

City of Naperville Council Orientation



Naperville

Mission Statement: To provide services that ensure a high quality of life for our residents and a dynamic environment for our business community through collaboration, innovation, and sound fiscal management.

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Council-Manager Form of Government



The council-manager form of government was designed to combat corruption and unethical activity in local government by promoting effective management within a transparent, responsive and accountable structure.

Council-manager government combines the strong political leadership of elected officials with the strong managerial experience of an appointed manager or administrator. All power and authority to set policy rests with an elected governing body, which includes a mayor and members of the council.

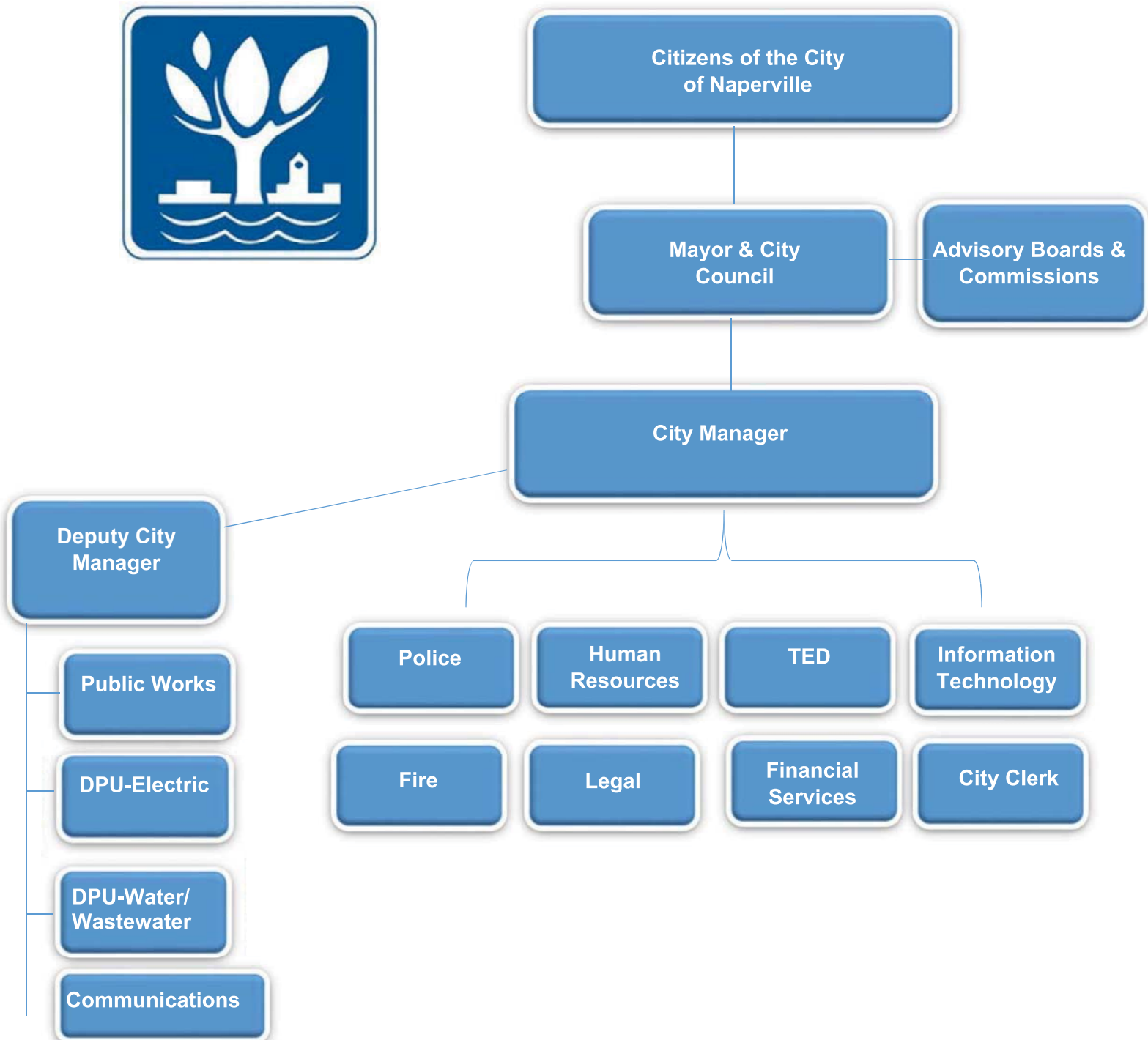
The elected board represents their community and develops a long-range vision for its future. It establishes policies that affect the overall operation of the community and is responsive to residents' needs and wishes. To ensure that these policies are carried out and that the entire community is equitably served, the governing body appoints a highly trained, non partisan professional manager on the basis of his/her education, experience, skills, and abilities (and not their political allegiances) who has very broad authority to run the organization.

More information on the Council-Manager form of government is available here:

<https://bit.ly/2URwFNn>



Organizational Chart



Naperville's Ends Policies

In 2015, the Naperville City Council and City staff developed four ends policies to help guide the City's priorities in the coming years. Approved by the City Council in May 2016, Naperville's ends policies are:

Economic Development:

Naperville will be the location of choice for businesses.

High Performing Government:

Naperville will provide reliable, efficient, and high-quality services.

Financial Stability:

Naperville will be financially stable and maintain an AAA bond rating.

Public Safety:

Naperville will deliver highly responsive emergency services to provide for a safe community.

City Goals

Mirroring the ends policies, the City goals address opportunities to enhance operations or make service delivery more efficient. The City's current goals are as follows:

Economic Development

Naperville will be the location of choice for businesses.

1. In order to improve the vibrancy and increase retail sales tax, the City will actively seek to fill vacant spaces at Ogden Mall, Iroquois Mall, and the northwest corner of Ogden Avenue and Naper Boulevard.
2. In order to improve the vibrancy and increase retail sales tax, the City will increase overall occupancies at Riverbrook Plaza and Wheatland Crossings by 10 percent over the next three years.

High-Performing Government – Technology

Naperville will provide reliable, efficient, and high-quality services.

1. In order to increase customer convenience, the City will provide or enhance the following online services by the end of 2019:
 - Electronic payment options
 - Building permits/inspections
 - Service requests
 - Registrations/licenses
2. In order to increase citizen engagement and transparency, the City will increase the number of datasets released to the open data portal by 15 datasets annually.
3. In order to maximize the value of the City's existing investment in communications infrastructure, the City will establish strategic policies for the use, potential lease, trade and sale of fiber assets.

Financial Stability

Naperville will be financially stable and maintain a AAA bond rating.

1. In order to provide services that ensure a high quality of life for our residents through fiscal management and financial stability, the City will actively seek to reduce its debt by 25 percent by 2023.
2. In order to provide services that ensure a high quality of life for our residents through fiscal management and financial stability, the City will actively seek to increase its reserves to 25 percent by 2023.

Public Safety

Naperville will deliver highly responsive emergency services to provide for a safe community.

1. In order to maintain response times and reduce ongoing costs of service delivery, the City will evaluate fire station coverage areas and potential consolidation in 2018.
2. In order to reduce recidivism among the mental health community, the Police Department will certify 20 percent of officers and designated staff in Crisis Intervention Training (CIT) and the Fire Department will provide basic CIT to 90 percent of all members by 2019.
3. In order to reduce recidivism among the mental health community, the CIT will provide follow-up care to at least 75 percent of identified individuals within 30 days.

Growing our City's Core Values



The work of City of Naperville employees is guided and driven by the following core values. These values are the foundation upon which we are building our culture:

People:

We value each other as professionals working together to provide quality service. We strive for a rewarding work environment through teamwork, professional development and employee recognition.

Respect:

We treat each other with dignity, courtesy and compassion.

Trust:

We build trust and credibility through professional interactions, honest communication and a caring attitude.

Pride:

We are driven to provide exceptional service and believe our achievements and success reflect our work ethic.

Background

As part of the 1998 Naperville strategic plan process, and again through updated efforts in 2013, the City Council identified several community values, including customer service, family focus, small town feel, friendliness and financial responsibility.

In 2014, as part of the Emerging Leaders Program for City employees, national speaker, author and leadership expert John Blumberg challenged City staff to identify their own individual values. This challenge prompted the realization that the City of Naperville, as an organization, lacked core value statements.

Process

To understand the values that drive each employee to provide outstanding customer service and contribute directly to Naperville's success as a local government, all City employees had the opportunity to provide their ideas on the City's core values through a survey. The results provided insight from each City department.

With this data, a group of employees from across all City departments, who were part of the initial class in the Emerging Leaders Program, worked together for weeks to refine the input into a proposed value statement. These program participants presented their proposal to the City Manager and department directors and it was approved and adopted.

