

Elmhurst City Council 101

Understanding and Interacting with Your Local Government

December 2020



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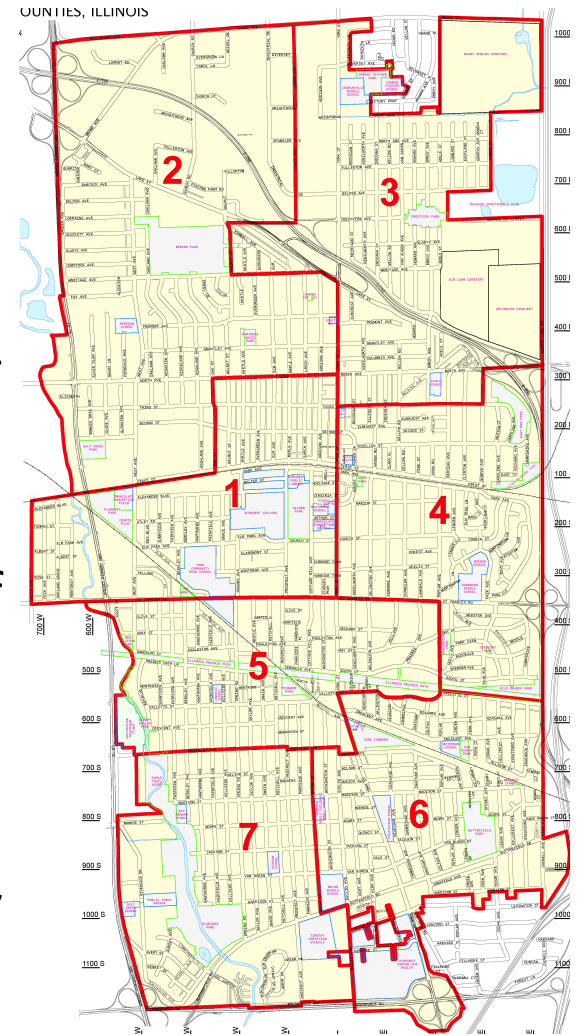
Unlike Anything

CITY OF ELMHURST

209 N. York Street
Elmhurst, IL 60126

Governance

- City of Elmhurst was incorporated in 1882. Current population 46,746.
- Elmhurst is governed by a Mayor & 14 Aldermen.
- There are 7 wards with 2 Aldermen each.
- Each ward represents approximately 1/7 of the city population.
- Ward boundaries are re-drawn after the decennial census results.
- City of Elmhurst operates under a City Manager form of government.



Elmhurst City Council 101

CITY COUNCIL, ELECTED OFFICIALS & CITY STAFF



CLOSE TO EVERYTHING,

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CITY OF ELMHURST

209 N. York Street
Elmhurst, IL 60126

City Council

- **Elmhurst City Council**

- Mayor (4 year term)
- City Clerk (4 year term)
- City Treasurer (4 year term)
- 14 Aldermen (4 year alternating terms)

