



REPORT TO CITY COUNCIL

FROM: Dorothy Ann David, City Manager

DATE: January 24, 2020

SUBJECT: REVIEW OF CITY BOARDS AND COMMISSIONS SS 2020-003

A. Introduction: The purpose of this report is to provide Council with a general overview of all boards and commissions in the City of Champaign and their corresponding ordinances.

B. Recommended Action: The City Council requested this Study Session. The Administration recommends that Council direct staff to prepare draft policy or Code language for Council's consideration, as recommended in the report and incorporating Council's feedback.

C. Prior Council Action:

- On July 9, 2002, the City Council received [Study Session 2002-042](#), which broadly reviewed elements and requirements of City boards and commissions and their appointed members.

D. Summary:

- From time to time the City Council reviews boards and commissions for relevancy, effectiveness, and consistency.
- Boards and commissions assist in Council's work by engaging volunteer residents to serve their community and further Council's goals.
- Currently, Council has 10 boards and commissions in operation. All current City boards and commissions are summarized in the report below.
- Policy issues for Council's consideration seek to ensure that the volunteered time spent by residents serving on boards and commissions is effectively utilized, and that Council's expectations of boards and commissions are clearly defined and understood.

E. Background:

1. Council Request to Review City Boards and Commissions. From time to time, Council has discussed the role of various boards and commissions and further discussed how appointments or reappointments are made to these entities. However, Council has not comprehensively discussed how the City's boards and commissions function since July of 2002 ([Study Session 2002-042](#)). Reviewing the scope of work and purpose of each City board and commission is a matter of good governance. This process allows the Council to ensure that the volunteered time spent by residents serving on boards and commissions is allocated towards achieving the Council's objectives.

2. Council's Ability to Create City Boards and Commissions. Except where Illinois statute preempts home rule authority, the Council has the power to establish, abolish, and control boards and commissions. Subject to the advice and consent of the City Council and unless preempted by the State, the Mayor has the authority to appoint and remove members of City boards and commissions.

3. Requirements of All City Boards and Commissions. Each City board and commission is subject to the requirements of the [Open Meetings Act](#) (OMA), the [Freedom of Information Act](#) (FOIA), and [Chapter 2, Article III, Division 1.5 – Ethics](#) of the City Code. Each elected or appointed member of a board and commission must complete the OMA training provided by the Illinois Attorney General's Office within 90 days of their appointment and must file their certificate of completion with the City. Further requirements include that meetings are held at a place convenient and open to the public, meetings are noticed at least 48 hours in advance, meetings provide an opportunity for public comment meeting agendas include items to be considered or voted upon, and minutes include the time, date, and place of the meeting. Meeting minutes must also provide a summary of discussion of all matters proposed, deliberated, or decided and must include the names of all board and commission members present and absent, and a record of all votes taken. Lastly, all substantive action taken by a board or commission requires a majority vote of all members authorized to vote, not just a majority of vote of the members present.

City boards and commissions receive professional and administrative support from the City staff assigned to them. For example, the City Clerk assists board and commission compliance with OMA by providing the annual schedule of meetings for each boards and commissions which indicates the time, location, and date of said meetings. Additionally, City staff also provides thorough research and analysis for boards and commissions to assist them in executing their Council-assigned functions.

Most boards and commissions meet in the City Council Chambers. This provides reliable and convenient access to residents and interested parties, provides for American with Disability Act (ADA) accommodation requests, and allows City staff to record each meeting. These recorded meetings are then accessible online at the City's website and played on the City's government access channel. Specific meeting times and locations of each board and commission are indicated in the summary of each board and commission provided in the next section. As a matter of fiduciary responsibility and out of respect for the time volunteered by residents serving on board and commissions, meetings of boards and commissions are cancelled when there is no business for the board or commission to attend to or if a board or commission does not have quorum of members to engage in City business.

4. City Boards Not Included in Report. The content of this report focuses on boards and commissions entirely created and controlled by the City Council. Not included are boards in which the City Council assumed their powers, boards which have mayoral appointees but whose operations are governed by State law, boards without mayoral appointees whose membership and operations are governed by State law, or boards of intergovernmental agencies. The list of these boards and intergovernmental agencies includes:

- Board of Directors of the Burnham City Hospital
- Board of Local Improvements
- Board of Trustees of the Firefighters' Pension Fund
- Board of Trustees of the Police Pension Fund
- Foreign Fire Insurance Tax Board
- Tax Increment Financing Joint Review Board

5. Council Created Boards and Commissions. There are currently 10 different Council boards and commissions in operations. This includes five boards, three commissions, one subcommittee, and one task force. These boards and commissions provide a valuable service to the community by providing recommended actions to the City Council on a variety of topics and assisting Council by considering City staff research on issues and gathering public input. Listed alphabetically in the sections below are summaries of each Council created body:

a. Board of Fire and Police Commissioners.

