REQUEST FOR COUNCIL ACTION

Date: May 15, 2023 Item No.: 7.c

Department Approval City Manager Approval

Para / Truggen

Item Description: Discussion on City Commission scope, duties, and functions

BACKGROUND

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At the March 13, 2023, City Council meeting, Councilmember Etten requested the following item be considered by the City Council:

 In conjunction with current City Commission members, have a discussion regarding the scope and duty of commissions, the number of and/or frequency of their meetings, as well as any other aspects of the current commission system they might consider asking to change

At the March 20, 2023 City Council meeting (Attachment A), Councilmember Etten described his request in more detail and the City Council agreed to put it on the future agenda.

At the April 24, 2023 meeting (Attachment B), the City Council discussed Commission scope, duties, and functions and decided to form a sub-committee of Councilmembers Etten and Schroeder to draft specific questions to ask the Commissions to consider. The work of the subcommittee is shown in Attachment C

As a way of background, the City has the following commissions:

- Planning Commission
- Police Civil Service Commission
- Parks and Recreation Commission
- Human Rights, Inclusion, and Engagement Commission
- Public Works, Environment, and Transportation Commission
- Finance Commission
- Ethics Commission (comprised of representatives of each commission)

Finally, the scope, duties, and functions of each commission is described in Title 2 of the City Code, which is included with this case as Attachment D.

POLICY OBJECTIVE

Chapter 201.02 of the City Code states that "Advisory Commissions are established to provide a method for citizen input and are advisory to the City Council. The existence of city commissions are supportive of the Community Aspirations to be "Welcoming, inclusive, and respectful" and "Engaged in our community's success as citizens, neighbors, volunteers, leaders, and business people". Finally, the work of each city commission supports acchieving the Community Aspirations.

36 FINANCIAL IMPACTS

None identified at this time.

38 EQUITY IMPACT SUMMARY

- City Commissions provide direct input and an important connection to the City Council and staff. As a
- result, the City's Strategic Racial Equity Action Plan (SREAP) identifies commission diversity as a top
- priority in order to ensure all voices are heard, especially those of BIPOC residents whose input has been
- marginalized and simply not asked for in the past. Ensuring that the role of commissions is clear to
- participants, accessible and accommodating to potential commissioners, and the work is meaningful to
- the commission members and the community will be important for the City Council to keep in mind as
- changes to the commission structure is discussed.

46 STAFF RECOMMENDATION

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47 Review the draft questions for City Commissions and provide direction to staff for next steps.

REQUESTED COUNCIL ACTION

Review the draft questions for City Commissions and provide direction to staff for next steps.

Prepared by: Patrick Trudgeon, City Manager (651) 792-7021

50 Attachments: A: City Council meeting minutes dated March 20, 2023

B: City Council meeting minutes April 24 (draft)

52 C: Draft Commission questions drafted by City Council sub-committee

D: Title 2 (Commissions) of the City Code

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Mr. Johnson explained he was not aware of any, but staff has emphasized it to them and the training piece as well and Burro Loco is very comfortable with that as well.

Councilmember Etten noted he did ask Mr. Johnson questions in the last 48 hours, and he appreciated all of the thought and work that has gone into this to hopefully make this successful.

Etten moved, Strahan seconded, authorizing staff to enter into an agreement with Burro Loco to provide kitchen/grill service at the Cedarholm Community Building, pending final legal review.

Roll Call

Ayes: Etten, Groff, Strahan, and Roe.

Nays: None

8. Council Direction on Councilmember Initiated Agenda Items

a. Provide Direction on a Proposed Future Agenda Item to Initiate a Review of Commission Scope, Duties, and Functions

Councilmember Etten requested at the March 13, 2023 that this item be considered by the City Council.

Councilmember Etten explained there are at least three Commissions for various reasons that may be looking at how they operate in various ways. He explained PWETC came to the City Council for a name change because they wanted to focus on the environment but there really is not a scope and duty change. The HRIEC has had a couple of times where they really had not had work to do and thinking about how the City is utilizing those very passionate people. The Finance Commission has been looking at what they are doing and not doing and how much time they are spending on things. He would like the City Council to authorize Commissions to review these things and come back to the Council with their own thoughts and wide-open parameters to see what the Commissions come back with. He thought that Commissions did not work if folks are not engaged and that their time is not being used valuably. He wanted to make sure that the City does not leave the volunteers wondering what is going on.

