



AGENDA
Housing & Community Development Committee
Tuesday, December 14, 2021
Virtual on Zoom 7:00 PM

Pursuant to 5 ILCS 120/7(2), SSC members and City staff will be participating in this meeting remotely. It has been determined that in-person meetings of the City's Boards, Commissions, and Committees are not practical or prudent due to the ongoing coronavirus pandemic. Accordingly, the Housing & Community Committee may be convened, and members may attend by means other than physical presence consistent with 5 ILCS 120/7.

Those wishing to make public comments may submit written comments or sign-up with the [public comment form](#), by 5 pm the day of the meeting, to provide public comments by phone or video during the meeting, or by calling/texting 847-448-4311.

Public comment form: <https://forms.gle/3xH94W64m4V4fDC49>

Join Zoom Meeting:

<https://us06web.zoom.us/j/83028735282?pwd=YkdITTU1ZnY2TmxZZkJVOTIEa0FSUT09>

Passcode: 467209

Or join by phone:

Dial: +1 312 626 6799

Webinar ID: 830 2873 5282

Passcode: 467209

1. CALL TO ORDER/DECLARATION OF A QUORUM

2. SUSPENSION OF THE RULES

Members participating electronically or by telephone

3. APPROVAL OF MEETING MINUTES

4. PUBLIC INPUT ON THE 2022 DRAFT ACTION PLAN AND AMENDED CITIZEN PARTICIPATION PLAN

5. NEW BUSINESS/OLD BUSINESS

A. DISCUSSION AND VOTE ON THE 2022 DRAFT ACTION PLAN ALLOCATIONS BY GOAL BASED ON ESTIMATED GRANT AMOUNTS

B. REVIEW OF AND APPROVAL OF 2022 CDBG FUNDING FOR CITY OF EVANSTON PROGRAMS AND PROJECTS BASED ON AN ESTIMATED 2022 CDBG GRANT AMOUNT:

- 1. Code Enforcement (\$325,000)**
- 2. Housing Rehabilitation (\$202,500, including \$100,000 EN and \$102,500 RL)**
- 3. Alley Improvements N. of Emerson Street, E. of Hartrey Avenue (\$390,000)**
- 4. Sidewalk Gap Infill – Foster Street From Dewey to Jackson (\$150,000)**
- 5. Sidewalk Improvement (\$200,000)**
- 6. Park, Picnic Shelter Electrical Improvement (\$120,000)**

C. DISCUSSION AND VOTE TO RECOMMEND APPROVAL OF THE DRAFT 2022 ACTION PLAN AND CITIZEN PARTICIPATION PLAN TO CITY COUNCIL FOLLOWING RECEIPT OF 2022 ENTITLEMENT GRANT AMOUNTS

D. DISCUSSION AND APPROVAL OF RULES AND PROCEDURES

6. PUBLIC COMMENT

7. ADJOURNMENT

Agenda items and order are subject to change.

Questions can be sent to Sarah Flax, Housing & Grants Manager at sflax@cityofevanston.org.

The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact 847-448-4311 or 847-448-8064 (TTY) at least 48 hours in advance of the scheduled meeting so that accommodations can be made. La ciudad de Evanston está obligada a hacer accesibles todas las reuniones públicas a las personas minusválidas o las quines no hablan inglés. Si usted necesita ayuda, favor de ponerse en contacto con la Oficina de Administración del Centro a 847/866-2916 (voz) o 847/448-8052 (TDD).



MEETING MINUTES
HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE
Tuesday, November 16, 2021 at 7:00 P.M.
Remotely via Zoom

Present: Chair Revelle, Councilmember Burns, Councilmember Nieuwsma, Councilmember Reid, Loren Berlin, Monika Bobo, Kathy Feingold, Hugo Rodriguez, Joanna Zolomij.

