Rules Committee Meeting

MONDAY, AUGUST 6, 2018
6:00PM
Lorraine H. Morton Civic Center, 2100 Ridge Avenue
James C. Lytle City Council Chambers

AGENDA

I. CALL TO ORDER/DECLARATION OF QUORUM: ALDERMAN WYNNE

II. CITIZEN COMMENT

III. APPROVAL OF MINUTES OF THE REGULAR MEETING OF DECEMBER 11, 2017 AND JUNE 4, 2018*

IV. EQUITY & EMPOWERMENT COMMISSION*

V. TRANSLATION SERVICES FOR FY19*

VI. CITY COUNCIL CONDUCT DURING MEETINGS

VII. DISCUSSION OF WALL STREET JOURNAL ARTICLE “WHAT DULUTH CAN TEACH AMERICA ABOUT DECLINING POLITICAL CIVILITY”*

VIII. AMEND COUNCIL RULES TO PROHIBIT OF CEDING TIME DURING PUBLIC COMMENT, UNLESS EXCEPTION GRANTED BY MAYOR

IX. CITY COUNCIL SCHEDULE CONFLICTS – SEPTEMBER 10 (ROSH HASHANAH, SEPTEMBER 10-11)

X. UPDATE ON CONSENT CALENDAR PILOT AT ADMINISTRATION & PUBLIC WORKS AND PLANNING & DEVELOPMENT, ENDING 4TH MONDAY IN SEPTEMBER

XI. ELECTRONIC SIGN-IN SHEET FOR PUBLIC COMMENT AT CITY COUNCIL MEETINGS

XII. DISCUSS SCHEDULE FOR CITY MANAGER’S EVALUATION

XIII. AMEND COUNCIL RULES TO SET TIME TO END COUNCIL MEETINGS*

XIV. ALDERMAN COMMUNICATION POLICY REVIEW*
XV. CITY CLERK BUDGET/SPENDING*

XVI. NEW BUSINESS

XVII. ADJOURNMENT

*Denotes materials included in packet
MINUTES OF THE RULES COMMITTEE
Monday, Monday, December 11, 2017

The meeting will convene at the conclusion of the 6:00pm Administration and Public Works Meeting
Lorraine H. Morton Civic Center
Jay C. Lytle City Council Chambers


Presiding: Ald. Ann Rainey

Absent: Ald. Melissa Wynne

Staff Present: Wally Bobkiewicz, City Manager

CALL TO ORDER/DECLARATION OF QUORUM:
Ald. Rainey declared a quorum and called the meeting to order at 7:20pm

CITIZEN COMMENT:
Dan Joseph spoke against proposal to changing citizen comments.

Carl Klein spoke against moving public comment to the end of the Council meeting. He stated it would be helpful to have a brief description on public comment.

REVIEW OF PROPOSED 2018 CITY COUNCIL MEETING DATES:
Ald. Revelle asked about the quarterly discussions on affordable housing. City Manager Bobkiewicz stated Council had committed to January 29, 2018.

Ald. Revelle said the next quarter would be the 5th Monday in April. Ald. Rainey suggested they set the second date for the affordable housing discussion at the first meeting on January 29.

Mayor Hagerty noted he will have conflicts with some of the dates. Ald. Simmons noted she will be unavailable every Tuesday due to her work scheduled.

Ald. Revelle moved to amend the proposed City Council meeting dates to include January 29, as a special meeting to discuss affordable housing. Ald. Fleming seconded. Motion passed.

Ald. Wilson moved to adopt the schedule as amended. Motion passed to adopt the 2018 proposed meeting schedule to Council as amended.

ORDINANCE AMENDING HOUSING, HOMELESSNESS & HUMAN RELATIONS COMMISSION BACK TO HOUSING & HOMELESSNESS COMMITTEE WITH CREATION OF EQUITY AND EMPOWERMENT COMMISSION:
Ald. Fleming moved staff to recommend the approval of ordinance 94-O-17 amending Title II, Chapter 4 of the City Council code to change the Housing, Homelessness, and Human Relations Commission back to the Housing and Human Relations Commission. Ald. Simmons seconded. Motion passed to recommend to the Council.

RESOLUTION AMENDING COUNCIL RULES ON STANDING COMMITTEES QUORUM:
Mayor Hagerty stated that the current council rules for a quorum is four for standing committee of the city council, however several standing committees only have five members, which means only one member may be absent. This resolution is proposing to comply with Robert’s Rule of Order, which would allow for the majority of the members to be present for a quorum. For example, 3 out of the 5 members would in attendance would be a quorum. This rule change only applies to standing committees of the City Council, not City Council board meetings. Ald. Simmons seconded. Motion passed.

DISCUSSION OF FUTURE RULES COMMITTEE MEETING SCHEDULE:
City Manager Bobkiewicz said Chair Rainey had asked that discussion of future Rules Committee meeting schedule be added to the agenda for discussion. There is no staff report.

Ald. Rainey asked that the Committee to consider changing the current practice of the Rules Committee meeting only convening at the call of the Chair. During previous Councils, the Rules Committee had a standing monthly meeting on the first Monday of the month, prior to the Human Services Committee meeting. A review of board, committee and commission work, approximately 18-months ago, an idea was suggested to amend the Council’s rules so that the Rules Committee had a regular schedule instead of only meeting at the call of the Chair. If they don’t need a Rules committee meeting they just won’t have one.

Ald. Rainey moved to have the Rules Committee meetings return to the first Monday of the month, as the Human Services Committee meetings. Ald. Braithwaite mentioned that it is important that new members of the committee be aware that there may be a need to juggle the times of the Rules Committee and Human Services meetings. Previously, Rules Committee convened at 6 p.m. and Human Services Committee convened at 7 p.m. Ald. Rainey responded that the Rules Committee may not meet every month. They may just meet quarterly. Ald. Donald Wilson suggested leaving the meeting schedule the way it is to avoid any confusion for members who are not on both committees. He stated that it is better to have Rules Committee meet as needed rather than scheduling meeting dates and then canceling them. Ald. Rainey moved to have the Rules Committee meetings on Monday nights prior to the Human Services meetings. Ald. Braithwaite seconded.

City Manager Bobkiewicz stated that the implication of Ald. Rainey’s motion is that the council rules will have to be amended to reflect that the meeting time of the Human Services Committee meeting will be contingent upon the meeting time of the Rules Committee. On the days that the Rules Committee meet, the Human Services Committee meeting will start at 7 p.m. and on the days that they don’t meet, the Human Services Committee will meet at 6 p.m.

Ald. Rainey concluded to put a hold on the decision to allow more time for thought.

DISCUSSION ON ALDERMANIC ATTENDANCE AT EXECUTIVE SESSIONS OF BOARDS, COMMISSIONS AND COMMITTEES INCLUDING BOARD OF ETHICS:
Ald. Rainey asked the question, why the Board of Ethics has executive sessions and what allows them to do that? She explained that her reason for asking was because the Board of Ethics had investigated Aldermen in the past and that is actively investigating one presently. She recalled that she had asked to attend an executive session once and was denied. Assistant City Attorney, Henry Ford, explained that unlike other committees, standing committees handle issues of fairness and partiality involving citizens so, having an alderman at an executive session may influence the decisions made. He further explained that, ultimately, the presence or absence of an alderman at an executive session is consistent with the rules of the Board of Ethics and that although aldermen cannot attend executive sessions, that they are allowed under city code to review the records of the committee. Ald. Wilson added that under the city code, committees, boards, and commissions, are required to explain why they
go into executive session. Ald. Rainey responded that the Board of Ethics does not do that and concluded that she needed more information from the Board of Ethics as to why they hold executive sessions.

**DISCUSSION ON LENGTH/TIMING OF PUBLIC COMMENT. PROPOSE ADDING RULE THAT COUNCIL DELIBERATIONS SHALL BEGIN NO LATER THAN 9:15 P.M., AND REMAINING PUBLIC COMMENT MAY CONTINUE AFTER CALL OF THE WARDS:**

Ald. Rainey stated that she will like council meetings to begin no later than 9:15pm and suggested that extraneous matters such as awards and ceremonies should be conducted during the off-nights of council meetings, that is, the third Monday of each month. She explained that many times public comments are repetitive as they would have already been aired at the Planning and Development Committee meeting and that, because public comment runs so late into the night, the Council may not get a chance to comment on an issue until about 11p.m. sometimes. In her opinion, it is better for city business to be conducted at a reasonable hour.

Ald. Suffredin suggested having public comment on items related to the agenda for 45 minutes at the beginning of council meetings, as it is already, and having non-agenda public comments after the meeting to still give people an opportunity to be heard. That way, people who want to comment on items not related to the agenda don’t have to stay the entire duration of the meeting, they will just have to come after the meeting.

Ald. Fleming also agreed with moving extraneous items such as proclamations to the third meeting and having public comment at the beginning of council meetings. She also agreed with Ald. Rainey’s point about the repetitiveness of public comments at Planning and Development Committee meetings and City Council meetings. She advised that citizens work together to structure comments to prevent repetitiveness, and give other people who only come to council meetings a chance to be heard.

Ald. Fiske had concerns about moving proclamations to the third meeting. She thinks that meeting just for the sole purpose of proclamations is not a productive use of time. She also suggested having public comment on saturday mornings at 9 a.m. and having no public comment on Monday nights, so council meetings can start at 8 p.m. on Monday nights.

Ald. Wilson suggested imposing time limits on public comments at committee meetings so they don’t eat into the time of council meetings. He also encouraged citizens to be time sensitive when making comments and advised that they should just not just leave after making comments that they should wait to hear the Council’s comments and that if they can’t, they should watch the online videos of the meetings.

