


REQUEST FOR COUNCIL ACTION

Date: July 13, 2015
Item No.: 15.d

Department Approval

City Manager Approval



Item Description: Discussion of Uniform Commission Code

1 **BACKGROUND**

2 The City Council has previously discussed the concept of having a uniform code to govern the
3 organization of City Commissions. Based on the previous discussion and recent input from City
4 Councilmembers, the City Manager, working with Councilmember input, has drafted a proposed
5 amendment to the City Code that would govern all City Commissions.

6 The draft language will, among other things, provide consistent direction to all Commissions regarding
7 criteria for serving on a commission, attendance requirements, identification of a process for removal of
8 a commissioner, and details on how Commission meetings should be conducted. Each City
9 Commission currently have chapters within the City Code. These chapters have been modified to
10 reflect the contents of new Chapter 201.

11 **POLICY OBJECTIVE**

12 To provide a more consistent and uniform approach on how City Commission operate.

13 **FINANCIAL IMPACTS**

14 Not applicable.

15 **STAFF RECOMMENDATION**

16 The City Council should review and discuss the proposed language. Based on input, the City Manager
17 will draft the final version of the ordinance and bring it forward for consideration by the City Council.

18 **REQUESTED COUNCIL ACTION**

19 Review and discuss the proposed commission code language and provide direction to the City Manager
20 on the final draft of the ordinance.

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

Attachments: A: Current City Code – Title 2 - Commissions
B: Draft City Code – Title 2 - Commissions

**TITLE 2
COMMISSIONS**

CHAPTER 201 PLANNING COMMISSION

SECTION:

- 201.01: Establishment
- 201.02: Composition
- 201.03: Members of Commission
- 201.04: Organization
- 201.05: Meetings; Reports
- 201.06: Preparation of Comprehensive Plan
- 201.07: Procedure for Adoption of City Comprehensive Plan
- 201.08: Adoption of City Comprehensive Plan by City Council
- 201.09: Means of Executing Plan
- 201.10: Zoning Code and City Comprehensive Plan

201.01: ESTABLISHMENT:

A City Planning Commission for the City is hereby established. 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)

201.02: COMPOSITION:

The Planning Commission shall consist of seven members appointed by the City Council, and may be removed by a 4/5 vote of the City Council. One of the seven members appointed by the City Council may be a member of the City Council. (Ord. 194, 4-19-1955; 1995 Code)

201.03: MEMBERS OF COMMISSION:

- A. Members: Members shall be residents of the City.
- B. Term of Appointment: of the members of the Commission first appointed, two shall be appointed for the term of one year, two for the term of two years, two for the term of three years, and one for the term of four years. Their successors shall be appointed for terms of three years. Both original and successive appointees shall hold their offices until their successors are appointed and qualified. (Ord. 1313, 12-6-2004)
- C. Vacancies: Vacancies during the term shall be filled by the City Council for the unexpired portion of the term.
- D. Oath: Every appointed member shall, before entering upon the discharge of his/her duties, take an oath that he/she will faithfully discharge the duties of his/her office.
- E. Compensation: All members shall serve without compensation. (Ord. 194, 4-19-1955; 1995

Code)

201.04: ORGANIZATION:

- A. Officers: The Planning Commission shall elect one of the members to act as chairperson. The Community Development Director or designee shall act as the Planning Commission's secretary.
- B. Term: The term of the chairperson shall be for one year. The chairperson shall be elected by the Planning Commission at the last regular Planning Commission meeting of March, effective April 1, during each calendar year.
- C. Additional Officers and Committees: The Planning Commission may elect such other officers as may be necessary and may give the chairperson authority to appoint committees if such appointments should become necessary. (Ord. 194, 4-19-1955; 1995 Code) (Ord. 1316, 3-28-2005)

201.05: MEETINGS; REPORTS:

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

201.06: 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)

201.07: 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)

201.08: 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)

201.09: 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)

201.10: 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)

CHAPTER 202
POLICE CIVIL SERVICE COMMISSION

SECTION:

- 202.01: Establishment
- 202.02: Statute Adopted

202.01: ESTABLISHMENT:

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

202.02: STATUTE ADOPTED:

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

CHAPTER 203 PARKS AND RECREATION COMMISSION

SECTION:

- 203.01: Establishment and Membership
- 203.02: Vacancies
- 203.03: Organization
- 203.04: Duties and Functions
- 203.05: Compensation
- 203.06: Joint Meeting with City Council
- 203.07: Rules

203.01: 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. Members shall be appointed for three year terms. In addition to the members appointed above, the City Council may for one year terms appoint additional residents of the city under 21 years of age to serve as (ex officio) members of the parks and recreation commission. (Ord. 1253, 6-26-2001)

203.02: VACANCIES:

In case of vacancy during the term of office of any member of the commission, the City Council shall appoint a new member to serve the remainder of the term. A vacancy shall exist if any of the following occur: death, failure to serve as shown by failure to attend a specified number of regular meetings as established by the commission, residence outside the city, or resignation. (Ord. 1038, 6-27-1988; amd. 1995 Code)

203.03: ORGANIZATION:

The commission shall annually elect one member to serve as chairperson and one member to serve as vice chairperson. Minutes of the commission shall be filed and retained by the parks and recreation commission, as well as other recommendations and studies performed by the commission. (Ord. 1038, 6-27-1988)

203.04: 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. 1410, 6-13-2011)

203.05: COMPENSATION:

No compensation shall be paid to members of the commission; however, commission members may have expenses paid to attend conferences on parks and recreation that are offered in the state when approved by the city manager. (Ord. 1038, 6-27-1988; amd. 1995 Code)

203.06: JOINT MEETING WITH CITY COUNCIL:

The commission shall request a joint meeting with the City Council when deemed necessary and at least a minimum of once a year. (Ord. 1038, 6-27-1988)

203.07: RULES:

The commission may adopt such rules as it deems necessary for the conduct of its work, compatible with the provisions of this chapter. (Ord. 1038, 6-27-1988)

CHAPTER 204 HUMAN RIGHTS COMMISSION

SECTION:

- 204.01: Policy
- 204.02: Establishment of Commission
- 204.03: Purpose
- 204.04: Membership; Terms and Removal
- 204.05: Duties

204.01: POLICY:

It is hereby declared that it is the public policy of the city to fulfill its responsibility as a partner of the state department of human rights in securing for all citizens equal opportunity in housing, employment, public accommodations, public services and education, and to work consistently to improve the human relations climate of the city. (Ord. 566, 2-19-1968)

204.02: ESTABLISHMENT OF COMMISSION:

There is hereby established within the city a human rights commission. (Ord. 566, 2-19-1968)

204.03: PURPOSE:

The purpose of the commission is to secure for all citizens equal opportunity in employment, housing, public accommodations, public services and education and full participation in the affairs of this community by assisting the state department of human rights in implementing the Minnesota Human Rights Act and by advising the City Council on long range programs to improve community relations in the city. Additionally the commission will work to increase the sense of community by reaching out to all members of the community and ensuring that our city government and its activities, programs and services are accessible understandable and responsive to all. (Ord. 566, 2-19-1968; amd. 1995 Code, Ord. 1324, 08-08-2005) (Ord. 1381, 04-27-2009)

204.04: MEMBERSHIP; TERMS AND REMOVAL:

- A. Membership: The commission shall consist of seven members, to be appointed by the City Council. Members of the commission shall be appointed with due regard to their fitness for the efficient dispatch of the functions, powers and duties vested in and imposed upon the commission. In addition to the members appointed above, the City Council may for one year terms appoint additional residents of the city under 21 years of age to serve as (ex officio) members of the human rights commission. (Ord. 1253, 6-26-2001) (Ord. 1313, 12-6-2004)
- B. Terms: The first commission shall consist of four members appointed for a term of three years, three members for a term of two years, and three members for a term of one year.

Members of the commission shall be appointed for terms of three years, except that any person appointed to fill a vacancy occurring prior to the expiration of the term for which such member's predecessor was appointed, shall be appointed only for the remainder of such term. Upon the expiration of such member's term of office, a member shall continue to serve until such member's successor is appointed and shall have qualified.

