

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: June 5, 2017
Item No.: 7.f

Department Approval

City Manager Approval



Item Description: Consider Ordinance Amendments to Chapter 201 Advisory Commissions of the City Code

BACKGROUND

At the April 24, 2017 meeting, the City Council passed an ordinance that created the Human Rights, Inclusion and Engagement Commission (HRIEC). Members from both the previous Human Rights Commission and Community Engagement Commission were subsequently appointed to serve on the HRIEC. As part of the creation of this new commission, certain sections of the Uniform Commission Code should be updated. In addition, the City allows youth under the age of 18 to serve on commissions, and some clarifying language surrounding youth commissioners should be considered. As part of the discussion, City Council has asked staff to look into the process for conducting background checks for City Commissioners similar to those done for youth athletic coaches due to the fact that youth commissioners are permitted as ex-officio members on City Commissions.

Updates to Uniform Commission Code

Attached are proposed updates to the Uniform Commission Code. These changes are highlighted below:

201.03: Membership

- Outlines the number of youth commissioners each commission may have

201.04: Terms

- Adds language clarifying how term limits will be handled if/when an existing commission is transferred to a new commission.
- Lays out term limits for what qualifies as a youth commissioner.

201.06 Organization

- Changes which meeting commissions shall elect a chair and vice chair.

Background Checks for Volunteers

The City has authorization to conduct background checks for employees and volunteers per Minnesota statute 299C. The city currently conducts background checks for employees as well as certain volunteers, including those who may have contact with youth. Since the City Code allows a City Commission to have a youth commissioner, it would be consistent with City practices and procedures to implement background checks for each Commissioner that serves on a City Commission that have youth members. Currently, background checks for other volunteers are done on an annual basis. To remain consistent with current practices as well as ensure any new Commissioners are included in the background checks, staff recommends conducting background checks annually.

33 **FINANCIAL IMPACTS**

34 There are no financial impacts since staff is able to conduct background checks through the Police
35 Department.

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37 **STAFF RECOMMENDATION**

38 Discuss proposed changes to the Uniform Commission Code and if Council is in agreement with
39 changes, adopt the Ordinance amendment.

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41 To be consistent in our policies and procedures, staff recommends that background checks be
42 conducted on all current and future Commissioners who sit on a Commission with a Youth
43 Commissioner.

44 **REQUESTED COUNCIL ACTION**

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46 Motion to adopt an ordinance amending Chapter 201 Advisory Commissions of the City Code

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48 -and-

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50 Motion to approve Ordinance Summary of amendments to Chapter 201 of the City Code for
51 publication.

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53 -and-

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55 Motion to direct staf to conduct background checks for all current and future Commisisoners that serve
56 on City Commissions that have Youth Commissioners.

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Prepared by: Rebecca Olson, Assistant City Manager (651) 792-7446

Attachments: A: Proposed changes to Uniform Commission Code
B. Uniform Commission Code Ordinance Amendments
C. Ordinance Summary

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1 **201.01: ESTABLISHMENT:**

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

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

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9 **201.02: PURPOSE:**

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

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14 **201.03: MEMBERSHIP:**

15 A. All members of advisory commissions shall be residents of the City, and shall be
16 appointed by majority vote of the City Council.

17 B. In addition to the regular commission members, the City Council may appoint up to
18 two additional residents of the city who are the age of 18 or under and enrolled in high
19 school to serve one-year terms on a commission as ex-officio youth commissioners.

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21 **201.04: TERMS:**

22 A. Term Length: Members shall serve terms of three years, except for youth members
23 and the first members appointed following the creation of the commission. First members
24 shall be appointed as follows: At least one third of members shall be appointed for three-
25 year terms, up to one third of the members shall be appointed for two-year terms, and the
26 balance of the members shall serve a one-year term. Term length for any member will be
27 established by the Council at the time of the appointment.

28 B. Oath of Office: Every appointed member, before beginning his or her duties shall take
29 an oath stating that he or she will faithfully discharge of the duties of the commission to
30 which he or she was appointed. Individual commissioners are expected to understand and
31 adhere to the Roseville Ethics Code and attend the annual ethics training.

32 C. Expiration of Terms: A member's term shall expire on March 31 of the year of the
33 expiration of the term, or at such time as a successor is appointed. Youth commissioner
34 terms expire on July 31 of each year.

35 D. Term Limits: Members are eligible to serve two consecutive full terms on a
36 commission in addition to any partial term served to complete an unexpired term
37 resulting from a vacancy or an initial term upon creation of a commission. When
38 members of an existing commission are transferred by the City Council to a new
39 commission, term limits apply to the combined time on both commissions. Youth
40 commissioners may serve up to three consecutive terms. Youth commissioners may not
41 be appointed or re-appointed to a term during which they will turn 19 years of age. Upon
42 completion of service on one commission, residents can be eligible for appointment to
43 another commission, or after a period of at least one year, for appointment to the same
44 commission on which they have previously served.

