



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.

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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 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