



# Memorandum

**TO:** NEIGHBORHOOD SERVICES  
AND EDUCATION COMMITTEE

**FROM:** Jon Cicirelli

**SUBJECT:** SEE BELOW

**DATE:** August 24, 2020

Approved

Date

9/2/2020

**SUBJECT: PARKS AND RECREATION COMMISSION, SENIOR CITIZENS  
COMMISSION, AND YOUTH COMMISSION 2020--2021 WORK PLANS**

## **RECOMMENDATION**

Approve the 2020–2021 annual work plans submitted by the following commissions working in collaboration with the Department of Parks, Recreation and Neighborhood Services (Department) and in alignment with commission duties as per the Municipal Code (see Summary of Commissions' Duties in Attachment 1):

- A. 2020–2021 Parks and Recreation Commission Work Plan (Attachment 2);
- B. 2020–2021 Senior Citizens Commission Work Plan (Attachment 3); and
- C. 2020–2021 Youth Commission Work Plan (Attachment 4).

## **OUTCOME**

The Neighborhood Services and Education Committee will be aware of each commission's annual work plan of activities.

## **BACKGROUND**

The Neighborhood Services and Education Committee has been designated as the committee for submission of annual work plans for the Parks and Recreation Commission, Senior Citizens (Senior) Commission, and Youth Commission. The Department is responsible for staffing these commissions and thereby submits the annual 2020–2021 work plans developed by each commission for Committee consideration.

## **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.

## **CONCLUSION**

The Neighborhood Services and Education Committee has been designated the committee for submission of annual work plans for the Parks and Recreation Commission, Senior Citizens Commission, and Youth Commission. The work plans align with the duties of each commission as stated in the Municipal Code Chapter 2.08.

## **EVALUATION AND FOLLOW-UP**

Staff will return to the Neighborhood Services and Education Committee in fall 2021 for the next annual submission of the commissions' work plans.

## **PUBLIC OUTREACH**

The memorandum will be posted on the City's website for the Neighborhood Services and Education (NSE) Committee meeting on September 10, 2020.

## **COORDINATION**

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

## **COMMISSION RECOMMENDATION/INPUT**

The Youth Commission unanimously approved their 2020-2021 Work Plan on August 9, 2020, at their annual retreat held August 7–9, 2020. The Senior Commission unanimously approved their 2020-2021 Work Plan on August 13, 2020 at their annual retreat. The Parks and Recreation Commission is scheduled to approve their 2020-2021 Work Plan at their September 2, 2020 meeting.

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**CEQA**

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

/s/

JON CICIRELLI

Director of Parks, Recreation  
and Neighborhood Services

For questions, please contact Andrea Flores Shelton, Acting Deputy Director, at (408) 535-3571.

Attachment 1: Summary of Commissions' Duties

Attachment 2: 2020-2021 Parks and Recreation Commission Work Plan

Attachment 3: 2020-2021 Senior Citizens Commission Work Plan

Attachment 4: 2020-2021 Youth Commission Work Plan

Attachment 1  
Summary of Commissions' Duties

<b>Parks and Recreation Commission</b> <b>Municipal Code 2.08.3820</b>	<b>Senior Citizens Commission</b> <b>Municipal Code 2.08.4220</b>	<b>Youth Commission</b> <b>Municipal Code 2.08.4850</b>
<ol style="list-style-type: none"> <li>1. Study, review, evaluate and make recommendations to the council, city manager 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.</li> </ol>	<ol style="list-style-type: none"> <li>2. Study, review, evaluate and make recommendations to the Council related to any and all matters affecting elderly people in the city, including without being limited thereto, health, education, employment, housing, transportation and recreation.</li> <li>3. 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.</li> </ol>	<ol style="list-style-type: none"> <li>1. To foster greater involvement of youth in municipal government and civic affairs, especially in the City of San José.</li> <li>2. To study any problems, activities and concerns of youth as they relate to municipal policies, programs or projects of the City.</li> <li>3. To make such studies of any other problems, activities and concerns of youth in any field as, in the judgment of the Commission, aid in effectuating its general purposes.</li> <li>4. To hold and conduct forums on such problems, activities and concerns of youth in which various governmental and nongovernmental agencies and other community organizations, fraternal and benevolent associations may be invited to participate to the extent the Commission deems such desirable.</li> <li>5. To select and designate members of the Commission, youths or other persons to act as Commission representatives to all other City boards and commissions, and to agencies, authorities, boards and commissions the City has participated in creating conformance with guidelines approved by the Council.</li> <li>6. To make such recommendations to the Council as the Commission may find necessary and desirable to carry out the purposes for which the Commission is established.</li> <li>7. To cosponsor the annual San José City Hall youth-in-government day program.</li> <li>8. To conduct or sponsor activities the Commission deems desirable and in the interests of the youth of the City consistent with the Charter, other provisions of this Code, other ordinances, resolutions and other acts of the Council.</li> </ol>

