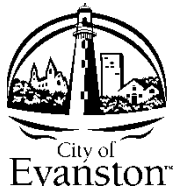


**XIV. OLD BUSINESS:
LOBBYING ORDINANCE***

XV. ADJOURNMENT

*Denotes materials included in packet



Memorandum

To: Honorable Mayor and Members of the City Council
Rules Committee

From: Wally Bobkiewicz, City Manager
Johanna Leonard, Community Development Director

Subject: Refocus and Alignment of Boards, Committees, and Commissions to
STAR Principles and Metrics

Date: September 21, 2018

Recommended Action:

Staff recommends discussion of the realignment, consolidation, and refocusing of 17 different City boards, committees, and commissions (BCCs). This work includes the integration of STAR metrics into the City's BCCs and integrating activities across departments in order to provide transparency on urban and municipal metrics.

Funding Source:

Not applicable

Summary:

Staff studied and reviewed opportunities to realign the current boards, committees, and commissions (BCCs) to further the goals of making Evanston the most livable. This included:

- developing a structure for regular monitoring of livability measures and the STAR metrics at BCCs;
- enhancing transparency efforts to report on City work and consolidate the number of BCCs to monitor in order to stay current on activities and discussions,
- streamlining the coordination of ideas and discussions regarding City issues and decisions through a shared “lens” of livability; and
- reducing the current development of urban policy, recommendations, and decision-making in silos of function or City Department.

The City is a 4-STAR rated community to maintain or improve that rating, the City engages in a review of STAR metrics every four years to determine how well it performs within seven livability categories (Built Environment, Climate & Energy, Economy & Jobs, Education, Arts & Community, Equity & Empowerment, Health & Safety, and Natural Systems). These metrics are generated from existing reports, databases the City maintains, and other resources every four years. Staff believes that a regular collection and coordinated reporting of data and reporting to BCCs on this information

would promote the overall transparency of information on performance on key livability issues. The following were considerations as staff prepared this memorandum:

- BCC work is not contemplated to be eliminated, but rather proposed to be coordinated with similar activities of other BCCs in order to be efficient and engage multiple perspectives on challenging and complex issues. This is demonstrated by many BCCs taking up similar issues or concerns for discussion.
- BCC work is proposed to be divided across multiple new STAR-based BCCs in order to fully reflect the dynamic nature of these issues;
- Within each of these new BCCs, additional working groups or short-term assignments would be established to address specific issues and develop recommendations to City Council.
- If directed to move forward, realignment and implementation could take 6 to 18 months in order to carefully manage the existing work of the BCCs and not interrupt existing activities.
- Significant staff time is regularly invested in preparation for meetings. This includes development of monthly or quarterly agendas (depending on frequency of meetings) in coordination with BCC chair, confirmation of quorum of members, preparation of agenda materials (i.e. memos, attachments, coordination of speakers or other attendees), development of presentations (i.e. Powerpoint, materials, etc.), drafting minutes, and any follow-up on items.
- The City's transparency and engagement activities has grown to extend beyond BCC work in recent years. City Council members and the Mayor have regular town hall, neighborhood, community, and ward meetings with invited guests. Social media and email also promote and inform the work occurring in Evanston's community.

Steps for Implementation:

If City Council seeks to move forward with realignment of any of the BCCs identified in this memorandum, the following next steps are contemplated:

- Draft ordinances establishing the new BCCs;
- Establish plan for implementing realignment and coordination of existing BCCs to include specific and target dates, staffing, actions and items that a particular BCC is regularly responsible for, and proposed meeting dates for 2019;
- Specific STAR metrics and measurements that the BCC would be responsible for managing and regularly publicly reporting;
- Discuss potential realignment with existing members of BCCs and determine interest in new BCCs (i.e. member on the Plan Commission might have interest in serving on the proposed Built Environment Commission; member of Environment Board might want to serve on proposed Economic Vitality and Workforce Commission); and
- Initiate updates to Rules and Procedures for each BCC, once established, that incorporates STAR as a metric and management tool for BCCs

The table on the following page outlines proposed new BCCs. An attachment to this memorandum summarizes this work in greater detail and highlights the existing work of City of Evanston BCCs to demonstrate the overlap and interdisciplinary nature of this work.

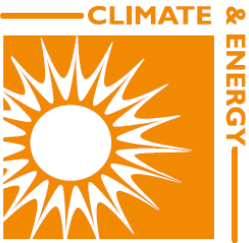
STAR-Based Boards, Committees, and Commissions

Proposed STAR BCC Name	New BCC for Realignment	Additional Issues/STAR Metrics to be Addressed	Livability Metrics to be Addressed
Built Environment Commission	Transportation & Parking Committee	Public spaces, air quality, light and noise pollution, and comprehensive planning	
	Housing & Homelessness Commission		
	Parks, Recreation, and Community Services Board		
	Lighthouse Landing Complex Committee		
Health & Safety Commission	Mental Health Board	Public health programs, access to healthy food, violence prevention, and resiliency	
	Animal Welfare Board		
	911-Emergency Telephone System		
Arts & Recreation Board	Arts Council	Support social and cultural diversity, promote a cohesive and connected community, cradle to career	
	Parks & Recreation Board (Recreation Portion)		
	Commission on Aging		
Economic Vitality and Workforce Commission	Economic Development Committee	workforce development issues, green economy and green jobs	
	M/W/EBE Committee		
Climate & Energy Commission	Utilities Commission	Improve energy and water efficiency, reduce material waste, reduce greenhouse gas emissions, green energy supply	
	Environment Board		
Natural Systems Commission	Environment Board	Management of invasive species, protect and restore natural ecosystems, working land	
	Lighthouse Landing Complex Committee		
Equity & Empowerment Commission	Equity & Empowerment Commission	Human service programs, community engagement, poverty prevention and alleviation	
	Age Friendly Evanston Task Force		
	Housing and Homelessness Commission		
Zoning & Development Board	Plan Commission	Not applicable	
	Zoning Board of Appeals		

Attachments:

-Summary of Proposed New BCC Work

Proposed New Board, Committees, and Commission Work (BCC) for the City of Evanston



Summary of New Board, Committees, and Commission Work (BCC)



Built Environment Commission

Livability Area: Built Environment

Contributing Existing BCCs: Transportation & Parking Committee, Housing & Homelessness Commission, Parks & Recreation Board (Parks Portion), and Lighthouse Landing Complex Committee

Purpose and Focus of New Built Environment Commission: This new Commission seeks to bring together all aspects of the built environment in all parts of

Evanston in order to review activities and provide policy recommendations that take into account all aspects of what creates a neighborhood livable. Items that come before the current BCCs listed as contributing to the proposed Built Environment Commission do not regularly consider all other facets of the built environment in decision-making. Members of these BCCs include individuals who have interest or expertise in particular focus areas (i.e. transportation, housing issues, and park usage, etc.). This arrangement of focused subjects and experts in one body this does not necessarily foster an environment that encourages interdisciplinary collaboration. This Commission would be responsible for considering activities and issues around built environment policy and implementation; additional issues identified in STAR that this BCC would monitor would be public spaces, air quality, light and noise pollution, and comprehensive planning activities.

