



City of Roseville

City Council/ Boards & Commissions Administrative Standards



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Purpose

This handbook shall serve as the administrative standards for all City of Roseville boards, commissions, and City Council members so that expectations and practices are clearly articulated to guide members in their actions and to provide a uniform frame for conduct. Informational appendices are included.

City overview

Form of government

The City of Roseville charter, adopted in 1954, establishes a council-manager form of municipal government. (Appendix I)

City Council

The five (5) member City Council, which is comprised of four (4) members and the mayor, enacts legislation, adopts budgets, and determines policy.

City Manager and department heads

The City Manager is appointed by the City Council. The City Manager is responsible for the day-to-day management of the city and supervises the organization through department heads. Department heads are appointed by and report directly to the City Manager.

City Attorney

The City Attorney provides legal advice and support to the City Council and Boards and Commissions on the legal propriety of proposed actions, prepares and/or reviews all ordinances, resolutions, contracts, and other documents, represents the city in civil litigation and acts as liaison to outside special counsel.

City Clerk

The City Clerk conducts elections to elect City Council members and recruits board and commission members, establishes and tracks compliance of mandatory training, maintains all city records and securities, prepares agendas and minutes for the City Council, and provides City Council action follow-up.

Staff

City staff, under the direction of the City Manager, is responsible for carrying out the policies and actions of the City Council and implementing the programs and services set out in the budget and identified in the City Council's annual goals.

Boards and Commissions

Boards and commissions are established to provide a method for citizen input and are ancillary to the City Council. All boards and commission members shall serve without compensation. The City of Roseville has 14 boards and commissions: Board of Appeals, Charter Review Commission*, Design Committee, Economic Development Advisory Committee, Grants Advisory Commission, Library Board, Parks & Recreation Commission, Personnel Board, the Placer Mosquito Abatement & Vector Control District**, Planning Commission, Public Utilities Commission, Senior Commission, Transportation Commission, and Youth Sports Coalition.

**Charter Review Commission is a temporary commission that each decade reviews the entire city charter.*

***Placer Mosquito Abatement & Control District is comprised of five Placer County regional trustees. The City Council appoints one individual to serve as one of the five regional trustees.*

Membership

Eligibility

Roseville residents who apply for a board or commission position must be a registered voter, with the exception of youth members under the age of 18.

Individuals can only serve on one City of Roseville board or commission at a time.

Relatives (spouses, siblings, parents, domestic partners, co-habitants, and children) cannot serve on the same board or commission at the same time.

Incompatibility of office

An individual cannot hold two conflicting public offices. Be aware that acceptance of one governmental board appointment may result in the automatic forfeiture of another public seat.

Structure of terms of office

Members of the boards and commissions serve staggered terms of four years.* No member shall serve more than two consecutive terms per board or commission. In the event a person is appointed to fill an unexpired term the appointment to fill said unexpired term will be considered a partial term and will not be counted as one of the two full consecutive terms.

**Members of the Economic Development Advisory Committee serve two-year terms. There are no limitations on the number of consecutive terms a member of the Economic Development Advisory Committee may serve.*

If at the expiration of an eligible member's term the City Council has not yet appointed a replacement, the member may continue to serve on a month-to-month basis until a replacement is appointed.

Youth members

The City Council may appoint a high school student that is a resident of Roseville as a voting or non-voting member of the Grants Advisory Commission, Library Board, Parks & Recreation Commission, and the Transportation Commission. Such member shall serve only during his or her enrollment in high school and for a one-year term. Such member may be re-appointed for a second term. Youth members must be enrolled in high school during the entirety of their term. Youth members may not serve as chair or vice chair of the board or commission.

Appointment policy

Procedure

If a vacancy on any board or commission occurs because of resignation, death, moving from the city, removal from office, ineligibility for re-appointment, etc. the following procedure will be used:

- The City Clerk will advertise the vacancy in the city's legal newspaper and on the city's website, and will notify the Roseville Chamber of Commerce, and the Roseville Coalition of Neighborhood Associations of the vacancy;
- The City Clerk will establish a deadline for receiving applications;
- Applications received after the deadline will not be accepted;
- If fewer applications are received than twice the number of openings, the City Clerk may establish a new application deadline and the vacancy re-advertised as described in the first bullet point;
- The City Clerk will conduct video interviews of all applicants;
- Applications and video interviews will be provided to the City Council;
- If a new vacancy occurs after an application deadline and before an appointment is made, a new application process will not be re-advertised;
- City Council will cast their vote at a pre-designated meeting date via ballots;
- Ballots and applications of successful applicants are made part of the record and kept on file and made available for public review upon request

Position requirements

Oath of office

Before attending a board or commission meeting, every new member shall take the oath of office stating that he/she will faithfully discharge the duties of the board or commission to which appointed.

New member training

New board and commission members shall receive general and commission-specific training from the City Clerk Department and from the staff liaison before beginning their term.

Conflict of Interest Code

Under the Political Reform Act of 1974, all public agencies are required to adopt a Conflict of Interest Code. The code designates positions required to file Statement of Economic Interests, and assigns disclosure categories specifying the types of interests to be reported. The City of Roseville designates members of the Economic Development Advisory Committee, Grants Advisory Commission, Planning Commission, Public Utilities Commission, and Transportation Commission as required filers of an Assuming, Annual, and Leaving Form 700 Statement of Economic Interests. State law requires a fine be assessed for those who fail to file required Fair Political Practices Commission documents. If a board or commission member fails to file an Assuming Office Form 700 Statement of Economic Interests for more than thirty (30) days after the final filing date, the member will be disqualified from any participation in the meetings or other activities of the board or commission until the member both files the required Statement of Economic Interests and pays any fines associated with the failure to file. If the member fails to file and/or pay the associated fine for more than sixty (60) days after the final filing date, the member shall be removed from the board or commission by City Council action.

Unclassified service

As provided by the charter, members of boards and commissions are considered unclassified employees and are therefore required to comply with City of Roseville Administrative Regulation 2.03 – HARASSMENT, DISCRIMINATION, AND RETALIATION PREVENTION POLICY (Appendix II); and Roseville Administration Regulation 2.14 – ACCEPTANCE OF GIFTS AND GRATUITIES BY CITY EMPLOYEES. (Appendix III)

Ethics training

Assembly Bill 1234 imposes ethics training and compensation and reimbursement requirements on cities, counties, and special districts. For officials and board and commission members serving on or for a local agency, AB 1234 requires two (2) hours of ethics training within one year of appointment.* Thereafter, two (2) hours of ethics training every two years. Notification of this online training will be provided by the City Clerk Department. Failure to complete the online training shall result in removal from the board or commission.

**Youth Sports Coalition members are exempt from this requirement since appointments to the coalition are made by the youth sports member organizations and not the City Council.*

Sexual harassment training

Assembly Bill 1661 imposes sexual harassment prevention training requirements on cities, counties, and special districts for officials serving on or for a local agency. Notification of this online training will be provided by the City Clerk Department. Failure to complete the online training shall result in removal from the board or commission. In addition, the Department of Fair Employment and Housing requires all California employers to provide employees and volunteers the Department's sexual harassment pamphlet. (Appendix IV)

Social media

Statements and opinions using social media including, but not limited to Twitter, Facebook, Nextdoor, or professional networks like LinkedIn, must remain personal and cannot be intended as representing the city's nor the board or commission's official position.