Attachment 2  
PARKS AND RECREATION COMMISSION  
FY 2020-2021 Work Plan  
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Objective for FY 2020-2021	Actions	Timeframe
<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Capital/Development Projects</li> <li>Park Master Plans</li> <li>Park Naming</li> <li>Turn Key Parks</li> <li>Payne Avenue Master Plan and Naming</li> <li>St. James Master Plan</li> <li>Urban Confluence</li> <li>Google - Downtown West Project</li> <li>Alignment Confirmation Study: Highway 237 Bikeway Trail / SF Bay Trail</li> <li>Bassett Street and North San Pedro Parks Master Plans and Naming</li> <li>Neighborhood Center Partner Program Update</li> <li>2019-2020 Status Report on Parks &amp; Community Facilities Development Capital Improvement Program</li> <li>Winchester Ranch Project Turnkey Master Plan</li> <li>Golf Update</li> <li>PAL Update</li> <li>Sustainable Park Maintenance &amp; Park Condition Assessments</li> <li>ActivateSJ Plan</li> <li>Family Camp Operations</li> <li>Happy Hollow Park &amp; Zoo Update</li> </ul>	<ul style="list-style-type: none"> <li>As Needed</li> <li>As Needed</li> <li>As Needed</li> <li>As Needed</li> <li>September 2020</li> <li>September 2020</li> <li>September 2020</li> <li>September 2020</li> <li>October 2020</li> <li>October 2020</li> <li>November 2020</li> <li>December 2020</li> <li>December 2020</li> <li>January 2021</li> <li>January 2021</li> <li>February 2021</li> <li>February 2021</li> <li>March 2021</li> <li>April 2021</li> </ul>

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Objective for FY 2020-2021 continued	Actions	Timeframe
<ul style="list-style-type: none"> <li>Review, provide staff feedback and advise the City Council on items related to the extent and nature of the services to be rendered to the public.</li> </ul>	<ul style="list-style-type: none"> <li>Age-Friendly City Initiative</li> <li>Park Ranger Program Annual Report</li> <li>Anti-Graffiti/Anti-Litter Program and BeautifySJ Annual Report</li> <li>PRNS Community Impact Report</li> <li>Project Hope 2019-2020 Annual Report and 2020-2021 Expansion Status Update</li> <li>Youth Intervention / San Jose BEST Update</li> <li>Food Insecurity Youth/Families/Seniors</li> <li>Summer Program Preview</li> <li>Therapeutic Services</li> </ul>	<p>October 2020  October 2020  December 2020</p> <p>February 2021  February 2021</p> <p>March 2021  March 2021  May 2021  May 2021</p>
<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Budget Updates</li> <li>Capital Budget Update / Measure P Audit Results / Park Trust Fund Report</li> <li>Scholarship and Fee Activity Report</li> </ul>	<p>As Needed  December 2020</p> <p>December 2020</p>

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Objective for FY 2020-2021 continued	Actions	Timeframe
<ul style="list-style-type: none"><li>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.</li></ul>	<ul style="list-style-type: none"><li>Legislative Updates</li><li>PRNS Operational Plans</li><li>PRNS Policy Items</li><li>Citywide Sports Policy Review</li><li>Pat Pizzo Commemoration</li></ul>	As Needed As Needed As Needed November 2020 November 2020
<ul style="list-style-type: none"><li>Select and designate members of the commission to act as the commission's representatives to various work groups and/or steering committee.</li></ul>	<ul style="list-style-type: none"><li>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.</li></ul>	As Needed