Description of Built Environment from STAR Guide:

“The 7 Objectives in the Built Environment Goal Area evaluate community development patterns, livability, and design characteristics, with emphasis on access and choice for all residents regardless of income. BE-3: Compact & Complete Communities promotes pedestrian-scaled, mixed-use development in high-density areas that support public transit. BE-4: Housing Affordability measures location efficiency through the combined costs of housing and transportation and encourages affordable housing in areas where transportation costs are already low due to public transit accessibility. BE-7: Transportation Choices provides the direct measure of transportation alternatives, affordability, safety, and Vehicle Miles Traveled.

The Built Environment Goal Area addresses other types of infrastructure, such as the provision of clean drinking water, wastewater, and stormwater in BE-2: Community Water Systems. BE-5: Infill & Redevelopment analyzes redevelopment and the condition of public infrastructure to encourage efficient use and reuse of land. BE-6: Public Parkland promotes accessibility to abundant, well-designed parks and greenways. Finally, BE-1: Ambient Noise & Light encourages reducing excessive noise and light trespass that adversely impact residents and local wildlife and protecting views of the night sky.

- BE-1 Ambient Noise & Light: Minimize and manage ambient noise and light levels to protect public health and the integrity of ecological systems;

- BE-2 Community Water Systems: Provide a clean and secure water supply for all local users through the management of potable water, wastewater, stormwater, and other piped infrastructure;
- BE-3 Compact & Complete Communities: Concentrate development in compact, human-scaled, walkable centers and neighborhoods that connect to public transit, offer diverse uses and services, and provide housing options for families of all income levels;
- BE-4 Housing Affordability: Construct, preserve, and maintain an adequate and diverse supply of location-efficient and affordable housing options for all residents;
- BE-5 Infill & Redevelopment: Focus growth and redevelopment in infill areas to reduce sprawl and ensure existing infrastructure that supports the community is in satisfactory working condition;
- BE-6 Public Parkland: Create a system of well-used and enjoyable public parkland that feature equitable, convenient access for residents throughout the community; and
- BE-7 Transportation Choices: Promote diverse transportation modes, including walking, biking, and public transit, that are safe, low-cost, and reduce vehicle miles traveled.”

The table below lists agenda items from three boards from recent meetings to highlight the interconnectedness of these BCCs. Note, the Parks, Recreation and Community Services Board discussed parking at Garden Park, as did the Transportation and Parking Committee; the Housing and Homelessness Commission discussed the affordable housing scope of work, which could benefit from input on issues relating to transportation, since transportation is the second largest household cost after housing. The Lot 24 RFP discussed by the Transportation and Parking Committee related to the potential of housing development and could benefit from input on issues related to housing.

Table of Agenda Items from Housing & Homelessness Commission (HHC), Transportation & Parking Committee (Tsp & Pkg), and Parks, Recreation and Community Services (PRCS) Board

BCC	Agenda Item	Date
HHC	Metropolitan Tenants Organization/Lawyers' Committee for Better Housing Application for Landlord-Tenant Services Funding	9/6/2018
HHC	Connections for the Homeless Application for Renewal Funding for Tenant-Based Rental Assistance Program	7/25/2018
HHC	Emergency Solutions Grant Funding Allocations	7/25/2018
HHC	Affordable Housing Scope of Work	7/25/2018
PRCS Board	Robert Crown Update (New Mosaic)	9/20/2018
PRCS Board	NRPA Gold Medal Finalist	9/20/2018
PRCS Board	2019 Department CIP/Budget	9/20/2018
PRCS Board	Athletic Fields	9/20/2018
PRCS Board	Park Scorecard Update	9/20/2018

PRCS Board	End of Summer Report	9/20/2018
PRCS Board	CIP Update (Garden Park)	9/20/2018
PRCS Board	Special Recreation Staff Update	7/19/2018
PRCS Board	Harley Clarke Coach House	7/19/2018
PRCS Board	Robert Crown Update	7/19/2018
PRCS Board	CIP Update- Written Report	7/19/2018
PRCS Board	Staff Update – Garden Park Parking	7/19/2018
PRCS Board	Staff Update – Priority Based Budgeting	7/19/2018
PRCS Board	Staff Update – Lincoln Street Beach	7/19/2018
PRCS Board	Staff Update – Summer Programs	7/19/2018
Tsp & Pkg	Garden Park Parking Restrictions	9/26/2018
Tsp & Pkg	Taxicab Stands on 400 Block of Howard Street	9/26/2018
Tsp & Pkg	Comprehensive Parking System Analysis	9/26/2018
Tsp & Pkg	Parking System Pilot Programs	9/26/2018
Tsp & Pkg	Parking Lot 5 – Update	9/26/2018
Tsp & Pkg	Loading Zoning 1524 Simpson	8/29/2018
Tsp & Pkg	Divvy Station & Funding Proposal	8/29/2018
Tsp & Pkg	Dockless Bike Share Ordinance Update	8/29/2018
Tsp & Pkg	Lot 24 RFP	8/29/2018
Tsp & Pkg	Parking System Pilot Programs	8/29/2018
Tsp & Pkg	Updates – Transportation & Mobility Updates and Parking Updates	8/29/2018

Examples of STAR Metrics and Work that Would be Reported to Committee:

- When new public transit or other major infrastructure investments are planned, analyze the likelihood and extent to which housing costs are anticipated to increase in adjacent low- and moderate-income neighborhoods so that appropriate strategies can be developed to preserve and create long-term affordable housing;
- Achieve certification as an International Dark Sky Community; and
- Provide assistance for low-income users to access and use public parklands and programming through subsidy, scholarships, and discounts.



New Committee: Health & Safety Commission

Livability Area: Health & Safety

Contributing Existing BCCs: Mental Health Board, Animal Welfare Board, 911-Emergency Telephone System

Purpose and Focus of New Health & Safety Commission: This Committee would build on the work of the existing committees listed and review public health programs, issues and policy around access to healthy food, violence prevention and resiliency planning. Currently no single

BCC focuses on the wide range of public health issues that include but are not limited to access to healthy food, resiliency, and general public health programs. Work that is

currently undertaken by the contributing BCCs would continue as the work of the Health & Safety Commission.

Description of Health & Safety from STAR Guide:

“The 7 Objectives in STAR’s Health & Safety Goal Area recognize that the development of healthy, safe, and resilient communities requires proactive efforts to prevent disease, injury, and premature death by fortifying protective factors and reducing risk factors that undermine healthy outcomes.