Mayor Hagerty supported Ald. Fiske’s idea of re-envisioning public comments and considering other formats such as accepting videos from citizens or meeting with citizens on another weekday to give them a chance to air their views, to prevent council meetings from running so late into the nights on Mondays. However, Ald. Braithwaite was opposed to the idea of getting council members to reconvene on an entirely different day to hear citizen comments since citizens already have so many opportunities to comment through ward, neighborhood, and block meetings. He mentioned that he was concerned about the feasibility of having an extra meeting.

**DISCUSSION OF ALDERMANIC REFERRAL REGARDING MORATORIUM ON NON-OWNER OCCUPIED VACATION RENTALS:**

Ald. Rainey stated that this item will be referred to the Planning and Development Committee.
NEW BUSINESS:
None

ADJOURNMENT:
Meeting adjourned 8:03 p.m.

Respectfully submitted,
Darlene Francellno

A video of this meeting is available at www.cityofevanston.org/government/agendas-minutes/agendas-minutes--rules-committee.
MINUTES OF THE RULES COMMITTEE
Monday, June 4, 2018
6:00 p.m.
Lorraine H. Morton Civic Center
Jay C. Lytle City Council Chambers


Absent: Ald. Peter Braithwaite

Presiding: Ald. Melissa Wynne

Staff Present: Wally Bobkiewicz, City Manager, Mario Treto, Assistant City Attorney

CALL TO ORDER/DECLARATION OF QUORUM:
Ald. Wynne declared a quorum and called the meeting to order at 6:13pm

CITIZEN COMMENT:
Carlis B. Sutton spoke against the Public and Council interaction. He is opposed to changing the City Clerk’s position from elected to appointed.

Madelyn Ducre spoke on her disagreement regarding citizen comment. People need to express themselves.

Betty Sue Ester spoke against the issue of citizens comments. She questioned what type of referendum is going to be on the ballot.

Ray Friedman stated he would like to see maybe a committee formed to discuss citizen comments.

Devon Reid spoke on the issue of on financial disclosure forms. First, notarizing of the form can be digitized, as the State of Illinois has done and the Cook County Clerk’s office has done for years. Secondly, the City ordinance on the destruction of financial disclosure forms does not comport with the 2011 Freedom of Information Act (FOIA). His understanding is that City ordinance states that forms must be destroyed every year and that certain forms for certain committee members are not eligible to be released to the public, whereas the law states that all forms collected by the City would have to be released. Finally, the City ordinance states that if someone requests the financial disclosure statement of an alderman, the city clerk must alert that alderman with the name of the person making the request. Mr. Reid sees this as a barrier that would prohibit people from looking into the financial interest of their alderman. The Council should updated the City ordinance address the issues expressed.

Meg Welsh spoke about her disappointment of a proposal of a referendum on whether or not the City Clerk should be appointed.

Claire Kelly requested the Council considered a lobbyist registration ordinance. She also expressed support to keep the City Clerk an elected position not appointed.

ALDERMEN ATTENDANCE AT EXECUTIVE SESSION OF A BOARD, COMMISSION AND COMMITTEE MEETINGS:
Ald. Rainey would like to pursue further the reason an alderman is not allowed to attend the executive session of the Board of Ethics. She expressed that alderman should be allowed to attend an executive session to determine if a charge is valid. For example, Ann Rainey violated a situation and therefore it’s being presented to the Board of Ethics, they go into executive session and decide whether or not that is something they should consider.

Mario Treto, Assistant City Attorney, stated executive sessions are needed for members to be impartial. The influence of an elected official in an executive session could not be ignored, and in this case members of the Board of Ethics need to be able to be candid in their discussions during executive session. It is the Law Department’s position that elected officials not be present during the executive sessions of the Board of Ethics or any board, commission or committee unless they are a voting member.

Ald. Fiske asked if it is the same rules the Council follows to go into executive session? Mr. Treto said yes.

Ald. Fiske noted asked if the representative from the Law Department is there to advise on what is an appropriate topic for executive session and what isn’t? Mr. Treto said yes. The open meetings act applies, and the same exemption would apply to the Board of Ethics.

Ald. Wynne commented that she would like to request from the City Manager that they get a memo from the law department explaining what the particular exceptions are for the Open Meetings Act that would permit the Board of Ethics to go into executive session.

Ald. Wilson commented that as far as an alderman attending executive session, he would not be comfortable with that either. He thinks if an alderman were present in that meeting it would likely have the possibility of having undue influence or intimidation or whatever or even just the possibility of going back and reporting to the colleagues. You do not want to create that kind of environment when they’re supposed to be having an open and candid conversation.

Ald. Wynne said she agrees no one should go into executive session if they are not a member of a board or commission. She asked Mr. Treto to find out if there is a rule to that effect.

Ald. Rainey added that in the past the Law Department made a ruling that an Alderman could attend an executive session that was not part of the Council. Her concern is about executive sessions by the Board of Ethics having to do with determining whether to take a case or not.

City Manager Bobkiewicz asked should staff come back with a memo at a future Rules Committee meeting or just prepare the memorandum off the agenda. Ald. Wynne said preparing the memo off the agenda to be distributed to the whole Council is fine.

Mayor Hagerty added that he would like to know from a legal perspective whether the mayor, who he believes is sort of ex-officio on all of these committees, could go into those executive sessions.

**TRANSPORTATION/PARKING COMMITTEE – UPDATE MEMBERSHIP/RESPONSIBILITIES:**

Ald. Wynne stated the memo recommends decreasing the number of members from nine to seven, and decrease the number of City Council members from four to three and removing non-voting ex-officio members. The Committee has added additional language to the purpose, which expands whatever the topic of the committee to all modes of transportation. That would include not just cars but buses, pedestrians, bicycles, everything that is moving in the City.

**CHANGE MEMBERSHIP FOR HOUSING AND COMMUNITY DEVELOPMENT ACT COMMITTEE:**
Ald. Rainey moved to delete the requirement of one member who is a representative of the Plan Commission, which reduces the membership to nine. Ald. Wilson seconded. Motion passed.

**REVIEW OF CITY COUNCIL STANDING COMMITTEE PROCESS AND SCHEDULING OF MEETINGS:**
City Manager Bobkiewicz stated this referral is from Ald. Suffredin requesting a discussion of the process that the Council currently uses with standing committees. Administration and Public Works, Planning and Development meet twice a month prior to the scheduled Council meeting with Human Services meeting on the first Monday and currently the Rules Committee meeting as needed.

Ald. Suffredin said he wanted to know if there is a way to send the bills list straight to Council since they all are responsible for it anyway? He was hoping they could discuss what could they do to not be meeting until 11:30 p.m. at night on non-controversial meeting nights.

Mayor Hagerty stated he shared Ald. Sufferdin’s desire to find efficiencies where they can. He asked how much conversation goes on about those bills at the committee level?

Ald. Suffredin stated that much of the discussion is questions about particular items that get raised. There are lots of routine purchases. The goal is to be as efficient as possible in the public’s business. How can they improve when they have two standing committees that meet prior to Council, and still provide the oversight and discussions expected of them?

Ald. Fleming said the bills list doesn’t usually take that long and maybe could be done at Council. When they have presentation, particularly a PowerPoint, she would prefer having it in advance either in the packet or online. Having the presentation in the packet or emailed she can then be prepared for a question at the meeting versus taking ten minutes to hear their presentation. She asked if there is a protocol in terms of determining if staff is giving a presentation or is it just that the staff thinks it’s kind of a robust topic that they need to give a presentation on?

City Manager Bobkiewicz said it’s the balance between sharing information with the Council and the community about key initiatives and not. There are discussion topics requested by members of the Council at the end of A&PW and P&D. These are issues that staff brings back at the request of a member of the Council, usually through Call of the Wards. Presentations can certainly be limited to just questions and then provide them in the packet or online. The challenge sometimes is wanting to make sure the Council and the community have as full of an understanding of a topic as possible.

Ald. Wilson stated you do want to provide information in the community and a lot of people watch these meetings on television. Staff ought to balance how much information and how much time it is taking. What really takes up time are items that are controversial, and the committees do not have the same time limitations on public interaction. That is when they end up starting a Council meeting at 10:00 or 11:00pm. When they do not have controversial items on the agenda they are out earlier.

Ald. Fiske added that one of the things talked about from time to time was considering returning to the model that was in place many years ago. Both A&PW and P&D met at the same time in different rooms. When both committees were meeting at the same time Council meetings generally started on time at 8:30pm. She is a big believer in the committee meetings and in giving people their three minutes of time to speak at the committee. She would rather have the discussion at committee than at
Council. She suggested they think about that.

Ald. Wynne said when those meetings happened simultaneously if you had a concern at one committee and you were on the other you would just cross the hall and sit in on that issue. It did mean that one committee had four Aldermen and the other had five. That changed when a new Council came in and members of that Council wanted to serve on both committees. Ald. Fiske added if both committees started at six now they would certainly be ready to start the Council meeting by 8:30pm at the latest or earlier.

Ald. Suffredin asked if it is possible to have a consent agenda up front for A&PW.

City Manager Bobkiewicz said the use of a consent calendar in other jurisdictions has proved to be very useful and there is nothing that says you could not have a consent calendar at the committee level. You pull those items you felt need additional discussion but also have a regular business agenda.

After much discussion Ald. Fleming moved to use a consent agenda for a 90-day trial period for A&PW and P&D and that P&D will move to begin at 7:00 p.m. standing time and planned developments are excluded. Ald. Wilson seconded. Motion passed.