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SENIOR CITIZENS COMMISSION  
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Age-Friendly Domain	Objective for FY 2020-2021	Actions	Timeframe
<b>Disaster Preparedness</b>	Ensure that older adults in the community have access to resources around disaster preparedness.	<ul style="list-style-type: none"> <li>• With the current pandemic, approach each Age-Friendly Domain in the Senior Commission Work Plan through a disaster relief and preparedness lens.</li> <li>• Build partnerships with emergency response organizations to address the unique needs of the senior/older adult population (i.e. mobility, communication, language, isolation, cost barriers, etc.) as it relates to disaster preparedness.</li> <li>• Research, provide, and promote recommendations on safety and emergency preparedness information and resources for seniors/older adults across all City of San José community centers.</li> <li>• Support initiatives outlined in San Jose's Three-Year Age Friendly Action Plan, to be submitted during this fiscal year.</li> </ul>	<p>Ongoing</p> <p>FY 2020-21</p> <p>FY 2020-21</p> <p>October 2020</p>
<b>Civic Participation and Employment</b>	Make recommendations for accommodations that increase older adults' ability to seek employment or volunteer opportunities.	<ul style="list-style-type: none"> <li>• Develop and strengthen relationships with programs and organizations serving seniors/older adults. <ul style="list-style-type: none"> <li>○ Invite speakers from agencies such as, but not limited to: Family Peninsula Services, Council on Aging/Sourcewise, AARP, Santa Clara County Adult and Aging Services, etc.</li> <li>○ Create a culture of standard practice among other boards and agencies to engage the Senior Commission early in the project to ensure inputs are received in a timely fashion and incorporated.</li> </ul> </li> <li>• Explore, identify, and address employment or volunteerism opportunities and barriers for seniors/older adults.</li> </ul>	<p>Ongoing</p> <p>FY 2020-21</p> <p>FY 2020-21</p> <p>FY 2020-21</p>



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Age-Friendly Domain	Objective for FY 2020-2021	Actions	Timeframe
(continued) <b>Civic Participation and Employment</b>		<ul style="list-style-type: none"> <li>Partner with Santa Clara County Registrar of Voters for 2020 elections and with the City of San José Manager's Census Team by exploring communication practices to outreach and engage older adults.</li> <li>Explore options to have ongoing routine engagement with members of the council districts such as community centers, religious organizations, and local community colleges.</li> </ul>	12/30/2020        FY 2020-21
<b>Communication and Information</b>	Make recommendations that increase digital-inclusion access for older adults and raise awareness of older-adult issues in San José.	<ul style="list-style-type: none"> <li>Research best practices, techniques, and approaches to reach and engage seniors/older adults and provide recommendations to City of San José department staff and councilmembers, and other agencies and partners.</li> <li>Support and participate in the development of the City of San José's digital-inclusion and communication efforts. Advocate to increase engagement and access for seniors/older adults by exploring and providing recommendations on communication practices and techniques.</li> <li>Identify a platform or centralized location to house information on community resource and services.               <ul style="list-style-type: none"> <li>Explore platforms such as, but not limited to: Age-Friendly website, Santa Clara County 211, PRNS website, Sourcewise, etc.</li> </ul> </li> <li>Partner with Santa Clara County 211 United Way to enhance and expand inventory of resources and services:               <ul style="list-style-type: none"> <li>Review outreach data provided by 211, identify gaps, and make recommendations to fill the gap in service.</li> <li>Attend 211 Quarterly Advisory Meetings and provide input.</li> </ul> </li> </ul>	Ongoing        Ongoing        Ongoing        Ongoing

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Age-Friendly Domain	Objective for FY 2020-2021	Actions	Timeframe
(continued) <b>Communication and Information</b>		<ul style="list-style-type: none"> <li>○ Research feasibility for the Senior Peer Advocate Program to receive training from 211 on the various services and agencies available in the county.</li> <li>● Explore and make recommendations on the use of Next Door and other community and social media platforms to disseminate information and collect data on current needs of seniors/older adults in the community.</li> </ul>	Ongoing
<b>Transportation</b>	Increase the access of transportation options available for older adults in the community through advocacy.	<ul style="list-style-type: none"> <li>● Identify a Commissioner representative to attend and/or be appointed to the VTA Committee for Mobility and Transportation Accessibility to stay informed of VTA policy and updates; provide information to Senior Commission members, and make recommendations as needed.</li> <li>● Research transportation resources from community-based organizations and other partner organizations and share information across City of San José's community centers.</li> <li>● Continue to study transportation options available for seniors/older adults and make recommendations as needed.               <ul style="list-style-type: none"> <li>○ Investigate obstacles and benefits to ride-sharing programs such as Uber and Lyft.</li> <li>○ Continue communication with City of San José's Department of Transportation regarding updated scooter and biking policies as it relates to senior/older adult safety.</li> <li>○ Explore the feasibility of expanding the County Mobility Management Program as a free/no cost transportation program in the City of San José expanding the scope outside of the Senior Nutrition Program.</li> </ul> </li> </ul>	Ongoing  Ongoing  Ongoing