1. City Code: [Chapter 2, Article V, Division 8; Board Rules and Regulations](#)
2. Composition: Three members.
3. Term of Service: Three-year term.
4. Duties: Per Ordinance, (a) the Board of Fire and Police Commissioners shall appoint commissioned officers to the Fire and Police Departments, except the Chiefs of those Departments and Deputy Chiefs within the Police Department, (b) the Board shall perform its duties in the manner provided by law, (c) except as otherwise provided by ordinance, the Board of Fire and Police Commissioners shall not give any preference for promotional appointment to candidates for promotional appointments within the Fire or Police Department who have served in a military or Naval Service of the United States, (d) the Board of Fire and Police Commissioners shall give preference for original appointment only to candidates for original appointment within the Police Department who have served in the Armed Forces of the United States in times of hostilities with a foreign country, (e) as provided by law, the Board of Fire and Police Commissioners shall give preference for original appointment to candidates within the Fire Department who were engaged in the military service of the United States for a period of at least one year of active duty and who were honorably discharged therefrom, or who are now or have been members on inactive or reserve duty in such military or naval service, and (f) as provided by law, the Board of Fire and Police Commissioners may give preference for original appointment to the Fire Department to candidates who have prior fire experience or prior Firefighter II or III certification, except that such preference may only be given when non-experienced applicants are also given alternative options for preference.
5. Meetings: Meetings are held on the fourth Monday of each month at 4:15 p.m. in the City Council Chambers.
6. Last Ordinance Revision: [Council Bill 2014-100](#) amended this Division to comply with the Illinois Firefighter Hiring Act and to encourage diversity in the firefighter applicant pool.
7. Staff Support: Human Resources Department (not prescribed by Ordinance).

b. Champaign Historic Preservation Commission.

1. City Code: [Chapter 37, Article IX, Division 2; Commission Rules and Bylaws](#)
2. Composition: Seven regular members and two alternates.
3. Term of Service: Three-year term.
4. Duties: Per ordinance, the Historic Preservation Commission identifies properties, structures, and areas that are historically significant. This Commission also advises the Plan Commission and City Council on the designation of Landmarks, Conservation, and Historic Districts. The Commission also acts to facilitate the protection of visual characteristics by reviewing, giving advice, and passing upon changes to the exterior architectural appearance. Specifically, the duties of the Commission are to (a) To adopt its own procedural rules; (b) to oversee surveys and maintain an inventory which identifies properties, improvements, and areas that have historic, architectural, cultural, or community interest; (c) to investigate, hold public meetings and nominate to the Plan Commission the approval of applications designating certain properties as having special historic, community, architectural, or archaeological value as a Landmark, Conservation, or Historic District, (d) to keep a register of all properties and structures which have been designated under this article, (e) to determine an appropriate system of markers and make recommendations for the design and implementation of specific markings for the Landmarks or districts (f) to review applications for alteration, construction, and demolition affecting the exterior architectural appearance of property formally under consideration for designation or in designated Landmarks, Conservation or Historic Districts, and to issue, deny, or modify Certificates of Appropriateness, for such actions, (g) to consider applications for Certificates of Economic Hardship that would allow the performance of work for a Certificate of Appropriateness which would have been denied, (h) to advise and assist owners of landmarks, property or structures within designated districts on physical and financial aspects of preservation, renovation, rehabilitation, and reuse, and or procedures for inclusion on the State and or the National Register of Historic Places, (i) to recommend to the City Council the nomination of Landmarks and Historic districts to State and National Registers (j) to inform and educate the citizens of the City of Champaign concerning the historic and architectural heritage of the City, (k) to review and make a recommendation on proposed Zoning Map amendments, applications for special uses, or application for zoning variations that affect Landmarks or designated Conservation or Historic Districts, (l) to advise City Boards and Commissions, including the Plan Commission, Zoning Board of Appeals, and Code Enforcement Board of Appeals on matters affecting any designated Conservation or Historic District, and on matters affecting historically or architecturally significant property, structures, or areas, (m) to review as appropriate the City of Champaign's Zoning Ordinance and to recommend to the Plan Commission and the City Council any amendments appropriate for the protection and continued use of property or structures within designated districts, (n) to confer recognition upon the owners of property or structures within designated districts by means of certificates, plaques, markers, or other means, (o) to advise the City Council on the use of such gifts, grants, and monies as may be appropriate for the purposes of this ordinance, or as designated by the grantor for the purposes of preservation, (p) to advise the Zoning Board of Appeals on whether a structure is historic for the purpose

of granting an off-street parking reduction for the rehabilitation or adaptive use of historically significant structures, (q) to undertake such other action or activity relative to preservation in the community as may be authorized by the City Council, and (r) to carry out such other duties as may be required by the State of Illinois Certified Local Government Program.