**RULES COMMITTEE MEETING SCHEDULE:**

City Manager Bobkiewicz reported that a couple of years ago the Rules Committee decided to change its meeting schedule to meet at the call of the Chair rather than the previous schedule of the first Monday of every month.

Ald. Rainey moved to return to its previous meeting schedule of the first Monday of every month as needed. Ald. Fleming seconded.

Ald. Wilson said he would prefer to leave it as is. If pressing matters come up every month, they could have the meeting every month. Ald. Rainey suggested every other month. Ald. Wilson said he would prefer they leave it as is.

After much discussion, the motion carried 6 to 3 (Mayor Hagerty, Ald. Revelle and Wilson voted no.)

Ald. Wynne announce that the next meeting of the Rules Committee will be the first Monday in August.

**PUBLIC AND COUNCIL INTERACTION – COMMUNICATION AND CIVILITY:**

Ald. Fiske stated this reference is related to an email that she asked the City Manager to share with the Council about improving community conversations at Council meetings and hopefully at other meetings where we have a dialogue with our citizens. It is not the Council fault or anybody’s fault, it’s something the Council needs to pay a little bit more attention and we get back on track with it.

Ald. Wilson stated that nobody should ever feel uncomfortable to approach the Council and say what they want to say. This is supposed to be a safe space where we conversations and dialogue. We will disagree a lot, and we will have spirited discussions, but we are not devolving into personal insults. We want to be collaborative not divisive that the only way things get done.

Ald. Fiske would like for the Council to consider asking the City manager to bring Jean Bonander back
Ald. Fleming stated that she always tells people the best way to get their message across is to speak to their alderman first. Maybe it’s communicating better with residents on how public comment works, what to expect when they speak at the podium, so they aren’t super frustrated.

Mayor Hagerty stated the citizen in Evanston are very passionate. The Council encourages people to get engaged and to come forward. He certainly don’t like some of the comments that are made towards any person up here that are over the line. If the public wants to get up to the podium to speak we should not have engage back-and-forth. We need to be very respectful of public comment and public input to the Council and that is the public’s 45 minutes.

In terms of other additional steps, maybe the League of Women Voters would be interested in looking into this and do some of that research around the country and so forth and come back and suggest to the Council and to the city of Evanston to improve civil discourse here. Mayor Hagerty requested the Council consider playing soft sounding music, like classical music for the crowd before meetings and having a Council motto that could be on the wall behind the dias.

Ald. Wynne stated that council interaction and civility will be an issue that they were going to continue to discuss.

**REVIEW OF CITY OF CHICAGO ORDINANCE ON LOBBYIST REGISTRATION:**
City Manager Bobkiewicz stated the reference is from Ald. Fiske. Ald. Fiske added that the request is from Clare Kelly, a constituent.

Ald. Wilson said the lobbyist ordinances tend to be more focused on circumstances where somebody’s getting paid to come to the Council and meet with elected officials.

Ms. Kelly said the main point of the ordinance is about City Council and city staff. That is primarily what a lobby ordinance targets. Encompassed in that is also people who might get up to speak and they should divulge whether or not they’re being paid. It focuses on conflicts of interest with elected people as well as city staff. Public comment is one small component but I think we shouldn’t be focusing primarily on public comment.

Ald. Wynne said everyday she has conversations frequently that are not about not for profit but many times they are. People want to talk to her about such and such. We were discussing at our board meeting last night about getting and interaction going or this or these are the new issues or I’ll ask them what is new at a particular not for profit, tell me what’s going on. They all set up individual meetings with people who have concerns about the Council business. An awful lot of it is because they are a relatively small city and it happens in businesses or on sidewalks or very organically as they make their way through the day. She understands why Chicago and larger cities have this ordinance but agrees with Ald. Suffredin, not sure she understand what the problem is.

After a very length discussion Ald. Wynne suggested additional information be provided as well as some specific examples of situations. Ms. Kelly said she would do that.

**NOTARIZATION ON FINANCIAL DISCLOSURE FORMS:**
City Manager Bobkiewicz stated if notarization on financial disclosure forms is something the
Committee has interest to refer back to staff and will come back to the Committee at a later date. The City Clerk has made some comments, which could be incorporate.

Ald. Wilson said he would like to do that. In addition, he would like the Clerk to work with the Law Department to review the existing form to make sure the language is current, and have the Legal Department present a update form.

**REVIEW RULES REGARDING TIE VOTES DURING CITY COUNCIL STANDING COMMITTEE MEETINGS:**

City Manager Bobkiewicz stated staff is proposing resolution 37-R-18 to clarify the votes that occur on committee matters that obtain a majority vote from all present, would move forward with a positive recommendations. Matters that obtain a tie vote from all present voting City Council committee members, will move forward to the full City Council with a neutral recommendation and clarifies that any matter, not just ordinances and resolutions, before a City Council standing committee may move forward to the full City Council with a neutral recommendation. Ald. Rainey moved. Ald. Fiske seconded. Motion passed.

**REFERENDUM FOR NOVEMBER BALLOT – CHANGE CITY CLERK TO APPOINTED POSITION:**

Ald. Rainey state that given the discussion of budget etc., the various obligations of the Clerk and the various issues that they cannot do this or are not doing that anymore. She thought if the Clerk were appointed then the people in the Clerk's office could be sharing responsibilities with the City Manager’s office, Finance office, or Collector’s office, etc. That would be very financially efficient. This absolutely, positively has nothing to do with the current City Clerk. It has to do with the office.

Ald. Wilson stated that recordkeeping should be a political issue and I’m uncomfortable with the idea that recordkeeping would be a political position. he did not see this issue being a community priority and does not feel comfortable pursuing this as a referendum.

Ald. Fiske stated that she was under the impression that the League of Women Voters did a study on the Clerk’s Office and the duties of the Office. She asked for Sue Calder, member of the League of Women Voters to speak on the study.

Sue Calder stated that she was only at the meeting to observe, but would speak. The League initiated some research, not a study. We determined to do some research because we didn’t know what a clerk should be doing and so it was for us to get some background on what the role of a clerk was and we have done our research as Ald. Rainey said. We’ve interviewed about 12 or so other communities. appointed and elected clerks, and communities who have had referendums and in changing or not changing that the referendum got defeated. We continually stressed that it was about a clerk and not Mr. Reid. We did research State statute and Evanston ordinances, and we have made a small report to the League at our annual meeting. We are planning to make a more formal report and make it public but that will be some time coming. But if a referendum came up we wanted to be able to educate the community about the role of a city clerk and that was it. We will not have a position on whether it should be elected or appointed.

Ald. Fiske asked the City Manager what cost savings would there be for the City if the position was appointed.

Mayor Hagerty noted that he wanted to make it clear that his understanding was that the League started this research a while ago, event before the last election. He state this debate is something the Council ultimately takes up. He also stated that if there was referendum, it is clearly understood that the elected clerk in that position serves out the term if the voters are in favor of an appointed clerk.
Ald. Rainey request for the City Manager to provide budgetary information for the next Rules Committee meeting in August, because for the referendum the deadline is August 20., if the decides to move forward.

Ald. Fiske asked that staff also provide information just on the history of City Clerk’s on how many communities in Illinois have elected or appointed. Mayor Hagerty suggested perhaps they could wait for the League of Women Voters report.

City Clerk Reid said their office could compile any data they are looking to receive about the Clerk’s office.

OUTDOOR CAFÉ REGULATIONS – STAFF AND WARD ALDERMAN APPROVAL ONLY:

DISCUSSION OF AMAZON PURCHASES:
Ald. Rainey reported that approval of Amazon purchases are done differently at every A&PW meeting. Amazon purchases need to be taken off the consent agenda and just added to the committee chair’s report when the Chair reads the items off the consent agenda and not have to take two roll call votes in a row.

City Manager Bobkiewicz noted that when Ald. Suffredin was elected he declared the conflict and this was the device that Corporation Council devised to make sure that conflict was addressed.

Ald. Fleming said the way it is done now is they do everything and then call the roll. Then they do Amazon, Ald. Suffredin abstains, and they call the roll. This is the way the Legal Department has advised correct? City Manager Bobkiewicz replied yes and with the previous action this evening of adding a consent calendar. In the future, Ald. Suffredin will need to abstain from that item on the consent calendar.

NEW BUSINESS:
None.

ADJOURNMENT:
Meeting adjourned 8:10 p.m.

Respectfully submitted,
Darlene Francellno

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

7
Memorandum

To: Rules Committee Chair Wynne
   Members of the Rules Committee

From: Equity & Empowerment Commission, Jane Grover, Chair
      Mario Vela, Vice Chair

Subject: Equity & Empowerment Commission Report

Date: August 6, 2018

Recommended Action:
The Equity & Empowerment Commission recommends the Rules Committee to take the following actions:

   Review and place on file this first report of the Equity & Empowerment Commission.
   Endorse and support the plan of action for the Equity & Empowerment Commission.

