

DATE: October 29, 2025

TO: Parks and Recreation Commission

FROM: Allison Flynn, Executive Assistant
John R. Marchant, Community Services Director

SUBJECT: **2026 Parks and Recreation Commission Meeting Schedule**

RECOMMENDATION

Approve the proposed 2026 Parks and Recreation Commission meeting schedule and update the regular meeting starting time from 7:00 p.m. to 6:00 p.m.

BACKGROUND

City Council Policy K-2, Council Advisory Bodies (Attachment 1), requires that Council advisory bodies adopt an annual schedule of meetings.

ANALYSIS

The Parks and Recreation Commission (PRC) meets on the second Wednesday of the month from September through June, except for the January meeting, which is held on the third Wednesday of the month. Below is the proposed PRC meeting schedule for 2026:

- January 21, 2026
- February 11, 2026
- March 11, 2026
- April 8, 2026
- May 13, 2026
- June 10, 2026
- September 9, 2026
- October 14, 2026
- November 11, 2026
- December 9, 2026

Additionally, staff recommends that the Commission adjust its regular meeting start time from 7:00 p.m. to 6:00 p.m. Beginning meetings earlier would improve operational efficiency, reduce staff overtime, and align the Commission's schedule with other City advisory bodies. An earlier start time would also ensure adequate time for discussion of agenda items while allowing meetings to conclude at a reasonable hour.

PUBLIC NOTICING – Agenda posting.

Attachments: 1. City Council Policy K-2