5. Meetings: Meetings are held on the first Thursday of each month at 4:00 p.m. in the City Council Chambers.
6. Last Ordinance Revision: [Council Bill 2018-160](#) amended this Division to clarify the requirements and procedures for historic preservation.
7. Staff Support: Planning Director or their designee (per Ordinance).

c. City Council Compensation Task Force.

1. City Code: [Chapter 2, Article V, Division 3.5](#)
2. Composition: Seven members, of which three must be former City mayors or former City Council members.
3. Term of Service: From the time of their appointment through the completion of their report to the City Council no later than September 15 of the year appointed.
4. Duties: Per Ordinance, the Task Force is to (1) study the personal expenses of members serving on the Champaign City Council; (2) compare the duties and compensation of the City Council with Councils in other jurisdictions of similar size within the State of Illinois; and (3) make specific recommendations as to the amount of compensation the Mayor and each Council member is to receive.
5. Meetings: The Task Force is organized every six years and will be reconstituted next in 2024. A meeting schedule and location would be decided at that time.
6. Last Ordinance Revision: Council Bill 88-127 amended Chapter 2 Article V and created the Task Force.
7. Staff Support: City Manager's Office (per Ordinance).

d. City Human Relations Commission.

1. City Code: [Chapter 2, Article V, Division 10](#); [Commission Bylaws](#)
2. Composition: Nine members.
3. Term of Service: Three-year term. Youth members serve a one-year term.
4. Duties: Per Ordinance, the Human Relations Commission is to (1) encourage and actively promote understanding among groups of people, (2) advance the civil liberties and constitutional rights of all persons, as defined by local, state and federal laws, (3) eliminate all barriers to equal opportunity in housing, employment, education, public accommodations, health care and delivery of social services, (4) plan and carry out programs aimed at eliminating discrimination based on race, religion, national origin, sex, age or handicap, (5) develop means of anticipation and relief of community tensions that arise from racial, ethnic, religious and social differences, (6) assist City agencies to establish and maintain good community relations and serve all segments of the community in an equitable and professional manner, (7) stimulate active involvement of the business, religious, and education sectors of the community to encourage full and equal opportunity for all persons, (8) receive and investigate complaints involving discrimination based on race, religion, national origin, sex, age or handicap. The investigation of such complaints may be

- delegated to the City Manager. All other complaints with respect to city services shall be investigated by the Assistant for Community Relations, or the appropriate departments, (9) review applications for employment with the City, other than for fire and police personnel, when the applications indicate a background of convictions, (10) initiate investigations into areas of possible discrimination which come to the attention of the Commission although there is no individual complaint. These class based investigations, after the Commission's fact-finding, may be issued as HRC reports and distributed throughout the community. The Human Relations Commission may initiate action, including informal mediation and recommendations to the Council for formal court action, to end any discrimination it may find as a result of these investigations, (11) periodically review, with the City Manager and Human Resources Director, the City's affirmative action program, and to report the results of the review to the Council, (12) annually, for each calendar year beginning with calendar year 1999, audit the aggregate statistics provided by the Police Department pursuant to subsection 2-529(b) regarding citizen complaints. The audit shall be in writing and should note trends relating to human rights in citizen complaints with the purpose of advising the Chief of Police on policy issues relating to those trends. The Police Chief will be given an opportunity to address trends that the Commission notes, and (13) perform such other activities as the City Council from time to time directs.
5. Meetings: Meetings are held on the first Monday of each month at 5:30 p.m. in City Council Chambers.
 6. Last Ordinance Revision: [Council Bill 2013-223](#) amended this Division to allow youth members to serve as members of the Commission.
 7. Staff Support: City Manager, Human Resources Director, Police Chief, and City Attorney (per Ordinance).

e. City Human Relations Commission Citizen Review Subcommittee.

1. City Code: [Chapter 2, Article V, Division 10.5](#)
2. Composition: Five members.
3. Term of Service: Three-year term.
4. Duties: Per Ordinance, the Citizen Review Subcommittee (1) promotes public confidence in the professionalism and accountability of the City of Champaign's Police Department through unbiased review of the investigation of citizen complaints and thoughtful policy recommendations and on-going public outreach, (2) adds a citizen perspective to the evaluation of citizen complaints, (3) provides a timely, fair, and objective review of citizen complaints and the manner which they are investigated, and (4) provides a systematic means to achieve continuous improvement in citizen and police interactions.
5. Meetings: Meetings are held bi-monthly on the second Wednesday at 5:30 p.m. in City Council Chambers.
6. Last Ordinance Revision: The Subcommittee was established by adoption of [Council Bill 2017-172](#). [Council Bill 2018-092](#) amended this Division to reflect the name change of the Community Relations Office to the Office of Equity, Community and Human Rights.

7. Staff Support: Representative of the Police Department Command Staff, Police Chief, Community Relations Manager, and City Attorney (per Ordinance).

f. City of Champaign Board of Library Trustees.

