



**STAFF REPORT
HOLLISTER CITY COUNCIL
MEETING DATE: May 19, 2025
REPORT # City Clerk-2025-37**

**AGENDA ITEM: DISCUSSION AND DIRECTION REGARDING THE
RESTRUCTURING OF VARIOUS CITY COMMISSIONS**

DEPARTMENT: City Clerk

DEPARTMENT HEAD: Jennifer Woodworth, City Clerk

STAFF CONTACT: Angie Gonzalez, Deputy City Clerk

RECOMMENDED ACTION: Provide direction to staff regarding:

1. The consolidation of the Parks and Recreation Commission, Arts and Culture Commission, and Youth Commission into a single Commission, and if appropriate, determine the structure of the new consolidated commission, including membership size (five or seven members) and meeting frequency (monthly or quarterly);
2. Sunsetting the Historic Resources Commission;
3. Modifying the meeting schedule of the Airport Advisory Commission, changing its frequency from monthly to quarterly;
4. Formally disband the Disaster Council and
5. Direct staff to bring back resolution(s) and ordinance (if required) reflecting the recommended changes.

DISCUSSION:

The City of Hollister currently maintains several citizen advisory commissions that provide input on distinct but often overlapping aspects of community services: Parks and Recreation, Arts and Culture, and Youth. These commissions have experienced challenges related to member recruitment, quorum attainment, and overlapping scopes of work.

Membership:

The Park and Recreation Advisory Commission is a five-member commission appointed by the City Council. Currently, there are three appointed members and two vacancies.

The Arts & Cultural Advisory Commission is a seven-member commission. The Commission is composed of five (5) members appointed by the City Council, and two (2) youth voting members between the ages of 12-18. Currently, there are three appointed members and four vacancies (including the two youth members).

The Youth Advisory Committee is a five-member committee appointed by the City Council. Currently, there is one appointed member and four vacancies.

The Historic Resources Commission is a five-member commission appointed by the City Council. Per Hollister Municipal Code section 15.16.050, one member shall be a member in good standing of the Hollister Downtown Association; one member shall be a member in good standing of the San Benito County Historical Society; one member shall be a person knowledgeable about historic preservation with a background in architecture, engineering, and construction; two members who are a resident or

property owner of a historical district in the city.

Vacancies:

The City currently has 12 vacancies across its various committees. In accordance with the Brown Act, a quorum—defined as a majority of the total number of authorized seats—must be present in order to conduct a meeting. It is important to note that quorum requirements are based on the total number of seats, not the number of currently appointed members. For instance, the Parks and Recreation Commission consists of five (5) seats, requiring a minimum of three (3) members to establish a quorum. At present, only three members have been appointed to this commission; therefore, if even one member is unavailable, the meeting must be canceled due to the lack of quorum.

Meeting Schedule:

The Parks and Recreation, Arts and Cultural, and Airport Advisory Commissions currently meet once per month, with the option to set special meetings as deemed necessary by each Commission.

The Historic Resources and Youth Commissions do not currently meet.

Staff proposes consolidating the Parks and Recreation, Arts and Cultural, and Youth Advisory Commissions into a single Commission, which would broaden participation, streamline communication, and improve efficiency in advising on recreational, cultural, and youth-related programming and initiatives.

Options for Structure:

Membership: The consolidated commission may be composed of five (5) or seven (7) members, to be appointed by the City Council.

Meeting Frequency: The commission may convene on a monthly or quarterly basis, as determined by Council direction.

Staff believes that offering flexibility in structure and meeting schedule will best support successful implementation and sustained engagement

Additional Staff Recommendations:

Sunset the Historic Resources Commission. The scope of this commission has increasingly aligned with the responsibilities of the Planning Commission, particularly in matters of historic preservation related to development and land use. This change avoids redundancy and ensures that historic preservation remains part of the City's planning process through an existing, empowered body.

Modify the regular meeting schedule of the Airport Advisory Commission, changing its frequency from monthly to quarterly. This adjustment aims to enhance operational efficiency by aligning meeting frequency with the typical pace of airport-related business needs and agenda items. A quarterly schedule will allow for more substantive updates and discussion points, reduce the administrative burden of convening monthly meetings

that may have limited actionable content, while still ensuring that the commission remains an active and effective advisory body. Staff can schedule special meetings as needed to address time-sensitive matters or conduct business outside of the regular schedule.

Rescinding Resolution 2020-44, to formally disband the Disaster Council enacted during the COVID-19 pandemic. This temporary body was established to facilitate expedited decision-making and coordination during a period of public health crisis and unprecedented operational challenges. With the conclusion of the public health emergency and the City's return to regular business procedures, the continued operation of this emergency body is no longer necessary.

FISCAL IMPACT: No significant fiscal impact is anticipated. Consolidation may result in administrative efficiencies, including reduced staff time and fewer resource demands for agenda preparation and meeting coordination.

PREVIOUS COUNCIL OR COMMISSION ACTION: N/A

CEQA: This action is not a project under the California Environmental Quality Act (CEQA) and is therefore not subject to environmental review.

ATTACHMENTS:

1. Draft Resolution
2. Draft Sunset Ordinance
3. Draft resolution to rescind R-2020-44