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Titlechair 2 - COMMISSIONS AND COMMITTEES

CHAPTER 1. - ADVISORY COMMISSIONS.

2-1-1. – Advisory Commissions.

- A. *All advisory commissions.* The following provisions shall apply to all advisory commissions, which shall be defined as commissions created by City Council for the purpose of advising the Mayor and City Council on specific subjects, pursuant to and as enumerated in this chapter. Advisory commissions shall include the Meridian Arts Commission, the Historic Preservation Commission, the Parks and Recreation Commission, the Solid Waste Advisory Commission, and the Transportation Commission.
- B. *Creation of advisory commissions.* Advisory Commissions may be established by ordinance, and may be eliminated by repealing the establishing ordinance.
- C. *Duties and authority of advisory commissions.*
1. The advisory commissions shall be recommending bodies, and shall make recommendations to the Mayor and City Council, within the scope of each commission's respective duties, as set forth in this chapter.
 2. Each advisory commission shall adopt bylaws for the proper conduct of the commission's business. All commission bylaws are subject to approval by the Mayor and City Council after recommendation by the Commission.
 3. Annually, each advisory commission shall elect a chair and vice chair, who shall serve in such roles for twelve (12) months.
 4. In addition to duties set forth in the respective commission bylaws, the chair of each commission shall submit an annual report to the Mayor and City Council regarding the Commission's activities and accomplishments.
 5. Volunteer commissioners are not and shall not be authorized to enter into any contract on behalf of the City, to apply for or accept any grant or other funds on behalf of the City, or to make any verbal or written agreement binding the commission or the City. Subject to City policy, City staff may apply for or accept grant or other funds on behalf of the City and/or in the name of a commission or committee.
 6. Volunteer commissioners are not and shall not be authorized to enter private property, buildings, or structures in the performance of their official duties without the prior, express consent of the owner or occupant thereof.
 7. Advisory commissions and the respective commissioners thereof shall comply with the Idaho open meetings laws, Idaho Public Records Act, and Idaho Ethics in Government laws.
- D. *Advisory commission membership and qualifications.*

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1. Commission members shall be appointed by the Mayor and approved by the City Council on a vote of a majority of the City Council members, and commission members may, in like manner, be removed or replaced.
2. Each commission shall consist of up to nine (9) members.
3. Commissioners shall be over eighteen (18) years of age at the time of appointment, except that one (1) member of each commission may be designated to represent youth, which commissioner may be under eighteen (18) years of age.
4. All Commission members and the officers thereof shall be volunteers, and shall serve the City without compensation for such service. This shall not apply to City staff appointed to a commission within the scope of their employment .
5. Each commissioner's term shall be three (3) years, except that each youth commissioner's term shall be one (1) year.
6. A commissioner may be appointed to a partial term to complete a vacating commissioner's term, or when a new seat is established.
7. If a commission seat is or will be vacant, the Mayor's Office shall publicly notice the opportunity to apply for the seat. The incumbent commissioner may reapply for the seat.
8. Commissioners may serve up to two (2) consecutive full terms without separate approval. A third or successive term must be approved by a unanimous vote of the full City Council. A partial term shall not count as a term for the purpose of this provision.
9. The mayor shall remove any commissioner who misses one-half (½) of the meetings held by the commission to which such commissioner was appointed in any calendar year, as of December 31.

E. *Budget; expenditures; staff support.*

1. City Council may provide funds for an advisory commission's activities through the budgetary process.
2. Any expenditures or contracts related to a commission's activities shall be administered by the designated City staff member assigned to the commission, subject to City policy. No volunteer commissioner shall be authorized to enter into contracts on behalf of the City, including those related to services, goods, or the acceptance of grant funds.
3. The City Attorney or designee shall be assigned to each commission to provide legal advice and support, and designated staff member(s) shall be assigned to each commission to provide administrative and operational support.

F. *Meetings.* Regular meetings of advisory commissions shall be held at Meridian City Hall, at the date and time specified by City Code. If the regular meeting date falls on a holiday, City election day, or primary or general election day, the meeting shall be canceled or rescheduled, as the chair directs.

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If a quorum of the commission is not available for a regularly scheduled meeting, the meeting may be postponed to a different date and time, or may be canceled.

2-1-2. Arts Commission.

