



# Memorandum

**TO:** NEIGHBORHOOD SERVICES  
AND EDUCATION COMMITTEE

**FROM:** Jon Cicirelli

**SUBJECT:** SEE BELOW

**DATE:** August 29, 2019

Approved

Date

9/5/19

**SUBJECT:** PARKS AND RECREATION COMMISSION, YOUTH COMMISSION,  
AND SENIOR COMMISSION 2019-2020 WORK PLANS

**COUNCIL DISTRICT:** Citywide

## RECOMMENDATION

Accept the 2019–2020 annual work plans submitted by the Parks and Recreation, Senior Citizens, and Youth Commissions working in collaboration with the Department of Parks, Recreation and Neighborhood Services.

## OUTCOME

To inform and elicit feedback from the Neighborhood Services Commission of the upcoming work plans for the Parks and Recreation Commission, the Senior Citizens Commission, and the Youth Commission.

## BACKGROUND

In alignment with commission duties (Attachment 1), the Neighborhood Services and Education Committee is designated to review annual work plans for the Parks and Recreation Commission (Attachment 2), Senior Citizens (Senior) Commission (Attachment 3), and Youth Commission (Attachment 4). As the department responsible for staffing these commissions, PRNS is submitting the annual 2019–2020 work plans developed by each commission for committee consideration.

## ANALYSIS

The attached 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 2020 for the next annual submission of the work plans.

**PUBLIC OUTREACH**

The memorandum will be posted on the City's website for the September 12, 2019 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 Senior Commission and Youth Commission. The Parks and Recreation Commission (PRC) work plan will be presented to the PRC on September 4, 2019.

**CEQA**

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

S  
JON CICIRELLI  
Director of 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: 2019-2020 Parks and Recreation Commission Work Plan
- Attachment 3: 2019-2020 Senior Citizens Commission Work Plan
- Attachment 4: 2019-2020 Youth Commission Work Plan