

Ordinance amending city code chapter 2 related to boards and commissions

The City of St. Louis Park, Minnesota does ordain:

Section 1. St. Louis Park City Code Chapter 2 is hereby amended as follows to delete the struck-out language and to add the following underlined text:

Article IV. Boards, Commissions and Committees*

Division 1. Generally

Secs. 2-161--2-180. Reserved.

Division 2. Community Technology Advisory Commission*

Sec. 2-181. Membership; terms.

(a) *Advisory status; composition.* The community technology advisory commission shall be an advisory commission to the city council. It shall consist of seven regular members, two youth members and one ex-officio member, all appointed as set forth in this section.

(b) *Regular members.* Six of the regular members of the commission shall be appointed by the city council for a three-year term. One regular member shall be appointed by and serve at the pleasure of the Board of Independent School District No. 283 of St. Louis Park for a term of three years, unless such appointment shall be terminated by such school board. One alternate may be appointed by such school board to serve in the absence of its regular member. Failure of such school board to appoint its member or an alternate to serve on the community technology advisory commission shall in no way affect the validity of the proceedings of the community technology advisory commission. The terms of the regular members shall run until May 31 of the year in which their terms expire and until a successor is appointed and qualified. Subsequent appointments shall be for three-year terms. In the event of a vacancy, the council shall appoint a person to complete the unexpired term. A member of the commission may be removed with or without cause by the city council.

(c) *Youth members.* Two voting youth members, who shall be a high school student of a private or public school located in the city, may be appointed by the city council and serve a term of one year.

(d) *Ex-officio member.* One ex-officio member shall be appointed by the cable company which is granted a franchise by the city. The ex-officio member shall not vote or be counted as part of the quorum, but shall be present at all meetings.

(e) *Qualifications.* Regular members of the commission shall be qualified voters and residents of the city. The regular member appointed by the Board of Independent School District No. 283 of St. Louis Park shall also be a resident of the school district. A vacancy shall be deemed to exist if a member ceases to meet the residency requirements. The regular members and youth members of the commission shall be appointed from persons who have demonstrated an interest in the community technology advisory commission by submission of appropriate city forms.

(f) *Term limits.* Regular members of the communication technology advisory commission may serve up to two, three-year consecutive terms on any board or commission. Members must

sit out one full term before re-applying to the communication and technology commission.

(Code 1976, § 1-320; Ord. No. 2572-19, 10-7-19; Ord. No. 2603-21, 1-19-21)

Sec. 2-182. Organization.

(a) A staff liaison to the community technology advisory commission shall be appointed by the city manager and shall be subject to the administrative rules and regulations of the city.

(b) The commission shall elect its own chair and vice-chair. Subject to such limitations as may be imposed by the city council at any time. The community technology advisory commission shall provide its own rules and procedures, determine the date and time of meetings, and, upon proper notice, it shall call public hearings when necessary and desirable and in accordance with all requirements of local, state, and federal laws. The bylaws of the commission and any amendments of such bylaws shall be submitted to the city council upon their adoption. Such bylaws and any amendments shall be deemed to be approved by the city council unless the city council takes action to modify such bylaws or amendments within 30 days after submission. No member of the commission shall consider or vote upon any question in which the member is directly or indirectly interested.

(c) The community technology advisory commission shall keep proper records of its proceedings. Such records shall be maintained by the staff liaison or the liaison's designee.

(Code 1976, § 1-321; Ord. No. 2572-19, 10-7-19)

Sec. 2-183. Stipends and Expenses of members.

(a) Stipends. Each of the six regular and the two youth members of the communication and technology advisory commission shall receive a stipend of \$49/per month.

(b) Expenses of members. The members of the community technology advisory commission ~~shall serve without pay, but~~ may be reimbursed for actual expenses to the extent that funds therefor are provided in the annual city budget adopted by the city council. The commission shall properly account for its receipts and expenditures of monies in accordance with established city procedures.

(Code 1976, § 1-322; Ord. No. 2572-19, 10-7-19)

Sec. 2-184. Powers and duties.

The community technology advisory commission shall have the following powers and duties to:

- (1) Advise and collaborate with the city council and boards and commissions on the application and use of technology for the purpose of improving city services and quality of life for St. Louis Park's citizens, businesses and visitors;
- (2) Submit to the city council ~~by April 1 of each year~~ an annual report of the activities of the commission during the previous year; and
- (3) Perform other functions as needed to carry out these duties and responsibilities as directed by the city council and to act in an advisory capacity to the city council.

