

# Tolono Park District

## REPORT TO PARK BOARD

**FROM:** Rena Hahn, Tolono Park District President

**DATE:** October 9, 2023

**SUBJECT:** Resolution on Forming Local Government Efficiency Committee

### *Overview*

The Decennial Committees on Local Government Efficiency Act, 50 ILCS 70/1, et seq., requires units of local government that levy any tax, including park districts, to form a committee to study local government efficiencies and issue a report to the County Board in which the unit of local government is situated. The Act does not apply to municipalities and counties.

Although still an unfunded mandate, the law gives park districts the ability to appoint the committee membership and provides an opportunity for the park district to demonstrate the countless ways in which it efficiently and effectively delivers park, recreation, and cultural arts programs, facilities, and services to its residents.

### *Committee Formation*

Units of local government are required to form a committee no later than June 10, 2023, which is one year after the effective date of the Act, and at least once every ten years thereafter.

### *Committee Composition*

Each committee must include:

- The elected or appointed members of the governing board of the governmental unit;
- At least two residents of the governmental unit appointed by the Board president and approved by the board; and,
- The chief executive officer or other officer of the governmental unit, if any.

The Board President or their designee shall chair the committee. The chair may appoint additional members to the committee as they believe appropriate. Committee members serve

without compensation but may be reimbursed for incurred expenses with the approval of the park district.

The committee may, but is not required to, employ or use the services of specialists in public administration and governmental management, and any other trained consultants, analysts, investigators, and assistants it considers appropriate.

The committee is considered a public body to which the Freedom of Information Act and the Open Meetings Act apply.

### *Duties of the Committee*

The duties of each committee include, but are not limited to, the following activities:

- Study the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State of Illinois.
- Collect data, research, and analysis as necessary to prepare a written report that includes recommendations with respect to increased accountability and efficiency.
- Provide a written report to the administrative office of the county board in each county in which the governmental unit is located no later than eighteen months after the formation of the committee.

### *Committee Meetings*

The committee is required to meet at least three times. The committee may, but is not required, to meet during the regularly scheduled meeting of the governmental units if:

1. Separate notice is given in conformance with the Open Meetings Act.
2. The committee meeting is listed as part of the board of the governmental unit's agenda; and,
3. At least a majority of the members of the committee are present at the committee's meeting.

However, because the committee's membership is not identical to the park board membership, the park board would want to adjourn or recess its regular meeting before convening a meeting of the committee if it chooses to meet on the same day as a regularly scheduled meeting.

Each meeting of the committee must be public and held in accordance with the Open Meetings Act. The committee must provide an opportunity for any person to be heard at each meeting for at least three minutes. At the conclusion of each meeting, the committee must conduct a survey of residents who attended the meeting and ask for input on matters discussed at the meeting. Although not the required method, a survey conducted by email to all residents who attended the meeting and provided a valid email address is one way to satisfy this survey requirement. Pursuant to the Open Meetings Act, all public bodies must keep written minutes for each meeting of the committee.

### *Committee Report*

Each committee must provide its report to the administrative office of the county board in each county in which the governmental unit is located no later than eighteen months after the formation of the committee. If a governmental unit is in multiple counties, it should provide the report to the administrative office of each county board in all counties in which the governmental unit is located. If the committee is formed on the last possible date (June 10, 2023), then the report would need to be provided no later than December 10, 2024. After the report is issued, the committee is dissolved until it is reestablished with newly appointed members in 10 years.