



City of Roseville City Council/ Boards, Commissions, & Committees

Administrative standards and
meeting procedures



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Purpose

This handbook shall serve as the administrative standards for all City of Roseville boards, commissions, committees and City Council members (collectively “public officials”) so that expectations and practices are clearly articulated to guide members in their actions, and to provide a uniform framework for conduct. This handbook shall also serve as the meeting policies and procedures for the conduct of public meetings. Informational appendices are included. These rules of procedure are intended to facilitate the orderly conduct of public meetings. While public officials should endeavor to follow these procedures, any failure to do so shall not invalidate or otherwise affect the legality of any action taken by the public body, provided such action is otherwise lawful and in compliance with applicable state and federal law.

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, commissions, and committees 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, recruits board, commission, and committee members, establishes and tracks compliance of mandatory training, maintains 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, commissions and committees

Boards, commissions, and committees are established to provide a method for citizen input and are ancillary to the City Council. All board, commission, and committee members shall serve without compensation. The City of Roseville has 16 boards, commissions, and committees: Board of Appeals, Charter Review Committee*, Design Committee,

Economic Development Advisory Committee, Grants Advisory Commission, Law & Regulation Committee, Library Board, Local Sales Tax Citizens’ Oversight Committee, Other Post Employment Benefits (OPEB) Trust Investment Review Committee***, Parks & Recreation Commission, Personnel Board, the Placer Mosquito Abatement & Vector Control District**, Planning Commission, Public Utilities Commission, Senior Commission, and Transportation Commission.

** Charter Review Committee is a temporary committee 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*

****OPEB Trust Investment Review Committee is comprised of eleven members (consisting of representatives from each bargaining unit (five), four retirees, and two city staff) appointed by and at the discretion of the City Manager with the purpose of providing advisory and non-binding input to city staff on investment performance and other related matters.*

Membership

Eligibility

Except for the Economic Development Advisory Committee, all members of boards, commissions, and committees shall be residents of the City at the time of their appointment and continuously during their term of office. Members of the Economic Development Advisory Committee shall either live, work, own a business, or represent a business or industry in the City at the time of their appointment and continuously during their term of office.

Individuals can only serve on a single City of Roseville board or commission at a time. Notwithstanding the foregoing, individuals may serve concurrently on a single City of Roseville board or commission and a single City of Roseville committee. Individuals may also serve concurrently on two City of Roseville committees provided that such service does not pose a conflict of interest as determined by the City Attorney.

Relatives (spouses, siblings, parents, domestic partners, co-habitants, and children) cannot serve on the same board, commission, or committee at the same time. In addition, current City of Roseville employees are ineligible to serve on a board, commission, or committee.

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, commissions, and committees serve staggered terms of four years.* No member shall serve more than two consecutive terms. 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 member of the Library Board, Parks & Recreation Commission, the Transportation Commission, and the Grants Advisory 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.

Appointment policy

Procedure

If a vacancy on any board, commission, or committee occurs because the current term ended, resignation, death, moving, removal from incumbent's 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, commission, or committee meeting, every new member shall take the oath of office stating that he/she will faithfully discharge the duties of the board, commission, or committee to which appointed.

New member training

New board, commission, and committee 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 Charter Review Committee, Design Committee, the Economic Development Advisory Committee, Grants Advisory Commission, Local Sales Tax Citizens'

Oversight Committee, 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, commission, or committee 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, commission, or committee 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 automatically removed from the board, commission, or committee without further City Council action.

Ethics training

Assembly Bill 1234 imposes ethics training and compensation and reimbursement requirements on cities, counties, and special districts. For officials and board, commission, and committee members serving on or for a local agency, AB 1234 requires two (2) hours of ethics training within six (6) months 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 within sixty (60) days after the due date shall automatically result in removal from the board, commission, or committee without further City Council action.