- C. Compensation; Removal: The members of the commission shall serve without compensation, and may be removed from office by a 4/5 vote of the City Council. (Ord. 566, 2-19-1968)

204.05: DUTIES:

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

- A. Adopt bylaws and rules for the conduct of its affairs including the election, assumption of duties and definition of responsibilities of officers and committees.
- B. Enlist the cooperation of agencies, organizations and individuals in the community in an active program directed to create equal opportunity and eliminate discrimination and inequalities.
- C. Formulate a human relations program for the city to give increased effectiveness and direction to the work of all individuals and agencies addressing themselves to planning, policy making and educational programming in the area of civil and human rights.
- D. Advise the mayor, the City Council and other agencies of the government of human relations and civil rights problems. Act in an advisory capacity with respect to planning or operation of any city department on issues of civil and human rights and recommend the adoption of such specific policies or actions as are needed to provide for full equal opportunity in the community.
- E. Develop such programs of formal and informal education as will assist in the implementation of the Minnesota state act against discrimination, and provide for the commission's assumption of leadership in recognizing and resolving potential problem areas in the community. (Ord. 566, 2-19-1968; amd. 1995 Code)
- F. Monitor statistical and other data trends in our city and identify and recommend to the city council ways to encourage mutual understanding among our citizens about the community's diversity through, but not limited to:
 - 1. connecting and partnering with neighborhood, community, educational, business and social services groups and organizations;
 - 2. co-sponsoring citywide neighborhood or facilitating community events which would include opportunities for heritage and cultural events; and
 - 3. programs for engaging citizens and community leaders in a holistic approach including dialogues, education and training about diversity issues.

(Ord. 1381, 4-27-2009)

CHAPTER 205
PUBLIC WORKS, ENVIRONMENT, AND TRANSPORTATION
COMMISSION

SECTION:

- 205.01: Establishment and Membership
 205.02: Organization
 205.03: Meetings and Reports
 205.04: Duties and Functions

205.01: 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. Members shall be residents of the city and appointed for three year staggered terms. Terms of the initial members will be established by the council at the time of their appointment. No member shall serve more than two full consecutive terms. (Ord. 1260, 4-15-2002) (Ord. 1313, 12-6-2004)

205.02: ORGANIZATION:

The commission shall annually elect one member to serve as chairperson and one member to serve as vice chairperson. (Ord. 1260, 4-15-2002)

205.03: MEETINGS AND REPORTS:

The commission shall annually adopt a regular meeting schedule and may hold other meetings, as it deems necessary. The commission may adopt rules for the transaction of business and shall keep a record of its meetings and actions. (Ord. 1260, 4-15-2002)

205.04: 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)

CHAPTER 206 ETHICS COMMISSION

SECTION:

- 206.01: Establishment and Membership
- 206.02: Organization
- 206.03: Meetings and Reports
- 206.04: Duties and Functions

206.01: ESTABLISHMENT AND MEMBERSHIP:

There is established an ethics commission of the City which shall consist of five members appointed by the City Council. Members shall be residents of the City and appointed for three year staggered terms. Terms of the initial members will be established by the council at the time of their appointment. No member shall serve more than two full consecutive terms.

206.02: ORGANIZATION:

The Commission shall annually elect one member to serve as chairperson and one member to serve as vice chairperson.

206.03: MEETINGS AND REPORTS:

The Commission shall annually adopt a regular meeting schedule and may hold other meetings, as it deems necessary. The Commission may adopt rules for the transaction of business and shall keep a record of its meetings and actions.

206.04: 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)

CHAPTER 207 FINANCE COMMISSION

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: A new Title Two, Chapter 207 of the Roseville City Code is added to read as follows:

207.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a Finance Commission of the City which shall consist of seven members appointed by the City Council. Members shall be residents of the City and appointed for three year staggered terms. A minimum of three members shall have financial management experience or training. Terms of the initial members will be established by the council at the time of their appointment. No member shall serve more than two full consecutive terms.

207.02: ORGANIZATION:

The Commission shall annually elect one member to serve as chairperson and one member to serve as vice chairperson.

207.03: MEETINGS AND REPORTS:

The Commission shall annually adopt a regular meeting schedule and may hold other meetings, as it deems necessary. The Commission may adopt rules for the transaction of business and shall keep a record of its meetings and actions. The commission shall request a joint meeting with the City Council when deemed necessary and at a minimum of once a year.