Dress code

Board and commission members are expected to portray a positive and professional image and are expected to wear clean and appropriate business attire:

Men: Shirt and tie or sweater and tie, slacks, collared shirts (sport coat or suit optional)

Women: Dress, suit ensemble (skirt or pant), skirt and blouse, dress slacks

Logo and materials

To reflect the official nature of the board or commission and to preserve consistency of the city brand, only the official city logo that contains the words "City of Roseville", shall be used on board and commission materials.

Attendance policy

It is the expectation that board and commission members attend all meetings. If a board or commission member is absent without excuse a total of 25% or more meetings in a rolling 12-month period, or more than one meeting in a rolling 12-month period if the board or commission meets quarterly, he or she shall forfeit the office. The secretary of each board or commission shall transmit the absences to the City Clerk. Excused absences from meetings may be for any of the following reasons:

- Illness of the member or the member's family member;
- Family emergency related to illness or injury;
- Business commitment, notice of which was provided to the chair and secretary in advance;
- Previously scheduled vacation, notice of which was provided to the chair and secretary in advance;
- Attendance at a funeral, religious service or ceremony, wedding, or other similarly significant event, notice of which was provided to the chair and secretary in advance.

Removal from office

Except when otherwise provided by law or the City of Roseville charter, the members of the boards and commissions of the city serve at the pleasure of the City Council, and may be removed by City Council at any time with or without cause. A member's removal shall be by majority vote of the City Council.

Resignation

A member of a board or commission who wishes to resign prior to completing the member's term shall send a resignation letter to the City Clerk who shall notify the City Council and begin the recruitment process.

Safety information

- The dais is bullet resistant, the staff table is not;
- There are two panic buttons: One at the center of the dais and one in the media control room. The side-by-side buttons on the individual component should be pressed simultaneously and the signal is then sent to Roseville dispatch;
- An automated external defibrillator (AED) and a cardio pulmonary resuscitation (CPR) mask are mounted on the wall next to the media control room;
- In case of an emergency, the chair should adjourn the meeting and advise everyone to exit through the double doors and gather across the street.

Roles and responsibilities

Liaison

An employee of the city designated by a department head or the City Manager serves as liaison to the boards and commissions. The liaison is appointed from the department which most nearly encompasses the board or commission's activities. The liaison provides procedural direction and serves to help resolve questions of the board or commission.

Secretary

An employee of the city designated by a department head or City Manager serves as secretary to the boards and commissions. The secretary is appointed from the department which most nearly encompasses the board or commission's activities. The secretary assists in the board or commission's functions.

While the liaison and secretary roles are to assist the board or commission, the liaison, secretary and other staff are not employees of the board or commission. At all times, staff is strictly reportable to the department head and City Manager.

Chair

The chair and vice chair shall be selected by the board or commission members at a January or July meeting, or as soon thereafter as is practicable. Any voting member of the board or commission, except a youth member, can serve as chair. The length of a term for the chair and vice chair shall be one (1) year. However, there are no limitations on the number of consecutive terms the chair or vice chair may serve.

The chair is the presiding officer of the meeting. In the absence of the chair, the vice chair shall be the presiding officer of the meeting. In the absence of the vice chair, a temporary chair shall be selected from among the other members present, with priority given to seniority, and shall be the presiding officer of the meeting. Upon the arrival of the chair or vice chair, the temporary chair shall relinquish the chair immediately upon the conclusion of the item of business before the members.

The chair shall preserve order at all official meetings of the board or commission and shall decide all questions of order without debate, subject to advice from the City Attorney or City Attorney designee. The chair may not make any motion, but may second a motion. The presiding officer shall have all other rights and privileges of a board or commission member.

Additional role of the chair

- Attend City Council meetings as needed to represent the board or commission;
- Call a meeting to order and propose adjournment;
- Call for discussion and vote on motions;
- Clarify or request clarification of motions made by members;
- Rule whether motions are out of order;
- Interpret and enforce any meeting management bylaws or rules of procedure;
- Call members to order if they disregard rules of procedure or decorum for the meeting;
- Ensure that meetings are conducted in an efficient and productive manner.

Board and commission members

When the board or commission is in session, the members must preserve order and decorum. No member shall, by conversation or otherwise, delay or interrupt the proceedings or the peace of the board or commission, disturb any member while speaking, or refuse to obey the orders of the board or commission or its presiding officer.

A board or commission member is expected to:

- Attend scheduled meetings;
- Prepare in advance of meetings and be familiar with issues on the agenda;
- Contact the staff liaison if there are questions;
- Fully participate in meetings and carry out assignments;
- Use community members to obtain feedback on topics under consideration;
- Be considerate of fellow members and staff;
- Not direct staff;
- Not speak for the board or commission unless authorized by the board or commission;
- Not speak for the city unless authorized to do so by action of the City Council.

Limitations

Limited reports and comments at the end of the agenda are permissible as long as no action is taken.

Other persons

Persons addressing the board or commission shall step up to the podium and may, though not required, give their name for the record. All remarks shall be addressed to the body as a whole and not to any member thereof. No person, other than a member of the board or commission, staff liaison, or the person having the floor, shall be permitted to enter into any discussion without the permission of the presiding officer.

Any person making personal, impertinent or slanderous remarks, or who shall become boisterous while addressing the board or commission, shall, by the presiding officer, be barred from further audience before the board or commission during that meeting, unless permission to continue is granted by consensus of the board or commission. (Appendix V)

Spokesperson for group of persons

Whenever any group of persons wishes to address the board or commission on the same subject matter, it shall be proper for the presiding officer to request that a spokesperson be chosen by the group to address the board or commission and, in case additional matters are to be presented at the time by any member of said group, to limit the number of persons addressing the board or commission, so as to avoid unnecessary repetitions. The presiding officer may set a time limit for each side of the issue.

Meeting procedures

These meeting procedures shall pertain to all City of Roseville boards, commissions, committees, and the City Council. To the extent these procedures do not address an issue of parliamentary procedure for legislative body meetings, "Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century" shall apply. (Appendix VI)

Other guiding documents

- The City of Roseville Charter, Roseville Municipal Code, and state statutes will govern board and commission activities.
- Parliamentary Procedure dictates the body of rules, ethics, and customs governing meetings and other operations of clubs, organizations, legislative bodies, and deliberative assemblies.
- The Ralph M. Brown Act is an act of the California State Legislature, authored by Assembly member Ralph M. Brown and passed in 1953, that guarantees the public's right to attend and participate in meetings of local legislative bodies. (Appendix VII)

Meetings

Regular meetings

If a regular meeting date falls on a legal holiday, the meeting shall be held at the same hour, same day the following week or may be canceled.

Special meetings

Special meetings may be called by staff, the chair, or a quorum of voting members of the board or commission. Notice of the special meeting must be provided to the board or commission members at least twenty-four (24) hours in advance.

Business transacted at any special meeting shall be limited to the subjects recited in the notice of the special meeting.

Adjourned meetings

Any regular or special meeting may be adjourned (continued) to a specified time and place.

Recess of a meeting

A recess of a meeting may be called at the discretion of the presiding officer.