Mayor Roe asked if there are any clarifying questions for Councilmember Etten.

Councilmember Strahan stated the Council had a couple of comments in the past that come to mind and she did not know if those would be included in what Councilmember Etten is thinking about right now, one of which was a concern with the Finance Commission and the process of approving things their role fits and what their duty was. Also with the Planning Commission, the Council has heard how the Commission is tasked with rubber stamping

things to send to the City Council. She indicated to her, there is an element of how they fit in relation to what the Council does. She wondered if Councilmember Etten saw that as well.

Councilmember Etten thought that was something that could be brought forward, and the Council has had discussions about those things over the last five to seven years. The Council has actually moved timing on some planning things and process already. For him, the door would be pretty wide open to say what are the Commission's thoughts and why, and then the Council would be filtering that back to whatever the Council felt was serving the community in the best way and serving what the Council needs.

Councilmember Strahan wondered if they could also add how Youth Commissioners fit, given the given that the City does not have any Youth Commissioners at the moment.

Councilmember Etten agreed.

Mayor Roe asked if Councilmember Etten had an idea of time frame that he would want this on a Council agenda coming up.

Councilmember Etten thought in the next month or so would be fine and then from there start to move things forward.

Without objection, Mayor Roe indicted this topic would be put on a council agenda in the time frame requested by Council member Etten.

b. Provide Direction on a Proposed Future Agenda Item to Consider

c. Council Engagement with the Community via Various Means
Councilmember Strahan requested via email on March 14, 2023 that this item
be considered by the City Council.

Councilmember Strahan explained she brought this to staff because during campaigning, she had heard from various people about the lack of a local newspaper and that it will not probably be coming back. She is wondering what other communication tools can the City utilize. In her mind, it came back to the IAP2. She noted that the City of St. Anthony Village has "Coffee with Council" once a month in which there is a two-hour open window with which people can have office hours. She thought this might be an opportunity where the City Council can go to people. Repeatedly, she has heard from people about having holding a town hall or City meeting of some kind. The other thing is the possibility of having the meetings out in the community, the reason being that if they are really into IAP2, which the City spent so much time deciding if they were involved, collaborate, or empower, how does the

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d. Discussion on City Commission Scope, Duties, and Functions

City Manager Patrick Trudgeon briefly highlighted this item as detailed in the Request for Council Action and related attachments dated April 24, 2023.

Councilmember Etten thought some of the Commissions are feeling neglected and that they do not have a lot of work, or it is the wrong work, or the Commission could do the same work in six meetings rather than eleven or twelve meetings. He thought the City should look at ways to do this work in new ways. He would like to take this out to Commissions first to look at the scope, duties, and functions of each Commission to see how it fits, if it should be changed, and what recommended changes would the Commissions want. He would want each Commission to be a deep part of the process. He reviewed the time frame he came up with.

Mayor Roe thought this parallels the last meeting where the Council talked about looking at job descriptions and things like that for employees of the City. He noted there was an opportunity to match that with the Commissions. He also thought the three-month time frame worked well because the first month could be the first look at this with general thoughts and ideas, the second month could be refining it and brainstorming, and the third and final month would be putting it all together. He thought it would be helpful to give as much guidance to the Commissions and their staff liaisons as possible as to how this should proceed and what the end product ought to be with some broad parameters.

Councilmember Schroeder stated the Commissions are like having in-house consultants and auditors in a way, which can be powerful assets. But like any consultant or auditor, if the Council does not define the project and purpose, the City does not get the results the Council is looking for. She agreed with Councilmember Etten that the Council should let the Commissioners and Commissions come up with some ideas yet with that, the Council also needs to figure out what the City wants out of it. She asked what does the Council want the Commissions to advise them on. She would also like to see this be more of a universal way the City does this because some Commissions have a few pages for scope and duties, and some have a few sentences.

Councilmember Strahan thought the Council should take one of the Commission's scope and duties that is written well and use it as a template. She agreed moving that back to the Commissions is the respectful thing to do. She thought it would also be helpful to hear from the Commissions' point of view and what the Commission thought would be an ideal number of members or an ideal number of meetings and how often the Commission should meet with the City Council. She saw this process as being a lot longer than three months. She thought this should allow three months for the Commissions to get the information back to the Council and at that point, the Council would synthesize and build from there so by Spring 2024 the new scope, duties, and functions would be ready to put into place.