(Code 1976, § 1-323; Ord. No. 2572-19, 10-7-19, Ord. 2603-21, 1-19-21)

Division 3. Human Rights Commission

Sec. 2-211. Purpose.

The purpose of the human rights commission shall be to advise the city council in its efforts to ensure all citizens protection of their human rights and full and equal opportunity for participation in the affairs of this community. The city declares, as a matter of public policy, that it is interested in securing for all of its citizens equal opportunity in housing, employment, public services, public accommodations and education, and that it is the public policy of the city to assist the state department of human rights in implementing the Minnesota Human Rights Act (M.S.A. § 363.13) by the human rights commission's investigation of complaints, development and implementation of a program of education and compliance review, and through advising the city council on long range programs to improve human relations and expand the protection of human rights in the city.

(Code 1976, § 1-340)

Sec. 2-212. Membership; terms.

(a) *Advisory function; composition.* The human rights commission shall be an advisory commission to the city council and shall consist of eight regular members and two voting youth members all appointed as set forth in this section.

(b) *Regular members.* Seven of the regular members of the human rights commission, at least one of whom shall be an attorney, shall be appointed by the city council for a three-year term. One regular member shall be appointed by and serve at the pleasure of the Board of Independent School District No. 283 for three-year terms unless such an appointment shall be sooner terminated by such board. Failure of such school board to appoint its member to serve on the commission shall in no way affect the validity of the proceedings of the commission. The terms of regular members shall run until May 31 of the year in which their terms expire and until a successor is appointed and qualified. Subsequent appointments shall be for three-year terms. In the event of a vacancy, the council shall appoint a person to complete the unexpired term. A member of the commission may be removed with or without cause by the city council.

(c) *Youth members.* Two voting youth members, who shall be high school students of a private or public school located in the city, may be appointed by the city council and serve a term of one year.

(d) *Qualifications.* Regular members of the human rights commission shall be qualified voters and residents of the city. The regular member appointed by the Board of Independent School District No. 283 of St. Louis Park shall also be a resident of the school district. A vacancy shall be deemed to exist if a member ceases to meet the residency requirements.

(e) *Term limits.* Regular members of the human rights commission may serve up to two, three-year consecutive terms on any board or commission. Members must sit out one full term before re-applying to the human rights commission.

(Code 1976, § 1-341; Ord. No. 2403-11, 9-30-2011; Ord. 2603-21, 1-19-21)

Sec. 2-213. Organization.

(a) A staff liaison to the human rights commission shall be appointed by the city manager. The liaison shall be subject to the administrative rules and regulations of the city.

(b) The commission shall elect its own chair and vice-chair. Subject to the limitations as may be imposed by the city council at any time, the commission shall provide its own rules and procedure, shall determine the date and time of its meetings, and, upon proper notice, shall call public hearings when necessary or desirable and in accordance with all requirements of local and state laws. The bylaws of the commission and any amendments of such bylaws shall be submitted to the city council upon their adoption. Such bylaws and any amendments shall be deemed to be approved by the city council unless the city council takes action to modify such bylaws or amendments within 30 days after submission. No member of the commission shall consider or vote upon any question in which the member is directly or indirectly interested.

(c) The human rights commission shall keep proper records of its proceedings, and such records shall be maintained by the staff liaison or the liaison's designee.

Sec. 2-214. Stipends and Expenses of members.

(a) *Stipends.* Each of the seven regular and the two youth members of the human rights commission shall receive a stipend of \$49/per month.

(b) *Expenses of members.* The members of the human rights commission ~~shall serve without pay~~

but may be reimbursed for actual expenses to the extent that funds therefor are provided in the annual city budget adopted by the city council. The commission shall properly account for its receipts and expenditures of monies in accordance with established city procedures.

(Code 1976, § 1-343)

Sec. 2-215. Powers and duties.

