



City of Colusa California

STAFF REPORT

DATE: March 17, 2026
TO: Mayor and Members of Council
FROM: Jesse Cain, City Manager

AGENDA ITEM: Consideration of suspending the Parks, Recreation, and Tree Commission and future restructuring

RECOMMENDATION: Council to adopt a Resolution suspending the Parks, Recreation & Tree Commission effective March 17, 2026, and direct staff to review and update the City's municipal ordinances and commission structure related to parks, trees, and recreation services for possible future re-establishment under clear City Council direction.

BACKGROUND ANALYSIS: The Parks, Recreation & Tree Commission has served the City of Colusa for many years in an advisory capacity. However, as the City continues to grow and face increasing operational, budgetary, and regulatory responsibilities, it is appropriate to reassess the structure and effectiveness of the Commission.

Staff recommends suspending the Parks, Recreation & Tree Commission as of March 17, 2026, while the City undertakes a comprehensive review of relevant ordinances, codes, and commission policies. This will allow the City Council to consider the creation of a future commission with clearly defined job duties, membership requirements, operational standards, and direct Council oversight.

This action is intended to support long-term growth, improved governance, and better alignment with City priorities.

The Parks, Recreation & Tree Commission was established what I believe is to provide community input and recommendations on matters involving:

- City parks and recreation facilities
- Public swimming pool operations
- Tree maintenance and beautification efforts

Over time, the Commission's role has become less clearly defined due to evolving City needs, staffing limitations, and overlapping responsibilities with other City departments and advisory bodies.

In recent years, the City has also experienced increasing demands for:

- Capital improvement planning
- Grant administration
- Parks and recreation development
- Compliance with state and federal regulations
- Clear accountability and policy direction

Given these changes, the City Council has expressed interest in evaluating whether the current Commission structure remains the most effective model moving forward.

Suspending Effective March 17, 2026

Staff recommends formally suspending the Parks, Recreation & Tree Commission effective March 17, 2026. This step will allow the City to pause commission operations while ordinances and advisory roles are reviewed and modernized.

This is not intended to eliminate community involvement, but rather to ensure that any future commission is structured for success with:

- Clear duties
- Defined authority
- Consistent procedures
- Strong Council direction

Upon suspending, staff will begin working on updates to City ordinances and municipal codes related to:

- Parks governance
- Tree policies and responsibilities
- Recreation program oversight
- Advisory commission procedures

This review will provide the City Council with options for restructuring a future commission in a way that supports efficient operations and accountability.

FUTURE COMMISSION RE-ESTABLISHMENT

If the City Council chooses to re-establish a commission in the future, staff recommends doing so with a clear framework, including:

Purpose and Duties

A new commission should have precise advisory responsibilities such as:

- Reviewing Park Improvement Projects
- Advising on recreation programming priorities
- Supporting tree planting and maintenance goals

- Making recommendations directly aligned with Council-adopted policies

Membership Structure

Staff recommend that a future commission include:

- Five (5) members appointed by the City Council
- Members serving staggered terms for continuity
- Clear eligibility requirements and expectations

Operational Standards

A restructured commission should operate under:

- Adopted by laws and meeting procedures
- Annual goals established by the City Council
- Regular reporting and accountability measures
- Defined staff support roles

This approach will ensure the commission functions effectively and contributes to long-term community planning.

LONG-TERM BENEFITS TO THE CITY

Suspending and restructuring the commission will provide several long-term advantages, including:

- Improved alignment with City Council priorities
- Stronger governance and accountability
- Updated ordinances reflecting modern City needs
- More effective advisory participation
- Support for future parks and recreation growth
- Better organizational structure for long-term planning

This action positions the City of Colusa for continued development and responsible management of its community assets.

BUDGET IMPACT: None

STAFF RECOMMENDATION: Adopt a resolution 26- suspending the Parks, Recreation & Tree Commission effective March 17, 2026, while the City reviews ordinances and advisory structures. This will allow the City Council to consider a future commission with clearly defined duties, membership, and operational direction to best serve the community and support long-term growth.

ATTACHMENT: Resolution 26-