Staff: Sarah Flax, Housing and Grants Manager; Marion Johnson, Housing and Economic Development Analyst

Call to Order

Chair Revelle called the meeting to order at 7:05 PM with a quorum present.

Suspension of the rules

Councilmember Reid moved the suspension of the rules to allow for members to participate electronically or by phone. Kathy Feingold seconded the motion, the motion was approved 9-0.

Approval of the October 19, 2021 meeting minutes

Loren Berlin moved to approve the minutes, Councilmember Reid seconded the motion, the motion was approved 9-0.

Overview of the Draft 2022 Action Plan, Amended Participation Plan and City Applications for CDBG Public Facilities/Infrastructure and Housing

Staff presented an overview of the amended Participation Plan including the changes to reflect the new Committees (Housing & Community Development Committee and Social Services Committee). Staff also covered an overview of the 2022 Draft Action Plan with an estimated allocation by goal by percentage and an overview of the City applications submitted for CDBG funding for Public Facilities, Infrastructure and Housing. This overview was an introduction to prepare for the discussion and vote at the December 14 meeting. Committee members will have the time between the November and December meeting to review all content, and can send questions to be included in the December meeting packet. Public comment on the Draft Action Plan and Amended Participation Plan will remain open through December 14, 2021.

Vice Chair Election

Kathy Feingold was nominated for vice-chair. She was elected with a 9-0 vote.

Other business

Updates to the rules and procedures were postponed to the next meeting.

Public comment

Doreen Price suggested in her comment sign-up form "Can many CDBG inspections be zoomed or grouped to reduce costs".

Adjournment

Chair Revelle adjourned the meeting at 8:38 PM.

The next scheduled meeting of the Commission is Tuesday, December 14th, at 7:00 PM via Zoom.

Respectfully submitted,

Marion Johnson
Housing and Economic Development Analyst



Memorandum

To: Members of Housing & Community Development Committee
From: Marion Johnson, Housing and Economic Development Analyst
CC: Sarah Flax, Housing & Grants Manager
Subject: 2022 Housing and Liveable Communities Goals - Recommended Allocations to City Programs and Projects based on Estimated 2022 CDBG Grant of \$1.8M and Program Income of \$102,500

Date: December 14, 2021

Recommended Action:
For Action

Committee Action:
For Action

Summary:

As part of the 2022 draft action plan approval process, staff recommends approval by the Housing and Community Development Committee of funding allocations by goal for CDBG, HOME, and ESG based on estimated grant amounts. In addition, in order to maintain CDBG-funded housing programs in the Affordable Housing goal and implement City Public Infrastructure projects included in the Livable Communities goal, staff requests consideration and approval of the following allocations to specific activities:

Affordable Housing Goal:

- Housing Rehabilitation (\$202,500 including \$100,000 EN and \$102,500 RL)

The program helps fund housing rehabilitation for low-moderate income owners in need of home repairs, with a priority given to life and safety repairs. Approving this allocation would provide continuity in the program, avoid any hiatus or delays, and benefit the residents of greatest needs in our community. The total funding for 2022 Housing Rehab would include 2022 funding (CDBG and program income) noted above as well as rollover from 2021 unspent Housing Rehabilitation funding, as the program is still catching up from COVID-19 delays.

Additionally, this program is likely to be used as a framework for the potential “Housing Retrofit One Stop Shop”, an expanded housing rehabilitation program that addresses energy efficiency, resiliency, and sustainability for housing occupied by lower-income households and that would be funded through ARPA as well as other eligible funding sources.

- Code Enforcement (\$325,000)

The CDBG Targeted Code Enforcement Program identifies code violations that create unsafe, unhealthy living conditions and blight, and assures that City and federal housing quality standards are maintained in lower-income neighborhoods defined as the CDBG Target Area. It is also aligned with the strategies to address housing goals in the Consolidated Plan. In addition, if CDBG funds are not allocated for this program, the Property Maintenance division's work in the CDBG area would be fully funded by the General Fund.

