



# Park and Recreation Commission

*City of Arts & Innovation*

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**TO: HONORABLE COMMISSIONERS** **DATE: OCTOBER 21, 2024**  
**FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT**  
**SUBJECT: PARK AND RECREATION COMMISSION 2025 ANNUAL WORK PLAN**

**ISSUE:**

Discuss the Park and Recreation Commission’s draft 2025 Work Plan.

**RECOMMENDATION:**

That the Park and Recreation Commission receive and discuss the draft 2025 Work Plan, and:

1. If Work Plan is approved as presented, recommend accepting the 2025 Work Plan and start implementation in March 2025.
2. If plan needs modifications, recommend appropriate action to modification and Staff will return in December for Work Plan review and approval.

**BACKGROUND:**

The City Council Inclusiveness, Community Engagement, and Governmental Processes Committee tasked City Staff to work with each City board/commission to develop an annual work plan. The goal of the Work Plan is to help guide boards and commissions on their appointed duties and functions and to be aligned with the City’s Strategic Goals.

On October 16, 2023, the Park and Recreation Commission approved their original Work Plan. The plan included four tasks: 1. Commissioners networking with partners to allow for future projects for the department. 2. Commissioners requesting updates on specific Capital Improvement Projects (CIP) and Deferred maintenance projects. 3. Commissioners engaging with the community at events to represent the Park and Recreation Commission. 4. Commissioners advocating for additional funding.

On August 19, 2024, the Park and Recreation Commission reviewed their plan at the 6-month mark. At that time, task # 2 - Commissioners requesting updates on specific Capital Improvement Projects (CIP) and Deferred maintenance projects was considered complete and the remaining three are ongoing tasks.

**DISCUSSION:**

The Park and Recreation Commission is permitted the following four powers/duties/functions, per Article VIII. – Appointive Boards and Commissions, Section 809 of the Riverside Municipal Code.

- (a) Act in an advisory capacity to the City Council in all matters pertaining to parks, recreation, parkways, and street trees.
- (b) Consider the annual budget for parks, recreation, parkways, and street tree purposes during the process of its preparation and make recommendations with respect thereto to the City Council and the City Manager.
- (c) Assist in the planning of parks and recreation programs for the inhabitants of the City, promote and stimulate public interest therein, and to that end solicit to the fullest extent possible the cooperation of school authorities and other public and private agencies interested therein.
- (d) Establish policies for the acquisition, development and improvement of parks and playgrounds and for the planting, care and removal of trees and shrubs in all parks, playgrounds, and streets, subject to the rights and powers of the City Council.

Within this framework and to be aligned with multiple boards and commissions' working plans; Staff has created the attached draft 2025 Work Plan. The Commission is asked to discuss and recommend topics of interest and propose areas of need for potential Commission focus.

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Approved by: Pamela M. Galera, Parks, Recreation and Community Services Director  
Attachment: Draft 2025 Work Plan