



## **EQUITY AND EMPOWERMENT COMMISSION**

**Thursday, June 20, 2019, 6:30 to 8 p.m.**  
Lorraine H. Morton Civic Center  
2100 Ridge Avenue, Evanston, Room 2402

### **AGENDA**

1. **Call to Order/Declaration of a Quorum**
2. **Approval of meeting minutes of May 16, 2019**
3. **Public comment**
4. **For Discussion**
  - a. CARP Policy Engagement – Kumar Jensen, Chief Sustainability and Resilience Officer
  - b. Evanston’s Environmental Justice Resolution – Timothy Eberhart
  - c. “Solutions Only” Policy for reparations for the west end of the 5<sup>th</sup> Ward Alderman Robin Rue Simmons
  - d. Commitment to End Structural Racism and Achieve Racial Equity Resolution Alderman Cecily Fleming
5. **Reports**
  - a. Staff
    - i. Language Access Policy Update
  - b. Commissioners
6. **Items for communication**
7. **Adjournment**

**Next meeting:**  
**Thursday, July 18, 2019**  
6:30 to 8:00 p.m.  
**Lorraine H. Morton Civic Center**  
**2100 Ridge Avenue, Evanston**  
**Room 2402**

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## **EQUITY AND EMPOWERMENT COMMISSION**

### **Meeting Minutes**

**Thursday, May, 16, 2019, 6:30 to 8 p.m.**

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston, Room 2402

**Present:** M. Wynne, A. Ibañez, J. Grover T. Eberhart, M. Dillard

**Absent:** K. Lyons, J. Corbier de Lara, D. Holmes

**Staff:** P. Efiom

The meeting was called to order by Chair Jane Grover at 6:38 without a quorum. Comm. A; Ibañez and Dillard arrived at 6:40 and a quorum was declared. The minutes were approved by Alderman Wynne and seconded by Comm. Dillard.

There was no public comment

Library Director Karen Danczak Lyons reported on the Library's equity progress. All staff has received basic equity training. There is an internal Diversity, Equity and Inclusion Committee which continues to push the equity agenda. The Library is currently seeking applications for their Racial Equity Task Force. The Task Force will be a combination of Board, staff, and community members. It will be chaired by first term Library Trustee Denia Hester. In an attempt to diversify their staff, the Library is reviewing job descriptions that may exclude qualified candidates. In addition, staff is expanding their outreach to bring in a larger diversity of candidates.

### **Draft Equity Framework**

Work on the Equity Framework has been tabled until the social service review is completed by Asst. City Manager Richardson. Comm. Ibañez asked how the work of the Commission ties into the Ms. Richardson's work. Dr. Efiom will invite Ms. Richardson to the June 20<sup>th</sup> Commission meeting for an update.

The Commission continues to acknowledge and grapple with the reality that the work of the commission is made more challenging by the fact that talking about race is difficult. Ald. Wynne recommended that commissioners (and others) should watch "Race – The Power of an Illusion" a PBS special. Dr. Efiom also recommended

## Truth and Reconciliation Initiative

### Staff Reports

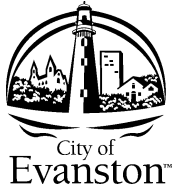
- a. P. Efiom reported that the City is currently seeking applicants to fill the vacancy left by Mario Vela.

### Items for communication

Comm. Grover is currently working to bring the Undesign the Redline exhibit to Evanston. The exhibit uses powerful narratives of people and communities, maps and other documentation to trace the enormous role that race played in determining where people were allowed to live. At the heart of the exhibit is an examination of how government policy from the 1930s, which became known as “redlining,” created segregation and disinvestment in communities, the impacts of which persist to this day. Comm. Grover will give an update the June 20<sup>th</sup> Commission meeting.

As a follow up to the discussion at the April Equity & Empowerment Commission meeting where Alderman Rue Simmons discussed a reparations ordinance and Alderman shared a draft of her proposed City Council resolution that “recognizes all the historic wrong the City has done, as a way to start the healing process.” Comm. Dillard suggested that we revisit the idea of a truth and reconciliation initiative. Staff reminded the Commissioners that Ald. Holmes has long expressed interest in working on such an initiative. A subcommittee to work on a long term inclusive initiative to include Ald. Wynne, Comm. Holmes, Dillard, and Grover was established.

**Meeting adjourned by Comm. Grover at 8:17 p.m.**



# Memorandum

To: Members of the Equity and Empowerment Commission

From: Kumar Jensen, Chief Sustainability and Resilience Officer  
Dr. Patricia Efiom, Chief Equity Officer

Subject: CARP Policy Package and Policy Engagement Approach

Date: June 12, 2019

## Recommended Action

Staff recommends the Equity & Empowerment Commission review the attached Policy Package and Policy Engagement Approach and provide feedback to staff on both during the June and July meetings of the Commission.

## Background

In December, 2018 the City Council unanimously adopted the Climate Action and Resilience Plan (CARP). In March, 2019, staff [presented](#) (p.64) a two-year administrative implementation strategy to guide primary staff-led activities within CARP. At that meeting staff indicated they would bring a policy strategy for review within a few months, the attachments to this memo are that policy strategy.

## Summary

The CARP Policy Package and Policy Engagement Approach are proposals by City staff on how to begin developing the roughly 40 individual policies recommended within CARP. Both items are attached and staff seek feedback from the Commission on each document but also on the approach as a whole. This approach will serve as a template moving forward.