Liveable Communities Goal:

For 2022, the proposed allocation for this goal, which funds public infrastructure and facilities improvements undertaken by the City and nonprofits, is \$729,625. For City public infrastructure projects to move forward with planning and be ready to be implemented during 2022, staff requests approval of allocations for at least some City capital projects.

Four applications were received for public infrastructure projects that total \$860,000:

- Alley paving: North of Emerson Street, East of Hartrey Avenue (\$390,000)
- Sidewalk gap infill: Foster Street from Dewey to Jackson (\$150,000)
- Sidewalk improvement: various locations (\$200,000)
- The park, picnic shelter electrical improvements (\$120,000)

Staff recommends approval of the alley paving (\$390,000) and sidewalk gap infill project (\$150,000), and partial funding for sidewalk improvements (\$75,000) for a total of \$615,000. This prioritizes projects based on input from Public Works and community benefits, including by addressing CARP and Environmental Justice goals. It is also consistent with the percent of funding allocated for public infrastructure and facilities in 2021, when \$727,266 was allocated in total with \$550,000 for City projects, and in 2020, when \$750,000 was allocated with \$730,000 for City projects.

Sidewalk improvements in low/mod neighborhoods can be scaled based on available funding, as with the 50/50 sidewalk improvement program, so could be implemented with partial funding of \$75,000. The park and picnic shelter electrical improvements were ranked as a lower priority, but could also be implemented with partial funding of \$60,000 to complete one of the locations. Conditional approval for additional funding for sidewalk improvements or park/picnic shelter electrical improvements could be considered contingent on the 2022 CDBG final grant amount or from unexpended prior year CDBG as projects are completed. These projects could also be included as alternates in the bid for alley paving and sidewalk gap infill to achieve cost efficiencies in the event that they are funded.

If \$615,000 of 2022 CDBG were allocated to specific City projects, \$114,625 would remain for nonprofit facilities projects of the estimated funding for the 2022 Liveable Communities goal. When combined with the unallocated 2021 CDBG funds for Liveable Communities, a total of **\$275,000 in CDBG** would be available for nonprofits' facilities improvements in 2022. However, staff recommends holding off on issuing an RFP for this purpose until the City's 2022 CDBG grant amount is known, and also to assess the benefit of using ARPA funding for this need rather than CDBG to relieve the nonprofits of CDBG compliance requirements including Davis-Bacon prevailing wages and the inflexible categorization of expenses that are eligible in the public facilities improvement category, particularly relating to equipment purchases. Projects funded solely with ARPA are not subject to Davis-Bacon. Davis-Bacon Act requirements associated with Community Development Block Grant (CDBG) funds tend to make small facilities construction projects run into a lack of contractor options and increased costs. Requesting ARPA funds for these projects would increase the chances of successful and timely project completion.

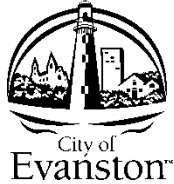
For example, CJE, who returned its \$20,000 CDBG grant for security improvements at its Howard Street location in 2020 because that project would not be undertaken until the completion of the Ann Rainey Apartments, would benefit from relief for Davis-Bacon. In addition, the request for \$300,000 from the Evanston Early Childhood Council for capital needs may reduce the requests for CDBG and could also allow reimbursement for expenses incurred after approval of ARPA in March 2021.

If ARPA were approved for these purposes, the estimated \$275,000 of CDBG funds for public facilities projects could be re-allocated to CDBG-eligible City projects already subject to prevailing wages, including the remaining public infrastructure applications not initially approved for CDBG funding such as the remaining sidewalk improvements, or the park and picnic shelter electrical improvements projects.