- (a) The human rights commission shall have the following powers and duties to:
- (1) Study and review programs and policies and advise and aid the city council in enlisting the cooperation of agencies, organizations, and individuals in the city in an active program directed to create equal opportunity and eliminate discrimination.
 - (2) Advise and aid the city council in developing and implementing programs of cooperation with the state department of human rights to fulfill the purposes set out in section 2-211.
 - (3) Make recommendations to the city council regarding formulation and implementation of human rights programs for the city. The programs shall be directed toward increasing the effectiveness and direction of all individuals and agencies of the city through planning, policy-making and education in the area of human rights.
 - (4) Advise the city council with respect to human rights issues arising out of or in connection with the plans or operations of any city department or agency and recommend the adoption of such specific policies or actions as may be needed to protect human rights in the city.
 - (5) Advise and recommend to the city council programs or legislation to eliminate inequalities of opportunity in the area of human rights.
 - (6) Publish and distribute to the public at large any materials necessary or advisable to carry out its functions, subject to requirements of the city council.
 - (7) Make studies, surveys, and investigations necessary or advisable to carry out its functions.
 - (8) Sponsor such meetings, institutes, forums and other educational activities as will lead to clearer understanding of local human rights issues and contribute to their proper resolution.
 - (9) Submit to the city council by April 1 of each year an annual report of the activities of the commission during the previous year.

(b) The commission shall have such additional powers and duties as the city council shall from time to time determine.

(Code 1976, § 1-344)

Secs. 2-216--2-240. Reserved.

Division 4. Parks and Recreation Advisory Commission*

Sec. 2-241. Membership; terms.

(a) *Function; composition.* The parks and recreation advisory commission shall be an advisory commission to the city council. It shall consist of seven regular members and two youth members, all appointed as set forth in this section.

(b) *Regular members.* Four regular members of the commission shall be appointed by the

city council for three-year terms. Three regular members shall be appointed by and serve at the pleasure of the Board of Independent School District No. 283 for a three-year term. Failure of such school board to appoint its membership to serve on the parks and recreation advisory commission shall in no way affect the validity of the proceedings of the parks and recreation advisory commission. The terms of regular members shall expire on May 31 of the third year of such term and until a successor is duly appointed and qualified. Subsequent appointments shall be for three-year terms. In the event of a vacancy, the city council shall appoint a person to complete the unexpired term. A member of the commission may be removed with or without cause by the city council.

(c) *Youth member.* Two voting youth members, who shall be high school students of a private or public school located in the city, may be appointed by the city council and serve a term of one year.

(d) *Qualifications.* Regular members of the parks and recreation advisory commission shall be qualified voters and residents of the city. The regular member appointed by the Board of Independent School District No. 283 of St. Louis Park shall also be a resident of the school district. A vacancy shall deem to exist if a member ceases to meet the residency requirements. All members of the commission shall be appointed from persons who have demonstrated an interest in the parks and recreation advisory commission by submission of appropriate city forms.

(e) *Term limits.* Regular members of the parks and recreation advisory commission may serve up to two, three-year consecutive terms on any board or commission. Members must sit out one full term before re-applying to the parks and recreation advisory commission.

(Code 1976, § 1-310; Ord. 2603-21, 1-19-21)

Sec. 2-242. Organization.

(a) A staff liaison to the parks and recreation advisory commission shall be appointed by the city manager and shall be subject to the administrative rules and regulations of the city.

(b) The commission shall elect its own chair and vice-chair. Subject to such limitations as may be imposed by the city council at any time, the commission shall provide its own rules and procedure, determine the date and time of meetings and, upon proper notice, shall call public hearings when necessary and desirable and in accordance with all requirements of local and state laws. The bylaws of the commission and amendments shall be submitted to the city council upon their adoption. Such bylaws and any amendments shall be deemed to be approved by the city council unless the city council takes action to modify such bylaws or amendments within 30 days after submission. No member of the commission shall consider or vote upon any question in which the member is directly or indirectly interested.

(c) The commission shall keep proper records of its proceedings, and such records shall be maintained by the staff liaison or the liaison's designee.

(Code 1976, § 1-311)

***Charter reference(s)**--Authority to create parks and playgrounds, § 7.01.

Cross reference(s)--Parks and recreation, ch. 20.

Sec. 2-243. Stipends and Expense of members.

(a) Stipends. Each of the four regular and the two youth members of the parks and recreation commission shall receive a stipend of \$49/per month.

(b) Expenses of members. The members of the parks and recreation advisory commission ~~shall serve without pay but~~ may be reimbursed for actual expenses to the extent that funds therefor are provided in the annual city budget adopted by the city council. The commission shall properly account for its receipts and expenditures of monies in accordance with established city procedures.