Summary:
In September of 2017, the Rules Committee recommended City Council to adopt Ordinance 85-O-17 creating an Equity & Empowerment Commission. At the December 11, 2017 City Council meeting the following Commissioners were appointed:

Julie Corbier de Lara
Public Policy Director, Community, Advocacy, Support and Education; Formerly Special Education Liaison at Kingsley School; B.A., Northwestern University; BFA, School of the Arts Institute of Chicago; J.D., DePaul School of Law

Monte’ L. G. Dillard, Sr.
Senior Pastor, First Church of God Christian Life Center; Former Bank Teller Manager, First Midwest Bank; Other Activities: Community Activist, Public Speaker, Youth Advocate, NAACP, Christian Educator, Evanston Own It, Conference Planner

Timothy Eberhart
Assistant Professor of Theology and Ecology & Director of Master of Arts in Public Ministry, Garrett-Evangelical Theological Seminary; B.A., St. Olaf College; M.Div., Ph.D., Vanderbilt University. Other Activities: Citizens for a Greener Evanston. Teaches, writes, and engages publicly in the areas of ecological/environmental theory and justice, with a particular focus on how issues of ecological degradation intersect with matters of racial and economic injustice.
Jane Grover
Outreach Principal, Chicago Metropolitan Agency for Planning; Formerly 7th Ward Alderperson (2009-2015); B.A., University of Michigan; M.S., Georgetown University, J.D., Georgetown University Law Center. Other Activities:

Delores Holmes

Alejandra L Ibanez
Program Officer Woods Fund Chicago; Formerly Executive Director of Pilsen Alliance; Chief of Staff to Sonia Silva; the first Latina state representative in the Illinois House of Representatives. B.A., DePaul University, M.A., University of Illinois- Chicago.

Kathy Lyons
Project Director Center for Independent Futures; Formerly Executive Director, James B. Moran Center for Youth Advocacy; B.B.A., University of Michigan, J.D., Loyola University Chicago. Other Activities: Previously worked at the Illinois Educational Labor Relations Board, at Loyola University Chicago School of Law, and as an employment lawyer in private practice. As a parent of a son with disabilities, Kathy has worked with the Illinois State Board of Education and with Evanston schools.

Mario Vela
Director of Employer Relations, Northwestern Kellogg School of Management; Co-Founder Amanecer Taco Shop, Evanston; M.A., University of Texas at San Antonio. Other Activities: Strategic Partnerships Committee Northwestern University - Northwestern Unidos, Strategic Partnerships Kellogg Enlace Network.

Alderman Melissa Wynne, Aldermanic Liaison

The Commission has met each month since in January. Based on our findings over that time, we have developed the following action plan.

Recommended Plan of Action:

The Anne E. Casey Foundation’s “Race Equity and Inclusion Action Guide” is an evidence based equity framework which was developed in collaboration with a wide array of leading equity experts. Having researched a number of frameworks, the Equity & Empowerment Commission believes that this comprehensive approach is the best framework to guide our next steps.
The seven step Framework is a systems approach that will move the equity work from training and discussion to action in a relatively short timeframe. The seven steps are:

- Establish an understanding of race equity and inclusion principles
- Engage impacted populations
- Gather and analyze disaggregated data
- Conduct systems analyzes of root cause of inequities
- Identify strategies and target resources to address root cause of inequities
- Conduct race equity impact assessments for all policies and decision making
- Continuous evaluate effectiveness and adapt strategies

This model will focus the City’s equity work on internal operations beginning with the most critical step of training all staff on the use and application of the framework. The internal focus will shift institutional and historical policies and practices that prohibit inclusiveness and equitable services. The work requires a team effort and critical leadership from City Council. The Framework will support the development of the strategic plan for equity and provide a toolkit for all members of the commission, elected officials as well as City staff. The Equity and Empowerment Coordinator will lead this effort as the Chief Equity Officer to operationalize the Equity Framework.

Attachments:

Anne E. Foundation’s “Race Equity and Inclusion Action Guide”
Race Equity and Inclusion Action Guide

7 STEPS TO ADVANCE AND EMBED RACE EQUITY AND INCLUSION WITHIN YOUR ORGANIZATION

THE ANNIE E. CASEY FOUNDATION
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About the Annie E. Casey Foundation

The Annie E. Casey Foundation is a private philanthropy that creates brighter futures for the nation’s children by developing solutions to strengthen families, building paths to economic opportunity and transforming struggling communities into safer and healthier places to live, work and grow.

Acknowledgments

This guide was written in partnership with Terry Keleher, thought leadership and practice specialist at Race Forward: The Center for Racial Justice Innovations and uses tools he developed, in addition to tools developed by the Foundation. Thought partnership and technical assistance provided by PolicyLink and Race Matters Institute, a project of Just Partners, Inc.

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The mission of the Annie E. Casey Foundation is to make sure all kids in the United States have a bright future. The simple and tragic fact, borne out in the data we have gathered and in the stories of the communities in which we have worked for decades, is that children of color have a much steeper hill to climb toward that north star.

The U.S. population is becoming increasingly diverse. By 2018, the majority of children in this country will be children of color. Given these changing demographics, we must act urgently. The price of letting any group fall behind, already unacceptably high, will get higher.

If we expect to help all children succeed, we must do more than closing gaps and pointing to disparities. All of our work must strive to achieve race equity, a state in which all children have the same opportunity to reach the potential we know they have.

Achieving the goal of race equity, of truly removing the fortified racial barriers our country has built over time, requires dedicated people using sophisticated tools to incorporate race equity and inclusion at every stage of their work for social change. The seven steps outlined in this new Action Guide represent an important advancement in those tools. Following these steps will help ensure that strategies to help children, families and communities are informed from the beginning by the knowledge and data on race that we know are critical to achieving results for a whole population.

Even for those who have worked on issues of race for years, these steps can feel uncomfortable, difficult and new. Those of us working for change know that embracing that discomfort, something Jim Casey called “constructive dissatisfaction,” is how we make things better. I look forward to the progress we can make together with the help of this guide.

Patrick McCarthy
President and CEO
The Annie E. Casey Foundation
INTRODUCTION

For more than a century, many foundations in the United States have been struggling with issues of race equity and inclusion. Even for foundations whose missions seem to transcend race or ethnic division or defy categorization, the systemic and structural barriers for people of color in our society have most certainly, and consistently, eaten away at the ability of foundations to be effective.

We at the Annie E. Casey Foundation have come to understand that we will never fully achieve the results we seek without incorporating a race equity and inclusion lens in every facet of our work. This understanding has prompted a shift in our thinking from identifying disparities that separate different types of children to creating equitable opportunities that help all children thrive.

Race holds a central place in our society’s deepest and most persistent patterns of social inequities, exclusion and divisions. Racial disparities, discrimination and segregation are widespread and continue to undermine our nation’s social fabric. Without equity, economic stratification and social instability will continue to increase and far too many families and children will continue to lag behind. Without inclusion, many are marginalized economically, politically and culturally, facing bias and barriers when seeking basic opportunities for security and advancement.

Race continues to play a defining role in one’s life trajectory and outcomes. A complex system of racial bias and inequities is at play, deeply rooted in our country’s history, culture and institutions. This system of racialization — which routinely confers advantage and disadvantage based on skin color and other characteristics — must be clearly understood, directly challenged and fundamentally transformed. If our nation is to live up to its democratic ideals — that all people are created equal and treated fairly — then racial equity and inclusion must be at the forefront of how we shape our institutions, policies and culture.

The purpose of this guide is to add to the resources already created by partners who have been working in this field by demonstrating how a race equity lens can be adopted by foundations or other organizations that work directly with systems, technical assistance providers and communities. Our aim is to provide key audiences with transferrable insights and tools that can help them understand what steps to take to make sure they are creating equitable opportunities for the populations they serve.

Additional tools and resources to help deepen understanding and mastery of each step are available at racialequitytools.org and storify.com/RJResourceguide.
7 KEY STEPS

Advancing race equity and inclusion can sometimes seem daunting and often leaves many wondering how and where to start. The steps in this guide help to provide a clear frame for undertaking this important work.

**STEP 1**
establish an understanding of race equity and inclusion principles

**STEP 2**
engage affected populations and stakeholders

**STEP 3**
gather and analyze disaggregated data

**STEP 4**
conduct systems analysis of root causes of inequities

**STEP 5**
identify strategies and target resources to address root causes of inequities

**STEP 6**
conduct race equity impact assessment for all policies and decision making

**STEP 7**
continuously evaluate effectiveness and adapt strategies
STEP 1

ESTABLISH AN UNDERSTANDING OF RACE EQUITY AND INCLUSION PRINCIPLES

Often, race-focused conversations derail because people are using the same terms in different ways. One of the challenges of communicating effectively about race is to move people from the narrow and individualized definition of racism to a more comprehensive and systemic awareness. To illuminate racism we need to “name it, frame it and explain it.”

Building a proactive framework for addressing issues of race begins with having a clear understanding and vision of racial equity and inclusion. It is not enough to be able to critique and react to race inequities. We also need to know how to create and proactively build racial equity. Establishing a shared language to present data, describe conditions and outcomes and identify root causes of inequities serves an important function. A common language creates a narrative that makes it easier to communicate the commitment to racial equity, both internally and externally, and it creates a platform for coordinated work toward equitable outcomes.

People find it hard to talk about race without feeling blame, shame, guilt and grievances — which do little to move us forward. When engaging others in this very difficult conversation, try to shift the conversation to one focused on causes, effects, systems and solutions. Use the basic elements of effective issue framing to make the case by articulating:

- Shared values at stake
- The problem
- The cause
- The solution
- The action needed

These elements help to create a complete frame that is clear, concise, compelling and convincing. Use personal stories to illustrate systemic patterns and familiar elements (characters, setting, action and conflict) to make your story memorable. Always project positive and widely shared values such as fairness, equity, inclusion, unity and dignity.

The following are definitions of core concepts that can help groups develop a shared language for race equity and inclusion.
CORE CONCEPTS

Equity is defined as "the state, quality or ideal of being just, impartial and fair." The concept of equity is synonymous with fairness and justice. It is helpful to think of equity as not simply a desired state of affairs or a lofty value. To be achieved and sustained, equity needs to be thought of as a structural and systemic concept.

