



Park and Recreation Commission

City of Arts & Innovation

TO: HONORABLE COMMISSIONERS **DATE: MAY 20, 2024**

FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

SUBJECT: HOLIDAY MEETING SCHEDULE

ISSUE:

Due to the holiday schedule and City observed closure dates, Department requests to combine the November and December 2024, regular Park and Recreation Commission meetings and reschedule to a different date. The Department also requests to combine the January and February 2025, regular meetings and schedule a different date.

RECOMMENDATION:

That the Park and Recreation Commission cancel the regularly scheduled Commission meetings on Monday, November 18, and December 16, 2024, and replace it with a Special Meeting to be held on the second Monday, December 2, 2024. Schedule a Special Meeting to be held on the second Monday, February 3, 2025, to combine January and February 2025, meetings, due to the holiday schedule and City observed dates.

BACKGROUND:

The City of Riverside Park and Recreation Commission By-Laws Article VIII; Section 804 – MEETINGS outlines the meeting schedule framework of the commission as stated:

Section 6. Regular meetings of the Commission shall be held on the third Monday of every month at 6:30 p.m. at Art Pick Council Chambers, located at 3900 Main Street, Riverside, CA 92522; unless otherwise agreed upon in advance by the Commission.

DISCUSSION:

Due to City observed closure dates and the holiday schedule, staff recommends combining the November and December 2024, regular Commission meetings and combining the January and February 2025, regular Commission meetings. In the past ten years, because of the holiday schedule, meetings were cancelled due to lack of quorum.

STRATEGIC PLAN ALIGNMENT:

The Park and Recreation Commission meetings contributes to **Strategic Priority 5 – High Performing Government**, and **Goal 5.3** - Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making.

The item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The involvement of the Park and Recreation Commission aligns with the City's goal of transparency by making decisions based on sound policy and inclusive community engagement.
2. **Equity** – The Park and Recreation Commission ensures every member of the community has equal access to share in the benefits the department offers.
3. **Fiscal Responsibility** – Considering Riverside is a prudent steward of public funds; the Park and Recreation Commission ensures responsible management of the City's financial resources while providing quality public services to all.
4. **Innovation** – The Park and Recreation Commission is a collaborative partner with the Department and assists with providing input and direction in meeting the community's changing needs and prepares for the future.
5. **Sustainability & Resiliency** – The Park and Recreation Commission provides input and direction on meeting the community's needs of the present without compromising the needs of the future and are committed to the City's capacity to persevere, adapt and grow during good and difficult times alike.

FISCAL IMPACT:

There is no fiscal action associated with this report.

Prepared by: Sandra D. Campbell, Sr. Administrative Assistant

Approved by: Pamela M. Galera, Parks, Recreation and Community Services Director