



Park and Recreation Commission

City of Arts & Innovation

TO: HONORABLE COMMISSIONERS **DATE: FEBRUARY 3, 2025**

FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

SUBJECT: PLAN AND SCHEDULE TO PRESENT THE 2025 PARK AND RECREATION COMMISSION WORKPLAN FOR DESIGNATED COMMITTEE

ISSUE:

Plan and schedule to present the 2025 Park and Recreation Commission Workplan for designated committee.

RECOMMENDATION:

That the Park and Recreation Commission:

1. Approve presenting the 2025 Park and Recreation Commission Workplan to the Safety, Wellness, and Youth Committee;
2. Discuss and make a motion to appoint the Chair, or if unavailable, assign a designee to deliver the presentation of the 2025 Park and Recreation Commission Workplan to the Safety, Wellness, and Youth Committee; and,
3. Choose the date of The Safety, Wellness and Youth Committee meeting of either February 19, 2025, or March 19, 2025, at 1:00 p.m. to present the 2025 Park and Recreation Commission Workplan.

BACKGROUND:

On December 11, 2024, the City Manager's Office conducted a Boards and Commissions Staff Training session. During this training, Annual Items and Workplans were discussed, and a Workplan Task Timeline was shared.

DISCUSSION:

To ensure that the goals of each Board and Commission align with their designated responsibilities, annual workplans are developed for each body. These workplans help maintain focus on their defined roles and provide a roadmap for achieving specified goals and tasks. A Workplan Timeline has been established, which includes a requirement for Boards and Commissions to present their workplans to City Council Committees each year in February or March.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Sandra Campbell, Senior Administrative Assistant

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

Attachment: 2025 Park and Recreation Commission Workplan