Attachments:

[Funding Allocations by ConPlan Goal \(estimated\) for 2022 Action Plan](#)

2022 Allocations by ConPlan Goal	2020 Actual		2021 Actual		2022 Allocation on Estimate	
	Amount	% of Grants	Amount	% of Grants	Est. Amount	Est. % of Grants
Affordable Housing Goal						
CDBG	\$ 556,161	28%	\$ 533,767	28%	\$ 527,500	28%
Housing Rehab					\$ 202,500	
Code Enforcement					\$ 325,000	
HOME	\$ 175,000	45%	\$ 235,000	58%	\$ 172,935	45%
ESG	N.A.		N.A.		N.A.	
Affordable Housing Totals	\$ 731,161	29%	\$ 768,767	31%	\$ 700,435	29%
Homelessness Goal						
CDBG	\$ 38,000	2%	\$ -	0%	\$ -	0%
HOME	\$ 180,246	46%	\$ 133,477	33%	\$ 172,935	45%
ESG	\$ 146,579	93%	\$ 144,861	93%	\$ 155,000	100%
Homelessness Goal Totals	\$ 364,825	14%	\$ 278,338	11%	\$ 327,935	13%
Livable Communities Goal						
CDBG	\$ 730,000	36%	\$ 727,266	38%	\$ 729,625	38%
Alley Paving					\$ 390,000	
Sidewalk Gap Infill					\$ 150,000	
Sidewalk Improvement					\$ 75,000	
Parks, Picnic Shelter Electric Improvements					\$ -	
Unallocated/Non-Profit Facilities			\$ 159,766		\$ 114,625	
HOME	N.A.		N.A.		N.A.	
ESG	N.A.		N.A.		N.A.	
Livable Communities Totals	\$ 730,000	29%	\$ 727,266	29%	\$ 729,625	30%
Public Services Goal						
CDBG	\$ 253,262.00	13%	\$ 287,591	15%	\$ 285,375	15%
HOME	N.A.		N.A.		N.A.	
ESG	N.A.		N.A.		N.A.	
Public Services Totals	\$ 253,262	10%	\$ 287,591	12%	\$ 285,375	12%
Economic Development Goal						
CDBG	\$ 75,000	4%	\$ -	0%	\$ -	0%
HOME	N.A.		N.A.		N.A.	
ESG	N.A.		N.A.		N.A.	
Economic Development Goal Totals	\$ 75,000	3%	\$ -	0%	\$ -	0%
Administration Goal						
CDBG	\$ 357,263	18%	\$ 368,652	19%	\$ 360,000	19%
HOME	\$ 36,429	9%	\$ 35,864	9%	\$ 35,000	9%
ESG	\$ 11,884	7%	\$ 11,745	7%	\$ 11,625	8%
Administration Goals Totals	\$ 405,576	16%	\$ 416,261	17%	\$ 406,625	17%
Grant Total						
CDBG (EN+PI) TOTAL	\$ 2,009,686	79%	\$ 1,917,276	77%	\$ 1,902,500	78%
HOME TOTAL	\$ 391,675	15%	\$ 404,341	16%	\$ 384,300	16%
ESG TOTAL	\$ 158,463	6%	\$ 156,606	6%	\$ 155,000	6%
ALL GRANTS TOTAL	\$ 2,559,824		\$ 2,478,223		\$ 2,441,800	



2022 Draft Action Plan, CDBG Allocations on estimates Questions/Answers

Question: How will the committee decide on project funding amounts for projects that might also qualify for American Rescue Plan Act (ARPA) funds? Will the committee make decisions after the Council has voted on funding amounts?

Answer: Community Development Block Grant (CDBG) funding is the most restrictive source of funding available to the City. When projects are eligible for several sources of funding, it usually makes sense to use CDBG first, before other more flexible sources of funding, and continue to address the goals of our HUD Consolidated Plan.

As the ARPA conversation continues next year, the committee is likely to get additional project proposals that would usually be discussed in Committees before going to City Council for final approval. This will be an opportunity to review the project proposals and also the source of funding.

