



# Memorandum

**TO:** NEIGHBORHOOD SERVICES  
AND EDUCATION COMMITTEE

**FROM:** Jon Cicirelli

**SUBJECT:** COMMISSIONS ANNUAL  
REPORTS AND WORK PLANS

**DATE:** September 27, 2021

Approved

Date

10/6/21

## **RECOMMENDATION**

- (a) Accept the Neighborhoods Commission Annual Report for FY 2020-2021 and approve the Neighborhoods Commission Work Plan for FY 2021-2022;
- (b) Approve the Parks and Recreation Commission Work Plan for FY 2021-2022; and
- (c) Approve the Senior Citizens Commission Work Plan for FY 2021-2022.

## **OUTCOME**

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

## **BACKGROUND**

The Neighborhood Services and Education Committee has been designated the committee for submission of annual work plans for the Neighborhoods Commission, Parks and Recreation Commission, and Senior Citizens (Senior) Commission. The Parks, Recreation and Neighborhood Services Department is responsible for staffing these commissions, and is responsible for submitting the annual 2021–2022 work plans developed by each commission for City Council consideration.

The 2021–2022 annual work plans are submitted in accordance with the commissions' duties per the City of San José Municipal Code (see Summary of Commissions' Duties in Attachment 1):

- A. 2020–2021 Neighborhoods Commission Annual Report (Attachment 2);
- B. 2021–2022 Neighborhoods Commission Work Plan (Attachment 3);
- C. 2021–2022 Parks and Recreation Commission Work Plan (Attachment 4); and
- D. 2021–2022 Senior Citizens Commission Work Plan (Attachment 5).

## **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 is designated to be the committee responsible for receiving and reviewing the annual work plans for the Neighborhoods Commission, Parks and Recreation Commission, and Senior Citizens 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 2022 for the next annual submission of the commissions' work plans.

## **CLIMATE SMART SAN JOSE**

The recommendation in this memorandum has no effect on Climate Smart San José energy, water, or mobility goals.

## **PUBLIC OUTREACH**

The memorandum will be posted on the City's website for the Neighborhood Services and Education Committee meeting on October 14, 2021.

## **COORDINATION**

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

## **COMMISSION RECOMMENDATION/INPUT**

The Neighborhoods Commission approved their 2021-2022 work plan at their meeting on August 11, 2021.

The Parks and Recreation Commission approved their 2021-2022 work plan at their September 1, 2021 meeting.

The Senior Citizens Commission unanimously approved their 2021-2022 work plan on August 12, 2021 at their annual retreat.

## **CEQA**

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

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/s/  
JON CICIRELLI  
Director of Parks, Recreation  
and Neighborhood Services

For questions, please contact Avi Yotam, Deputy Director, at (408) 535-3573.

Attachment 1: Summary of Commissions' Duties  
Attachment 2: 2020–2021 Neighborhoods Commission Annual Report  
Attachment 3: 2021-2022 Neighborhoods Commission Work Plan  
Attachment 4: 2021-2022 Parks and Recreation Commission Work Plan  
Attachment 5: 2021-2022 Senior Citizens Commission Work Plan