Fiscal and financial training

Senate Bill 827 requires that the City Council and the Planning Commissioners take two hours of fiscal and financial training every two years. The training is required to be completed within six (6) months after assuming office. Notification of this training will be provided by the City Clerk Department. Failure of a Planning Commissioner to complete the training within sixty (60) days after the due date shall automatically result in removal from the Planning Commission without further City Council action.

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 within sixty (60) days after the due date shall automatically result in removal from the board, commission, or committee without further City Council action. 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)

Unclassified service

As provided by the Charter, members of boards, commissions, and committees are considered unclassified employees and are 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)

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, commission, or committee's official position.

In addition, the Brown Act prohibits a member of a public body from responding "directly to any communication on an Internet-based social media platform regarding a matter that is within the subject matter jurisdiction of the legislative body that is made, posted, or shared by any other member of the legislative body." This means that if a public official posted a

comment in response to another public official's social media post about a city issue, that could be a Brown Act violation, assuming the two serve on the same public body. Overall, public officials must avoid commenting, liking or otherwise responding to each other's social media posts.

Dress code

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

Shirts with the city logo are permitted while attending functions in the capacity as a board, commission, or committee member.

Logo and materials

To reflect the official nature of the board, commission, or committee 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, commission, or committee materials.

Attendance policy

It is the expectation that board, commission, and committee members attend all meetings. If a 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, commission, or committee meets quarterly, he or she shall forfeit the office. The secretary of each board, commission, or committee shall transmit attendance records 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.

Boards, commissions, and committees are not permitted to conduct remote teleconference meetings and must hold meetings in person.

Removal from office

Except when otherwise provided by law, the City of Roseville Charter, or these procedures, members of boards, commissions, and committees of the city serve at the pleasure of the City Council, and may be removed by the 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, commission, or committee 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

- 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.

Travel and Expenses

Travel and other expenses incurred in connection with a public official's service on a board, commission, or committee, shall be authorized and reimbursed in accordance with the Travel and Expense Reimbursement Policy adopted by the City Council. (Appendix VIII)

Roles and responsibilities

City Clerk

- Recruit board, commission, and committee applicants;
- Coordinate the appointment and re-appointment process with mayor and City Council;
- Maintain official roster with contact information for all members;
- Manage legally required training;
- Maintain original meeting minutes.

Liaison

Liaisons provide procedural direction and serve as staff support to the board, commission, or committee. The liaison is appointed from the department which most nearly encompasses the board, commission, or committee's activities.

Secretary

The secretary is appointed from the department which most nearly encompasses the board, commission, or committee's activities. The secretary assists in the board, commission, or committee's functions.

While the liaison and secretary roles are to assist the board, commission, or committee, the liaison, secretary and other staff are not employees of the board, commission, or committee. 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, commission, or committee members at a January or July meeting, or as soon thereafter as is practicable. Any voting member of the board, commission, or committee, except a youth member, can serve as chair and shall be seated at the next meeting. The length of 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, commission, or committee and shall decide all questions of order without debate, subject to advice from the City Attorney or City Attorney designee. The chair shall not make any motion, but may second a motion. The presiding officer shall have all other rights and privileges of a board, commission, or committee member.

Additional role of the chair

- Attend City Council meetings as needed to represent the board, commission, or committee;
- Call a meeting to order and 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, commission, or committee members

When the board, commission, or committee 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, commission, or committee, disturb any member while speaking, or refuse to obey the orders of the board, commission, or committee or its presiding officer.

A board, commission, or committee 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;
- 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, commission, or committee unless authorized by the board, commission, or committee;
- Not speak for the city unless authorized to do so by action of the City Council.

Other persons

Persons addressing the board, commission, or committee 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, commission, or committee, 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 or belligerent while addressing the board, commission, or committee, shall, by the presiding officer, be barred from further audience before the board, commission, or committee during that meeting, unless permission to continue is granted by consensus of the board, commission, or committee. (Appendix V)

Spokesperson for group of persons

Whenever any group of persons wishes to address the board, commission, or committee on the same subject matter, it shall be the discretion of the presiding officer to request that a spokesperson be chosen by the group to address the board, commission, or committee 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, commission, or committee, 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 (collectively “public bodies”). 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 public officials’ 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

Meetings of a majority of members

A meeting is a congregation of a majority of the members of a public body at the same time and place to hear, discuss, deliberate, or take action on an issue in the subject matter jurisdiction of the public body. 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 public body attend as long as: (1) matters within the public body’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 public body attending a “non-meeting.” It is often advisable to notice the meeting or limit the attendance to less than a majority of the public officials.