As ARPA funding priorities become clearer, it may also provide an opportunity for the Committee to review the original allocations and funding sources for projects to ensure optimal use. However, at this time, to ensure timely implementation of infrastructure and other projects in 2022 and meet CDBG expenditure requirements, we will follow the established process for allocating our entitlement grants.

Reference: The 2022 Draft Action Plan and Draft Citizen Participation Plan are available for review online: www.cityofevanston.org/conplan

ADMINISTRATIVE
RULES & PROCEDURES

EMANIST

ON

EVANSTON
HOUSING & COMMUNITY
DEVELOPMENT COMMITTEE
ADMINISTRATIVE RULES & PROCEDURES

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**THE HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE
OF THE CITY OF EVANSTON**

ADMINISTRATIVE PROCEDURES AND REGULATIONS

ARTICLE I

Name and Authority

- Section 1.** The name of this organization shall be “The Housing and Community Development Committee of the City of Evanston, Illinois,” hereafter referred to as the “Committee.”
- Section 2.** The establishment of this Committee is provided for in Evanston City Code Title 2, Chapter 4, “Housing and Community Development Committee.”
- Section 3.** The business of the Committee is conducted in accordance with the Illinois Open Meetings Act; applicable ordinances adopted by the Evanston City Council, including the Housing and Community Development Ordinance 69-O-21, as amended; the Evanston Human Rights Ordinance 1-21-1 - 1-22-11 OR 26-O-14, the Fair Housing Ordinance 8-O-12, Chapter 6 of the Municipal Code; City Code Section 1-10-1, et seq., and these Administrative Procedures and Regulations. Where Evanston ordinances conflict with these Administrative Procedures and Regulations, the former shall prevail pursuant to Evanston’s home rule authority.

ARTICLE II

Mission

- Section 1.** The Evanston Housing and Community Development Committee is a public body established by City ordinance. The purpose of the Housing and Community Development Committee (“Committee”) is to act in an advisory capacity to the City Council on matters that relate to the built environment and the use of federal Community Development Block Grant (“CDBG”) funds ~~except~~ with the exception of the Public Services category (~~“CDBG”~~), HOME Investment Partnership (“HOME”) funds, the City’s Affordable Housing Fund (“AHF”), and any other funding source that City Council deems appropriate to address primarily the needs of Evanston’s low, moderate, and middle-income residents. The Committee is responsible for capital ~~and economic development~~ projects and programs including, but not limited to: housing acquisition, development, and preservation, and housing services including landlord-tenant services and Inclusionary Housing Ordinance waitlist management; City infrastructure and facilities projects in

lower-income neighborhoods; non-profit public facilities projects including homeless shelters; and economic development projects and programs. The Committee is also responsible for overseeing the development and implementation of the City’s Housing and Urban Development (“HUD”) Consolidated Plan, annual Action Plans and Consolidated Annual Performance and Evaluation Reports, including seeking input from the public following the Citizen Participation Plan, as required. Recommendations of the Committee will go directly to the City Council, as with its predecessor, the Housing and Community Development Act Committee

Section 2. The Committee is responsible for developing funding recommendations for agencies that request funding in the form of grants or loans from the City for programs that offer needed services for people who are homeless or at high risk of becoming homeless, affordable housing development and preservation, and other housing-related programs and services for Evanston residents. These programs and services shall be accessible and responsive to community needs and shall be available to qualified low-, moderate- and middle-income Evanston residents.

Section 3. *Method of Funding:* The Committee provides funding recommendations for the use of the City’s federal CDBG and HOME entitlement grants as well as the City’s Affordable Housing Fund for projects, programs, and services that align with City Council goals, as well as the income restrictions and priorities of each funding source. Funding recommendations made by the Committee will be reviewed by Planning and Development, Administration & Public Works, or Human Services Committees and approved by City Council. ~~Recommendations must be made for programs and services that align with City Council goals.~~

Section 4. The Committee shall promote human rights and fair housing, as well as access to safe, quality affordable housing for Evanston residents.