Several objectives are closely focused on reducing obesity and preventing related illnesses like diabetes and heart disease. HS-1: Active Living encourages physical activity for adults and kids through community design and activities that promote walking, bicycling, and other forms of recreation. HS-4: Food Access & Nutrition measures the accessibility of fresh, healthful food and recognizes efforts to encourage healthy eating. HS-2: Community Health serves as the overall, composite measure of public health and integration of health considerations into local decision-making. HS-5: Health Systems addresses the structural and professional components of health care in the community, such as hospitals, clinics, and providers.

The remaining objectives address planning efforts to prevent and alleviate the impacts of hazardous events, emergency situations, violence, and crime. HS-6: Hazard Mitigation focuses on reducing vulnerability to existing community risk areas. HS-3: Emergency Management & Response evaluates the preparedness of emergency responders to efficiently and effectively respond to emergencies. HS-7: Safe Communities, seeks to reduce violence and crime through proven prevention strategies.

- HS-1 Active Living: Enable adults and kids to maintain healthy, active lifestyles by integrating physical activity into their daily routines;
- HS-2 Community Health: Achieve positive health outcomes and minimize health risk factors associated with behaviors and poor indoor air quality in schools and homes;
- HS-3 Emergency Management & Response: Reduce harm to humans and property by utilizing collaborative approaches to increase capability and capacity to respond to emergency incidents;
- HS-4 Food Access & Nutrition: Ensure that adults and children of all income levels have physical and economic access to fresh and healthful food and have opportunities to learn about nutritious eating and food safety;
- HS-5 Health Systems: Provide high quality local health systems that are accessible and responsive to community needs;
- HS-6 Hazard Mitigation: Reduce or eliminate the long-term risk to life and property from existing hazard events through an on-going process that occurs before, during, and after disasters; and
- HS-7 Safe Communities: Prevent and reduce crime and increase perceptions of safety through interagency collaboration and with residents as empowered partners.”

Table of Agenda Items from Mental Health Board (MHB), Animal Welfare Board (AWB), 911-Emergency Telephone System (911)

BCC	Agenda Item	Date
MHB	Consideration of Funding Requests for 2019	9/22/2018
MHB	Consideration of Funding Requests for 2019	9/6/2018
MHB	MHB Powers and Duties	8/9/2018
MHB	Peer Services Application Appeal	
MHB	Liaison Report	8/9/2018
MHB	ZoomGrants Review	8/9/2018
911	Legislative Updates (HR 5085, Public Act 099-0801, HR 582)	9/27/2018
911	More Accurate Wireless 9-1-1 caller location determination	9/27/2018
911	9-1-1 Altitude Location (Z-Axis Technology)	9/27/2018
911	New Apple iphone feature (Rapid SOS Deployment)	9/27/2018
911	Proposed 2019 Emergency Telephone System Budget	9/27/2018
911	Proposed 2019 Emergency Telephone System Board Meeting Schedule	9/27/2018
AWB	EPD Animal Control Report	7/11/2018
AWB	Evanston Animal Shelter Association Report	7/11/2018
AWB	Member Term Renewal	7/11/2018
AWB	Animal Warden Update	7/11/2018

Examples of STAR Metrics and Work that Would be Reported to Committee:

- Develop partnerships with local agencies, nonprofit organizations, schools, and residents to implement public safety strategies, enforcement programs, and trust-building initiatives.
- Engage the public, local businesses and nonprofit entities in assessing, developing, and implementing strategies focused on improving health behaviors related to smoking and obesity.
- Conduct an assessment of the local food system, including existing policies and programs that address the 6 steps of the food cycle: grow or produce, sell, process, distribute, consume, and compost.

EDUCATION, ARTS



& COMMUNITY

New Committee: Arts & Recreation Board

Livability Area: Education, Arts, and Community

Contributing Existing BCCs: Arts Council, Commission on Aging, Parks & Recreation Board (Recreation Portion)

Purpose and Focus of New Arts & Recreation Board: This livability area focuses on the promotion of a cohesive and connected community that has equitable access to social and cultural programs and recognizes the importance of contributions from members of the

community across all ages. Currently work addressed in this STAR goal area is undertaken by the City Manager's Office, the Community Development Department, and the Parks, Recreation, and Community Services Department. The BCCs addressing it include the Arts Council, Commission on Aging, and the Recreation portion of the Parks & Recreation Board. Rather than segregate policy issues around aging, the infusion of art in our community, and recreation and community service activities, this new Board centrally locates all of this work so that recreational, cultural, and arts-based events are considered with all of Evanston's residents in mind.

Description of Education, Arts, and Community from the STAR Guide:

"The 6 Objectives of STAR's Education, Arts & Community Goal Area promote an educated, cohesive, and socially connected community. EAC-3: Educational Opportunity & Attainment evaluates achievement and equitable access to a quality education so that all students may realize their full potential. EAC-1: Arts & Culture and EAC-5: Social & Cultural Diversity respect and celebrate the contributions that the arts and diversity bring to vibrant neighborhoods and communities.

Recognizing the importance of social connections within the community, EAC-4: Historic Preservation seeks to preserve the historical buildings and cultural resources that link the community to its past, while EAC-2: Community Cohesion encourages positive social interaction amongst neighbors. EAC-6: Aging in the Community addresses many issues of intergenerational importance, but focuses on enhancing quality of life as people age."

- EAC-1 Arts & Culture: Provide a broad range of arts and cultural resources and activities that encourage community member participation, creative self-expression, and community revitalization;
- EAC-2 Community Cohesion: Promote socially cohesive neighborhoods where residents are connected, have a sense of place, and feel committed to their community;
- EAC-3 Educational Opportunity & Attainment: Achieve equitable attainment of a quality education for individuals from birth to adulthood;
- EAC-4 Historic Preservation: Preserve and reuse historic structures and sites to retain local, regional, and national history and heritage, and reinforce community character;
- EAC-5 Social & Cultural Diversity: Celebrate, respect, and represent the diverse social and cultural backgrounds of the community and its members; and

- EAC-6 Aging in the Community: Encourage active aging by optimizing opportunities for health, participation, and security in order to enhance quality of life as people age.

The table below lists agenda items from these three boards from the last meetings to highlight the interconnectedness of these BCCs. Note, the Parks, Recreation and Community Services Board discussed a new mosaic during its Robert Crown update, the Commission on Aging discussed outreach at the Farmers’ Market (an activity of the Parks, Recreation, and Community Services Department), both the Arts Council and the Commission on Aging discussed activities related to the business community.