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 public body shall be sent to the staff liaison or City Clerk who will forward it to all members of the public body.

Individual member teleconferencing

Public officials can teleconference into public meetings under the Brown Act in very limited circumstances.

- Traditional Rules: A member may participate from any location, but that location must be listed on the agenda, be open and accessible to the public, and have an agenda posted there. The member shall participate through both audio and visual technology. A quorum of the public body must participate from within the City of Roseville.
- “Just Cause” or Emergency: A member may join remotely without posting their specific location if they have “just cause” (childcare, illness, family emergency, travel on agency business, or military service) or a physical or family medical emergency.
 - Notification Requirements: The member must notify the public body at the earliest opportunity.
 - Quorum Requirement: A quorum of the public body must still be physically present in a single, public location within the City of Roseville.
 - Audio/Visual: The member shall participate through both audio and visual technology.
 - Disclosure: The member must disclose if others over eighteen (18) are present in the room.
 - Limitations: This exception cannot be used for more than a certain number of meetings per year.
- State of Emergency: During a proclaimed state or local emergency, public bodies can meet remotely if they make findings every forty-five (45) days that in-person meetings present risks to safety.
- Disability Accommodation: Members may attend via remote technology as a reasonable accommodation for a disability, provided they provide medical documentation, use both audio and visual technology, and disclose if others over eighteen (18) are present in the room.

Consultation with the City Attorney is required prior to using any of these exceptions.

Quorum

A quorum is more than half ($1/2 + 1$), of the fixed total membership of the entire public body. In the absence of a quorum, a lesser number of public officials, the secretary, or City Clerk 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 public official, a lesser number of public officials, the secretary, or City Clerk must adjourn the meeting.

Meeting cancellation

A meeting may be canceled because of a lack of quorum of voting members or the lack of agenda items. If the secretary has advanced notice that a meeting will not be held, he or she shall post a notice of cancellation in lieu of posting or distributing an agenda for the meeting.

If the agenda has already been distributed, a cancellation notice shall be posted and distributed in the same manner as the agenda was. The secretary must declare the meeting canceled by appearing at the meeting location, and waiting fifteen (15) minutes after the meeting start time to verbally announce the meeting is canceled. The secretary shall then post a notice of cancellation of the meeting on the door of the room where the meeting was to be held.

Regular meetings

Regular meetings shall be held as scheduled, bi-weekly, monthly, quarterly, or annually. The City Council establishes the regular meeting schedule for all boards, commissions and committees. 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. Notice of all regular meetings shall be posted seventy-two (72) hours prior to the meeting.

Special meetings

Special meetings may be called by the City Manager, the City Attorney, the City Clerk, the presiding officer, or a quorum of voting members of the public body. Notice of the special meeting must be provided to the public officials at least seventy-two (72) hours in advance, except that for time sensitive business only twenty- four (24) hours’ written notice is required.

Business transacted at any special meeting shall be limited to the subject(s) recited in the notice of the special meeting. Although not required by the Brown Act, a public comment period may be provided at special meetings to allow the public to address the public body on matters not listed on the special meeting agenda.

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, commission, or committee shall conduct a closed session without the prior written consent of the City Attorney.

Agendas

Open Meeting Law

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

An agenda shall be prepared for each regular and special meeting containing the specific items of business to be transacted and the order thereof. Items of business may be placed on the agenda by the City Manager or the City Attorney. Items may also be placed on the agenda of any regular or special meeting with the consent of a majority of the public body obtained during the “Council/Board Member/Commissioner/Committee/Staff Reports” portion of a public meeting. Members of the public may not place items on the agenda but may request during public comments that an item be placed on a public body’s future agenda. Placement of these items on the agenda is at the discretion of the City Manager, the City Attorney, or the consent of a majority of the public body.