Mayor Pro Tem Schedule

DATE	COUNCIL MEMBER
May 2019 - July 2019	Councilwoman Judith Brodhead
August 2019 – October 2019	Councilman Kevin Coyne
November 2019 – January 2020	Councilwoman Patty Gustin
February 2020 – April 2020	Councilman Paul Hinterlong
May 2020 – July 2020	Councilman Patrick Kelly
August 2020 – October 2020	Councilman John Krummen
November 2020 – January 2021	Councilwoman Theresa Sullivan
February 2021 – April 2021	Councilman Dr. Benjamin M. White

Naperville Municipal Code Section 1-5-4-1:5

5. Mayor Pro Tem: Each councilman shall serve as mayor pro tem on a rotating basis for a three (3) month period beginning with the first meeting in May of each odd-numbered year. The rotation of councilman serving as mayor pro tem shall occur without formal action of the city council. In the absence of the mayor and the mayor pro tem, the next councilman in the rotation shall act as mayor pro tem. The mayor pro tem shall perform all the duties and possess all the rights and powers of the mayor, but shall not be entitled to vote both as mayor pro tem and as councilman¹. (Ord. 04-173, 10-5-2004; amd. Ord. 05-136, 7 – 19-2005)

Agenda Structure

CITY OF NAPERVILLE CITY COUNCIL MEETING AGENDA

A. CALL TO ORDER

The Mayor will call the meeting to order and ask the City Clerk for a roll call.

B. ROLL CALL

The City Clerk will call the roll starting with the Mayor and then each member of Council in alphabetical order.

C. CLOSED SESSION

Closed Session is typically held immediately before the public portion of the City Council meeting. However, at times, it may be appropriate for it to be continued to, or scheduled immediately after, the public meeting.

The start time of the Closed Session will vary depending on the number and scope of topics to be discussed, but it is normally set for 6:00 p.m. The starting time may change between Wednesday, when the agenda is published, and Friday afternoon when the Closed Session materials are sent to the City Council via email.

The City Council will convene in Council Chambers at the designated start time of Closed Session. The Mayor will call the meeting to order, ask the City Clerk to Call the roll, and the City Attorney will make a motion for the City Council to recess to Closed Session to discuss specific topics. If the topic is not mentioned in the City Attorney's motion, it cannot be discussed in Closed Session. The City Clerk will perform a roll call vote and the City Council will leave the dais and reconvene in the designated meeting room.

After Closed Session, the City councilmembers return to Council Chambers for the 7:00 p.m. start of the public meeting.

OPEN SESSION – CALL TO ORDER

The Mayor will call the meeting back to order and ask the City Clerk for a roll call.

D. ROLL CALL

The City Clerk will call the roll starting with the Mayor and then each member of Council in alphabetical order.

E. PLEDGE TO THE FLAG

The Mayor, or a designee, will lead the Pledge of Allegiance.

F. AWARDS AND RECOGNITIONS

This section is reserved for proclamations, recognitions, and special awards for residents and employees. The proclamations are typically presented by the Mayor Pro Tem. Each councilmember has the opportunity to serve as Mayor Pro Tem for one, three-month assignment over the course of a two-year period. Councilmembers will serve in alphabetical order. Reggie Lynch, Executive Assistant to the City Council, maintains the schedule. A copy is also included in the orientation binder.

G. PUBLIC FORUM

Public Forum is the portion of the meeting where any member of the public may address the City Council on a topic which is not on the agenda. The speaker's time is limited to three minutes. Speakers may sign up between 6:30 p.m. – 6:55 p.m. at the City Clerk's Office.

H. CONSIDERATION OF MOTION TO USE THE OMNIBUS METHOD FOR THE CONSENT AGENDA

Omnibus voting is a method whereby the City Council unanimously approves all items on the Consent Agenda with a single roll call vote. In this section of the meeting, a motion will be made, and seconded, to use the Omnibus method to approve the Consent Agenda. After a motion is made, the Mayor will call for approval via a voice vote.

I. CONSENT AGENDA

The Consent Agenda includes items which have been non-controversial through the board/ commission process and are anticipated to be non-controversial at the City Council level. The following items are typically included

on the Consent Agenda:

- Cash disbursements;
- City Council meeting minutes;
- Ordinances and development approvals where the Planning and Zoning Commission and staff both recommend approval;
- Procurements of less than \$1 million; and
- Parking and traffic control ordinances where the Transportation Advisory Board and staff both recommend approval.

Oftentimes, individual items will be removed from the Consent Agenda to be voted on separately. Items are removed at the request of a member of the City Council or when a speaker for that item is present.

City councilmembers may also choose to ask a clarifying question to staff or the petitioner and not pull the item to be voted on separately.

The City Attorney will ask City councilmembers if they have any items they would like pulled from the Consent Agenda and those items will be excluded from the Omnibus motion. For example, a motion will be made, and seconded, to approve the Consent Agenda with the exception of items I5, I6, and I8. A roll call will be taken on the remaining Consent Agenda items and I5, I6, and I8 will be called, deliberated, and voted on individually.

Prior to the roll call vote being taken on approval of the Consent Agenda, City councilmembers will ask their questions and all items will be read aloud in order to provide public review of what is being approved.

J. PUBLIC HEARINGS

There are certain approval processes which require, either through state law or the Naperville Municipal Code, that the City hold a formal public hearing at a City Council meeting. These include approval of the annual operating budget, Community Development Block Grant (CDBG program awards and documents, and certain development approvals. The Mayor will formally open and close the public hearing for these agenda items.

K. OLD BUSINESS

Items under this section were previously discussed at a City Council meeting and reflect any changes or modifications requested by the Council at that prior meeting.

L. ORDINANCES AND RESOLUTIONS

Non-controversial ordinances and resolutions are located on the Consent Agenda. Ordinances and resolutions which are considered policy-related, complex, significant to the community, are potentially controversial, will have public speakers, and/or have differing recommendations from staff and an advisory board are located in this section. Examples have included ordinances and resolutions regarding the annual operating budget, utility rate changes, and City code changes.

M. AWARDS OF BIDS AND OTHER ITEMS OF EXPENDITURE

Bids and procurements in excess of \$1 million and any potentially controversial procurement (e.g. bid protest, etc.) will be located in this section of the agenda.

N. PETITIONS AND COMMUNICATIONS

On occasion, a resident or business will present a request to the City that is not typically addressed by a current process or code provision and is anticipated to require time and/or money from the petitioner or City to resolve. An item will be put on the agenda in this section to have the City Council consider pursuing the request and provide clear direction to staff.

O. REPORTS AND RECOMMENDATIONS

This contains more complex, policy-related items where City Council dialogue and potential public comment is anticipated. Reports requested by the City Council, large-scale studies, and recommendations where an advisory board and staff have differing recommendations are located here.

P. NEW BUSINESS

This section provides the City Council with an opportunity to speak on a topic which is not on the agenda. This time can be used to acknowledge a recent event in the community, ask staff questions, or raise a potential topic for inclusion on an upcoming City Council agenda.

Q. ADJOURNMENT

A motion is made, and seconded, to formally adjourn the meeting and is approved via voice vote.

Open Meetings Act

The Open Meetings Act (OMA) is a state law that requires that meetings of public bodies be open to the public except in certain specific, limited situations. OMA also provides that the public must be given advance notice of the time, place and subject matter of the meetings of public bodies. The Illinois OMA is designed to ensure that the public has access to information about government and its decision-making process.

As an elected official, you have a duty to ensure that Illinois residents can obtain information about their government. **Any person who becomes an elected or appointed member of a public body subject to the Open Meetings Act after January 1, 2012, must complete electronic OMA training no later than the 90th day after taking the oath of office.**

The training can be found at the following web address: http://foia.ilattorneygeneral.net/electronic_foia_training.aspx

You will be prompted to create a user login and password. The training will provide a comprehensive overview of the OMA. Key components of the training include the following topics:

When does the OMA apply?

The OMA defines a “meeting” to include “any gathering, whether in person or by video or audio conference, telephone call, email or other means of interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business.” For the purposes of the Naperville City Council, if three members of the City Council are discussing public business, OMA requirements apply.

When and where does a public meeting need to be held?

A public body must hold a meeting at a specific time and place that is convenient and open to the public. A public body cannot hold a meeting on a public holiday, unless the regularly scheduled meeting falls on that holiday.

When can a meeting be “closed”? Can a public body ever meet in private?