Closed session

Prior to holding a closed session, the City Council or Personnel Board shall disclose, in an open meeting, the item or items to be discussed in the closed session as they are listed on the agenda and may only consider those matters. The City Council or Personnel Board shall publicly report any action taken in closed session and the vote or abstention of every member present thereon as required by state law. No other board or commission shall conduct a closed session without the prior written consent of the City Attorney.

Quorum

A quorum is more than half ($1/2 + 1$), of all voting members of the entire board or commission. A quorum is based on the number of voting members of the full board or commission. In the absence of a quorum, a lesser number of members of the board or commission secretary must adjourn the meeting after fifteen (15) minutes have passed. In addition, if a quorum is lost during the meeting due to a departure of a member(s), a lesser number of members of the board or commission secretary must adjourn the meeting.

Meetings of a majority of members

A meeting is a congregation of a majority of the members of a board or commission at the same time and place to hear, discuss, deliberate, or take action on an issue in the subject matter jurisdiction of the board or commission. Even if no action is taken, a gathering may constitute a meeting. This includes informal gatherings and electronic communications, with or without public attendance or city sponsorship.

The following situations would not be considered a meeting if a majority of the board or commission members attend as long as: (1) matters within the board or commission's jurisdiction are not discussed, unless they are part of the program; and (2) program or events are open to the public:

- Open and publicized local public meeting;
- Open, noticed meeting of another body;
- Social or ceremonial event;
- Open, noticed meeting of a standing committee (can attend but cannot participate);
- Individual contacts or conversations among less than a majority of the members and a member of the public.

Although the above examples are generally not considered meetings, the City Attorney should be consulted prior to a majority of the board or commission members attending a “non-meeting.” It is often advisable to notice the meeting or limit the attendance to less than a majority of the members.

Agenda items

The order of business at all regular meetings shall be as follows:

- Call to Order
- Roll Call
- Pledge of Allegiance
- Public Comments
- Consent Calendar
- Requests / Presentations (and public hearings)
- Board Member / Commissioner / Staff Reports
- Adjournment

Call to Order

The presiding officer of the board or commission shall take the chair precisely at the hour appointed for the meeting, and shall call the meeting to order.

Roll Call

The roll of the members shall be called by the board or commission secretary and the names of those present shall be entered into the minutes.

Public Comments

Public Comments is intended to allow the public to address the board or commission on matters not listed on the agenda. Individual comments shall be limited to three (3) minutes and shall not exceed a total of 25 minutes, unless such time is extended by the presiding officer. The presiding officer shall not permit the public to address items which are listed elsewhere on the agenda or which are not within the subject matter jurisdiction of the board or commission. The board or commission shall not engage in debate regarding, or take any action on, any matter brought under Public Comments except to refer the matter to staff or to determine that the matter should be included on a future agenda for debate and action.

Consent Calendar

The Consent Calendar consists of items that are routine or noncontroversial in nature. The entire calendar is intended to be acted on in one motion on a roll call vote. Any member of the board or commission, staff, or the public may remove an item from the Consent Calendar for further discussion. Items removed from the Consent Calendar for further discussion shall be discussed separately following the approval of the remaining items on the Consent Calendar. If a member of the board or commission has a question or wishes to remove an item from the Consent Calendar they should call the staff liaison to the board or commission no later than noon the day of the meeting. The staff liaison will determine if the item can be handled after the Consent Calendar or if it needs to be held over to the next meeting. The staff liaison shall so inform the presiding officer.

Requests / Presentations

Requests/presentation items include presentations by staff or others, which may prompt discussion and/or action by the board or commission.

Public hearings

Public hearing items include opening the public hearing, presentation by staff, presentation by applicant or appellant, and testimony from the public.

The order of business at public hearings shall be as follows:

- Open public hearing by presiding officer
- Presentation by staff
- Presentation by applicant (unless applicant is appellant)
- Presentation by appellant
- Open public comment by presiding officer
- Public comment
- Close public comment by presiding officer
- Rebuttal by appellant
- Rebuttal by applicant (unless applicant is appellant)
- Close public hearing by presiding officer
- City Council/board/commission deliberation
- City Council/board/commission action

Board Member / Commissioner / Staff Reports

Board Member / Commissioner / Staff Reports is designed for members of the board or commission and staff to report on individual assignments or to request that an item be placed on a future agenda. The latter requires a consensus of the board or commission. Individuals are allocated five (5) minutes apiece, for comments.

Adjournment

A motion to adjourn shall not be debatable. It shall be in order at any time, and;

- Cannot interrupt a speaker who has the floor;
- Cannot be amended;
- Must be seconded;
- Cannot be reconsidered;
- Must have a majority vote;
- A motion to adjourn “to another time” is debatable only as to the time to which the meeting is adjourned.

Order of business

The order of business may be changed at any time by the presiding officer or by consensus of the board or commission.

Voting

All business requiring approval of the board or commission shall be taken individually by an affirmative or negative vote and entered into the record, except that where the vote is unanimous it shall be necessary only to state so.

Majority vote

A majority vote is more than half of the votes actually cast. In the event a motion on an item fails to obtain a majority vote, the presiding officer at his or her discretion shall require another motion, continue the item, or refer the item to the City Council without recommendation if the item is before a board or commission. The number of motions that may be made on an item shall be at the discretion of the presiding officer.

Tie vote

If there is a tie vote on a motion, then the motion shall fail. In the event a motion on an item results in a tie vote, the presiding officer at his or her discretion shall require another motion, continue the item, or refer the item to the City Council without recommendation if the item is before a board or commission. The number of motions that may be made on an item shall be at the discretion of the presiding officer.

Abstention

An abstention occurs where a board or commission member, although qualified to vote on a motion chooses not to register his or her vote. An abstention constitutes no vote whatsoever. A roll-call vote shall be taken to note that the board or commission member was present but did not vote.

Conflict of interest

When a member has a conflict of interest, or the appearance of a conflict of interest, the member must:

- Publicly state the nature of the conflict;
- Step down from the dais and leave the room until consideration of the particular item is finished, unless the item is on the Consent Calendar;
- Not be counted toward achieving a quorum while the item is being discussed.

Official record

Minutes

The Minutes serve as a permanent record of the board or commission's official actions. The board or commission secretary shall be required to make a record only of such business as was actually passed upon by a vote of the board or commission, and shall not be required to record any remarks of board or commission members, or of any other person except at the special request of a member of the board or commission. Once approved by the board or commission, the original minutes are signed by the chair and secretary.

Minutes of the previous meeting shall be provided to the board or commission prior to each meeting. The minutes may be approved by majority vote even if one or more of the voting members were not present at the meeting to which the minutes relate.

Correction to Minutes

Members of boards and commissions are to review minutes and make corrections if needed so that the approved minutes accurately reflect the work of the group. Corrections are made at the meeting when the minutes are brought forward for adoption. Corrections require a motion, second, and a majority vote, and, if approved, are noted in the minutes of the current meeting. Any changes to the draft minutes approved by the board or commission will be reflected in the minutes for the meeting at which the corrections are made.

Recordings

A recording may be made of the board and commission meetings. Audio recordings of the board and commission meetings are to be kept for one (1) year, and video recordings are to be kept for three (3) years after which time the recordings shall be destroyed. Recordings are not the official minutes of the board and commission meetings.

Agenda notice requirements

Open Meeting Law

All of the meetings of the boards and commissions are subject to the Ralph M. Brown Act, requiring the entire deliberative process of a public body to be open to the public.

