

1/21/25 DRAFT Updates to Title 2, Meridian City Code

Title 2 - COMMISSIONS AND COMMITTEES

CHAPTER 1. - ADVISORY COMMISSIONS; COMMITTEES, BOARDS, COALITIONS.

2-1-1. - Advisory Commissions.

A. All advisory commissions. The following provisions shall apply to all city 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 including, but not limited to, the Meridian Arts Commission, the Historic Preservation Commission, the Parks and Recreation Commission, Planning and Zoning Commission, the Solid Waste Advisory Commission, and the Transportation Commission.

B. A. Provisions: Creation of advisory commissions.

1. The Mayor has the authority to create various commissions to advise the Mayor and City Council on the specific subjects established for the Commission.

2. Advisory Commissions shall be created may be established by ordinance, and may be eliminated by repealing the establishing ordinance. and approved by the City Council and shall be subject to the Idaho Code provisions in regards to open meetings including, but not limited to, taking of minutes and shall be open to the public to attend.

3. The City Council may eliminate any commission at any time by repealing the commission's enabling ordinance, unless a different procedure is required by the Idaho Code.

CB. Roles and responsibilities Duties and authority of advisory commissions.

1. Advisory to City Council. All commissions, except for the Planning and Zoning Commission, shall be deemed advisory and shall report and 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. All actions of the Commission shall be subject to approval by the Mayor and City Council and after such approval shall have the force and effect of this title.

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.

24. Annual report. The In addition to duties set forth in the respective commission bylaws, the Commission Chair chair of each commission shall submit an annual report to the Mayor and City Council regarding the Commission's activities and accomplishments in the furtherance of the objectives of this title. This shall not apply to the Planning and Zoning Commission.

Commented [EK1]: Updated provisions create categories for City boards and groups:

1. **Advisory commissions.** Established/operate per City Code + focus on general City functions – e.g., Arts, Historic Preservation, Parks & Rec, Solid Waste, Transportation.
2. **Statutory commissions.** Established/operate per Idaho Code + focus on statutorily enumerated functions – e.g., Planning & Zoning Commission, Impact Fee Committee.
3. **Ad hoc committees.** Established/operate informally as needed + focus on specific objective or interest area – e.g., MYAC, dog park committee, UTV committee.
4. **Standing committees.** Established/operate per City Code + focus on specific City actions – e.g., Utility Billing Review Committee.

Commented [EK2]: Moved to 2-1-1(D)(1), below

Commented [EK3]: Covered by Idaho Code (Open Meetings Law) **Section C(7), p.2**

Commented [EK4]: Consolidated with 2-1-1(B)(2), above.

Commented [EK5]: Reworded and made uniform throughout Title.

Commented [EK6]: Moved these provisions to this section for all advisory commissions to promote uniformity and eliminate redundancy:

- Bylaws
- Chair/vice chair
- Annual report

Added prohibitions for Commissioners:

- Entering into contracts (including verbal agreements) on City's behalf
- Applying for grants
- Entering private property

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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.~~

~~cd. Membership Advisory commission membership and qualifications.~~

1. ~~Appointment.~~ 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. ~~Size. Commissions.~~ Each commission shall consist of up to nine (9) members.
3. ~~Commissioners shall be that are~~ over eighteen (18) years of age, at the time of appointment, ~~with except that~~ one (1) member ~~who of each commission~~ may be designated to represent youth, which commissioner ~~er member~~ may be ~~at the time of appointment~~, under eighteen (18) years of age.
34. ~~Compensation.~~ All Commission members and the officers thereof shall be volunteers, and shall serve the City without ~~salary or~~ compensation for ~~their such service on the commission~~. This shall not apply to ~~paid city or other governmental City staff~~ appointed to a commission within the scope of their employment on commissions as part of their work assignment.
45. ~~Terms.~~ All Commission terms ~~Each commissioner's term shall be for a period of three (3) years, except that each youth commissioner's term shall be one (1) position that may be designated to represent youth, for all commissions except for planning and zoning, which commission member shall serve for a term of one (1) year. Commissioners appointed prior to the passage of this title may serve the full term that they were appointed to initially and the number of terms shall not be counted toward any subsequent limitations.~~
56. ~~Partial terms.~~ CA commissioners may be appointed to a partial term ~~when they are appointed to fill an existing seat that has been vacated due to resignation or removal. Commissioners may also be appointed to a partial term to complete a vacating commissioner's term, or when a new seat is established to allow the term expiration to align with the other seats on the commission's expiration time period. Partial term appointments shall not be counted toward the limitations of successive terms.~~

Commented [EK7]: Update clarifies which bodies are subject to Idaho Code Title 74, Transparent and Ethical Government (open meetings, public records, governmental ethics).

Commented [EK8]: Moved these provisions to this section for all advisory commissions to promote uniformity and eliminate redundancy:

- Appointment
- Size
- Minimum age
- Commissioners are volunteers (uncompensated)
- Commissioner term is 3 years
- Youth commissioner term is 1 year
- Process for partial terms
- Process for vacancies
- Process for additional terms of service
- Attendance requirements
- City staff assignments to support commissions

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6. ~~Maintaining list of members.~~ The City Clerk shall maintain a record of the current and future commission seats with the starting and ending dates of each respective term identified. Any new seat added as a result of this title may be for a partial period of time for the initial appointment to allow the seat to align with the other seats on the respective commission.
7. ~~Expiration of terms and reappointments.~~ When a commission term expires, 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 same seat. Appointments shall be done as described in this section.
8. ~~Successive terms.~~ Commissioners may serve up to two (2) consecutive full terms, and including any partial term they may serve prior to appointment to a full term, without separate approval. A third or all successive terms must be approved by a unanimous vote of the full City Council unless otherwise provided by law or ordinance. A partial term shall not count as a term for the purpose of this provision.
9. ~~Termination.~~ Any commissioner may have their appointment terminated in the same manner as they were selected, unless required otherwise by law. Additionally, The mayor shall remove any commissioner that who misses one-half (½) of the meetings that are held by the commission to which such commissioner was appointed in any twelve-month period shall have their appointment automatically terminated calendar year, as of December 31.
10. ~~City staff members.~~ The City Attorney or designee shall be assigned to each commission to provide legal advice and oversight, and a designated staff member shall be assigned to each commission to provide administrative and operational support.

