



**Meeting of
Taxing Bodies Efficiency Task Force**

**Tuesday, March 20, 2018
7:00 p.m. - 8:30 p.m.**

**Village of Oak Park
Public Works Center, 2nd Floor Multi-Purpose Room
Oak Park, Illinois**

Agenda

1. Call to Order
2. Roll Call
3. Introductions *(15 minutes)*
4. Public Comment

Public comment is a time set aside at the beginning of each regular meeting for citizens to make statements or comments. It is not intended for a dialogue with the Task Force. You may also communicate with the Task Force at Efficiencies@oak-park.us. Public comment will be limited to 30 minutes with a limit of three minutes per person. If comment requests exceed 30 minutes, public comment will resume after the items listed under the business agenda are complete.
5. Open Meetings Act Review *(10 minutes)*
6. Overview of Task Force mission *(45 minutes)*
 - a. Village Board Authorization
 - b. Road Map
 - c. Village website comments/suggestions
 - d. Metropolitan Planning Council
7. Set meeting calendar *(15 minutes)*

8. Adjourn

RESOLUTION

A RESOLUTION CREATING A TAXING BODIES EFFICIENCY TASK FORCE TO EVALUATE REDUNDANCIES AND PROPERTY TAX INEFFICIENCIES AMONGST LOCAL TAXING BODIES

WHEREAS, the Village President and the Board of Trustees believe that the property tax burden in the Village of Oak Park is of concern and may be an economic barrier in the local commercial and residential property markets; and

WHEREAS, within the corporate boundaries of the Village of Oak Park there are five coterminous taxing bodies which include the Elementary School District 97, the Oak Park Public Library, the Oak Park Township, the Park District of Oak Park and the Village of Oak Park; and

WHEREAS, despite the Village and each taxing body demonstrating its individual commitment to providing efficient and effective public services, redundancies in services exist and therefore it is both reasonable and responsible to evaluate redundancies amongst local taxing bodies; and

WHEREAS, the Village Board adopted its 2018-2019 Board Goals on February 5, 2018 pursuant to Resolution Number 18-781 and one of its goals is "*Financial and Fiscal Responsibility*" and within that "*Collaboration*" under which is the objective to establish a task force by February 20, 2018 to evaluate redundancies amongst all local taxing bodies; and

WHEREAS, pursuant to said goal, the Village Board has determined to adopt this Resolution to create a Taxing Body Efficiency Task Force.

NOW THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Oak Park, Illinois, in the exercise of their home rule powers, as follows:

Section 1. Recitals Incorporated. The above recitals are incorporated herein as though fully set forth.

Section 2. Establishment of Taxing Body Redundancy Task Force. There is hereby established a Taxing Body Efficiency Task Force ("Task Force") of the Village of Oak Park. The Task Force shall identify, review, evaluate and develop recommendations to the Village Board regarding the following related to Oak Park: (1) the public services of the Village and any coterminous taxing body that is redundant or inefficient in such a manner as to impact the property tax levy; and (2) the property tax impact of redundancies or inefficiencies; and (3) other matters as expressly directed by the Board of Trustees. The Village Manager or her designee shall provide for such staff assistance as the Task Force may need to carry out these functions.

Section 3. Task Force Membership. The Task Force shall consist of five (5) members at large members who are residents of the Village of Oak Park. The Task Force members shall

be appointed by the President with the advice and consent of the Board of Trustees. The President shall appoint the Chair of the Task Force.

Section 4. Task Force Meetings. The first Task Force meeting shall be held on March 13, 2018 at 7 p.m. Task Force meetings thereafter shall be held on times and dates as determined by the Task Force. A quorum to hold a meeting shall consist of three (3) members. All meetings shall be conducted pursuant to the Open Meetings Act, 5 ILCS 120/1 *et seq.* and the latest edition of Robert's Rules of Order.

Section 5. Task Force Report and Dissolution. The Task Force shall make a final written report to the Board of Trustees of its findings and recommendations regarding the matters set forth in Section 2 above by August 20, 2018. The Task Force shall be dissolved upon the submission of that report.

Section 6. Severability and Repeal of Inconsistent Ordinances, Resolutions and Motions. If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this resolution. All ordinances, resolutions or adopted motions in conflict herewith are hereby repealed to the extent of such conflict.

Section 7. Effective Date. This Resolution shall be in full force and effect immediately after its passage as provided by law.

