



Office of the
City Clerk

City of Arts & Innovation

February 20, 2020

Joseph Feola
[REDACTED]
[REDACTED]

Dear Mr. Feola:

The Mayor and City Council invite you and members of the Park and Recreation Commission to the City Council meeting on Tuesday, April 21, 2020, 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's 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 Friday, March 27, 2020, for publication with the City Council agenda materials.**

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