Systematic equity is a complex combination of interrelated elements consciously designed to create, support and sustain social justice. It is a robust system and dynamic process that reinforces and replicates equitable ideas, power, resources, strategies, conditions, habits and outcomes.

Inclusion is the action or state of including or of being included within a group or structure. More than simply diversity and numerical representation, inclusion involves authentic and empowered participation and a true sense of belonging.

Racial justice is the systematic fair treatment of people of all races that results in equitable opportunities and outcomes for everyone. All people are able to achieve their full potential in life, regardless of race, ethnicity or the community in which they live. Racial justice — or racial equity — goes beyond "anti-racism." It’s not just about what we are against, but also what we are for. A "racial justice" framework can move us from a reactive posture to a more powerful, proactive and even preventative approach.

Race is a socially constructed system of categorizing humans largely based on observable physical features (phenotypes) such as skin color and on ancestry. There is no scientific basis for or discernible distinction between racial categories. The ideology of race has become embedded in our identities, institutions and culture and is used as a basis for discrimination and domination.

The concept of racism is widely thought of as simply personal prejudice, but in fact, it is a complex system of racial hierarchies and inequities.

At the micro level of racism, or individual level, are internalized and interpersonal racism. At the macro level of racism, we look beyond the individuals to the broader dynamics, including institutional and structural racism.

Internalized racism describes the private racial beliefs held by and within individuals. The way we absorb social messages about race and adopt them as personal beliefs, biases and prejudices are all within the realm of internalized racism. For people of color, internalized oppression can involve believing in negative messages about oneself or one’s racial group. For white people, internalized privilege can involve feeling a sense of superiority and entitlement, or holding negative beliefs about people of color.

Interpersonal racism is how our private beliefs about race become public when we interact with others. When we act upon our prejudices or unconscious bias — whether intentionally, visibly, verbally or not — we engage in interpersonal racism. Interpersonal racism also can be willful and overt, taking the form of bigotry, hate speech or racial violence.

Institutional racism is racial inequity within institutions and systems of power, such as places of employment, government agencies and social services. It can take the form of unfair policies and practices, discriminatory treatment and inequitable opportunities and outcomes. A school system that concentrates people of color in the most overcrowded and under-resourced schools with the least qualified teachers compared to the educational opportunities of white students is an example of institutional racism.

Structural racism (or structural racialization) is the racial bias across institutions and society. It describes the cumulative and compounding effects of an array of factors that systematically privilege white people and disadvantage people of color. Since the word "racism" often is understood as a conscious belief, "racialization" may be a better way to describe a process that does not require intentionality. Race equity expert john a. powell writes: " 'Racialization' connotes a process rather than a static event. It underscores the fluid and dynamic nature of race... 'Structural racialization' is a set of processes that may generate disparities or depress life outcomes without any racist actors." Systemic racialization describes a dynamic system that produces and replicates racial ideologies, identities and inequities. Systemic racialization is the well-institutionalized pattern of discrimination that cuts across major political, economic and social organizations in a society. Public attention to racism is generally focused on the symptoms (such as a racist slur by an individual) rather than the system of racial inequality.

Like two sides of the same coin, racial privilege describes race-based advantages and preferential treatment based on skin color, while racial oppression refers to race-based disadvantages, discrimination and exploitation based on skin color.

Equity involves trying to understand and give people what they need to enjoy full, healthy lives. Equality, in contrast, aims to ensure that everyone gets the same things in order to enjoy full, healthy lives. Like equity, equality aims to promote fairness and justice, but it can only work if everyone starts from the same place and needs the same things.
STEP 2

ENGAGE AFFECTED POPULATIONS AND STAKEHOLDERS

One of the impacts of systemic racialization is the exclusion of people of color from many avenues of decision making, civic participation and power. People of color, the most direct stakeholders in the elimination of racism and those with the most first-hand experiences with its effects, must have a role in social-change efforts along with whites. Strive to engage stakeholders who have active and authentic connections to their respective communities. It is important to ensure meaningful participation, voice and ownership. The sooner you can engage a diverse mix of stakeholders, the sooner you will be able to move from talk to action in creating equitable opportunities for the communities you seek to serve.

There is a difference between stakeholder engagement and empowerment. Engagement may simply involve getting input or limited participation. Empowerment involves taking leadership, making decisions and designing solutions and strategies at every phase of social-change efforts. A community-organizing model led by people of color and focused on building power can be a particularly important strategy for advancing racial justice.

Invest time in learning about the needs of the populations you are serving. Spend time understanding what other stakeholders are doing, examining what is working and then sharing the knowledge. This can help inform your work and allows early buy-in and support from the stakeholders and communities that you are serving. The sooner you can engage a diverse mix of stakeholders, the better. It is harder to bring new communities in once an organization has established its agenda, strategy and leadership. You can use a stakeholder analysis to assess whom you need on board to build a powerful mix of people to leverage change.

Stakeholder Analysis Guide

The following questions can help ensure you have a powerful mix of stakeholders to help leverage change.

1. Who is most adversely affected by the issue being addressed? Who faces racial barriers or bias, or exclusion from power, related to this issue?
2. How are people of different racial groups differently situated or affected by this issue?
3. Ideally, what would the racial composition of the leadership look like?
4. In what ways are stakeholders most affected by the issue already involved in addressing it? How can these efforts be supported and expanded?
5. What are ways stakeholders adversely affected by the issue can be further engaged?
6. How can diverse communities and leaders be engaged from the outset so they have a real opportunity to shape the solutions and strategies?
7. How can community engagement be inclusive, representative and authentic?
8. How will stakeholders exercise real leadership and power?
9. Who can be allies and supporters and how can they be engaged?
10. Who needs to be recruited or invited to join the effort to address this issue? Who will approach them? How? When? What will they be asked to do to get involved?
Advancing race equity for the populations that we serve requires data. Typically, data are reported for whole populations or as aggregates. However, data in all focus areas of organizations and systems should be broken apart by race, gender and other demographic variables whenever the data are available. The collection, analysis and use of race and ethnicity data should be an integral part of the continuing improvement efforts, quality assurance, supervision and accountability processes of every organization and public system. If used both internally and with key contractual partners, these data can become an analytic tool to manage and effectively allocate resources necessary to help children and their families thrive. In addition, working with affected populations, it is critical to design a set of research questions that will help to identify the type of data needed. Too often during this step there is a tendency to work with the data that are available and not give as much attention to data that are needed but not readily available. Engaging stakeholders early on can help to determine what data should be included.

**National Race for Results Index Scores**

Disaggregated data should be broken apart by race, gender and other demographic variables. This graph is an example of disaggregating data by race.

![Graph showing race for results index scores](image)

**NOTE** Racial and Hispanic origin categories are mutually exclusive.
STEP 4

CONDUCT SYSTEMS ANALYSIS OF ROOT CAUSES OF INEQUITIES

It is easy to get overwhelmed by the magnitude of systemic racism and all of its daily manifestations. Examining the root causes of differential outcomes takes into account the convergence of race, place, class and history. This type of analysis often yields a structural perspective that focuses on policies and practices that may unintentionally (and in earlier times, intentionally) reproduce racial inequities. To effectively challenge systemic racialization, we need to analyze systems in order to make informed and strategic decisions about how to interrupt and change inequitable patterns. A systems analysis, or structural racism analysis, helps us look at problems holistically, by considering the context and compounding dynamics, to uncover root causes and possible solutions.

Systems are composed of an organized array of interdependent and interacting components. Systems are generally self-perpetuating, self-correcting and constantly changing. To understand a system and its outcomes, look beyond the individual parts to see how different parts are interacting in the overall arrangements. Systems can be transformed by finding high leverage points that can induce and reinforce ongoing change. While actions and gains are followed by reactions and retrenchments, these can be anticipated and counteracted with thoughtful planning.

A systems analysis is designed to:

1. Identify root causes and contributing factors
2. Surface possible strategies and solutions for addressing the problems
3. Help discern among the options generated which strategies and solutions can leverage desired changes and make transformative systemic impacts

Systems Analysis Guide

You can use the questions below to guide you through a basic systems analysis. They address key elements of systemic racialization, including history, culture, interconnected institutions and policies and racial ideologies. Examining how racism interacts with other systems of privilege, oppression and power — such as gender and economic inequality — is another important facet of conducting a systems analysis.

1. What are the racial inequities, barriers or negative outcomes involved in the problem being examined? Who is burdened most and who benefits most?
2. What institutions are involved? What unfair policies and/or practices are involved?
3. What social conditions or determinants contribute to the problem (such as poverty, housing segregation, education)?
4. What other compounding dynamics are involved (such as income or gender inequities)?
5. What cultural norms, myths or popular ideas justify or maintain the problem?
6. How did things get this way and what are some of the cumulative impacts?
7. What are the key causes or contributing factors?
8. What solutions or interventions could eliminate the inequities?
9. What can be learned from prior efforts to solve the problem or change the system?
10. What strategies could result in systemic change and advance equitable solutions?
STEP 5
IDENTIFY STRATEGIES AND TARGET RESOURCES TO ADDRESS ROOT CAUSES OF INEQUITIES

After conducting a systems analysis to identify the root causes of inequities, you can then begin to surface possible strategies and solutions for addressing the problems. Through thoughtful planning and engagement of key stakeholders and partners, you will create ways to shift your investments and resources to move solutions forward that can have transformative impacts on systems and communities.