Meetings

A meeting is defined as the convening of members, whether in person or through electronic media or other communications, of the board or commission for the purpose of exercising the responsibility, authority, power or duties delegated to that body. A meeting is subject to the law whenever the board or commission meets for official purposes. When a quorum ($1/2 + 1$) of the members of a board or commission are present, it is considered a meeting for official purposes. A meeting does not include social or chance gatherings.

Further, any communication, including emails, social media posts, or other electronic communication or serial conversations between some or all members, could be considered a public meeting. Information or any type of communication to be shared by one member with other members of the board or commission shall be sent to the staff liaison who will forward it to all members of the board or commission.

Public notice

The Brown Act requires that all meetings of a governmental body be preceded by an official public notice:

- Regular meetings – when the meeting is held at a regular day, time, and location, the agenda must be posted 72 hours in advance of the meeting.
- Special meetings – when the meeting is held at a different time, different day, and/or different location than a regular meeting, then the agenda must be posted 24 hours in advance of the meeting.
- Adjourned meetings – regular and special meetings may be adjourned or continued to a future day if the business could not be completed at the original meeting. The time and date of the adjourned (continued) meeting must be designated and announced to the members of the public who are present at the time of adjournment, as well as recorded in the minutes.

Agendas

An agenda for each meeting of the board or commission is prepared by the board or commission secretary or liaison. The agenda outlines the topics or items of business that will be introduced, discussed, and acted upon at each meeting. The agenda shall also include the date, time, and location of a meeting.

Rights of the public

Pursuant to the Ralph M. Brown Act, the public must be allowed to:

- Attend, observe, and speak at meetings;
- Speak without being required to provide a name or address;
- Record the meeting with audio or video recorder and take photographs;
- Review agendas and other documents distributed to a majority of the board or commission, other than those exempt from disclosure;
- Request in writing that the agenda or agenda-related documents be mailed to them for a cost not to exceed the actual cost of providing the service;
- Obtain a copy of any audio or video (if it exists) of the meeting (there is no requirement to prepare a transcript) for a cost not to exceed the actual cost of providing the service;
- Speak to each item on the agenda and to items under the jurisdiction of the board or commission;
- Criticize or complain about processes or procedures.

Americans with Disabilities Act

All legislative meetings open to the public must comply with the Americans with Disabilities Act. If members of the board or commission or members of the public attending the meetings require special assistance to participate in a meeting, individuals must notify the staff liaison at least seventy-two (72) hours prior to the meeting.

Limited English proficiency

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English are considered limited English proficient. If an individual appears before the board or commission and is limited English proficient and requests assistance, the individual should be provided a certified foreign language interpreter. Individuals requesting an interpreter must notify the staff liaison at least seventy-two (72) hours prior to the meeting. Pursuant to the Ralph M. Brown Act, individuals using an interpreter shall be provided at least twice the allotted time given to other members of the public.

Presentation material

If an individual plans to make a presentation on an agenda item and plans to use audio/visual materials, he or she must submit all audio/visual materials to the staff liaison at least seventy-two (72) hours prior to the meeting.

Composition, responsibilities, and meeting dates of the City of Roseville boards and commissions

Charter Review Commission

Nine (9) members appointed by the City Council at least every ten (10) years

Responsibilities:

Reviews the charter and presents, or cause to be presented, to the City Council a written report recommending those amendments, if any, which should be made to the charter.

Meetings:

The Charter Review Commission, once established, determines meeting day, time and location.

Design Committee

Three (3) members: two (2) members appointed by the City Council; one (1) member appointed by the Planning Commission; and one (1) alternate appointed by the Planning Commission

Responsibilities:

- Reviews design-related applications for multiple-residential, commercial, and industrial projects.
- Reviews proposed site plans, architecture, and landscaping for conformance with the city's general plan, specific plans, and community design guidelines.
- Reviews applications required by the city's sign ordinance.

Meetings:

The Design Committee meets the third Thursday of each month at 4:30 p.m. in the civic center meeting rooms 1 & 2, 311 Vernon Street.

**The chair of the committee shall be a current member of the Planning Commission. In the absence of the chair and vice chair of the committee, the alternate Planning Commissioner shall act as the presiding officer.*

Economic Development Advisory Committee

Seven (7) members appointed by the City Council: one (1) councilmember; one (1) Chamber of Commerce representative; and five (5) industry representatives

Responsibilities:

- Ensures goals of the Roseville Economic Development Strategy (Strategy) are being met.
- Provides guidance to staff and recommendations to the City Council on implementation of the Strategy and recommends changes or additions as necessary to reflect changing economic conditions or opportunities.
- Reviews annual economic development work program and budget and makes recommendations to the City Council regarding economic development work program and budget.

- Reports to the City Council at least annually on Strategy progress and effectiveness of the Strategy.
- Review programs which assist existing and prospective businesses.

Meetings:

The Economic Development Advisory Committee meets on the fourth Wednesday of January, April, July, and October at 1:30 p.m. in the civic center, 311 Vernon Street.

Grants Advisory Commission

Seven (7) members appointed by the City Council; additionally, the City Council may appoint a non-voting youth commissioner

Responsibilities:

- Reviews and recommends Citizens' Benefit Fund (Chapter 4.06) and Roseville Employees Annual Charitable Hearts ("REACH") fund and grant application processes and policies for grants to be approved by the City Council.
- Acts as a forum for public participation in review of Citizens' Benefit Fund and REACH grant applications.
- Annually reviews and makes recommendations on Citizens' Benefit Fund and REACH grant applications.
- Monitors approved grants and reviews annual reports for measurable outcomes.
- Recommends to the City Council the use of the interest earned by the city on the proceeds of the sale of the Roseville Community Hospital in the award of Citizens' Benefit Fund grants.

Meetings:

The Grants Advisory Commission meets the second Tuesday of each month at 5:30 p.m. except for the months of July and November, which begins at 7:00 p.m., in the council chambers, 311 Vernon Street.

Library Board

Five (5) members appointed by the City Council; additionally, the City Council may appoint a voting youth member

Responsibilities:

- Participates in strategic and long-range planning for the city library system.
- Serves as community liaisons/advocates for library programs and services.
- Reviews policies and procedures as presented by city library staff.
- Represents the library at city-sponsored functions.
- Advises the City Council on important library efforts.

Meetings:

The Library Board meets the fourth Monday of odd-numbered months at 6:30 p.m. at various city libraries.

Parks and Recreation Commission

Seven (7) members appointed by the City Council; additionally, the City Council may appoint a voting youth commissioner.

Responsibilities:

- Reviews and makes recommendations on park projects, department operations, recreation programs, events and related issues.

Meetings:

The Parks and Recreation Commission meets the first Monday of each month at 7:00 p.m. in the council chambers, 311 Vernon Street.

Planning Commission

Seven (7) members appointed by the City Council

Responsibilities:

- Makes recommendations to the City Council on general plan, specific plan, zoning and other land use policy areas.
- Reviews and makes recommendations to the City Council on, and where appropriate, approves entitlements for compliance with the general plan, applicable specific plans, and other policy documents.
- Takes final action on major project permits, conditional use permits, tree permits, tentative subdivision maps, variances, and zoning interpretations.
- Determines the adequacy and consistency with the California Environmental Quality Act of environmental documentation associated with projects acted upon by the Planning Commission.
- Provides representation of the city at various conferences, before other agencies, etc.
- Provides commission members for service on special task forces/committees, as needed.
- Provides a forum for public involvement for the items listed above.