ADOPTED this 20th day of February, 2018, pursuant to a roll call vote as follows:

Voting	Aye	Nay	Abstain	Absent
President Abu-Taleb	✓			
Trustee Andrews	✓			
Trustee Boutet	✓			
Trustee Button				✓
Trustee Moroney	✓			
Trustee Taglia	✓			
Trustee Tucker	✓			

APPROVED this 20th day of February, 2018.


Anan Abu-Taleb, Village President

ATTEST


Vicki Scaman, Village Clerk

RESOLUTION

A RESOLUTION AMENDING RESOLUTION NUMBER 18-816 REGARDING THE NUMBER OF MEMBERS OF THE TAXING BODY EFFICIENCY TASK FORCE

WHEREAS, the Village President and the Board of Trustees adopted Resolution Number 18-816 creating a Taxing Body Efficiency Task Force (“Task Force”); and

WHEREAS, the Resolution provided that the Task Force shall have five (5) members; and

WHEREAS, the President and Board of Trustees have determined that the Task Force shall have seven (7) members and that Resolution Number 18-816 should be amended to reflect said number of members.

NOW THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Oak Park, Illinois, in the exercise of their home rule powers, as follows:

Section 1. Recitals Incorporated. The above recitals are incorporated herein as though fully set forth.

Section 2. Amendment of Resolution Number 18-816. Sections 3 and 4 of Resolution Number 18-816 are amended to delete the overstricken language and add the underlined language as follows:

Section 3. Task Force Membership. The Task Force shall consist of ~~five (5)~~ seven (7) at large members who are residents of the Village of Oak Park. The Task Force members shall be appointed by the President with the advice and consent of the Board of Trustees. The President shall appoint the Chair of the Task Force.

Section 4. Task Force Meetings. The first Task Force meeting shall be held on ~~March 13~~ March 20, 2018 at 7 p.m. Task Force meetings thereafter shall be held n times and dates as determined by the Task Force. A quorum to hold a meeting shall consist of ~~three (3)~~ four (4) members. All meeting shall be conducted pursuant to the Open Meetings Act, 5 ILCS 120/1 *et seq.* and the latest edition of Robert’s Rules of Order.

Section 3. Resolution Number 18-816 to Remain in Effect. All remaining provisions of Resolution Number 18-816 shall remain in full force and effect except to the extent amended herein.

Section 4. Severability and Repeal of Inconsistent Ordinances, Resolutions and Motions. If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this resolution. All

ordinances, resolutions or adopted motions in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. Effective Date. This Resolution shall be in full force and effect immediately after its passage as provided by law.

ADOPTED this 19th day of March, 2018, pursuant to a roll call vote as follows:

Voting	Aye	Nay	Abstain	Absent
President Abu-Taleb				
Trustee Andrews				
Trustee Boutet				
Trustee Button				
Trustee Moroney				
Trustee Taglia				
Trustee Tucker				

APPROVED this 19th day of March, 2018.

Anan Abu-Taleb, Village President

ATTEST

Vicki Scaman, Village Clerk

THE ILLINOIS OPEN MEETINGS ACT

1

**PAUL L. STEPHANIDES
VILLAGE ATTORNEY
VILLAGE OF OAK PARK**

Meeting Requirements

2

- A quorum of the members of the body must be physically present to hold a meeting under the Illinois Open Meetings Act.
- A quorum is a majority of the Task Force members = four members.

What is a Meeting?

3

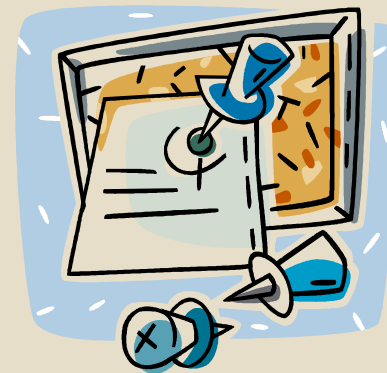
- **The Open Meetings Act prohibits:**
 - A majority of a quorum (three members of the Task Force)
 - forms a “gathering”
 - in person or electronically
 - for the purpose of “discussing public business”
 - unless they hold the meeting publicly, provide notice, and keep minutes.



Agendas / Public Notice

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- For EVERY meeting:
 - Post agenda 48 hrs. in advance
 - ✦ Main office;
 - ✦ Location of meeting; and
 - ✦ Website
 - Send agenda to requesting news media.
- Meetings are limited to the posted agenda.
- Majority vote required to adopt a motion on an agenda (three Task Force members).
- Public comment must be on the agenda and is subject to established rules.