Organizations and systems should target programs, resources, investments and strategies to those groups of people who are being left behind and to those who need them most. Ideal strategies and investments promote and advance increased opportunities and decrease disparities simultaneously. Racially equitable solutions and policy proposals have an explicit goal of eliminating racial disparities and increasing racial equity. It is tempting to use proxies such as socioeconomic status or place, but race requires specific, distinct and sufficient attention.

Reflect positive and shared values in your proposed solution — such as fairness, justice, equity, inclusion, dignity and unity. Proposed racially equitable solutions need to be concrete and viable. Effective racial equity strategies should be specific, measurable, attainable, relevant and timely. Be sure your proposal includes realistic mechanisms to attain, sustain and expand success through sufficient funding, staffing, documentation, public reporting, accountability mechanisms and evaluation.

Conscious consideration of racial equity during planning and decision making helps counteract implicit or unconscious bias and prevent negative racial impacts.

A Guide to Developing Racially Equitable Solutions

The following questions can help ensure that targeted strategies and investments yield the greatest impact for children, families and communities of color.

1. What racial disparities do you want to eliminate, reduce or prevent?
2. What groups most adversely affected by the current problem do you want to benefit?
3. How can those most adversely affected by the issue be actively involved in solving it?
4. What is a specific change in policy that could help produce more equitable outcomes?
5. How will your proposed solution address root causes and advance systemic change?
6. What change do you ideally want (not just what you would settle for)?
7. What positive principles or shared values are reflected in this proposed reform?
8. Does the proposal have clear goals, plans and timetables for implementation, with sufficient funding, staffing, public reporting, accountability and evaluation?
9. Who can be allies and supporters and how can they be engaged?
STEP 6

CONDUCT RACE EQUITY IMPACT ASSESSMENT FOR ALL POLICIES AND DECISION MAKING

A racial equity impact assessment is a systematic examination of how a proposed action or decision will likely affect different racial and ethnic groups. It is a useful tool for assessing the actual or anticipated effect of proposed policies, institutional practices, programs, plans and budgetary decisions. The racial equity impact assessment can be a vital tool to reduce, eliminate and prevent racial discrimination and inequities and prevent institutional racism.

Racial equity impact assessments are best conducted during the decision-making process, prior to enacting new proposals. They can be used to inform decisions in a way very similar to environmental impact statements, fiscal impact reports and workplace risk assessments. Race Forward: The Center for Racial Justice Innovation and the Annie E. Casey Foundation have developed racial equity impact assessment toolkits to help policymakers, organizations, communities and advocates assess equity and remedy longstanding inequities.8
STEP 7

CONTINUOUSLY EVALUATE EFFECTIVENESS AND ADAPT STRATEGIES

Implementing investment strategies that promote policy change, system reform and program delivery are critical to removing barriers and increasing equitable opportunities to populations served. It is also important to consistently assess whether investments are accomplishing stated racial equity goals. Organizations and systems should be assessing equity progress at every turn and on an ongoing basis. Setting goals for the equity outcomes you are seeking, tracking results, measuring progress and implementing needed course adjustments are critical to effectively doing this work.
CONCLUSION

A lot of work to address issues of race focuses on remedying racial discrimination and inequities after they have occurred. Those racial inequities that often get addressed tend to be small in comparison to those that are not. Meanwhile, new manifestations of racism continue to emerge and outpace our mechanisms and capacities to solve them. Legislative bodies and the courts are rolling back key legal remedies and civil rights, increasingly embracing color blindness — the willful denial and avoidance of race that prevents racism from being acknowledged. If we are to get ahead of the curve, we need to focus more energy on a preventative strategy — stopping the racial inequities before they occur.

To do this, it is not enough for racial justice advocates to call out institutional racism. Racial justice advocacy today must be focused on preventing racism by institutionalizing racial equity.

Though it may sound daunting, institutionalizing racial equity and preventing institutional racism can be done. Like anything else, it takes practice, partnering, learning and leadership. You can adopt, prioritize, incentivize and model equitable and inclusive practices in your own work — giving you the experience, expertise and credibility to help others do the same. Start by developing a common understanding of the most important principles and using your terms to tell the story. Identify the right stakeholders and affected populations to join you at the table. Examine disaggregated data, conduct systems analyses and design effective strategies. Measure the racial impact of your plan. Evaluate and adapt your strategies over time.

Everyone can be a race equity and inclusion leader and champion. Start right where you are with the people around you and use these seven steps to advance and embed race equity and inclusion within your organization.

Racial Justice

Racial justice can be used synonymously with racial equity. Notice, too, that racial justice is a systemic concept. Just as the production and replication of racism must be understood as a system to grasp its full meaning and impacts, racial justice also entails the systematic advancement and sustaining of equity. It is not just the absence of discrimination and inequities, but also the presence of deliberate systems and supports to achieve and sustain racial equity.
ENDNOTES

1 The Free Dictionary is a website that is comprised of a collection of dictionaries by subject including medical and legal together with free and subscription encyclopedias, in 10 languages (www.thefreedictionary.com/equity).

2 The Free Dictionary is a website that is comprised of a collection of dictionaries by subject including medical and legal together with free and subscription encyclopedias, in 10 languages (www.thefreedictionary.com/inclusion).

3 Retrieved April 30, 2014, from www.raceforward.org/about


Memorandum

To: Members of the Rules Committee

From: Dr. Patricia A. Efiom, Equity & Empowerment Coordinator

Subject: Spanish Language Translation and Interpretation Services

Date: August 1, 2018

Recommended Action:
Staff requests that the Rules Committee provide direction for budgeting for translation and interpretation services for City communications and meetings.

Background:
Currently, the need for translation is determined by each department and the primary language requested for translation is Spanish. After a request is sent to the Community Engagement Manager, most documents are sent to an Evanston translation agency, which charges 18 cents per word. Forms or legal documents are always sent out for professional translation. Because there is a $75 minimum, multiple documents are submitted at one time whenever possible.

Depending on the complexity of the translation, and based on availability, bilingual City staff or 311 Service Desk Officers also have been asked to translate simple documents. Because City staff members are not professional translators, they need to conduct research, which reduces the time they can spend on their primary tasks. Please note that translating a document adds four days to the production process. If text changes are made after the document has been sent to the translation service, additional time will be required and the cost will increase.

Examples of City translation expenses in 2018:
- Two short 2019 Priority-based Budgeting documents and survey text: $418.57
- Health and Human Services Department birth and death certificate forms: $184.86
- Three documents: Crown Center job fair flyer, Crown Center neighborhood meeting, and public meeting regarding Dodge Avenue bus stops: $120.83
- EPD complaint process survey: $219.60
- Waste/recycling/composting brochure: $149.60
- Two Equity and Empower Plan documents: $240.30
One concern that has been raised is that advertising or promoting an event in Spanish suggests to the reader that the program is available to them in Spanish. If the City more frequently produces promotional materials in Spanish, there will be a higher expectation for interpretation services at the program.

Due to the high level of expertise required, the City was recently quoted $900 for a one-hour “virtual” interpretation of a public meeting using headphones and a video feed. Due to the intensity of the work, interpreters are only able to translate in one-hour time blocks. Therefore, the quote for a two-hour virtual meeting was $1,300. In-person interpretation is more expensive, due to travel time.

Options for consideration regarding translation services

A. Continue the current practice of translating documents into Spanish upon request by the department
B. Translate documents, surveys and flyers into Spanish upon direction from the City Manager
C. Translate all City documents and surveys into Spanish; program advertising (flyers) are not translated
D. Translate all City documents, surveys and program advertising into Spanish

Options for consideration regarding interpretation services

A. Continue the current practice of not offering professional interpretation for community meetings
B. Provide virtual interpretation services for community meetings upon direction from the City Manager (minimum $1,300 per two-hour meeting)
Provide in-person interpretation services for community meetings (at a higher cost to cover travel expense and time)
To: Chair and Members of Rules Committee

From: Wally Bobkiewicz, City Manager

Subject: Declining Political Civility

Date: August 2, 2018

Summary:
Alderman Wynne requested discussion of the Wall Street Journal article “What Duluth Can Teach America About Declining Political Civility” at the Rules Committee meeting.

Attachment:
Wall Street Journal Article
The decline of civility in political debate was alarming. Harsh rhetoric was getting in the way of resolving bitter disputes.

Guidelines for Duluth’s ‘Speak Your Peace’ campaign, meant to encourage civilized debate, can be seen on this poster presented at a school curriculum development meeting in 2005. PHOTO: CLINT AUSTIN/DULUTH NEWS TRIBUNE/ASSOCIATED PRESS

By

Gerald F. Seib

July 30, 2018 10:31 a.m. ET

The decline of civility in political debate was alarming. Harsh rhetoric was getting in the way of resolving bitter disputes.
Worse yet, the nasty tenor of political discourse was so turning off young people that they were walking away from it, saying they didn’t want to get involved in such a nasty process.

Sounds like Washington today, right? Actually, it was Duluth, Minn., more than a decade ago as tensions rose over local budget strains. Then, as now on the national political stage, nastiness was becoming the norm, preventing well-intentioned people from coming together to solve problems.

The difference is that the leaders of Duluth decided to do something about it. Civic leaders launched something called Speak Your Peace: The Civility Project. They drew up a list of nine guidelines for civilized debate so simple they could and did fit on a wallet card.

Then, a funny thing happened. People took the idea to heart. All six major units of regional government—city and county boards and school districts—adopted the guidelines. As debate improved, so did the process of addressing problems. Today, Duluth’s mayor, Emily Larson, credits the civility project for helping the city work through an emotional, two-year debate over a new ordinance requiring employers to offer paid sick leave, which was adopted in May.