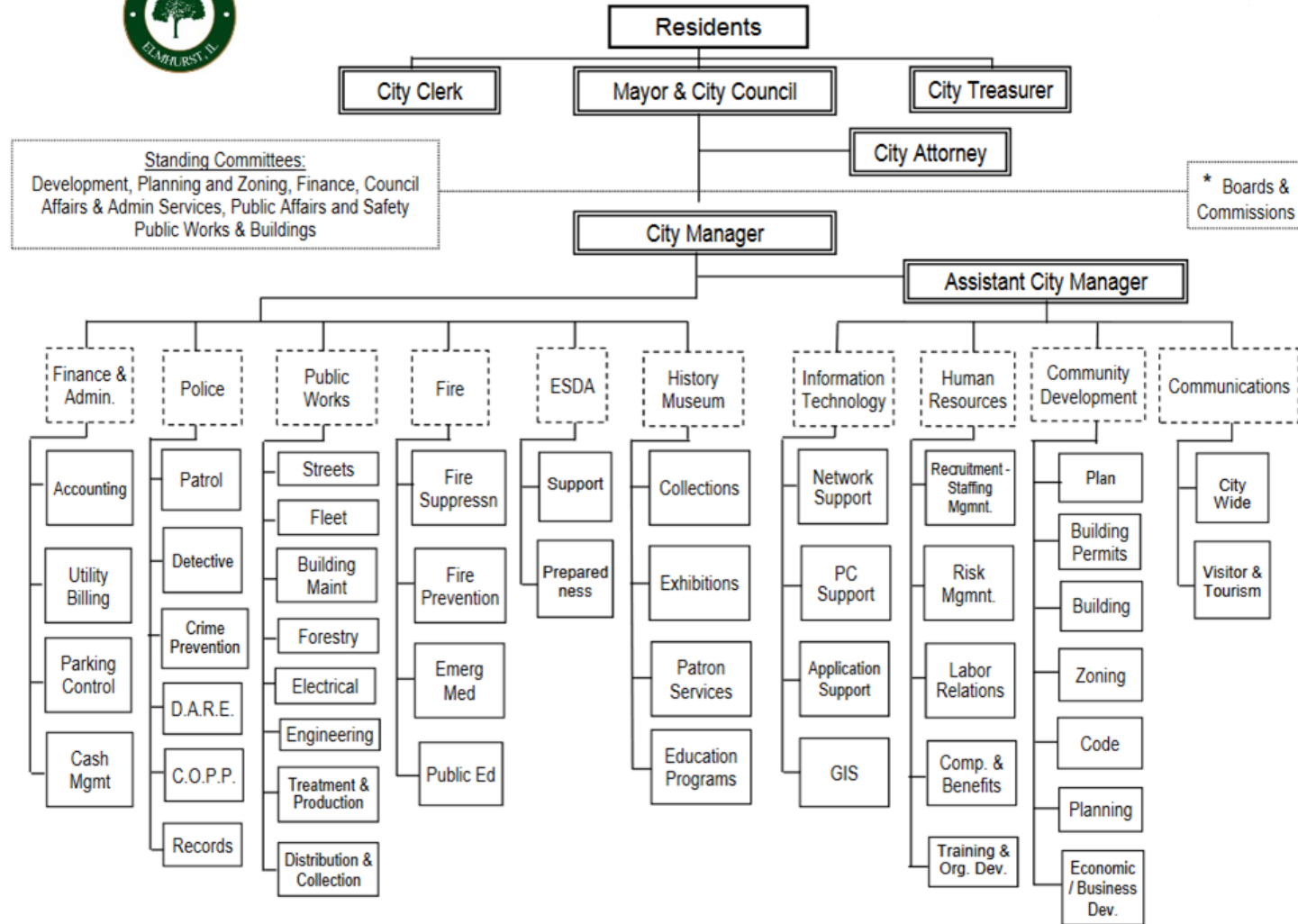
- **Administrative Officials**

- City Manager
- Assistant City Manager
- Director of Finance
- Fire Chief
- Chief of Police
- Director of Public Works
- Director of History Museum





City of Elmhurst Organizational Chart



City Council

What is the role of the City Council? The council is the community's legislative and policymaking body. Power is centralized in the elected council, which, for example, approves the budget and determines the tax rate. The city council also focuses on the community's goals, major projects, and such long-term considerations as community growth, land use development, capital improvement and financing, and strategic planning. The Council hires a professional city manager to implement the administrative responsibilities related to these goals and supervises the city manager's performance.



CITY OF ELMHURST

Mayor

- **What is the role of the Mayor?** Mayors are key political and policy leaders, and their specific duties, responsibilities, and authorities depend on the organization's charter. In Elmhurst, the mayor presides at city council meetings, represents the city in intergovernmental relationships, appoints members of citizen advisory boards and commissions (with the advice and consent of council), assigns aldermen to committees, facilitates communication and understanding between elected and appointed officials, and assists the council in setting goals and advocating policy decisions.
- In Elmhurst, the annual compensation of Mayor is \$8,400.