**Policy Packages:** To develop the CARP Policy Package staff identified and grouped similar policies together into “policy packages” because choosing similar content policies initially will decrease the number of sections of the City Code that will need to be reviewed and revised at one time. Additionally, it will provide a specific focus for community stakeholders to engage around, rather than moving three of four separate content areas forward simultaneously which could cause confusion and strain City and community bandwidth. Staff proposes a two-year strategy, a similar horizon to the City Council Goals and the CARP Administrative Implementation Strategy. In future years staff will align the policy development process with the City’s budget cycle, City Council’s goal development process and the CARP Implementation Strategy to ensure better communication between those processes.

**Policy Engagement Approach:** As indicated in CARP the implementation of the plan must follow the identified Guiding Principles to ensure policies and programs of CARP are Equity-Centered, Outcome-Focused and Cost-Effective and Affordable. In order to ensure that those most impacted by the proposed policies are adequately notified, informed and invited to participate and collaborate in developing these policies staff have draft an initial Engagement Approach that will be deployed to develop the policies laid out in the Year 1 Policy Package. The attached Approach is designed to be replicated, with any feedback or requested changes, in future years. Staff believes providing this structure in advance will enhance transparency in the policy development process.

**Year 1 Package – Waste Reduction** - Focus on policies that reduce waste and material generation and align with the CARP’s goal of 50% diversion by 2025, up from 22% in 2017. Waste related projects should be focused on immediately because the City will be issuing an RFP for its commercial solid waste franchise in late 2019 with a new contract towards the end of 2020. In addition there is a lot of community activity around reducing waste that should be recognized and supported. Primary Departments impacted: Office of Sustainability, Community Development, Health and Human Services, Public Works and Administrative Services.

**Year 2 Package – Municipal Operations & Buildings** - The Year 2 Package should be split into two pieces, Municipal Operations and Buildings. Municipal Operations because City staff needs additional formal guidance on how to better achieve the goals outlined in CARP for municipal operations. Buildings account for 80% of Evanston’s overall greenhouse gas emissions and CARP has two very aggressive goals that need swift attention and action, 25% reduction in energy consumption by 2025 and 100% renewable electricity community-wide by 2030. All of the policies in the 2020 Package would be “assigned” to relevant committees in 2019 to allow them to begin working on them with anticipated introduction to City Council taking place sometime in 2020. Primary Departments impacted: Community Development, Health and Human Services, Public Works and Administrative Services.

Staff would like to bring the Two-Year Policy Package and the CARP Policy Engagement Approach to Human Services for discussion in August, 2019.

Attachments:

CARP Policy Package

CARP Policy Engagement Approach

# CARP Policy Engagement Approach

**Purpose:** To improve and build upon the community engagement conducted during the Climate Action and Resilience Plan (CARP) planning process and to ensure communities and populations most impacted by policies included in the CARP Policy Package are central to policy development.

**Engagement Approach:** As indicated in CARP, the implementation of the plan must follow the identified Guiding Principles to ensure policies and programs of CARP are Equity-Centered, Outcome-Focused and Cost-Effective and Affordable. In order to ensure that those most impacted by the proposed policies are adequately notified, informed and invited to participate and collaborate in developing these policies staff have draft an initial Engagement Approach that will be deployed to develop the policies laid out in the Year 1 Policy Package. The Approach is designed to be replicated, with changes, in future years. Staff believes providing this structure in advance will enhance transparency in the policy development process.

## **Engagement Approach Phases**

### Phase I: Educate, Engage and Solicit Input

- Focus on educating the public on the issue of material use, waste generation and CARP's Zero Waste by 2050 goal. Share approaches from other communities to help the community better understand the comprehensive nature of material use and waste reduction and what examples of success look like. Seek to broaden the set of stakeholders engaged through targeted and community-wide engagement.
- During the education process begin to solicit input and feedback from the community on which approaches and solutions seem appropriate, using the existing actions in CARP as guidance (see CARP Policy Package).

### Phase II: Reflect Back

- The Environment Board and Equity, Empowerment Commission and City staff review input from Phase I and draft policy approaches that address the input received. This is not formal ordinance writing, it is the process of determining what policies would need to be drafted to meet the CARP goals and the input from the community. The results of this process would be shared for public feedback.

### Phase III: Policy Development

- Using the feedback from Phase II the Environment Board and Equity Empowerment Commission recommend that staff draft ordinances to submit to City Council for introduction. Community members and residents will continue to be able to provide feedback as the ordinances are drafted and reviewed by the Environment Board, Equity and Empowerment Commission and relevant City Council Committees.

**Table 1. Proposed Engagement Timeline**

<b><i>Date</i></b>	<b><i>Action</i></b>	<b><i>Phase</i></b>
Early August	Kick-off Forum	I
August - September	Targeted Education and Engagement Events*	I
October	EEB, EEC and Staff Review of feedback	II
November	Reflect back to community input received	II
December	EEB and EEC direct staff to draft ordinances	III

EEB = Evanston Environment Board and EEC = Equity and Empowerment Commission

\*Targeted Education and Engagement Events would be workshops and presentations facilitated by the Office of Sustainability in partnership with one or multiple community organizations. These events could take many different formats and serve many different audiences. A list of preliminary, not exhaustive, stakeholders who may benefit from targeted engagement activities is included below.