Is it naive to think that the experience of a city of 86,000 can be useful on a national scale? Perhaps. And maybe Minnesotans are just nicer than the rest of us.

But something like this is needed on a national scale. It is a sign of the declining
The tenor of national debate that people can’t even agree on when the slide into true nastiness began. Republicans like to say it started with the trashing of Supreme Court nominee Robert Bork in the 1980s. Democrats like to say it started with the televised jihad back-bencher Newt Gingrich launched against Democratic House of Representatives leaders shortly thereafter.

There is no denying the slide accelerated when presidential candidate Donald Trump turned insult into art form in the 2016 campaign, with “Lyin’ Ted Cruz” and “Little Marco Rubio” and campaign rally chants declaring that his opponent shouldn’t merely be defeated but thrown in jail.

Now Trump appointees are being verbally accosted in public places, and the press covering President Trump was treated so rudely by the crowd at a Veterans of Foreign Wars convention last week that the VFW felt the need to publicly disavow the behavior. We haven’t reached the point of mob violence, but sometimes it doesn’t seem far off.

So Duluth’s experience is worth a look, if only because it shows that such a slide is neither inevitable nor unstoppable.

The city’s problems, as is so often the case, were rooted in economic anxiety. At the turn into the new millennium, the region was feeling the same kind of decline that was affecting the nation’s Rust Belt. A steel plant had closed. The arrival of immigrants had exacerbated tensions between old-timers and newcomers.

Economic trouble landed the city on precarious financial terrain. There was talk of bankruptcy. Most immediately, a generous lifetime health-insurance plan for city workers seemed unsustainable.

The debate over whether and how to end that insurance plan and take other belt-tightening measures turned rancorous, including nasty exchanges at open public meetings. “Rather than working on solutions we started fighting with each other,” says Rob Karwath, former executive editor of the Duluth News Tribune. “I thought, ‘Jeez Garrison Keillor didn’t tell me about this part of Minnesota.’”

The incivility threatened to actually drive people away from the area, some feared. So a regional development group, the Duluth Superior Area Community Foundation, stepped in to try to calm the waters.
It convened a group of local leaders who came up with nine core principles that it declared should prevail in public debate. They are so simple they are easy to list: Pay attention, listen, be inclusive, don’t gossip, show respect, be agreeable, apologize, give constructive criticism, take responsibility.

Those ideas grew into a broader civility program, now 15 years old, that has spread around the country. The goal, local leaders say, is decidedly not to stifle debate. “This is not a campaign to end disagreements,” says the Speak Your Peace website. “It is a campaign to improve public discourse by simply reminding ourselves of the very basic principles of respect.”

In fact, Mayor Larson says the key effect may not even lie in how people talk. “To me,” she says, “civility is about truly listening.” By actually listening, she says, people discover they have some common ground, which “lays the groundwork for the next conversation.”

It isn’t nirvana; a recent visit by Mr. Trump to Duluth proved divisive in the community. Still, as the tenor of debate improved, so did Duluth’s prospects and finances.

Write to Gerald F. Seib at jerry.seib@wsj.com
RELATED

- Trump Allies Take Aim at Cohen After Fallout
- Manafort Trial to Focus on Finances
For Rules meeting of August 6, 2018
Amend Council Rules to End Council Meetings at 11:00 PM
For Discussion

Memorandum

To: Members of the Rules Committee
From: Susie Hall, Executive Assistant to the City Manager
Subject: Amend Council Rules to Add 11:00 p.m. End Time for Council Meetings
Date: August 1, 2018

Recommended Action:
At the direction of the City Manager, staff researched amending the City Council Rules
to set a time certain for adjourning City Council meetings. Staff recommends adjourning
City Council meetings at 11:00 p.m., unless there is a majority vote by Council to
continue the meeting to 11:30 p.m. and/or unanimous vote by Council to continue
beyond 11:30 p.m. Staff requests City Council discuss setting a time certain, and
provide staff with direction to prepare an Ordinance for Council approval to amend the
Rules.

Summary:
Over the past 3 months, 6 out of 8 Evanston City Council meetings have gone longer
than 2 hours, 4 meetings lasted longer than 3 hours, and 3 meetings lasted longer than
4 hours. Not only can this be exhausting for the Council, it causes the meeting last late
into the night making it difficult for the residents and interested parties to stay engaged
for the full duration.

Staff found that Oak Park begins its meeting at 7:30 p.m., but a Village Board meeting
“shall conclude no later than 10:00 p.m. It is the goal of the Village Board to conclude
meetings by 9:30 p.m.”

In addition, several municipalities in California amended their Council Rules to set an
end time for its meeting. The Rules also include alternatives to adjourning by requiring a
vote from its Council to extend meetings or at the discretion of the Mayor.

<table>
<thead>
<tr>
<th>City</th>
<th>Start Time</th>
<th>Time End</th>
<th>Extension of Time, Other Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corte Madera</td>
<td>6:30 (moved up from 7:30)</td>
<td>9:30</td>
<td>Majority to continue to 10:00, unanimous to continue past 10:00</td>
</tr>
<tr>
<td>Location</td>
<td>Time</td>
<td>Action</td>
<td>Note</td>
</tr>
<tr>
<td>----------</td>
<td>------</td>
<td>--------</td>
<td>------</td>
</tr>
<tr>
<td>Larkspur</td>
<td>6:30 (moved up from 7:30)</td>
<td>10:30</td>
<td>Mayor’s discretion to take vote to end or continue</td>
</tr>
<tr>
<td>Fairfax</td>
<td>6:30</td>
<td>10:00 – review agenda</td>
<td>Any items not started by 11:30 are continued to next meeting</td>
</tr>
<tr>
<td>Oakland</td>
<td>5:30</td>
<td>12:00</td>
<td>Majority vote by Council in attendance</td>
</tr>
</tbody>
</table>

If City Council would like to consider staff’s recommendation to end its Regular Council meetings at 11:00 p.m., the Legal Department will draft a Resolution amending the Evanston City Council Rules for Council approval.

Attachments:
Excerpt from Oak Park Village Protocols
Excerpt from Corte Madera Council Rules
V. Meetings

Executive Session

Executive Sessions, if needed, are generally reserved for all Regular Meetings at 6:30 to 7:30 p.m.

Executive sessions will begin on time, and, if held prior to a public session, will end at least five minutes before the start of the public session.

For the purpose of Roll Call, the Village Clerk will use the title and the last name of each Trustee or Village President (i.e. Trustee Smith).

Each agenda item will provide a clear statement of staff recommendations (similar to Regular Agenda Items), or if staff can't come to consensus, then a clear statement of Option A vs Option B, etc. It is important for staff to share viable alternatives, even when there is strong staff consensus for a specific recommendation.

Executive Session time should be used for discussion and not for acquiring excessive amounts of additional information.

After Board direction is provided, the Village Manager will make a statement recapping the direction given.

Regular Meetings of the Board

Regular Meetings are schedule at 7:30 p.m. on the First and Third Mondays, unless the meeting is on a holiday in which case the meeting is on Tuesday.

Meetings of the Village Board shall conclude no later than 10:00 p.m. It is the goal of the Village Board to conclude meetings by 9:30 p.m.

During the months of April, August and December, it is preferred that only 1 meeting is held that month. This is a Regular Meeting on the first Monday of the month only.

For the purpose of discussion during a meeting, it is preferred that the President use the Trustee's first name when recognizing them to speak at a meeting, or among discussion between members of the Village Board or for staff to address the Village Board.

Consideration of an agenda item will begin with the President reading the item and then recognizing staff or citizen board/commission chair, who will provide a brief summary.

Staff or outside expert presentations will be limited to 10 minutes, unless an advance request is made and deemed appropriate for a longer period of time.

At a Regular Meeting, it is preferable to take one round of questions first to determine if there is sufficient information to make a decision.
5. TYPES OF MEETINGS

5.1 Regular Meetings: Unless closed session or other matters are noticed to begin at an earlier time, the Regular Council Meetings are to commence at 6:30 P.M. on the first and third Tuesday of each month, unless otherwise specified in advance in accordance with the Brown Act.

All Regular Council Meetings shall end by 9:30 P.M unless the Council extends the meeting by motion of Council. Council may extend the meeting to 10:00 P.M. by the affirmative vote of a majority of Councilmembers present, and beyond 10:00 P.M. by the affirmative vote of all Council members present.

Should a scheduled Council meeting fall on a legal holiday, the meeting shall be canceled or rescheduled. If a Council regular meeting falls on Election Day, the Council shall hold its meeting on the Monday prior to that day unless the Council chooses to schedule it for another day.

Consistent with the requirements of the Brown Act, the Mayor, in consultation with the Town Manager, may, by motion, reschedule any canceled regular meeting to another day.

5.2 Special Meetings: A special meeting is a meeting that is not regularly scheduled and is held to transact specified business only. Special meetings may be called by the Presiding Officer or by Council by motion. The call and agenda for a special meeting shall specify the day, the hour, and the location of the special meeting and shall describe the subject or subjects to be considered. No special meeting shall be held unless it complies with the twenty-four (24) hour minimum notice requirements set forth in the Brown Act. All members of the Council, the Twin Cities Times and the Marin Independent Journal shall receive written notice at least 24 hours before the time of the meeting unless otherwise made unnecessary by the Brown Act.

