



**Agenda Item C.3**  
**DISCUSSION ITEM**  
**Meeting Date: August 2, 2022**

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**TO:** Chair and Members of the Parks and Recreation Commission

**FROM:** Jaime A. Valdez, Neighborhood Services Director

**CONTACT:** JoAnne Plummer, Parks and Recreation Manager

**SUBJECT:** Selection of Meeting Dates for 2023 Calendar Year

**RECOMMENDATION:**

Provide feedback on scheduling options for the Parks and Recreation Commission meeting dates for 2023.

**BACKGROUND:**

On November 6, 2012, the City Council adopted Ordinance No. 12-15 establishing the Parks and Recreation Commission. The ordinance includes, but is not limited to, provisions regarding the purpose and powers of the Commission, the number of members, the length and method of appointments, residency requirements, responsibilities, and authority. Along with the establishing ordinance, Council adopted Resolution No. 12-77 organizing the Parks and Recreation Commission. Within this resolution is direction for the Parks and Recreation Commission to establish dates for six regular meetings per year.

Staff is recommending that the Parks and Recreation Commission maintain consistent dates and times to maximize the opportunity for public participation. Staff is seeking feedback from the Commission on the following options for proposed dates for 2023:

**OPTION 1:** Maintain meeting on the first Wednesday of the even months

DAY OF THE WEEK	DATE
Wednesday	February 1 <sup>st</sup>
Wednesday	April 5 <sup>th</sup>
Wednesday	June 7 <sup>th</sup>
Wednesday	August 2 <sup>nd</sup>
Wednesday	October 4 <sup>th</sup>
Wednesday	December 6 <sup>th</sup>

**OPTION 2:** Maintain meeting on the first Wednesday of the even month, with exception considerations

DAY OF THE WEEK	DATE	CONFLICT	ALT. DATE
Wednesday	February 1 <sup>st</sup>		
Wednesday	April 5 <sup>th</sup>	Passover	April 12 <sup>th</sup>
Wednesday	June 7 <sup>th</sup>		
Wednesday	August 2 <sup>nd</sup>	Fiesta	August 9 <sup>th</sup>
Wednesday	October 4 <sup>th</sup>		
Wednesday	December 6 <sup>th</sup>		

**OPTION 3:** Change the meeting to the second Wednesday of the odd months to maintain consistency

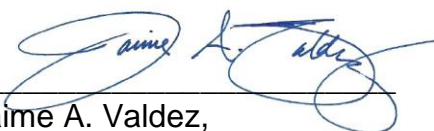
DAY OF THE WEEK	DATE
Wednesday	January 11 <sup>th</sup>
Wednesday	March 8 <sup>th</sup>
Wednesday	May 10 <sup>th</sup>
Wednesday	July 12 <sup>th</sup>
Wednesday	September 13 <sup>th</sup>
Wednesday	November 8 <sup>th</sup>

Although meetings will be set through the end of the calendar year, an actual meeting will only take place if there are issues to be discussed and, at times, meeting dates may be adjusted with the approval of the Commission. Moreover, if a subject arises that needs Commission action prior to the next meeting, Resolution No. 12-77 does provide the opportunity for the Chair of the Parks and Recreation Commission to call a special meeting of the Commission. That date/time would be determined based on the Commission availability and urgency of the matter.

Staff is also recommending that the Commission maintain their meeting start time of 6:00 pm. The Commission may choose to continue with this start time or propose an alternate time.

Future meetings may be held remotely due to COVID-19 restrictions.

Approved By:

  
Jaime A. Valdez,  
Neighborhood Services Director