Table of Agenda Items from Arts Council, Commission on Aging, and PRCS Board

BCC	Agenda Item	Date
Arts Council	Main Dempster Mile Mural	8/14/2018
Arts Council	Comments on Stich Sculpture	8/14/2018
Arts Council	C3 Report	8/14/2018
Arts Council	Report from Public Art Subcommittee	8/14/2018
Arts Council	Report from Policy Working Group	8/14/2018
Arts Council	Budget Report	8/14/2018
Arts Council	Bright Night for the Arts	8/14/2018
Commission on Aging	Long-Term Care Committee Report	9/6/2018
Commission on Aging	Age-Friendly Evanston Initiative	9/6/2018
Commission on Aging	Dementia Friendly Initiative	9/6/2018
Commission on Aging	Commission on Aging Outreach at Farmers’ Market Not-For-Profit Day	9/6/2018
Commission on Aging	Update on Priority Based Budgeting	9/6/2018
Commission on Aging	COA Work Plan 2018-2019	9/6/2018
Commission on Aging	Volunteer Opportunities for Age-Friendly Business Initiative	9/6/2018
Commission on Aging	Suggestions for other COA Committees	9/6/2018
Commission on Aging	Update on IDPH Annual Surveys and Facility Complaints	9/6/2018
PRCS Board	Robert Crown Update (New Mosaic)	9/20/2018
PRCS Board	NRPA Gold Medal Finalist	9/20/2018
PRCS Board	2019 Department CIP/Budget	9/20/2018
PRCS Board	Athletic Fields	9/20/2018
PRCS Board	Park Scorecard Update	9/20/2018
PRCS Board	End of Summer Report	9/20/2018
PRCS Board	CIP Update (Garden Park)	9/20/2018

Examples of STAR Metrics and Work that Would be Reported to Committee:

- Demonstrate that at least 75% of residents live within 1 mile of a community venue that is open to the public and offers free services and/or events for residents.
- Ensure that major arts and cultural facilities owned and operated by the local government AND at least half of all other major arts venues are fully accessible to people with disabilities.

- Conduct a survey or evaluation to demonstrate existing levels of social capital and community cohesion through the community.



New Committee: Economic Vitality and Workforce Commission

Livability Area: Economy & Jobs

Contributing Existing BCCs: M/W/EBE Committee and Economic Development Committee

Purpose & Focus of New Economic Vitality and Workforce Commission: The focus of this BCC would be enhanced coordination with local economic development activities and better track and monitor the jobs that these efforts

create. This Commission would also provide additional coordination around Evanston’s large employers and their efforts to employ Evanston residents and utilize Evanston firms to complete work. Additionally, this Commission can support work associated with creating more “green jobs” and work linked to environmentally sustainable practices.

Description of Economy & Jobs from the STAR Guide:

“The 6 objectives of STAR’s Economy & Jobs Goal Area work together to promote equitably shared prosperity and access to quality jobs. Business Retention & Development and Local Economy both focus on supporting existing businesses within the community to retain workers and drive expansion to create a self-reliant local economy. Economic development efforts should consider not only the number of businesses, but the mix of businesses that suit the community and respond to its needs. Recognizing that a robust local economy also needs to attract and incubate new businesses, Targeted Industry Development and Green Market Development seek to focus industry clusters and promote emerging green industries that protect the environment while strengthening and diversifying the local economy. Quality Jobs & Living Wages evaluates workers’ quality of life through increased household income and living wages, while Workforce Readiness recognizes the importance of a skilled workforce to fulfill local business needs and take advantage of available job opportunities.

- EJ-1 Business Retention & Development: Foster equitable economic prosperity and stability by retaining and expanding businesses in all neighborhoods with support from the business community;
- EJ-2 Green Market Development: Increase overall market demand for products and services that protect the environment;
- EJ-3 Local Economy: Create an increasingly self-reliant community through a robust local economy that strongly supports small independent businesses;
- EJ-4 Quality Jobs & Living Wages: Expand job opportunities that support upward economic mobility, offer supportive workplace policies, and pay living wages so that all working people and their families can afford basic necessities without governmental assistance;
- EJ-5 Targeted Industry Development: Increase local competitiveness by strengthening clusters of businesses, suppliers, and associated institutions; and

- EJ-6 Workforce Readiness: Prepare the workforce for successful employment through increasing attainment of post-secondary education and improving outcomes of workforce development programs.”

The table below lists agenda items from the Economic Development Committee and the M/W/EBE Committee. As noted in previous sections of this memo, these two Committees discuss two facets of Evanston’s economic activities, bringing the activities of these two bodies together with additional work associated with workforce development and green economy growth could further enhance the work Evanston does.

Table of Agenda Items from M/W/EBE Committee and Economic Development Committee

BCC	Agenda Item	Date
EDC	2222 Oakton RFP	9/26/2018
EDC	Howard Street Holiday Lights	9/26/2018
EDC	Proposed Changes to Business License Requirements	9/26/2018
EDC	Entrepreneurship Grant Program Review	9/26/2018
EDC	West Evanston TIF Follow-Up	9/26/2018
M/W/EBE	Bulley & Andrews – Project, M/W/EBE and LEP Update	9/12/2018
M/W/EBE	Under 20K – Amazon Spend Update	9/12/2018
M/W/EBE	M/W/EBE and LEP Tracking Report	9/12/2018
M/W/EBE	2018 Capital Planning Projects & LEP Summary – Tentative Schedule	9/12/2018
M/W/EBE	Value Innovative Technologies (VIT) – eLink Gateway Platform	9/12/2018

Examples of STAR Metrics and Work that Would be Reported to Committee:

- Demonstrate the percentage of employed are proportional to the population in the labor force for each racial/ethnic group.
- Align local economic development policy strategies with workforce development programs.
- Amend existing local economic plans and strategies to focus market demand for green jobs, technology, products and services.



New Committee: Climate & Energy Commission

Livability Area: Climate and Energy

Contributing Existing BCCs: Utilities Committee and Environment Board

Purpose of New Climate and Energy Commission: Implementation of energy and water efficiency efforts, reduction of material waste, reduction of greenhouse gas emissions and tracking these efforts, increase of green energy supply, and address climate resiliency work. This

new Commission can also monitor and manage the implementation of the City's forthcoming Climate Action and Resilience Plan (CARP).

Description of Climate & Energy from the STAR Guide:

"The 7 objectives in STAR's Climate & Energy Goal Area aim to reduce climate impacts and increase resource efficiency in order to create safer, healthier, and more resilient communities. CE-1: Climate Adaptation and CE-2: Greenhouse Gas Mitigation are critical to achieving reductions in harmful climate impacts and promoting resource savings through decreased energy, water, and materials use.