- A. *Establishment; purpose.* There is hereby established the Meridian Arts Commission, the purpose of which shall be to advise the Mayor, City Council, and City staff on matters regarding Meridian's arts and cultural resources, the City's aesthetic environment, and the development of economic, educational, recreation, and tourism opportunities within Meridian through the advancement of publicly accessible arts and cultural enrichment.
- B. *Duties and powers.* The Arts Commission shall be authorized to support, provide input, represent the public interest, and make recommendations to the Mayor, City Council, and City staff regarding:
1. The needs of the Meridian community with regard to the arts;
 2. The importance of publicly accessible arts and culture, and their benefits to the community;
 3. The aesthetic aspects of works of art or public monuments to be installed by the City of Meridian;
 4. Provide input and advice to City staff on operational functions related to the arts.
 5. The development of, and provide general information and encouragement to, the city's cultural organizations, artists, institutions and community organizations sponsoring arts activities;
 6. City policies and activities to advance publicly accessible arts and cultural enrichment in the City.
 7. The adoption of a strategic plan for the arts in Meridian.
 8. The management and disbursement of funds dedicated to City arts programming.
 9. Matters relevant to the commission's purpose in provisions of the City Comprehensive Plan and other planning processes undertaken by local, State, or Federal agencies.
 10. The development, growth, and preservation of the City's art resources, a receptive climate for the arts, and self-sustaining arts programs within Meridian.
- C. *Qualifications.* All members of the Arts Commission shall have an interest, competence, or knowledge in the arts.
- D. *Meetings.* The Arts Commission shall convene regular meetings at Meridian City Hall, 33 East Broadway Avenue, Meridian, Idaho, at 3:30 p.m., on the second Thursday of each month.

2-1-3. Historic Preservation Commission.

- A. *Establishment; purpose.* There is hereby established a Historic Preservation Commission, the purpose of which shall be to advise the Mayor, City Council, and City staff on matters regarding the

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identification, evaluation, designation, documentation, and protection of buildings, sites, areas, structures, and artifacts which reflect significant elements of Meridian's historic, architectural, archaeological, and cultural heritage.

- B. *Duties and powers.* The Historic Preservation Commission shall be authorized to support, provide input, represent the public interest, and make recommendations to the Mayor, City Council, and City staff regarding:
1. Surveys of local historic properties in Meridian and Meridian's impact area for the purpose of documenting and identifying significant historic properties, including those potentially eligible for the National Register of Historic Places.
 2. The nominations of properties in Meridian and Meridian's impact area to the National Register of Historic Places.
 3. Methods and procedures necessary to preserve, restore, maintain and operate historic properties in Meridian and Meridian's impact area.
 4. Educational and interpretive programs on historic preservation and historic properties in Meridian.
 5. Matters relevant to the commission's purpose in provisions of the City Comprehensive Plan and other planning processes undertaken by local, State, or Federal agencies.
 6. Opportunities and actions that may further the protection, enhancement, and preservation of historic properties.
 7. The preservation of buildings, sites, areas, structures, and artifacts which reflect significant elements of Meridian's historic, architectural, archaeological, and cultural heritage.
- C. *Qualifications.* All members of the Historic Preservation Commission shall have a demonstrated interest, competence, or knowledge in history or historic preservation. At least two (2) members should have professional training or experience in the disciplines of architecture, history, architectural history, urban planning, archaeology, engineering, law, or other professions related to historic preservation.
- D. *Meetings.* The Historic Preservation Commission shall convene regular meetings at Meridian City Hall, 33 East Broadway Avenue, Meridian, Idaho, at 4:30 p.m., on the fourth Thursday of each month except November and December.

2-1-3. Parks and Recreation Commission.

- A. *Establishment; purpose.* There is hereby established a Parks and Recreation Commission, the purpose of which shall be to advise the Mayor and the City Council on matters regarding the City parks system and recreational programming.

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- B. *Duties and powers.* The Parks and Recreation Commission shall be authorized to support, provide input, represent the public interest, and make recommendations to the Mayor, City Council, and City staff regarding:
1. The design of City parks, pathways, and related facilities.
 2. Recreational programming and activities.
 3. The future growth, development and regulation of park, playground, and recreation facilities of the city.
 4. Facility rules and regulations.
 5. The Parks and Recreation Master Plan and any subsequent updates or revisions.
 6. Matters relevant to the commission's purpose in provisions of the City Comprehensive Plan and other planning processes undertaken by local, State, or Federal agencies.
 7. The development, growth, maintenance, and improvement of City parks, pathways, and recreational facilities.
 8. Serve as the City's Tree Board, pursuant to requirements of the National Arbor Day Foundation regarding the City's designation as Tree City USA.
- C. *Qualifications.* All members of the Parks and Recreation Commission shall have a demonstrated interest, competence, or knowledge in parks, pathways, open spaces, sports, or recreation. All members shall reside within City limits, except that one (1) or two (2) members may reside in the area of impact.
- D. *Meetings.* The Parks and Recreation Commission shall convene regular meetings at Meridian City Hall, 33 East Broadway Avenue, Meridian, Idaho, at 4:00 p.m., on the second Wednesday of each month.

