



Office of the  
City Clerk

*City of Arts & Innovation*

August 31, 2018

Amy C. Cardullo  
5323 Falkirk Avenue  
Riverside, CA 92506

Dear Ms. Cardullo:

The Mayor and City Council invite you and members of the Park and Recreation Commission to the City Council meeting on Tuesday, October 23, 2018, at 6:15 p.m., to present a brief report concerning the Park and Recreation Commission activities. The City Council requests that the report be approximately five minutes in length and deal with the following material:

1. Significant subject matter which occupied the Park and Recreation Commission attention during the past year;
2. The principal tasks which lie ahead over the next year; and
3. Ways in which the City Council and staff might facilitate the work of the Park and Recreation Commission.

Fifteen minutes has been set aside for the report and subsequent discussion with the City Council. **Please submit your report to my Office by Thursday, September 27, 2018, for distribution to the City Council.**

If you have any questions about the report or its presentation, please feel free to call.

Sincerely,

  
COLLEEN J. NICOL, MMC  
City Clerk

cc: City Manager  
City Attorney  
Mayor  
Staff Coordinator