Section 2(c) of the OMA provides that a public body can close a meeting to the public only when certain topics are to be considered. The most common topics discussed in Closed Session in the City of Naperville include:

- the appointment, employment, compensation, discipline, performance or dismissal of a specific employee;
- collective bargaining matters;
- pending or probable litigation against, affecting or on behalf of the public body;
- settlement of claims;
- the purchase or lease of real property by the public body; or
- the setting of a price for sale or lease of property owned by the public body.

Freedom of Information (FOIA)

The Illinois Freedom of Information Act (FOIA) is designed to provide a more open and accountable government. FOIA is a state statute that provides the public the right to access government documents and records. The premise behind FOIA is that the public has a right to know what the government is doing. It is presumed under FOIA that all public records in the possession of the public body are open to inspection or copying. Few exemptions to disclosure under FOIA exist, and it is the public body's burden to prove the exemption. Examples of exempt records include records containing private information, preliminary drafts or memos where opinions or policies are formulated or privileged communication between the City Attorney and the public body. Anyone has the right to file a FOIA request.

FOIA allows access to all public records, including records, reports, forms, letters, memoranda, books, papers, maps, photographs, recordings, electronic data processing records, electronic communications (including e-mail), recorded information and all other documentary materials pertaining to the transaction of public business, regardless of the device where the document is kept, physical form or characteristics. Staff and City Council are strongly encouraged to not conduct City business from personal devices as those will then be subject to FOIA searches. Information which is not subject to FOIA is specifically outlined in the statute. Exemptions most frequently cited by the City include:

- **Private information or “unique identifiers, including a person’s Social Security number, driver’s license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers and personal e-mail addresses.” Under FOIA, “private information” also includes home addresses.**
- **Personal information that, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. Disclosure of information that relates to the public duties of public employees is not considered an invasion of personal privacy.**
- **Law enforcement records that would interfere with a proceeding or would disclose the identity of a confidential source.**
- **Communications between the public body and its attorney.**
- **Preliminary drafts or notes in which opinions are expressed or policies are formulated, unless the record is publicly cited and identified by the head of the public body.**
- **Proposals and bids for any contract until a final selection is made.**

FOIA requests are submitted online or at the City Clerk’s Office. The City Clerk is the official FOIA Officer and is responsible for ensuring that the City is in compliance with FOIA law. The City has five days to respond to FOIA requests that are not intended to be used for commercial purposes. If more time is needed, an additional five days is allowed under the law.

The specific provisions of FOIA are further discussed in the required Open Meetings Act training.

Ethics

As an elected official, you are subject to various laws, rules and policies covered by the State Officials and Employees Ethics Act which applies to both elected officials and City employees. These laws and rules are intended to ensure that the functions of local government are conducted with fairness, honesty and integrity. To act ethically, you must use City resources in the most productive and efficient way possible and generally only for the work of local government. You must avoid placing your personal or financial interests in conflict with those of the City. If you have knowledge of conduct by a City official, appointee or employee, or those who do business with the City, that is either unethical or unlawful, you have an obligation to notify the appropriate authorities. The City's Ethics Officer is the City Attorney.

Public officials or employees commit official misconduct when, in their official capacity, they:

- **intentionally or recklessly fail to perform any mandatory duty as required by law;**
- **knowingly perform an act which they know they are forbidden by law to perform;**
- **perform an act in excess of their lawful authority with intent to obtain personal advantage for themselves or another; or**
- **solicit or knowingly accept for the performance of any act a fee or reward which they know is not authorized by law.**

Public officials or employees convicted of violating any of these provisions forfeit their office or employment. In addition, they commit a Class 3 felony.

Legal Requirements

Gift Ban

The State Officials and Employees Ethics Act also regulates the acceptance of gifts by public officials and employees from certain “prohibited sources”. A “gift” is defined essentially as any tangible item having monetary value. The regulations regarding acceptance of gifts apply to all officers and employees of the City of Naperville, as well as the spouse and immediate family members living with the officers and employees.

In summary, “prohibited sources” include a person or entity that:

- **seeks official action by the City;**
- **does business or seeks to do business with the City;**
- **conducts activities that are regulated by the City;**
- **has interests that may be substantially affected by the performance or non-performance of the official duties of a City Council member or employee;**
- **is a registered lobbyist; or**
- **is an agent of, a spouse of, or an immediate family member who is living with a prohibited source.**

The Act prohibits the acceptance of gifts from “prohibited sources” with several exceptions, two of which are particularly relevant. The first exception allows the acceptance of food or refreshments not exceeding \$75 per day. The second exception allows any item or items from one prohibited source during any calendar year having a cumulative total value of less than \$100. Each of the exceptions is mutually exclusive and independent of one another. It should be noted that the \$100 per year exception is prohibited-source-specific, but the \$75 food and beverage is not. In other words, you can accept a total of \$75 in food and beverages in a calendar day, regardless of the number of prohibited sources. It would not be permissible to accept multiple food and beverage gifts each totaling \$75 from multiple prohibited sources on a given day. Finally, there is no violation of the law if an officer or employee promptly returns an excessive gift, or gives the gift or an amount equal to its value to an appropriate charity that is a tax exempt 501(c)(3) organization.

The most common questions around the gift ban act are related to tickets to special events. Each year, the City Attorney distributes a detailed memo to the City Council about the provisions of the gift ban act and specifically how it relates to Ribfest and Last Fling.

Conflicts of Interest

A councilmember shall not have an ownership, employment or family interest in any of the following matters:

- Any contract, business, or transaction of the City or in the sale of any article to the City where the expense, price or consideration is paid either from the City's treasury or by an assessment levied by the City;
- Any purchase of goods, articles or property belonging to the City; or
- Any purchase of property sold for delinquent taxes or assessments of the City or sold by virtue of legal process at the suit of the City.

Exceptions to the above include:

- The ownership, employment or family interest is less than a seven and one-half percent (7½%) share of the ownership of the entity and any contract is awarded by competitive bidding; or
- The ownership, employment or family interest is five percent (5%) or less of the shares of a publicly held corporation traded on a stock exchange; or
- The contract awarded by the City is less than ten thousand dollars (\$10,000.00) and is in accord with the procedures of Section 1-9B-7 of this Title; or
- The ownership, employment or family interest is less than a seven and one-half percent (7½%) share of any public utility company providing utility services to the City and the utility's rates are approved by the Illinois Commerce Commission or the Federal Energy Regulatory Commission; or
- The ownership, employment, or family interest is less than a seven and one-half percent (7½%) share of a bank or savings and loan institution which has a contract of deposit of monies, loans or financial services with the City.

When any member of the City Council has an ownership, employment or family interest in a proposed contract, business or transaction with the City, which is an allowed exception, the councilmember shall file with the City Manager a written disclosure of such interest. The councilmember shall complete a written disclosure of interest on a form provided by the City; which disclosure shall include a description of such interest, the provision of Municipal Code relied upon and a description of the applicability of such exception.

- Such written disclosure shall be filed with the City Manager no later than the call to order of the City Council meeting at which the proposed contract, business or transaction is to be considered. The City Manager shall bring the written notification to the attention of the City Council in public when the item is called on the agenda for consideration.
- The member of the City Council having an interest for which a disclosure is required shall leave the chamber when deliberations and discussion take place and shall not vote on the matter.

In all other matters before the City Council, a councilmember is expected to vote aye or no when he or she is present to do so.

NAPERVILLE CITY COUNCIL DISCLOSURE OF INTEREST IN CONTRACT, BUSINESS, OR TRANSACTION

1-13-2: - PROHIBITED INTERESTS: No member of the City Council shall have an ownership interest, an employment interest, or a family interest in any of the following matters:

1. Any contract, business, or transaction of the City or in the sale of any article to the City where the expense, price, or consideration is paid either from the City's treasury or by an assessment levied by the City;
2. Any purchase of goods, articles, or property belonging to the City;
3. Any purchase of property sold for delinquent taxes or assessments of the City or sold by legal process at the suit of the City.

The foregoing regulations shall not be applicable if a specific exception is provided for in Section 1-13-3 of this Chapter.

1-13-3: - EXCEPTION TO PROHIBITED INTERESTS: Members of the City Council may have an ownership, employment, or family interest in any contract, business, or transaction if such interest meets one of the following conditions:

1. The ownership, employment, or family interest is less than a seven and one-half percent (7½%) share of the ownership of the entity and any contract is awarded by competitive bidding, or
2. The ownership, employment, or family interest is five percent (5%) or less of the shares of a publicly held corporation traded on a stock exchange, or
3. The contract awarded by the City is less than ten thousand dollars (\$10,000.00) and is in accord with the procedures of Section 1-9B-7 of this Title, or
4. The ownership, employment, or family interest is less than a seven and one-half percent (7½%) share of any public utility company providing utility services to the City and the utility's rates are approved by the Illinois Commerce Commission or the Federal Energy Regulatory Commission, or
5. The ownership, employment, or family interest is less than a seven and one-half percent (7½%) share of a bank or savings and loan institution which has a contract of deposit of monies, loans, or financial services with the City.

