



Agenda Item Report

Legislative Board:

Parks and Recreation
Commission

Date:

February 18, 2026

Contact:

Anthony Host

Agenda Item ID /

Number:

2026-173- / F.1

ITEM TITLE: Presentation of the Uniform Bylaws applicable to all city boards and commissions. (Tony Host Parks Director)
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1. EXECUTIVE SUMMARY

Staff will present a draft update to the Parks & Recreation Commission bylaws. The proposed updates are intended to clarify procedures, modernize language, and better align the bylaws with current City practices and Commission operations. The draft is presented for discussion and feedback prior to refinement and potential future adoption. Board and Commission Bylaws will be uniform once adopted by the City Council. In addition, at the February 3, 2026 City Council Meeting, the Council voted to appoint Board and Commission Chairs on an annual basis. The Boards and Commissions will retain the appointment function for the Vice Chair officer. This item will return to the City Council for final consideration and adoption at a future date. Until then, all Boards and Commissions will retain the current officers.

2. BACKGROUND/HISTORY

The Parks & Recreation Commission currently operates under adopted bylaws that have been in place for several years. As the City's park system, capital program, and Commission responsibilities have grown, staff identified the need to review and update the bylaws to reflect current practices, improve clarity, and ensure consistency with City policies and advisory board best practices.

3. ANALYSIS

The draft updates focus on clarifying roles and responsibilities, meeting procedures, quorum and voting requirements, officer duties, and general Commission operations. No substantive change to the advisory role of the Commission is proposed. This review period allows Commissioners to identify concerns, suggest revisions, and ensure the bylaws accurately reflect how the Commission functions today.

4. FINANCIAL IMPACT

N/A

5. STRATEGIC PLAN/GOALS

FUN EXPERIENCES FOR ALL

6. STRATEGIC PLAN OBJECTIVES

Best Practices

7. PROS AND CONS

Pros:

Modernizes and clarifies existing bylaws

Improves consistency and transparency

Aligns Commission operations with current City practices

8. ALTERNATIVES

N/A

9. REQUESTED ACTION / SUGGESTED MOTION / RECOMMENDATION

Staff recommends that the Commission review the draft updated bylaws and provide feedback to staff for incorporation prior to any future request for formal adoption.

Attachments:

[I3 DRAFT Est Uniform By-Laws RES.docx](#)