



# Agenda Item Report

**Legislative Board:** City Council  
**Date:** June 2, 2026  
**Contact:** Alicia Ramirez, City Clerk  
**Agenda Item ID / Number:** 2026-56- / I.4

**ITEM TITLE:** Deliberation and possible action to consider Ordinances on first and final reading and to adopt said Ordinances amending Chapter 1, Section 1.02.003 Procedures and sections related to 1) Created; appointment of members; terms and 2) Officers; rules; meetings; quorum; record; conflict of interest, for the provisions regarding the number of members and the number of required meetings held (City Clerk Alicia Ramirez) [PUBLIC TESTIMONY]

1. Commission on Aging (COA): §1.02.401. Created; appointment of members; terms. and §1.02.403 Officers; rules; meetings; quorum; record; conflict of interest.
2. Historic Preservation Commission (HPC): §1.02.073. Created; appointment of members; terms and §1.02.075 Officers; rules; meetings; quorum; record; conflict of interest.
3. Sustainability Commission (SC): §1.02.141. Created; appointment of members; terms, and §1.02.143 Officers; rules; meetings; quorum; record; conflict of interest.
4. Arts Commission: § 1.02.303Officers; rules; meetings; quorum; record; conflict of interest.
5. Library Commission: § 1.02.163Officers; rules; meetings; quorum; record; conflict of interest.
6. Main Street Advisory Board: § 1.02.203Officers; rules; meetings; quorum; record; conflict of interest.
7. Parks & Recreation Commission: § 1.02.183Officers; rules; meetings; quorum; record; conflict of interest.
8. Planning and Zoning Commission (P&Z): § 1.02.103Officers; rules; meetings; quorum; record; conflict of interest.

## 1. EXECUTIVE SUMMARY

The City Council wishes to reduce the number of members on certain advisory boards and commissions and the minimum required meetings for said board or commission. This item updates the ordinance section related to "Created; appointment of members; terms." for those stated boards and commissions and Officers; rules; meetings; quorum; record; conflict of interest for the following:

1. Commission on Aging (COA): a) Reducing the number of members from nine (9) to seven (7), and reduce the number of meetings from monthly to quarterly
2. Historic Preservation Commission (HPC): a) Reducing the number of members from seven (7) to five (5), and reduce the number of meetings from monthly to quarterly
3. Sustainability Commission (SC): a) Reducing the number of members from seven (7) to five (5), and reduce the number of meetings from monthly to quarterly

Reduce the number of required meetings only:

1. Arts Commission: § 1.02.303Officers; rules; meetings; quorum; record; conflict of interest.
2. Library Commission: § 1.02.163Officers; rules; meetings; quorum; record; conflict of interest.
3. Main Street Advisory Board: § 1.02.203Officers; rules; meetings; quorum; record; conflict of interest.
4. Parks & Recreation Commission: § 1.02.183Officers; rules; meetings; quorum; record; conflict of interest.
5. Planning and Zoning Commission (P&Z): § 1.02.103Officers; rules; meetings; quorum; record; conflict of interest.

## **2. BACKGROUND/HISTORY**

Boards and commissions play a vital role in advising the governing body and supporting public engagement. Over time, individual boards and commissions have operated under varying bylaws, which has resulted in inconsistencies related to meeting procedures, officer roles, quorum requirements, and terms of service. On December 16, 2025, the Council adopted Resolution 2025-R-68 to establish the annual election of executive board members to the City Council and Resolution 2026-R-11 adopting the Uniform Bylaws for all boards and commissions that establishes consistent governance standards while allowing flexibility where required by ordinance, resolution, or state law.

Upon further review, the City Council recommended reducing the number of members on certain boards and commissions align with the council's strategic plan and vision, while also ensuring a more effective and meaningful use of a volunteers' time.

## **3. ANALYSIS**

The proposed Ordinances amends two sections: 1) "Created; appointment of members; terms." to reduce the number of members, and 2) "Officers; rules; meetings; quorum; record; conflict of interest" for the stated board and commission, to reduce the number of meetings from monthly to quarterly.

## **4. FINANCIAL IMPACT**

There is no fiscal impact associated with the adoption of the ordinances.

## **5. STRATEGIC PLAN/GOALS**

EXCEPTIONAL CITY SERVICES

## **6. STRATEGIC PLAN OBJECTIVES**

Not applicable.

## **7. PROS AND CONS**

## **8. ALTERNATIVES**

1. Adopt the Ordinances as presented.
2. Adopt the Ordinances with modifications as directed.
3. Take no action.

## **9. REQUESTED ACTION / SUGGESTED MOTION / RECOMMENDATION**

Staff seeks Councils direction to adopt or reject the adoption of the Ordinance to amend the required ordinances.

## **Attachments:**