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a.

Approve Payments

ACH Payments

\$1,540,899.59

892 Councilmember Groff stated all of the discussion was good and all the 893 Commissions should be more standardized. He did not want to narrow down the 894 descriptions of the scope, duties, and functions so specific that in five years there 895 are questions as to why a Commission is doing what it states. 896 897 Mr. Trudgeon stated after listening to the conversation, it makes sense and is very 898 clear to go back to the Commissions to talk about their role and scope and what the 899 Commission is doing. He indicated after that process, staff will work on the 900 Ordinance but his biggest concern is making sure the Council is clear on what is 901 being asked of the Commission to do. He noted what will happen otherwise, is the staff liaisons will ask those questions and if staff does not understand what they are 902 903 asking for, or if the question is very open, the Commission is going to struggle. He 904 thought this was something that should come back to the Council with some very 905 specific, written out questions or thoughts in order to have that conversation, and 906 Ms. Olson and he can report back to the staff liaisons about what the Council is 907 looking for. 908 Mayor Roe thought it might be helpful to have a Council subcommittee of a couple 909 910 Councilmembers that can collaborate with staff to draft something up to bring back 911 to the rest of the Council and go through it at the next discussion. He suggested 912 Councilmember Etten, who brought this up, along with another Councilmember. 913 914 Councilmember Schroeder indicated she could help out. 915 916 Mr. Trudgeon indicated this item could come back to the May 15, 2023 meeting if 917 the information is ready. 918 919 **Council Direction on Councilmember Initiated Agenda Items** 8. 920 9. 921 **Approve Minutes** 922 923 **Approve Consent Agenda 10.** 924 At the request of Mayor Roe, City Manager Trudgeon briefly reviewed those items being 925 considered under the Consent Agenda; and as detailed in specific Requests for Council 926 Action dated April 24, 2023 and related attachments. 927 928 Groff moved, Strahan seconded, approval of the Consent Agenda including claims 929 and payments as presented and detailed. 930 931 Roll Call Aves: Strahan, Etten, Schroeder, Groff, and Roe. 932 933 Nays: None.

Commissioners,

In April the City Council decided to pursue a review and update for our City Commissions. The Council feels any review and update must include the input of the members of the Commissions.

Commissions are an important part of the governance of the City by providing vital information and recommendations to the City Council. In recent years, some commissions have come to the Council asking about changes in name, purpose, scope and duty.

The purpose of this review by Commissioners is to flesh out potential changes that can improve the Commission experience for members and ensure Commissioners are making a positive impact on the governance of the City of Roseville and their community in general.

As part of your review we want you to examine sections of Roseville City Code Chapters 201-208 that are relevant to your Commission. You should review your Commission's Purpose, Scope, Duties and Functions. What is good, what needs changing, what might be removed, or what might be added to better serve the community? This review should also consider your number of Commissioners, frequency and spacing of meetings and other aspects of the operation and work of your Commission that you feel would enhance the quality of meetings, engagement of Commissioners and the community, and strengthen information coming to the City Council. It is possible some Commissions will have very few recommended changes and that is OK. Some or all of this work may not be relevant for Commissions such as the Planning and the Police Civil Service Commissions that have statutory guidelines that must be followed.

Commissioners should try to align their format with a clear Purpose statement, membership, an outline of the Scope of the Commission's work including enumerated Duties and Functions, and meeting requirements (see city code Chapter 201).

Here is our current timeline:

- 1. Commission review and recommendations, May 2023 to August or September 2023,
- 2. Council consideration, September and October, 2023
- 3. Final passage of updates, November/December 2023

TITLE 2 COMMISSIONS

CHAPTER 201 ADVISORY COMMISSIONS

SECTION:

201.01: Establishment

201.02: Purpose

201.03: Membership

201.04: Terms

201.05: Compensation 201.06: Organization

201.07: Meetings and Reports

201.01: ESTABLISHMENT:

A. All permanent standing advisory commissions to the City shall be established by adoption of an ordinance under this Title, and shall be governed by the provisions of this Chapter.

B. From time to time, the City Council may elect to establish other advisory groups by adoption of a resolution establishing, among other things, the purpose, membership, organization, duties and term of service for such advisory groups.