Most of the objectives in Climate & Energy focus on achieving incremental increases in resource efficiency. CE-4: Energy Efficiency and CE-5: Water Efficiency encourage communities to reduce energy use over time in buildings and water consumption per capita. CE-6: Local Government GHG & Resource Efficiency offers local governments an opportunity to describe how their internal efforts demonstrate their leadership in this Goal Area. CE-3: Greening the Energy Supply complements the other objectives in the Goal Area by addressing the alternative energy sources for the transportation and the community's electrical power supply.

Finally, through its ambitious waste reduction targets, CE-7: Waste Minimization rewards communities for efforts to reduce, reuse, and recycle materials.

- CE-1 Climate Adaptation: Strengthen the resilience of communities to climate change impacts on built, natural, economic, health, and social systems;
- CE-2 Greenhouse Gas Mitigation: Achieve greenhouse gas emissions reductions throughout the community;
- CE-3 Greening the Energy Supply: Transition the local energy supply for both transportation and non-mobile sources toward the use of renewable, less carbon-intensive, and less toxic alternatives;
- CE-4 Energy Efficiency: Minimize energy use and demand in the residential, commercial, and industrial sectors as a means to increase energy efficiency in the community;
- CE-5 Water Efficiency: Minimize water use and demand as a means to conserve water in the community;
- CE-6 Local Government GHG & Resource Efficiency: Lead by example by reducing local government greenhouse gas emissions and minimizing energy and water use in local government facilities and specified local infrastructure; and
- CE-7 Waste Minimization: Reduce and reuse material waste produced in the community."

Table of Agenda Items from Utilities Commission and Environment Board

BCC	Agenda Item	Date
Utilities Commission	Building Energy Efficiency Benchmarking Initiative	9/14/2018
Utilities Commission	Street Lighting Study Status	9/14/2018
Utilities Commission	Recent electric system outages, basement flooding concerns, water service interruptions, status of 2018 improvement projects	9/14/2018
Utilities Commission	Status of Skokie Litigation, update on Lincolnwood water contract, and update on the Morton Grove Niles Water Commission water main connection	9/14/2018
Utilities Commission	Climate Action and Resilience Plan Update	9/14/2018
Utilities Commission	Stormwater Green Infrastructure Maintenance	9/14/2018
EEB	Environment Board Review of Draft Climate Action & Resilience Plan (CARP)	9/13/2018
EEB	Public Hearing on Climate Action & Resilience Plan (CARP)	9/13/2018
EEB	City-wide Composting Program Update	8/9/2018
EEB	CARP Timeline	8/9/2018
EEB	Certified Wildlife Habitat of City Properties	8/9/2018
EEB	2019 Budget Discussion	8/9/2018
EEB	2019 Priorities and Goals	8/9/2018

Examples of STAR Metrics and Work that Would be Reported to Committee:

- Adopt a communitywide plan that includes a comprehensive programmatic and policy approach to shift the community towards alternative fuels and renewable energy sources.
- Demonstrate achievement of 10% reduction in community domestic water use per capita since 2010
- Create a local program to specifically help low-income households reduce energy-related burdens.
- Achieve a solid waste recycling rate of 40% or greater.



New Committee: Natural Systems Commission

Livability Area: Natural Systems

Contributing Existing BCCs: Environment Board and Lighthouse Landing Complex Committee

Purpose and Focus of New Natural Systems Commission: The focus of this BCC would include working lands, protection and restoration of natural ecosystems where appropriate, management of invasive species, and inclusion of other work of the Environment

Board as determined to be appropriate.

Description of Natural Systems from the STAR Guide:

“The 6 objectives in the Natural Systems Goal Area help communities protect and restore the places that provide resources to support life. The NS Goal Area takes an ecosystem services approach and recognizes the wide range of benefits natural systems provide, such as food, water, and natural regulating processes affecting climate and floods. Ecosystem services also extend to cultural benefits like aesthetic value and recreation.

NS-5: Water in the Environment and NS-4: Outdoor Air Quality bring attention to the reality that clean water and air are vital for humans and other species to thrive. NS-2: Biodiversity & Invasive Species recognizes that achieving biodiversity requires a two-prong approach of protecting habitats and controlling the spread of destructive non-native species.

With an emphasis on connectivity and collaboration, NS-3: Natural Resource Protection focuses on issues at a broad ecosystem and eco regional scale. This objective is complemented by NS-1: Green Infrastructure, which aims to integrate natural design with the built environment and emphasizes benefits that extend beyond stormwater harvesting to include localized cooling and air quality. NS-6: Working Lands recognizes the environmental and economic contributions of land management to the Natural Systems Goal Area.”

- NS-1 Green Infrastructure: Design and maintain a network of green infrastructure features that integrate with the built environment to conserve ecosystem functions and provide associated benefits to human populations;
- NS-2 Biodiversity & Invasive Species: Maintain the urban ecosystem habitat at levels that promote biodiversity and manage or prevent invasive species;
- NS-3 Natural Resource Protection: Protect, enhance, and restore natural ecosystems and cultural landscapes to confer resilience and support clean water and air, food supply, and public safety;
- NS-4 Outdoor Air Quality: Ensure that outdoor air quality is healthy for all segments of the human population and protects the welfare of the community;
- NS-5 Water in the Environment: Protect and restore the biological, chemical, and hydrological integrity of water in the natural environment; and
- NS-6 Working Lands: Conserve and sustainably manage lands that provide.”

Table of Agenda Items from Lighthouse Landing Complex Committee and Environment Board

BCC	Agenda Item	Date
Lighthouse Landing Complex Committee	Standing Committee Reports: 1. Lighthouse Park District 2. Evanston Public Works Agency 3. Evanston Ecology Center 4. Garden Club of Evanston 5. Neighborhood Concerns 6. Alderman’s Report	9/12/2018 and 6/27/2018
EEB	Environment Board Review of Draft Climate Action & Resilience Plan (CARP)	9/13/2018
EEB	Public Hearing on Climate Action & Resilience Plan (CARP)	9/13/2018
EEB	City-wide Composting Program Update	8/9/2018
EEB	CARP Timeline	8/9/2018
EEB	Certified Wildlife Habitat of City Properties	8/9/2018
EEB	2019 Budget Discussion	8/9/2018
EEB	2019 Priorities and Goals	8/9/2018

Examples of STAR Metrics and Work that Would be Reported to Committee:

- Ensure that all local government-owned buildings use native and/or sustainable, site-appropriate species in landscaping.
- Asses the state of the jurisdiction’s urban forest.
- Educate the public about the impacts of poor air quality on human health and the natural environment and the efforts they can take to reduce air pollution emissions and exposure.



New Committee: Equity & Empowerment Commission
Livability Area: Equity & Empowerment

Contributing Existing BCC: Equity and Empowerment Commission, Age Friendly Evanston Task Force, and Housing & Homelessness Commission

Purpose and Focus of New Equity & Empowerment Commission: The Equity & Empowerment Commission would build on its existing work and expand to include additional age friendly activities as it relates to the

management of equity and empowerment issues in Evanston. Additional work could include human service programs, community engagement, and poverty alleviation and prevention.