1. City Code: [Chapter 2, Article V, Division 3; Board Bylaws](#)
2. Composition: Nine members of which one must be a City Councilmember.
3. Term of Service: Three-year term except for the City Councilmember whose term is coterminous with their term of office.
4. Duties: Per Ordinance, the Board of Library Trustees (a) formulate the Library's annual budget and present it to the City Council for acceptance or rejection of the total amount; formulate budget policies and staffing policies, all consistent with the City Council's financial policies and budget process, (b) encourage and promote the use of the Library materials, facilities and services, (c) formulate, review and approve policies relating to the selection and use of Library materials, (d) formulate, review and approve new programs for the enhancement of Library services in the City, (e) provide reports to the City Council including but not limited to an audited financial report in accordance with generally accepted accounting principles on or before December 30 of each year or cooperate with the City in obtaining such audited financial report of Library funds as part of the City's annual audited financial report; and such other reports, including but not limited to a report on the condition of the Library, as may from time to time be requested by the City Council, and (f) perform such other duties and functions relating to the Library as the City Council may direct or as provided by statute which are not inconsistent with this Code.
5. Meetings: Meetings are held on the third Wednesday of each month at 5:30 p.m. at the Main Library located at 200 W. Green Street.
6. Last Ordinance Revision: [Council Bill 2018-095](#) amended this Division to implement a series of changes to the financial and administrative governance of the Library.
7. Staff Support: Library Director and City Attorney (per Ordinance).

g. Code Review and Appeals Board.

1. City Code: [Chapter 2, Article V, Division 5; Board Rules and Bylaws](#)
2. Composition: Nine members and two nonvoting *ex officio* members (the Fire Chief and the Building Safety Supervisor, or their designees). The composition of the nine members is as follows: one electrical engineer; one mechanical engineer; one licensed plumber; one architect; one structural engineer; one electrician; one mechanical technician; one residential homebuilder or realtor; and one commercial builder or developer.
3. Term of Service: Three-year term.
4. Duties: Per Ordinance, the Code Review and Appeals Board shall (1) carry on a continuing review of and shall advise the Council regarding all building construction and maintenance codes adopted and enforced by the City, (2) hear appeals by persons or entities directly or materially affected by a code violation or decisions involving codes as it applies to new construction, and (3) perform such other duties as may from time to time be assigned by the Council.

5. Meetings: When there is business to conduct, meetings are held on the fourth Wednesday of the month at 4:30 p.m. at Fire Station 1, located at 307 S. Randolph Street.
6. Last Ordinance Revision: [Council Bill 2013-074](#) amended this Division to dissolve the Code Enforcement Board of Appeals and transfer those duties to the Code Review Committee; creating the Code Review and Appeals Board and [Council Bill 2013-075](#) which appointed the initial members of the new board.
7. Staff Support: Fire Department (not prescribed by Ordinance).

h. Neighborhood Services Advisory Board.

1. City Code: [Chapter 2, Article V, Division 5.5](#); [Board Rules and Bylaws](#)
2. Composition: Seven members. Two of the members represent the Restoration or Preservation planning areas as defined in the City's Neighborhood Wellness Plan and are residents of those areas while the remaining five members are residents chosen at large.
3. Term of Service: Four-year term.
4. Duties: The Neighborhood Services Advisory Board is to assist in the articulation of citizen concerns and direction for Neighborhood Wellness and the activities of the Neighborhood Services Department. Specifically, the Neighborhood Services Advisory Board shall (1) hold public hearings and information meetings and make recommendations to the City Council on the development of the Consolidated Plan to include the community Development Block Grant allocation and the Home Partnership Fund allocation, (2) hold public hearings and information meetings and make recommendations to the City Council on other programs and or applications for local, State, or Federal funding related to the improvement of housing opportunities for low- and moderate-income persons, and community development activities of the Neighborhood Services Department, (2) assist in communicating the purpose, needs and activities of community development and neighborhood wellness efforts, (3) provide opportunities for citizen participation in community development activities, (4) encourage citizens to participate in the development and implementation of neighborhood programs, (5) assist neighborhood volunteers in coordinating neighborhood improvement projects, and (6) assess the performance of the Neighborhood Services Department [annual] program.
5. Meetings: Meetings are held on the second Thursday during the months of February, March, September, and November at 5:30 p.m. in City Council Chambers.
6. Last Ordinance Revision: [Council Bill 2006-187](#) amended this Division to modify the composition of the Neighborhood Services Advisory Board to include two members from targeted neighborhood wellness planning areas and five members appointed at-large.
7. Staff Support: Neighborhood Services Director (per Ordinance).

i. Plan Commission.

1. City Code: [Chapter 2, Article V, Division 12](#); [Commission Rules and Bylaws](#)
2. Composition: Seven members and two alternate members.
3. Term of Service: Three-year term.