Meetings:

The Planning Commission meets the second and fourth Thursdays of each month at 7:00 p.m. in the council chambers, 311 Vernon Street.

Public Utilities Commission

Seven (7) members appointed by the City Council

Responsibilities:

- Studies and advises the City Council regarding all utilities and enterprises owned or operated by the city, including but not limited to, electrical, water, wastewater, recycled water, solid waste, and stormwater.
- Advises the City Council regarding planning, rates, public information, and other matters relating to such enterprises.
- Hears citizen concerns relating to utility operation and/or rates.

- Conducts public meetings and public hearings for the purpose of reviewing agreements, proposed utility-related projects, and rates prior to making a recommendation to the City Council.
- Reviews California Environmental Quality Act and National Environmental Policy Act documents for public utility-related projects.
- Advises the City Council regarding the activities of joint powers agencies, if the City Council appoints a representative of the commission to sit as a participant on the board or commission of a joint powers agency of which the city is a member.
- Quarterly reviews the departments' progress reports given to the commission to determine the progress of each utility.
- Monitors new emerging technology and services, and when appropriate, makes recommendations to the City Council.
- Provides a forum for public involvement for the items listed above.

Meetings:

The Public Utilities Commission meets the fourth Tuesday of each month at 7:00 p.m. in the council chambers, 311 Vernon Street.

Senior Commission

Seven (7) members appointed by the City Council

Responsibilities:

- Advises the City Council and/or involved city departments/committees on all matters affecting seniors in Roseville and makes recommendations on any senior program proposal to be considered by the City Council.
- Reviews the needs of seniors in Roseville and develops a set of comprehensive goals and objectives for effectively meeting those needs.
- Monitors the various programs and services made available to seniors by both public and private agencies in Roseville to advocate efficient delivery of those services.
- Communicates with Area 4 on Aging, Seniors First and other local, county, state or federal agencies and commissions serving seniors, and assists, if requested, in the preparation, implementation and review of any plan or program designed to serve seniors.

Meetings:

The Senior Commission meets quarterly in February, May, August, and November on the second Wednesday of those months at 2:00 p.m. in the council chambers, 311 Vernon Street.

Transportation Commission

Seven (7) members appointed by the City Council; additionally, the City Council may appoint a voting youth commissioner

Responsibilities:

- Reviews and makes recommendations to the City Council on the general plan circulation element; the bicycle master plan, pedestrian master plan, short and long range transit plan, the capital improvement project plan; specific plan circulation

plans; regional transportation plans, the public transit system; bikeway, pedestrian, transit, and roadway capital improvement projects and transportation systems management.

- Reviews and approves transportation systems management plans.
- Provides representation of the city at various conferences and before other agencies, as needed,
- Provides a forum for public involvement for the items listed above.

Meetings:

The Transportation Commission meets the third Tuesday of each month at 7:00 p.m. in the council chambers, 311 Vernon Street.

Supplemental meeting procedures

The meeting procedures of the Board of Appeals, Personnel Board, Youth Sports Coalition, and City Council are substantially unique and are therefore supplemented herein separately. In the event of a conflict between the Uniform Meeting Procedures and these Supplemental Meeting Procedures, the provisions of the Supplemental Meeting Procedures shall govern.

Board of Appeals

Ten to fifteen (10-15) members appointed by the City Council

Responsibilities:

- Serves as an advisory body to the City Council with respect to construction, building, code enforcement, or similar matters.
- Reviews matters as provided under the Uniform Building and Housing codes.
- Serves as a pool of hearing examiners for the purpose of formation of each ad hoc hearing examiner panel as provided herein.

Semi-annual meetings:

The Board of Appeals meets the second Tuesday of January and July, or as soon thereafter on a date and time as practicable, at 4:00 p.m. in the civic center, 311 Vernon Street.

Hearing panels

Three (3) members selected by the City Attorney or his or her designee from a pool consisting of the Board of Appeals members.

Responsibilities:

- Assembles at the request of the City Attorney and may hear violations of, and consider administrative penalties for, violations of the Roseville Municipal Code or conditions of approval associated with discretionary permits.

Hearing panel:

The City Attorney's office shall fix a reasonable time and date for the convening of the hearing panel to hear and adjudicate claims before it.

Selection of chair

The chair shall be randomly selected by the City Attorney prior to the start of the hearing and shall be announced at the start of the hearing.

Order of business

The order of business at all hearings shall be as follows:

- Call to Order
- Identification of Chair
- Pledge of Allegiance
- Public Comment
- Swear in
- Matters to be Heard
 - Staff report, complainant's statement
 - Appellant's Response
 - Rebuttals and Panel Questions
 - Panel Discussion
 - Panel Decision
- Adjournment

Conduct of business

Agenda of matters to be heard

An agenda of matters to be heard shall be prepared by the staff liaison and shall be made available a minimum of seventy-two (72) hours before the commencement of the hearing.

Presentation material

If an individual plans to use audio/visual materials, he or she must submit all audio/visual materials to the staff liaison no later than forty-eight (48) hours prior to the hearing.

Announcement of chair

The designation of the chair will be announced.

Call to order

The chair of the hearing panel shall call the meeting to order.

Swear in

All persons presenting evidence and/or testimony shall be sworn in.

Matters to be heard

The chair shall announce the matter to be heard and the panel may consider any competent and reasonable evidence. The standard of proof shall be based on the preponderance of the evidence. The panel may hear all evidence in its discretion. Formal rules of evidence shall not apply.

Staff report

The enforcement officer shall present a staff report. If applicable, the complainant may testify and present evidence. A copy of any staff report shall be provided to the responsible party/appellant at least five (5) days prior to the hearing. Additionally, a copy of the staff report shall be provided to the panel members at least five (5) days prior to the hearing.

Response, public testimony

The responsible party/appellant or the representative of the responsible party/appellant may respond to the staff report and/or the complainant. The response may include the presentation of testimony or evidence. Any materials provided by the responsible party/appellant to the City Attorney's office prior to the hearing shall also be provided to the panel members at least five (5) days before the hearing. Each side shall have five (5) minutes to make their initial presentation. If a translator is used, the person using the translator shall be provided at least ten (10) minutes for their initial presentation, which may be extended at the discretion of the chair.

Rebuttals and questions

The enforcement officer, the complainant, or the responsible party/appellant may offer rebuttal testimony. Each side shall have two (2) minutes for rebuttal. If a translator is used, the person using the translator shall be provided at least four (4) minutes for rebuttal, which may be extended at the discretion of the chair.

Rebuttal testimony is only to address relevant issues raised by the other party.

Panel discussion

Panel members may ask questions of city staff and of anyone who testified.

Decision

The chair shall close the matter and the panel may then consider the evidence. The hearing panel shall state its determination to the parties, based upon any required findings of fact.

If applicable, the chair will inform the responsible party/appellant of his/her appeal rights.

The panel shall proceed to the next matter to be heard until all such matters have been heard.

Appearances

Responsible party/appellant failure to appear

If the responsible party/appellant fails to appear for the hearing within 15 minutes after the hearing commences, the responsible party's/appellant's appeal will be automatically denied.

Complainant failure to appear

If the complainant fails to appear for the hearing within 15 minutes after the hearing commences, the responsible party's/appellant's appeal will be automatically granted.