Stakeholder List

- Merchant/Business Associations
- Houses of Worship
- Students (District 65, 202 and Northwestern)
- Businesses outside of merchant associations
- Non-profits
- Existing organizations working on waste topics
  - District 65 Green Teams
  - Evanston Rebuilding Warehouse
  - Collective Resource, Inc.
  - Citizens' Greener Evanston
    - Environmental Justice Evanston
    - Waste Not Evanston
- Large Employers

## **Cover Letter**

City of Evanston  
Memorandum

To: Honorable Mayor, City Manager and Members of the City Council

From: Wendy Pollock, Chair, Evanston Environment Board

Subject: Resolution XX-X-19 Agreement to Address Environmental Justice Issues Within the City of Evanston

### **Recommended Action:**

Staff recommends City Council adoption of Resolution XX-X-19 establishing an environmental justice policy for the City of Evanston and to initiate development of appropriate ordinances and amendments to existing codes, policies and procedures to ensure active consideration of environmental justice impacts and meaningful public involvement are in all relevant City decision-making. Such an ordinance and guidelines for implementation shall be submitted to Council for consideration no later than one (1) year from the date of this resolution.

### **Funding Sources:**

The Resolution, policy adoption, public involvement and development of related ordinances are within the current responsibilities of City government and will not require additional funding. Once ordinances are developed, costs incurred by developers or petitioners citing existing conditions will be the responsibility of the applicant submitting the request.

### **Livability Benefits:**

- Built environment: Enhance public spaces equitably across Evanston neighborhoods. Provide improvements in infrastructure to areas historically underserved by City investment.
- Equity and Empowerment: Ensure equitable access to community assets and reduction in exposure to environmental hazards and deteriorating features that disproportionately reduced quality of life in certain areas.
- Health and Safety: Promote healthy active lifestyles across Evanston in an equitable way

### **Background:**

In 2014, the City of Evanston's Environment Board formed a subcommittee on the Environmental Justice Subcommittee with the goal of creating draft language for an environmental justice policy for consideration by the Environment Board. In Evanston the Waste Transfer Station near Church and Dodge was a topic of particular interest. The subcommittee on environmental justice originally included members of the Environment Board as well as Evanston residents, business stakeholders and other subject matter experts.

As described by the Environment Board in forming the subcommittee, "environmental justice is just as much about preventing negatives impacts on low-income and minority neighborhoods as it is ensuring that those same neighborhoods receive equal share of positive programs, resources and have fair and meaningful involvement on those programs".



In 2017, the EJ Subcommittee joined with Citizens Greener Evanston to expand the reach of their efforts to review the impacts of the Church Street Waste Transfer Station on adjacent residents and foster awareness and promote action on environmental justice. The objectives of Environmental Justice Evanston are to work collaboratively with the City of Evanston, neighborhood organizations and non-governmental organizations to:

1. Ensure that no neighborhood or residential area in Evanston should bear a disproportionate burden of environmental nuisances, hazards and risks, including:
  - Air, water or soil pollution
  - Noise or odor nuisances
  - Dangerous traffic patterns
  - Lead paint, asbestos and other toxins
  - Lead or other contaminants in drinking water
  - Other dangers, nuisances or disruptions
2. Ensure that environmental assets are fairly distributed across the community and that they have desirable features that support health, well-being, and a sense of community, including:
  - Parks, open space, and natural areas
  - Community gardens
  - Access to the lakefront
  - Infrastructure investments, including streets, sidewalks, bike paths, community centers and other recreational assets
3. Ensure that all residents affected by land use or development decisions made by the City have the opportunity for meaningful involvement and effective participation. This may include:
  - Modifying the City's decision-making process related to review, approval and regulation of private development projects
  - Developing Environmental Justice guidelines for project evaluation by City staff to ensure development projects enhance community health, well-being and the environment in affected neighborhoods
4. Implement guidelines for meaningful citizen involvement to ensure:
  - Access to information in accessible, non-technical terms with sufficient lead time to allow participation
  - Scheduling informational meetings at times and locations convenient for affected residents
  - Soliciting comments in time for adequate consideration by decision-makers
  - Developing responsiveness summaries to document how concerns were addressed in the decision process.

The Environment Board has reviewed this draft resolution and supporting materials and endorses its adoption.

Analysis: to be developed by City Staff

Legislative History: applicable history of equity in planning and development to be provided by City Legal Department

Attachments:  
Resolution XX-X\_19  
other documents?

RESOLUTION  
MAY 24, 2019

A Resolution to Address Environmental Justice Issues  
Within the City of Evanston

WHEREAS, Environmental Justice is concerned with the equity and empowerment of all community members such that every resident experiences the same degree of access to environmental assets, protection from environmental hazards and health risks and an opportunity to play an effective role in making decisions that affect the quality of life in this community;

WHEREAS, Evanston prides itself on being a community that cares about fostering equality, community involvement, sustainability, community cohesion and transparent decision-making;

WHEREAS, some Evanston neighborhoods experience negative environmental consequences and health risks resulting from industrial, municipal and commercial operations;

WHEREAS, some Evanston neighborhoods receive an inequitably low share of environmental benefits and community assets that enhance the quality of life, such as parks and open spaces, natural areas, community gardens and the lakefront as well as equal access to the City's environmental and infrastructure investments that support health, well-being and a sense of community;

WHEREAS, some Evanston residents, especially minority, low-income, vulnerable and disadvantaged community members, do not experience equal access to information about, and an opportunity for meaningful involvement in, local decision-making that affects their quality of life.

WHEREAS, the City Council concludes that achieving environmental justice in Evanston is a high priority goal and believes that implementing an

environmental justice ordinance will help the City and its residents attain a much higher degree of environmental justice than would be possible without it.

### Section 1: Purpose

The purpose of this resolution is to establish the City of Evanston's policy regarding environmental justice and to put in motion the development of appropriate ordinances to ensure that active consideration of environmental justice and meaningful public involvement are instituted in City policies, practices, procedures and other decision-making.