207.04: SCOPE, DUTIES AND FUNCTIONS:

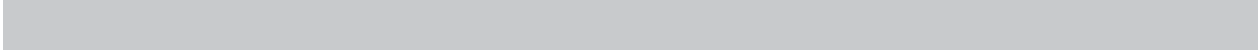
The City Council has created the Finance Commission to serve in an advisory capacity regarding the City's financial matters to make recommendations that will provide clarity, transparency and accessibility of financial information, to review policies and offer strategies for improved budgeting and funding 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, the adequacy and effectiveness of financial controls, and the city's investment policy and portfolio.

(Ord. 1461, 2-10-2014)



CHAPTER 208

COMMUNITY ENGAGEMENT COMMISSION

208.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a Community Engagement Commission of the City which shall consist of seven members appointed by the City Council. Members shall be residents of the City and appointed for three year staggered terms. Terms of the initial members will be established by the council at the time of their appointment. In addition to the members appointed above, the City Council may for one year terms appoint additional residents of the city under 21 years of age to serve as (ex officio) member(s) of the commission. No member shall serve more than two full consecutive terms.

208.02: ORGANIZATION:

The Commission shall annually elect one member to serve as chairperson and one member to serve as vice chairperson.

208.03: MEETINGS AND REPORTS:

The Commission shall annually adopt a regular meeting schedule and may hold other meetings as it deems necessary. The Commission may adopt rules for the transaction of business and shall keep a record of its meetings and actions. The commission shall request a joint meeting with the City Council when deemed necessary and a minimum of once a year.

208.04: SCOPE, DUTIES AND FUNCTIONS:

The City Council has created the Community Engagement Commission to serve in an advisory capacity regarding the effective and meaningful involvement of Roseville residents in their community. The Commission shall make recommendations, review policies, and suggest strategies that will help to improve City communication and increase a sense of community.


The duties and functions of the Commission may include:

- A. Review and recommend opportunities to collaborate with neighborhood, community, educational, business, and social services groups and organizations.
- B. Recommend strategies for and actively promote and encourage effective and meaningful volunteerism as well as participation on advisory boards, task forces, commissions, and other participatory civic activities.
- C. Review and recommend ways to improve the City's public participation process and

policies, identify under-represented groups, remove any barriers, and engage and promote increased participation of all residents (both homeowners and rental populations), businesses, and community and neighborhood organizations.

- D. Review and recommend ways to improve the City's communication efforts, both printed and electronic, to facilitate effective two-way communication between the City and its residents, businesses, community and neighborhood organizations including making information available in multiple languages.
- E. Collaborate with City staff to explore and inform the City Council regarding other government efforts in the area of community engagement, as well as the latest trends, technologies, tools, methods, and information used to facilitate community engagement, communication, and volunteer efforts.
- F. Advise the City Council on the community's visioning process.

(Ord. 1462, 2-10-2014)



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 by 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 additional residents of the city as youth commissioners, who are the age of 18 or under and enrolled in high school, to serve one-year terms as ex-officio members of a commission.

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, who 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.
- D. Term Limits: 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. 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.
- E. Vacancies: Vacancies during a term shall be filled by the City Council for the unexpired portion of a term. A vacancy occurs in any of the following circumstances: resignation, residence outside the city, removal or death.
- 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 first meeting following the start of new 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.
- 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, subcommittees, 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.
- 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. Commissioners also agree to 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.

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.
- 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.
- D. Rules of Order: All commissions shall be subject to the same Rules of Order as are adopted annually by the City Council.
- F. Meetings: Commission meetings shall be held in a public place and the time, date, and location of the meeting shall be publicly noticed. Commissions must allow time for public comment on the agenda and at the meetings. 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.
- G. 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.

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

- 201.02: ~~Composition~~
- 201.03: ~~Members of Commission~~
- 201.04: ~~Organization~~

202.01: ESTABLISHMENT AND MEMBERSHIP:

A City Planning Commission for the City is hereby established. 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, ~~and may be removed by a 4/5 vote of the City Council.~~ One of the seven members appointed by the City Council may be a member of the City Council. (Ord. 194, 4-19-1955; 1995 Code)

202.02: MEETINGS; AND REPORTS:

The Commission shall hold at least one regular meeting each month. It shall ~~adopt rules for the transaction of business and shall~~ keep a record of its resolutions, transactions, and findings, which ~~record~~ 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)

Section 201 also governs the Planning Commission.

