



Safety, Wellness and Youth Committee Memorandum

City of Arts & Innovation

**TO: SAFETY, WELLNESS AND YOUTH
COMMITTEE**

DATE: MARCH 19, 2025

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

WARDS: ALL

SUBJECT: PARK AND RECREATION COMMISSION WORKPLAN STATUS

ISSUES:

Provide an update on the outcome of the goals from the 2024 Park and Recreation Commission Workplan and review the proposed goals for the 2025 Park and Recreation Commission Workplan.

RECOMMENDATIONS:

That the Safety, Wellness and Youth Committee:

1. Review the outcome of the goals from the 2024 Park and Recreation Commission Workplan; and
2. Review the proposed goals for the 2025 Park and Recreation Commission Workplan.

BACKGROUND:

On June 22, 2023, the City Manager's office conducted a Board & Commissions Staff Training. To ensure the work of boards and commissions align with City Charter and Envision Riverside 2025 Strategic Plan, the City Manager's Office requested each board or commission develop an Annual Workplan.

October 16, 2023, the 2024 Workplan was created by staff and brought to the Park and Recreation Commission for review. Commissioners provided feedback to enhance the structure and goals of the workplan. After minor changes, the 2024 Workplan was approved by Commissioners then sent to the City Manager's Office on November 8, 2023.

On August 19, 2024, the 2024 Park and Recreation Commission Workplan 6-Month Review was brought to the Commission to discuss the status of each approved task. Motion was made to accept the results of the 6-month review.

On October 21, 2024, the 2025 Park and Recreation Commission Workplan was created by staff and brought to the Commission for feedback. Each item was reviewed, the Commissioners

provided feedback to enhance the structure and goals of the workplan were discussed and motion was made to revise the workplan.

On December 2, 2024, the 2025 Park and Recreation Commission Workplan was brought back to Commission for review. Commissioners provided feedback to enhance the structure and goals of the workplan. Motion was made to approve the 2025 Park and Recreation Commission Workplan.

DISCUSSION:

The Park and Recreation Commission created their Workplans based on their powers given through the Riverside Municipal Code and considering the City's 2025 Strategic Goals.

The objective is to provide an update of the outcome of the goals from the 2024 Park and Recreation Commission Workplan as well as present the 2025 Park and Recreation Commission Workplan.

Riverside Municipal Code - Park and Recreation Commission

The Park and Recreation Commission is permitted the following four powers/duties/functions, per Article VIII. – Appointive Boards and Commissions, Section 809 of the Riverside Municipal Code.

- (a) Act in an advisory capacity to the City Council in all matters pertaining to parks, recreation, parkways, and street trees.
- (b) Consider the annual budget for parks, recreation, parkways, and street tree purposes during the process of its preparation and make recommendations with respect thereto to the City Council and the City Manager.
- (c) Assist in the planning of parks and recreation programs for the inhabitants of the City, promote and stimulate public interest therein, and to that end solicit to the fullest extent possible the cooperation of school authorities and other public and private agencies interested therein.
- (d) Establish policies for the acquisition, development and improvement of parks and playgrounds and for the planting, care and removal of trees and shrubs in all parks, playgrounds, and streets, subject to the rights and powers of the City Council.

Park and Recreation Commission 2024 Workplan Outcomes

Item #1: Commissioners requesting updates on specific Capital Improvement Projects (CIP) and deferred maintenance projects. **Ongoing.**

Item #2: Commissioners networking with partners to allow for future projects for the department. **Complete/Ongoing.**

Item #3: Commissioners engaging with the community at events to represent the Park and Recreation Commission. **Ongoing.**

Item #4: Commissioners advocating for additional funding. **Ongoing.**

Park and Recreation Commission 2025 Workplan

Item #1: Commissioners to receive a department wide fiscal year update and employee recognition to celebrate parks and recreation month in July.

Item #2: Commissioners to network and develop resources and partnerships to address the Mission.

Item #3: Commissioners to receive annual update on Capital Improvement Projects (CIP), deferred maintenance projects, and advocate for additional funding.

Item #4: Commissioners will engage with the community at events to represent the Park and Recreation Commission.

Item #5: Commissioners to receive an annual presentation on sustainability practices.

Item #6: Commissioners to receive an annual presentation on grant and funding opportunities.

STRATEGIC PLAN ALIGNMENT:

This report aligns with **Strategic Priority 5: High Performing Government** and with each of the Cross-Cutting Threads as follows:

1. **Community Trust** – Riverside is transparent and makes decisions based on sound policy, inclusive community engagement, involvement of City Boards & Commissions, and timely and reliable information. Activities and actions by the City serve the public interest, benefit the City's diverse populations, and result in greater public good.
2. **Equity** – Riverside is supportive of the City's racial, ethnic, religious, sexual orientation, identity, geographic, and other attributes of diversity and is committed to advancing the fairness of treatment, recognition of rights, and equitable distribution of services to ensure every member of the community has equal access to share in the benefits of community progress.
3. **Fiscal Responsibility** – Riverside is a prudent steward of public funds and ensures responsible management of the City's financial resources while providing quality public services to all.
4. **Innovation** – Riverside is inventive and timely in meeting the community's changing needs and prepares for the future through collaborative partnerships and adaptive processes.
5. **Sustainability & Resiliency** – Riverside is committed to meeting the needs of the present without compromising the needs of the future and ensuring the City's capacity to persevere, adapt and grow during good and difficult times alike.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Sandra D. Campbell, Senior Administrative Assistant
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Certified as to
availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by: Kris Martinez, Assistant City Manager
Approved as to form: Jack Liu, Interim City Attorney

Attachments:

1. 2024 Park and Recreation Commission Workplan
2. 2025 Park and Recreation Commission Workplan
3. Presentation