Minutes

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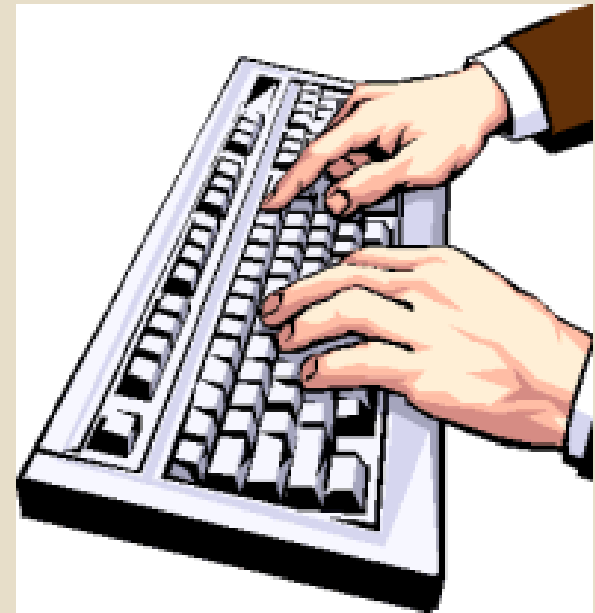
- Minutes must be kept of the meetings.
- Minutes include:
 - Date, time, place
 - Members present or absent
 - Summary of discussion and record of votes
- Minutes are to be approved at the subsequent meeting.



Communications Outside a Posted Meeting

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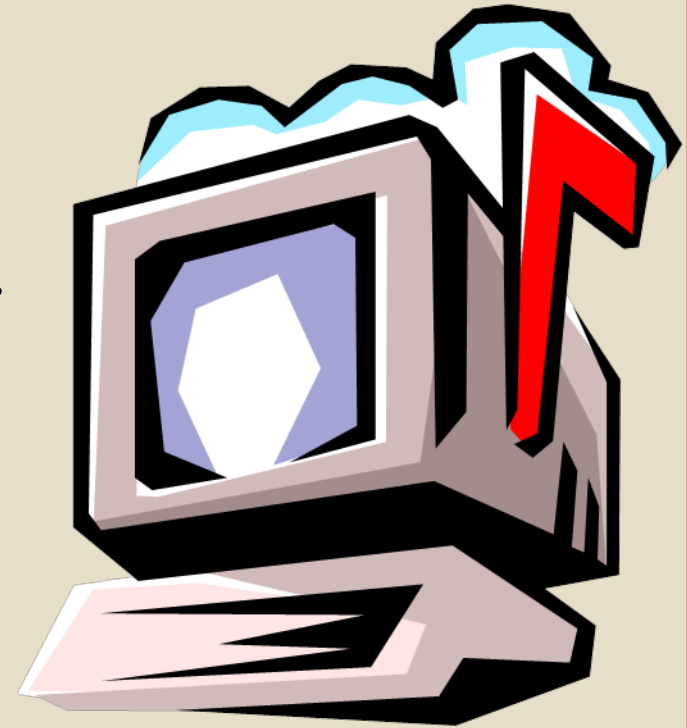
- Contemporaneous interactive communication
- Email, electronic chat and instant messaging
- By a majority of a quorum



Email Communications

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- Task Force Chair emails to a distribution list made up of board members (blind copy/bcc method recommended).
- No replies are made.

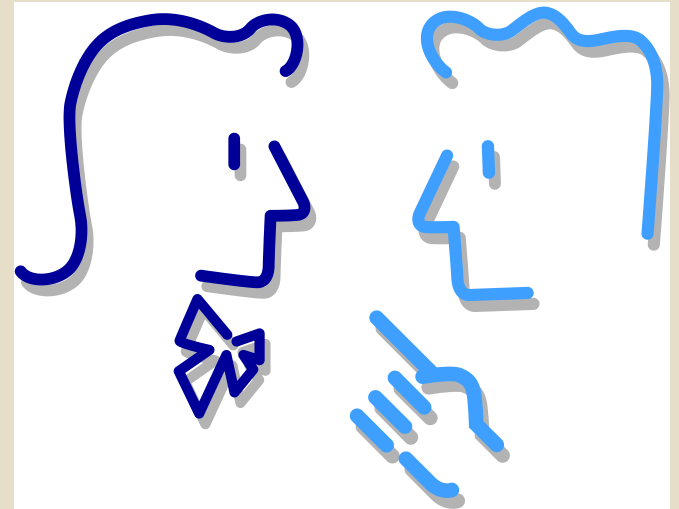


Email Communications

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- No discussion among the Task Force members.
- The email is merely an electronic version of a letter to all members.