### Section 2: Definitions

**Environmental Justice (federal):** U.S.EPA defines EJ as the fair treatment and meaningful involvement of all people regardless of race, color, national origin or income with respect to environmental laws regulations and policies.

**Environmental Justice (Evanston):** The City of Evanston defines Environmental Justice as the fair treatment and meaningful involvement of all people regardless of income, race, color, national origin, ethnicity, religion, age, gender, sexual orientation or disability with respect to the development, implementation and enforcement of laws, regulations and policies that may impact the health, well-being, or quality of life of Evanston residents or their environment.

**Public Engagement:** Public engagement is the actively solicited involvement of the public by city government in issues that could have a significant impact on a resident, neighborhood or segment of the community. The City would publicize such issues and give the public enough time to educate themselves, participate in meetings and provide input on the issue. City government would give due consideration to all input provided by involved individuals, summarize and respond to major public comments, and make its best effort to incorporate their ideas, concerns and criticisms into the final decision-making.

### Section 3: Declaration of Environmental Justice and Public Engagement Policy

The City of Evanston is committed to develop and implement policies and plans to protect the interests of all Evanston residents. This includes fostering a healthy environment for current and future generations and becoming a model of economic and environmental sustainability, social equity and meaningful public involvement. Therefore, it is the policy of the City of Evanston that Environmental Justice and meaningful public involvement of Evanston residents is the goal of City leaders, City Council and all City departments in exercising its authorities, setting priorities, establishing policies and procedures, planning and other decision-making.

### Section 4: Intent to Develop an Environmental Justice Ordinance

The City of Evanston is committed to develop and implement an ordinance amending City of Evanston Zoning codes, and other applicable City ordinances and procedures to provide improved information on cumulative environmental impacts of a development project or existing conditions on a neighborhood or community for the purpose of creating equitable environmental and land use conditions.

The ordinance will include a set of criteria that will determine if a proposed project or existing condition is significant enough in size and scope to be covered by the ordinance. If so, an Environmental Justice Impact Form (EJIF) will need to be completed by the initiator of the project or reporter of the condition. The EJIF will include initial screening questions about potential environmental justice issues (see attached screening checklist) that will be used to determine if and what additional details need to be provided on the form.

The EJIF will be used by decision-makers in different areas of city government to decide if a potential or current environmental justice issue

exists and needs to be addressed. Such areas may include proposed projects under consideration by DAPR, the Zoning Board of Appeals (ZBA) and the Plan Commission. For existing entities or conditions, other departments, including the Evanston Department of Health and Human Services, may require additional documentation to support a claim of disproportionate impact that may result in mitigative or corrective actions.

#### Section 5: Intent to Develop a Public Engagement Ordinance

The City is committed to developing an ordinance that specifies procedures to enhance meaningful public engagement in the development of City policies and in decision-making that has the potential to affect the quality of life in Evanston. Such an ordinance would not be limited to Environmental Justice issues, but would more generally amend public participation processes within the City's authority.

**WORKING DRAFT      WORKING DRAFT      WORKING DRAFT**  
**ENVIRONMENTAL JUSTICE IMPACT FORM**

(proposed as part of an EJ ordinance per the EJ resolution)

The Evanston City Code, Title X, Chapter X, requires any persons or entities who request the City Council to grant zoning amendments, variations, or special uses, including planned developments, to make the following disclosures of information. The application is responsible for keeping the disclosure information current until the City Council has taken action on the application. For all hearings, this information is used to avoid conflicts of interest on the part of decision-makers. [Taken from a current city form.]

1. **Does the proposed project or existing condition increase or have the potential to increase background noise, vibrations or foul odors to a level that will be a violation of city code?** (Examples: A factory running heavy equipment that produces loud noises; trucks idling in an alley producing foul smelling diesel emissions while waiting to unload; a waste-processing facility generating a foul odor.) Circle Yes or No.

If Yes, complete a. and b. below.

- a. Describe the process(es) or operation(s) that produce or could produce the noise, vibrations, or foul odors.

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- b. Describe any alternative processes or operations that could be employed to avoid the noise, vibrations or foul odors.

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2. **Does the proposed project or existing condition release or have the potential to release toxic or dangerous pollution to the air, water or soil?** (Examples: A retail dry cleaner using toxic chemicals that are released into the air; a business using toxic chemicals on its own property that has the potential to migrate or seep over to neighboring properties, a business process that releases polluting particles into the air.) Circle Yes or No.

If Yes, complete a. and b. below.

- a. List the pollutants that are or could be produced by the project or existing condition.

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- b. Describe any alternative process(es) or operation(s) that could be employed to avoid the pollutants.

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- 3. **Does the proposed project or existing condition attract or have the potential to attract nuisance or disease-carrying animals like rats, flies or mosquitoes?** (Examples: An overgrown lawn or trash pile providing habitat for rats and other vermin; a restaurant or food service that stores food waste or rotting garbage outside in unsealed containers; a waste-processing facility that leaves accessible garbage outside overnight.) Circle Yes or No.

If Yes, complete a. and b. below.

- a. Describe the situation that attracts or has the potential to attract the nuisance or disease carrying animal(s).

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- b. Describe any alternative process(es) or operation(s) that could be employed to avoid the nuisance or disease carrying animal(s).

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- 4. **Does the proposed project or existing condition reduce or have the potential for reducing green spaces or parkway tree canopies?** (Examples: A business proposing to remove a public sidewalk for business purposes, a business that petitions to buy land where community gardens exist, a business that produces a foul odor making it less likely that residents will want to come to a nearby community center or park.) Circle Yes or No.