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

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)
- Council/Board Member/Commissioner/Staff Reports
- Adjournment

Call to Order

The presiding officer of the public body 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, commission, or committee secretary or the City Clerk for the City Council 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 public body on matters not listed on the agenda. Comments may be made in person or for the City Council meetings only, via a two-way audiovisual platform. 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 public body. The public body 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.

Disruption of Remote Participation

If a disruption of telephonic or internet service occurs during the meeting that prevents members of the public from attending or observing the meeting via the two-way audiovisual platform, the chair, upon notification of the disruption, shall immediately announce the disruption to the public and recess the open session of the meeting for at least one hour, or until telephonic or internet service is restored, whichever is earlier. However, the recess period may be extended if restoration efforts are ongoing. During the recess, Public Affairs & Communications and Information Technology staff shall make the following good faith efforts to restore remote access services:

- Restore and ensure continuity of audiovisual and teleconferencing services to support public access and participation during meetings.
- Coordinate with technology staff to verify, stabilize, and troubleshoot system connectivity, following established incident response procedures.
- Escalate and engage appropriate internal teams or external service providers as needed to resolve issues and restore full functionality.

Staff shall document the restoration efforts undertaken. Upon reconvening the open session, if telephonic or internet service has not been restored, the public body shall adopt findings by roll call vote that good faith efforts to restore the telephonic or internet service have been made in accordance with these procedures and that the public interest in continuing the meeting outweighs the public interest in remote public access. Upon adoption of these findings, the public body may continue the meeting despite the fact that the two-way audiovisual platform has not been restored. If the public body cannot adopt such findings, the chair shall adjourn the meeting.

Thereafter, the City Clerk shall enter a brief statement into the meeting minutes, including the following: (1) the nature and time of the disruption; (2) the restoration efforts undertaken; (3) the time the meeting was reconvened (if applicable); and (4) any finding adopted pursuant to this section.

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 public official, 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 public official has a question or wishes to remove an item from the Consent Calendar they should call the staff liaison or the City Clerk no later than noon the day of the meeting. The staff liaison or City Clerk 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 or City Clerk 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 public body.

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/committee deliberation
- City Council/board/commission/committee action

Council/Board Member/Commissioner/Committee/Staff Reports

Council/Board Member/Commissioner/Committee Reports are designed for members of the public body to briefly ask staff for information, ask a question for clarification, make an announcement, report on individual assignments and activities, or to request that an item be placed on a future agenda. The latter requires a majority consensus of the public body. Public officials shall also briefly report on any Brown Act meetings attended at city expense as well as any conferences, educational seminars or meetings with legislators or other governmental officials. If multiple public officials attended that same meeting or event, a joint report may be made.

Caution should be used to avoid any discussion or action on items reported under Council/Board Member/Commissioner/Committee Reports. Individuals are allocated five (5) minutes apiece, for comments.

Staff Reports are designed for staff to make brief announcements and to provide the public body with brief reports on the city's activities, projects, and services.

Order of business

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

Official record

Minutes

The minutes serve as a permanent record of the public body's official actions. The board, commission, or committee secretary or the City Clerk shall be required to make a record only of such business as was actually passed upon by a vote of the public body, and shall not be required to record any remarks of public officials, or of any other person except at the special request of a public official.

Minutes of the previous meeting shall be provided to the public body prior to each meeting. Public officials who were not present at the meeting to which the minutes relate may still vote to approve the minutes because minutes document the public body's official actions, not what individual members saw or heard, making the personal attendance of every voting member unnecessary for validation.

Correction to Minutes

Members of public bodies 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 public body will be reflected in the minutes for the meeting at which the corrections are made.

Recordings

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

Voting

All business requiring approval of the public body 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.