ARTICLE III

Membership

Section 1. Members

A. The Committee consists of nine (9) members who serve without compensation and reside or work in the City of Evanston. In appointing committee members, the Mayor will consider knowledge, familiarity, and/or experience with housing policies; needs of different populations including seniors or persons with disabilities; different types of housing stock; renter and homeowner issues; public and private housing and real estate development, finance, or sales; property management; and community outreach and engagement.

- B. The members must consist of the following: Four (4) Council members, at least two who represent wards with significant low/moderate income residents. Two (2) members who reside or work in predominantly low/moderate income Evanston neighborhoods, two (2) at-large members, one (1) member who has lived experience in public housing, Housing Choice Voucher/Project-Based Voucher programs, or housing restricted to households with incomes less than or equal to 80% of the area median. A member may meet more than one qualification. No member may be a full-time or part-time employee of the City of Evanston, or any agency, facility, or service that receives CDBG, HOME, AHF, or any other funding overseen by the Committee on behalf of the City of Evanston.
- C. Term of Office: Council members are assigned by the Rules Committee to four (4) year terms. Non-Council Committee members are appointed by the Mayor to three (3) year terms with the advice and consent of the City Council. Non-Council Committee members may serve for not more than two (2) full terms.
- D. Vacancies and Removal
 - 1. If a Committee member fails to attend two (2) regular Committee meetings without a reasonable cause in a calendar year, or otherwise neglects his or her duties as a Committee member, the Chairperson, with the assent of the Committee, may recommend to the Mayor that the seat be declared vacant.
 - 2. Any vacancy shall be filled by the Mayor as soon as possible.
 - 3. A member of the Committee may be removed by the Mayor for absenteeism, neglect of duty, misconduct or malfeasance in office, after being given a written statement of the charges and an opportunity to refute them at a hearing with the Mayor.

Section 2. Powers and Duties

In carrying out its responsibilities, the Committee shall have the following specific powers and duties:

- A. Oversee the U.S. Department of Housing and Urban Development’s Consolidated Planning process for the City of Evanston entitlement grants, including the review of the City’s annual Action Plan and Consolidated Annual Performance and Evaluation Report (“CAPER”);

- B. Ensure that federal funding is prioritized for projects and services that provide decent housing, a suitable living environment, and economic opportunity primarily for Evanston's low- and moderate-income residents;
- C. Receive citizen input on housing, community and economic development needs and comments relating to the implementation of the Consolidated Planning process;
- D. Evaluate applications, prioritize, and recommend funding allocations from all sources to City Council for housing, public facility and infrastructure improvements, and economic development programs and projects that advance the priorities set forth by City Council priorities and improve the health and wellbeing of Evanston's low, moderate, and middle-income residents in conformance with restrictions and priorities of each funding source;
- ~~E. Monitor the progress and impact~~ Review the status of projects and programs receiving City funding on a periodic basis to ensure timely and effective use of funds;
- ~~F. Conduct periodic reviews of City ordinances and policies to determine their effectiveness at achieving City Council affordable housing goals and recommend amendments to increase their effectiveness for consideration by City Council. Examples include, but are not limited to, the Inclusionary Housing Ordinance and Residential Landlord Tenant Ordinance; and~~
- G. Coordinate housing-related expenditures of CDBG, HOME and Affordable Housing Funds, and all other special and general funds for which the Committee has responsibility, relating to housing, community, and economic development.
- H. Perform such other acts as may be necessary or proper to carry out the purpose of the Committee.
- I. Evaluate and recommend tools to expand and maintain affordable housing to the City Council;

- J. Evaluate and recommend tools to expand and maintain affordable housing programs and shelters for people experiencing homelessness;
- K. Provide recommendations on the use of the City's Affordable Housing Fund to the City Council;
- L. Provide recommendations on the use of the City's federal CDBG and HOME funds to the City Council;
- M. Submit periodic reports to City Council on the goals, activities and accomplishments of the Committee; and
- N. Create working groups or task forces, as necessary, in furtherance of the Committee's purpose.

