



## Legislation Text

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File #: 23-1456B, Version: 1

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### **CITY COUNCIL AGENDA ITEM**

#### **ACTION REQUESTED:**

Pass the ordinance repealing and replacing Title 2 (Boards and Commissions) of the Naperville Municipal Code

**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. Recommendations were presented and approved at the November 7 City Council meeting except for recommendations to the Sister Cities Commission. The ordinance reflecting the recommended membership changes to the Building Review Board, Historic Preservation Commission and Public Utilities Advisory Board was approved at the November 21 meeting.

#### **DISCUSSION:**

The Municipal Code is continually amended through text amendments reflecting the changing needs of the community. As part of the review of boards and commissions, staff reviewed Title 2 (Boards and Commissions) to remove outdated provisions, improve consistency, reflect current processes, and add necessary sections. Due to the number of changes, staff recommends repealing Title 2 and replacing it with the attached ordinance. An outline of changes is attached for reference.

Changes include:

1. Appointment process updated to reflect current process.
2. Updated absence criteria to require 75% attendance.
3. Clarified members cannot serve on the same commission after serving two terms.
4. Establishes that if a member is serving a partial term that is excess of eighteen months it will be considered as a first term.
5. Clarified that no final action can be taken by a board if there is not a quorum.
6. Added public participation rules for boards and commissions. Proposed rules mirror participation rules at City Council meetings.

No changes were made to the Naper Settlement Museum Board pending a new management agreement. TED staff will be working with both the Transportation Advisory Board and Historic Preservation Commission in 2024 to review and update their code sections. Any recommended Code changes will be presented to the City Council for approval.

*December 19, 2023 City Council meeting*

The first reading of the ordinance was held on December 19. There was one question regarding whether the previous City Council direction on providing annual reports from each board and commission was appropriately covered within the ordinance. Staff responded that the direction regarding annual reports was clearly understood, and the ordinance also provides flexibility for specific requests from boards and commissions. One written comment was provided by the public with a list of recommendations which staff views as more procedural and does not require codification.

**FISCAL IMPACT:**

N/A