Types of motions

There are three types of motions. The basic motion puts forward a decision for the public body's consideration. If a public official wants to change a basic motion that is before the public body, they would move to amend it. If a public official wants to completely do away with the basic motion that is before the public body, and put a new motion on the floor, they would move a substitute motion. All motions must be made in compliance with the Brown Act which prohibits any action or discussion of items not on the posted agenda.

There can only be up to three motions on the floor at the same time. When there is more than one motion on the floor at the same time, the vote should proceed first on the last motion that is made.

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 (with exception of the Personnel Board or Board of Appeals) refer the item to the City Council without recommendation if the item is before a board, commission, or committee. 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, commission, or committee. The number of motions that may be made on an item shall be at the discretion of the presiding officer. If the matter involves an appeal, and an affirmative vote does not occur, the result is that the decision appealed remains in effect as decided by the decision-making person, board, commission, or committee from which the appeal was taken.

Abstention

An abstention occurs when a public official, although qualified to vote on a motion, chooses not to register his or her vote. An abstention constitutes no vote whatsoever. Public officials abstaining from a vote must clearly indicate for the record the basis for the abstention. A roll-call vote shall be taken to note that the public official 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.

Recommendations

When a board, commission, or committee votes to make a recommendation to the City Council, such items may not be appealed since recommendations are not considered final approvals or decisions.

Rights of the public

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

- Attend, observe, and speak at meetings;
- Speak without being required to provide a name, address, or other information;
- Record the meeting with audio or video recorder and take photographs;
- Review agendas and other documents distributed to a majority of the public body 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 public body;
- Criticize or complain about processes or procedures;
- Protest by wearing messages on clothing, holding signs, or engaging in nonverbal forms of communication.

However, the public's rights are not unlimited. The presiding officer may have removed any individual for disrupting a meeting. "Disrupting a meeting" means engaging in behavior that actually disrupts, disturbs, impedes, or renders infeasible the ability of the public body to orderly and efficiently conduct the meeting, or substantially interferes with the rights of other audience members. Disruptive behavior can occur both in person and virtually and includes, but is not limited to, the following:

- Shouting from the audience;
- Interrupting or speaking over a person at the podium who has been recognized to speak by the presiding officer;
- Clapping, booing, or other expressions of support or opposition to a speaker or to the public body's discussion or decision;
- Verbally harassing or physically confronting audience members, city staff, or public officials;
- Interrupting staff while engaged with the public body;
- Interrupting the public body while it is considering a matter;
- Continuing to speak at the podium once the presiding officer has announced the person's time has expired;
- Recording or broadcasting the meeting in a manner that creates noise, illumination, or obstructions of view that constitutes a persistent disruption of the proceedings;
- Undressing;
- Playing audio files or videos without permission;
- Using a false, misleading, or offensive display name intended to disrupt the meeting or impersonate another person;
- Changing one's display name during the meeting in a manner that causes confusion, impersonation, or disruption;
- Using multiple accounts or devices to circumvent speaker time limits or otherwise manipulate the public comment process;

- Refusing to mute when directed by the chair or host, or repeatedly unmuting after being muted;
- Creating excessive background noise, including playing music, sound effects, or other audio that interferes with the meeting;
- Displaying obscene, threatening, or disruptive imagery through the participant's video feed, virtual background, or other visual display;
- Attempting to share a screen, post messages in chat, or otherwise use platform features in a manner that disrupts the meeting when those features are restricted or disabled;
- Repeatedly joining and leaving the meeting, or rejoining after removal, in a manner intended to disrupt the proceedings;
- Speaking through another registered speaker's account or device in order to evade speaker identification or time limits;
- Using automated tools, prerecorded messages, or coordinated accounts to overwhelm or interfere with the public comment process;
- Engaging in conduct that interferes with the ability of other participants to hear or be heard, including intentionally creating audio feedback or other technical interference;
- Failing to follow the city's meeting procedures.

These standards apply equally to conduct occurring in person or through any teleconference or virtual meeting platform used by the city.