1-13-4: - DISCLOSURE AND ABSTENTION: When any member of the City Council has an ownership, employment, or family interest, in a proposed contract, business, or transaction with the City, which interest is allowed by Section 1-13-3 of this Chapter, such Council Member shall file with the City Manager a written disclosure of such interest, a description of such interest, the provision of Section 1-13-3 of this Chapter relied upon, and a description of the applicability of such exception on a form as follows:

Agenda Date & Item Number: _____

Name: _____

Position with City: _____

Name of entity contracting with City: _____

Proposed contract, business, or transaction: _____

I have an ☐ Ownership ☐ Employment ☐ Family ☐ Appearance of Impropriety ☐ Other

interest in the proposed contract, business, or transaction as follows: _____

I am entitled to have such an interest under the provisions of Section 1-13-3____ because of the following facts: _____

Dated: _____

Signature: _____

Such written disclosure shall be filed with the City Manager not later than the call to order of the City Council meeting at which the proposed contract, business, or transaction is to be considered. The City Manager shall bring the written notification to the attention of the City Council in public when the item is called on the agenda for consideration.

A member of the City Council having an interest for which a disclosure is required shall leave the chamber where deliberations take place during the discussion and vote on the interested matter and shall not vote on said matter.

1-13-5: - VOIDANCE OF PROHIBITED CONTRACTS: No contract which would cause a violation of Section 1-13-2 of this Chapter shall be approved by the City Council and any contract which is approved is void ab initio.

NAPERVILLE CITY COUNCIL DISCLOSURE OF INTEREST IN CONTRACT, BUSINESS, OR TRANSACTION

1-13-1: - DEFINITIONS: The following definitions shall apply to this Chapter:

BUSINESS OR TRANSACTION:	Licenses, permits, approvals, and benefits granted, given, or entered into by the City. Business or transaction restrictions shall not apply to those applicants exempted under Section 1-12-5 of this Title, unless specifically hereinafter provided.
CONTRACT:	Any agreement between the City of Naperville and any person, firm, corporation, or entity for the purchase of materials, goods, or services or real estate from the entity. Contract shall also mean any agreement whereby real estate, materials, goods, or services are sold by the City to the entity. Contract shall also mean a deposit of monies, loans, or other financial services provided to the City by banks and other thrift institutions. Contract shall include employment by the City.
EMPLOYMENT INTEREST:	An employment interest exists where a person is an employee or agent of the entity contracting or having any business or transaction with the City, and: <ol style="list-style-type: none">1. The person is compensated in a manner so that he would receive a commission, bonus, or profit sharing distribution based in whole, or in part, on the contract, business, or transaction with the City, or2. The total of all contracts, business, or transactions between the City and the entity, in any calendar year, amount to more than twenty-five thousand dollars (\$25,000.00). An employment interest shall not include employment by another unit of government.
FAMILY INTEREST:	A family interest exists where a person has a wife, husband, son, daughter, father, mother, brother, or sister who has an ownership or employment interest in a contract, business, or transaction with the City.
OWNERSHIP INTEREST:	An ownership interest exists where a person is the sole proprietor, owner, partner, stockholder, or joint venturer of the entity contracting, or having any business or transaction with the City.

1-12-5: - EXEMPTIONS:

1. Disclosures in accordance with the provisions of this Chapter shall not be required of applicants for the following described contracts, permits, licenses, approvals or benefits:

- | | |
|--|--|
| 1.1. Vehicle Stickers. | 1.12. Going out of business permits. |
| 1.2. Parking Permits. | 1.13. House moving permits. |
| 1.3. Bicycles licenses. | 1.14. Parade permits. |
| 1.4. Dog licenses. | 1.15. Peddlers' and solicitors' permits. |
| 1.5. Electrical contractor's licenses. | 1.16. Raffle permits. |
| 1.6. Plumbing contractor's licenses. | 1.17. Purchase orders or contracts involving amounts less than ten thousand dollars (\$10,000.00). |
| 1.7. Sidewalk contractor's licenses. | 1.18. Sign permits (if no variation is requested). |
| 1.8. Alarm permits. | 1.19. Applications for historic preservation district designation. |
| 1.9. Amplifier permits. | 1.20. Applications for landmark designation. |
| 1.10. Taxicab, liver, limousine and carriage licenses. | 1.21. Applications for utility service. |
| 1.11. Block party permits. | |

2. Disclosures in accordance with the provisions of this Chapter shall not be required to be under oath for building permits for the following structures:

- | | |
|--|-----------------------------|
| 2.1 Decks. | 2.6. Swim pools. |
| 2.2. Patios. | 2.7. Lawn sprinklers. |
| 2.3. Room Additions. | 2.8. Construction trailers. |
| 2.4. Garages. | 2.9. Gazebos. |
| 2.5. Temporary electric service changes. | 2.10. Sheds. |

Approximately 64% of the City workforce is represented by a labor union for the purpose of negotiating collective bargaining agreements (CBAs). The CBAs memorialize employee terms and conditions of employment such as wage rates, medical benefits and paid time off. The City currently has 13 bargaining units covering 593 employees. Attached is a list of each bargaining unit by union name, employee group, the number of employees in the unit and the status of each CBA. City staff works in concert with, and at the direction of, City Council to determine the terms to be offered in the collective bargaining process to permit the City to fulfill its statutory obligation to bargain in good faith over the terms of CBAs.

UNION	EMPLOYEE GROUP	EMPLOYEES	TERM
POLICE			
FOP Lodge No. 42	Patrol Officers	134	May 1, 2015 thru December 31, 2019
MAP Ch. No. 363	Sergeants	24	May 1, 2015 thru December 31, 2019
FOP Labor Council	Telecommunicators	25	May 1, 2016 thru December 31, 2020
FOP Labor Council	Detention Officers	5	May 1, 2016 thru December 31, 2020
MAP Ch. No. 582	Records Technicians	8	May 1, 2015 thru December 31, 2018
MAP Ch. No. 744	CSO, ACO, PSO & CSTs	22	Negotiating 1st CBA, Retroactive to 2018
TOTAL:		218	
FIRE			
IAFF Local 4302	Firefighter/Paramedics (through Captain rank)	187	May 1, 2016 thru December 31, 2020
ELECTRIC UTILITY			
IBEW Local 9	Electricians	62	May 1, 2016 thru December 31, 2020
WATER UTILITY			
IBEW Local 196	Linemen	48	May 1, 2016 thru December 31, 2020
IUOE Local 150	Field Supervisors	6	January 1, 2018 thru December 31, 2022
TOTAL:		54	
DEPARTMENT OF PUBLIC WORKS			
IUOE Local 150	Equipment Operators	45	May 1, 2017 thru December 31, 2021
IUOE Local 150	Fleet Mechanics	16	May 1, 2016 thru December 31, 2020
IUOE Local 399	Building Maintenance	11	May 1, 2016 thru December 31, 2019
TOTAL:		72	

Boards & Advisory Commissions

Naperville is an active community with a vibrant volunteer spirit. The City offers appointments on a variety of boards and commissions to the public for the purpose of engaging residents in their local government.

Appointments are typically reserved for City of Naperville residents. All members of boards and commissions are appointed by the Mayor with the approval of the City Council and all appointments are introduced at least two weeks in advance of their consideration by the Council. The Mayor must give each councilmember in confidence a written biography of the prospective appointees at least two weeks prior to the appointments, and the names of the candidates for appointment to a board or commission will be included in the published agenda for the City Council meeting where they are discussed. Reappointment of members will be handled in the same manner as original appointments.

City Council representatives will be appointed by the Mayor with the approval of a majority of the City Council to City boards and commissions that have a direct relationship to the revenue or expense items contained in the City budget. **The following boards and commissions have a City Council representative: Naper Settlement Museum Board, Board of Library Trustees, Financial Advisory Board, Housing Advisory Commission, Public Utilities Advisory Board, Sister Cities Commission, Riverwalk Commission and Downtown Advisory Commission.**

City Council members appointed to boards and commissions serve as liaisons for the Council and provide accurate information in their official capacity. The member is an ex officio, nonvoting member of the board or commission unless specifically granted voting power and is not counted for the purpose of establishing a quorum unless specifically stated as such. The terms as ex officio members do not exceed the elected term of the City councilmember.