Description of Equity & Empowerment from STAR Guide:

“The 6 Objectives in STAR’s Equity & Empowerment Goal Area promote equity, inclusion, and access to opportunity and community resources for all community members. While equity and empowerment are also addressed in other Goal Areas and objectives, such as EAC-3, Outcome 3: Equitable Graduation Rate, this Goal Area delves deeper into key aspects of social equity.

EE-1: Civic Engagement measures process equity through voting, participation on local boards and committees, and community sense of empowerment. EE-2: Civil & Human Rights promotes the respect, protection, and fulfillment of civil and human rights by all members of the community.

EE-3: Environmental Justice addresses neighborhoods and populations overburdened by environmental pollution, which leads to disproportionate environmental, economic, and health impacts. EE-4: Equitable Services & Access evaluates the spatial distribution of foundational community assets, such as public schools, public transit, and healthful food, and rewards communities for reducing disparities in access.

Finally, objectives in the Equity & Empowerment Goal Area enable all residents to lead lives of dignity and address issues related to intergenerational inequity. EE-5: Human Services assures that the most vulnerable community members have timely access to necessary services, while EE-6: Poverty Prevention & Alleviation focuses on the ability of people living in poverty to obtain economic stability, and ensures the local government is working to alleviate the immediate effects of poverty.

- EE-1 Civic Engagement: Facilitate inclusive civic engagement through the empowerment of all community members to participate in local decision-making;
- EE-2 Civil & Human Rights: Respect, protect, and fulfill the civil and human rights of all members of the community;
- EE-3 Environmental Justice: Ensure no neighborhoods or populations are overburdened by environmental pollution;
- EE-4 Equitable Services & Access: Establish equitable spatial access to foundational community assets within and between neighborhoods and populations;
- EE-5 Human Services: Ensure that essential human services are readily available for the most vulnerable community members to ensure all residents receive supportive services when needed; and
- EE-6 Poverty Prevention & Alleviation: Alleviate the impacts of poverty, prevent people from falling into poverty, and proactively enable those who are living in poverty to obtain greater, lasting economic stability and security.”

Table of Agenda Items from Equity & Empowerment Commission (EEC), Age Friendly Evanston Task Force (AFETF), and Housing and Homelessness Commission (HHC)

BCC	Agenda Item	Meeting Date
HHC	Metropolitan Tenants Organization/Lawyers' Committee for Better Housing Application for Landlord-Tenant Services Funding	9/6/2018
HHC	Connections for the Homeless Application for Renewal Funding for Tenant-Based Rental Assistance Program	7/25/2018
HHC	Emergency Solutions Grant Funding Allocations	7/25/2018
EEC	Discussion Items (YWCA, Translation Services Policy, Equitable Evanston work plan, Police Chief Information Packet)	9/27/2018
EEC	BeEtta Consulting	8/23/2018
EEC	Translation Services Policy	8/23/2018
EEC	Budget Update	8/23/2018
EEC	Commissioner Reports	9/27/2018 and 8/23/2018
AFETF	Committee Reports (Social Participation and Respect and Inclusion; Spaces and Buildings, Transportation, Housing, Civic Participation & Empowerment, Communication and Information, Community & Health Services)	7/24/2018

Examples of STAR Metrics and Work that Would be Reported to Committee:

- Adopt policies or amend the jurisdiction’s charter to specifically protect the civil and human rights of all.
- Provide language translation or interpretation services to ensure that residents have access to information about their civil and human rights and local government services.
- Monitor and enforce environmental regulations for existing facilities that impact prioritized environmental justice sites and overburden neighborhoods.

New Committee: Zoning & Development Board

Staff supports consideration of the consolidation of the Zoning Board of Appeals and the Plan Commission. Communities are increasingly studying and implementing this change to address the need to streamline process for applicants, reduce staff time needed for preparation and attendance at meetings, and improve transparency by centralizing land use and zoning decisions into one recommending/deciding body. Communities that have made these consolidations include Springfield, Naperville, Mount Prospect, Vernon Hills, Waukegan, Lake Zurich, Des Plaines, LaGrange, Crystal Lake, and Rolling Meadows. Cited reasons are due to better coordination of zoning and land use activities, reducing the number of meetings for staff to attend (thereby reducing overtime costs), and reducing the number of meetings members of the public need to monitor in order to follow land use and zoning decisions.

In Evanston, the Plan Commission generally meets for two purposes: 1) review proposed plan development applications and provide a recommendation to the Planning & Development Committee of City Council; and 2) review and make recommendations on map and text amendments to the zoning code. To date, in 2018 the Plan Commission has met 6 times out of 9 scheduled meeting dates. Work has included review and recommendation of two Planned Development applications and four text amendments.

The Zoning Board of Appeals generally meets for three purposes: 1) hear and decide major variations from provisions of the zoning ordinance; 2) hear and make recommendations to the Planning & Development Committee and City Council on applications for major variations and all special use permits; and 3) hear and decide appeals.

The creation of a Zoning & Development Board would accomplish the following:

- Create a single board that would be responsible for considering potential text and map amendments to the zoning code and would have the “meeting-to-meeting” experience to understand the practicality and implementation of those changes due to review of cases relating to requests for zoning variations and special use applications.
- Reduce the number of meetings that applicants have to attend. Businesses that seek to open in Evanston that are new businesses and reflect a growing trend of unique and entrepreneurial businesses have to modify the zoning code to operate in the location (in some cases need to have a new use description created entirely) that gives them access to their market (e.g. Few Spirits, Double Clutch Brewing Company, etc.). Many businesses have to travel through the Plan Commission, then Planning & Development Committee, and then City Council to establish the use and make a zoning change, and then they can start a process to apply for a special use application that takes them to the Zoning Board of Appeals, Planning & Development Committee, and then City Council. This process represents multiple months of meetings and significant work from staff in preparation. In recent years, joint meetings of the two bodies (ZBA and Plan Commission) are convened and reduced the number of meetings required.
- Create a single board in which zoning and land use issues are handled and thereby reducing staff time for meeting preparation and providing a single body that the public monitor has to follow these changes.

Staff also suggests further analysis of current zoning work to determine if some case work that travels to the ZBA under consideration of major variances and special uses be moved to minor variances or for staff review via the Design and Project Committee (DAPR). This shift would be similar to the current configuration where sign variances are reviewed by DAPR and appeals of those decisions are sent to the Planning & Development Committee.