201.02: PURPOSE:

Advisory Commissions are established to provide a method for citizen input and are advisory to the City Council. No advisory commission shall have decision-making authority for the City, except as expressly established by this Code or State Statutes.

201.03: MEMBERSHIP:

- A. All members of advisory commissions shall be residents of the City, and shall be appointed by majority vote of the City Council.
- B. In addition to the regular commission members, the City Council may appoint up to two additional residents of the city who are the age of 18 or under and enrolled in high school to serve one-year terms on a commission as youth commissioners. (Ord 1617, 08/22/2022)

201.04: TERMS:

- A. Term Length: Members shall serve terms of three years, except for youth members and the first members appointed following the creation of the commission. First members shall be appointed as follows: At least one third of members shall be appointed for three-year terms, up to one third of the members shall be appointed for two-year terms, and the balance of the members shall serve a one-year term. Term length for any member will be established by the Council at the time of the appointment.
- B. Oath of Office: Every appointed member, before beginning his or her duties shall take an oath stating that he or she will faithfully discharge of the duties of the commission to which he or she was appointed. Individual commissioners are expected to understand and adhere to the Roseville Ethics Code and attend the annual ethics training.
- C. Expiration of Terms: A member's term shall expire on March 31 of the year of the expiration

of the term, or at such time as a successor is appointed. Youth commissioner terms expire on July 31 of each year.

D. Term Limits:

- 1. Members are eligible to serve two consecutive full terms on a commission in addition to any partial term served to complete an unexpired term resulting from a vacancy or an initial term upon creation of a commission.
- 2. When members of an existing commission are transferred by the City Council to a new commission, term limits apply to the combined time on both commissions.
- 3. Youth commissioners may serve up to three consecutive terms. Youth commissioners may not be appointed or re-appointed to a term during which they will turn 19 years of age.
- 4. Upon completion of service on one commission, residents can be eligible for appointment to another commission, or after a period of at least one year, for appointment to the same commission on which they have previously served.
- 5. The Council may reappoint a person for a period not exceeding one additional year if the Council, by four-fifths vote, determines that reappointment is in the best interest of such Commission and the City. (Ord. 1580, 2-10-2020)
- E. Vacancies: Vacancies during a term shall be filled by the City Council for the unexpired portion of a term per the city's appointment policy. A vacancy occurs in any of the following circumstances: resignation, residence outside the city, removal or death. The City Council reserves the right to defer filling commission vacancies for any length of time deemed necessary. (Ord. 1580, 2-10-2020)
- F. Attendance: It is the expectation that Commissioners attend all meetings of the commission. An absence is considered the same whether it is excused or unexcused. If a commissioner is absent three consecutive meetings and/or misses a total of 30% or more of commission meetings in a rolling 12 month period, the staff liaison or commission chair will forward the information to the City Council.
- G. Removal: Members may be removed by the City Council without cause. A member's removal shall be by majority vote of the City Council. In addition:
 - 1. If a member fails to comply with the Roseville Ethics Code, the member may be removed by the City Council.
- 2. If a member has absences from more than three consecutive commission meetings, or is absent from more than 30% of the meetings in any rolling 12 month period, the member may be removed by the City Council.

201.05: COMPENSATION:

Members of all advisory commissions shall serve without compensation.

201.06: ORGANIZATION:

A. Election of Officers: At the last meeting preceding the end of regular terms of appointment, or at such other time as required by State Statutes, each advisory commission shall elect a chair and vice-chair from among its appointed members for a term of one-year and appoint a member to serve on the Ethics Commission as described in Chapter 207 of this code.

Attachment B

- B. Governing Documents: City Code and State Statutes will govern commission activities. A commission shall not adopt separate by-laws or rules to govern commission duties or activities.
- C. Committees, Subcommittees and Task Forces: Commissions may by majority vote appoint committees or subcommittees of their own members from time to time as required for the conduct of their business. The formation of any other committees, task forces and/or alternate workgroups would be subject to the provisions of this Chapter and shall be created only after approval of the City Council. Subcommittees shall report on work underway and completed on a regular basis to the full commission.
- D. Logo and Materials: To reflect the official nature of the commission and to preserve consistency of the City's brand, only the official city logo or a Council-approved derivative of the logo, that contains the words "City of Roseville," shall be used on commission materials.
- E. Accessibility: Commission members will be available to residents of the city by providing a preferred phone number or email address that can be used on the city website and/or on print materials.
- F. Staff Liaison: Each commission will be served by a staff liaison to assist in meeting planning and commission processes and serve as a conduit to city staff and the City Council.
- G. New Commissioner Training: New commission members will receive both general and commission-specific training from the staff liaison and commission chair before beginning their term. (Ord. 1498, 4/11/2016) (Ord. 1528, 6/5/2017)