Boards & Commissions

Advisory Commission on Disabilities

The Advisory Commission on Disabilities facilitates inclusive City services and events, making them accessible to all residents, and welcoming persons with special needs into the rich fabric of community.

Accessible Community Task Force

The ACT compliments the efforts of the Advisory Commission on Disabilities (ACD) and will look beyond City-owned and operated programs/facilities to assist individuals and private companies.

Board of Fire and Police Commissioners

The Board of Fire and Police Commissioners is responsible for testing, appointing and promoting Fire and Police Department sworn personnel as well as conducting disciplinary hearings.

Building Review Board

The Building Review Board assembles to receive, investigate and grant relief from the City's Building Code in hardship cases.

Downtown Advisory Commission

The Downtown Advisory Commission is intended to guide the physical improvement and development within Naperville's downtown over a 10- to 15-year period.

Emergency Telephone System Board

The Emergency Telephone System Board authorizes disbursement of enhanced 9-1-1 surcharge funds and discusses matters pertinent to the 9-1-1 system.

Financial Advisory Board

The function of the Financial Advisory Board is to respond to City Council financial requests by reviewing audits, investments and all bond issues during members' three-year terms.

Firefighters' Pension Fund Board

The City of Naperville has established a firefighters' pension fund for the benefit of its firefighters and their surviving spouses, children and certain other dependents.

Foreign Fire Insurance Board

The Foreign Fire Insurance Board receives and accounts for revenues received from the 2% tax on fire insurance policies sold by foreign (out of state) insurance companies. The board oversees this fund.

Historic Preservation Commission

The Historic Preservation Commission preserves and protects Naperville's Historic District by fostering and encouraging the preservation of private and public building and landmark structures.

Housing Advisory Commission

The Housing Advisory Commission plays an important role in discouraging illegal and unethical housing practices by promoting and encouraging fair housing to all.

Liquor Commission

The Mayor serves as the Liquor Commissioner by overseeing Naperville's liquor and cigarette licenses and responding to violations of relevant ordinances by local businesses. At the direction of the Liquor Commissioner, the Liquor Commission reviews applications and makes recommendations for licenses, conducts disciplinary hearings and submits finding and recommendations to the Liquor Commissioner.

Naper Settlement Museum Board

The Naper Settlement Museum Board is comprised of members of the City Council, the community and members of the Naperville Heritage Society Board of Directors and oversees the development

and operations of Naper Settlement.

Naperville Public Library

Board of Trustees

The Naperville Public Library Board of trustees is charged with overseeing the operations of the City library system and expenditures of all library funds. Illinois statutes dictate a library board's responsibilities.

Planning and Zoning Commission

The Planning and Zoning Commission (PZC) considers land use issues and makes recommendations on zoning and sign variance requests. The PZC plays a critical role in the development process, holding public hearings for new development and redevelopment cases consistent with state statutes.

Police Pension Fund Board

The Board meets quarterly at the Police Department to manage the assets of the Police Pension Fund, accept members into the fund and approve regular and disability pensions during their two-year terms.

Public Utilities Advisory Board

The Public Utilities Advisory Board serves in an advisory capacity in matters relating to rates, budgets and capital improvements for Naperville's electric and water/wastewater systems.

Riverwalk Commission

The function of the Riverwalk Commission is to promote, encourage and guide the development and use of the Riverwalk.

Senior Task Force

The Senior Task Force, which was established at the direction of the 2014 Naperville City Council, is helping address the unique needs of Naperville's growing senior population.

Sister Cities Commission

The purpose of this 15-member commission is to foster international understanding and friendship by forging personal links through city-to-city affiliations.

Sustainability Task Force

The City Council approved the establishment of the Naperville Sustainability Task Force in March 2019 to develop an Environmental Sustainability Plan Proposal for ongoing discussion with the City Council and City staff.

Special Events Cultural Amenities Commission

The Special Events Cultural Amenities Commission was established to assist, inform and advise the City Council on matters pertaining to the arts, culture and special events in the City.

Transportation Advisory Board

The Transportation Advisory Board reviews, informs and advises the City on transportation matters, such as pedestrian safety, traffic, speed limits and parking.

Acronyms Reference

A

ACD – Advisory Commission on Disabilities
ACT – Accessible Community Task Force
ADA – Americans with Disabilities Act
ADR – Alternative Dispute Resolution
ADT – Average Daily Traffic
AED – Automated External Defibrillators
ALS – Advance Life Support
AMI – Advanced Metering Infrastructure
AMR – Automated Meter Reading
AMS – Asset Management System
ANSI – American National Standards Institute
APPA – American Public Power Association
APWA – American Public Works Association
ARV – Alternate Response Vehicle

B

BASSET – Beverage Alcohol Sellers and Servers Education and Training
BFE – Base flood elevation
BFP – Board of Fire and Police
BLS – Basic Life Support
BMP – Stormwater Best Management Practice (Water Quality)
BNSF – Burlington Northern Santa Fe Railway
BRB – Building Review Board

C

C&I – Commercial and Industrial
CAD – Computer Aided Dispatch
CAIDI – Customer Average Interruption Duration Index
CAIFI – Customer Average Interruption Frequency Index
CAPS – Citizens Appreciate Public Safety
CBD – Central Business District
CC – City Clerk
CDBG – Community Development Block Grant

CERT – Community Emergency Response Team
CFA – Citizens Fire Academy
CIP – Capital Improvement Program or Critical Infrastructure Protection
CIS – Customer Information System
Citrix – System to access work documents from home computer
CMAF – Chicago Metropolitan Agency for Planning
CMAQ – Congestion Mitigation and Air Quality Grant Funding
CMO – City Manager's Office
CN – Canadian National Railway
CoN – City of Naperville
CPA – Citizens Police Academy
CPAT – Candidate Physical Ability Test
CPF – Central Parking Facility
CRM – Customer Relations Management
CTMS – Centralized Transportation Management System
CVR – Conservation Voltage Reduction
CWR – Council Work Request

D

DA – Distribution Automation
DAC – Downtown Advisory Commission
DCM – DuPage Children's Museum
DLT – Directors Leadership Team
DMMC – DuPage Mayors and Managers Conference
DMS – Distribution Management System
DNA – Downtown Naperville Alliance
DOE – Department of Energy
DPU-E – Department of Public Utilities-Electric
DPU-W – Department of Utilities - Water and Wastewater
DPW – Department of Public Works
DRT – Development Review Team or DuPage River Trail
DST – Development Services Team
DuComm – DuPage County Public Safety Answering Point

Acronyms Reference

E

EDMS – Electronic Database Management System
EMA – Emergency Management Agency
EMS – Energy Management System
EMT – Emergency Medical Technician
EOC – Emergency Operations Center
EPA – Environmental Protection Agency
EPM – Employee Policy Manual
EPortal – Web Portal for Customers to view information related to their electric usage
EPRI – Electric Power Research Institute
ERP – Enterprise Resource Planning
ESC – Electric Service Center
ETSB – Emergency Telephone System Board
EV – Electric Vehicle
EVCS – Electric Vehicle Charging Station

F

FAB – Financial Advisory Board
FEMA – Federal Emergency Management Agency
FERC – Federal Energy Regulatory Commission
FFIB – Foreign Fire Insurance Board
FHWA – Federal Highway Administration
FIT – Fire Investigations Team
FOIA – Freedom of Information Act
FOP – Fraternal Order of Police Labor Council
FPM – Firefighter/Paramedic
FSAS – Fire Station Alerting System
FSD – Finance Services Division
FTE – Full Time Equivalent
FVPD – Fox Valley Park District
FY – Fiscal Year

G

GF – General Fund
GIS – Geographic Information System
GWh – Gigawatt– hour

H

HAC – Housing Advisory Commission
HAZMAT – Hazardous Materials
HED – Home Energy Display
HHW – Household Hazardous Waste
HIPPA – Healthcare Insurance Portability & Accountability Act
HPC – Historic Preservation Commission
HR – Human Resources

I

IAFF – Naperville Professional Firefighters Union

IBEW – International Brotherhood of Electrical Workers
ICC – International Code Council
IDNR – Illinois Department of Natural Resources
IDOT – Illinois Department of Transportation
IDPH – Illinois Department of Public Health
IEC – International Electrotechnical Commission Standard
IEEE – Institute of Electrical and Electronic Engineers
IEPA – Illinois Environmental Protection Agency
IMEA – Illinois Municipal Electric Agency
IOU – Investor-Owned Utility
IPSD – Indian Prairie School District 204
ISTHA – Illinois State Toll Highway Authority
ITTF – Illinois Terrorism Task Force
IUOE – International Union of Operating Engineers