If Yes, complete a. and b. below.

- a. Describe how the proposed project or existing entity reduces or potentially reduces green spaces or parkway tree canopies.

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- b. Describe any alternative process(es) or operation(s) that could be employed to avoid the reduction of green spaces or parkway canopies.

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- 5. **Does the proposed project or existing condition change or have the potential to change the character of a neighborhood or decrease neighborhood livability, such as altering or removing sidewalks, vegetable gardens or community centers?** (Examples: A business proposing to remove a public sidewalk for business purposes, a business that petitions to buy land where community gardens exist, a business that produces a foul odor making it less likely that residents will want to come to a nearby community center or park.) . Circle Yes or No.

If Yes, complete a. and b. below.

- a. Describe how the proposed project or existing condition changes or potentially changes the character of the neighborhood or decreases neighborhood livability.

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- b. Describe any alternative process(es) or operation(s) that could be employed to avoid the change to the character of the neighborhood or decrease in neighborhood livability.

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- 6. **Does the proposed project or existing condition have the potential for deteriorating or obstructing views?** (Examples: A new building inconsistent with the homes and businesses in a neighborhood; a new facility in a residential neighborhood whose physical appearance reduces the property values of the surrounding homes; the construction of a building so tall relative to the neighboring buildings that it obstructs views and/or damages the character of the neighborhood.) Circle Yes or No.

If Yes, complete a. and b. below.

- a. What is the specific situation that deteriorates/obstructs views or potentially deteriorates/obstructs views?.

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- b. Describe any alternative process(es) or operation(s) that could be employed to avoid the deterioration or obstruction of views.



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7. **Is there a current environmental justice issue or potential environmental justice issue that the applicant feels the city of Evanston needs to address that is not covered by the questions above?**

If Yes, complete a. and b. below.

- a. Describe the environmental justice issue.

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- b. Describe any alternative processes or operations that could be employed to eliminate or avoid this environmental justice issue.

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Threshold Criteria for Requirement of an Environmental Justice Impact Form  
(proposed as part of an EJ ordinance per the EJ resolution)

1. Is the project or existing entity a building (single family homes qualify) or structure that will have a project cost or marketplace value when completed of over \$1,000,000.
2. Will the project when completed or the existing entity have the potential to cause any of the following:
  - Air, water or soil pollution?
  - Noise or vibrations?
  - Attraction of rodents or other nuisance animals?
  - A foul odor?
3. Is the project or existing entity located in a lower income or minority neighborhood? [How would we determine which Evanston neighborhoods fit this description? Could we just create our own map based on available data?]
4. If it is a new project, does it require a special-use or building permit(s)? [For new projects are we missing any other required City permits or applications?]
5. Is it likely that your project will result in a building, development or asset with a value that is in the top 10% of similar buildings, developments, or assets within a 3 block area of the proposed project? [This item may be outside of the scope of the EJ policy under development, but it is included to solicit feedback on whether a gentrification item should be included in this criteria list.]

## CARP Policy Package – Proposed Ordinance and Resolution Development Process

### The Process and Timeline:

It is important to note that the below framework is a staff proposal subject to discussion by the Human Services Committee and other BCCs, specifically this proposal is being shared with the Environment Board, Equity and Empowerment Commission and the Utilities Commission for feedback. Staff expect to make some revisions based on feedback and comment prior to bringing to Human Services in August, 2019. Please be aware that some policies are already being developed (environmental justice resolution and leaf blower ordinance) and therefore do not show up in the below packages. Just because a policy does not show up in this policy package does not mean it can not be explored, it will just not be prioritized from a staff perspective, unless directed by City Council, the Mayor or the City Manager. Below is a tentative timeline for this first Policy Package process. It is possible the process may be quicker or slower than what is being proposed.

Proposed Timeline							
Responsible Party	April-May – 2019	June-July – 2019	August - 2019	Sept-Dec – 2019	Jan – Feb -2020	March –April - 2020	May – 2020
<b>City Staff</b>	Identify policies best fit for process	Develop a draft policy engagement approach to accompany policy packages.		Deploy approved engagement approach with support from relevant BCCs.	Policies drafted by the Law Department and sent to relevant City Council Committees for Introduction.		<b>City Staff</b> present revised Year 2 policy package for City Council review and assignment to relevant BCCs
<b>City Council</b>			<b>Human Services</b> reviews and approves process. Sends the various policies to appropriate committees.			<b>City Council</b> readings and voting on the proposed policy package.	
<b>Boards, Committees and Commissions (BCCs)</b>		Environment Board, Equity and Empowerment Commission and Utilities Commission review policy package and engagement approach and provide feedback to staff.	<b>Each Committee</b> reviews its mission to ensure it has the authority and understands how to address policy assignments.	BCCs develop policies/content and support staff-led engagement approach.			

### Policy Package Tables

Table 1 includes the Year 1 and Year 2 Policy Packages and Table 2 includes the remaining explicitly identified policies in CARP that will not be assigned a year or Policy Package until after Year 1 is complete. The Policy Type is meant to distinguish between ordinances and resolutions. Assignment indicates the body (board, committee or commission) that would be responsible for working on/developing the indicated policy. Assignment Year references when staff recommend that City Council/Human Services should delegate the policy to begin development. There are numerous policies which should begin development in 2019 that will not be included in the Year 1 Package, which is because they may take longer to develop (ex. Energy code updates).