Section 3. Conflicts of Interest

All members of the Committee agree to abide by all duties and obligations imposed on Committee members in the City's Code of Ethics in City Code Title 1, Chapter 10, "Board of Ethics." The Board of Ethics' supplemental policy is intended to clarify and prevent the personal interests of Committee members from interfering with the performance of their duties or from resulting in personal or political gain at the expense of the Committee or Evanston taxpayers.

The Committee strives to maintain the highest ethical standards to avoid conflicts of interest. All members of the Committee shall act in good faith in all relationships touching upon their responsibilities to the Committee and shall avoid any conflict of interest.

For the purpose of this policy, the definitions found in the City of Evanston's Code of Ethics in City Code Title 1, Chapter 10, "Board of Ethics," shall apply.

Supplemental Policy:

- ~~1. Each member of the Committee shall disclose to the Committee in writing each City-funded entity to which the Committee member contributes a sum of money greater than one thousand dollars (\$1,000.00) in any calendar year.~~
- ~~2. Each member of the Committee shall recuse himself from voting on any matter in which that member has an apparent or actual conflict of interest.~~

Section 4. Expenses

All appointed members of the Committee shall serve as such without compensation. Expenses incurred by any member in the performance of official duties may be reimbursed in accordance with procedures established by the City of Evanston.

ARTICLE IV

Officers

Section 1. Chairperson

Pursuant to Ordinance 69-O-21, Section 2-4-5 Adoption of Rules; Selection of a Chairperson: A Chairperson is appointed by the Mayor from among its City Council members.

Section 2. Election of Vice-Chair

A. Each year, the Committee shall nominate candidates for the Vice-Chair positions. Current Vice-Chair may request to serve for a consecutive year.

B. Committee members can volunteer to serve and any Committee member may make additional nominations, with the consent of the nominee, prior to any vote.

C. Committee members will elect a Vice-Chair by voting upon the nominees.

D. The Committee may also approve the existing Vice-Chair for an additional term, with the consent of the existing officer, so long as the additional term does not exceed the three year period.

Section 3. Terms of Office

The Vice-Chair shall be elected for a one-year term from the date of the election. No member shall serve more than three consecutive one-year terms in the Office.

Section 4. Vacancies

A vacancy of the Vice-Chair shall be filled by a vote of the Committee at the next regular meeting following the occurrence of the vacancy. The Vice-Chair is elected for the duration of the unexpired term.

Section 5. Duties of Officers

- A. The Chairperson shall assure that the policies, programs and orders of the Committee are carried out.
- B. The Chairperson shall preside at all meetings of the Committee. The Vice-Chairperson shall preside in the Chairperson's absence.
- C. The Chairperson shall be responsible for calling meetings of the Committee pursuant to the Open Meetings Act and for assuring an agenda for each meeting.
- D. The Chairperson may appoint committees to consist of two members for specific tasks.

ARTICLE V

Meetings

Section 1. Regular and Special Meetings

Guiding Principles:

Every Committee member has the right to participate in discussion if they wish, and should be mindful of others before speaking a second time. The Chairperson will direct the order in which members may participate to ensure equitable participation.

- A. Regular meetings shall be held on the third Tuesday of each month at 7:00 P.M. in the Civic Center, 2100 Ridge Avenue, unless such day shall be a legal holiday observed by the City or another conflict exists, in which case the regular meeting shall be held at such other time as the Committee may decide.
- B. Special meetings shall be held as needed to further the work of the Committee. Special meetings may be called by the Chairperson at his/her discretion, or upon the request of three or more Committee members.
- C. Notice of all regular and special meetings of the Committee shall be communicated to the members at least five days before the meeting by action at a previous meeting, or by mail, email, or by telephone.
- D. Meetings shall be open to the public in accordance with the ordinance of the City of Evanston and the Open Meetings Act.