4. Duties: [Per 65 ILCS 5/11-12-5](#), the Plan Commission has the power to (1) to prepare and recommend to the corporate authorities a comprehensive plan for the present and future development or redevelopment of the municipality, (2) to recommend changes, from time to time, in the official comprehensive plan, (3) to prepare and recommend to the corporate authorities, from time to time, plans for specific improvements in pursuance of the official comprehensive plan, (4) To give aid to the municipal officials charged with the direction of projects for improvements embraced within the official plan, to further the making of these projects, and, generally, to promote the realization of the official comprehensive plan, (5) to prepare and recommend to the corporate authorities schemes for regulating or forbidding structures or activities which may hinder access to solar energy necessary for the proper functioning of solar energy systems, as defined in Section 1.2 of the Comprehensive Solar Energy Act of 1977, or to recommend changes in such schemes, and (6) to exercise such other powers germane to the powers granted by this Article as may be conferred by the corporate authorities.
5. Meetings: Meetings are held on the first and third Wednesday of each month at 4:00 p.m. in City Council Chambers.
6. Last Ordinance Revision: Council Bill 1988-370 amended this Division to update the title of the City staff member assigned to support the Commission.
7. Staff Support: Planning Director (per Ordinance).

j. Zoning Board of Appeals.

1. City Code: [Chapter 2, Article V, Division 14; Board Rules and Bylaws](#)
2. Composition: Seven members.
3. Term of Service: Five-year term.
4. Duties: Per Ordinance, the Zoning Board of Appeals has the duty to hear and decide (a) appeals from any order, requirement, decision, or determination made by the Zoning Administrator, (b) requests for variations in the application of the regulations imposed by the Zoning Ordinance, and (c) all other matters specifically referred to it by the provisions of Zoning Ordinance or any other chapter of this Code.
5. Meetings: Meetings are held on the third Thursday of each month at 4:00 p.m. in City Council Chambers.
6. Last Ordinance Revision: Council Bill 1997-311 amended Chapter 2 Article V to reestablish the Board and reaffirm its decisions after a 1996 rewrite of the Zoning Ordinance inadvertently omitted the Board.
7. Staff Support: Planning Department (per Ordinance).

6. Policy Issues for Council’s Consideration. As previously stated, Council’s review of each City board and commission is a matter of good governance. This process allows the Council to ensure that the volunteered time spent by residents serving on boards and commissions is effectively utilized and that Council’s expectations of board and commissions are clearly defined and understood. Staff has noted the following topics for Council’s consideration:

a. Board and Commission Purpose and Duties Defined by Ordinance. Through ordinance, the Council provides the duties of a board or commission. However, aside from boards and commissions with purposes defined by State law, only the Neighborhood

Services Advisory Board, Human Relations Commission, Citizen Review Subcommittee, and Historic Preservation Commission have their “purpose” defined by ordinance. Granted, Council’s intent can be inferred by reading the powers and duties assigned to the board or commission. Nevertheless, Council may choose to add language to the City Code to clearly define the purpose of each board and commission. Such an action has the added effect of helping board and commission members clearly understand their role in City government and Council’s expectations for their work. Additionally, Council can review the clarity and conciseness of duties they assigned to boards and commissions. For example, some boards and commissions have broad duties such as “to inform and educate,” “to undertake such other action or activity relative to,” “encourage and actively promote,” “eliminate all barriers,” “on-going public outreach,” and “assist in the articulation of citizen concerns.” This level of latitude provides opportunities for boards and commissions to self-define their activities related to these general duties. Staff recommends that Council clarify their expectations and the duties of boards and commissions to provide their appointees with direction on how to accomplish their assigned duties.

b. Annual Reports to Council. Throughout the year, Council is briefed on aspects of board and commission activity through study session items and reports to Council prepared by City staff. However, Council has only asked staff to provide annual activity reports for the Neighborhood Services Advisory Board, Human Relations Commission, and Citizen Review Subcommittee. This requirement of an annual report is found in the authorizing ordinance for these boards and commissions. Staff recommends that Council request an annual activity reports for each board and commission. Such annual reports could provide a basis of consideration for future Council reviews of City boards and commissions.

c. Board and Commission Bylaws. Of the 10 City boards and commissions, the City Codes provides eight of them the ability to adopt their own bylaws, regulations, rules. The two not provided this ability are the Neighborhood Services Advisory Board and the City Council Compensation Task Force. However, the Neighborhood Services Advisory Board has operated with their own rules and bylaws since 1995. Of the eight that Council permitted to have their own rules, seven have done so. These various bylaws and rules generally follow Council Rules of Order as defined in [Chapter 2, Article II, Division 3](#) of the City Code. The subtle differences are products of the different fields of focus and duties of each board and commission. For example, the Zoning Board of Appeals’ Rules and Bylaws speak to the process for scheduling appeal or variation hearings while the Human Relations Commission addresses the process for issuing subpoenas. The remaining bylaw differences are in their structure and organization. For instance, the inclusion of topics such as bylaw preambles, identification of the board or commission’s principle office, and the way procedural motions occur vary between sets of rules. Council may choose to clarify if boards and commissions need to adopt bylaws, regulations, and rules for the orderly operation of their meetings. Council could also consider if standardization of such bylaws, regulations, and rules would ensure board and commission actions are consistent with all relevant legal requirements.

