

**From:** [Cicirelli, Jon](#)  
**To:** [Mendez, Zacharias](#)  
**Subject:** For CAO Review Upload  
**Date:** Friday, May 8, 2020 4:40:15 PM  
**Attachments:** [image001.png](#)

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Sincerely,  
Jon Cicirelli  
Director of Parks, Recreation and Neighborhood Services  
San Jose, CA  
[www.sanjoseca.gov/prns](http://www.sanjoseca.gov/prns)

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**From:** Burnham, Nicolle <[nicolle.burnham@sanjoseca.gov](mailto:nicolle.burnham@sanjoseca.gov)>  
**Sent:** Wednesday, May 22, 2019 9:40 AM  
**To:** Walesh, Kim <[Kim.Walesh@sanjoseca.gov](mailto:Kim.Walesh@sanjoseca.gov)>  
**Cc:** Reid, Tara <[Tara.Reid@sanjoseca.gov](mailto:Tara.Reid@sanjoseca.gov)>; Ross, Rebekah <[rebekah.ross@sanjoseca.gov](mailto:rebekah.ross@sanjoseca.gov)>; Cicirelli, Jon <[Jon.Cicirelli@sanjoseca.gov](mailto:Jon.Cicirelli@sanjoseca.gov)>  
**Subject:** DSAP Early Activation Team

Kim-

Following up on our quick conversation yesterday...the early activation efforts would be best managed by an Events Coordinator rather than a Parks Planner. Our Planners don't have any experience in event coordination, special events permitting and the requirements and standards associated with the work envisioned for this group. Also, without the new Parks Planner in place PRNS doesn't have the resources to manage this effort and keep up our current workload. Can we identify an alternative lead for this team? PRNS may be able to support this work through our activation team staff, but we have not confirmed that yet. That team is busiest in the summer and, this week they are all recovering from Viva Calle. We'll assess their bandwidth within the next week.

**Nicolle Burnham** | Deputy Director  
**Parks, Recreation and Neighborhood Services**

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