201.07: MEETINGS AND REPORTS:

- A. Meeting Schedule: Prior to the start of each calendar year, each commission shall adopt a regular meeting schedule for the coming year. Commissions may amend their regular meeting schedule, cancel meetings, or call special meetings as needed by majority vote at a regular commission meeting. Commissions shall meet at least quarterly, except as otherwise required by this Code or State Statutes. A special meeting of a commission may be called by the commission chair and/or the City Manager between regular meetings after consultation and approval of both parties.
- B. Joint Meeting with City Council: At least once a year, each commission shall meet with the City Council to report on the previous year's work and to discuss work plans and pending issues for the upcoming year. Commissions may request additional joint meetings with the City Council whenever necessary to share information or seek guidance. A staff liaison is assigned to assist each commission and will work with the City Manager to schedule any joint meetings.
- C. Open Meeting Law and Data Practices: All meetings of a quorum of a commission need to be properly noticed and shall be subject to the requirements of State Statutes section 13D, as applicable. Individual commissioners are expected to understand and adhere to applicable state laws and statutes. When a vacancy exists on a commission, a quorum shall consist of a majority of the commission's non-vacant seats.
- D. Rules of Order: All commissions shall be subject to the same Rules of Order as are adopted annually by the City Council.
- E. Meetings: Commission meetings shall be held in a public place and the time, date, and location of the meeting shall be publicly noticed. Commission must allow time for public comment on each agenda item and at a Public Comment portion of the agenda at the beginning of each meeting. All meetings shall be televised and recorded for future reference. External site tours by a Commission shall be exempt from being televised, but such tours shall be publicly noticed as all other

Commission meetings.

F. Minutes and Reports: Commissions are required to keep a record of its meetings and actions available through the City, as well as other recommendations, reports, studies and other documents created or performed by or for a commission. Minutes of the meeting shall be detailed in the same way as the City Council minutes are written.

(Ord. 1481, 07-20-2015) (Ord. 1498, 4/11/2016)

CHAPTER 202 PLANNING COMMISSION

SECTION:

202.01:	Establishment and Membership
202.02:	Meetings and Reports
202.03:	Preparation of Comprehensive Plan
202.04:	Procedure for Adoption of City Comprehensive Plan
202.05:	Adoption of City Comprehensive Plan by City Council
202.06:	Means of Executing Plan
202.07:	Zoning Code and City Comprehensive Plan

202.01: ESTABLISHMENT AND MEMBERSHIP:

A City Planning Commission for the City is hereby established, which shall be subject to Chapter 201 of the City Code. The Planning Commission shall be the City planning agency and shall have the powers and duties given such agencies generally by Minnesota Statutes, sections 462.351 through 462.364, as amended, and as conferred upon it by this Chapter. (Ord. 194, 4-19-1955; 1995 Code)

The Planning Commission shall consist of seven members appointed by the City Council.

202.02: MEETINGS AND REPORTS:

The Commission shall hold at least one regular meeting each month. It shall keep a record of its resolutions, transactions, and findings, which shall be a public record. (Ord. 194, 4-19-1955; 1995 Code)

202.03: PREPARATION OF COMPREHENSIVE PLAN:

It shall be the function and duty of the Planning Commission to prepare and recommend a Comprehensive City Plan for the development of the City, including proposed public buildings, street arrangements, public utility services, parks, playgrounds and other similar developments, the use of property, the density of population and other matters relating to the development of the City. Such Plan may be prepared in sections, each of which shall relate to a major subject of the plan, as outlined in the Commission's program of work. (Ord. 194, 4-19-1955; 1995 Code)

202.04 PROCEDURE FOR ADOPTION OF CITY COMPREHENSIVE PLAN:

The Planning Commission may, at any time, recommend to the City Council, the adoption of the City Comprehensive Plan, any section of it or any substantial amendment thereof. Before making such recommendation to the City Council, the Planning Commission shall hold at least one public hearing, as provided for in Chapter 108 of this Code. The recommendation by the Planning Commission to the City Council shall be by a resolution of the Commission, approved by the affirmative votes of not less than 5/7^{ths} of its total membership. The Commission may from time to time recommend minor amendments to the City Comprehensive Plan or any section thereof without the public hearing mentioned herein providing that a majority of its members are of the opinion that such hearing is not necessary or in the public interest. (Ord.