~~201.02: COMPOSITION:~~

(Most of this item has been retained in new Section 202.01)

~~The Planning Commission shall consist of seven members appointed by the City Council, and may be removed by a 4/5 vote of the City Council. One of the seven members appointed by the City Council may be a member of the City Council. (Ord. 194, 4-19-1955; 1995 Code)~~

~~201.03: MEMBERS OF COMMISSION:~~

- ~~A. Members: Members shall be residents of the City.~~
- ~~B. Term of Appointment: of the members of the Commission first appointed, two shall be appointed for the term of one year, two for the term of two years, two for the term of three years, and one for the term of four years. Their successors shall be appointed for terms of three years. Both original and successive appointees shall hold their offices until their successors are appointed and qualified. (Ord. 1313, 12-6-2004)~~
- ~~C. Vacancies: Vacancies during the term shall be filled by the City Council for the unexpired portion of the term.~~
- ~~D. Oath: Every appointed member shall, before entering upon the discharge of his/her duties, take an oath that he/she will faithfully discharge the duties of his/her office.~~
- ~~E. Compensation: All members shall serve without compensation. (Ord. 194, 4-19-1955; 1995 Code)~~

~~201.04: ORGANIZATION:~~

- ~~A. Officers: The Planning Commission shall elect one of the members to act as chairperson. The Community Development Director or designee shall act as the Planning Commission's secretary.~~
- ~~B. Term: The term of the chairperson shall be for one year. The chairperson shall be elected by~~

~~the Planning Commission at the last regular Planning Commission meeting of March, effective April 1, during each calendar year.~~

~~C. Additional Officers and Committees: The Planning Commission may elect such other officers as may be necessary and may give the chairperson authority to appoint committees if such appointments should become necessary. (Ord. 194, 4-19-1955; 1995 Code) (Ord. 1316, 3-28-2005)~~

~~201.05: MEETINGS; REPORTS:~~

(Most of this item has been retained in new Section 202.02)

~~201.06: PREPARATION OF COMPREHENSIVE PLAN:~~

(This item retained in full, in new Section 202.03)

~~201.07: PROCEDURE FOR ADOPTION OF CITY COMPREHENSIVE PLAN:~~

(This item retained in full, in new Section 202.04)

~~201.08: ADOPTION OF CITY COMPREHENSIVE PLAN BY CITY COUNCIL:~~

(This item retained in full, in new Section 202.05)

~~201.09: MEANS OF EXECUTING PLAN:~~

(This item retained in full, in new Section 202.06)

~~201.10: ZONING CODE AND CITY COMPREHENSIVE PLAN:~~

(This item retained in full, in new Section 202.07)

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. (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)

Section 201 also governs the Police Civil Service Commission.

CHAPTER 204 PARKS AND RECREATION COMMISSION

SECTION:

- 204.01: Establishment and Membership
- 204.02: **Scope**, Duties and Functions

- ~~203.02: Vacancies~~
- ~~203.03: Organization~~
- ~~203.04: Duties and Functions~~
- ~~203.05: Compensation~~
- ~~203.06: Joint Meeting with City Council~~
- ~~203.07: Rules~~

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. ~~Members shall be appointed for three year terms.~~ In addition to **those members**, ~~the members appointed above,~~ the City Council may **also appoint one youth commissioner as described in Section 201.03B.** ~~for one year terms appoint additional residents of the city under 21 years of age to serve as (ex officio) members of the parks and recreation commission.~~ (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. 1410, 6-13-2011)

Section 201 also governs the Parks and Recreation Commission.