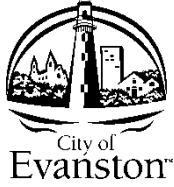
**Table 1. Policy Package**

Number	Policy	Policy Type	Assignment	Assignment Year
<b>Year 1 – Waste Reduction - Ordinances</b>				
3	Eliminate petroleum-based, single-use products through phasing out the use of single-use plastics by 2025. Require food service retailers to use biodegradable, compostable or recyclable packaging (per City of Evanston recycling specifications). Explore the feasibility of establishing a reusable takeout container service.	Ordinance	Environment Board	2019
4	Implement a plastic straw and stirrer-free or opt-in policy for businesses that provide food and/or beverage services, with appropriate options for people with disabilities.	Ordinance	Environment Board	2019
17	Require recycling at all properties. Adopt policies that provide all properties equal access to waste diversion services such as recycling and composting. Require that all properties make recycling receptacles clearly accessible to tenants, patrons and visitors. Facilitate, encourage and incentivize all properties to engage in a composting program.	Ordinance	Environment Board	2019
21	Combat food waste by requiring retailers and restaurants to donate, reduce, reuse, or compost their unsold food, creating “zero-waste sections” where products are sold close to their expiration dates, and designating “zero-waste coaches” to raise awareness among staff and help manage products reaching the end of their marketable life. Edible unsold products shall be donated. When not edible, organic waste shall be composted through a City-approved vendor.	Ordinance	Economic Development	2019
5	Update and revise the disposable plastic shopping bag ban to achieve its intended outcome	Ordinance	Environment Board	2019
<b>Year 2 – Municipal Operations - Resolutions</b>				
8	Develop a zero emissions vehicle purchasing strategy for the municipal vehicle fleet.	Resolution	A&PW	2019
12	Require that capital projects divert construction and demolition debris from the landfill and incorporate a percentage of reclaimed material into projects where practicable.	Resolution	A&PW	2019
1	Develop a Net Zero greenhouse gas emissions policy for new municipal buildings in 2019.	Resolution	Utilities Commission	2019
7	Update the Environmental Sustainability and Best Practices document to align with CARP goals.	Resolution	Staff	2019
<b>Year 2 – Buildings - Ordinances</b>				
9	Develop a strategy to transition to net-zero greenhouse gas emissions (NZE) building standards in 2019. Implement strategy via building code update effective starting in 2020.	Ordinance	DAPR	2019
15	Require NZE building codes for residential and commercial new construction and retrofits by 2030.	Ordinance	DAPR	2019
16	Reduce construction and demolition waste by ensuring that strong recycling and reuse requirements are met for all building-related permits. Require that all real estate developments that receive financial assistance from the City or special zoning approval adhere to a higher standard of recycling and reuse.	Ordinance	DAPR	2019
20	Revise or implement building codes that reduce threats to vulnerable wildlife species, particularly birds (migratory and local).	Ordinance	DAPR	2019

**Table 2. Policies for Future Packages**

Number	Policy/Action	Policy Type	Assignment	Assignment Year
13	Develop a definition of natural and open spaces in Evanston.	Resolution or Ordinance		

19	Commit to protect, conserve, and expand natural areas throughout the city such as Isabella Woods, Clark Street Beach Bird Sanctuary, the North Shore Channel, Perkins Woods, existing habitat, etc.	Resolution		
23	Update the energy and water benchmarking ordinance to gather information on renewable energy purchases, renewable energy on-site generation, energy efficiency upgrades, waste management data (recycling, composting) and other relevant information.	Ordinance		
31	Institute a residential energy performance transparency program to help homebuyers understand the energy performance of homes they are considering for purchase.	Ordinance		
29	Adopt an environmental justice ordinance, building on the work of Environmental Justice Evanston and the Equity and Empowerment Commission.	Ordinance or Resolution		In progress
10	Explore the feasibility of instituting a climate action tax/fee to be paid by the largest producers of GHGs to pay the costs of implementing the actions of the plan. Such funds could be used to create low-cost loans or small grants to encourage residential energy efficiency improvements, particularly for income-qualified residents.	Ordinance		
14	Align investment strategies and advocacy initiatives with CARP goals through a City Council-adopted resolution: a. Define and implement an approach to sustainable investing that considers the risks associated with climate change and fully integrates environmental, social and corporate governance considerations into the City's investment decision-making process. This investment philosophy should be adopted with a clear, thoughtful approach to considering the long-term environmental and social sustainability of the entities in which the City invests.	Resolution		
6	Phase out the use of gas- and propane-powered leaf blowers, lawn mowers and construction equipment; provide a timeline by which they need to be replaced with electric or battery-powered options.	Ordinance		In progress
18	Establish an expedited process through the City's zoning and building code for electric vehicle charging infrastructure.	Ordinance		
26	Providing incentives such as density bonuses or expedited review for development projects that have mixed-used zoning (residential, retail and office uses) and commit to sustainable transportation practices. For example, prioritizing access by pedestrians and bicyclists, providing electric vehicle charging stations and discounted transit passes, as well as fee-appropriate parking.	Resolution or Ordinance		
25	Through revision of the building code, ensure that developers undertaking new development or redevelopment projects adopt practices and include infrastructure that encourages trips by walking, bicycling and on transit.	Ordinance		
30	Prioritize replacing trees on public property and focus on maintaining tree health to increase longevity. Policies that will improve the overall health of the urban tree canopy include: Maintain a cyclical pruning process for public trees; Diversify tree planting selection to take into account anticipated future climate zone shifts due to a warming climate.	Resolution		
27	Adopt a tree preservation ordinance that requires obtaining a permit for tree removal on private property; include exceptions for diseased and nuisance trees; develop a fee structure that does not overburden income-constrained property owners.	Ordinance		
22	Include energy audits as part of the building permit approval process for residential, commercial and industrial modifications and additions.	Ordinance		
24	Adopt policies that require retro-commissioning for larger buildings and building energy audits for smaller buildings.	Ordinance		
28	Update plumbing codes to allow for non-potable water reuse for irrigation and other domestic uses.	Ordinance		
32	Reduce pesticide (insecticides and herbicides) and chemical fertilizer use community-wide through City policy and community education.	TBD		
33	Reduce vulnerability to flooding through provisions for locating mechanical and electrical equipment in above-ground building areas, and encourage alternative energy generation and energy storage systems.	Ordinance		
34	Establish a protocol for providing assistance to populations that may face financial strain caused by climate hazards, such as higher utility bills, and identify funding sources to support those populations.	TBD		