Neither party appears

If both the responsible party/appellant and the complainant fail to appear for the hearing within 15 minutes after the hearing commences, the chair shall postpone the hearing pending rescheduling by the City Attorney. If both the responsible party/appellant and the complainant fail to appear for the rescheduled hearing within 15 minutes after the hearing commences, the responsible party's/appellant's appeal will be automatically granted.

Official record

Minutes of the hearing, set off in paragraphs clearly stating the actions, findings and determinations of the panel, shall be kept by the City Attorney or the City Attorney designee. Additionally, the record may include a recording of the actual hearing (either audio, video, or stenographical) as technology permits.

Personnel Board

Five (5) members appointed by City Council

Responsibilities:

- Provides advice to the City Council on all matters relating to personnel administration in the city service.
- Investigates and takes action on complaints of an employee or group of employees alleging unfair treatment resulting from a management decision or lack of decision.
- Interprets the city's rules and regulations governing personnel practices or working conditions.
- Investigates and decides the claim of any person that their application for employment or promotion has not been processed and considered pursuant to the charter and the personnel rules.
- Hears and decides disciplinary, administrative and employment appeals from employees.
- Reviews and takes action on recommended changes to the personnel rules and regulations.

Meetings:

The Personnel Board meets the second Monday of each month at 1:30 p.m. in the civic center, 311 Vernon Street.

Disciplinary hearings

Legal advisor

An objective legal advisor to the board shall be provided in disciplinary hearings.

Pre-hearing procedures

Not later than seventy-two (72) hours prior to the hearing, the parties shall provide to each other and the board a list of witnesses to be called, and all exhibits to be presented, at the hearing.

Hearing procedures

- A. The parties shall be notified of the time and place of the hearing.
 1. All hearings shall be conducted in closed session unless the employee requests a public hearing.
 2. The employee shall be entitled to appear personally, produce evidence, and be represented by counsel
 3. The complainant may also be represented by counsel.
 4. The board shall be guided, but shall not be bound by rules of evidence used in California courts. Informality in any such hearing shall not invalidate any order or decision made or approved by the board.
 5. The parties may present witnesses and cross-examine witnesses
- B. The presiding officer shall rule on the admissibility of evidence and objections to the examination of witnesses during the hearing. The board may use the services of its counsel which may include assistance with ruling upon procedural questions, objections to evidence, and issues of law.
- C. The appellant/employee shall personally attend the hearing. Unexcused failure of an appellant to appear at a hearing shall be deemed a withdrawal of the appeal.

The order of business at disciplinary hearings shall be as follows:

- Call to Order
- Roll Call
- Preliminary Statement (advisor to the personnel board)
- Documents / stipulations
- Witnesses Sworn
- Opening Statements
- Proof of the Charges
- Proof of the Defense
- Rebuttal (if any)
- Summation
- Board Deliberations

- Board action / open session
- Adjournment

Hearing decision

The board shall affirm, modify, or revoke the recommended personnel action. The board shall announce its decision in open session and thereafter issue a written decision within thirty (30) calendar days of adjournment of the hearing. The written decision shall contain findings of fact and the personnel action approved, if any. The findings may reiterate the language of the pleadings or simply refer to them. The decision of the board shall be certified to the director or designee who recommended the personnel action, and he/she shall enforce the decision. A copy of the decision shall be delivered to the appellant or his/her designated representative personally or by registered mail. The decision of the board shall be final.

Conduct of business

Closed sessions

Whether a disciplinary hearing is open or closed to the public as permitted by the Brown Act, during the board deliberation concerning its decision, only the board members and the board's legal advisor shall be present.

At least one week before the date set for the disciplinary hearing, an employee appealing a disciplinary action must notify the human resources director whether the appeal hearing shall be an open or closed session.

Witnesses excluded

Whenever the board is conducting a disciplinary hearing, either the employee, the city, or the board may request that all witnesses be excluded and the chair shall order the exclusion. Notwithstanding the preceding sentence, neither the disciplined employee nor the city's designated representative shall be excluded, even though one or both may be witnesses in the hearing.

Appeals

Overturning the decision of the human resources director requires an affirmative vote of a majority of the board members present and qualified to act. If there is no majority vote to grant the appeal, the appeal is denied.

Official record

The minutes of the board for closed sessions shall be filed separately and secured for privacy purposes.

Recording of meetings

A professional transcriber/recorder will record closed disciplinary hearings.

Youth Sports Coalition

Definitions

Allocation policy - City of Roseville Parks and Recreation Department Youth Athletic Field/Facility Use and Allocation Policy which includes specifics on youth sports member criteria, fees and member benefits.

Representative – Any board member of a youth sports member organization that qualifies for membership under the Allocation Policy. Each youth sports member organization may have one (1) representative attend and participate in meetings.

Coalition – Roseville Youth Sports Coalition, an ad hoc advisory committee comprised of representatives from youth sports member organizations and the commission.

Coalition member – Appointed commission representatives or youth sports member organization representatives.

Commission – City of Roseville Parks and Recreation Commission.

Council – City of Roseville City Council.

Department – City of Roseville Parks, Recreation & Libraries Department.

Director – Director of the Parks, Recreation & Libraries Department, or his or her designee.

Rules

The coalition shall function as an advisory committee to the commission. The coalition is created with the intent of establishing an open forum for communication and cooperation between the coalition, commission, the department, and the public. The coalition has no authority, either expressed or implied, to commit city resources or funds, allocate the use of any athletic fields, facilities, concession stands, or other city property to any organization or individual or to make improvements to city-owned parks, fields and/or facilities.

Responsibilities

- Recommends ways to create ongoing partnerships with the department, participating school districts, and nonprofit groups to maximize use of recreation facilities;
- Recommends improvements to existing facilities;
- Assists the department in planning future sports facilities;
- Advances the interests of the Roseville community in youth sports;
- Encourages participation in the youth sports offered by coalition members and the public in general, and to promote youth sports in the community;
- Applies for grant opportunities or otherwise conduct fundraising activities for specific projects.

Fifty percent (50%) of the participant fees obtained by the city and generated as a consequence of the Allocation Policy will be placed in the city's general fund for park maintenance. The remaining fifty percent (50%) of participant fees obtained by the city and generated as a consequence of the Allocation Policy will be deposited into a separate fund held by the city. Half of the funds held in this separate account shall be used for general park maintenance projects recommended by the department, following receipt of all required approvals. The remaining balance of the separate fund will be used to fund projects that are recommended by the coalition and approved by the commission. Funds may be held for more than one (1) fiscal year.

Notwithstanding the foregoing and as previously stated, the coalition has no authority, either expressed or implied, to commit city resources or funds from whatever source, and no authority, either express or implied, to allocate the use of any athletic fields, facilities, concession stands or other city property to any organization or individual, or to make improvements to city-owned parks, fields and/or facilities.

The activities of the coalition shall not consist of carrying on propaganda or otherwise attempting to influence legislation, and the coalition as a collective body shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

The coalition is nonprofit, nonpartisan, and nonsectarian.

Membership

Commission appointments

The commission shall appoint three (3) commission members to serve on the coalition. The commission shall appoint one (1) of these three members to serve as the coalition chairperson and one (1) of these three members to serve as the vice chairperson.