~~DE.~~ Budget; expenditures; staff support.

1. ~~A commission may be provided a budget with the approval of the City Council.~~
21. ~~The City Council may provide commission's budget may be created funds for an advisory commission's activities through the legally required budgetary process and as determined by the Idaho Code, Meridian city ordinance or city policy may receipt and expend funds, goods, and services from the federal government or agencies and instrumentalities of state or local governments, or from civic and private sources, and may contract with these entities and provide information and reports as necessary.~~
3. ~~The budget and a~~ Any expenditures or contracts related to a commission's activities shall be administered, consistent with the city's policies, by the designated city department or City staff liaison member assigned to the commission, subject to City policy(s) and as when required be forwarded to the City Council for approval. 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.

Commented [EK9]: To be moved to Title 1

Commented [EK10]: Clarified to avoid confusion, aid tracking, and provide clean slate at each new calendar year.

Commented [EK11]: Updated for clarity and simplicity. Reiterates that volunteers may not bind City via contract.

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~~4. 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.~~

Commented [EK12]: Moved from membership section, above.

~~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. 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.~~

Commented [EK13]: Moved this provision to this section for all advisory commissions to promote uniformity and eliminate redundancy.

~~2-1-2. Committees, boards, coalitions.~~

~~A. Provisions.~~

- ~~1. The Mayor has the authority to create various committees, boards, task forces, or coalitions to advise the Mayor and/or the City Council on the specific subjects established for the group.~~
- ~~2. Unless created by ordinance or statute this type of group shall not be subject to the Idaho Code provisions in regards to open meetings.~~
- ~~3. The provisions of this section do not apply to the impact fee advisory committee as described in title 10, chapter 7 of this Code and the Board of Adjustments/Utility Billing Review Committee described in this title.~~

Commented [EK14]: Moved to chapter 3 (Committees)

~~B. Membership.~~

- ~~1. Appointment. Committee members shall be selected by the Mayor and shall serve at the pleasure of the Mayor.~~
- ~~2. Size. Committees may vary in size dependent upon their purpose and scope.~~
- ~~3. Compensation. All committee members and the officers thereof shall serve without salary or compensation for their service on the committee. This shall not apply to paid city or other governmental staff on committees as part of their work assignment.~~
- ~~4. Expiration of committee or terms of members. A committee shall expire when the scope and purpose is completed or the Mayor determines that the committee is no longer necessary.~~

CHAPTER 2. ARTS COMMISSION

2-2-1. Establishment.

2-1-2. Arts Commission.

~~A. Establishment; purpose. There is hereby established ~~an the Meridian~~ Arts Commission, the purpose of which shall be to ~~highlight the city's rich~~ advise the Mayor, City Council, and City staff on matters regarding Meridian's arts and cultural resources, ~~enhance the city's the City's~~ aesthetic environment, and ~~promote~~ the development of economic, educational, recreation, and tourism opportunities within ~~the city Meridian~~ through the advancement of publicly accessible arts ~~and cultural enrichment~~.~~

Commented [EK15]: Structure for each advisory commission's code:

- A. Establishment – Why is the commission established?
- B. Duties and powers – What is the commission authorized to do?
- C. Qualifications – Who may serve on the commission?
- D. Meetings – When does the commission meet?

Commented [EK16]: Reworded for clarity and uniformity with other advisory commissions' provisions.

2-2-2. Duties and powers.

~~A. Commission authority. 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:~~

Commented [EK17]: Reworded for clarity and uniformity with other advisory commissions' provisions.

- ~~1. Assess the needs of the Meridian community with regard to the arts ~~and make such information available to the City Council and all interested agencies and persons;~~~~

Rather than focus on specific tasks, focus is on subject matter areas in which commissioners are the experts or the eyes and ears of the public, or both

From here, plan to move quickly through the advisory commissions. Plan to hit the highlights and keep moving unless you have a question.

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2. ~~Stimulate awareness and appreciation of the importance of publicly accessible arts and culture, and its benefits to the community;~~

- ~~3. Encourage the growth and preservation of the city's art resources, foster the development of a receptive climate for the arts, and promote self-sustaining arts programs within the city;~~

4. ~~Review and advise the City Council on the aesthetic aspects of works of art or public monuments under consideration to be accepted or commissioned to be installed by the City of Meridian;~~

- ~~5. Provide input and advice to City staff on operational functions related to the arts.~~

- ~~5. 6. Promote the development of, and provide general information and encouragement to, the city's cultural organizations, artists, institutions and community organizations sponsoring arts activities;~~

- ~~6. Seek and encourage financial support, including, but not limited to, grants, loans and guarantees to artists, arts institutions and community organizations sponsoring arts activities and publicly accessible arts in the city, subject to City Council approval;~~

- ~~7. Recommend to City Council, within the limits of the commission's funding, the employment of or the contracting with other parties for the services of technical experts or other persons as it deems necessary to carry on the functions of the commission;~~

- ~~8. Prepare and submit budgetary recommendations to City Council for expenditures necessary for the continuation and development of public programs furthering the arts;~~

- ~~9. Cooperate with federal, state, and local governments, schools, and private arts organizations, in the pursuance of the objectives of this chapter; and~~

- ~~10. Recommend ordinances and otherwise provide information for the purposes of advancement of City policies and activities to advance publicly accessible arts and cultural enrichment in the city.~~

Recommend

- ~~8. The adoption of a strategic plan for the arts in Meridian.~~

- ~~9. The management and disbursement of funds dedicated to City arts programming.~~

- ~~10. 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.~~

- ~~11. The development, growth, and preservation of the City's art resources, a receptive climate for the arts, and self-sustaining arts programs within Meridian.~~

Commented [EK18]: Moved to/reworded in section (11), below

Commented [EK19]: Added to include and clarify this function of commission.

Commented [EK20]: This is an operational role of staff/Arts & Culture Coordinator; current language will conflict with Meridian City Code section 2-1-1(E)(3), which says that City staff handle contracts (including grant contracts).