# Memorandum

To: Members, Equity and Empowerment Commission

From: Robin Rue Simmons, Alderman, Fifth Ward

Subject: “Solutions Only” Policy for Reparations

Date: June 20, 2019

I have been concerned for some time by the wealth and opportunity gap that faces African American residents of Evanston. While various initiatives over many years have attempted to address these issues, these gaps remain.

Groups have tried to measure the costs of this disparity. Locally, the Metropolitan Planning Council (MPC) has prepared a report “The Cost of Segregation” which details these costs broadly for the Chicago metropolitan area. MPC is now working to put together a similar report using the data for Evanston only.

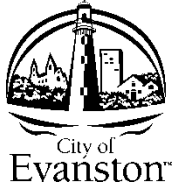
I believe a solution going forward is to identify funding in innovative ways to create a revenue stream to support initiatives that will increase home ownership among African American Evanston residents and assist residents through new economic development programs tailored toward community needs.

I am asking the Commission to consider appointment of a subcommittee to begin work on this proposal. Specifically, I am requesting that the subcommittee develop a workplan that would include a series of specific initiatives as well as consider options for the City to create a “Solutions Fund” with dedicated annual revenue sources to fund this important work.

The Solutions Fund would receive revenue from dedicated revenue sources. I propose that the subcommittee consider using a portion of the recently increased Real Estate Transfer Tax as an annual revenue source as well as proceeds from any City property sold in the future.

I request that the subcommittee report back its recommendations to the Commission at its August meeting so that this matter can then come before the full City Council in September.

I believe the creation of the Solutions Fund and a workplan to identify initiatives to be funded to address long standing issues of inequality in the community are important steps to bring healing to our African American residents.



## Memorandum

To: Honorable Mayor and Members of the City Council

From: Alderman Cicely Fleming

Subject: Resolution 58-R-19 “Commitment to End Structural Racism and Achieve Racial Equity”

Date: June 6, 2019

Recommended Action:

This resolution is submitted for your consideration and approval to solidify the City Council’s commitment and goal to “Ensure Equity in City Operations.”

Livability Benefit:

Innovation & Process: Equity

Summary:

The City Council made an initial commitment to pursue equity with the FY 2017 Budget, approving the creation of the Equity and Empowerment Coordinator position to focus on implementation and action strategies to help make the City equitable for all residents of Evanston. In 2018, to strengthen its original commitment, the City Council identified equity as a council goal, approved the creation of the Equity & Empowerment Commission, supported City-wide staff training, and participated in diversity training as a Council.

While these efforts are beneficial, we see racial tensions escalating both nationally and locally including in our schools. Following successful racial equity initiatives modeled in other cities, the Kellogg Foundation’s Truth, Healing, and Racial Reconciliation model, and other equity best practices, it is important to realize that all work done to achieve equity must come from leadership and include acknowledgment of intentional (and unintentional) harm done to communities of color. While the City Council understands this resolution will not repair harm or make a tangible change in individuals life experience, we desire to make a public commitment to doing the hard work needed to begin unifying the community.

Attachment:

Resolution 59-R-19



**58-R-19**

**A RESOLUTION**

**COMMITMENT TO END STRUCTURAL RACISM AND ACHIEVE RACIAL EQUITY**

**WHEREAS**, City of Evanston embraces its racial diversity and seeks to continue its path to being the Most Livable City in America; and

**WHEREAS**, City of Evanston believes that all individuals living or visiting the City should be treated fairly and with respect and dignity; and

**WHEREAS**, the City of Evanston recognizes that there is an escalation of hatred, bigotry, and overt racism in our country; and

**WHEREAS**, in order for the City of Evanston to fully embrace the change necessary to move our community forward, it is necessary to recognize, and acknowledge its own history of discrimination and racial injustice. The land we currently know as Evanston originally belonged to the Potawatomi Tribes until their forceful and violent relocation at the hands of white colonizers; John Evans, our city's namesake, played a role in the Sand Creek Massacre that killed approximately 150 Native Americans; and, the first Evanston resident of African descent, Maria Murray, was a former slave purchased by the Vane family to labor as a domestic in 1855, and

**WHEREAS**, the City of Evanston government recognizes that, like most, if not all, communities in the United States, the community and the government allowed and perpetuated racial disparity through the use of many regulatory and policy oriented tools. Some examples would include, but not be limited to the use of zoning laws that supported

neighborhood redlining, municipal disinvestment in the black community; and a history of bias in government services. Such practices were often overt, but more often, covertly adopted or incorporated under the guise of what would appear to be legitimate policy. These ordinances and other city-wide practices have contributed to the decimation of historically black neighborhoods, a lack of trust of government by some black residents, and the collapse of a once economically thriving black community; and

**WHEREAS**, the City Council acknowledges that the trauma inflicted on people of color by persistent white supremacist ideology results in psychological harm affecting educational, economic, and social outcomes; and conjures painful memories of our City's past not only for those who lived through them but also generations to follow,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS, THAT, IN ACCORDANCE WITH THE FUNDAMENTAL PRINCIPLES SET FORTH IN THE DECLARATION OF INDEPENDENCE, WHICH ASSERTS AS A FUNDAMENTAL BASIS THAT ALL PEOPLE ARE CREATED EQUAL AND ARE ENDOWED WITH THE UNALIENABLE RIGHTS OF LIFE, LIBERTY AND THE PURSUIT OF HAPPINESS:**

**SECTION 1:** The City Council of Evanston hereby acknowledges its own history of racially-motivated policies and practices, apologizes for the damage this history has caused the City, and declares that it stands against White Supremacy.