~~203.02: VACANCIES:~~

~~In case of vacancy during the term of office of any member of the commission, the City Council shall appoint a new member to serve the remainder of the term. A vacancy shall exist if any of the following occur: death, failure to serve as shown by failure to attend a specified number of regular meetings as established by the commission, residence outside the city, or resignation. (Ord. 1038, 6-27-1988; amd. 1995 Code)~~

~~203.03: ORGANIZATION:~~

~~The commission shall annually elect one member to serve as chairperson and one member to serve as vice chairperson. Minutes of the commission shall be filed and retained by the parks and recreation commission, as well as other recommendations and studies performed by the commission. (Ord. 1038, 6-27-1988)~~

~~203.04: DUTIES AND FUNCTIONS:~~

(This item retained in full, in new Section 204.02)

~~203.05: COMPENSATION:~~

~~No compensation shall be paid to members of the commission; however, commission members may have expenses paid to attend conferences on parks and recreation that are offered in the state when approved by the city manager. (Ord. 1038, 6-27-1988; amd. 1995 Code)~~

~~203.06: JOINT MEETING WITH CITY COUNCIL:~~

~~The commission shall request a joint meeting with the City Council when deemed necessary and at least a minimum of once a year. (Ord. 1038, 6-27-1988)~~

~~203.07: RULES:~~

~~The commission may adopt such rules as it deems necessary for the conduct of its work,~~

~~compatible with the provisions of this chapter. (Ord. 1038, 6-27-1988)~~

CHAPTER 205 HUMAN RIGHTS COMMISSION

SECTION:

- 205.01 Establishment and Membership
- 205.02 Scope, Duties and Functions

- ~~204.01: Policy~~
- ~~204.02: Establishment of Commission~~
- ~~204.03: Purpose~~
- ~~204.04: Membership; Terms and Removal~~
- ~~204.05: Duties~~

205.01: ESTABLISHMENT AND MEMBERSHIP:

There is hereby established ~~within the city~~ a human rights commission of the city, which shall consist of seven members appointed by the City Council. (Ord. 566, 2-19-1968) **In addition to those members, the City Council may also appoint one youth commissioner as described in Section 201.03B.** ~~In addition to the members appointed above, the City Council may for one year terms appoint additional residents of the city under 21 years of age to serve as (ex officio) members of the human rights commission.~~ (Ord. 1253, 6-26-2001) (Ord. 1313, 12-6-2004)

205.02: SCOPE, DUTIES AND FUNCTION:

The purpose of the commission is to secure for all citizens equal opportunity in employment, housing, public accommodations, public services and education and full participation in the affairs of this community by assisting the state department of human rights in implementing the Minnesota Human Rights Act and by advising the City Council on long range programs to improve community relations in the city. Additionally the commission will work to increase the sense of community by reaching out to all members of the community, and ensuring that our city government and its activities, programs and services are accessible, understandable and responsive to all. (Ord. 566, 2-19-1968; amd. 1995 Code, Ord. 1324, 08-08-2005) (Ord. 1381, 04-27-2009)

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

- ~~A. Adopt bylaws and rules for the conduct of its affairs including the election, assumption of duties and definition of responsibilities of officers and committees.~~
- A. Enlist the cooperation of agencies, organizations and individuals in the community in an active program directed to create equal opportunity and eliminate discrimination and inequalities.
- C. Formulate a human relations program for the city to give increased effectiveness and direction to the work of all individuals and agencies addressing themselves to planning, policy making and educational programming in the area of civil and human rights.

- B. Advise the mayor, the City Council and other agencies of the government of human relations and civil rights problems. Act in an advisory capacity with respect to planning or operation of any city department on issues of civil and human rights and recommend the adoption of such specific policies or actions as are needed to provide for full equal opportunity in the community.
 - C. Develop such programs of formal and informal education as will assist in the implementation of the Minnesota state act against discrimination, and provide for the commission's assumption of leadership in recognizing and resolving potential problem areas in the community. (Ord. 566, 2-19-1968; amd. 1995 Code)
 - D. Monitor statistical and other data trends in our city and identify and recommend to the city council ways to encourage mutual understanding among our citizens about the community's diversity through, but not limited to:
 1. connecting and partnering with neighborhood, community, educational, business and social services groups and organizations;
 2. co-sponsoring citywide neighborhood or facilitating community events which would include opportunities for heritage and cultural events; and
 3. programs for engaging citizens and community leaders in a holistic approach including dialogues, education and training about diversity issues.
- (Ord. 1381, 4-27-2009)

Section 201 also governs the Human Rights Commission.