Commented [EK21]: This is an operational role of staff/Arts & Culture Coordinator

Commented [EK22]: This is an operational role of Arts & Culture Coordinator – Changed to “Make recommendations regarding management and disbursement of funds dedicated to City arts programming” – section (B)(9), below.

Commented [EK23]: This is an operational role of staff/Arts & Culture Coordinator – changed to “Make recommendations regarding matters relevant to the commission's purpose in the planning processes undertaken by local, State, or Federal agencies” – section (B)(10), below.

Commented [EK24]: Added – MAPS funds are tied to MAC Strategic Plan.

Commented [EK25]: Added (B)(9 – 11) to reflect current MAC functions.

Will see this language repeated for each commission

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~~2-2-3. Membership; qualifications.~~

~~C. Qualifications.~~ All members of the Arts Commission shall have an interest, competence, or knowledge in the arts.

~~2-2-4. Organization.~~

- ~~A. Officers.~~ At the first meeting of each calendar year, the members of the Arts Commission shall meet and organize by electing a Chair, Vice Chair, and such other officers as may be necessary. The Arts Commission may request assistance from the City Clerk.
- ~~B. Rules and bylaws.~~ The Arts Commission shall adopt bylaws, rules and regulations for the proper conduct of the business of the Commission. The bylaws, rules and regulations are subject to the approval of the Mayor and City Council after recommendation by the Commission.

Commented [EK26]: Moved to Meridian City Code section 2-1-1

~~2-2-5. Meetings.~~

~~D. Meetings.~~ The Arts Commission shall convene regular meetings at Meridian City Hall, 33 East Broadway Avenue, Meridian, Idaho, ~~each month~~ at 3:30 p.m., on the second Thursday of each month, unless, at the first meeting of each calendar year, the Commission shall establish a meeting schedule for the calendar year in which event the published schedule shall apply. The Commission shall keep appropriate written records of its resolutions, proceedings, and actions. The Commission shall allow and promote public participation in the meetings of the Commission. Additional meetings of the Commission may be scheduled by the commission as necessary to carry out the business of the Commission.

Commented [EK27]: Covered by Open Meetings Law and Meridian City Code section 2-1-1.

~~CHAPTER 3. HISTORIC PRESERVATION COMMISSION~~

~~2-1-3. Historic Preservation Commission.~~

~~2-3-1. Establishment.~~

~~A. Establishment; purpose.~~ There is hereby established a Historic Preservation Commission, the purpose of which shall be to promote the educational, cultural, economic and general welfare of the public of the city through the advise the Mayor, City Council, and City staff on matters regarding the identification, evaluation, designation, documentation, and protection of ~~those~~ buildings, sites, areas, structures, and ~~objects-artifacts~~ which reflect significant elements of ~~the city's, the state's, and the nation's~~ Meridian's historic, architectural, archaeological, and cultural heritage.

Commented [EK28]: Structure for each advisory commission's code:
A. Establishment – Why is the commission established?
B. Duties and powers – What is the commission authorized to do?
C. Qualifications – Who may serve on the commission?
D. Meetings – When does the commission meet?

Commented [EK29]: Reworded for clarity and uniformity with other advisory commissions' provisions.

~~2-3-2. Duties and powers.~~

~~A. Commission authority.~~

~~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:

Again addressing subject matter instead of specific tasks

Commented [EK30]: Reworded and reformatted for clarity and uniformity with other advisory commissions' provisions.

- ~~1. Conduct a survey~~ 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.~~

Commented [EK31]: Moved from below

- ~~2. Recommend the acquisition of fee and lesser interests in historic properties, including adjacent or associated lands, by purchase, bequests, or donation.~~

Some outdated language in HPC's provisions

Commented [EK32]: HPC does not typically recommend that the City purchase or otherwise acquire historic properties. Covered by catch-all authorization in section (B)(7), below, if necessary.

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~~3. Recommend methods and procedures necessary to preserve, restore, maintain and operate historic properties under the ownership or control of the city.~~

~~4. Recommend the lease, sale, other transfer or disposition of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property.~~

~~5. Negotiate and recommend to City Council, within the limits of the historic preservation commission's funding and in accordance with applicable laws and city policies, including those regarding purchasing, the employment of or the contracting with other parties, organizations, or governmental entities for the services of technical experts or other persons as it deems necessary to carry on the functions of the historic preservation commission.~~

3. Methods and procedures necessary to preserve, restore, maintain and operate historic properties in Meridian and Meridian's impact area.

~~6. Cooperate with the federal, state and local governments in the pursuance of the objectives of historic preservation.~~

~~7. Make recommendations in the planning processes undertaken by the County, the state, or the federal government and the agencies of these entities.~~

~~8. Recommend ordinances and otherwise provide information for the purposes of historic preservation in the city.~~

~~4. 9. Promote and conduct an e~~ducational and interpretive programs~~s on historic preservation and historic properties in the city~~Meridian.

~~10. Review nominations of properties to the national register of historic places for properties within the city's jurisdiction.~~

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.

~~11. Recommend for City Council approval such ordinances, special conditions or restrictions as may further the protection, enhancement, and preservation of historic properties, as authorized by IC 67-4612.~~

6. Opportunities and actions that may further the protection, enhancement, and preservation of historic properties.

~~12. Historic Preservation Commission members, employees or agents of the Historic Preservation Commission may enter private property, buildings, or structures in the performance of their official duties, only with the express consent of the owner or occupant thereof.~~

7. The preservation of buildings, sites, areas, structures, and artifacts which reflect significant elements of Meridian's historic, architectural, archaeological, and cultural heritage.

Commented [EK33]: HPC does not typically weigh in on private real estate transactions related to historic properties. Covered by catch-all authorization in section (B)(7), below if necessary.

Commented [EK34]: This is an operational role of staff/Arts & Culture Coordinator; violates Meridian City Code section 2-1-1, which says that volunteers may not bind City via contracts (including grant contracts).

Commented [EK35]: This is an operational role of staff/Arts & Culture Coordinator

Commented [EK36]: Consolidated in section (B)(5), below

Commented [EK37]: This is an operational role of staff/Arts & Culture Coordinator

Commented [EK38]: Removed this as a specific function due to rarity + it is covered by catch-all authorization in section (B)(7), below if necessary

Commented [EK39]: Covered by authorization in sections (B)(6) and (7).

