

# **An Introduction to City Boards and Commissions**

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**Aug. 23, 2023**

**Mayor Scott A. Wehrli**



# Board and Commission Overview

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- Voice of the community in policy development and decision-making
- Provide in-depth analysis of topics and issues
- Leverage expertise in the community
- Communication channel between residents and elected officials
- Assist staff and elected officials in providing a different perspective
- Increase consistency in community planning and discussions

# Naperville's Boards and Commissions

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- Advisory Commission on Disabilities
- Board of Fire and Police Commission
- Building Review Board
- Emergency Telephone System Board
- Financial Advisory Board
- Firefighter's Pension Fund Board
- Historic Preservation Commission
- Human Rights and Fair Housing Commission
- Liquor Commission

- Naper Settlement Museum Board
- Naperville Public Library Board of Trustees
- Planning and Zoning Commission
- Police Pension Fund Board
- Public Utilities Advisory Board
- Riverwalk Commission
- Sister Cities Commission
- Special Events and Community Arts Commission
- Transportation Advisory Board

# Task Forces

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## What is a task force?

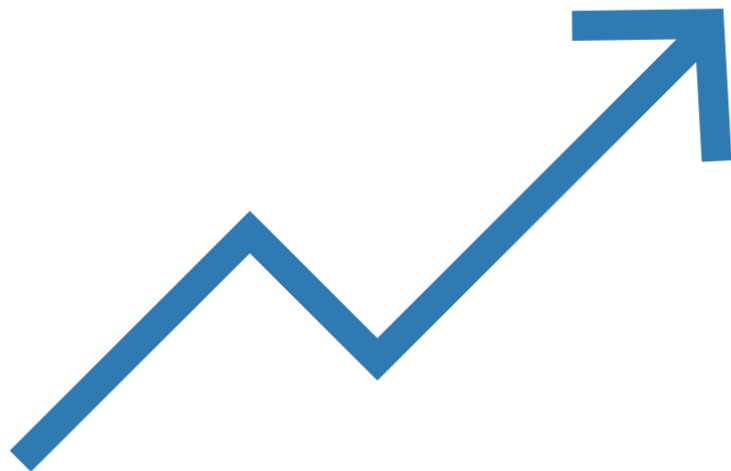
- Privately organized and led groups that provide valuable input to the City on a specific topic
- Operate independently
- City Council not involved in the appointment of those serving
- No limitation on residency
- City staff not involved in administration
- Compliance with Open Meetings Act regulations not required because task forces are not public bodies

## City Task Forces:

- Accessible Community Task Force
- Naperville Downtown Advisory Committee
- Naperville Environment and Sustainability Task Force
- Senior Task Force



