



# Memorandum

**TO:** NEIGHBORHOOD SERVICES  
AND EDUCATION COMMITTEE

**FROM:** Jon Cicirelli

**SUBJECT:** PRNS COMMISSIONS'  
ANNUAL WORK PLANS

**DATE:** October 22, 2018

Approved

Date

10/31/18

**COUNCIL DISTRICT:** Citywide

## RECOMMENDATION

Accept the 2018–2019 annual work plans submitted by the following commissions working in collaboration with the Department of Parks, Recreation and Neighborhood Services (PRNS) and in alignment with commission duties as per Municipal Code (see Summary of Commissions' Duties in Attachment 1):

- A. 2018–2019 Parks and Recreation Commission Work Plan (Attachment 2)
- B. 2018–2019 Senior Citizens Commission Work Plan (Attachment 3)
- C. 2018–2019 Youth Commission Work Plan (Attachment 4)

## OUTCOME

To provide enhanced awareness of each commission's annual work plan of activities to be undertaken.

## BACKGROUND

The Neighborhood Services and Education Committee has been designated the committee for submission of annual work plans for the Parks and Recreation, Senior Citizens, and Youth Commissions. As the department responsible for staffing these commissions, PRNS is submitting the annual 2018–2019 work plans developed by each commission for City Council 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.

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

Staff will return to the Neighborhood Services and Education Committee in fall 2019 for the next annual submission of the work plans.

### **PUBLIC OUTREACH**

The memorandum will be posted on the City's website for the November 8, 2018 Neighborhood Services and Education Committee meeting.

### **COORDINATION**

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

### **COMMISSION RECOMMENDATION/INPUT**

The annual work plans have been approved respectively by the Parks and Recreation Commission, Senior Citizens Commission, and Youth Commission.

### **CEQA**

Not a Project, Public Project Number PP17-010, Administrative Activities resulting in no changes to the physical environment.

/s/

JON CICIRELLI

Acting Director

Parks, Recreation and Neighborhood Services

For questions, please contact Neil Rufino, Deputy Director, at (408) 535-3576.

Attachment 1: Summary of Commissions' Duties

Attachment 2: 2018-2019 Parks and Recreation Commission Work Plan

Attachment 3: 2018-2019 Senior Citizens Commission Work Plan

Attachment 4: 2018-2019 Youth Commission Work Plan