

Rules Committee Meeting

MONDAY, JULY 7, 2014

6:00 P.M.

Lorraine H. Morton Civic Center, 2100 Ridge Avenue

Room 2404

AGENDA

- I. CALL TO ORDER/DECLARATION OF QUORUM: Ald. Melissa Wynne, Chair**
- II. CITIZEN COMMENT**
- III. APPROVAL OF MINUTES OF THE REGULAR MEETING OF JUNE 2, 2014***
- IV. CONTINUED DISCUSSION ON EMPLOYEES OF ELECTED OFFICIALS***
- V. USE OF AUDIO/VISUAL EQUIPMENT DURING CITIZEN PARTICIPATION AT CITY COUNCIL COMMITTEE AND REGULAR MEETINGS***
- VI. FY 2015 CITY COUNCIL PLANNING AND BUDGET PREPARATION***
- VII. NEW BUSINESS**
- VIII. ADJOURNMENT**

*Denotes materials included in packet

Items for future discussion:

- Discussion of Powers of the Mayor

MINUTES OF THE RULES COMMITTEE
Monday, June 2, 2014
6:00 p.m.
Lorraine H. Morton Civic Center
Council Chambers

Present: Mayor Elizabeth Tisdahl, Ald. Judy Fiske, Jane Grover, Delores Holmes, Ann Rainey, Mark Tendam, Donald Wilson and Melissa Wynne

Presiding: Ald. Ann Rainey

Absent: Ald. Braithwaite and Burrus

Staff Present: Marty Lyons, Assistant City Manager/Director, Administrative Services/CFO and Grant Farrar, Corporation Counsel, Ylida Capriccioso, Assistant to the City Manager

Guest: Sue Calder, League of Women Voters; Bob Seidenberg, Evanston Review; and Bill Smith, Evanston Now

CALL TO ORDER/DECLARATION OF QUORUM:

Ald. Wynne declared a quorum and called the meeting to order at 6:08 p.m.

CITIZEN COMMENT:

None

APPROVAL OF MINUTES OF THE REGULAR MEETING OF MAY 5, 2014:

Ald. Rainey moved for approval of the May 5, 2014. Ald. Grover seconded. Minutes approved.

CONTINUED DISCUSSION ON EMPLOYEES OF ELECTED OFFICIALS:

Ald. Rainey asked if information about the historical practice in Evanston has ever been received. In all her years she doesn't remember the Clerk's office having people not hired by the Human Resources Department. Grant Farrar said there is nothing in the files of the law department that speaks to what the hiring practices, processes or procedures in the Clerk's office have been over the past decades. In terms of trying to find out what the past practices were, staff was not able to find anything from any other sources. In response to some of the questions articulated on past practices he and the City Manager were sort of coming into this issue from 2008 onwards. There is nothing in writing that expressly lays out any of the practices or procedures, other than what is in the one code section which has been furnished to the Committee.

Ald. Rainey noted there are former City Clerks' around town and suggested that staff reaches out to them. She feels uncomfortable with the current practice and just because it doesn't say in the law department journal that Human Resources hires the Deputy Clerk's in the City Clerk's office doesn't mean that that's not what happened. Mr. Farrar said staff is ready to take whatever direction the Committee furnishes and follow-up accordingly. Ald. Rainey said Human Resources should have information about postings and who was hired before 2008. Mr. Farrar said they do and staff will look into that as part of the follow-up.

Ald. Wynne shared that she knows of two prior City Clerk's, Kris Davis and Mary Morris, and they still live in Evanston.

Ald. Holmes asked since there is no longer the Township, would that have any effect on the Clerk's office? Mr. Farrar stated there is no specific effect per say with respect to the dissolution documents that were approved by the now defunct board and current Council. There was a hand and glove seamless transition of all duties. The only issue that has been discussed in prior memorandums, furnished to the committee, was that under the Township, the Township code specifically laid out appointments of deputy clerks and proposed a town clerk. The memorandums' analysis of this issue might have informed what has been going on recently in the Clerk's office. It is not dispositive but it is something that may have just been in germination that sort of pollinated the rest of the discussion and process. So that addresses the wind up and the dissolution of the Township.

Ald. Wynne said if staff can get additional information from as many possible prior Clerk's that would be helpful. This matter will be kept on the agenda for the next Rules Committee meeting.