Memorandum

To: Members of the Rules Committee

From: Michelle L. Masoncup, Corporation Counsel

Subject: City of Evanston Financial Disclosure Statement

Date: September 27, 2018

Summary

City staff requests approval from the Rules Committee to revise Section 1-10-3 "Financial Disclosure and Affiliation Statement" of the City Code by: (1) omitting the notarization requirement; and (2) amending the section to define the individuals that must submit statements. The current form, attached as Exhibit A, would be updated to strike the notary block.

Background

The Illinois Governmental Ethics Act and State Officials and Employees Ethics Act, 5 ILCS 420/1-101 *et seq* (the "Act") requires that economic disclosure statements be filed by state and local officials in conformance with the Act. Cook County and the City of Evanston each have regulations requiring certain persons to file economic disclosure statements with each unit of government.

Section 1-10-3 of the City Code "Financial Disclosure and Affiliation Statement" states in part:

(A) Every elected official, the City Manager, the Assistant City Manager, department head, and member and executive staff of all board, commission, special committee, and every person holding a position designated by the City Council or the City Manager, shall annually on May 1 submit a signed and notarized financial disclosure and affiliation statement.

A. Notary Requirement.

Section 4A-104 of the Act provides that the Statement of Economic Interests required by the Article to be filed with the county clerk must be verified, dated, and signed by the person making the statement. The Act sets forth that the statement should require disclosure of substantially similar amount of information that is block quoted in the Act. The Act does not require that the signature be notarized.

The City Code does require that the signature be notarized. In comparison, Cook County utilizes an electronic submission process for the Disclosure of Economic Interests. Given that the submission is done electronically, signatures are not notarized. We recommend the deletion of the notarization requirement and instruct staff to draft an ordinance to strike this notary requirement and the form would utilized would also be amended.

B. Persons Required to File Financial Disclosure and Affiliation Statements:

The Code (block quoted above) provides that the City Council or the City Manager designate individuals that need to file a statement. The Code language for the designation process is subjective and broad. We recommend the Code language be amended to mirror the Act as set forth below in section (j) for City employees.

Section 4(A)-101 of the Act clearly outlines which persons must file statements for local governments:

(g) Persons who are elected to office in a unit of local government, and candidates for nomination or election to that office, including regional superintendents of school districts.

(h) Persons appointed to the governing board of a unit of local government, or of a special district, and persons appointed to a zoning board, or zoning board of appeals, or to a regional, county, or municipal plan commission, or to a board of review of any county, and persons appointed to the Board of the Metropolitan Pier and Exposition Authority and any Trustee appointed under Section 22 of the Metropolitan Pier and Exposition Authority Act, and persons appointed to a board or commission of a unit of local government who have authority to authorize the expenditure of public funds. This subsection does not apply to members of boards or commissions who function in an advisory capacity.

(i) Persons who are employed by a unit of local government and are compensated for services as employees and not as independent contractors and who:

1. are, or function as, the head of a department, division, bureau, authority or other administrative unit within the unit of local government, or who exercise similar authority within the unit of local government;
2. have direct supervisory authority over, or direct responsibility for the formulation, negotiation, issuance or execution of contracts entered into by the unit of local government in the amount of \$1,000 or greater;
3. have authority to approve licenses and permits by the unit of local government; this item does not include employees who function in a ministerial capacity;
4. adjudicate, arbitrate, or decide any judicial or administrative proceeding, or review the adjudication, arbitration or decision of any judicial or administrative proceeding within the authority of the unit of local government;
5. have authority to issue or promulgate rules and regulations within areas under the authority of the unit of local government; or

6. have supervisory responsibility for 20 or more employees of the unit of local government.

Exhibits

Current Financial Disclosure and Affiliation Form

**For Rules meeting of October 1, 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: October 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.

City	Start Time	Time End	Extension of Time, Other Exceptions
Corte Madera	6:30 (moved up from 7:30)	9:30	Majority to continue to 10:00, unanimous to continue past 10:00

Larkspur	6:30 (moved up from 7:30)	10:30	Mayor's discretion to take vote to end or continue
Fairfax	6:30	10:00 – review agenda	Any items not started by 11:30 are continued to next meeting
Oakland	5:30	12:00	Majority vote by Council in attendance

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

Rotation Schedule of Chairmanships - Standing Committees (2017-2021)

Administration & Public Works Committee: 5 Members

June 2017 (first meeting) – October 2017 (first meeting)	Ald. Braithwaite
October 2017 (second meeting) – March 2018 (second meeting)	Ald. Rainey
April 2018 (first meeting) – September 2018 (first meeting)	Ald. Fleming
September 2018 (second meeting) – February 2019 (first meeting)	Ald. Rue Simmons
February 2019 (second meeting) – June 2019 (first meeting)	Ald. Suffredin
June 2019 (second meeting) – November 2019 (first meeting)	Ald. Braithwaite
November 2019 (second meeting) – March 2020 (second meeting)	Ald. Rainey
April 2020 (first meeting) – August 2020 (only meeting)	Ald. Fleming
September 2020 (first meeting) – December 2020 (only meeting)	Ald. Rue Simmons
January 2021 (first meeting) – April 2021 (second meeting)	Ald. Suffredin

Planning & Development Committee: 7 Members

June 2017 (first meeting) – October 2017 (second meeting)	Ald. Rainey
October 2017 (first meeting) – March 2018 (first meeting)	Ald. Wynne
March 2018 (second meeting) – July 2018 (second meeting)	Ald. Fiske
August 2018 (only meeting) – December 2018 (only meeting)	Ald. Wilson
January 2019 (first meeting) – June 2019 (first meeting)	Ald. Revelle
June 2019 (second meeting) – November 2019 (first meeting)	Ald. Rue Simmons
November 2019 (second meeting) – April 2020 (first meeting)	Ald. Suffredin
April 2020 (second meeting) – September 2020 (first meeting)	Ald. Rainey
September 2020 (second meeting) – February 2021 (first meeting)	Ald. Wynne
February 2021 (second meeting) – April 2021 (second meeting)	Ald. Fiske

Human Services Committee: 5 Members

June 2017 – October 2017	Ald. Fiske
November 2017 – March 2018	Ald. Braithwaite
April 2018 – August 2018	Ald. Revelle
September 2018 – January 2019	Ald. Fleming
February 2019 – June 2019	Ald. Rue Simmons
July 2019 – November 2019	Ald. Fiske
December 2019 – March 2020	Ald. Braithwaite
April 2020 – August 2020	Ald. Revelle
September 2020 – December 2020	Ald. Fleming
January 2021 – April 2021	Ald. Rue Simmons

Rules Committee: 10 members (9 Aldermen, 1 Mayor)

June 2017 – October 2017	Ald. Wilson
November 2017 – March 2018	Ald. Rainey
April 2018 – August 2018	Ald. Wynne
September 2018 – January 2019	Ald. Fiske
February 2019 – June 2019	Ald. Braithwaite
July 2019 – November 2019	Ald. Revelle
December 2019 – April 2020	Ald. Fleming
May 2020 – September 2020	Mayor Hagerty
October 2020 – February 2021	Ald. Rue Simmons
March 2021 – April 2021	Ald. Suffredin



Memorandum

To: Members of the Rules Committee

From: Wally Bobkiewicz, City Manager
Michelle L. Masoncup, Corporation Counsel

Subject: Board and Committee Member Term Expiration

Date: September 26, 2018

Summary

City staff seeks direction from the Rules Committee on potential revisions to Board, Commission and Committee rules to address term expiration.

