



Agenda Item Report

Legislative Board: City Council
Date: March 24, 2026
Contact: Alicia Ramirez, City Clerk
Agenda Item ID / Number: 2026-56- / J.6

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 Officers; rules; meetings; quorum; record; conflict of interest, for the provision regarding the election of officers, setting the number of terms for said positions for each Board/Commission and to designate ex-officio members for the Historic Preservation Commission & Planning & Zoning Commission (City Clerk Alicia Ramirez) [PUBLIC TESTIMONY]

1. Arts Commission: § 1.02.303. Officers; rules; meetings; quorum; record; conflict of interest.
2. Commission on Aging (COA): §1.02.403. Officers; rules; meetings; quorum; record; conflict of interest.
3. Construction Board of Appeals (CBA): §1.02.123. Officers; rules; meetings; quorum; record; conflict of interest.
4. Historic Preservation Commission (HPC): §1.02.075. Officers; rules; meetings; quorum; record; conflict of interest.
5. Library Commission (LC): §1.02.163. Officers; rules; meetings; quorum; record; conflict of interest.
6. Main Street Advisory Board (MSAB): §1.02.203. Officers; rules; meetings; quorum; record; conflict of interest.
7. Parks & Recreation Commission (PRC): §1.02.183. Officers; rules; meetings; quorum; record; conflict of interest.
8. Planning & Zoning Commission (PZC): §1.02.103. Officers; rules; meetings; quorum; record; conflict of interest.
9. Sustainability Commission (SC): §1.02.143. Officers; rules; meetings; quorum; record; conflict of interest.
10. Zoning Board of Adjustment (ZBA): §1.02.033. Officers; rules; meetings; quorum; record; conflict of interest.

1. EXECUTIVE SUMMARY

The City Council adopted the standardized bylaws for all advisory boards and commissions on March 3, 2026. This item updates the ordinance section related to "Officers; rules; meetings; quorum; record; conflict of interest" for each board and commission regarding:

- 1) The appointment of officers and setting the number of terms for said positions: **SAMPLE LANGUAGE:** (a) The commission shall have a chairperson and a vice-chairperson elected from its membership to serve for a one (1) year term. The chairperson shall be appointed, therefore elected, annually by the City Council for a maximum of two (2) consecutive one (1) year terms and the remaining officers shall be elected annually by the board or commission.
- 2) Designating ex-officio members for the Historic Preservation Commission & Planning & Zoning Commission.

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.

3. ANALYSIS

The proposed Ordinances amends the section "Officers; rules; meetings; quorum; record; conflict of interest" for each board and commission regarding the election of officers, the terms, and designating ex-officio members.

4. FINANCIAL IMPACT

There is no fiscal impact associated with the adoption of the Uniform Bylaws.

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 Resolution establishing Uniform Bylaws for all Boards and Commissions and directive to amend the required ordinances.

Attachments:

[j6 Chapter 2 Updates.pdf](#)