2-1-3. Solid Waste Advisory Commission.

- A. *Establishment; purpose.* There is hereby established a Solid Waste Advisory Commission, the purpose of which shall be to advise the Mayor, City Council, and Public Works Department staff on matters regarding solid waste collection and disposal.
- B. *Duties and powers.* The Solid Waste Advisory Commission shall be authorized to support, provide input, represent the public interest, and make recommendations to the Mayor, City Council, and City staff regarding:
1. Ordinances, policies, and fees related to the City's solid waste collection system and disposal services.
 2. Programs and projects that promote and improve residential and commercial solid waste management practices that help divert waste from the landfill.

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3. Solid waste initiatives and concerns brought forth by citizens of Meridian or franchisee, and provide recommendations on such matters to City staff.
 4. Management and disbursement of funds in the Community Recycling Fund program.
 5. Matters relevant to the commission's purpose in provisions of the City Comprehensive Plan and other planning processes undertaken by local, State, or Federal agencies.
 6. The development of solid waste initiatives that promote clean, safe, cost-effective solid waste management within Meridian.
- C. *Qualifications.* All members of the Solid Waste Advisory Commission shall be residents of the City of Meridian and shall have a demonstrated interest, competence, or knowledge in solid waste management. One member shall be under eighteen (18) years of age at the time of appointment to represent youth. A representative of the current solid waste franchisee shall serve as an ex officio member.
- D. *Meetings.* The Solid Waste Advisory Commission shall convene regular meetings at Meridian City Hall, 33 East Broadway Avenue, Meridian, Idaho, at 4:00 p.m., on the fourth Wednesday of each month.

2-1-4. Transportation Commission.

- A. *Establishment; purpose.* There is hereby established a transportation commission, the purposes of which shall be to provide a forum for cooperation, coordination, planning, and communication between the City and citizens and organizations concerned with transportation planning and the safe and efficient movement of vehicular and pedestrian traffic throughout the community, and to advise the Mayor, City Council, and City staff on matters regarding transportation in Meridian.
- B. *Duties and powers.* The Transportation Commission shall be authorized to support, provide input, represent the public interest, and make recommendations to the Mayor, City Council, and City staff regarding:
1. Policies, programs, and issues related to traffic safety and transportation matters affecting Meridian.
 2. Motorist, pedestrian, and bicyclist concerns or issues referred to the commission by City Council, other political bodies, or City staff that relate to transportation safety.
 3. An annual list of the highest priority roadway, intersection, bicycle and pedestrian improvement projects for inclusion in state, regional and local transportation funding programs, such as the Community Planning Association of Southwest Idaho (COMPASS) long range transportation plan, Ada County Highway District (ACHD)'s capital improvements plan, and Idaho Transportation Department (ITD)'s long range vision/plan.
 4. The annual budget and five-year work plan prepared by the Ada County Highway District.

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5. Matters relevant to the commission's purpose in provisions of the City Comprehensive Plan and other planning processes undertaken by local, State, or Federal agencies.
- C. *Qualifications.* All members of the Transportation Commission shall have an interest, competence, or knowledge in matters relating to transportation planning and traffic safety. Commission membership shall be comprised of: Four (4) Meridian citizens residing within city limits, one position of which may be designated to represent youth; three (3) Meridian business owners or employees of a business in Meridian; and two (2) individuals with technical expertise and/or education in a transportation related field. The four (4) Meridian citizens should, if possible, represent different geographic areas of Meridian. Nonvoting ex officio members shall include representatives from the Ada County Highway District, Idaho Transportation Department, Community Planning Association of Southwest Idaho, Valley Regional Transit, and West Ada School District.
- D. *Meetings.* The Transportation Commission shall convene regular meetings at Meridian City Hall, 33 East Broadway Avenue, Meridian, Idaho, at 3:30 p.m., on the first Monday of each month.

CHAPTER 2. – STATUTORY COMMISSIONS.

2-2-1. – Statutory commissions.