City Clerk

- **What is the role of the City Clerk?** It is the responsibility of the City Clerk to maintain a complete and permanent history of actions taken by the City Council. In doing so, the City Clerk attends meetings of the City Council, keeps a record of its proceedings, publishes and attests to all resolutions and ordinances passed by the Council and seals and attests to all contracts of the City, as well as other licenses, permits, and documents.
- In Elmhurst, the annual compensation of City Clerk is \$8,400.
- The City of Elmhurst has one full-time Deputy Clerk on staff to support the City Clerk.



City Treasurer

- **What is the role of the City Treasurer?** The Treasurer is charged with responsibility for the custody of all city funds and the disbursement of said funds as may be approved by the Council. In addition, the Treasurer may invest temporarily idle cash, as may be available in the various funds from time to time.
- In Elmhurst, the annual compensation of City Treasurer is \$2,400.



Alderman

- Alderman are elected to represent the residents within their ward and city wide. Alderman are assigned committee positions to deliberate issues which are brought before their respective committee. They are representatives of the city in various organizations as well.
- In Elmhurst, the annual compensation of an Alderman is \$2,400.



Contacting Elected Officials

- Residents may contact elected officials in a variety of ways.
 - Email elected officials from City's website is available 24 hours a day.
 - Phone numbers of elected officials are also available on the City's website.
 - <http://elmhurst.org/251/Council-Members>



City's Communication Methods

- All press releases are posted on the City's website through newsflash. All residents are able to go to <http://www.elmhurst.org/list.aspx>
- Residents can sign up for city news through E-News and Code Red.
- Other information regarding City events and news are posted in the City's quarterly newsletter, The Front Porch, and the City's Facebook Page.
- Elmhurst Municipal Code is available on the city website as a resource.



SIGN UP FOR CITY E-NEWS!

Sign up to receive monthly updates from the City, by visiting elmhurst.org/enewsletter.



EMERGENCY NOTIFICATION SYSTEM

SIGN UP FOR CODE RED

The City of Elmhurst has instituted a rapid emergency notification service called CodeRED. The new system will distribute emergency messages via telephone, email and text messaging to the entire City within a matter of minutes. [Sign up today!](#)



Winter 2016-17

The Front Porch
Citywide Newsletter

Welcome the City's New Fire Chief!

Thomas K. Freeman has been appointed Fire Chief of the City of Elmhurst. Freeman comes to Elmhurst after serving as the Fire Chief for the Lisle-Woodridge Fire District for 22 years. He also worked as a firefighter for the Village of Evergreen Park where he was promoted to several positions, and eventually became Assistant Fire Chief. Freeman has over 44 years of experience and expertise in firefighting and holds a Masters in Public Administration from Northern Illinois University. Among many certifications and memberships, he is an active member of the DuPage County Crisis Management Team.

"Tom is highly experienced for this position and will bring a wealth of talent to the City of Elmhurst. I know that he will play an integral part in providing the very best in class safety services to our residents," said Mayor Steve Morley.

Freeman is charged with leading the Elmhurst Fire Department operations while managing fire control and prevention, overseeing enforcement of municipal fire codes, and coordinating fire safety community outreach programs.

"The City of Elmhurst and its Fire Department are highly regarded and respected. There is a long and proud history within the organization, and I am honored to have been selected to bring my experience in this profession to the department, the city and its residents," said Freeman.

Economic Development Updates

The Economic Development Team is excited about the reinvestment that is happening along the North York Corridor in Elmhurst's Tax Increment Financing District 4 (TIF 4). The City was able to begin combating years of underdevelopment in this area by partnering across the public and private sector and connecting with the real estate community working in the area to rectify the physical and economic opportunity barriers at play. Approval of TIF 4 in 2012 spurred economic opportunities, and revitalization or stabilization of commercial spaces has allowed the City to break the cycle of underdevelopment and improve the quality of life for residents and businesses along the corridor.