Another potential benefit of standardization could be providing the public with consistency and a better understanding of how to engage with City government, rather than having to navigate different rules depending on which meeting they attend. For example, including the Neighborhood Services Advisory Board’s rules and bylaws, four of the eight boards and

commissions with bylaws or rules do not specifically address a time limit for speakers during public comment. Of the four boards and commission that do, three allow for five minutes per speaker while one allows for three minutes per speaker. Staff recommends that Council adopt a Citywide policy for public comment at public meetings.

d. Appointment and Removal of Board and Commission Members. Currently stated, “Members of boards, committees and commissions sit at the pleasure of the City Council, except where the City's Home Rule powers are specifically restricted by law.” Per [Chapter 2, Article V, Division 1, Section 2-393](#) of the City Code, the Mayor can remove members for the following reasons:

1. In the event that the Mayor loses confidence in the ability of a board, committee or commission member to work cooperatively with the City Council, the other members of the board, committee or commission or the City staff.
2. In the event that the Mayor believes that there is a need for a different board, committee or commission composition to assist the body in the conduct of its work.
3. In the event that the Mayor believes that such removal is in the best interest of the City.
4. When a member has been absent for three (3) or more consecutive meetings, such absences and the reasons therefore, if known, shall be communicated to the Mayor by the chair of the board, committee or commission. The Mayor may elect to treat such absences as the member's resignation.

When and whether a member of a board or commission is removed is at the discretion of the Mayor. Council may choose to verify that the stated removal practices are in line with Council’s expectations. For example, each board and commission member is required to complete the OMA training provided by the Illinois Attorney General’s Office within 90 days of their appointment and must file their certificate of completion with the City. If a member fails to accomplish this task, Council could provide that inaction as cause for removal from the board or commission.

Missing meetings can be disruptive to conducting City business since all substantive action taken by a board or commission requires a majority vote of all members authorized to vote, not just a majority of vote of the members present. Staff recommends that Council review the provision regarding attendance and determine whether consecutive or habitual absenteeism is cause enough for removal.

e. Board and Commission Member Orientation. New and incumbent board and commission members typically receive a general orientation specific to their appointment. When conducted, member orientation is provided by the City department that provides staff support to that particular board or commission. This process is informal and there are no standardized topics or subjects covered. A formalized orientation could provide each board and commission member with general information on City government and the roles of boards and commissions and address topics such as the City’s government structure, the duties and responsibilities of their particular board or commission, OMA and FOIA requirements, a summary of all City boards and commissions, the relationship between members and the City Council, members’ attendance requirements, and the role and

responsibilities of City staff assigned to support their board or commission. Staff recommends Council to direct staff to formalize member orientation and set the expectation with appointees that completion of such orientation is a requirement of service.

7. Evaluation or Review of Specific Boards or Commissions. If there are any boards or commissions that Council would like to review for relevancy, effectiveness, or repeal, please identify them during the Study Session. Such a request would provide staff with Council's desired depth and scope of the review and allow the relevant City staff members time for the required research.

8. Next Steps. Based on Council's feedback during the Study Session, staff will prepare draft policy or Code language for Council's consideration and will prepare subsequent study sessions on the boards and commissions identified by Council for additional review.

F. Alternatives:

1. Direct staff to prepare draft policy or Code language for Council's consideration as recommended in the report and incorporating Council's feedback.
2. Do not direct staff to draft policy or Code language and provide additional direction.

G. Discussion of Alternatives:

Alternative 1 would direct staff to prepare draft policy or Code language, as recommended and incorporating feedback, for Council's consideration.

a. Advantages

- Clear and concise duties and responsibility will provide better guidance to boards and commissions on how to meet Council's expectations.
- Codifying annual report requirements will ensure a historical record of board and commission activities.
- More consistent guidelines for audience participation will set clear expectations for public engagement with City government.
- A formalized orientation will help each appointee clearly understand their role in City government and Council's expectations for their work.

b. Disadvantages

- Recommended changes provide less flexibility to boards and commissions in defining their operating procedures and duties.

Alternative 2 would not direct staff to draft policy or Code language with Council providing additional direction.

a. Advantages

- Specific advantages will depend on Council’s direction.

b. Disadvantages

- Allows boards and commissions to interpret Council’s intent and operate with a level of latitude Council may not desire.
- Allows for variation in how the public engages with boards and commissions during audience participation.
- Allows for inconsistency between boards and commissions regarding annual reporting requirements.