- A. *All statutory commissions.* The following provisions shall apply to all statutory commissions, which shall be defined as commissions created and governed pursuant to Idaho Code. Statutory commissions shall include the Planning and Zoning Commission and the Development Impact Fee Advisory Committee.
- B. *Creation of statutory commissions.* Statutory Commissions shall be established as required by the applicable provisions of Idaho Code.
- C. *Duties and authority of statutory commissions.*
 1. Statutory commissions shall be authorized to act within the scope of each commission's respective duties, as set forth in this chapter, the applicable provisions of Meridian City Code, and the applicable provisions of Idaho Code.
 2. Volunteer commissioners are not and shall not be authorized to enter into any contract on behalf of the City, to apply for or accept any grant or other funds on behalf of the City, or to make any verbal or written agreement binding the commission or the City.
 3. Volunteer commissioners are not and shall not be authorized to enter private property, buildings, or structures in the performance of their official duties without the prior, express consent of the owner or occupant thereof.
 4. Statutory commissions and the respective commissioners thereof shall comply with the Idaho open meetings laws, Idaho Public Records Act, and Idaho Ethics in Government laws.
 5. Each statutory commission shall adopt bylaws for the proper conduct of business.
- D. *Statutory commission membership and qualifications.*

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1. Commission members shall be appointed by the Mayor and approved by majority vote of the City Council. Vacancies shall be filled in like manner. Commission members may be removed for cause by a majority vote of City Council.
2. A commissioner may be appointed to a partial term to complete a vacating commissioner's term, or when a new seat is established.
3. Commissioners shall be over eighteen (18) years of age at the time of appointment.
4. All Commission members and the officers thereof shall be volunteers, and shall serve the City without compensation for such service.

E. *Budget; expenditures; staff support.*

1. City Council may provide a budget for a statutory commission's activities through the budgetary process.
2. Any expenditures or contracts related to a commission's activities shall be administered, by the designated City staff member assigned to the commission, subject to the City's policies. No volunteer commissioner shall be authorized to enter into contracts on behalf of the City, including those related to services, goods, or the acceptance of grant funds.
3. The City Attorney or designee shall be assigned to each commission to provide legal advice and support, and designated staff member(s) shall be assigned to each commission to provide administrative and operational support.

2-2-2. – Planning and Zoning Commission.

- A. *Establishment; purpose; authority.* There is hereby established the Planning and Zoning Commission, the purpose of which shall be to advise the Mayor, City Council, and City staff regarding land use matters, and/or make decisions regarding land use matters, pursuant to the authority set forth in Title 67, Chapter 65, Idaho Code (the Local Land Use Planning Act) and Title 11, Meridian City Code (the Unified Development Code).
- B. *Qualifications; term.* The Planning and Zoning Commission shall have at least three (3), but no more than nine (9) members. At least one (1) member must be a resident of the City impact area, outside the corporate limits; must have resided in Ada County for at least two (2) years prior to appointment; and must remain a resident of the City impact area during the member's entire term on the Commission. The other members must each be residents of the City of Meridian, must have resided in Ada County for at least two (2) years and in the City of Meridian for at least one (1) year prior to appointment, and must remain a resident of the City of Meridian during their entire term on the Commission. Each member's term shall be three (3) years. No person shall serve more than two (2) full consecutive terms without specific approval by a two-thirds' vote of City Council.
- C. *Officers.* At the first meeting of each calendar year, each statutory commission shall elect a chair and vice chair. The chair shall run each meeting of the commission, and the vice chair shall act as the chair in the event of the chair's absence.

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- D. *Meetings.* The regular meetings of the Planning and Zoning Commission shall be held at Meridian City Hall, 33 East Broadway Avenue, Meridian, Idaho, on the first and third Thursday of each month, at 6:00 p.m.

2-2-3. Development Impact Fee Advisory Committee.