From early TIF 4 projects such as the highly successful Mariano's to the recently completed mixed use development, Elmhurst 255, improvements to the TIF 4 area have begun to show a return on investment to the community. Completed projects with increased assessed property values generated an increment of over \$300,000 this year, which will be reinvested into the area. With more projects coming online, it is anticipated that number will grow to over \$1 million in the next two years and will continue to rise throughout the lifetime of the TIF. City Manager Grabowski and Mayor Morley have championed the corridor during their tenure at the City, supporting not only economic development and beautification efforts to the area but stormwater management efforts as well, as evidenced by the completion of a retention basin at York/1-290 this fall. (Continue on page 2)

Issue 4

Sign up for monthly e-news updates at elmhurst.org/enewsletter.



City Manager

City Manager form of Government- Elmhurst city government is based on the council/manager system. The city manager is appointed by council to be the chief executive and administrative officer of the city. He enforces the laws as required by the charter. The current city manager is Jim Grabowski.



Elmhurst City Council 101

CITY COUNCIL MEETINGS



City Council Meetings

- City Council meetings are held on the 1st & 3rd Mondays of each month.
- Special meetings are held as needed.
- City Council agenda is published the Thursday prior to City Council meeting
- A quorum is a minimum number of members, which are required to be present at a meeting in order to validly conduct business.
- Quorum consists of 8 Alderman and/or Mayor.
- City Council rules of order are governed by Roberts Rules of Order or as stated in the municipal code.
- City Council voting; yeas and nays, usually simple majority determines action, in certain situations a larger majority is needed such as the sale of property or waiving the bidding process. Mayor votes to break a tie of the City Council.
- City meetings follow Open Meetings Act laws.



Robert's Rules of Order

- Generally, *Robert's Rules of Order* is a guide for conducting meetings and making decisions as a group.*
- As a reference, it is designed to answer, as nearly as possible, any question of parliamentary procedure that may arise. The completeness of the book was made so that organizations would not have to write extensive rules for themselves. In addition, members of different organizations could refer to the same book of rules.*
- A municipality may adopt its own rules in addition to and superseding Robert's Rules of Order.

*Taken from Wikipedia



Open Meetings Act (OMA)

- The intent of the Open Meetings Act is to ensure that the actions of public bodies be taken openly and that their deliberations be conducted openly.
- It is the public policy of the state that citizens be given advance notice of the right to attend all meetings at which any business of a public body is discussed or acted upon in any way.
- The exceptions to the public's right to attend a meeting of a public body exist only in limited enumerated circumstances. Meetings must be held at specified times and in a location that is convenient and open to the public. No meeting may be held on a legal holiday unless the regular meeting day falls on that holiday.



Open Meetings Act (OMA)

- All elected officials complete an online OMA training through the State of Illinois Office of the Attorney General.
- Elmhurst uses an online portal called “BoardDocs” to follow many of the rules of OMA such as advance notice of meetings, posting of agendas, and postings of minutes.



Exceptions to the OMA

State statute allows the City Council to hold closed meetings to consider the following applicable subjects:

- The appointment, employment, compensation, of city employees.
- The purchase or lease of real property or setting of a price for sale or lease of property owned by the public body.
- Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court, or when the public body finds that an action is probable or imminent.



BoardDocs

BoardDocs: <http://www.boarddocs.com/il/coe/Board.nsf/>

The screenshot shows the BoardDocs website for the City of Elmhurst, IL. The header includes the city name and address: 209 N. York St | Elmhurst, IL 60126 | P (630) 530-3000. Navigation tabs include Featured, Meetings, Agenda, Policies, Library, and Search. The main content area is titled 'Active Meetings for Main Governing Board'. A sidebar on the left lists featured meetings for May 8, 2017 (Mon) and May 1, 2017 (Mon). The main meeting details for the 'Regular Meeting of the Elmhurst City Council' on Monday, May 1, 2017, are displayed, including the location (City Hall, 209 N. York St., Elmhurst, IL 60126, Council Chambers) and time (7:30 p.m.). A red arrow points to the 'View the Agenda' button, and another red arrow points to the 'Regular Meeting of the Elmhurst City Council' entry in the sidebar.