E. Notice of all regular and special meetings of the Committee shall be communicated to the public by publication of an agenda in accordance with the Open Meetings Act.

F. Regular Meeting Order of Business:

Call to order/quorum declaration

Approval of meeting minutes

Public Comment

Old Business/New Business

Communication/Reports from the Chairperson or staff

Adjournment

The order of agenda items may be changed at the discretion of the Chairperson.

Section 2. Quorum

A majority of the members of the Committee constitutes a quorum for the transaction of business.

Remote Participation. If a quorum of the Committee is physically present, additional members who are unable to attend physically because of personal illness or disability; employment purposes; the business of the public body; or a family or other emergency may attend and participate with full privileges remotely.

Section 3. Voting

At any meeting at which a quorum is present, the affirmative vote of the majority of the members present shall carry any issue. The Chairperson is a voting member of the Committee and may vote on any issue.

Section 4. Public Comment

The purpose of Public Comment is to enable members of the public to provide input on any topic on the agenda. The Committee may question the commenter, but response is not required. The length of the public comment period will be 15 minutes; the time allocated for each commenter will be dependent on the number wishing to speak, but will not exceed 5 minutes per person. The length of the public comment period may be extended at the discretion of the Chairperson depending on the number of commenters and time needed to address items on the agenda.

Section 5. Parliamentary Procedure

Meetings shall be conducted in accordance with the rules below. Any matters not covered in these rules will be conducted according to *Robert's Rules of Order*.

Motion: a Committee member must make a motion and be seconded by another Committee member to introduce an item of business or propose a decision or action. Following discussion, items for action are voted on by the committee. A simple majority is required for the motion to pass.

Amendment: a member may propose a change or offer a substitute motion to a motion under consideration. This requires a second and a majority vote to decide whether the amendment is accepted. Then a vote is taken on the amended motion.

Table: a member may move to table a discussion until some later time. A second is needed and a majority vote required. The timing of when the item will be discussed again may be set for a date certain at the time of the motion or be determined at a later time at the discretion of the Chairperson.

Call the Question: a member may move to close a debate by calling the question. This requires a second and a vote is held immediately; a two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

Time limit on discussions: the Chairperson may set a period of time to debate any item as necessary to ensure the meeting is kept to a reasonable period of time.

Call for Orders of the Day: a Committee member may “call for orders of the day” if they believe the discussion has drifted away from the agenda and want to bring it back.

New Business: a Committee member may bring forward any topic in line with the Committee’s purpose during the “New Business” section of the agenda. Topics raised may be discussed at the meeting or be included on a future meeting agenda at the discretion of the Chairperson.

Communications by the Chairperson or staff do not require a motion, second, or vote to adopt.

Adjournment: the Chairperson adjourns the meeting at the conclusion of business.

Section 6. Working Groups

Working groups may be formed to address specific topics referred by the Committee. Working groups are limited to 2 committee members and may include non-committee members. Meetings of any working group do not require public notice or minutes. Findings or recommendations of the Working Groups are reported to the Committee at a public meeting.

ARTICLE VI

Amendments

- Section 1.** These Administrative Procedures and Regulations may be amended at any meeting of the Committee by the affirmative vote of a majority of members in office. Written notice of proposed amendment(s) shall be given to all members at least two weeks prior to the meeting at which the amendment(s) is/are to be considered.
- Section 2.** Any proposed amendment(s) to the Administrative Procedures and Regulations shall be included in the meeting packet at which they will be voted upon.
- Section 3.** The City Manager shall be advised of any changes in these Administrative Procedures and Regulations.
- Section 4.** The Committee shall review its Administrative Procedures and Regulations on a periodic basis as determined by City staff.