H. Community Input. Staff notified each City board and commission member of this study session and provided a copy of this report. Additionally, all boards and commissions provide a time for public comment during each of their meetings. There will be opportunities for public comment at the City Council Study Session on January 28, 2020.

I. Budget Impact: Aside from the City of Champaign Board of Library Trustees, no other board or commission has budget authority. Any expenses related to the operations boards or commissions are included in the annual operating budgets of the departments that provide support to them. Specific board and commission expense breakdowns are below:

- The Planning Department spends approximately \$2,400 supporting the Plan Commission, Zoning Board of Appeals, and the Champaign Historic Preservation Commission. Expenses cover agenda printing and professional memberships.
- The Human Resources Department spends approximately \$425 supporting the Board of Fire and Police Commissioners. Expenses cover agenda printing and professional memberships.
- The Neighborhood Services Department spends approximately \$500 supporting the Neighborhood Services Advisory Board. Expenses cover agenda printing, professional development, and apparel.
- The Office of Equity, Community, and Human Rights spends approximately \$2,300 supporting the Champaign Human Relation Commission and the Citizen Review Subcommittee. Expenses cover agenda printing, professional memberships, events, apparel, and supplies.

J. Staffing Impact: Staff support for boards and commissions is built into department service plans and is considered a baseline service activity. As an estimate, City staff in 2019 spent the

following number of hours providing clerical, research, and administrative support the City's boards and commissions:

- Board of Police and Fire Commissioners – 1,550 hours from the Human Resources Department.
- Champaign Historic Preservation Commission – 130 hours from the Planning Department.
- City Human Relations Commission and Citizen Review Subcommittee – 680 hours from the Office of Equity, Community, and Human Rights.
- City of Champaign Board of Library Trustees – 840 hours from the Champaign Public Library.
- Neighborhood Services Advisory Board – 170 hours from the Neighborhood Services Department.
- Plan Commission – 400 hours from the Planning Department.
- Zoning Board of Appeals – 80 hours from the Planning Department.
- City Manager's Office spent 40 hours administering the board and commission appointment process.

Staff time in researching, preparing, and reviewing this report included approximately 30 hours by the Assistant to the City Manager and 5 hours by the City Attorney.

Prepared by:

Reviewed by:

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Attachment A: City Board and Commission Membership

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Boards and Commissions	Member	Term Began On	Term Expires On
Board of Fire and Police Commissioners	Lekevie Johnson	7/10/2019	6/30/2022
Board of Fire and Police Commissioners	Anthony Bruno	6/16/2015	6/30/2020
Board of Fire and Police Commissioners	Kim Nystrom	7/18/2018	6/30/2021
Support Staff - Human Resources Department	Amanda Farthing		
Champaign Historic Preservation Commission	Anthony Bamert	7/1/2017	6/30/2020
Champaign Historic Preservation Commission	Barbara Ford	7/10/2019	6/30/2022
Champaign Historic Preservation Commission	Tod Satterthwaite	7/18/2018	6/30/2021
Champaign Historic Preservation Commission	Carol Meinhart	7/10/2019	6/30/2022
Champaign Historic Preservation Commission	Gail Broadie	1/4/2017	6/30/2020
Champaign Historic Preservation Commission	Stephen Dunn	1/4/2017	6/30/2020
Champaign Historic Preservation Commission	Kyle Sondgeroth	7/10/2019	6/30/2022
Champaign Historic Preservation Commission Alternate	Joe Zalabak	6/16/2015	6/30/2018
Champaign Historic Preservation Commission Alternate	Adrienne Brehm	7/1/2019	6/30/2022
Support Staff - Planning Department	Bruce Knight		
City Human Relations Commission	Willie Comer	7/1/2017	6/30/2020
City Human Relations Commission	Demario Turner	7/1/2017	6/30/2020
City Human Relations Commission	Barbara Bressner	7/10/2019	6/30/2022
City Human Relations Commission	Alissia Young	7/18/2018	6/30/2021
City Human Relations Commission	Aviyah Washington	7/1/2019	6/30/2020
City Human Relations Commission	Robin McClain	7/18/2018	6/30/2021
City Human Relations Commission	Brian Alexander-Ward	7/18/2018	6/30/2020
City Human Relations Commission	Creighton Comer	7/10/2019	6/30/2022
City Human Relations Commission	Ahmed Taha	7/10/2019	6/30/2022
Support Staff - Office of Equity, Community, and Human Rights	Rachel Joy		