- A. *Establishment; duties and powers.* There is hereby established the Development Impact Fee Advisory Committee, pursuant to the authority in, and for the purpose of fulfilling the duties set forth in Idaho Code section 67-8205.
- B. *Duties; powers.* The Development Impact Fee Advisory Committee shall serve in an advisory capacity and is established to:
1. Assist the City in adopting land use assumptions;
 2. Review the capital improvements plan and proposed amendments, and provide written comments;
 3. Monitor and evaluate implementation of the capital improvements plan;
 4. File periodic reports, at least annually, with respect to the capital improvements plan and report to the City any perceived inequities in implementing the plan or imposing the development impact fees; and
 5. Advise the City of the need to update or revise land use assumptions, the capital improvements plan, and development impact fees.
- C. *Qualifications; term.* The Development Impact Fee Advisory Committee shall have a minimum of five (5) members. Two (2) or more members shall be active in the business of development, building or real estate. Employees or officials acting in their official capacity for a governmental entity shall not be appointed as members of the committee. All members of the Development Impact Fee Advisory Committee must reside within Meridian city limits. Each member's term shall be three (3) years. No person shall serve more than two (2) full consecutive terms without specific approval by a two-thirds' vote of City Council.
- D. *Meetings.* The regular meetings of the Development Impact Fee Advisory Committee shall be held at Meridian City Hall, 33 East Broadway Avenue, Meridian, Idaho. The Chief Financial Officer shall convene a meeting of the Development Impact Fee Advisory Committee at least annually.

CHAPTER 3. – COMMITTEES.

2-3-1. – Definitions.

For the purposes of this chapter, the following words and phrases, and derivations thereof, shall be defined as follows:

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- A. *Ad hoc committee* means an informally organized group of citizens, City staff, and/or elected officials; convened by the Mayor, City Council, or City staff as needed; for the purpose of taking a specific action or providing input to the Mayor, City Council, or City staff on a specific subject.
- B. *Standing committee* means a subagency of the City enumerated in this chapter or other City ordinance; created by the Mayor, City Council, or City staff for the purposes set forth in the committee's enabling ordinance. Standing committees shall include the Meridian Districting Committee, Compensation Committee, and Utility Billing Review Committee.

2-3-2. – All committees.

The following provisions shall apply to all City committees:

- A. *Establishment.* The Mayor and the Directors are authorized to establish ad hoc committees, or convene standing committees as set forth in this chapter.
- B. *Transparent and Ethical Government.* Both standing and ad hoc committees shall be subject to the Idaho Public Records Act, and their members to the Idaho Ethics in Government laws and Title 18, Chapter 13, Idaho Code (regarding bribery and corruption). Standing committees are subagencies of the City, created by ordinance, and are therefore subject to the open meetings laws.
- C. *Selection of members.* Except as otherwise provided, committee members shall be selected by the Mayor, City Council, or City staff, and shall serve at the pleasure of same.
- D. *Members are volunteers.* All committee members shall be volunteers, and shall serve the City without compensation for such service. This shall not apply to City staff appointed to a committee within the scope of their employment.
- E. *Expiration.* A committee shall expire when its purpose is completed, or, in the case of ad hoc committees, when the Mayor or Director determines that the committee is no longer necessary.
- F. *Staff support.* Designated staff member(s) may be assigned to each committee to provide administrative and operational support. The City Attorney or designee may attend committee meetings to provide legal advice and support.

2-3-3. – Standing committees.

The following provisions shall apply to all Standing Committees:

- A. *Appointment of members.* The Mayor shall, with the approval of the City Council, appoint members to standing committees. The term of such appointments shall be one (1) year, or for time necessary to achieve the purpose for which the committee is convened, whichever is shorter. Should a vacancy occur on a standing committee, the vacancy shall be filled in like manner as soon thereafter as practicable.
- B. *Officers.* At the initial meeting of the committee, the Committee members shall elect a Chair and Vice Chair.

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1. The Chair shall be a voting member of the committee and shall hold the same rights and privileges as any other committee member. The decisions, statements, and/or actions of the Chair shall obligate, commit, and/or represent the committee only insofar as the committee has specifically authorized. The Chair's duties shall include:
 - a. Preparing meeting agendas in cooperation with the City Clerk or designee;
 - b. Presiding over all meetings, and
 - c. Signing all documents requiring an official signature on behalf of the committee.
 2. The Vice-Chair shall perform the duties of the Chair in the absence of the Chair, and such other duties as may be delegated by the Chair.
 3. A special election may be held at any time to fill a vacancy of the office of Chair or Vice-Chair.
 4. The Chair shall propose, and the committee members shall adopt, a timeline of meetings and actions to timely complete the committee's work.
- C. *Agenda.* The agenda for all meetings shall be prepared by the Chair in consultation with the City Clerk or designee. The City Clerk or designee shall assist the Chair with scheduling meetings, posting meeting and agenda notices, preparing meeting minutes, and distributing agendas, minutes, and other materials to committee members prior to each meeting.
- D. *Quorum.* A majority of currently appointed committee members shall constitute a quorum for the transaction of any business.
- E. *Voting.* Each voting member shall be entitled to one (1) vote on any matter. Except as otherwise designated herein, the vote of the majority of the voting members present at any meeting at which a quorum is present shall effectuate any decision. Voting shall be verbal and on the record; proxy voting, secret voting, and written voting shall not be permitted.
- F. *Meetings.* Except as otherwise provided, scheduling of public hearings, public comment, or presentations before a committee shall be at the discretion of the Chair. The Chair may set rules to maximize efficiency and productivity of meetings, including setting a time limit for comments or presentations.

