Park and Recreation Commission

City of Arts & Innovation

TO: **HONORABLE COMMISSIONERS** **DATE: DECEMBER 8, 2025**

FROM: **PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT**

SUBJECT: **HOLIDAY MEETING SCHEDULE FOR 2026**

ISSUE:

Due to the holiday schedule and City observed closure dates, the Department requests to combine the January and February 2026, regular Park and Recreation Commission meetings and reschedule to a different date. The Department also requests to combine the November and December 2026, regular meetings and schedule a alternate date.

RECOMMENDATION:

That the Park and Recreation Commission approve the following:

- Cancel the regular meetings scheduled for Monday, January 19, and February 12, 2026, and replace them with a Special Meeting to be held on the first Monday, February 2, 2026, combining the January and February 2026 meetings.

- Cancel the regular meetings scheduled for Monday, November 16, and December 21, 2026, and replace it with a Special Meeting to be held on the first Monday, December 7, 2026, combining November and December 2026 meetings.

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 January and February 2026, regular meetings as well as the November and December 2026,

regular meetings. In the past ten years, meetings held during these months have often been cancelled due to lack of quorum resulting from holiday scheduling conflicts.

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