Failing to follow the city's meeting procedures

Prior to having the individual removed, the presiding officer shall warn the individual that their behavior is disrupting the meeting and that failure to cease the behavior may result in their removal. If they do not promptly cease their disrupting behavior, they can be removed. No warning is required prior to removal if the individual is using force or threatening to use force. This section shall also apply to members of the public participating in a meeting via a two-way audiovisual platform. In those circumstances, "removal" can include muting, disabling video, removing an individual from the virtual meeting, or otherwise managing the two-way audiovisual platform to maintain order.

If a group or groups of persons willfully disrupts a meeting and order cannot be restored by the removal of such individuals, the presiding officer, after giving a warning, may order the meeting room cleared and continue in session. No warning is required prior to removal if the group or groups of persons are using force or threatening to use force. Only matters appearing on the agenda may be considered in such session. Representatives of the press or other news media with valid credentials, except those participating in the disturbance, shall be allowed to attend such session. In addition, the presiding officer may readmit any individuals not responsible for disrupting the meeting.

As an alternative to removing individual(s), the presiding officer may call a recess to de-escalate the situation.

These rules shall be applied in a viewpoint neutral manner and do not prohibit criticism of the city, city staff, the public body, or city policies, programs, or services.

Americans with Disabilities Act

All legislative meetings open to the public must comply with the Americans with Disabilities Act. If members of the public body or members of the public attending the meetings require special assistance to participate in a meeting, individuals must notify the staff liaison or City Clerk 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 wants to appear before the public body and is limited English proficient, the individual will be provided a certified foreign language interpreter if requested in advance. Individuals may instead provide their own interpreters so long as the interpretation service does not disrupt the meeting. Individuals providing their own interpreters may request any of the following assistance in advance:

- Space for one or more interpreters at the meeting location;
- Utilization of their own personal equipment;
- Reasonable access to facilities for participants to use commercially available interpretation services.

Individuals requesting an interpreter or assistance for their own interpreter must notify the staff liaison or City Clerk 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.

The city is not responsible for the content or accuracy of any interpretation facilitated, assisted with, or provided by the member of the public.

Presentation material

An individual making a presentation to a public body must submit all media to the City Clerk or secretary for review at least seventy-two (72) hours in advance of the broadcasted meeting.

Any emergency exceptions must be approved by the City Manager.

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

Charter Review Committee

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

Responsibilities

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

Meetings

The Charter Review Committee, 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 Tuesday 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 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. in the council chambers, 311 Vernon Street.

Law and Regulation Committee

Two (2) council members, and two (2) alternates appointed by the City Council

Responsibilities

- Requests, considers, and evaluates state and federal legislation, policies and regulations brought before the Committee and makes recommendations to the full City Council on those items.
- Provides input to staff regarding concerns about the effects a specific piece of legislation, policy or regulation might have on the community.
- Requests additional information from staff regarding legislation, policies, and regulations.

Meetings

The regular day and time for meetings for the Law and Regulation Committee shall be established by resolution adopted by the City Council, as amended from time to time.

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 p.m. at various city libraries.

Local Sales Tax Citizens' Oversight Committee

Five (5) members appointed by the City Council.

Responsibilities

- Annually, review revenue receipts and expenditures of the Transactions and Use Tax.
- Annually, review status of programs and services, funded wholly or partially with proceeds from the Transactions and Use Tax.
- Annually, prepare and present an independent report to the City Council regarding the revenue and expenditures of the Transactions and Use Tax.

Meetings

The Local Sales Tax Citizens' Oversight Committee meets two to three times per year, or as determined by the City Manager.

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 6 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 6:30 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, commission, or committee 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 6 p.m. in the council chambers, 311 Vernon Street.