Commented [EK40]: Volunteer commissioners must follow open meetings laws regarding site visits + violates Meridian City Code section 2-1-1, which says that volunteers may not enter private property without consent.

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~~2-3-3. Membership qualifications.~~

C. Qualifications. All members of the Historic Preservation Commission shall have a demonstrated interest, competence, or knowledge in history or historic preservation. ~~The City Council shall endeavor to appoint at least two (2) members with should have professional training or experience in the disciplines of architecture, history, architectural history, urban planning, archaeology, engineering, law, or other historic preservation related disciplines.~~ professions related to historic preservation.

~~2-3-4. Organization.~~

- A. ~~Officers.~~ At the first meeting of each calendar year, the members of the Historic Preservation Commission shall meet and organize by electing a President, Vice President and such other officers as may be necessary. The Historic Preservation Commission may request assistance from the City Clerk.
- B. ~~Rules and bylaws.~~ The Historic Preservation Commission shall adopt bylaws, rules and regulations for the proper conduct of the business of the Commission. All Commission bylaws, rules and regulations are subject to the approval of the Mayor and City Council after recommendation by the Commission.

Commented [EK41]: Moved to Meridian City Code section 2-1-1

~~2-3-5. Meetings.~~

D. Meetings. The Historic Preservation Commission shall convene regular meetings at Meridian City Hall, 33 East Broadway Avenue, Meridian, Idaho, ~~each month~~ at 4:30 p.m., on the fourth Thursday of each month ~~except November and December.~~ unless, at the first meeting of each calendar year, the Commission shall establish a meeting schedule for the calendar year in which event the published schedule shall apply. The Commission shall keep appropriate written records of its resolutions, proceedings, and actions. The Commission shall allow and promote public participation in the meetings of the Commission. Additional meetings of the Commission may be scheduled by the Commission as necessary to carry out the business of the Commission.

Commented [EK42]: Added per HPC Coordinator's request due to holidays.

Commented [EK43]: Covered by Open Meetings Law.

CHAPTER 4. PARKS AND RECREATION COMMISSION

~~2-4-1. Establishment.~~

~~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 ~~work in conjunction with the Parks Department staff, and to advise the mayor~~ Mayor and the City Council ~~in the orderly and efficient administration of on matters regarding the city~~ City parks system and recreational programming system as hereinafter amended, and any other ordinances hereinafter enacted and amended relating to parks, urban forestry and recreation.

Commented [EK44]: Structure for each advisory commission's code:

- A. Establishment – Why is the commission established?
- B. Duties and powers – What is the commission authorized to do?
- C. Qualifications – Who may serve on the commission?
- D. Meetings – When does the commission meet?

Commented [EK45]: Reworded for clarity and uniformity with other advisory commissions' provisions, and to reflect current objectives of commission.

~~2-4-2. Duties and powers.~~

~~A. Commission authority.~~

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:

Subject matter rather than specific tasks

1. ~~Advise the City Council and the Mayor as to the best use of all public parks and any land or lots hereinafter purchased, leased, devised and bequeathed to the city for park and recreation~~

Commented [EK46]: Reworded and reformatted for clarity and uniformity with other advisory commissions' provisions.

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purposes, and as such to make recommendation regarding the ornamenting, adorning, laying out and improving of the grounds of said parks.

1. The design of City parks, pathways, and related facilities.

~~2. Study economic and physical conditions and problems in connection with the maintenance, operation, management, control and use of all the public park grounds, park and playground facilities in the city.~~

Commented [EK47]: This is an operational role of the MPR Director.

~~3. Propose and recommend rules and regulations for the control and regulation of the use of the public park grounds, buildings, and playground facilities; subject to approval by the Mayor and City Council.~~

Commented [EK48]: This is an operational role of the MPR Director/Superintendent.

~~4. Study and propose plans, and recommend rules and regulations for the planting, growing, care, regulation and control of trees and shrubbery in all public places.~~

Commented [EK49]: This is an operational role of the City Arborist.

~~5.2. Represent the public interest in making suggestions and recommendations for the development, use and expansion of needed and required playground and other recreational Recreational and leisure programming and activities.~~

~~6.3. Propose plans, recommendations and suggestions for the The future growth, development and regulation of park, playground, and recreation facilities of the city.~~

~~7. Set priority to plans, recommendations and suggestions for the future growth, development and regulation of park, playground and recreation facilities of the city; subject to approval by the Mayor and City Council.~~

Commented [EK50]: This is an operational role of the MPR Director.

~~8. Propose plans, recommendations, and suggestions to the annual budget to be submitted by the Parks Director for the projects and expenditures for the next fiscal year prior to the budget proposal being submitted to City Council for approval.~~

Commented [EK51]: This is an operational role of the MPR Director.

~~9.4. Suggest and recommend such Facility rules and regulations necessary and desirable to carry out the intent of this chapter.~~

~~10.5. Review and comment on the The Parks and Recreation Department's Master Plan and any subsequent updates or revisions.~~

~~11. Review and comment on the city's Comprehensive Plan and any and all other city plans related to parks and recreation.~~

Commented [EK52]: Moved to/reworded in (B)(6), below

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.

~~12. If requested by the mayor, review candidates for Parks and Recreation Director and make recommendations to the Mayor regarding those candidates.~~

Commented [EK53]: This is an operational role of the Mayor. Mayor may ask one commissioner to participate, but this is not a role of the commission as a whole.

~~13. Improve and correlate the problems of governmental administration of all recreation and leisure programs of the city.~~

Commented [EK54]: This is an operational role of the MPR Director.

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~~14. Appoint members of the Commission to subcommittees to provide community information to the Parks and Recreation Commission concerning particular facilities or programs of the park and leisure movement of the city.~~

Commented [EK55]: Committee appointments are covered by bylaws; community info is an operational role of Marketing Coordinator.

~~15. Make recommendations regarding the establishment of all fees for facility reservations and/or rental, facility admission, program activity participation, and league registration; and the establishment of fees for urban forestry services.~~

Commented [EK56]: Finance works with City staff to establish fees in accordance with statute.