209 N. York St | Elmhurst, IL 60126 | P (630) 530-3000
City of Elmhurst, IL

Home

Featured Meetings Agenda Policies Library Search

Active Meetings for Main Governing Board

Search

Featured

- ★ **May 8, 2017 (Mon)**
Development, Planning, & Zoning Committee
- ★ **May 8, 2017 (Mon)**
Finance, Council Affairs, & Administrative Services Committee
- ★ **May 8, 2017 (Mon)**
Public Affairs & Safety Committee
- ★ **May 8, 2017 (Mon)**
Public Works & Buildings Committee
- ★ **May 1, 2017 (Mon)**
Regular Meeting of the Elmhurst City Council

2017
2016
2015
2014
2013

Regular Meeting of the Elmhurst City Council
Monday, May 1, 2017

City Hall
209 N. York St.
Elmhurst, IL 60126
Council Chambers
7:30 p.m.
Steven M. Morley, Mayor

Share

View the Agenda

Print the Agenda



City Council Meetings

Council Rules of Order

- **Order of Business:** At the hour selected for the meeting, the Mayor shall instruct the Clerk to proceed to call the roll of Aldermen, mark the absentees and announce whether a quorum is present. If the Mayor is not present, the Clerk shall act as chair of the meeting until a Mayor Pro-Tem is elected. If a quorum is present, the Council shall be called to order. If the Mayor is not present, the Council shall elect a Mayor Pro-Tem.
- **Consent Agenda:** This is an omnibus agenda where a number of routine items are approved with one vote. However any item can be removed from the consent agenda on the request of one alderman. Such item shall then be considered immediately following approval of the consent agenda.
- **Preservation of Order:** The presiding officer shall preserve order and decorum and may speak to points of order in preference to other members.
- **Points of Order:** The presiding officer shall decide all questions of order.



City Council Meetings

- **Addressing the Council:** No person not a member of the Council shall address the Council without the consent of a majority of the members present, except during the public forum section of the City Council agenda. The presiding officer, without consent of the Council, may recognize the City Clerk, City Treasurer, City Attorney or City Manager. Any Alderman, upon recognition by the presiding officer, may address and seek comments from the City Clerk, City Treasurer, City Attorney, City Manager or any other City staff member as required.
- **Public Forum:** During public forum, any member of the public may address the Council on any subject, provided the person speaking first completes the public forum sign-in sheet provided by the City Clerk and identifies himself or herself. The person wishing to speak may address the City Council after he or she is called upon by the presiding officer or the City Clerk. All comments shall be addressed to the presiding officer. The presiding officer may impose reasonable limits on the time (3 minutes) to be allowed for public forum and for each speaker who takes part therein, giving consideration to the probable number of speakers and the work before the Council, including other items on the agenda. The presiding officer shall have the power to limit repetitive statements in addition to other powers granted by ordinance. Neither the Mayor nor Aldermen reply to questions during public forum.



City Council Meetings

- **Executive Sessions:** The Council may at any time, by the affirmative vote of a majority of the members present, resolve itself into executive session, at which session all but members of the Council may be excluded. Reasons for executive session include:
- **Motions:** No motion shall be put or debated unless it is seconded. When a motion is seconded, it shall be stated by the presiding officer before debate, and if required by Council, any such motion shall be reduced to writing by the maker and the maker of the motion shall first be entitled to the floor.
- **Amended Motion:** An Alderman may amend a motion by making a motion with the exact change and it is seconded. The Council then debates the amendment and votes on the amended motion.
- **Explanation of voice vote vs. roll call:** Voice vote is the opportunity for all Aldermen to vote at once. A roll call vote is when individual Aldermen are asked to vote by the City Clerk. Roll call votes are required for any agenda items requiring the expenditure of funds. Any Alderman or the Mayor can request a roll call vote for any agenda items, otherwise a voice vote is acceptable.



Elmhurst City Council 101

COMMITTEE MEETINGS



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209 N. York Street
Elmhurst, IL 60126

Committee Meetings

- Committee meetings are held on the 2nd & 4th Mondays of each month or as needed and otherwise determined.
- Committee meeting agenda is published the Thursday prior to regularly scheduled Committee meetings.