(Code 1976, § 1-312)

Sec. 2-244. Powers and duties.

The parks and recreation advisory commission shall have the following powers and duties to:

- (1) Consider matters pertaining to public recreation programs in the city;
- (2) Evaluate the city's current parks and recreation programs and desires of citizens for such services;
- (3) Keep acquainted with the current state, regional and national parks and recreation standards for communities;
- (4) Recommend programs and a budget of programs and expenditures for operations of the parks and recreation department;
- (5) Study and recommend long range parks and recreation plans for the city;
- (6) Submit to the city council by April 1 of each year an annual report of the activities of the commission during the previous year; and
- (7) Act in an advisory capacity to the city council in all matters which are requested by the city council.

(Code 1976, § 1-313)

Secs. 2-245--2-270. Reserved.

Division 5. Planning Commission*

Sec. 2-271. Membership; terms.

(a) *Function; composition.* The planning commission shall be an advisory commission to the city council and shall consist of seven regular members and one youth member, all appointed as set forth in this section.

***Charter reference(s)**--Planning commission to aid in city plan, § 7.01.

Cross reference(s)--Zoning, ch. 36.

(b) *Regular members.* Six of the regular members of the commission shall be appointed by the city council for three-year terms. One regular member of the commission shall be appointed by and serve at the pleasure of the Board of Independent School District No. 283 of St. Louis Park for a term of three years unless such appointment shall be terminated by such school board. One alternate may be appointed by such school board to serve in the absence of the regular member. Failure of such school board to appoint its member or alternate to serve on the planning commission shall in no way affect the validity of the proceedings of the planning commission. The terms of regular members shall expire on May 31 of the third year of such term and until a successor is duly appointed and qualified. Subsequent appointments shall be for three- year terms. ~~The terms of regular members shall run until December 31 of the year in which their terms expire and until a successor is appointed and qualified~~ Subsequent appointments shall be for three-year terms. In the event of a vacancy, the council shall appoint a person to complete the unexpired term. A member of the commission may be removed with or without cause by the city council.

(c) *Youth member.* One nonvoting youth member, who shall be a high school student of a private or public school located in the city, may be appointed by the city council and serve a term of one year.

(d) *Qualifications.* Regular members of the planning commission shall be qualified voters and residents of the city. The regular member appointed by the Board of Independent School District No. 283 of St. Louis Park shall also be a resident of such school district. A vacancy shall be deemed to exist if a member ceases to meet the residency requirements. The regular members and youth member of the commission shall be appointed from persons who have demonstrated an interest in the planning commission by submission of appropriate city forms.

(e) *Term limits.* Regular members of the planning Commission may serve up to two, three-year consecutive terms on any board or commission. Members must sit out one full term before re-applying to the planning commission.

(Code 1976, § 1-301)

Sec. 2-272. Organization.

(a) A staff liaison to the planning commission shall be appointed by the city manager and shall be subject to the administrative rules and regulations of the city.

(b) The commission shall elect its own chair, vice-chair and secretary. Subject to such limitations as may be imposed by the city council at any time, the commission shall provide its own rules and procedure. The date and time of meetings, and, upon proper notice, shall call public hearings when necessary and desirable and in accordance with all requirements of local and state laws. The bylaws of the commission and any amendments shall be submitted to the city council upon their adoption. Such bylaws and any amendments shall be deemed to be approved by the city council unless the city council takes action to modify such bylaws or amendments within 30 days after submission. No member of the commission shall consider or vote on any question in which the member is directly or indirectly interested.

(c) The planning commission shall keep proper records of its proceedings, and such records shall be maintained by the staff liaison or the liaison's designee.

(Code 1976, § 1-302)

Sec. 2-273. Stipends and Expenses of members.

(a) Stipends. Each of the six regular and the one youth members of the planning commission shall receive a stipend of \$49/per month.

(b) *Expenses of members.* The members of the planning commission ~~shall serve without pay,~~ but may be reimbursed for actual expenses to the extent that funds therefor are provided in the annual city budget adopted by the city council. The commission shall properly account for its receipts and expenditures of monies in accordance with established city procedures.

(Code 1976, § 1-303)

Sec. 2-274. Powers and duties.