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.

~~2-4-3. Membership; qualifications.~~

~~Residents who reside within the city limits, or area of impact, and are a minimum of eighteen (18) years of age are eligible to serve on the Parks and Recreation Commission.~~

Commented [EK57]: Covered by Meridian City Code section 2-1-1

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 one (1) or two (2) members shall may reside in the be a resident of the area of impact but no more than two (2) members may be appointed from residents of the city impact area, outside the corporate limits. One (1) member of the Meridian City Council, the Director of the Parks and Recreation Department, and one (1) member who represents the administration of the Meridian Joint School District 2 shall serve as ex-officio members with no vote.

Commented [EK58]: Changed AOI representation on Parks & Rec Commission from mandatory to optional.

~~2-4-4. Organization:~~

~~A. Officers. At the December meeting of each year, the members of the Parks and Recreation Commission shall meet and organize by electing a President, Vice President and such other officers as may be necessary. The City Parks and Recreation staff shall provide administrative support for the Commission, and may request assistance from the City Clerk.~~

~~B. Rules and bylaws. The Parks and Recreation Commission shall adopt bylaws, rules and regulations for the proper conduct of the business of the Commission. The bylaws, rules and regulations are subject to the approval of the Mayor and City Council after recommendation by the Commission.~~

Commented [EK59]: Moved to Meridian City Code section 2-1-1

~~2-4-5. Meetings.~~

D. Meetings. The Parks and Recreation Commission shall convene regular meetings at Meridian City Hall, 33 East Broadway Avenue, Meridian, Idaho, each month at 5:304:00 p.m. on the second Wednesday of each month. unless, at the first meeting of each calendar year, the Commission shall establish a meeting schedule for the calendar year in which event the published schedule shall apply. The Commission shall allow and promote public participation in the meetings of the Commission. Additional meetings of the Commission may be scheduled by the Commission as necessary to carry out the business of the Commission.

Commented [EK60]: Changed time of Parks & Rec Commission meetings per Commission request.

Commented [EK61]: Covered by Open Meetings Law.

~~CHAPTER 5. PLANNING AND ZONING COMMISSION~~

~~2-5-1. Establishment.~~

Commented [EK62]: Moved to Chapter 2, below

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There is hereby established a planning and zoning commission, the purpose of which shall be to advise the Mayor and City Council in regards to matters that come before them under title 67, chapter 65 of the Idaho Code known as the Local Land Use Planning Act, title 11 of this Code known as the Unified Development Code, and any and all other laws within their purview as defined by the federal, state, or local ordinance.

2-5-2. – Membership; qualifications.

The Planning and Zoning Commission shall have a minimum of three (3) members. The members, other than those from the impact area, must have resided in the county two (2) years and in the city for one (1) year prior to appointment, and must remain a resident of the city during his service on the Commission. Except that at least one but not more than two (2) members may be appointed from residents of the city impact area, outside the corporate limits. Such members shall have similar residence requirements as those within the city, except that they need not have resided in the city for one (1) year and need not be a resident of the city. Members of the Commission shall be selected without respect to political affiliations.

2-5-3. – Organization.

The Commission shall elect a Chairman and create and fill any other office that it may deem necessary. A commission may establish subcommittees, citizen advisory committees, hearing examiners or neighborhood groups to advise and assist in carrying out the responsibilities. A commission may appoint nonvoting ex officio advisors as may be deemed necessary. Pursuant to IC 67-6520, the Commission may appoint hearing examiners for hearing applications for subdivision and variance permits, and requests for zoning district boundary changes which are in accordance with the plan, and conduct all other business in accordance with IC 67-6520.

2-5-4. – Rules, records, and meetings.

- A. Adoption of bylaws. Written organization papers or bylaws consistent with this Code and other laws of the state for the transaction of business of the Commission may be adopted.
- B. Records. A record of meetings, hearings, resolutions, studies, findings, permits and actions taken shall be maintained.
- C. Meetings. The regular meetings of the Planning and Zoning Commission of the city 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. of said days. All meetings and records shall be open to the public.

2-5-5. – Expenditures and staff.

As allowed by the Idaho Code, if the Planning and Zoning Commission has a designated budget it is authorized to hire employees and technical advisors including, but not limited to, planners, engineers, architects and legal assistants to assist the commission with its duties under the Idaho Code.

2-5-6. – Duties.

The Commission shall have the duties as set forth in title 11, chapter 5 of this Code.

CHAPTER 6. – SOLID WASTE ADVISORY COMMISSION

2-6-1. – Establishment.

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 ~~propose and recommend to advise~~ the Mayor, ~~and the City Council~~, and Public

Commented [EK63]: Structure for each advisory commission's code:

- A. Establishment – Why is the commission established?
- B. Duties and powers – What is the commission authorized to do?
- C. Qualifications – Who may serve on the commission?
- D. Meetings – When does the commission meet?

Commented [EK64]: Reworded for clarity and uniformity with other advisory commissions' provisions.

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Works Department staff on matters regarding solid waste collection and disposal, any new or amended rules, regulations, policies, and fees as such may relate to the orderly and efficient administration of the city's fully automated solid waste collection system.

~~2-6-2. Duties and powers.~~

~~A. Commission authority.~~

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. Review and recommend to the Mayor and the City Council rules, regulations, Ordinances, policies, and fees related to improving the orderly and efficient administration of the city's automated City's solid waste collection system; and disposal services.
2. Review and recommend programs and projects designed to encourage, that promote, and improve the residential and commercial solid waste and recycling management practices in the community, helping that help reduce the amount of waste that ends up in divert waste from the landfill;.
3. Review and recommend ordinance changes for the purposes of ensuring that the automated solid waste collection system results in a cleaner, safer community and allows for more cost effective services;
4. Review and recommend rules, regulations, policies, and fees necessary and desirable to enhance the equitable distribution of the cost of solid waste collection and disposal services in the community;.
5. Represent the public interest in making suggestions and recommendations to the management of solid waste and make such information available to the City Council and all interested agencies and persons;
6. Provide recommendations and suggestions for the future growth, development and regulation of solid waste and recycling facilities and services of the city;
7. Cooperate with the federal, state, and local governments in the pursuance of the objectives of this chapter;
8. Review, and make recommendations due to, changes in economic conditions, industry trends, and regulatory measures relating to the cost, operation and management of the city's automated solid waste management system;
93. Hear and review escalated solid waste management initiatives and concerns or issues brought forth by citizens of Meridian, or franchisee or staff, and provide recommendations on such matters to City staff to be forwarded to the Mayor and City Council;
104. Manage Management and disbursement of funds in the Community Recycling Fund program including establishing program periods and verifying funding availability; receive and review program and funding updates; review and evaluate program applications and changes.
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.