**SECTION 2:** The City Council of Evanston hereby rejects prejudice and bigotry based on race, religion, gender, sexual orientation, or national origin, including the idea that white people are inherently better or more worthy than any other group of people and declares that it stands against White Supremacy.

**SECTION 3:** The City Council of Evanston hereby condemns the actions, speech, and attitudes of those who promote hate against any race, ethnicity or other basis, in an effort to interfere with the unalienable rights of any human being. The City of Evanston hereby declares that

it reaffirms its commitment, in collaboration with all residents, to pursue policies and take action to ensure civil and human rights to all individuals.

**SECTION 4:** The City Council of Evanston hereby declares Evanston an anti-racist city that strives to value all citizens, be a welcoming place to all people, and examine its own practices that may unintentionally exclude some of our neighbors; particularly people of color.

**SECTION 5:** The City of Evanston hereby affirms its commitment to eradicating the effects of systemically racist past practices from City Government and all City-affiliated organizations. As the elected council, charged with representing the City of Evanston and its residents whereby resolve to:

1. Participate in Racial Equity training in order to deepen our understanding of how our decisions can hinder or promote equity for all, while paying particular attention to those historically disadvantaged.
2. Join the Government Alliance for Racial Equity, a national network of government (agencies) working to achieve racial equity and advance opportunities for all.

\_\_\_\_\_  
Stephen H. Hagerty, Mayor

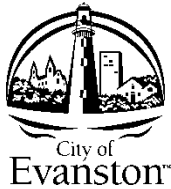
Approved as to form:

\_\_\_\_\_  
Michelle L. Masoncup, Corporation Counsel

Attest:

\_\_\_\_\_  
Devon Reid, City Clerk

Adopted: \_\_\_\_\_, 2019



## Memorandum

To: Chair and Members of the Human Services Committee

From: Paulina Martínez, Assistant to the City Manager

C: Patricia Efiom, Chief Equity Officer

Subject: Limited English Language Access Policy Update

Date: May 30, 2019

### Summary:

On February 2019, the City Manager's Office Staff began research on the current language access policy practices at the City of Evanston. Since then, staff has met internally and with outside agencies and organizations to understand their experiences and procedures. Through these meetings, Staff hopes to gain insight and a procedure for the City to provide meaningful language access for Limited English Proficient (LEP) individuals. The collection of data is ongoing.

### Background:

The creation of a language access plan for the City of Evanston has been a topic of discussion for the last year and a half. As it is currently mandated, any program and/or entity that benefits from federal funds must provide limited English proficient (LEP) individuals with meaningful access to programs and activities under various statutory and regulatory requirements including but not limited to:

- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
  - <https://www.justice.gov/crt/fcs/TitleVI-Overview>
- Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency"
  - <https://www.govinfo.gov/content/pkg/FR-2000-08-16/pdf/00-20938.pdf>

At the Human Services Committee meeting in February, the City Manager's Office presented an outline of steps to be taken to explore the current conditions and make policy recommendations, as described below:

1. Convene a public-facing staff working group from each department and/or division

2. Perform Four Factor Analysis
  - a) Factor 1: Determine the number and proportion of LEP persons served or encountered in the service area.
  - b) Factor 2: Determine the frequency with which LEP individuals come into contact with City programs, activities, and services.
  - c) Factor 3: Determine the importance to LEP persons of your program activities and services.
  - d) Factor 4: Determine the resources available to the recipient and costs.
3. Collect data and continue researching best practices from comparable communities.
4. Seek input from key organizations and community members.
5. Draft plan and quantify monetary value of services and staff manpower to implement.
6. Solicit community input.
7. Release recommendations.

Discussion:

In February 2019, a working group of 14 City employees was created. The group has met twice and discussed the current language access practices in their divisions and departments. The group has also started a database of vital documents<sup>1</sup> to determine which language(s) the documents are currently available and to do a further examination of the need for translation.

Additionally, the group created a survey for all City employees to share their experiences and practices about working with LEP individuals. The survey will serve to better assess and quantify the current language access practices city-wide.

Staff has also met with representatives from the Chicago Housing Authority and Asians Americans Advancing Justice to learn more about their work with language access and their process of implementation.

Since the American Community Survey's margin of error tends to be high, Staff is in ongoing conversations with D65 and D202 to obtain information about their language access policy and demographic data to gain a better understanding of the true language access needs of the community.

Lastly, staff is in the process of researching what other communities in Illinois do to address their language access needs, including but not limited to:

- Written policies and/or plans.
- Informal policies.
- Translation pay.

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<sup>1</sup> **Vital documents:** documents containing information that individuals need to 1) understand whether one should participate in a governmental program or benefits; 2) complete in order to access such a program or obtain such benefits; or 3) maintain their rights and be healthy and safe.