5.3 Emergency Meetings: The Council may hold an emergency meeting if a majority of the Council determines a work stoppage, crippling disaster, or other activity severely impairs public health and/or safety. Emergency meetings may be called without complying with either the 24-hour notice or posting requirements as provided in the Brown Act (Government Code Section 54956.5).

5.4 Adjourned Meetings: When members of the Council wish to continue a regular or special meeting to a later date, a successful motion to adjourn the meeting and to continue it to a definite later time, makes this second meeting an Adjourned meeting. Any meeting of the Council may be adjourned to a later date and time.

5.5 Workshops/Study Sessions: From time to time the Council will hold workshops or field trips at a time and place to be designated by the Presiding Officer. Study sessions or field trips shall be considered meetings and shall be duly noticed and open to the public and the press, as provided by law. Such study sessions or field
For Rules Committee Meeting of August 6, 2018
Aldermen Communications Policy Review
For Action: Accept and Place on File

Memorandum

To: Chair and Members of Rules Committee

From: Kimberly Richardson, Deputy City Manager
Paulina Martínez, Assistant to the City Manager

Subject: Aldermen Communications Policy Review

Date: August 1, 2018

Summary:
Staff was directed to conduct a breakdown analysis of communication assistance each alderman has received in the last 12 months.

According to sections 27.1 and 27.2 of the Rules and Organization of the City Council of the City of Evanston from July 12, 2018, City Council members are afforded two e-electronic communications per month, and two post cards per year.

Please refer to the chart below for a breakdown of communication of each alderman in the last 12 months:

Figure 1. Aldermen Electronic Communications in the Past 12 Months

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
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<td>Ward 2</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Ward 3</td>
<td>0</td>
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<td>0</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
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<td>1</td>
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<tr>
<td>Ward 4</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Ward 5</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>2</td>
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<td>2</td>
</tr>
<tr>
<td>Ward 6</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Ward 7</td>
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<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
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<td>1</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Ward 8</td>
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<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
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<td>1</td>
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<tr>
<td>Ward 9*</td>
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<td>3</td>
<td>6</td>
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<td>2</td>
<td>3</td>
<td>7</td>
</tr>
</tbody>
</table>

* Includes Spanish versions
Memorandum

To: Members of the Rules Committee

From: Hitesh Desai, Chief Financial Officer/Treasurer

Subject: City Clerk Budget v Actuals 2018 Spending through June 30

Date: July 26, 2018

Below please find the budget and actual amounts spent for the City Clerk’s Office through the first half of 2018. As can be seen below, the Clerk’s Office has spent approximately 53% of its $191,784 Budget. The average expense total for the General Fund is 49.1% through the end of June.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Fiscal Year</th>
<th>Amended Budget</th>
<th>Y-T-D Amount</th>
<th>% Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>61010 REGULAR PAY</td>
<td>$118,023.00</td>
<td>$59,072.46</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>61050 PERMANENT PART-TIME</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
<td></td>
</tr>
<tr>
<td>61055 TEMPORARY EMPLOYEES</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
<td></td>
</tr>
<tr>
<td>61070 JOB TRAINING AND INTERNSHIPS</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
<td></td>
</tr>
<tr>
<td>61110 OVERTIME PAY</td>
<td>$0.00</td>
<td>$2,904.19</td>
<td>+++</td>
<td></td>
</tr>
<tr>
<td>61210 LONGEVITY</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
<td></td>
</tr>
<tr>
<td>61415 TERMINATION PAYOUTS</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
<td></td>
</tr>
<tr>
<td>61420 ANNUAL SICK LEAVE PAYOUT</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
<td></td>
</tr>
<tr>
<td>61430 VACATION PAYOUTS (PREVIOUSLY OTHER)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
<td></td>
</tr>
<tr>
<td>61510 HEALTH INSURANCE</td>
<td>$21,944.00</td>
<td>$6,423.92</td>
<td>29%</td>
<td></td>
</tr>
<tr>
<td>61610 DENTAL INSURANCE</td>
<td>$0.00</td>
<td>$1.65</td>
<td>+++</td>
<td></td>
</tr>
<tr>
<td>61615 LIFE INSURANCE</td>
<td>$0.00</td>
<td>$16.80</td>
<td>+++</td>
<td></td>
</tr>
<tr>
<td>61710 IMRF</td>
<td>$5,892.00</td>
<td>$2,556.08</td>
<td>43%</td>
<td></td>
</tr>
<tr>
<td>61725 SOCIAL SECURITY</td>
<td>$7,979.00</td>
<td>$4,066.45</td>
<td>51%</td>
<td></td>
</tr>
<tr>
<td>61730 MEDICARE</td>
<td>$1,866.00</td>
<td>$951.02</td>
<td>51%</td>
<td></td>
</tr>
</tbody>
</table>

Salary & Benefit Salary and Benefits Totals: $155,704.00 $75,992.57 49%
<table>
<thead>
<tr>
<th>Account Number</th>
<th>Fiscal Year Amended Budget</th>
<th>Y-T-D Amount</th>
<th>% Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>61060 SEASONAL EMPLOYEES</td>
<td>$0.00</td>
<td>$5,298.75</td>
<td>+++</td>
</tr>
<tr>
<td>62130 LEGAL SERVICES-GENERAL</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
</tr>
<tr>
<td>62185 CONSULTING SERVICES</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
</tr>
<tr>
<td>62205 ADVERTISING</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
</tr>
<tr>
<td>62210 PRINTING</td>
<td>$876.00</td>
<td>$0.00</td>
<td>0%</td>
</tr>
<tr>
<td>62235 OFFICE EQUIPMENT MAINT</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
</tr>
<tr>
<td>62245 OTHER EQMT MAINTENANCE</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
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<tr>
<td>62275 POSTAGE CHARGEBACKS</td>
<td>$200.00</td>
<td>$23.73</td>
<td>12%</td>
</tr>
<tr>
<td>62280 OVERNIGHT MAIL CHARGES</td>
<td>$65.00</td>
<td>$0.00</td>
<td>0%</td>
</tr>
<tr>
<td>62295 TRAINING &amp; TRAVEL</td>
<td>$2,000.00</td>
<td>$119.79</td>
<td>6%</td>
</tr>
<tr>
<td>62315 POSTAGE</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
</tr>
<tr>
<td>62320 TELEPHONE CHARGEBACKS</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
</tr>
<tr>
<td>62360 MEMBERSHIP DUES</td>
<td>$525.00</td>
<td>$0.00</td>
<td>0%</td>
</tr>
<tr>
<td>62380 COPY MACHINE CHARGES</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
</tr>
<tr>
<td>62457 CODIFICATION SERVICES</td>
<td>$16,330.00</td>
<td>$11,248.37</td>
<td>69%</td>
</tr>
<tr>
<td>62506 WORK-STUDY</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
</tr>
<tr>
<td>62509 SERVICE AGREEMENTS/ CONTRACTS</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
</tr>
<tr>
<td>62645 DIGITAL ARCHIVING</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
</tr>
<tr>
<td>64540 TELECOMMUNICATIONS - WIRELESS</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
</tr>
<tr>
<td>65010 BOOKS, PUBLICATIONS, MAPS</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
</tr>
<tr>
<td>65025 FOOD</td>
<td>$0.00</td>
<td>$144.17</td>
<td>+++</td>
</tr>
<tr>
<td>65075 MEDICAL &amp; LAB SUPPLIES</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
</tr>
<tr>
<td>65080 MERCHANDISE FOR RESALE</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
</tr>
<tr>
<td>65085 MINOR EQUIPMENT &amp; TOOLS</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
</tr>
<tr>
<td>65090 SAFETY EQUIPMENT</td>
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<td>$0.00</td>
<td>+++</td>
</tr>
<tr>
<td>65095 OFFICE SUPPLIES</td>
<td>$1,525.00</td>
<td>$2,077.47</td>
<td>136%</td>
</tr>
<tr>
<td>65175 ELECTION SUPPLIES</td>
<td>$9,500.00</td>
<td>$2,267.42</td>
<td>24%</td>
</tr>
<tr>
<td>65620 OFFICE MACH. &amp; EQUIP.</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
</tr>
<tr>
<td>65630 LIBRARY BOOKS</td>
<td>$0.00</td>
<td>$0.00</td>
<td>+++</td>
</tr>
<tr>
<td>Serv &amp; Supplies Services and Supplies Totals:</td>
<td>$31,021.00</td>
<td>$21,179.70</td>
<td>68%</td>
</tr>
<tr>
<td>67107 OUTREACH</td>
<td>$0.00</td>
<td>$1,644.61</td>
<td>+++</td>
</tr>
<tr>
<td>Miscellaneous Miscellaneous Totals:</td>
<td>$0.00</td>
<td>$1,644.61</td>
<td>+++</td>
</tr>
<tr>
<td>62305 RENTAL OF AUTO-FLEET MAINTENANCE</td>
<td>$500.00</td>
<td>$250.02</td>
<td>50%</td>
</tr>
<tr>
<td>62309 RENTAL OF AUTO REPLACEMENT</td>
<td>$500.00</td>
<td>$250.02</td>
<td>50%</td>
</tr>
<tr>
<td>66025 TRANSFER TO DEBT SERVICE - ERI</td>
<td>$4,059.00</td>
<td>$2,029.50</td>
<td>50%</td>
</tr>
<tr>
<td>Transfer Interfund Transfers Totals:</td>
<td>$5,059.00</td>
<td>$2,529.54</td>
<td>50%</td>
</tr>
<tr>
<td>Business Unit: 1400 CITY CLERK Totals:</td>
<td>$191,784.00</td>
<td>$101,346.42</td>
<td>53%</td>
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</tbody>
</table>