2-3-4. Meridian Districting Committee.

- A. *Establishment; purpose.* There is hereby established the Meridian Districting Committee, the purpose of which shall be to establish six (6) City Council districts and assign one (1) City Council seat to represent each City Council district, in accordance with applicable laws, available federal decennial census data, and principles of districting as are or may be established by law, policy, and custom governing the same.
- B. *Duties and powers.* The Meridian Districting Committee shall:
1. Evaluate and apply federal decennial census data regarding the City of Meridian in order to establish six (6) City Council districts pursuant to the provisions of I.C. 50-707A; Title 1, Chapter 7, Meridian City Code; and all other applicable provisions of local, state, and federal law.
 2. Assign City Council seats, numbering 1 through 6, to the corresponding numbered City Council districts, pursuant to this Chapter.

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3. Act independently to make decisions regarding designating and numbering City Council districts, without regard for the residency of elected officials or candidates running for municipal office of the City of Meridian.
 4. Consult resources and experts in demographics and population distribution, including, without limitation, the Community Planning Association of Southwest Idaho, the United States Census Bureau, and their delegees and staff, as needed or desired.
 5. Consult resources and experts in districting and apportionment, including, without limitation, the Idaho Secretary of State, the Idaho Commission for Reapportionment, the Ada County Clerk, and the delegees and staff thereof, as needed or desired.
 6. Consult City of Meridian Geographic Information System and Planning staff for information and assistance with establishment of City Council districts and the preparation of maps.
 7. Consult the City Attorney or designee regarding compliance with applicable Idaho Code and Meridian City Code provisions.
- C. *Membership qualifications.* The Meridian Districting Committee shall be established as follows:
1. In addition to the names of the appointed members, the resolution shall include the following directives to the City Clerk:
 - a. Directing the City Clerk to convene the Meridian Districting Committee.
 - b. Directing the City Clerk to post on the City of Meridian website the agenda and minutes of the Meridian Districting Committee meetings, as well as the census data used by the Meridian Districting Committee in the course of its charge under this section.
 2. Voting members of the Meridian Districting Committee shall include six (6) Meridian residents from diverse geographic areas of Meridian, to include at least one (1) individual who resides south of Interstate 84, one (1) individual who resides north of Ustick Road, one (1) individual who resides west of Meridian Road, and one (1) individual who resides east of Meridian Road. The six (6) Committee members shall be voting members, and shall serve without salary or compensation for their service.
 3. The Meridian Districting Committee shall include the following ex-officio, non-voting members:
 - a. The City of Meridian Geographic Information System Manager or designee;
 - b. The City of Meridian Planning Manager or designee; and
 - c. The Ada County Clerk or designee.
 4. The Meridian Districting Committee may include the following ex-officio, non-voting members, as may be hired by the City of Meridian: a statistician, a cartographer, and/or any other experts whose services may be helpful in the discharge of the Meridian Districting Committee's responsibilities.
- D. *Ineligible for candidacy.* A person who has served on the Meridian Districting Committee shall be ineligible to run for a Meridian City Council seat for five (5) years following such service.
- E. *Duties and powers.* The following process shall apply to the establishment of City Council districts:

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1. The Meridian Districting Committee shall evaluate and apply the federal decennial census data for the City of Meridian in order to establish six (6) City Council districts pursuant to the provisions of I.C. 50-707A; Title 1, Chapter 7, Meridian City Code; and all other applicable provisions of local, state, and federal law. To assist the Committee, one (1) or more of the ex officio members shall prepare three (3) potential districting maps for the Committee's initial consideration. The Committee may utilize one (1) of these potential districting maps, or the Committee may develop and utilize a different districting map.
2. Upon completion of a draft districting map, the Meridian Districting Committee shall designate each City Council district with a number from 1 to 6 pursuant to the provisions of Meridian City Code Section 1-2-3(B) and this chapter. The draft map and numbered City Council districts shall constitute the draft districting plan. The Meridian Districting Committee shall hold a minimum of two (2) public hearings to receive public testimony on the draft districting map.
3. The Meridian Districting Committee shall act to establish, by resolution, the Meridian Districting Plan. The resolution must be approved by at least four (4) voting members to be effective, and shall certify that the established City Council districts meet the criteria set forth in I.C. 50-707A and other applicable statutes and laws. The Meridian Districting Plan shall include the following documents, which shall be appended to the resolution, and incorporated into the same by reference:
 - a. A map of the City of Meridian showing the exact locations of the designated City Council districts, labeled with the district numbers and corresponding City Council seat numbers.
 - b. A description of the boundaries of the City Council districts, described by the names of streets or other established features or landmarks.
 - c. A declaration that the City Council seats shall be designated with numbers corresponding to the like-numbered City Council districts, in accordance with Meridian City Code Section 1-2-3(B).
4. The Meridian Districting Committee shall transmit its resolution to the City Clerk, and the City Clerk shall:
 - a. Schedule a public hearing before the City Council on the resolution;
 - b. Make the resolution available on the City of Meridian's website; and
 - c. Publish a notice of hearing on the matter before the City Council.
5. The City Clerk shall publish notice of the public hearing on the Meridian Districting Committee's Meridian Districting Plan before City Council at least once prior to the date set for the public hearing, which notice shall solicit written and verbal testimony on the City Council districts as established by the Meridian Districting Committee, and shall include a link to the City of Meridian's webpage with access to the resolution and appended documents.
6. The City Council shall conduct a public hearing on the Meridian Districting Plan as established by the Meridian Districting Committee, in accordance with the procedures set forth in Meridian City Code for public hearings. Following such public hearing, the City Council shall review the Meridian Districting Plan as established by the Meridian Districting Committee, and upon a finding that it meets the criteria set forth in I.C. 50-707A, shall adopt it by ordinance as the final Meridian Districting Plan. Such act shall be a ministerial function of the City Council; modification of the Meridian Districting Plan established by the Meridian Districting Committee

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shall occur only upon remand to the Meridian Districting Committee. The City Council may remand the matter to the Meridian Districting Committee only upon a finding, supported by substantial evidence, that the Meridian Districting Plan established by the Meridian Districting Committee does not meet the criteria set forth in I.C. 50-707A. Should the City Council fail to adopt the Meridian Districting Plan via ordinance at least one hundred thirty-five (135) days prior to the date of the next general city election, the Meridian Districting Committee's last resolution shall comprise the final Meridian Districting Plan.

7. The City Clerk shall file the Meridian Districting Plan with the County Clerk at least one hundred thirty-four (134) days prior to the next general City election, with a request that the County Clerk prepare ballots and establish polling places for all subsequent Meridian City Council elections in accordance with the Meridian Districting Plan. Upon the City Clerk's filing of the Meridian Districting Plan with the County Clerk, the Meridian Districting Committee shall automatically dissolve.
 8. City Council may, pursuant to I.C. 50-707, modify City Council seat numbers after the Meridian Districting Plan has been adopted, so long as such modifications are approved by ordinance at least one hundred thirty-five (135) days prior to the date of the next general City election.
- F. *Meetings.* Meetings of the Meridian Districting Committee shall be held at Meridian City Hall, 33 East Broadway Avenue, Meridian, Idaho. The City Clerk, at the direction of the Mayor, shall convene the initial meeting of the Meridian Districting Committee. Additional meetings of the Meridian Districting Committee may be scheduled by the Chair as necessary to carry out the business of the Committee.

2-3-5. Compensation Committee.

- A. *Establishment; purpose.* There is hereby established the Compensation Committee, the purpose of which shall be to make recommendations to City Council regarding the Mayor's and City Council's compensation.
- B. *Membership qualifications.* The Compensation Committee shall consist of no less than five (5) citizens, business leaders, and former elected or appointed officials of the City of Meridian.
- C. *Duties and powers.* The Compensation Committee shall make recommendations to City Council regarding whether to adjust, increase, or decrease the Mayor's and City Council's respective compensation. In setting the budget for the compensation of the Mayor and City Council, City Council shall consider, but shall not be bound by, the recommendations of the committee. In making its recommendations, the Compensation Committee may consider any or all of the following:
 1. Similar salaries in other cities,
 2. Economic factors,
 3. Potential impact to the City's budget,
 4. The elected officials' performance while in office, and
 5. Changes to other City employees' salaries.