Committees

- Mayor shall appoint a Chairman, a Vice-Chairman, and all members for each standing committee from the Aldermen of the City Council.
- Initial appointments shall be made at the second meeting of each duly constituted Council following the regular biennial election of Aldermen or as soon thereafter as may be practicable.
- Chairmen shall call, and be responsible for, the agenda and conduct of all committee meetings provided that no regular committee meeting shall be held on a holiday observed by the City of Elmhurst nor on a holiday observed by the federal government. They shall also cause to be prepared a report on each item referred to their committee according to the provisions of Section 2.10.
- Vice-Chairman shall act in the absence of, or at the request of the Chairman.



Committees

The City Council has four standing committees:

- Public Works and Buildings Committee
- Public Affairs and Safety Committee
- Finance, Council Affairs, and Administrative Services Committee
- Development, Planning, and Zoning Committee



Committees

Public Works and Buildings Committee: This committee shall consist of four Aldermen and shall be responsible for acquisition and disposition, improvement or maintenance of public works and buildings as well as services and uses related thereto. It shall also have the responsibility for vehicular safety, with the exception of traffic control signs. Public works shall include, but not be limited to, streets, sidewalks, forestry, lighting, parking, traffic signal installations and improvements, sanitation, garbage collection, water, sewers, and municipal buildings.

Staff Liaisons: PW Director Stan Balicki, PW Assistant Director Cori Tiberi, City Engineer Kent Johnson, and Utilities Manager Paul Burris



Committees

Public Affairs and Safety Committee: This committee shall consist of three Aldermen and shall be responsible for all matters of municipal licensing and regulation thereof, public transportation, cultural activities, communications, and matters that relate to safety, including traffic control signs but excluding traffic signal installations and improvements.

Staff Liaisons: Police Chief Mike Ruth, Fire Chief Tom Freeman, Museum Director Dave Oberg, and Communications Manager Kassondra Schref



Committees

Finance, Council Affairs and Administrative Services Committee: This committee shall consist of four Aldermen and shall be responsible for all matters of policy related to revenues and expenditures, purchasing, personnel (except where statute provides for exercise of power by another), budget and appropriations, data processing, and public improvement financing.

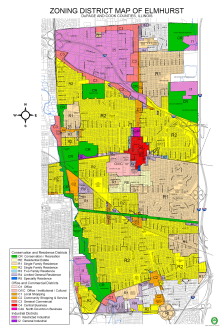
Staff Liaisons: Director of Finance Tom Trosien, IT Director Mike Stenson



Committees

Development, Planning and Zoning Committee: This committee shall consist of three Aldermen and shall be responsible for all materials related to policy decisions concerning economic development, building, housing, planning and zoning.

Staff Liaisons: Assistant City Manager Michael Kopp and Planning & Zoning Administrator Eileen Franz

