



Legislation Details (With Text)

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Title: Approve the recommendations regarding boards and commissions and direct staff to prepare an ordinance reflecting the changes

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Date	Ver.	Action By	Action	Result
11/7/2023	1	City Council	approved	Pass

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:

Approve the recommendations regarding boards and commissions and direct staff to prepare an ordinance reflecting the changes

DEPARTMENT: City Manager's Office

SUBMITTED BY: Marcie Schatz, Assistant to the City Manager

BOARD/COMMISSION REVIEW:

N/A

BACKGROUND:

On June 6, 2023, under New Business, the City Council directed staff to review all boards and commissions to ensure they are still serving the same purpose as when they were created. Discussions were held with staff liaisons to understand the current work as well as challenges and opportunities. These discussions aligned with ongoing conversations regarding structure, professionalism, training, and standardization of all board and commission meetings.

DISCUSSION:

The recommendations are presented in two categories:

1. Applicable to all boards and commissions

These are focused on improving structure and consistency of board and commission meetings and providing clear expectations for board members, the public and staff

2. Applicable to specific boards and commissions

These are primarily focused on purpose, composition, and scope

While some commissions have been evaluated and updated in the last several years (Special Events and Community Arts, Human Rights and Fair Housing, Emergency Telephone Systems Board), others have not been reviewed in over a decade.

Recommendations for all boards and commissions:

1. Create and deliver training for all board and commission chairs
2. Ensure board and commission meeting spaces are easily accessible and appropriately configured to differentiate board/commission members, staff, and the public
 - a. All meetings will be held in Council Chambers, Meeting Room A or B, NEU, or the Police Department Community Room
 - b. Name tents/plates for board/commission members and staff will be displayed to clearly identify roles
 - c. Designated seating areas for board/commission members, staff, and the public
 - d. Consideration of smart TV installations in NEU and Meeting Rooms A and B for presentations
 - e. Standardize agenda publishing timeframes
 - f. Document public participation rules
3. Create consistent onboarding plans
4. Implement consistent training and attendance reporting

Recommendations for specific boards and commissions

Board or Commission	Recommendation
Advisory Commission on Disabilities	• Create structured schedule of activities and responsibilities including annual review of City public building and Right-of-Way transition plans
Board of Fire and Police Commission	• Current process and timeline mapping are underway with the goal of improving hiring efficiency while maintaining high integrity in today's competitive environment • Add dedicated Human Resources staff support
Building Review Board	• Add designated seats for life safety/fire science and structural engineering • Add flexibility when designated seats cannot be filled
Emergency Telephone Systems Board	• No significant changes

Financial Advisory Board	<ul style="list-style-type: none"> • Add expertise in money management, business operations and financial policy to preferred qualifications • Add the utility rate study review to board scope • Increase meetings to bi-monthly
Fire Pension Board	<ul style="list-style-type: none"> • No significant changes
Historic Preservation Commission	<ul style="list-style-type: none"> • Remove Planning and Zoning Commission delegate and replace with a general public seat • Code clarification on activities
Human Rights and Fair Housing Commission	<ul style="list-style-type: none"> • No significant changes
Library	<ul style="list-style-type: none"> • No significant changes
Liquor Commission	<ul style="list-style-type: none"> • Establish a designated hearing officer
Naper Settlement Museum Board	<ul style="list-style-type: none"> • N/A - pending new management agreement
Planning and Zoning Commission	<ul style="list-style-type: none"> • No significant changes
Police Pension Board	<ul style="list-style-type: none"> • No significant changes

Board or Commission	Recommendation
Public Utilities Advisory Board	<ul style="list-style-type: none"> • Expand membership from 5 to 7 • Update to include focus on operations and service levels, the renewable energy fund, and policy development and approval
Riverwalk Commission	<ul style="list-style-type: none"> • No significant changes
Sister Cities Commission	<ul style="list-style-type: none"> • Charge the Sister Cities Foundation with leading Sister Cities efforts and eliminate the Sister Cities Commission*
Special Events Community Arts	<ul style="list-style-type: none"> • No significant changes
Transportation Advisory Board	<ul style="list-style-type: none"> • Consider change to meeting frequency • Revise code listed duties to emphasize types of projects where TAB has provided the most value (projects including west side traffic study, sound walls, large transportation plans including bike plan) • Further leverage TAB as an opportunity for public input

***Sister Cities Commission recommendation:**

After initially establishing Nitra as the first Sister City, the City added Patzcuaro and Cancun as Sister Cities in 2010 and 2020. Sister Cities International works to create global relationships based on cultural, educational, information and trade exchanges. Sister Cities communities approach this in a variety of ways including arts and culture, business and trade, youth and education, and community development through both non-profits and commissions. Most communities with Sister Cities in

Illinois do not have official City commissions.

The Naperville Sister Cities Foundation is a recognized 501c3 organization. The missions of the Foundation and the Commission are consistent with one another as well as that of Sister Cities International. Given the same general mission, there is confusion with the roles, responsibilities and regulations governing both the Commission and Foundation. A challenge for the Commission has also been that there is no reciprocal city-based organization in Nitra, Cancun or Patzcuaro.

Naperville continues to become more diverse and values the wide variety of organizations that represent the community. In lieu of choosing a few select cities or countries, the City strives to engage with, and celebrate all, cultures and nationalities that live here. Staff respects the concerns that have been raised about choosing one person, city, country, or commission to facilitate representation or global exchanges of ideas.

Staff is supportive of the Foundation's efforts to further partnership opportunities with the communities of Nitra, Patzcuaro and Cancun as well as the wide variety of multi-cultural non-profits who work under the same mission of creating and strengthening global relationships and believe they can move forward without a Sister City Commission.

Next Steps

Staff will bring an ordinance updating the Title 2 (Boards and Commissions) of the Municipal Code to incorporate the above recommendations, remove and revise antiquated language, update powers and duties, reflect current policies and procedures, add public participation rules, and standardize agenda publishing timeframes.

FISCAL IMPACT:

Sister Cities Commission currently has an annual budget of \$3,350 to fund annual dues, parade entry fees and supplies. Based on historic spending, staff recommends establishing a Memorandum of Understanding with the Sister Cities Foundation to provide \$2,500 annually for a three-year period for the same items.