~~204.01: POLICY:~~

(This section was essentially repeated in the original 204.03 (Purpose) and thus has not been included in new Section 205)

~~It is hereby declared that it is the public policy of the city to fulfill its responsibility as a partner of the state department of human rights in securing for all citizens equal opportunity in housing, employment, public accommodations, public services and education, and to work consistently to improve the human relations climate of the city. (Ord. 566, 2-19-1968)~~

~~204.02: ESTABLISHMENT OF COMMISSION:~~

(This item retained in full, in new Section 205.01)

~~204.03: PURPOSE:~~

(This item retained in full, in new Section 205.02)

~~204.04: MEMBERSHIP; TERMS AND REMOVAL:~~

(The first sentence has been retained in new Section 205.01)

- ~~A. Membership: The commission shall consist of seven members, to be appointed by the City Council. Members of the commission shall be appointed with due regard to their fitness for the efficient dispatch of the functions, powers and duties vested in and imposed upon the commission. In addition to the members appointed above, the City Council may for one year terms appoint additional residents of the city under 21 years of age to serve as (ex officio)~~

~~members of the human rights commission. (Ord. 1253, 6-26-2001) (Ord. 1313, 12-6-2004)~~

- ~~B. Terms: The first commission shall consist of four members appointed for a term of three years, three members for a term of two years, and three members for a term of one year. Members of the commission shall be appointed for terms of three years, except that any person appointed to fill a vacancy occurring prior to the expiration of the term for which such member's predecessor was appointed, shall be appointed only for the remainder of such term. Upon the expiration of such member's term of office, a member shall continue to serve until such member's successor is appointed and shall have qualified.~~
- ~~C. Compensation; Removal: The members of the commission shall serve without compensation, and may be removed from office by a 4/5 vote of the City Council. (Ord. 566, 2-19-1968)~~

~~204.05: DUTIES:~~

(This item retained in full, in new Section 205.02)

CHAPTER 206
PUBLIC WORKS, ENVIRONMENT, AND TRANSPORTATION
COMMISSION

SECTION:

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

- ~~205.02: Organization~~
- ~~205.03: Meetings and Reports~~
- ~~205.04: 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. ~~Members shall be residents of the city and appointed for three year staggered terms. Terms of the initial members will be established by the council at the time of their appointment. No member shall serve more than two full consecutive terms.~~ (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)

Section 201 also governs the Public Works, Environment and Transportation Commission.

~~**205.02: ORGANIZATION:**~~

~~The commission shall annually elect one member to serve as chairperson and one member to serve as vice chairperson. (Ord. 1260, 4-15-2002)~~

~~**205.03: MEETINGS AND REPORTS:**~~

~~The commission shall annually adopt a regular meeting schedule and may hold other meetings,~~

~~as it deems necessary. The commission may adopt rules for the transaction of business and shall keep a record of its meetings and actions. (Ord. 1260, 4-15-2002)~~

~~**205.04: DUTIES AND FUNCTIONS:**~~

(This item retained in full, in new Section 206.02)

CHAPTER 207 **ETHICS COMMISSION**

SECTION:

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

- ~~206.02: Organization~~
~~206.03: Meetings and Reports~~
~~206.04: Duties and Functions~~

207.01: ESTABLISHMENT AND MEMBERSHIP:

There is established an ethics commission of the City which shall consist of five members appointed by the City Council. ~~Members shall be residents of the City and appointed for three year staggered terms. Terms of the initial members will be established by the council at the time of their appointment. No member shall serve more than two full consecutive terms.~~

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)

Section 201 also governs the Ethics Commission.