CITY COUNCIL'S PARTICIPATION IN THE 4TH OF JULY PARADE:

Ylda Capriccioso reported that the memo provided briefly discusses the two potential options for commuting throughout the 4th or July parade. Council should have or will be receiving a letter in the mail from the 4th of July Parade Association regarding this information. The City Manager's office will be coordinating the communication with the Association to make sure Council is placed in a particular spot in the parade and has available transportation.

Ald. Rainey stated she has not received a letter and has always walked in the parade. Her primary issue that would keep her from participating this year would be if they have to stand waiting for 1½ to 2 hours before stepping off in the parade. For example the 8th ward Alderman is assigned number 32, and the designated staged location is somewhere along Central Street. That can mean a 2 hour wait before stepping off. She also feels that the Aldermen should be altogether. What they have done in the past is gotten together whether they were on the list to be together or not.

Ald. Tendam noted that they have been in various positions but they were at the tail end last year. He thinks that is because the parade people feel they should be with the other elected officials or candidates and there is no need for that. Those other elected officials are at the end because they want to be and it allows them to do other parades and arrive late or as late as they can to participate. Being at the end means this Council never gets to see the parade. He would like to see the people in this community in the parade, see what they are doing, who they are and enjoy it. He thinks it is pretty important that they be near the front of the parade, because it is a good place to be and allows them to be able to walk back and see the parade.

Ms. Capriccioso asked if there is a preference leaning to either using the snow plow options and/or more sustainable electric vehicles and/or bicycles? Mayor Tisdahl said she'd like to walk, Ald. Wilson and Grover said they would ride their bikes. Ald. Wynne commented that it appears that the sustainability method is the most favorite minus the snow plow.

Ald. Rainey added that she did like the quad cycle which is the feature vehicle in the Bike the Ridge event. If it is possible to get a two seated quad cycle she would be willing to drive it and if Ald. Holmes is interested she could ride with her.

NEW BUSINESS:

Ald. Holmes reminded everyone that the City Manager evaluation forms are due Tuesday, June 3rd.

Ald. Grover added that the evaluation can be submitted them by typing in the document itself and then emailing them to Dar or by handwriting into a printed version.

ADJOURMENT:

Meeting adjourned 6:20 p.m.

Respectfully submitted,

Darlene Francellno

A video of this meeting is available at www.cityofevanston.org/government/agendas-minutes/agendas-minutes--rules-committee.



Memorandum

To: Honorable Elizabeth B. Tisdahl and Members of the Rules Committee
City Manager Wally Bobkiewicz
City Clerk Rodney Greene

From: W. Grant Farrar, Corporation Counsel

Subject: Employee Status in City Clerk's Offices

Date: July 7, 2014

Following Committee direction received on June 2, 2014, we inquired of former City of Evanston Clerks to ascertain past hiring/staffing procedures in place during their terms of office. We learned the following:

The City Clerk's Office has had two main hiring practices in place during the tenure of the three City Clerks prior to current City Clerk Rodney Greene. City Clerks have historically either: (1) utilized the City of Evanston Human Resources Division with the consultation of the City Manager; or (2) independently made hiring decisions without consulting the City Manager. In recent times the City Clerk's Office has been tending towards the City Clerk making hiring/staffing decisions with input from the City Manager.

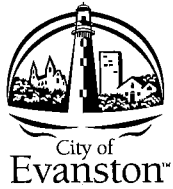
Mary Morris, City Clerk from 1997 – 2009, utilized the City of Evanston Human Resources Division to hire both part-time and deputy city clerks, often with the consultation of the City Manager. Prior to Mary Morris, Kirsten Davis served as City Clerk from 1985 – 1997 and Sandra Gross served as City Clerk from 1979 – 1985. Kirsten Davis and Sandra Gross in their capacity as City Clerks each independently hired their staff without the assistance of Human Resources Division or the City Manager. Both individuals reviewed and evaluated prospective applicants and made final decisions as to who would be employed in the City Clerk's Office.

Given the context set forth above, staff submits for consideration the following Code Amendment:

Evanston City Code

1-7-4. DEPUTIES.

The City Clerk, with the advice of the City Manager, may appoint one or more deputy clerks, who shall be empowered to perform all the duties of the City Clerk during the temporary absence of said City Clerk.