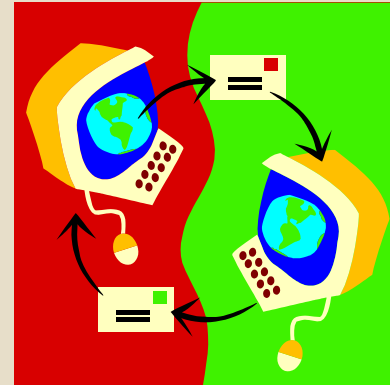
No Violation



Email Communications

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- Task Force Chair sends email to Task Force members.
- Each member replies only to the sender.
- Sender does not share or summarize those replies.

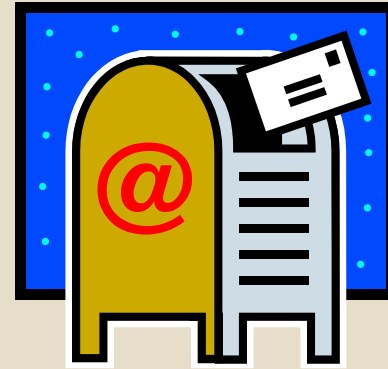


Email Communications

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- No “discussion” among the board members.
- Each member communicates individually with Chair.

No Violation



Email Communications

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- Task Force Chair sends email to Task Force members.
- Each member replies only to the sender.
- Chair shares or summarizes those replies in an email to the Task Force.
- In this way, the sender, in essence, facilitates a dialogue among the Task Force.



Email Communications

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- Test: does the communication = consensus?

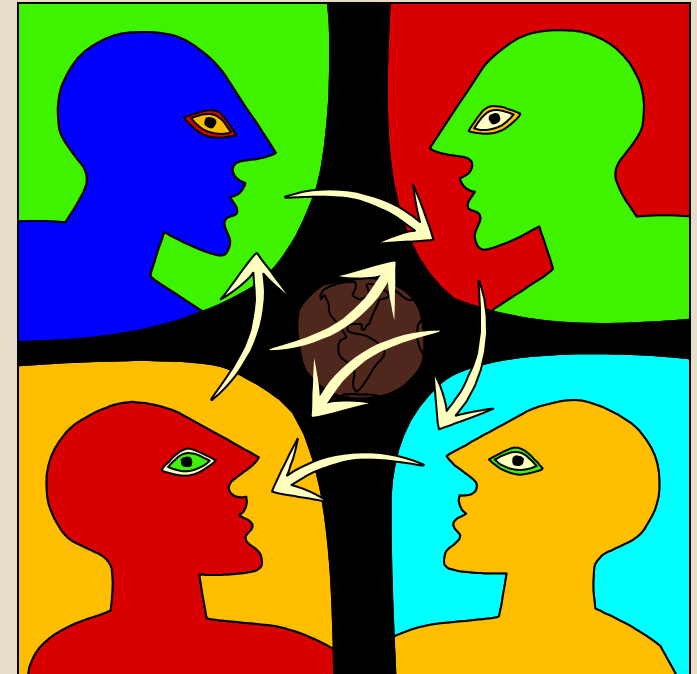
Possible Violation



Email Communications

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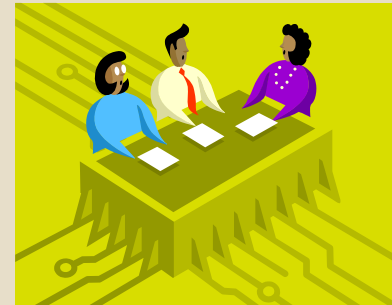
- Task Force Chair sends an email to Task Force members.
- Each member replies to the full group.
- Each reply elicits another comment by a member, again sent to the full group.
- A discussion ensues among all members of the group.



Email Communications

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- Serial email communications even outside a “chat room” or “text” format, can be so rapid and simultaneous so as to constitute a “gathering” under the Open Meetings Act.



Violation

Training Requirement

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- Every Task Force member must successfully complete on-line training conducted by the Public Access Counselor of the Office of the Illinois Attorney General.
- Training must be completed 90 days after the member takes the oath of office or otherwise assumes the responsibility of being a member of the Task Force.
- <http://foia.ilattorneygeneral.net/>

QUESTIONS?