

# Parks and Recreation Commission Staff Report

**Meeting Date:** August 6, 2024

**Prepared by:** Stuart Brown, Parks and Recreation Director

**Title:** Annual Parks and Recreation Commission Meeting Schedule and Workplan Calendar

**Agenda:** Discussion item

**Recommended Motion:** Establish a regular meeting schedule and provide direction to staff regarding the annual Parks and Recreation Commission Workplan Calendar.

**Background Information:** The Parks and Recreation Commission is a five-member advisory body to the Town Council. The Commission currently meets once per month, and has powers and responsibilities as set forth in the Town's Municipal Code (Chapter 2.40), including establishing a schedule of regular meeting times and places.

*2.40.040 - Powers and duties: Establish a schedule of regular meeting times and places.*

## *2024/25 Meeting Schedule*

Currently, the Parks and Recreation Commission meets on the first Tuesday of every month (excluding July) at 2:30 p.m. in the Council Chambers (Suite Z). Staff is proposing that the commission meet every two months for a total of six meetings a year, excluding any special meetings or joint meetings with Town Council or the Mammoth Lakes Recreation Board. In addition, Staff is requesting the Commission affirm the existing or determine a new time for the regular meetings of the Parks and Recreation Commission. A consensus of the commission is sufficient for Town staff to notice the meetings.

## *2024/25 Meeting and Workplan Calendar*

To facilitate the powers and duties of the Parks and Recreation Commission, along with the work plan of the Parks and Recreation Department, each year staff produces and presents the annual Meeting and Work Plan Calendar. Staff is requesting the commission review and approve (with modifications if necessary) the 2024/25 Meeting and Workplan Calendar as presented.

The meeting schedule and current roster of the Parks and Recreation Commission is regularly updated and posted on the Town of Mammoth Lakes website: <https://www.townofmammothlakes.ca.gov/92/Recreation-Commission>.

## **Attachment:**

- A. PROPOSED 2024/25 Parks and Recreation Commission Meeting Schedule and Workplan Calendar