~~**206.02: ORGANIZATION:**~~

~~The Commission shall annually elect one member to serve as chairperson and one member to serve as vice chairperson.~~

~~**206.03: MEETINGS AND REPORTS:**~~

~~The Commission shall annually adopt a regular meeting schedule and may hold other meetings, as it deems necessary. The Commission may adopt rules for the transaction of business and shall keep a record of its meetings and actions.~~

~~**206.04: DUTIES AND FUNCTIONS:**~~

(This item retained in full, in new Section 206.02)

CHAPTER 208

FINANCE COMMISSION

SECTION:

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

- ~~207.02: Organization~~
- ~~207.03: Meetings and Reports~~
- ~~207.04: Scope, Duties and Functions~~

~~THE CITY OF ROSEVILLE ORDAINS:~~

~~SECTION 1: A new Title Two, Chapter 207 of the Roseville City Code is added to read as follows:~~

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. ~~Members shall be residents of the City and appointed for three year staggered terms.~~ A minimum of three members shall have financial management experience or training. ~~Terms of the initial members will be established by the council at the time of their appointment. No member shall serve more than two full consecutive terms.~~

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, the adequacy and effectiveness of financial controls, and the city's investment policy and portfolio.

(Ord. 1461, 2-10-2014)

Section 201 also governs the Finance Commission.

~~207.02: ORGANIZATION:~~

~~The Commission shall annually elect one member to serve as chairperson and one member to serve as vice chairperson.~~

~~207.03: MEETINGS AND REPORTS:~~

~~The Commission shall annually adopt a regular meeting schedule and may hold other meetings, as it deems necessary. The Commission may adopt rules for the transaction of business and shall keep a record of its meetings and actions. The commission shall request a joint meeting with the City Council when deemed necessary and at a minimum of once a year.~~

~~207.04: SCOPE, DUTIES AND FUNCTIONS:~~

(This item retained in full, in new Section 208.02)

CHAPTER 209

COMMUNITY ENGAGEMENT COMMISSION

SECTION:

- 209.01: Establishment and Membership
- 209.02: Scope, Duties and Functions

- ~~208.02: Organization~~
- ~~208.03: Meetings and Reports~~
- ~~208.04: Scope, Duties and Functions~~

209.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a Community Engagement Commission of the City which shall consist of seven members appointed by the City Council. ~~Members shall be residents of the City and appointed for three year staggered terms. Terms of the initial member will be established by the council at the time of their appointment.~~ . In addition to **those members**, the members appointed above, the City Council may **also appoint one youth commissioner as described in Section 201.03B.** ~~for one year terms appoint additional residents of the city under 21 years of age to serve as (ex officio) member(s) of the commission. No member shall serve more than two full consecutive terms.~~

209.02: SCOPE, DUTIES AND FUNCTIONS:

The City Council has created the Community Engagement Commission to serve in an advisory capacity regarding the effective and meaningful involvement of Roseville residents in their community. The Commission shall make recommendations, review policies, and suggest strategies that will help to improve City communication and increase a sense of community.

The duties and functions of the Commission may include:

- A. Review and recommend opportunities to collaborate with neighborhood, community, educational, business, and social services groups and organizations.
- B. Recommend strategies for and actively promote and encourage effective and meaningful volunteerism as well as participation on advisory boards, task forces, commissions, and other participatory civic activities.
- C. Review and recommend ways to improve the City's public participation process and policies, identify under-represented groups, remove any barriers, and engage and promote increased participation of all residents (both homeowners and rental populations), businesses, and community and neighborhood organizations.
- D. Review and recommend ways to improve the City's communication efforts, both printed and electronic, to facilitate effective two-way communication between the City and its

residents, businesses, community and neighborhood organizations including making information available in multiple languages.

- E. Collaborate with City staff to explore and inform the City Council regarding other government efforts in the area of community engagement, as well as the latest trends, technologies, tools, methods, and information used to facilitate community engagement, communication, and volunteer efforts.
- F. Advise the City Council on the community's visioning process.

(Ord. 1462, 2-10-2014)

Section 201 also governs the Community Engagement Commission.

~~208.02: ORGANIZATION:~~

~~The Commission shall annually elect one member to serve as chairperson and one member to serve as vice chairperson.~~

~~208.03: MEETINGS AND REPORTS:~~

~~The Commission shall annually adopt a regular meeting schedule and may hold other meetings as it deems necessary. The Commission may adopt rules for the transaction of business and shall keep a record of its meetings and actions. The commission shall request a joint meeting with the City Council when deemed necessary and a minimum of once a year.~~

~~208.04: SCOPE, DUTIES AND FUNCTIONS:~~

(This item retained in full, in new Section 209.02)