The planning commission shall have the following powers and duties to:

- (1) Prepare a comprehensive plan for the future development of the city to be submitted to the city council for implementation and to maintain such plan and recommend its amendment to the city council as may become necessary.
- (2) Initiate, direct and review, from time to time, a study of the provisions of the zoning chapter and the subdivision regulations and to report to the city council its advice and recommendations accordingly.
- (3) Study applications and proposals for amendments to the zoning chapter and applications for special permits and to advise the city council of its recommendations.
- (4) Study preliminary and final plats and to advise the city council of its recommendations.
- (5) Submit to the city council by April 1 of each year an annual report of the activities of the commission during the previous year.
- (6) Act in an advisory capacity to the city council in all matters wherein powers are assigned to the city council by state law or city Charter concerning land use, comprehensive planning, zoning, platting, changes in streets and other matters of a general planning nature.

(Code 1976, § 1-304)

Secs. 2-275--2-300. Reserved.

Division 6. Board of Zoning Appeals*

Sec. 2-301. Membership; terms.

(a) *Composition.* The board of zoning appeals shall consist of all individuals serving on the planning commission pursuant to Article IV, Division 5, of this chapter. Only regular members of the planning commission shall serve as voting members of the board of zoning appeals.

(Ord. No. 2559-19, 5-6-19)

*Cross reference(s)--Zoning, ch. 36.

(b) *Regular members.* The five regular members of the board shall be appointed by the city

council for three-year terms. The terms of regular members shall expire on May 31 of the third year of such term and until a successor is duly appointed and qualified. Subsequent appointments shall be for three- year terms. Their terms shall run until December 31 of the year in which their terms expire and until a successor is appointed and qualified. In the event of a vacancy, the council shall appoint a person to complete the unexpired term. A member of the board may be removed with or without cause by the city council.

(c) *Qualifications.* Members of the board shall be qualified voters and residents of the city. A vacancy shall be deemed to exist in case a member ceases to meet the residency requirements. The regular members of the board shall be appointed from persons who have demonstrated an interest in the board of zoning appeals by submission of appropriate city forms.

(d) *Term limits.* Regular members of the board may serve up to two, three-year consecutive terms on any board or commission. Members must sit out one full term before re-applying to the zoning board of appeals.

(Code 1976, § 1-401)

Sec. 2-302. Organization.

(a) A staff liaison to the board of zoning appeals shall be appointed by the city manager and shall be subject to the administrative rules and regulations of the city.

(b) The board shall elect its own chair and vice-chair. Subject to such limitations as may be imposed by the city council at any time, the board shall provide its own rules and procedure, determine the date and time of meetings and, upon proper notice, shall conduct all public hearings when necessary and desirable and in accordance with all requirements of local and state laws. The bylaws of the board and any amendments shall be submitted to the city council upon their adoption. Such bylaws and any amendments shall be deemed to be approved by the city council unless the city council takes action to modify such bylaws or amendments within 30 days after submission. No member of the board shall consider or vote upon any question in which the member is directly or indirectly interested.

(c) The board of zoning appeals shall keep proper records of its proceedings, and such records shall be maintained by the staff liaison or the liaison's designee.

(Code 1976, § 1-402)

Sec. 2-303. Stipends and Expenses of members.

(a) *Stipends.* Each of the five regular members of the board of zoning appeals shall receive a stipend of \$49/per month.

(b) *Expenses of members.* The members of the board of zoning appeals ~~shall serve without pay,~~ but may be reimbursed for actual expenses to the extent that funds therefor are provided in the annual city budget adopted by the city council. The board shall properly account for its receipts and expenditures of monies in accordance with established city procedures.

(Code 1976, § 1-403)

Sec. 2-304. Powers and duties.

The board of zoning appeals shall have the following powers and duties to:

- (1) Hear and decide on appeals from any order, requirement, permit decision or refusal or determination made by the zoning administrator under the zoning chapter and from

any interpretation of the text of the zoning chapter, or any location of the boundary of a zoning district as shown on the official zoning map made by the zoning administrator, in accordance with all requirements of local and state laws.

- (2) Hear and decide on requests for variances from the terms of the zoning chapter in the manner and subject to the standards and requirements set forth in the zoning chapter and applicable state laws.
- (3) Communicate with the city council its recommendations, records of proceedings and any other method of reporting as may be deemed appropriate by the city council.
- (4) Act in an advisory capacity to the city council and hear and make recommendations to the city council on all matters referred to the board or upon which it is required to act under the zoning chapter.
- (5) Submit to the city council an annual report of the activities of the commission during the previous year.