## **By the Numbers**



**18** *boards*

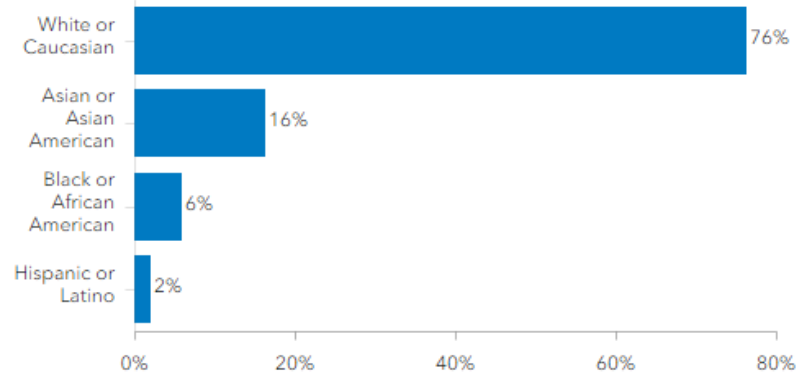
**152** **volunteers**

**154** meetings each year

**2,115** *average volunteer hours annually*

# Demographic Information

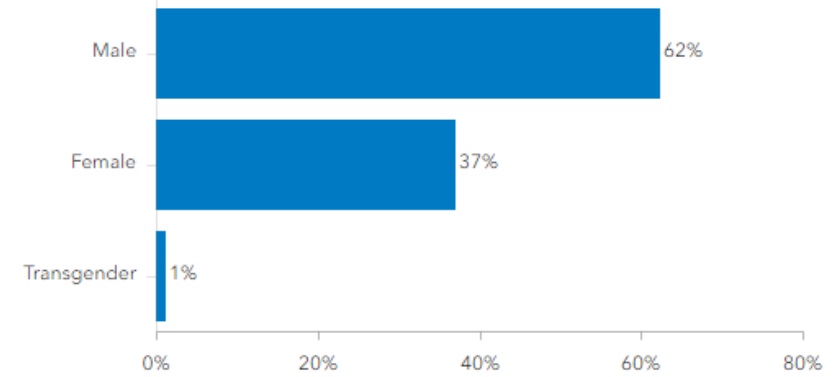
Race/Ethnicity of Boards & Commissions



Data

Notes

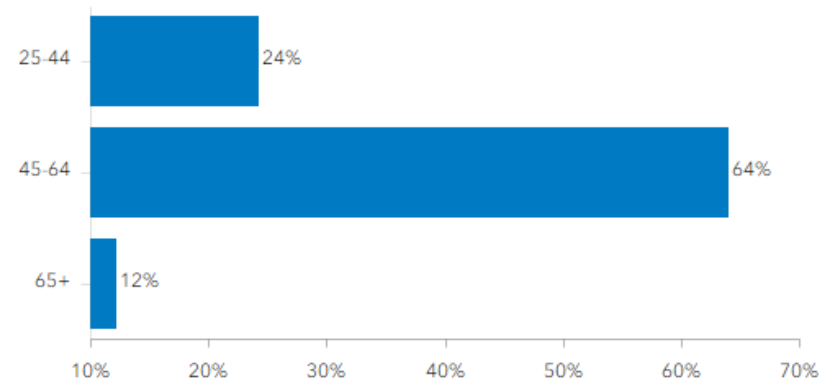
Gender of Boards & Commissions



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Notes

Age of Boards & Commissions



# Role of Boards and Commissions

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- Recommend hiring of police officers and firefighters
- Conduct hearings and provide recommendations on new developments
- Advise on City investment policies and actions
- Recommend utility rates and programs
- Provide policy and budget oversight of the library system
- Consider variances to planning and building codes
- Oversee housing and discrimination complaints
- Guide planning and development of the Riverwalk
- Advise on landmarking and historic preservation activities
- Recommend allocation of SECA funding and encourage community arts

# Getting Involved

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## CITY OF NAPERVILLE BOARDS AND COMMISSIONS GUIDE

### Questions to ask:

- What are the requirements to serve?
- What is the time commitment?
- Which board(s) or commission(s) are of most interest to me?
- What are the expectations for members?

Attend a meeting of the board or commission you are interested in!

View the Boards and Commissions Guide ([naperville.il.us/boards](http://naperville.il.us/boards))



**Riverwalk Commission:** The Riverwalk Commission promotes, encourages and guides the development and use of the Riverwalk. The commission includes representatives from the community, Park District, City Council, City staff, and Riverwalk Foundation. The Riverwalk Commission also has a Planning, Design and Construction committee which develops, recommends and implements plans for the expansion, extension and improvement of the Riverwalk in accordance with the development guidelines and studies.

**Time Commitment Level:**

**Size:** 12 members | **Term:** 3 years | **Student Representatives:** Yes

**Meeting Day and Time:** Second Wednesday of the month at 7:30 a.m.

**Meeting Frequency:** Monthly

**Typical Meeting Length:** 1 to 1.5 hours

**Extra Meetings/Events Outside Meeting Calendar?** All Riverwalk commissioners are encouraged to attend the monthly Riverwalk Planning, Design and Construction Committee meetings, which are held eight days prior to the Riverwalk Commission meetings at 7:30 a.m. and last 1 to 1.5 hours.

**Expectations:** Board members can expect to spend up to 30 minutes reviewing materials before the meeting. Candidates should have a general understanding of the history and the spirit of cooperation in the original development of the Riverwalk and an openness to assess the needs of the Riverwalk and consider changes. Familiarity with the Riverwalk Master Plan is a plus, and skills in finance, construction, planning, and public policy would be valuable.

# Requirements for Volunteers

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- Committed to public service
  - Incorporated Naperville resident
  - Actively participate in meetings
  - Ability to attend 75% of meetings (includes existing board members)
  - Abide by code of conduct
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# How to Apply

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- Fill out an application at [naperville.il.us/boards](https://naperville.il.us/boards)
- Select up to three boards (You may apply even if there is no current vacancy)
- Applicants can start the application and finish later (within 15 days)
- System will send email reminders
- Applications stay on file for 18 months before being archived (applicant notified when this happens)

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# Appointment Process

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- Mayor and the staff liaison or department director will review all applications on file for each board, as well as considering others who are qualified and may want to serve
- Selection criteria includes interest, experience, specific skills of the board/seat, and enhancing diversity (geography, age, gender, race/ethnicity, culture, etc.)
- Mayor will interview candidates with staff liaison, department director or Council representative to the board
- City Council\* confidentially receives recommended appointments at least two weeks prior to the City Council meeting
- Appointments are placed on a City Council agenda for consideration\*\*

*\* City Council members have the ability to view applications at any time upon request*

*\*\* Liquor Commission appointments are made exclusively by the Mayor and do not require City Council approval*

# Appointment Status

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- Always changing with new applications submitted and archived daily
- Re-appointments completed at July 18 City Council meeting (13 reappointments for 11 boards/commissions)
- 33 current vacancies on 14 different boards\* (includes nine Liquor Commission seats)
- Highest priorities: Historic Preservation Commission and Library Board due to number of vacancies
- Appointments in September
- SECA and TAB will follow

*\*Municipal code allows for members to serve six months after their term ends (through 11/30/23)*

# Other Activities

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- Currently reviewing all boards and commissions for scope, size, processes, benefits and challenges
- Changes made to standardize process of board meetings
- Interim report issued in early September
- Training opportunities are available
- Release of B & C geographic diversity by end of 2023



Naperville

**Thank You and Questions?**



[naperville.il.us/boards](https://naperville.il.us/boards)