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Age-Friendly Domain	Objective for FY 2020-2021	Actions	Timeframe
<b>Housing</b>	Provide recommendations and feedback on potential housing issues and solutions.	<ul style="list-style-type: none"> <li>Research the availability of a current user-friendly senior/older adult housing list for San José residents; continue to monitor qualification guidelines, such as minimum income qualifications, to ensure policies and protocols are in alignment with senior/older adult needs.</li> </ul>	FY 2020-21
		<ul style="list-style-type: none"> <li>Continue to support and explore various forms of shared housing feasible for seniors through partner agencies such as Catholic Charities, City of San José Housing Department, Silver Nest-Vista Project, etc.</li> </ul>	FY 2020-21
		<ul style="list-style-type: none"> <li>Review and assess General Plan to determine the effect on older adult housing and communities.</li> </ul>	FY 2020-21
<b>Respect and Social Inclusion/Social Participation</b>	Advocate for programming that demonstrates opportunities for increased community participation among older adults.	<ul style="list-style-type: none"> <li>Explore feasibility of providing programming and information addressing respect and social inclusion for senior/older adults in community centers:               <ul style="list-style-type: none"> <li>Mentoring, skill sharing, life coaching, etc.</li> </ul> </li> </ul>	FY 2020-21
		<ul style="list-style-type: none"> <li>Advocate for the integration and/or expansion of intergenerational activities across all community centers.               <ul style="list-style-type: none"> <li>Promote partnerships, increase funding, and support policies and protocols regarding intergenerational activities and programming.</li> </ul> </li> </ul>	FY 2020-21
		<ul style="list-style-type: none"> <li>Promote and make recommendations on strategies to increase senior/older-adult participation in citywide events (such as Viva CalleSJ, Viva Parks, and other placemaking events) and receive a report out from staff regarding engagement.</li> </ul>	FY 2020-21

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Age-Friendly Domain	Objective for FY 2020-2021	Actions	Timeframe
(continued) <b>Respect and Social Inclusion/Social Participation</b>		<ul style="list-style-type: none"> <li>• Partner with Age-Friendly Advisory Council to identify best practices to address social isolation of seniors/older adults and share information and resources with partner organizations.</li> <li>• Research current awards and recognitions available for seniors/older adults and/or create methods and strategies to recognize seniors/older adults for their contributions in the community.</li> <li>• Explore feasibility for agencies providing senior programming to expand digital literacy efforts with the goal to increase social inclusion.</li> <li>• Explore current outreach efforts to seniors including wellness calls.</li> </ul>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<b>Outdoor Spaces and Buildings</b>	Make recommendations around the Age-Friendly Initiative features of parks.	<ul style="list-style-type: none"> <li>• Maintain communication with PRNS staff to provide recommendations on the City of San José ActivateSJ Plan and receive updates from Parks Division staff regarding the incorporation of age-friendly equipment and design at new or existing parks.</li> <li>• Identify a commissioner representative to participate in the City of San José General Green Print Plan committee.</li> <li>• Build partnerships with the City of San José Department of Transportation, Planning and PRNS to provide recommendations on the creation, modification, and refurbishment of outdoor spaces and buildings.               <ul style="list-style-type: none"> <li>○ Universal design</li> <li>○ ADA compliance</li> <li>○ Accessory dwelling units</li> </ul> </li> <li>• Continue walkability and safety assessment of key neighborhoods.</li> </ul>	<p>FY 2020-21</p> <p>FY 2020-21</p> <p>FY 2020-21</p> <p>FY 2020-21</p>

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Age-Friendly Domain	Objective for FY 2020-2021	Actions	Timeframe
(continued) <b>Outdoor Spaces and Buildings</b>		<ul style="list-style-type: none"><li>• Explore senior/older adult access and utilization of local dog parks and/or pet-friendly areas.</li></ul>	Ongoing