Background

Term limits for Board, Commission, and Committee members are set forth in the respective group's rules. For example, a typical term established for a City Board member is 3 years with an option for a second term. The respective board rules do not typically address the issue of what happens when a term expires. The Illinois Open Meetings Act (5 ILCS 120/1 et seq.) does not address this issue and it is not governed by State law. Term limits are governed by local rules, and thus enforced by the local governing board.

The expiration of a term while a case is pending will occur from time to time due to delays in hearings for Boards such as Plan Commission, Zoning Board of Appeals, Mental Health Board, Economic Development Committee, and Board of Ethics. Practically speaking, overlaps and expiration of a term occur due to Council meeting scheduling and filling of vacancies with applicants.

The recommendation would be a revision to Board, Commission and Committee rules to provide that a board member can continue to serve on the Board until such time as a replacement member can fill the seat.



Memorandum

To: Members of the Rules Committee

From: Wally Bobkiewicz, City Manager
Michelle L. Masoncup, Corporation Counsel

Subject: Board, Commission and Committee Members' Conflict of Interest with Presentations before the same Body another City Body

Date: September 26, 2018

Summary

City staff requests direction from the Rules Committee on conflict of interest issues posed when board, commission and committee members (collectively referred to as "Board members") represent private interests before the same or another City body.

Background

The Code of Ethics sets forth 12 separate sections that outline prohibited conflicts of interest. Some of the provisions of the Code only apply to City employees or elected officials. Several of the Code sections apply to "officers," which include Board members.

Potential conflict of interest scenarios arise with Board members that have professional skills and expertise in certain areas such as architecture and then are appointed to groups such as the Arts Council or the Zoning Board of Appeals. The Board member under the current Code of Ethics cannot appear before any other body for approval of a project, request funding, or seek zoning relief. The section that is directly applicable and is posed most frequently is:

(3) Representing Private Interests before City Bodies or Courts. No officer or employee shall appear on behalf of a private interest in any proceeding before any body or board of the City or in any regulatory, administrative, adjudicatory or other proceeding to which the City or a City official is a party. This prohibition shall extend to formal appearances or hearings and meetings, as well as informal lobbying on behalf of any private person or interests. Notwithstanding the foregoing, a Council member may appear, without receiving additional compensation therefor, on behalf of his/her constituents in the regular course of his/her duties as a representative of the electorate."

For ease of review, this is a complete list of prohibited conflicts contained in Section 1-10-4(C)(3)(b) that include conduct by Board members (officers):

(1) *Disclosure Of Confidential Information.* No officer or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the City. Nor shall he/she use such information to advance the financial personal or other private interests of himself/herself or others.

(2) *Abuse Of Power Of Office.* No officer or employee shall, use the prestige, power or influence of his/her office or employment to engage in any transaction which is, or would to a reasonable person appear to be, in conflict or incompatible with the proper discharge of his/her official duties, or which impairs, or would to a reasonable person appear to impair, the officer's or employee's independence of judgment or action in the performance of official duties. This prohibition shall extend to any use of official position or employment for a purpose that is or would appear to a reasonable person to be for the private benefit of the officer, employee or any member of their family, rather than primarily for the benefit of the City.

(3) *Representing Private Interests Before City Bodies Or Courts.* No officer or employee shall appear on behalf of a private interest in any proceeding before any body or board of the City or in any regulatory, administrative, adjudicatory or other proceeding to which the City or a City official is a party. This prohibition shall extend to formal appearances at hearings and meetings, as well as informal lobbying on behalf of any private person or interests. Notwithstanding the foregoing, a council member may appear, without receiving additional compensation therefor, on behalf of himself/herself or on behalf of his/her constituents in the regular course of his/her duties as a representative of the electorate.

(4) *Acquisition Of Interest.* No public officer or employee shall purchase, receive or accept any financial interest in any sale to the City of any service or property.

(5) *Incompatible Employment.* No public officer or employee shall engage in or accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her official duties, or would to a reasonable person appear to create such conflict or impairment.

(6) *Payment Contingent Upon Specific Action.* No officer or employee shall accept a retainer or any form of compensation from any private interest that is expressly or implicitly contingent upon the occurrence of specific City action.

(11) *Use Of City Property.* No officer or employee shall use or permit the use of any person, funds, or property under his/her official control, direction, or custody, or of any City funds or property, for a purpose which is, or to a reasonable person would

appear to be, for a nonCity purpose. Notwithstanding the foregoing, nothing shall prevent the private use of City property that is available on equal terms to the public generally (such as the use of library books or tennis courts), or the use of City property in accordance with municipal policy for the conduct of official City business (such as the use of a City automobile or travel reimbursements for official business).

(12) *Entities Doing Business With The City.* Regardless of prior disclosure thereof, no officer or employee shall have a financial interest, direct or indirect, personally or through a member of his/her family, in a business entity doing or seeking to do business with the City and influence, or attempt to influence, the selection of, or the City's conduct with regard to such business entity.



Memorandum

To: Members of the Rules Committee

From: Wally Bobkiewicz, City Manager
Michelle L. Masoncup, Corporation Counsel

Subject: Election Code Implementation Issues relative to 2017 Primary and Referendum Questions

Date: September 26, 2018

Summary

City staff requests direction from the Rules Committee regarding the creation of a subcommittee to vet issues, address possible improvements, and implement the Election Code.

Background

The Election Code sets forth strict parameters for petitions, signatures, filing deadlines, objections, and many other topics related to a municipal election. The Election Code also sets forth tight time frames for addressing objections filed and convening a local electoral Board to hear said objections. Issues that arose during the 2017 Primary and hearings on the 2018 Referendum Questions are functions of the statutory language; however, potential improvements not governed by statute can be addressed.



Memorandum

To: Members of the Rules Committee

From: Wally Bobkiewicz, City Manager

Subject: Lobbying Ordinance

Date: September 28, 2018

Summary

At the June 4, 2018 Rules Committee meeting, Clare Kelly made a request to present materials regarding a lobbyist registration ordinance. Alderman Wynne agreed to provide Ms. Kelly with 10 minutes for discussion at a future Rules meeting. The August Rules Agenda was too lengthy for Ms. Kelly to present at that time, so her request was continued until October.