



# Memorandum

**TO:** NEIGHBORHOOD  
SERVICES AND  
EDUCATION COMMITTEE

**FROM:** Jon Cicirelli

**SUBJECT:** See Below

**DATE:** September 22, 2025

Approved

Date:

10/2/2025

**SUBJECT: Senior Commission and Parks and Recreation Commission Annual Reports and Work Plans**

## **RECOMMENDATION**

Accept the report on the work plans for the Parks and Recreation Commission and the Senior Citizens Commission for Fiscal Year 2025-2026, to comply with the City Municipal Code pertaining to Boards and Commissions.

## **BACKGROUND**

The Neighborhood Services and Education Committee has been designated to receive the submission of annual work plans for the Parks and Recreation Commission and the Senior Citizens Commission. The Parks, Recreation and Neighborhood Services Department (Department) is responsible for staffing these commissions and is responsible for submitting the annual 2025-2026 work plans developed by each commission for City Council consideration.

The 2025-2026 annual Work Plans are submitted in accordance with the Commissions' duties per the Municipal Code. The duties and work plans are included as the following attachments to this memo:

- A. Summary of Commissions' Work Duties
- B. 2025 - 2026 Parks and Recreation Commission Work Plan; and
- C. 2025 - 2026 Senior Citizens Commission Work Plan.

## **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. In addition to the annual work plans, the Parks and Recreation Commission has adjusted their work plan to align with the Neighborhood Services and Education Committee work plan schedule.

## **COORDINATION**

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

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

For questions, please contact Andrea Flores Shelton, Assistant Director, at [andrea.floresshelton@sanjoseca.gov](mailto:andrea.floresshelton@sanjoseca.gov) or (408) 535-3572.

## **ATTACHMENT**

Attachment A: Summary of Commissions' Duties

Attachment B: 2025 - 2026 Parks and Recreation Commission Work Plan

Attachment C: 2025 - 2026 Senior Citizens Commission Work Plan