(Code 1976, § 1-404)

Sec. 2-305. Decision subject to appeal to the city council.

Any party aggrieved by a decision of the board of zoning appeals may appeal the decision to the city council in accordance with the procedures set forth in the zoning chapter of this Code. An appeal shall be filed with the planning department within ten days of issuance of the board of zoning appeals' decision.

(Code 1976, § 1-405)

Division 7. Police Advisory Commission

Sec. 2-321. Membership; terms.

(a) *Function; composition.* The police advisory commission shall be an advisory commission to the city council. It shall consist of eleven regular members and two youth members, all appointed as set forth in this section.

(b) *Regular members.* ~~The city council shall appoint four regular members of the commission for terms to expire on December 31, 2004, four regular members for terms to expire on December 31, 2005, and three regular members for terms to expire on December 31, 2006. All subsequent~~ Eleven regular members shall be appointed by the city council appointments shall be for three-year terms which shall expire on May 31 of the third year of such term and until a successor is duly appointed and qualified. In the event of a vacancy, the city council shall appoint a person to complete the unexpired term. A member of the commission may be removed with or without cause by the city council.

(c) *Youth member.* Two voting youth members, who shall be high school students of a private or public school located in the city, may be appointed by the city council and serve a term of one year.

(d) *Qualifications.* Regular members of the police advisory commission shall be qualified voters and residents of the city. A vacancy shall deem to exist if a member ceases to meet the residency requirements. All members of the commission shall be appointed from persons who have demonstrated an interest in the police advisory commission by submission of appropriate city forms.

(e) *Term limits.* Regular members of the police advisory commission may serve up to two, three-year consecutive terms on any board or commission. Members must sit out one full term before re-applying to the police advisory commission

(Ord. 2603-21, 1-19-21)

Sec. 2-322. Organization.

(a) A staff liaison to the police advisory commission shall be appointed by the city manager and shall be subject to the administrative rules and regulations of the city.

(b) The commission shall elect its own chair and vice-chair. Subject to such limitations as may be imposed by the city council at any time, the commission shall provide its own rules and procedure, determine the date and time of meetings and, upon proper notice, shall call public hearings when necessary and desirable and in accordance with all requirements of local and state laws. The bylaws of the commission and amendments shall be submitted to the city council upon their adoption. Such bylaws and any amendments shall be deemed to be approved by the city council unless the city council takes action to modify such bylaws or amendments within 30 days after submission. No member of the commission shall consider or vote upon any question in which the member is directly or indirectly interested.

(c) The commission shall keep proper records of its proceedings, and such records shall be maintained by the staff liaison or the liaison's designee.

Sec. 2-323. Stipends and Expense of members.

(a) Stipends. Each of the eleven regular and the two youth members of the police advisory commission shall receive a stipend of \$49/per month.

(b) *Expenses of members.* The members of the police advisory commission ~~shall serve without pay but~~ may be reimbursed for actual expenses to the extent that funds therefor are provided in the annual city budget adopted by the city council. The commission shall properly account for its receipts and expenditures of monies in accordance with established city procedures.

Sec. 2-324. Powers and duties.

Under the direction of the city council, the police advisory commission shall perform those functions and duties necessary to:

(a) Carry out their stated mission to enhance the awareness of police department capabilities and services; provide an opportunity for citizen involvement in police services and to encourage exchange between the police department and the community.

(b) Submit to the city council ~~by April 1 of each year~~ an annual report of the activities of the commission during the previous year; and

(c) Perform other functions as needed to carry out these duties and responsibilities as directed by the city council and to act in an advisory capacity to the city council.

(Ordinance No. 2242-03, 7-21-03)

Sec. 2-325—2-330. Reserved.

Division 8. Environment and Sustainability Commission: ~~Sustainable SLP~~

Sec. 2-331. Purpose.

The purpose of the Environment and Sustainability Commission: ~~Sustainable SLP~~ shall be to:

(a) Provide recommendations to advance city goals, policies, and programs.

(b) Provide advice and assistance to staff and council through collaboration.

(c) Provide leadership in engaging the community, encouraging relationships and partnerships with neighborhoods, special interest groups, religious institutions, business leaders, and other commissions.

- (d) Serve as a conduit for environmental and sustainable information, topics, and direction to and from residents and the public.