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YOUTH COMMISSION  
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Objective for FY 2020-2021	Actions	Timeframe
1. Empower and encourage youth to be civically engaged through local and citywide events and initiatives.	1. Host a potential virtual Youth Advisory Council (YAC) Summit to provide a platform for constructive discussion and collaboration among youth. a. Engage with youth organizations for outreach purposes and involvement. b. Implement a City Budget Priority Session during the summit to gather insight and input from the youth on City budget priorities.	January 2021
	2. Provide youth with a platform to be civically active and engaged including, but not limited to: a. Town hall forums b. Voter registration c. San José Youth Advisory Councils (YAC) d. YAC trainings	Ongoing
	3. Recognize civically-engaged youth through an end-of-the-year recognition event.	June 2021
2. Foster a safe and healthy space for youth in San Jose to express their passions and interests.	1. Collaborate with at least one local organization to foster a safe environment for youth to advocate for issues that matter to them including, but not limited to: a. Hosting at least two town hall events for youth to publicly advocate for their issues. b. Partner with the Mayor's Gang Prevention Task Force and/or related organizations to support at-risk youth.	Ongoing

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YOUTH COMMISSION  
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Objective for FY 2020-2021	Actions	Timeframe
3. Provide equitable access and support to marginalized youth communities.	1. Connect youth to at least one resource and organization through public outreach initiatives including, but not limited to: a. Creating virtual educational fairs where such resources and organizations are accessible to youth.	Ongoing
	2. Advocate for at least one resource and/or training for out-of-school time programs, community center staff and administrators to empower LGBTQ+, ethnically diverse, and other marginalized youth, such as Black Indigenous People of Color (BIPOC), disabled, and homeless youth.	Ongoing
	3. Advocate for providing underprivileged youth communities with access to technology through means that are including, but not limited to: a. Developing policy recommendations that will address the teen digital divide issue. b. Creating letters of support to send to various companies across the Bay Area. c. Partnering with San José Digital Inclusion to develop additional programs to alleviate the digital divide.	Ongoing

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Objective for FY 2020-2021	Actions	Timeframe
4. Promote resources and opportunities available to all youth.	1. Inform youth of the Youth Bill of Rights and maintain outreach efforts to promote youth input through the newsletters and other platforms, including but not limited to: <ul style="list-style-type: none"> <li>a. Youth meetings</li> <li>b. Youth volunteer opportunities</li> <li>c. Youth fairs and outreach efforts</li> </ul>	Ongoing
	2. Outreach to San José youth to inform them about the Youth Commission and the Youth Advisory Councils through the newsletter and other platforms.	Ongoing
	3. Educate various audiences (including City Council) about youth of intersectional identities such as Black Indigenous People of Color (BIPOC), youth with disabilities, and homeless youth within San José through newsletter and other platforms.	Ongoing
	4. Provide accessible information and resources for youth mental health through, but not limited to: <ul style="list-style-type: none"> <li>a. Webinars</li> <li>b. E-flyers</li> <li>c. Newsletters</li> <li>d. District-specific social media posts</li> </ul>	Ongoing
	5. Collaborate with local organizations including, but not limited to, San José Clean Energy, to launch an awareness campaign by youth in order to show the impact of environmental issues.	April 2021



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YOUTH COMMISSION  
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Objective for FY 2020-2021	Actions	Timeframe
5. Advise and prompt City Council to act upon youth priorities and input.	1. Gather youth input through various event(s) and initiatives(s) to determine their priorities through methods including, but not limited to: <ul style="list-style-type: none"> <li>a. Citywide summits</li> <li>b. Outreach</li> <li>c. Town hall forums</li> </ul>	March 2021
	2. Convey youth priorities to City Council and other relevant municipal authorities through methods such as, but not limited to: <ul style="list-style-type: none"> <li>a. Letters to City Council</li> <li>b. Petitions relating to youth issues</li> <li>c. Policy recommendations on issues including, but not limited to: <ul style="list-style-type: none"> <li>1. Environment</li> <li>2. Access to technology</li> <li>3. Mental health</li> <li>4. Police conduct</li> <li>5. Youth master plan</li> </ul> </li> </ul>	March 2021
	3. Submit a budget priority list to the City Council based on the City budgetary forecast and youth input before the end of the fiscal year through the Youth Commission budget recommendation memo.	March 2021