K

KPI – Key Performance Indicators
kW – Kilowatt
kWh – Kilowatt Hour

Acronyms Reference

L

LC – Liquor Commission
LGDF – Local Government Distributive Fund
LOC – Letter of Credit
Lt – Lieutenant

M

MABAS – Mutual Aid Box Alarm System
MAP – Metropolitan Alliance of Police
MCI – Mass Casualty Incident
MDMS – Meter Data Management System
MFT – Motor Fuel Tax
MIP – Maintenance Improvement Program
MM – Manager's Memorandum
MOU – Municipal Owned Utility
MVP – Municipal Volunteer Program
MW – Megawatt
MWD – Megawatt Day

N

NACC – Naperville Area Chamber of Commerce
NAHC – Naperville Area Homeowners Confederation
NAMS – Naperville Asset Management System
NARUC – National Association of Regulatory Utility Commissioners
NATT – Naperville Auto Test Track
NCTV 17 – Naperville Community Television
NCUSD – Naperville Community Unit School District 203
NCVB – Naperville Convention and Visitors Bureau
NDP – Naperville Development Partnership
NEC – National Electric Code
NEMA – Naperville Emergency Management Agency
NERC – North American Electric Reliability Council
NESC – National Electrical Safety Code
NEU – Naperville Employee University

NFD – Naperville Fire Department
NFPA – National Fire Protection Association
NFPD – Naperville Fire Protection District
NIMS – National Incident Management System
NIOSH – National Institute of Safety and Health
NIST – National Institute of Standards and Technology
NOC – North Operations Center (Water Service Center)
NPD – Naperville Park District or Naperville Police Department
NREP – Naperville Renewable Energy Program
NSGI – Naperville Smart Grid Initiative
NSMB – Naper Settlement Museum Board
NWMA – Non-Wireless Meter Alternative

O

O&M – Operation and Maintenance
OASIS – Open Access Same Time Information Service
OCM – Organizational Change Management
OSHA – Occupational Safety and Health Administration

P

PACE – Public Transportation Agency for the Chicago Area Suburbs
PBO – Public Building Operations
PCI – Payment Card Industry
PHEV – Plug-In Hybrid Electric Vehicle
PJM – Pennsylvania, Jersey, Maryland Power Pool
PO – Purchase Order
PPE – Personal Protective Equipment
PPMS – Project Portfolio Management System
PRC – Personnel Review Committee
PROWAG – Public Rights-of-Way Access Advisory Guidelines
PSAP – Public Safety Answering Point (9-1-1)
PTO – Paid Time Off
PUAB – Public Utilities Advisory Board

Acronyms Reference

PUC – Public Utilities Commission
PV – Photovoltaic (Solar energy)
PWSC – Public Works Service Center
PZC – Planning and Zoning Commission

Q

QA – Quality Assurance
QC – Quality Control

R

RC – Riverwalk Commission
Repro – Reprographics (Copy Center)
RF – Radio Frequency
RFI – Request for Information
RFP – Request for Proposal
RFQ – Request for Qualifications or Quote
ROW – Right of Way

S

SAFER Grant – Staffing for Adequate Fire and EMS Response Grant
SAH – Substation Automation Hardware
SAIDI – System Average Interruption Duration Index
SAIFI – System Average Interruption Frequency Index
SAS – Substation Automation System
SCADA – Supervisory Control and Data Acquisition
SCBA – Self Contained Breathing Apparatus
SCC – Sister Cities Commission
SCU – Substation Control Unit
SDP – Service Delivery Point
SECA – Special Events Cultural Amenities Commission Fund
SOA – Service Oriented Architecture
SOC – South Operations Center (Water)
SOTC – State of the City
SR – Service Request System
SSA – Special Service Area
SSG – Social Services Grant
STF – Senior Task Force

STP - Surface Transportation Program Grant Funding
SWRC - Springbrook Water Supply & Reclamation

I

T&D – Transmission and Distribution
TAB – Transportation Advisory Board
TBO – Tenant Build Out
TCMS – Trouble Call Management System
TCS – Traffic Control System
TDU – Transmission and Distribution Utility
TED – Transportation, Engineering and Development (Planning) Business Group
TIF – Tax Increment Financing
TOC – Time Over Current
TOU – Time of Use Rate
TRT – Technical Response Team

U

UCA – Utility Communications Architecture
UMS – Utility Management System
UPS – Uninterruptible Power Supply

W

WCNC – Naperville's Government Access TV Channel (Ch. 6 - WOW, Ch. 10 - Comcast, Ch. 99 - AT&T)
WDSRA – Western DuPage Special Recreation Association
WFMS – Work Force Management System
WO – Work Order
WPFP-1610 AM – Naperville's AM Radio Station
WRT – Water Rescue Team
WSC – Water Service Center (1200 Ogden Ave.)
WSR – Water Supply & Reclamation (Springbrook)

CITY OF NAPERVILLE

COUNCIL RULES

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TITLE 1 – ADMINISTRATIVE

CHAPTER 5 - MAYOR AND CITY COUNCIL

SECTION:

1-5-1: - COMPOSITION AND TERMS:

The City of Naperville operates under the council-manager form of government. The City Council shall consist of the Mayor and eight (8) Council Members elected for four-year terms as provided by State law. Effective in 2011, no person may serve in the office of Council Member in excess of three (3) consecutive full terms, and no person may serve in the office of Mayor in excess of three (3) consecutive full terms.

1-5-2: - INAUGURATION:

The date and time for the inauguration of municipal officers (Mayor and Councilmen) newly elected at any general municipal election held in accordance with 65 Illinois Compiled Statutes, Article 5 of the Municipal Code of the State, shall be the first Sunday, or another day designated by the City Council, which is prior to the first regular or special meeting of the Naperville City Council during the month of May next following the proclamation of the results of the general municipal election at which such officers were elected, and the terms of such officers shall commence from and after such inauguration.

1-5-3: - SALARIES:

1. Mayor: The salary of the Mayor shall be established as follows:

- 1.1. Through May 3, 2015, the base salary of the Mayor shall be twenty thousand dollars (\$20,000.00) per year, payable every two (2) weeks.
- 1.2. Through May 3, 2015, the Mayor shall be paid five thousand dollars (\$5,000.00) per year, payable every two (2) weeks, for the performance of his or her duties as the Liquor Control Commissioner of the City of Naperville.
- 1.3. After May 3, 2015, the base salary of the Mayor shall be twenty thousand dollars (\$20,000.00) per year, payable every two (2) weeks.
- 1.4. After May 3, 2015, the Mayor shall be paid five thousand dollars (\$5,000.00) per year, payable every two (2) weeks, for the performance of his or duties as the Liquor Control Commissioner of the City of Naperville.
- 1.5. The Mayor shall be entitled to health insurance benefit coverage on the same terms as full-time employees.

2. Council Members: The salary of each Council Member shall be established as follows:

2.1. After May 3, 2015, the salary of each Council Member shall be twelve thousand five hundred dollars (\$12,500.00) per year, payable monthly. This salary shall include compensation for phone and internet usage necessary for performing the duties as Council Member.

2.2. Council Member health insurance benefit coverage shall continue for the remaining term of those offices ending in April 2017 and May 2019 respectively.

2.2.1. Effective April 30, 2017, Council members elected at the April 2017 election or thereafter shall not be entitled to health or dental insurance benefits coverage.

2.2.2. Effective May 5, 2019, Council members elected at the April 2019 election or thereafter shall not be entitled to health or dental insurance benefits coverage.

3. Indexed Salary Increases: The salaries of the Mayor, the Liquor Control Commissioner, and the City Council Members shall be increased by the lesser of three percent (3%) or the percentage increase in the Consumer Price Index for the 12-month period preceding May 1st the term "Consumer Price Index" shall mean the Chicago Area Consumer Price Index for all Urban Consumers for all items as published by the Bureau of Labor Statistics of the United States Department of Labor or any successor index created by the Department of Labor as a substitute index that measures the average change in prices of goods and services purchased by urban consumers. The most recent Consumer Price Index available on May 1st of each year shall be used in applying this Section to any salary increases. If the index is a negative number, then there shall be no decrease in the salaries, but the salaries shall remain the same as the previous fiscal year.