Youth sports organization eligibility

The Allocation Policy outlines the specific eligibility requirements for youth sports member organizations. Youth sports organizations qualifying for membership under the Allocation Policy will be invited by the Department to join the Coalition.

In addition to satisfaction of the eligibility requirements set forth in the Allocation Policy, the youth sports member organizations must comply with the following additional requirements:

- The organization is an existing, functioning entity with its own governing body (Board of Directors or Trustees) and rules and regulations (Bylaws).
- The organization is recognized by and affiliated with a national, state or regional government body (i.e., Little League Baseball, Amateur Softball Association, and American Youth Soccer Association).
- The organization is recognized by the City of Roseville.
- The organization's primary function is to provide an opportunity for sports involvement for youth in the Roseville area.
- Organizations must provide recreation programs which complement existing programs of the Department.
- Pursuant to California state law, youth member organizations groups may not discriminate against any person on the basis of sex or gender or other protected basis in the operation, conduct, or administration of community youth programs.
- The organization is a registered nonprofit organization. A "nonprofit organization" as used in this section shall refer to an organization which is not conducted or operated for profit and no part of any funds flowing to the organization shall serve to benefit any member or individual. Each organization shall provide proof of its tax-exempt status. Acceptable proof of nonprofit status will include:
 - An Exemption Determination Letter from the California Secretary of State must be provided. All supporting documents must be submitted with Letter of Determination.
 - A Determination Letter from the Internal Revenue Service (IRS) of recognition of their Section 501(c)(3) exempt status. (An organization that submits an application to the IRS and has it approved, must make a copy of the application and supporting documents, as well as any letter issued by the IRS, available for public inspection.)
- File with the Department at least fourteen (14) days prior to the start of each season:

- A report on the function of organization.
- A list of the governing body naming the office held, term of office, address, phone number and email address of each.
- A master schedule of all games to be played to include dates, times, fields and teams participating and board of directors and general membership meeting dates, times and locations if requested.
- A single roster per team with the individual participant name, age, home address (including zip code) and phone number, team name, age bracket of the team, and the coach's name, address and phone number.
- Proof of the policies of insurance and limits of coverage required by the Allocation Policy, including, but not limited to all required certificates of insurance, endorsements and/or renewals.

In the event additional insurance is required based on the nature of the activity, the submission must include evidence of such additional, required insurance coverage. Failure to comply with all requirements relating to insurance will terminate Coalition status in addition to other remedies set forth in the Allocation Policy.

The Coalition reserves the right to review submitted paperwork.

Organizations failing to comply with the policies may be required to forfeit the use of athletic fields/facilities until they are in compliance, in addition to other penalties outlined in the Allocation Policy.

Youth sports organization representatives

All board members of each youth sports member organizations are eligible to serve on the Coalition as a Representative. However, only one Representative can attend and participate in a meeting at a time.

Each youth sports member organization shall provide the following information to the Department: each board member's name, mailing address, e-mail address and phone number. Organizations must keep this information current at all times.

Term of office

Representatives may serve on the Coalition as long as they remain members on their youth sports member organization's board.

Fees

Participating youth sports organizations must pay the per-participant per-season fees as set forth in the Allocation Policy, as amended from time to time, to maintain eligibility for Coalition membership.

Member resignation/termination and disciplinary actions

Any representative or youth sports member organization resigning their/its position from the Coalition shall do so in writing to the Department. An appointed Commission member may resign his/her position from the Coalition in writing to the Department and the Commission. The resignation of a youth sports member organization shall not become effective until accepted by a majority vote of the Coalition.

Any youth sports member organization shall forfeit membership by non-payment of fees after sixty (60) days from the date due, unless otherwise extended for good cause. Membership will only resume upon the payment in full of outstanding fees.

Any representative or youth sports member organization may be removed by the coalition, at a regularly scheduled meeting thereof, for conduct unbecoming a member or prejudicial to the aims or reputation of the coalition, after receipt of written notice. Any appeal of a decision of the coalition will be heard by the Appeal Committee. The Appeal Committee shall consist of the coalition chair, one city staff member designated by the department, and one additional coalition representative at large designated by the coalition membership. The decision of the appeal committee shall be final.

A youth sports member organization may change its representatives at its discretion as long as such representatives are members of the organization's board. A written notice identifying the new representatives must be submitted to the department at least ten (10) days prior to a coalition meeting.

In the event of the resignation or termination of a coalition member, the coalition or the department shall request that the appointing youth sports organization or commission fill such vacancy.

Meetings

The coalition shall meet at least quarterly (once during each quarter of the calendar year). The time and place shall be fixed by the director and shall be held within the City of Roseville city limits.

Agenda items

Agenda items for the coalition appear as the result of a written request submitted to the department at least seven (7) working days prior to the scheduled meeting and must be approved by the department or coalition chair.

Video tape recordings

A video tape recording shall not be made of coalition meetings unless requested in advance by the coalition chair.

Voting

Each coalition member shall have one (1) vote. Voting by proxy will not be permitted. A member vote is cast by the representative attending the meeting. In the case of appointed commission members, the individual member must be present to cast a vote.

Attendance policy

A youth sports member organization must be represented by its representative at all regularly scheduled meetings. A youth sports member organization will be declared delinquent if that organization fails to be represented or excused from three (3) consecutive meetings of the coalition. If declared delinquent, a member organization may lose all member privileges. After two (2) consecutive meetings with no representation, the member organization shall be notified by mail at the organization's address of record and asked to appoint a new representative and alternate. Any member organization unrepresented at three (3) consecutive meetings (unless excused by majority vote), shall be automatically removed. Membership will resume when new representatives are identified.

Amendments

Amendments to the meeting procedures shall be adopted by the City Council and shall become effective immediately unless designated as effective at a later date. Amendments may occur only at a public meeting. The coalition may propose amendments to these

meeting procedures by simple majority vote of the membership. Any such proposed amendment shall then be sent to the commission for consideration and recommendation to the City Council.

Dissolution

The City Council may dissolve the coalition at a public meeting should the City Council determine the coalition no longer meets the needs of the city. In the event of dissolution, the coalition will continue to meet for up to six (6) months following council's decision to dissolve the coalition in order to finalize a plan for disposition of any remaining funds. The coalition's plan for disposition of any remaining funds shall require City Council approval.

City Council

Elective officers

The City Council shall constitute the legislative and governing body of the city and shall have authority, except as otherwise provided by the charter, to exercise all powers of the city, and to adopt such ordinances and resolutions as may be proper in the exercise thereof. The electors of the city shall elect a council of five (5) members, at large, for a four (4) year term of office. Two and three councilmembers are elected alternately at the general municipal election in November of even-numbered years. No councilmember shall serve more than two (2) consecutive four (4) year terms. Upon receipt of a certified statement of the results of the election, the City Council shall be sworn in and assume office. The City Council shall hold its first meeting at that time. The councilmember receiving the highest number of votes in the latest election is seated as vice mayor for the first two years of a four-year term, and as mayor for the final two years of the term. The mayor's term of office shall commence upon assumption of office and continue until the assumption of their successor following the next general municipal election.

Powers and duties of mayor

The mayor shall be the official head of the city government for purposes of ceremony. The mayor shall serve as the presiding officer at meetings of the City Council and shall decide all questions of order without debate, subject to advice from the City Attorney or the City Attorney designee. The mayor may not make any motion, but may second a motion. The mayor shall have all other rights and privileges of a councilmember.