Senior Commission

Seven (7) members appointed by the City Council

Responsibilities

- Investigate opportunities for outside revenue sources (grants) which are or which may be available to provide funding for senior programs and share findings with staff.
- Highlight senior programs, services, and resources to the community.
- Serve as a forum for commission members' and residents' expression of ideas, needs, and concerns, as they affect seniors, particularly in areas over which the City of Roseville has purview
- Respond to requests for recommendations to other commissions, staff, and City Council on programs, special events, policies and services.
- Serve as the eyes and ears in the community, bringing pertinent information to staff to help improve senior services.
- Serve as ambassadors throughout the community for the services provided by the City of Roseville.

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 6 p.m. in the council chambers, 311 Vernon Street.

Supplemental meeting procedures

The meeting procedures of the Board of Appeals, Personnel Board, 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. A chair and vice chair of the board shall be selected as set forth under the "Roles and responsibilities" section of these Administrative Standards.

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 hearing panel chair

A chair for each hearing panel 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 for the hearing panel 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 as to the violation(s) dependent upon the complainant's testimony. The hearing panel may still hear any violation(s) not dependent upon the complainant's testimony.

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 as to the violation(s) dependent upon the complainant's testimony, and denied as to any violation(s) not dependent upon the complainant's testimony.

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 the 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 as needed 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.

City Council

Elective officers

The electors of the city shall elect a council of five (5) members each of whom shall be elected by district by the voters in that district for a four (4) year term of office. Commencing with the General Municipal Election in November of 2020 and every four (4) years thereafter, the voters in the odd-numbered electoral districts shall elect a councilmember. Commencing with the General Municipal Election in November of 2022 and every four (4) years thereafter, the voters in the even-numbered electoral districts shall elect a councilmember. The council shall constitute the legislative and governing body of the city and shall have authority, except as otherwise provided in the Charter, to exercise all powers of the city, and to adopt such ordinances and resolutions as may be proper in the exercise thereof. No councilmember shall serve more than two (2) consecutive four (4) year terms, commencing as of a date subsequent to April 9, 1974. A partial term of less than two (2) years served due to appointment or election

to a vacant council seat does not count as a term for purposes of this section of the Charter. However, a combination of an appointment to a vacant council seat followed by a subsequent election to fill the remainder of the unexpired term of that same vacant seat shall count as a term for purposes of this section of the Charter.

Eligibility for office

Only United States citizens may be elected or appointed officers of the city. Furthermore, in order to be eligible for city office, any councilmember elected or appointed to represent an electoral district must reside in that district and be a registered voter in that district, and any candidate for City Council must reside in, and be a registered voter in, the district in which the candidate seeks election at the time nomination papers are issued.

Assumption of office by, meeting of council, and seating of mayor and vice mayor

The council shall be sworn in and assume office, subject to the qualifying provisions of the Charter, upon receipt of a certified statement of the results of the election pursuant to California Elections Code 15372, as it may be hereafter amended. The council shall hold its first meeting at that time. The vice mayor shall be seated by rotation in sequential order of the five (5) districts. Upon termination of a councilmembers' term of office as vice mayor, the vice mayor shall be seated as mayor. The mayor and vice mayor shall each serve a two (2) year term.

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

- A. An office becomes vacant on the happening of any of the following events before the expiration of the councilmember's term:
 1. Upon any of the grounds listed in Section 1770 of the California Government Code as it now exists or may hereafter be amended.
 2. Upon termination of residency in an electoral district by a councilmember elected or appointed to that district unless a substitute residence within the district is immediately declared and established within thirty (30) calendar days after the termination of residency.
- B. When a vacancy is, for any reason, anticipated in advance of its actual occurrence, the council shall initiate the appointment or election process in anticipation of the vacancy. The councilmember who will be vacating the seat may not participate in the process.
- C. Any vacancy on the council may be filled by a majority vote of the remaining councilmembers within sixty (60) calendar days after the vacancy occurs. A person appointed by the council to fill a vacancy shall hold office until the next feasible election. A councilmember elected to fill a vacancy thereafter shall hold office for the remainder of the unexpired term. No person may be appointed to the council more than once.
- D. If the council fails, for any reason, to fill such vacancy within the sixty (60) day period set forth in subsection c, it shall forthwith call an election for the earliest possible date to fill such vacancy. A councilmember elected to fill a vacancy shall hold office for the remainder of the unexpired term.
- E. A partial term of less than two years served either due to an appointment or an election to a vacant Council seat, does not count as a term. Further, a combination of an appointment to a vacant Council seat, followed by a subsequent election to fill the remainder of the unexpired term of the same vacant seat, does count as a term.
- F. In the event of a vacancy in the office of mayor, the vice mayor shall be seated as mayor and shall hold office for the remainder of the unexpired term being assumed. In the event of a vacancy in the office of vice mayor, a vice mayor shall be seated from the electoral district next in rotation and shall hold office for the remainder of the unexpired term being assumed. The filing of vacancies pursuant to this subsection, however, shall not disrupt the normal mayoral and vice mayoral rotation and shall not result in reducing a mayor's or vice mayor's scheduled term.