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Boards and Commissions	Member	Term Began On	Term Expires On
City Human Relations Commission Citizen Review Subcommittee	Alexandra Harmon-Threatt	7/10/2019	6/30/2022
City Human Relations Commission Citizen Review Subcommittee	Desmon Walker	11/21/2018	6/30/2021
City Human Relations Commission Citizen Review Subcommittee	Melissa Keeble	10/4/2017	6/30/2020
City Human Relations Commission Citizen Review Subcommittee	Emily Rodriguez	7/10/2019	6/30/2022
City Human Relations Commission Citizen Review Subcommittee	Demario Turner	10/4/2017	6/30/2020
Support Staff - Office of Equity, Community, and Human Rights	Rachel Joy		
City of Champaign Library Board of Trustees	Minnie Pearson	7/10/2019	6/30/2022
City of Champaign Library Board of Trustees	Charles Lansford	7/10/2019	6/30/2022
City of Champaign Library Board of Trustees	Craig Rost	7/10/2019	6/30/2022
City of Champaign Library Board of Trustees	Michael La Due	7/1/2017	6/30/2020
City of Champaign Library Board of Trustees	Rajeev Malik	7/1/2017	6/30/2020
City of Champaign Library Board of Trustees	Katie Blakeman	7/18/2018	6/30/2021
City of Champaign Library Board of Trustees	Maryka Trent Baraka	7/18/2018	6/30/2021
City of Champaign Library Board of Trustees	Trisha Crowley	7/18/2018	6/30/2021
City of Champaign Library Board of Trustees (Councilmember)	Greg Stock	5/3/2017	5/4/2021
Support Staff - Champaign Public Library	Donna Pittman		
Code Review & Appeals Board - Residential Homebuilder/Realtor	Kirk Skelton	7/10/2019	6/30/2022
Code Review & Appeals Board - Mechanical Technician	Lucas Pryor	7/1/2019	6/30/2022
Code Review & Appeals Board - Commercial Builder/Developer	Scott Kunkel	7/10/2019	6/30/2022
Code Review & Appeals Board - Electrical Contractor	Thomas Thompson	7/1/2018	6/30/2021
Code Review & Appeals Board - Electrical Engineer	Chip Craddock	7/1/2017	6/30/2020
Code Review & Appeals Board - Mechanical Engineer	Jim Gleason	7/1/2017	6/30/2020
Code Review & Appeals Board - Plumber	Kenwood Sullivan	7/1/2017	6/30/2020
Code Review & Appeals Board - Structural Engineer	Keith Brandau	11/21/2018	6/30/2021
Code Review & Appeals Board - Architect	Ed Scopel	11/21/2018	6/30/2021
Support Staff - Fire Department	Randy Smith		

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Boards and Commissions	Member	Term Began On	Term Expires On
Neighborhood Services Advisory Board	Brent West	7/1/2016	6/30/2020
Neighborhood Services Advisory Board	Jada Nicole Bonam	8/2/2016	6/30/2020
Neighborhood Services Advisory Board	Michelle Anderson	2/8/2017	6/30/2020
Neighborhood Services Advisory Board	Tracy Parish	7/10/2019	6/30/2023
Neighborhood Services Advisory Board	Sarah Laufenberg	11/21/2018	6/30/2022
Neighborhood Services Advisory Board	Richard Weibl	11/21/2018	6/30/2022
Neighborhood Services Advisory Board	Felicia Cockrell	7/1/2016	6/30/2020
Support Staff - Neighborhood Services Department	Kerri Wiman		
Plan Commission	Bret Kroencke	7/10/2019	6/30/2022
Plan Commission	Donald Elmore	7/10/2019	6/30/2022
Plan Commission	Laurie Reynolds	7/1/2016	6/30/2021
Plan Commission	Paul Cole	7/1/2016	6/30/2020
Plan Commission	Jon Bryan	7/1/2017	6/30/2020
Plan Commission	Marty Carlson	7/18/2018	6/30/2021
Plan Commission	Terry Dudley	7/18/2018	6/30/2021
Plan Commission Alternate	Phillip Trautman Jr.	7/10/2019	6/30/2022
Plan Commission Alternate	Dan Wakefield	7/10/2019	6/30/2022
Support Staff - Planning Department	Bruce Knight		
Zoning Board of Appeals	Bridgett Wakefield	7/1/2016	6/30/2021
Zoning Board of Appeals	Ryan Murphy	7/1/2017	6/30/2022
Zoning Board of Appeals	Brian Knox	6/16/2015	6/30/2020
Zoning Board of Appeals	Dan Cothorn	7/10/2019	6/30/2024
Zoning Board of Appeals	Joseph Chamley	7/10/2019	6/30/2024
Zoning Board of Appeals	Jared Fritz	7/18/2018	6/30/2023
Zoning Board of Appeals	Jordan Evans-Kaplan	7/19/2017	6/30/2020
Zoning Board of Appeals Alternate	Michael Hunt	11/21/2018	6/30/2023
Zoning Board of Appeals Alternate	Jon Paul Youakim	11/8/2017	6/30/2020
Support Staff - Planning Department	Bruce Knight		