Commented [EK65]: Reworded and reformatted for clarity and uniformity with other advisory commissions' provisions.

Commented [EK66]: Consolidated into section (1), above

Commented [EK67]: Consolidated into section (1), above

Commented [EK68]: Covered by section (1), above

Commented [EK69]: Operational function of the Solid Waste Coordinator

Commented [EK70]: Moved to/reworded in section (5), below

Commented [EK71]: Covered by other provisions in this section

~~2-6-3. Membership qualifications.~~

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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 recycling and solid waste management. Commission membership shall be selected from the following groups: Up to two (2) members may be solid waste industry experts, who may or may not reside in the City of Meridian; one (1) Meridian resident. One member shall be under eighteen (18) years of age at the time of appointment to represent youth; and a All remaining members shall be Meridian residents. There shall be two (2) nonvoting ex officio members made up of a A representative from the Meridian City Council and a representative of the current solid waste franchisee shall serve as an ex officio member.

Commented [EK72]: Shifts focus of qualifications to Meridian residency.

2-6-4. Organization.

- A. Officers. At the first meeting of each calendar year, the members of the Solid Waste Advisory Commission shall meet and organize by electing a Chair, Vice Chair, and such other officers as may be necessary. The Commission may request assistance from the City Clerk.
- B. Rules and bylaws. The Solid Waste Advisory Commission shall adopt bylaws, rules and regulations for the proper conduct of the business of the Commission. All commission bylaws, rules and regulations are subject to the approval of the Mayor and City Council after recommendation by the Commission.

Commented [EK73]: Moved to Meridian City Code section 2-1-1(C)

2-6-5. Meetings.

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. regular meetings at the Meridian City Hall, 33 East Broadway, Meridian, Idaho, at least quarterly. At the first meeting of each calendar year, the Commission shall establish a meeting schedule for the calendar year in which event the published schedule shall apply. All meetings of the Commission shall be open to the public, and shall follow the requirements of Idaho's Open Meeting Laws. The Commission shall keep minutes and other appropriate written records of its resolutions, proceedings, and actions. The Commission shall allow and promote public participation in the meetings of the Commission. Additional meetings of the commission may be scheduled as necessary to carry out the business of the Commission.

Commented [EK74]: Covered by Open Meetings Law.

CHAPTER 7. TRANSPORTATION COMMISSION

2-7-1. Establishment.

2-1-4. Transportation Commission.

A. Establishment; purpose. There is hereby established a transportation commission, the purpose of which shall be to provide a forum for cooperation, coordination, planning, and communication between the City of Meridian and its citizens and organizations concerned with transportation planning and the safe and efficient movement of vehicular and pedestrian traffic throughout the community, with other federal, state, and local governmental agencies including, but not limited to: Ada County Highway District (ACHD), Idaho Transportation Department (ITD), Valley Regional Transit (VRT), and the Community Planning Association of Southwest Idaho (COMPASS) and to advise the Mayor, City Council, and City staff on matters regarding transportation in Meridian.

Commented [EK75]: Structure for each advisory commission's code:

- A. Establishment – Why is the commission established?
- B. Duties and powers – What is the commission authorized to do?
- C. Qualifications – Who may serve on the commission?
- D. Meetings – When does the commission meet?

Commented [EK76]: Reworded for clarity and uniformity with other advisory commissions' provisions.

2-7-2. Duties and powers.

- A. Commission authority. **B. Duties and powers.** The transportation Transportation commission Commission shall be authorized to support, provide input, represent the public interest, and make recommendations to the Mayor, City Council, and City staff regarding:

Commented [EK77]: Reworded and reformatted for clarity and uniformity with other advisory commissions' provisions.

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~~1. Receive, review, and make recommendations to the City Council on all Meridian City Policies, programs, and issues related to Traffic Safety and Transportation Matters matters affecting Meridian.~~

~~2. Suggest projects to the City Council that increase safety in pedestrian and school traffic and that generally improve traffic safety throughout the city.~~

~~3.2. Receive, review, and act on motoristMotorist, pedestrian, and bicyclist concerns or issues referred to the commission by City Council, other political bodies, or City staffbrought forth by citizens of Meridian, that relate to transportation safety of the traveling public.~~

~~4. Evaluate and recommend to the City Council amendment to the traffic safety and transportation elements of the city's comprehensive plan, as may be necessary.~~

~~5.3. Compile and recommend to City Council annually a list of tAn 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.~~

~~6.4. Review and make recommendations to City Council on tThe annual budget and five-year work plan (FYWP) prepared by the Ada County Highway District (ACHD).~~

~~7. Review and make recommendations to City Council on rules and regulations related to speed limits.~~

~~8. Review and make recommendations to the City Council regarding public transportation, including transit services.~~

~~9. Consider other transportation and traffic safety matters as may be referred to the commission by City Council, other political bodies, or city staff.~~

~~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.~~

~~2-7-3. Membership; qualifications.~~

~~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. ~~The six (6) nonvoting ex officio members shall be made up of include representatives from the Meridian City Council, ACHD, ITD, COMPASS, VRT, and/or Meridian Joint School District 2 staff, the Ada County Highway District, Idaho Transportation Department, Community Planning Association of Southwest Idaho, Valley Regional Transit, and West Ada School District.~~

~~2-7-4. Organization.~~

~~A. Officers.~~ At the first meeting of each calendar year, the members of the transportation Commission shall meet and organize by electing a Chair, Vice Chair, and such other officers as may be necessary. ~~The Commission may request assistance from the City Clerk.~~

Commented [EK78]: Operational function of Transportation Coordinator

Commented [EK79]: Moved to below

Commented [EK80]: Deleted because covered above

Commented [EK81]: Deleted because covered above

Commented [EK82]: Moved to/reworded in subsection 2 above

Commented [EK83]: Moved to Meridian City Code section 2-1-1(C)

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B. ~~Rules and bylaws.~~ The Transportation Commission shall adopt bylaws, rules and regulations for the proper conduct of the business of the Commission. The bylaws, rules and regulations are subject to the approval of the Mayor and City Council after recommendation by the Commission.