1-5-4: - POWERS AND FUNCTIONS:

1. The City Council shall be the governing body of the City and shall have the powers and duties prescribed by statute and by ordinance of the City. The City Council shall:
 - 1.1. Select and appoint a City Manager as the Chief Administrative Officer of the City charged with the powers and duties set forth in Section 1-6A-5 of this Title.
 - 1.2. Adopt, amend, and repeal ordinances as allowed by law.
 - 1.3. Determine and review the City's property tax rate on an annual basis.
 - 1.4. Fulfill the City's vision by setting the strategic plan and developing annual goals.
 - 1.5. Approve the City's annual operating budget in pursuit of the City's mission statement.
 - 1.6. Promote the maintenance of the quality of life in Naperville by establishing and preserving intergovernmental relationships.
 - 1.7. Establish and update as appropriate a comprehensive plan for the City's zoning and land use.
 - 1.8. Approve the five (5) year capital improvement plan annually to efficiently maintain the City's infrastructure.
2. In addition to the powers and duties incumbent on the Mayor as a member of the City Council, the Mayor has additional executive responsibilities provided by law. The responsibilities include:
 - 2.1. Preside over City Council meetings.
 - 2.2. Function as the local Liquor and Tobacco Control Commissioner, as set forth in Section 3-3-2 of this Code.
 - 2.3. Declare emergencies as set forth in Subsection 1-8D-2.2 of this Title.
 - 2.4. Select members for City boards and commissions with City Council approval.

1-5-5: - ADMINISTRATIVE STAFF:

1. Executive Assistant To The Mayor: Notwithstanding the provisions of Subsection 1-6A-5.4 of this Title, the Mayor shall have the authority to employ an executive assistant to perform such duties and responsibilities as shall be established by the Mayor. The Mayor shall evaluate the executive assistant annually adhering to the evaluation schedule provided for all employees.
2. Executive Assistant To The City Council: Notwithstanding the provisions of Subsection 1-6A-5.4 of this Title, the City Council shall have the authority to employ an executive assistant to perform such duties and responsibilities as shall be established by the City Council. The City Council shall evaluate the executive assistant annually adhering to the evaluation schedule provided for all employees.
3. Administrative Clerk To The Mayor And City Council: Notwithstanding the provisions of Subsection 1-6A-5.4 of this Title, the Mayor and City Council shall have the authority to employ an administrative clerk to perform such duties and responsibilities as shall be established by the Mayor and City Council. The Mayor and City Council shall evaluate the administrative clerk annually adhering to the evaluation schedule provided for all employees.

1-5-6: - COUNCIL RULES:

1-5-6-1: - GENERAL PROVISIONS:

1. Access To Records: The Mayor and Council members shall at all times have access to any and all records, documents and information relative to any and all functions of the City. The exception to this provision is that the Mayor and Council members shall not be provided any personnel files and personal information with respect to employees, appointees or elected officials of the City or applicants for such positions.
2. Legal Holiday: Shall include the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day.
3. Open Meetings: All meetings of the City Council shall be open to the public and the press with the exception of closed sessions as specified in Section 2 of the Illinois Open Meetings Act. Where "meeting" means any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business.
4. Mayor Pro Tem: Each Council member shall serve as Mayor Pro Tem on a rotating basis for a three (3) month period beginning with the first meeting in May of each odd numbered year. The rotation shall be done on an alphabetical basis. The rotation of Council members serving as Mayor Pro Tem shall occur without formal action of the City Council. In the absence of the Mayor and the Mayor Pro Tem, the next Council member in the rotation shall act as Mayor Pro Tem. In the absence of the Mayor, the Mayor Pro Tem shall perform all the duties and possess all the rights and powers of the Mayor, but shall be entitled to only one (1) vote.
5. Quorum: A quorum is met by a majority of the members of the City Council physically present at the meeting.
6. Majority Vote: A majority vote shall be a majority of those Council members physically present. As provided for in this Chapter for electronic attendance, a Council member participating electronically shall be considered physically present.
7. Extraordinary Vote: An extraordinary vote shall be two-thirds (2/3) of the corporate authorities then holding office unless a greater vote is required by this Chapter.

8. Permanent Change Of The Rules: The permanent amendment or repeal of a City Council rule is to be treated as a regular text amendment.
9. Home Rule Authority: The provisions of this Code have been passed pursuant to an exercise of the City's home rule authority under the Constitution and laws of the State of Illinois; therefore the provisions contained herein supersede any State statute in conflict or inconsistent therewith which are now in effect or come into being.

1-5-6-2: - CONDUCT OF MEMBERS:

1. No Council member shall use his/her office or any City employee to promote his/her private enterprises whether compensation is received or not.
2. Council members shall comply with the provisions and requirements of Section 1-13-1, et seq. (Conflict of Interest), including Section 1-13-9 (Compliance with the State Officials and Employees Ethics Act).
3. At all times during performance of their official duties, Council members shall comply with the City's workplace safety policies, harassment prevention, and respectful workplace policies as set forth in the employee policy manual.
4. Council members shall always demonstrate respect for the opinions of each other, members of staff and members of the audience.
5. All members of the City Council shall perform their duties for the benefit of the citizens with integrity and impartiality, without allowing prejudice, favoritism or the opportunity for personal gain to influence their decisions or actions or to interfere with serving the public interest or to interfere with the professional operation of the City.
6. During any City Council meeting, no Council member shall speak until recognized by the Mayor. Council members shall utilize the electronic notice system to secure recognition of the Mayor.
7. When two (2) or more Council members seek recognition at the same time, the Mayor shall name the Council member who shall speak first.
8. A Council member called to order by the Mayor shall stop speaking.
9. While business of the City Council is being transacted, no Council member shall leave the City Council meeting without first informing the Mayor.
10. A Council member who acts in a disorderly manner at a City Council meeting or workshop, violates any provision of this section, or does not obey the order of the Mayor may be officially censured by a majority vote of the City Council by adoption of a resolution imposing a censure or through a verbal motion at a meeting.
11. A Council member whose disorderly conduct is so extreme as to disrupt or interfere with the orderly process of a City Council meeting or workshop may be expelled from a City Council meeting or workshop upon an extraordinary vote of the City Council then holding office, but not a second time for the same incident.

1-5-6-3: - MEETINGS:

1. Meetings Of The City Council: Formal meetings of the City Council shall include regular, special and emergency meetings and workshops. The public may record any open meeting provided that such arrangements do not interfere with the orderly conduct of the meeting.
2. Electronic Attendance At City Council Meetings:
 - 2.1. A majority of the City Council must be physically present at the City Council meeting in order to achieve a quorum, except for emergency meetings.
 - 2.2. A Council member wishing to attend a regular or special meeting of the City Council by telephonic or video means must notify the Mayor, City Manager, or the City Clerk, not less than twenty-four (24) hours before the meeting. Such notice for an emergency meeting shall be given as early as possible. Attendance by telephonic or video means is only permitted in cases of: 1) personal illness or disability; 2) employment purposes or other public business; or 3) a family or other emergency. After a roll call establishing that a quorum is physically present, any member physically present may make a motion to permit another member to attend by telephonic or video means. Such motion shall include the reason for the absence. All members physically present are permitted to vote on whether such attendance will be allowed and the motion must be approved by a vote of a majority of those members physically present.
 - 2.3. The Mayor will announce the name of any Council member attending by telephonic or video means at the beginning of the meeting.
 - 2.4. No more than two (2) Council members may attend a regular or special meeting by telephonic or video means.
 - 2.5. Council members attending by telephonic or video means shall preface their comments and their votes by first stating their last name.
3. Regular Meetings:
 - 3.1. Schedule: The regular meetings of the City Council shall be held on the first and third Tuesdays of each month of the year and shall take place in City Council Chambers. No regular meeting of the City Council shall be held on the first Tuesday in the months of July and August. Regular meetings of the City Council shall commence at the hour of 6:00 p.m., unless otherwise determined by the City Manager, at which time closed session may be scheduled as provided for in this Chapter. Closed session shall conclude in

time for the regular meeting to commence at 7:00 p.m. Any regularly scheduled meeting falling upon a legal holiday shall be held on an alternative day in the same week as designated by City Council.