1175A, 11-25-1996)

If an amendment to the Comprehensive Plan Future Land Use Map is requested by a property owner, the applicant shall hold an open house meeting with residents and property owners in the vicinity of the affected property prior to submitting an application for the amendment. Requirements for such an open house are as follows:

- A. Purpose: To provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.
- B. Timing: The open house shall be held not more than 30 days prior to the submission of an application for Comprehensive Plan Future Land Use Map Amendment approval and shall be held on a weekday evening beginning between 6:00 p.m. and 7:00 p.m. and ending by 10:00 p.m.
- C. Location: The open house shall be held at a location in or near the neighborhood affected by the proposed amendment, and (in the case of a site near Roseville's boundaries) preferably in Roseville. In the event that such a meeting space is not available the applicant shall arrange for the meeting to be held at the City Hall Campus.
- D. Invitations: The applicant shall prepare a printed invitation identifying the date, time, place, and purpose of the open house and shall mail the invitation to the recipients in a list prepared and provided in electronic format by Community Development Department staff. The recipients will include property owners within 500 feet of the project property, members of the Planning Commission and City Council, and other community members that have registered to receive the invitations.
- E. Summary: A written summary of the open house shall be submitted as a necessary component of an application for Comprehensive Plan Future Land Use Map Amendment approval. (Ord. 1362, 3-24-2008)

202.05: ADOPTION OF CITY COMPREHENSIVE PLAN BY CITY COUNCIL:

Upon receiving a recommendation from the Planning Commission for the establishment or amendment of a plan, the City Council shall follow procedure as set forth in Chapter 108 of this Code. The City Council may adopt such plan or amendments by a majority vote of its members or by a larger majority if required by statute. (Ord. 1175A, 11-25-1996)

202.06: MEANS OF EXECUTING PLAN:

Upon the adoption of the City Plan or any section thereof, it shall be the duty of the Planning Commission to recommend to the City Council reasonable and practicable means for putting into effect such Plan or section thereof in order that the same will serve as a pattern and guide for the orderly physical development of the City. Such means shall consist of a zoning plan, the control of subdivision plats, a plan for future street locations, etc. (Ord. 194, 4-19-1955)

202.07: ZONING CODE AND CITY COMPREHENSIVE PLAN:

The Planning Commission may, upon its own motion or upon instruction by the City Council, prepare revisions to the Zoning Code and/or Plan for the City. Before recommending such Code and/or Plan to the City Council, the Planning Commission shall hold at least one public hearing as provided for in Chapter 108 of this Code. The same procedure shall apply for the preparation of any overall street plan or acquisition of lands for public purposes. (Ord. 1175A, 11-25-1996) (Ord. 1481, 07-20-2015)

CHAPTER 203 POLICE CIVIL SERVICE COMMISSION

SECTION:

203.01: Establishment 203.02: Statute Adopted

203.01: ESTABLISHMENT:

There is established a Police Civil Service Commission, the duties of which shall be those provided in Minnesota Statutes, Chapter 419, and which shall be subject to Chapter 201 of the City Code. (Ord 221, 10-22-56)

203.02: STATUTE ADOPTED:

The City accepts and adopts all of the provisions of Minnesota Statutes, Chapter 419. (Ord. 221, 10-22-56) (Ord. 1481, 07-20-2015)

CHAPTER 204 PARKS AND RECREATION COMMISSION

SECTION:

204.01: Establishment and Membership204.02: Scope, Duties and Functions

204.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a parks and recreation commission of the city, which shall consist of nine members appointed by the City Council and which shall be subject to Chapter 201 of the City Code. (Ord. 1253, 6-26-2001)

204.02: SCOPE, DUTIES AND FUNCTIONS:

The duties and functions of the commission shall be as follows:

- A. Serve in an advisory capacity to the City Council, City Manager and Director of Parks and Recreation on parks and recreation matters.
- B. Maintain an interest in and an understanding of the functions and operations of the parks and recreation department.
- C. Maintain an interest in and an understanding of the city school system and promote the greatest possible utilization of school and municipal recreation programs.
- D. Endeavor to secure a full and complete understanding of the city's needs and desires for parks and recreational facilities and be sensitive to the acceptance within the community of the current program.
- E. Convey to the City Council their understanding of the community's sentiment regarding recreation and parks and to submit recommendations to the City Council on parks and recreation programs and policy.
- F. Review conditions and adequacy of city park property.
- G. Provide hearings to groups or individuals, upon request, regarding parks and recreation matters.
- H. Keep informed and consider all financial aspects pertaining to parks and recreation.
- I. Consider proper names for city park property.
- J. Propose regulations for control of city park property to the City Council.
- K. Advise and assist architectural engineers on preparation of specific plans prior to the presentation to the City Council for formal approval.
- L. Represent the city at community functions where appropriate and approved by the City Council.
- M. Represent the city at meetings with other community, county or state boards of similar nature where appropriate and approved by the City Council.
- N. Perform other duties and functions or conduct studies and investigations as specifically

- directed or delegated by the City Council. (Ord. 1038, 6-27-1988)
- O. Shall act in all matters relating to the Urban Forest Management Ordinance contained in Chapter 706 of this code, and shall act as the Tree Board as set forth in section 706.03 of this code. (Ord. 1481, 07-20-2015)

CHAPTER 205 HUMAN RIGHTS, INCLUSION AND ENGAGEMENT COMMISSION

SECTION:

205.01: Establishment and Membership

205.02: Purpose, Objectives, Duties and Function

205.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a Human Rights, Inclusion and Engagement commission of the City, which shall consist of nine (9) members appointed by the City Council and which shall be subject to Chapter 201 of the City Code.

The City of Roseville believes decision-making in a representative democracy best reflects the views of the people when the most people are engaged in that civic decision-making. The City recognizes the need to adapt to an always changing community and being proactive to examine and improve the city's engagement and outreach practices with its residents, as well as the opportunities for residents to engage with the work of the City. In addition, the people of Roseville aspire to be welcoming, inclusive and respectful. The City believes that achievement of that aspiration requires the creation and fostering of positive connections between people in the community and monitoring of issues and concerns that may be counter to achievement of that aspiration.

205.02: PURPOSE, OBJECTIVES, DUTIES AND FUNCTION:

The purpose of the commission is to encourage full participation in the affairs of the City and advise the City Council on programs and efforts which could improve civic engagement and human rights. The commission will advise the City Council regarding the effective and meaningful involvement of Roseville residents in their local government. Additionally the commission may propose programs, events and projects to increase understanding, engagement and inclusion with the work of the City. The commission shall maintain a balance of work to include ongoing evaluation, recommendations & engagement in support of the commission's purpose. Any engagement would also have a balance between programs and events and evaluation projects.

In fulfillment of its purpose, the commission's objectives, duties and functions shall be to:

- A. **Evaluate** The commission shall review and evaluate on an ongoing basis the City's outreach efforts, policies, activities and engagement opportunities to ensure the best and the most equitable practices are being used to engage residents and business with the work of the City.
 - 1. Review policies and actions taken by the City that may be inhibiting full inclusion for those of diverse or underrepresented backgrounds.
 - 2. Understand the demographics of the community.

- 3. Review opportunities to collaborate with other city commissions, neighborhood, community, educational, business and social services groups and organizations, identifying ways to encourage mutual understanding among citizens and bring the community together.
- 4. Have an awareness of human rights related matters in the community and assist the city council in identifying opportunities to address those matters.
- B. **Advise** The commission shall advise the city council on strategies to improve outreach and communication and increase engagement, equity and inclusiveness in the City's efforts to foster a sense of community with residents and businesses.
 - 1. Act in an advisory capacity to the City Council with respect to human rights related matters and providing for equitable opportunity through the City's policies and actions
 - 2. Review and recommend ways to improve the City's interactions with residents, businesses, and community and neighborhood organizations through:
 - a. Communication efforts to facilitate effective two-way communication whenever possible
 - b. Public participation processes, to identify under-represented groups, to remove any barriers, and to engage and promote increased participation, including with the community's various visioning efforts.
 - c. Recommend strategies for actively promoting and encouraging effective and meaningful volunteerism and service with the City including task forces, commissions and other participatory civic activities.
 - 3. Serve as subject matter experts with regard to community engagement in local government. Explore and recommend to the city council innovative ideas, including the latest trends, technologies, tools and methods.
- C. **Engage** The commission may engage residents and businesses through city council approved programs, events and projects that support the commission's purpose. Such city-council-approved efforts may be developed or supported by the commission through:
 - 1. Education programs and community dialogues that will assist in creating equitable opportunity and eliminating discrimination and inequalities.
 - 2. Events or projects that promote connections in the community.
 - 3. Events or programs that engage residents and businesses with their city government, facilitating community feedback whenever possible.
- D. Perform other duties and functions as directed by the City Council.

