy Priority #21: Report on Food and Clothing Distribution at City Parks (Parks, Recreation and Neighborhood Services)**

**Purpose:** To provide the Committee with a report on the distribution of food and clothing at City parks.

**4. Greenprint Final Report and ActivateSJ (Parks, Recreation and Neighborhood Services)**

**Purpose:** To provide the Committee with the final report on the Greenprint Update and an introduction of ActivateSJ.

**5. Fine-Free Juvenile Materials Pilot Report (Library)**

**Purpose:** To provide the Committee with a report on the impact of the Fine-Free Juvenile Materials Pilot Program funded in the 2018-2019 Budget.

**MARCH 14, 2019**

**1. City Council Priority #7: Downtown and/or Citywide Parks Operations and Maintenance Financing District (Parks, Recreation and Neighborhood Services)**

**Purpose:** To provide the Committee with the an update on downtown and/or Citywide Operations and the Funding Feasibility Study.

**2. Verbal Update of PAL Audit (Police/Parks, Recreation and Neighborhood Services)**

**Purpose:** To provide the Committee with a verbal update on the PAL Audit.



3. **Parks, Recreation and Neighborhood Services Community Impact Report** (Parks, Recreation and Neighborhood Services)  
**Purpose:** Committee report, discussion and feedback to staff on the annual report that highlights the accomplishments and programs of the Parks Recreation and Neighborhood Services Department.
4. **Project Hope Update (Parks, Recreation and Neighborhood Services)**  
**Parks, Recreation and Neighborhood Services Community Impact Report** (Parks, Recreation and Neighborhood Services)  
**Purpose:** To provide the Committee with a report on the status of Project Hope.
5. **Out of School Time Program Update and Summer Highlights** (Parks, Recreation and Neighborhood Services)  
**Purpose:** To provide the Committee with an overview of PRNS' out of school time programs, and a review of summer 2018 program highlights.
6. **Report on the Summer Learning Initiatives** (Library/Parks, Recreation and Neighborhood Services)  
**Purpose:** To provide the Committee with information about the 2018 Summer Learning program and other planned programs like Summer Lunch that support youth and student learning during the summer months in San José.
7. **Update on Expanded Learning Programs** (Library/Parks, Recreation and Neighborhood Services)  
**Purpose:** To provide the Committee with an update on Expanded Learning programs, programmatic outcomes, and future plans for growth or change. Update will include a report on the SJ Learns grant program.

#### **APRIL 11, 2019**

1. **Youth Commission Report** (Parks, Recreation and Neighborhood Services)  
**Purpose:** To provide the Committee with an updated report of the Youth Commission's activities and collaboration with the Youth Advisory Councils (YAC).
2. **St. James Park Update** (Parks, Recreation and Neighborhood Services)  
**Purpose:** To provide the Committee with a report on the activations, outreach efforts, and status of St. James Park.
3. **Community Center Reuse Program Update** (Parks, Recreation and Neighborhood Services)  
**Purpose:** To provide the Committee with an update on the Community Centers Reuse Program, hybrid Reuse centers, and current RFQ status.

**4. Report on Library Volunteer Expansion (Library)**

**Purpose:** To provide the Committee with an update on the expanded Library Volunteer Program and the benefits of the program in the Library.

**MAY 9, 2019 (CANCELED DUE TO BUDGET STUDY SESSIONS)**

**JUNE 13, 2019**

**1. Education & Digital Literacy Strategy Annual Report (Library)**

**Purpose:** To provide the Committee with information on the implementation of the Education & Digital Literacy Strategy, outcomes of programs and pilots complete to-date, and program plans for 2019-2020.

**2. Report on Therapeutic Services (Parks, Recreation and Neighborhood Services)**

**Purpose:** To provide the Committee with a report on Citywide therapeutic programs and services.