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DOWNTOWN ADVISORY COMMISSION AGENDA ITEM

ACTION REQUESTED:

Provide feedback on a recommendation to convert DAC from a “commission” to a “taskforce”.

DEPARTMENT: Transportation, Engineering and Development

SUBMITTED BY: Allison Laff, AICP, Deputy Director

BOARD/COMMISSION REVIEW:

Discussion on this item is being raised in response to DAC discussion regarding mission and purpose at their November 8, 2018 meeting.

BACKGROUND:

Agenda Item F1 at the November 8, 2018 DAC meeting included information regarding the Downtown Advisory Commission (DAC) and the Downtown Naperville Alliance (DNA). During discussion regarding the mission and purpose of each group, DAC members emphasized that DAC’s effectiveness is being limited by available staff resources and budget. For example, while DAC would like to meet more frequently to continuously work on items that they find critical to DAC’s mission, staff noted that resources are only available to hold DAC meetings on a quarterly basis.

DISCUSSION:

Based on the above discussion, as well as the determination that the majority of the *Naperville Downtown2030* implementation items have been achieved to date (see other agenda item on the February 7, 2019 DAC agenda), staff finds that it may be appropriate to reconsider the current structure and format of DAC.

Commission Structure

DAC was established as a formal City commission in accordance with Title 2 (Boards of Commissions) of the Naperville Municipal Code in 2008. As a commission, DAC is subject to certain

powers and duties; compliance with the Open Meetings Act, including meeting quorum requirements and publishing an agenda/minutes for each meeting; and appointment by the Mayor and City Council subject to applicable term limits.

Taskforce Structure

Prior to its establishment as a commission, a similarly comprised group met as the Downtown Plan Implementation Committee (DPIC) with the sole charge of implementing the recommendations of the 2000 Downtown Plan. DPIC was formalized as a Commission in 2008 based on some transparency concerns raised by a limited group of property owners who had been attending the meetings. However, staff finds that it may be appropriate to again consider converting DAC to the taskforce format based on the following items:

- Many of DAC's defined Powers and Duties, per Title 2 of the Naperville Municipal Code, have either been fulfilled or are no longer applicable due to changing staffing resources/available budget. Accordingly, several 2017 and 2018 DAC meetings were cancelled due to lack of applicable agenda items. The topics that DAC would like to discuss are not necessarily related to these Powers and Duties and may be more appropriate for a less formal meeting setting.
- The taskforce model allows for more flexibility in meeting scheduling, as a quorum is not required to convene a meeting and formal agendas/minutes are not required to be published. Taskforces are not subject to the Open Meetings Act. In addition, meetings can occur more frequently, as they are not limited by available staff resources; staff could attend these meetings to provide the city's perspective but staff's preparation time will be significantly reduced.
- Term limits are not applicable to taskforce members.
- Taskforces allow for establishment of sub-committees of the whole to address specific areas/topics of interest. Taskforces can still weigh in on items being presented to the City Council pertaining to Downtown Naperville.
- The taskforce model is currently being used by the Senior Task Force and Accessible Community Task Force (both created within the last 2-3 years); the creation of a Sustainability Task Force is currently being contemplated.