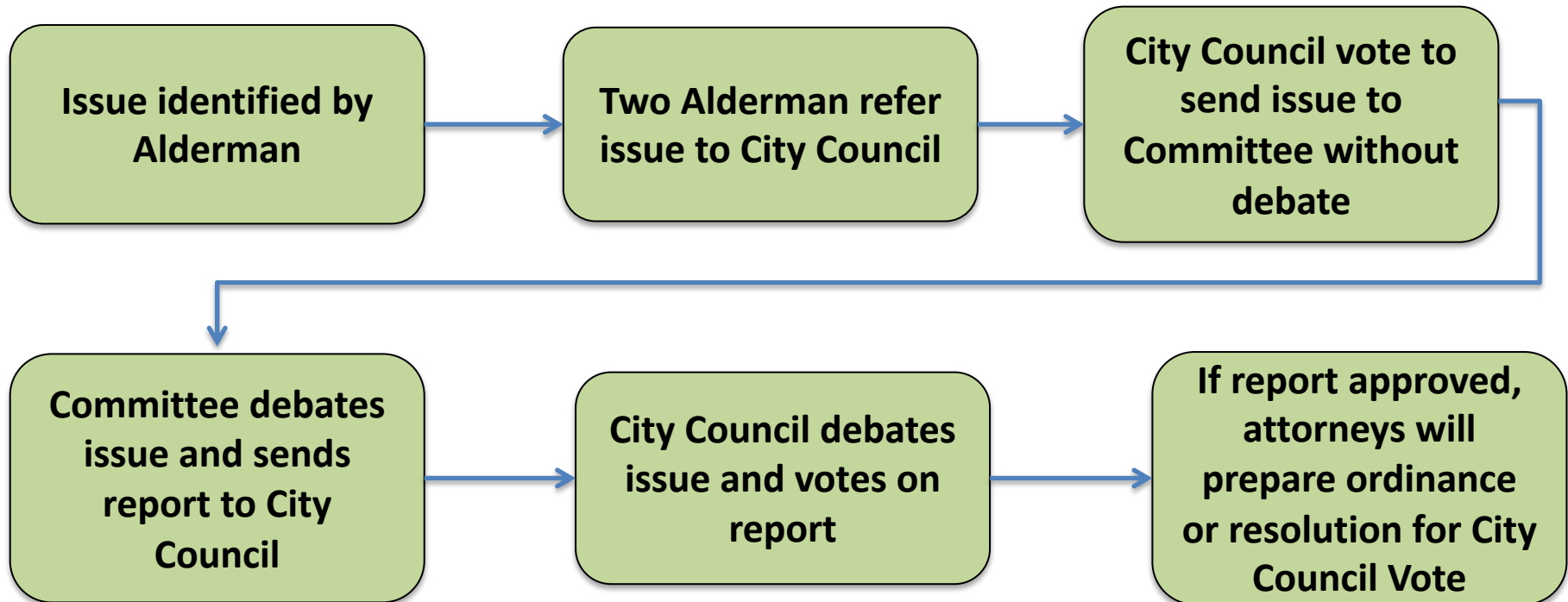


Committee Referrals & Reports

- **Committee Referrals** – An idea generated by an elected official sent to City Council for review and consideration.
- **Committee Reports** - Reports generated by a majority of each committee for referred items or other agenda items. Committee reports are placed on the regular City Council agenda for discussion and consideration (vote).
- **Majority vs. Minority** – Majority reports are determined 1st by the number of committee members voting for it; 2nd in the event of 2 members voting for 2 different reports, the report with the committee chairman's vote shall be the majority report. A minority report can be generated by an alderman to be placed on the city council agenda, after the majority report. The minority report must get a motion and second at the Council Meeting to be discussed.



Referral Process



- All referrals must have 2 Aldermanic proponents .
- All referrals not acted on the committee to which it was assigned shall expire by April 30th of each odd numbered year.



Elmhurst City Council 101

BOARDS & COMMISSIONS



Advisory Boards and Commissions

- Board of Fire and Police Commissioners
- Board of Trustees of Firemen's Pension Fund
- Board of Trustees of the Library
- Board of Trustees of Police Pension Fund
- City of Elmhurst & Elmhurst College Commission
- Commission on Youth
- Elmhurst Economic Development Commission
- Elmhurst Fire Department Foreign Fire Ins. Board
- Elmhurst Public Arts Commission
- Historic Preservation Commission
- Architectural and Building Commission
- Senior Citizens Commission
- Veteran Memorial Commission
- Zoning and Planning Commission



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Zoning and Planning Commission

- The Zoning & Planning Commission's primary responsibility is to represent the long-term public interest of the City of Elmhurst.
- The Commission frequently serves as a public forum for citizen participation and discussion of planning or zoning issues important to the community.
- The Commission is charged with making recommendations to the City Council on zoning issues such as variances, map amendments and conditional permitted uses. As a Planning Commission they are charged with updating the Comprehensive Land Use Plan.
- Z&P Commission has final decision making authority on some variation requests such as fence height, yard set back <10% and structure height <10%.



Other Elected Bodies

- Elmhurst Park District Board
- Elmhurst School District 205 Board
- DuPage County Board