Memorandum

To: Members of the Rules Committee

From: Wally Bobkiewicz, City Manager

Subject: Use of Audio/Visual Equipment During Citizen Participation at City Council Committee and Regular Meetings

Date: July 2, 2014

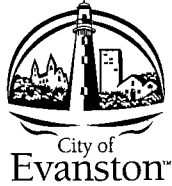
Recommendation

It is recommended that the City Council consider amending the City Council Rules regarding use of audio/visual equipment during comments at City Council Committee and regular meetings.

Discussion

An increasing number of public speakers are asking to use City audio/visual equipment to aid in their comments presented at City Council Committee and Regular Meetings. City Council Rule 6 "Citizen Participation" is silent on this issue. Past practice has been to refuse use of audio/visual equipment in advance. In recent months, the practice has changed to allow presentations at the consent of the Mayor or Committee Chair.

Staff is requesting clarification on this issue. Once clarified, the Corporation Counsel will draft the appropriate amendment to Rule 6 to incorporate the City Council's direction.



Memorandum

To: Members of the Rules Committee

From: Wally Bobkiewicz, City Manager

Subject: FY 2015 City Council Planning and Budget Preparation

Date: July 2, 2014

Recommendation

It is recommended that the City Council: 1) receive report ; 2) set a date for City Council planning for FY 2015; 3) approve FY 2015 budget preparation calendar; 4) provide other direction to staff as necessary.

Discussion

FY 2014 has been an eventful year thus far with a variety of projects and initiatives completed or well underway. Staff is working on a midyear report for the City Council at its August 11, 2014 meeting.

Planning is already beginning for FY 2015 among senior City staff. While revenues continue to be strong, there are a variety of issues that will need funding attention in FY 2015. Some of these issues include:

1. Costs of new three-year labor agreements
2. Additional resources allocated for snow removal
3. Additional resources for livable community initiatives
4. Evaluate resources allocated for human services
5. Current year funding (versus debt) for capital projects
6. Additional resources for tree planting
7. Non-personnel resources required for Police and Fire

In order to adequately fund these needs, I am asking all departments (except Police and Fire) to develop packages of reductions that equal 3% of each department's total operating budget. This will generate approximately \$1.4 million in spending that could be reallocated to other critical City needs.

While I am not asking the Police and Fire Departments to develop budget reduction proposals, I believe there are ways for the departments to more closely align their operations to the City Council's citywide priorities. I am asking Chiefs Eddington and

Klaiber to consider this issue and present ideas to address it as part of the FY 2015 budget process

The FY 2015 budget needs to be even more closely aligned with the City Council's goals: City Facilities, City Streets, Economic Development, Financial Policies and City Debt, Services for At-Risk Families and Water and Sewer Infrastructure. I believe there are opportunities to reallocate existing spending in order to accomplish this. This reallocation could also include the reduction of personnel in some areas with the addition of personnel in other areas. The services we provide all of our residents are critical and I continue to sense a lack of urgency in some parts of the City government in the provision of services. This may occur in part to not having the appropriate balance of staff to work required. Adjustments may help balance this sense of urgency.

In addition, I believe it would be appropriate for the City Council to once again meet to discuss planning for the City's future. I am asking that the City Council review the goals that were created last Fall and begin a new discussion about its vision for the future Evanston. What services, facilities and programs does Evanston need to excel as the most livable City in America? I am not asking the City Council to develop a one sentence vision statement, but instead am asking that the Council discuss its vision of what Evanston looks and feels like in the future.

Jean Bonander has agreed to lead the City Council through this exercise. I am proposing that the City Council select one of the following evenings to begin this discussion and have a follow up discussion in September:

Tuesday July 22

Wednesday July 23

Tuesday July 29

Week of August 4

Monday August 4 (Cancel Rules and Reschedule Human Services)

Tuesday August 5

Wednesday August 6

The budget calendar for FY 2015 includes a week-long "Engage Evanston" community outreach program September 5-12 as we have done the past few years. This would include a community meeting on budget issues on Wednesday September 10. The budget will be presented to the City Council on October 10, the first City Council budget workshop on Monday October 20, the public hearing on the budget on Saturday October 25, discussions on Monday November 10 and Monday November 17 and budget adoption on Monday November 24.

I would appreciate the City Council's discussion of these issues and direction as appropriate.