Section 2

Title 2, Chapter 209 (Community Engagement Commission) is repealed.

Section 3

Effective date. This ordinance shall take effect upon passage and publication.

CHAPTER 206 PUBLIC WORKS, ENVIRONMENT, AND TRANSPORTATION COMMISSION

SECTION:

206.01: Establishment and Membership 206.02: Scope, Duties and Functions

206.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a public works, environment, and transportation commission of the city which shall consist of seven members appointed by the City Council and which shall be subject to Chapter 201 of the City Code. (Ord. 1260, 4-15-2002) (Ord. 1313, 12-6-2004)

206.02: SCOPE, DUTIES AND FUNCTIONS:

The duties and functions of the commission shall be as follows:

- A. Serve in an advisory capacity to the City Council, City Manager and Director of Public Works on public works, environmental, and transportation matters. (Ord. 1313, 12-6-2004)
- B. Maintain an interest in and an understanding of the functions and operations of the Public Works Department.
- C. Maintain an interest in and an understanding of federal, state, county, regional and other public works, environmental, and transportation services that impact City services. (Ord. 1313, 12-6-2004)
- D. Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the city. (Ord. 1260, 4-15-2002) (Ord. 1481, 07-20-2015)

CHAPTER 207 ETHICS COMMISSION

SECTION:

207.01: Establishment and Membership 207.02: Scope, Duties and Functions

207.01: ESTABLISHMENT AND MEMBERSHIP:

There is established an ethics commission of the City which shall consist of one member from each City Advisory commission and which shall be subject to Chapter 201 of the City Code. (Ord. 1498, 4/11/2016)

The ethics commission shall hold an annual meeting and otherwise meet on an asneeded basis or when an ethics complaint is filed.

207.02: SCOPE, DUTIES AND FUNCTIONS:

The duties and functions of the Commission shall be as follows:

- A. Serve in an advisory capacity to the City Council on matters involving any ethics code adopted by the City Council.
- B. Administer any ethics code adopted by the City Council.
- C. Perform other duties and functions or conduct studies as specifically directed or delegated by the City Council. (Ord. 1338, 6-12-2006) (Ord. 1481, 07-20-2015)

CHAPTER 208 FINANCE COMMISSION

SECTION:

208.01: Establishment and Membership 208.02: Scope, Duties and Functions

208.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a Finance Commission of the City which shall consist of seven members appointed by the City Council and which shall be subject to Chapter 201 of the City Code. A minimum of three members shall have financial management experience or training.

208.02: SCOPE, DUTIES AND FUNCTIONS:

The City Council has created the Finance Commission to serve in an advisory capacity regarding the City's financial matters to make recommendations that will provide clarity, transparency and accessibility of financial information, to review policies and offer strategies for improved budgeting and funding for present-day operations and future needs, and to review the city's financial affairs.

The duties and functions of the Commission may include:

- A. Advise on short and long-term financial policy matters, including but not limited to cash reserve funds, budgets, financing, and capital replacement policies.
- B. Review and recommend funding strategies for the Capital Improvement Plan.
- C. Recommend budget goals, including but not limited to local tax rate and tax levy targets, management of enterprise funds, and spending levels,
- D. Review and recommend standardized budget and financial reporting methods and tools to make financial communications and budget information more transparent, comprehensible, and accessible to the public.
- E. Review and recommend the annual timeline and process for creating City budgets.
- F. Review the annual financial information, the annual audit report and management letter.
- G. Review City's financial affairs and investment policy and portfolio, and bring to the City Council any items of concern or suggested improvements.
- H. Perform other duties the City Council assigns.

(Ord. 1481, 07-20-2015) (Ord. 1522 04-10-2017) (Ord. 1538 12-11-2017)