Regular meetings

The 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 at the same hour, same day the following week or may be canceled. An agenda will provide the time and place of the meetings.

Special meetings

Special meetings may be called by the City Clerk, City Manager, City Attorney, or by written request of the mayor or any three (3) councilmembers by providing each councilmember with at least seventy-two (72) hours' written notice, except that for time sensitive business, only twenty-four (24) hours' written notice is required. Written notice shall be served personally, electronically, or left at each councilmembers' usual place of residence, and shall be publicly posted in accordance with the timeframes set forth in this section. 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 City 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 council shall determine its own rules and order of business subject to the following The council shall determine its own rules and order of business subject to the following provisions. There shall be a journal of proceeding or minutes of all council meetings approved by the council and to which the public shall have access at all reasonable times. Within thirty (30) days, or as soon thereafter as is reasonably foreseeable, after any regular or special council meeting, action minutes of the meeting shall be prepared by the 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 journal, except that where the vote is unanimous it shall be necessary only to so state.

Order of business

The order of business at all closed sessions shall be as follows:

- Closed Session Call to Order
- Closed Session Roll Call
- Closed Session Public Comments
- Closed Session
- Closed Session Report Out
- Closed Session Adjournment

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

- 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
- Appointments
- Public Hearings
- Council/Staff/Reports/Comments
- Adjournment



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Vice Mayor

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msheidenberger@roseville.ca.gov

City Clerk

Carmen Avalos
Phone: 916-774-5263
cavalos@roseville.ca.gov



Board/Commission/Committee Liaisons

Board of Appeals

City Attorney
Phone: 916-774-5325
attorney@roseville.ca.gov

Design Committee

Development Services - Planning
Phone: 916-774-5276
planningdivision@roseville.ca.gov

Economic Development Advisory Committee

Economic Development
Phone: 916-774-5362
economicdevelopment@roseville.ca.gov

Grants Advisory Commission

City Manager
Phone: 916-774-5362
citymanager@roseville.ca.gov

Library Board

Parks, Recreation & Libraries
Phone: 916-772-7529
parksandrec@roseville.ca.gov

Local Sales Tax Citizens Oversight Committee

Finance
Phone: 916-774-5319
finance@roseville.ca.gov

Parks & Recreation Commission

Parks, Recreation & Libraries
Phone: 916-772-7529
parksandrec@roseville.ca.gov

Personnel Board

Human Resources
Phone: 916-774-5475
humanresources@roseville.ca.gov

Planning Commission

Development Services - Planning
Phone: 916-774-5276
planningdivision@roseville.ca.gov

Public Utilities Commission

Roseville Electric
Phone: 916-774-5601
rosevilleelectric@roseville.ca.gov

Environmental Utilities

Phone: 916-774-5770
environmentalutilities@roseville.ca.gov

Senior Commission

Parks, Recreation & Libraries
Phone: 916-772-7529
parksandrec@roseville.ca.gov

Transportation Commission

Public Works – Alt. Transportation
Phone: 916-774-5293
transportation@roseville.ca.gov