45 E. Vacancies: Vacancies during a term shall be filled by the City Council for the
46 unexpired portion of a term. A vacancy occurs in any of the following circumstances:

47 resignation, residence outside the city, removal or death. The City Council reserves the
48 right to defer filling commission vacancies for any length of time deemed necessary.
49 F. Attendance: It is the expectation that Commissioners attend all meetings of the
50 commission. An absence is considered the same whether it is excused or unexcused. If a
51 commissioner is absent three consecutive meetings and/or misses a total of 30% or more
52 of commission meetings in a rolling 12 month period, the staff liaison or commission
53 chair will forward the information to the City Council.

54 G. Removal: Members may be removed by the City Council without cause. A member's
55 removal shall be by majority vote of the City Council. In addition:

- 56 1. If a member fails to comply with the Roseville Ethics Code, the member may be
57 removed by the City Council.
- 58 2. If a member has absences from more than three consecutive commission meetings, or
59 is absent from more than 30% of the meetings in any rolling 12 month period, the
60 member may be removed by the City Council.

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62 **201.05: COMPENSATION:**

63 Members of all advisory commissions shall serve without compensation.

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65 **201.06: ORGANIZATION:**

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

71 B. Governing Documents: City Code and State Statutes will govern commission
72 activities. A commission shall not adopt separate by-laws or rules to govern commission
73 duties or activities.

74 C. Committees, Subcommittees and Task Forces: Commissions may by majority vote
75 appoint committees or subcommittees of their own members from time to time as
76 required for the conduct of their business. The formation of any other committees, task
77 forces and/or alternate workgroups would be subject to the provisions of this Chapter and
78 shall be created only after approval of the City Council. Subcommittees shall report on
79 work underway and completed on a regular basis to the full commission.

80 D. Logo and Materials: To reflect the official nature of the commission and to preserve
81 consistency of the City's brand, only the official city logo or a Council-approved
82 derivative of the logo, that contains the words "City of Roseville," shall be used on
83 commission materials.

84 E. Accessibility: Commission members will be available to residents of the city by
85 providing a preferred phone number or email address that can be used on the city website
86 and/or on print materials.

87 F. Staff Liaison: Each commission will be served by a staff liaison to assist in meeting
88 planning and commission processes and serve as a conduit to city staff and the City
89 Council.

90 G. New Commissioner Training: New commission members will receive both general
91 and commission-specific training from the staff liaison and commission chair before
92 beginning their term. (Ord. 1498, 4/11/2016)

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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)

City of Roseville
ORDINANCE NO. _____

AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY
CODE, TITLE 2, CHAPTER 201 ADVISORY COMMISSIONS

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code is hereby amended as follows:

201.03: MEMBERSHIP:

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 ex-officio youth commissioners.

201.04: TERMS:

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: 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. 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. 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. 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.

201.06: ORGANIZATION:

A. Election of Officers: At the ~~first-last~~ meeting ~~following~~ preceding the ~~start-end~~ 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 and appoint a member to serve on the Ethics Commission as described in Chapter 207 of this code.

SECTION 2: Effective date. This ordinance shall take effect upon its passage and publication.

46 Passed by the City Council of the City of Roseville this 6th day of June, 2017.

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CITY OF ROSEVILLE

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BY: _____

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Daniel J. Roe, Mayor

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ATTEST:

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Patrick J. Trudgeon, City Manager

**CITY OF ROSEVILLE
OFFICIAL SUMMARY OF ORDINANCE NO.**

**AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY CODE,
TITLE 2, CHAPTER 201, ADVISORY COMMISSIONS**

The City Council of the City of Roseville adopted Ordinance No. _____ on June 5, 2017 which is summarized as follows:

The Roseville City Code, Title 2, Chapter 201, Advisory Commissions is amended to update the number of youth commissioners each commission may have and their term limits, add language clarifying how term limits will be applied if/when an existing commission is transferred to a new commission, and update at which meeting commissions shall elect a chair and vice chair.

A printed copy of the ordinance is available for inspection by any person during regular office hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113. A copy of the ordinance and summary is also be posted at the Reference Desk of the Roseville Branch of the Ramsey County Library, 2160 Hamline Avenue, Roseville, Mn. 55113, and on the internet web page of the City of Roseville (www.ci.roseville.mn.us).

Attest: _____

Patrick J. Trudgeon, City Manager

Date: _____