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- D. *Meetings.* Meetings of the Compensation Committee shall be held at Meridian City Hall, 33 East Broadway Avenue, Meridian, Idaho. The Human Resources Director shall convene the Committee in each municipal election year, prior to the budget workshop.

2-3-6. – Utility Billing Review Committee.

- A. *Establishment; purpose; duties and powers.* There is hereby established the Utility Billing Review Committee, the purpose of which shall be to hear disputes, objections, appeals, or requested adjustments by an authorized water and/or sewer user related to water and/or sewer user accounts, statements, and fees, and/or permits including, but not limited to, nonpayment and shutoff of water service, assessment fees, connection fees, wastewater discharge permits, monthly user charges or other fees established by title 9 of this Code regarding water and sewer use and service.
- B. *Membership qualifications.* The Utility Billing Review Committee shall consist of at least three (3) members, but no more than five (5) members, to include the Director of the Public Works Department or designee; the City Attorney or designee; and at least one (1) Meridian citizen.
- C. *Meetings.* The Utility Billing Review Committee shall convene upon scheduling and notice by the City Clerk following receipt of a written request for hearing as set forth in this chapter. When necessary, the Utility Billing Review Committee shall convene at 3:00 p.m., on the third Wednesday of the month at the Meridian City Hall, 33 East Broadway Avenue, Meridian, Idaho. Additional meetings of the Utility Billing Review Committee may be scheduled by the Committee as necessary to carry out the business of the Committee.
- D. *Hearing process.* The following process shall apply to hearings before the Utility Billing Review Committee:
1. An authorized water and/or sewer user may request a hearing by submitting a written request for hearing to the City Clerk within thirty (30) days from the dated notification of administrative denial of a request for adjustment. Such request for hearing shall include such user's name, mailing address, telephone number, e-mail address, and water or sewer account number and address; and a description of the matter(s) to be brought before and considered by the Utility Billing Review Committee.
 2. Upon receipt of a timely and complete request for hearing, the City Clerk shall schedule the matter for hearing at the next meeting of the Utility Billing Review Committee. A request for hearing that is received after 3:00 p.m. on the second Wednesday of the month shall not be heard until the third Wednesday of the following month. The City Clerk has authority to schedule the matter for hearing at an alternative time, with the Chair's approval. The City Clerk shall provide notice of the hearing to the user.
 3. On the date and time noticed for hearing, the Utility Billing Review Committee shall conduct a hearing on the matter brought by the user. The Committee shall provide the user the opportunity to present credible evidence, to personally appear and be represented and/or accompanied by an advisor or other legal representative, to be judged on facts adduced at the hearing, and to otherwise be heard on the matter.

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4. At the conclusion of the hearing, the Utility Billing Review Committee shall state a verbal decision, to include general findings of fact and conclusions of law in support of its decision. The Committee shall declare the payment of any money deemed owed to the city due and payable to the City Finance Department immediately or by a date certain, as appropriate. The Committee shall also verbally and on the record inform the user of the user's right to appeal the Committee's decision to the City Council.
 5. The City Attorney or designee shall prepare a written decision including the Committee's findings of fact and conclusions of law. The City Attorney shall mail the written decision to the user within seven (7) working days of the conclusion of the hearing.
- E. *Appeal process.* A user who receives an adverse decision by the Utility Billing Review Committee shall have a limited right of appeal to the City Council, pursuant to the following:
1. Within three (3) working days of the issuance of the written decision, the user shall file with the City Clerk:
 - a. A written notice of appeal, including a statement of the basis for the appeal, including specific objections to the Utility Billing Review Committee's findings of fact and/or conclusions of law; and
 - b. A cash or check deposit in the amount determined by the Utility Billing Review Committee to be due and payable.
 2. Upon timely receipt of a complete notice of appeal, the City Clerk shall schedule the appeal for hearing before the City Council within thirty (30) calendar days. The City Clerk shall provide notice of such hearing to the user.
 3. On the date and time duly noticed for hearing before City Council, each party may make a brief statement to City Council. No new evidence shall be presented; City Council shall decide the matter upon consideration of the record of the hearing before the Utility Billing Review Committee.
 4. City Council may affirm, overturn, or modify the decision of the Utility Billing Review Committee. City Council shall overturn or modify the decision of the Utility Billing Review Committee only where the Board's findings of fact are not based upon substantial evidence or the conclusions of law are erroneous. City Council may order that the user's deposit be forfeited to city or refunded, less any adjustments. City Council may order that the payment of any additional money deemed owed to the city be due and payable to the City Finance Department by a date certain. The decision of the City Council shall be final.