Vice mayor

In the temporary absence or disability of the mayor, the vice mayor shall exercise the duties and prerogatives of the mayor. The mayor shall, whenever possible, notify the City Clerk of the mayor's intended absence from the city. In the event both the mayor and vice mayor are unable to perform their duties, the City Council may appoint one of its members to act only as chair of a meeting.

Compensation

Each member of the City Council shall receive a salary that shall be six hundred dollars (\$600) per month for each councilmember and the mayor shall receive an additional fifty dollars (\$50) per month. Councilmembers may, upon order of the City Council, be reimbursed for reasonable and necessary expenses actually incurred in the service of the city. Confirmation of reimbursement should be received before expenditures are made.

Auxiliary Positions

Councilmembers are expected to attend many meetings outside of the city and may or may not be compensated for their attendance. Every two years the mayor is responsible for bringing recommendations forward for the distribution of these councilmember responsibilities to serve on regional and local agencies, boards, commissions, committees, and joint power authorities. If unable to attend, councilmembers must ensure their alternates can attend to ensure a quorum of members is present.

Councilmember vacancies

Any vacancy on the City Council shall be filled by a majority vote of the remaining councilmembers within thirty (30) days after the vacancy occurs. If the City Council fails, for any reason, to fill such vacancy within said thirty (30) day period, it shall forthwith call an election for the earliest possible date to fill such vacancy. A person appointed by the City Council to fill a vacancy shall hold office until the general municipal election and until a successor qualifies. The candidates receiving the most votes shall serve the longer, if any, of the unexpired terms, and in case of ties, the terms shall be fixed by lot. A councilmember elected to fill a vacancy shall hold office for the remainder of the unexpired term. The appointment to fill said unexpired term will be considered a partial term and will not be counted as one of the two full consecutive terms.

Regular meetings

The City Council shall hold regular meetings on the first and third Wednesday of each month; provided that, if a regular meeting date falls on a legal holiday, the meeting shall be held the same hour, same day of the following week.

Special meetings

Special meetings may be scheduled by city staff or called by the City Clerk on the written request of the mayor or any three (3) councilmembers by providing each councilmember with twenty-four (24) hours' written notice served personally or left at their usual place of residence. Business transacted at any special meeting shall be limited to the subjects recited in the notice of such meeting.

Meeting place

All regular meetings shall be held in the council chambers, 311 Vernon Street, unless, by consensus, the council decides to meet elsewhere, in which case, notice of such alternate meeting place shall be posted by the City Clerk in a public place in advance of the proposed meeting in accordance with the Ralph M. Brown Act.

Meetings to be public

Except for closed sessions permitted by general state law, all City Council meetings shall be open to the public and members of the public shall have a reasonable opportunity to be heard.

Quorum

Three (3) councilmembers shall be a quorum for the transaction of business at City Council meetings except as otherwise provided by the charter. In the absence of a quorum, a lesser number of councilmembers or the City Clerk may adjourn the meeting to a later date.

Attendance and conduct at meetings

The City Council may, by vote of not less than two (2) of its members, enforce orderly conduct and compel the attendance of its members and other city officers at its meetings. Any member of the City Council or other officer of the city who refuses to attend such meetings or conducts themselves in a disorderly manner shall be deemed guilty of misconduct in office. Upon request of the City Council, the City Manager shall designate a police official or officer to serve as the sergeant-at-arms of the City Council.

Council rules

The City Council shall determine its own rules and order of business subject to the following provisions. There shall be minutes of all City Council meetings approved by the City Council and signed by the mayor and City Clerk and to which the public shall have access at all reasonable times. Within (30) days after any regular or special City Council meeting, minutes of the meeting shall be prepared by the City Clerk and presented to the City Council for its approval. A vote upon all ordinances and resolutions shall be taken individually by an affirmative or negative vote and entered upon the minutes, except that where the vote is unanimous it shall be necessary only to so state.

Order of business

The order of business at all regular meetings of the City Council shall be as follows:

- Closed Session Call to Order
- Closed Session Silent Roll Call
- Closed Session Public Comments
- Closed Session
- Closed session Report Out
- Closed Session Adjournment
- Call to Order
- Roll Call
- Pledge of Allegiance
- Meeting Procedures
- Presentations
- Public Comments
- Consent Calendar
 - Minutes
 - Bids/Purchases/Services
 - Resolutions
 - Ordinances (for introduction and first reading)
 - Ordinances (for introduction and adoption – appropriation/urgency measures)
 - Ordinances (for second reading and adoption)
 - Reports/Requests
 - Ceremonial Documents
- Resolutions

- Ordinances
- Special Requests/Reports/Presentations
- Public Hearings
- Appointments
- Council/Staff/Reports/Comments
- Adjournment



City Council/ Boards
& Commissions
Administrative
Standards

**CIVIC CENTER**

311 Vernon Street
Roseville, CA 95678
www.roseville.ca.us

Mayor**Vice mayor**

Krista Bernasconi
Phone: 916 223 1060
Email: kbernasconi@roseville.ca.us

Councilmembers:

John Allard
Phone: 916-783-2958
Email: jallard@roseville.ca.us

Scott Alvord
Phone: 916-784-0240
Email: salvord@roseville.ca.us

Tim Herman
Phone: 916-759-2710
Email: therman@roseville.ca.us

City Manager

Dominick Casey
Phone: 916-774-5362
Email: dcasey@roseville.ca.us

Assistant City Manager

Kevin Payne
Phone: 916-774-5362
Email: kpayne@roseville.ca.us

City Attorney

Robert Schmitt
Phone: 916-774-5325
Email: rschmitt@roseville.ca.us

City Clerk

Sonia Orozco
Phone: 916-774-5263
Email: sorozco@roseville.ca.us

**Board/Commission Liaisons****Board of Appeals**

Joe Speaker
Phone: 916-774-5325
Email: jspeaker@roseville.ca.us

Design Committee

Greg Bitter
Phone: 916-774-5294
Email: gbitter@roseville.ca.us

Economic Development Advisory Committee

Laura Matteoli
Phone: 916-774-5284
Email: lmatteoli@roseville.ca.us

Grants Advisory Commission

Danielle Foster
Phone: 916-774-5446
Email: dfoster@roseville.ca.us

Library Board

Natasha Martin
Phone: 916-774-5234
Email: nmartin@roseville.ca.us

Parks & Recreation Commission

Dion Louthan
Phone: 916-774-5131
Email: dlouthan@roseville.ca.us

Personnel Board

Gayle Satchwell
Phone: 916-774-5213
Email: gsatchwell@roseville.ca.us

Planning Commission

Greg Bitter
Phone: 916-774-5294
Email: gbitter@roseville.ca.us

Public Utilities Commission

Michelle Bertolino
Phone: 916-774-5603
Email: mbertolino@roseville.ca.us

Richard Plecker
Phone: 916-746-1704
Email: rplecker@roseville.ca.us

Senior Commission

Kathy Barsotti
Phone: 916-774-5955
Email: kbarsotti@roseville.ca.us

Transportation Commission

Michael Dour
Phone: 916-746-1304
Email: mdour@roseville.ca.us

Youth Sports Coalition

Kristi LaRoche
Phone: 916-774-5962
Email: klaroche@roseville.ca.us