Sec. 2-332. Membership; terms.

- (a) The Environment and Sustainability Commission shall be an advisory commission to the city council. It shall consist of eleven regular members and two youth members, all appointed as set forth in this section.

(b) *Regular members.* Eleven regular members shall be appointed by the city council ~~The city council shall appoint three regular members of the commission for terms to expire on May 31, 2019, three regular members for terms to expire on May 31, 2020, and five regular members for terms to expire on May 31, 2021. All subsequent appointments shall be for three-year terms that shall expire on May 31 of the third year of such term and until a successor is duly appointed and qualified. The city council should ensure representation from each city ward, as outlined in Chapter 10 of this code. The city council will also give preference to applicants representing the business and rental communities in order to ensure fair representation on the commission. In the event of a vacancy, the city council shall appoint a person to complete the unexpired term. A member of the commission may be removed with or without cause by the city council.~~

(c) *Youth members.* Two voting youth members, who shall be high school students of a private or public school located in the city, may be appointed by the city council and serve a term of one year.

(d) *Qualifications.* Regular members of the Environment and Sustainability Commission: ~~Sustainable SLP~~ shall be qualified voters and residents of the city, except in the case of a business owner or representative. A business owner or representative need not be a resident of the city. A vacancy shall deem to exist if a member ceases to meet the residency requirements. All members of the commission shall be appointed from persons who have demonstrated an interest in the commission by submission of appropriate city forms and exhibit high energy, leadership, and a commitment to the environment and sustainability.

(e) *Term limits.* Regular members of the environment and sustainability commission may serve up to two, three-year consecutive terms on any board or commission. Members must sit out one full term before re-applying to the environment and sustainability commission.

(Ord. No. 2537-18, 6-4-18; Ord. 2603-21, 1-19-21)

Sec. 2-333. Organization.

(a) A staff liaison to the Environment and Sustainability Commission: ~~Sustainable SLP~~ shall be appointed by the city manager and shall be subject to the administrative rules and regulations of the city.

(b) The commission shall elect its own chair and vice-chair. Subject to such limitations as may be imposed by the city council at any time, the commission shall provide its own rules and procedure, determine the date and time of meetings and, upon proper notice, shall call public hearings when necessary and desirable and in accordance with all requirements of local and state laws. The bylaws of the commission and amendments shall be submitted to the city council upon their adoption. Such laws and any amendments shall be deemed to be approved by the city council unless the city council takes action to modify such bylaws or amendments with 30 days after submission. No member of the commission shall consider or vote upon any question in which the member is directly or indirectly interested.

(c) The commission shall include any number of working groups focused on identified special

topics or projects, and be led by at least one commissioner.

(d) The commission shall keep proper records of its proceedings, and such records shall be maintained by the staff liaison or the liaison's designees.

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Sec. 2-334. Stipends and Expenses of members.

(a) *Stipends.* Each of the eleven regular and the two youth members of the environment and sustainability commission shall receive a stipend of \$49/per month.

(b) *Expenses of members.* The members of the Environment and Sustainability Commission: ~~Sustainable SLP shall serve without pay but~~ may be reimbursed for actual expenses to the extent that funds therefor are provided in the annual city budget adopted by the city council. The commission shall properly account for its receipts and expenditures of monies in accordance with established city procedures.

Sec. 2-335. Powers and duties.

(a) The Environment and Sustainability Commission: ~~Sustainable SLP~~ shall have the following powers and duties to:

- (1) Advise the city council with respect to environment and sustainability issues arising out of or in connection with the plans or operations of any city department or agency and recommend the adoption of such specific policies or actions as may be needed to enhance the city's environmental stewardship.
- (2) Elicit community feedback and direction, including direct engagement, social media, annual events and fairs, etc.
- (3) Reach out to the full community as well as to special populations with communication and educational efforts related to the environment and sustainability.
- (4) Establish work groups to focus on specific areas of interest, special projects, and ongoing concerns. Work group representation should be broadened to emphasize greater diversity, inclusiveness, and specific issue expertise with non-commission members from the general community.
- (5) Submit to the city council ~~by April 1 of each year~~ an annual report of the activities of the commission during the previous year.

(b) The commission shall have such additional powers and duties as the city council shall from time to time determine.

(Ordinance No. 2438-13, 4-1-13)

Sec. 2-336--2-349. Reserved.