2-7-5. ~~Meetings.~~

D. Meetings. The Transportation Commission shall convene regular meetings at Meridian City Hall, 33 East Broadway Avenue, Meridian, Idaho, ~~each month~~ at 3:30 p.m., on the first Monday of each month. ~~unless, at the first meeting of each calendar year, the Commission shall establish a meeting schedule for the calendar year in which event the published schedule shall apply. The Commission shall keep appropriate written records of its resolutions, proceedings, and actions. The commission shall allow and promote public participation in the meetings of the Commission. Additional meetings of the Commission may be scheduled by the Commission as necessary to carry out the business of the Commission.~~

Commented [EK84]: Covered by Open Meetings Laws.

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.

Some provisions of the relevant Idaho Code provisions are mandatory; some just require that the City Code address certain operations

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.

Commented [EK85]: Reworded and made uniform throughout Title. Current term is "roles and responsibilities."

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.

Commented [EK86]: Added prohibitions for Commissioners:
•Entering into contracts (including verbal agreements) on City's behalf
•Applying for grants
•Entering private property

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.

Commented [EK87]: Added to comply with Idaho Code section 67-6504(c): "Written organization papers or bylaws consistent with this chapter and other laws of the state for the transaction of business of the commission shall be adopted."

D. Statutory commission membership and qualifications.

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.

Commented [EK88]: Follows the process set forth in Idaho Code section 67-6504(a).

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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.

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.

Commented [EK89]: Moved from membership section, above.

Commented [EK90]: This section includes provisions required by Idaho Code section 67-6504 for the establishment and operation of the P&Z Commission, without repeating the language of that statute or any particular provisions thereof (e.g. current MCC section 2-5-3 reiterates 67-6504(3)(b)'s subcommittee authority). This eliminates redundancy and defers to LLUPA.

Commented [EK91]: Reworded to clarify and conform to Idaho Code section 67-6504(a).

Commented [EK92]: Idaho Code section 67-6526 was updated by the 2024 Legislature, but the changes do not require a substantive change to our ordinance. The relevant provision (Idaho Code section 67-6526(4)(k)) says:

"If the area of impact has been properly established, persons living within the delimited area of impact shall be entitled to representation on the planning, zoning, or the planning and zoning commission of the city of impact. Such representation shall as nearly as possible reflect the proportion of population living within the city as opposed to the population living within the areas of impact for that city."

Population in Meridian city limits is 142,830.
Population in Meridian AOI is 4,590.
The AOI population is 3.2% of the city population.
Therefore 1/7 or 2/7 AOI commissioners does (more than) reflect the proportion of AOI: City residents.

Commented [EK93]: Updated to comply with Idaho Code section 67-6504(a)(3).

Commented [EK94]: Moved from Meridian City Code section 10-7-11.

EK to delete or add reference to this section in MCC section 10-7-11.

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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.

Committees are operational tools - organized for purpose of assisting the Mayor and staff with an operational function, either with infrequent or one-time functions, which is where the ad hoc committees come in, or with recurring or regular functions, which is where the standing committees come in.

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:

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:

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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.

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.

Commented [EK95]: Clarifies which committees are required to comply with the open meetings laws and which are not. Meetings of ad hoc committees (e.g. Linder Road Task Force, UDC review committee, ATV committee, golf course task force) are not required to comply with the OML, because none of the definitions of "public agency" in the OML apply.

However, standing committees (e.g. Districting Committee, Compensation Committee, Board of Adjustment), like commissions, are "public agencies" under the definition in 74-202(5).

Records produced by both kinds of committees are public records and that both kinds of committee members can violate the ethics rules or commit bribery.

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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.
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.

Commented [EK96]: No substantive changes here, but I did move the parliamentary procedure provisions to the "all standing committees" section (above).

Move to page 22

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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:

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 2-2-510 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

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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 1-2-3-10.
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 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.

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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.

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.

CHAPTER 8. -- BOARD OF ADJUSTMENT

~~2-8-1. Establishment.~~

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

A. Establishment; purpose; duties and powers. There is hereby established ~~a board of adjustment~~ the Utility Billing Review Committee, for the purpose of ~~which shall be to hearing~~ ~~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. ~~The citizen member's term shall be three (3) years.~~

~~2-8-2. Duties and powers.~~

~~A. The Board of Adjustment shall be authorized to:~~

Currently in Section 1-6-5(C), regarding mayor's compensation, and section 1-7-9(C), regarding Council's compensation. Consolidates here and brings under the umbrella of standing committees. No substantive changes.

Recommending name change to better reflect function of the committee.

Commented [EK97]: New name

Commented [EK98R97]: EK to update Meridian City Code section 9-1-7 (description of BOA) and 9-2-3 (reference to BOA for wastewater discharge permits)

Commented [EK99]: Streamlined this provision

No substantive changes

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1. ~~Propose to City Council for approval the rules of procedure for conducting hearings by the Board of Adjustment.~~
2. ~~Hear and decide disputes, objections, or appeals related to authorized water and/or sewer user accounts, statements, 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. ~~The Board of Adjustment shall not be authorized to accept payment of any monies; the board shall direct all payments to be made directly to the City Finance Department.~~

~~2-8-3. Membership; qualifications.~~

~~A. Membership.~~

1. ~~The Board of Adjustment shall consist of at least three (3) members, but no more than five (5) members.~~
2. ~~Members of the Board of Adjustment shall be appointed by the mayor and approved by City Council on a vote of a majority of the City Council members, and board members may, in like manner, be removed.~~
3. ~~All members of the Board of Adjustment and the officers thereof shall serve without salary or compensation. The city shall provide the necessary and suitable equipment and supplies to enable the board to properly transact and attend to its business.~~

~~B. Qualifications. Members of the Board of Adjustment shall include the Director of the Public Works Department or designee; the City Attorney or designee; and at least one (1) citizen of Meridian, but no more than three (3) citizens.~~

~~C. Citizen terms. Citizen members of the Board of Adjustment shall serve three-year terms. Where two (2) or more citizens are initially appointed to the Board of Adjustment, such citizens' respective terms shall initially include one (1) seat with a one-year term; one (1) seat with a two-year term; and all remaining citizen seats shall be three-year terms. Citizen members wishing to serve additional terms must submit a letter of interest to the Mayor thirty (30) days prior to the term's expiration. Reappointments shall be made at the discretion of the mayor, with confirmation by the City Council.~~

~~D. Vacancies. Vacancies shall be filled in the same manner as original appointments and the appointee shall serve for the remainder of the unexpired term.~~

~~2-8-4. Organization.~~

~~The Board of Adjustment shall annually elect one (1) member as Chair. The Board may select and elect such other officers as it deems necessary.~~

~~2-8-5. Meetings.~~

~~C. Meetings. The Board of Adjustment Utility Billing Review Committee shall not meet regularly, but shall convene upon scheduling and notice by the City Clerk following receipt of a written request for hearing as set forth in this chapter. ~~The~~ When necessary, the Board of Adjustment Utility Billing Review Committee shall convene to conduct such hearings at 3:00 p.m., on the third Wednesday of the month at the Meridian City Hall, 33 East Broadway Avenue, Meridian, Idaho. All meetings of the Board of Adjustment shall be open to the public, and shall comply with Idaho Open Meeting Laws. Additional meetings of the Board of Adjustment Utility Billing Review Committee may be scheduled by the Board Committee as necessary to carry out the business of the Board Committee.~~

Commented [EK100]: Covered by section 2-3-3(B)

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D. Hearing process. The following process shall apply to hearings before the Utility Billing Review Committee:

2-8-6. –Hearing procedures.

A.—~~1.~~ An authorized water and/or sewer user may request a hearing ~~before the Board of Adjustment~~ regarding any dispute, appeal, or objection related to such authorized water and/or sewer user's account, statement, and/or permit including, but not limited to, nonpayment and shutoff of water service (pretermination hearing), 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 by complying in all respects with the procedures set forth in this section.

B.—~~The authorized water and/or sewer user requesting a hearing before the Board of Adjustment (hereinafter "hearant") shall 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 hearant user's name, mailing address, telephone number, e-mail address, and water or sewer account number and address; ~~names and contact information of other interested or involved parties;~~ and a description of the matter(s) to be brought before and considered by the ~~board of adjustment~~ Utility Billing Review Committee.

~~2. C.~~ 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 ~~Board of Adjustment~~ Utility Billing Review Committee, ~~except that a.~~ 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, ~~provided the hearing is scheduled not later than thirty (30) days from the next regularly scheduled meeting.~~ ~~Within two (2) working days of scheduling the hearing, the~~ City Clerk shall ~~mail provide~~ notice ~~thereof of the hearing~~ to the hearant user and to all known interested or involved parties in addition to the general notice provisions of Idaho Open Meeting Laws.

~~3. D.~~ On the date and time ~~duly~~ noticed for hearing, the ~~Board of Adjustment~~ Utility Billing Review Committee shall conduct a ~~fair and impartial~~ hearing on the matter brought by the user. The Committee shall ~~provide the user~~ hearant. ~~Hearant shall be afforded the opportunity to confront witnesses, 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 before the Board of Adjustment.~~

E.—~~The Board of Adjustment shall maintain a record of all hearings conducted and actions taken.~~

~~4. F.~~ ~~At the conclusion of the hearing, the~~ Board of Adjustment Utility Billing Review Committee shall ~~provide hearant with an oral state a verbal decision at the conclusion of the hearing, which decision shall include the Board of Adjustment's, to include~~ general findings of fact and conclusions of law in support of its decision. The ~~Board~~ 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 ~~Board~~ Committee shall also verbally and on the record inform the hearant user of ~~his or her~~ the user's right to appeal the ~~Board~~ Committee's decision to the City Council.

~~G5.~~ The ~~Board of Adjustment~~ City Attorney or designee shall prepare a written decision including ~~its~~ the Committee's findings of fact and conclusions of law. The ~~Chair~~

Changes largely for efficiency and clarity; only substantive change is that the committee would have 7 days following the hearing to issue its decision, instead of 2 days.

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City Attorney shall mail the written decision to ~~hearant~~the user within ~~two (2)~~seven (7) working days of the conclusion of the hearing.

~~2-8-7.~~ Right to appeal.

~~E. Appeal process.~~ A. — A limited right of appeal to the City Council shall be available to a ~~hearant~~user who receives an adverse decision by the ~~Board of adjustment~~Utility Billing Review Committee shall have a limited right of appeal to the City Council, pursuant to the following: ~~and complies in all respects with the procedures set forth in this section.~~

~~1. B.~~ — Within three (3) working days of the ~~conclusion of the hearing before the Board of Adjustment~~, the ~~hearant~~issuance of the written decision, the user shall file with the City Clerk:

~~a. 1.~~ — A written notice of appeal, including ~~hearant's name, mailing address, telephone number, e-mail address, and water or sewer account number and address; names and contact information of other interested or involved parties; and a statement of the basis for the appeal, including specific objections to the Board of Adjustment~~Utility Billing Review Committee's findings of fact and/or conclusions of law; and

~~b. 2.~~ — A cash or check deposit in the amount determined by the ~~Board of Adjustment~~Utility Billing Review Committee to be due and payable.

~~C. 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 ~~hearant and to all known interested or involved parties~~user.

~~D. 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~~the hearing before the ~~board of adjustment~~Utility Billing Review Committee.

~~E. 4.~~ City Council may affirm, overturn, or modify the decision of the ~~Board of Adjustment~~Utility Billing Review Committee. City Council shall overturn or modify the decision of the ~~Board of Adjustment~~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 ~~hearant's~~the user's deposit be forfeited to city or refunded, ~~less~~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.

Again nothing new here.