- 3.2. Time Limit/Extension: All regular meetings shall conclude at 11:00 p.m. unless extended for a time certain by a majority vote of City Council.
- 3.3. Agenda: An agenda shall be prepared for each regular City Council meeting.
- 3.4. Consent Agenda: The City Manager, in his discretion, shall designate which ordinances, resolutions, and other items, which do not appear to require discussion by the City Council, shall be included on the consent agenda.
- 3.5. Removal Of Item From Consent Agenda: Any item may be removed from the consent agenda for separate discussion and approval upon the request of any Council member made prior to the approval of the consent agenda. All items remaining on the consent agenda shall be approved by a single motion, second and roll call vote of the City Council.
- 3.6. Delivery Of Agenda: The agenda for each regular meeting of the City Council shall be distributed to the City Council at least ninety-six (96) hours prior to the meeting.
- 3.7. Delivery Of Agenda Items. No agenda items shall be received less than forty-eight (48) hours prior to the meeting.
- 3.8. Items Not On Agenda: The failure to specifically list a matter on the agenda shall not preclude discussion of any matter that is germane to a general topic provided for on the agenda or meeting notice. Final action shall not be taken on an item not on the agenda unless extraordinary circumstances warrant such action, in which case said item shall be placed on the agenda for ratification at the next regularly scheduled meeting of the City Council.
- 3.9. Future Agenda Items: Items may be placed on a future agenda in either of the following ways:
 - 3.9.1. Prior To A City Council Meeting: The Mayor or any three (3) Council members may direct the City Manager to place an item on the City Council agenda for consideration if the request is timely made; or
 - 3.9.2. During A City Council Meeting: The Mayor or any member of the City Council may propose an item be placed for discussion on an agenda at a future City Council meeting if such proposal is supported by three (3) members of the City Council.

4. Special Meetings:

4.1. Call For Special Meeting: The Mayor or any three (3) Council members may, upon notice to every Council member, call a special meeting, or a special meeting may be announced at a regularly scheduled open meeting.

4.2. Procedures:

4.2.1. Unless announced at an open meeting as provided above, the call for a special meeting shall be in writing indicating the business to be covered at the meeting and the specific time and date of the meeting. This written call shall be delivered to the City Manager's office. When Council members call the meeting, the written notice must include the names of the Council members calling the special meeting.

4.2.2. The City Manager shall poll the Council members to determine whether a quorum will be achieved and inform all Council members of the outcome of that poll. If, as a result of the poll, the City Manager determines that a quorum will not be achieved, he shall not schedule or give public notice of a meeting.

4.2.3. If it is determined that a quorum will be present, the City Manager shall send formal written notice to the City Council within twenty-four (24) hours after receiving notification that the Mayor or three (3) Council members have called a special meeting.

4.2.4. The City Clerk shall cause notice to the public and the press not less than forty-eight (48) hours before the meeting in conformance with the Illinois Open Meetings Act.

4.2.5. The City Manager shall prepare a formal agenda limited to the items set forth in the notice, schedule meeting space, and carry out any other administrative duties necessary.

4.2.6. The failure to specifically list a matter on the agenda shall not preclude discussion of any matter that is germane to a general topic listed on an agenda or meeting notice. Final action shall not be taken on an item not on the agenda unless extraordinary circumstances warrant such action, in which case said item shall be placed on the agenda for ratification at the next regularly scheduled meeting of the City Council.

5. Emergency Meetings:

5.1. Call For Emergency Meeting: Emergency meetings may be called by the Mayor, Mayor Pro Tem, in the absence of the Mayor, or any three (3) Council members in the event of a bona fide emergency, upon notice as soon as practicable, but in any event prior to the holding of such meeting, in accordance with the Illinois Open Meetings Act. A bona fide emergency shall exist under any reasonably unforeseen circumstances requiring extraordinary action to protect the health, welfare, or safety of the City's residents.

5.2. Procedures:

5.2.1. The call for an emergency meeting shall be by the most reliable method available under the circumstances.

5.2.2. The call for the meeting shall be delivered to the City Manager for distribution of the appropriate public notice and notice to the City Council.

5.2.3. The City Manager shall poll the Council members to determine whether a quorum will be achieved. A quorum is necessary to hold an emergency meeting. Any number of Council members may participate by telephone and may be counted for the purpose of achieving a quorum.

5.2.4. The City Manager shall prepare an agenda, and carry out any other administrative duties necessary.

5.2.5. The failure to specifically list a matter on the agenda shall not preclude discussion of any matter that is germane to a general topic listed on an agenda or meeting notice. Final action shall not be taken on an item not on the agenda unless extraordinary circumstances warrant such action, in which case said item shall be placed on the agenda for ratification at the next regularly scheduled meeting of the City Council.

6. Closed Session:

6.1. All regular, special or emergency meetings or workshops of the City Council shall be open to the public, however, the City Council may hold sessions closed to the public as provided for in the Open Meetings Act, 5 ILCS 120/2.

6.2. During any properly convened open meeting of the City Council, a motion to go into closed session may be made. It shall specify one (1) or more exceptions contained in the Open Meetings Act. Only those specified exceptions stated in the motion may be considered during the closed session.

- 6.3. The motion to go into closed session must be seconded and pass by roll call vote of a majority of Council members present.
- 6.4. The votes of each Council member shall be recorded in the minutes of the open meeting.
- 6.5. No final action may be taken at a closed session.
- 6.6. Except as required under the Open Meetings Act, matters discussed in closed session are deemed confidential and are not to be disclosed.

7. Council Workshops:

- 7.1. Council Workshops: A Council workshop includes, but is not limited to, a meeting of the City Council for informational or educational purposes that provides Council members with an opportunity to analyze issues or exchange ideas on a given topic.
- 7.2. Schedule: Council workshops are generally held at 6:00 p.m. on the second and fourth Monday or the fifth Tuesday of each month at the Municipal Center or as otherwise scheduled by City Council.
- 7.3. Procedures:
 - 7.3.1. Any Council member may propose a topic for discussion for a Council workshop. A Council workshop will be scheduled on that topic if a consensus of the City Council agrees.
 - 7.3.2. The City Manager may propose a topic for discussion at a Council workshop by placing it on the City Council meeting schedule for consideration by the City Council at a regular City Council meeting.
 - 7.3.3. The City Manager shall prepare a formal agenda and supporting materials as necessary and have them delivered to all Council members not less than seven (7) days prior to the workshop.
 - 7.3.4. Public participation at Council workshops shall comply with the Open Meetings Act and the rules set forth for public participation provided for in this Chapter. Members of the public shall limit their comments to the specific topic of the workshop.

8. Council Work Request: A Council Work Request is a request for research, analysis, or information that is pertinent to the entire City Council.
- 8.1. Any member of the City Council may initiate a Council Work Request, if such request is supported by three (3) members of the City Council, by submitting the request to the City Manager.

1-5-6-4: - MINUTES AND RECORDINGS:

1. The City Clerk shall keep minutes of all open and closed sessions of the City Council. Closed session minutes shall remain confidential until the City Council determines otherwise, according to law. Minutes shall include, but need not be limited to:
 - 1.1. The date, time and place of meeting;
 - 1.2. The members of the City Council recorded as either present or absent;
 - 1.3. A summary of discussion on all matters proposed, deliberated, or decided;
 - 1.4. A record of any votes taken; and
 - 1.5. The name of any Council member making and seconding a motion except for a motion to adjourn a meeting. A motion made, but not seconded, and a withdrawn motion shall not be recorded in the minutes of the meeting.
2. A copy of the proposed minutes of the immediately preceding City Council meeting(s) shall be delivered to each Council member prior to the convening of the next regular City Council meeting.
3. The City Council shall approve the minutes of an open meeting within thirty (30) days after that meeting or at the second subsequent regular meeting of the City Council, whichever is later.
4. The minutes of City Council meetings open to the public shall be available for public inspection within ten (10) days after the approval of such minutes by the City Council.
5. Minutes shall be posted on the City's website within ten (10) days after their approval by City Council and shall remain on the City's website for at least sixty (60) days after their initial posting.
6. Except for workshops, each open meeting of the City Council shall be recorded and such recordings shall be kept for a minimum of five (5) years after the date of the recording.
7. In addition to written minutes, a verbatim record of all closed sessions shall be prepared and maintained by the City Clerk in the form of audio or video recording in conformance with the Illinois Open Meetings Act. The City Council may direct the destruction of any such recording in conformance with the Act not less than eighteen (18) months after completion of the meeting recorded.

8. The City Council shall semiannually meet to review minutes of all closed sessions. At such meetings a determination shall be made which shall be reported in open session that:
 - 8.1. The need for confidentiality still exists as to all or part of those minutes and related recordings; or
 - 8.2. The minutes or portions thereof, and related recordings, no longer require confidential treatment and are available for public inspection; or
 - 8.3. In the case of recordings more than eighteen (18) months old, that any particular recording be destroyed.

1-5-6-5: - ORDER OF BUSINESS:

1. The order of the agenda for each regular City Council meeting shall generally be as follows:
 - A. Call to order.
 - B. Roll call.
 - C. Closed session.
 - D. Roll call.
 - E. Pledge allegiance to the flag.
 - F. Awards and recognitions.
 - G. Public forum.
 - H. Consideration of motion to use omnibus method for remaining items.
 - I. Consent agenda.
 - J. Public hearings.
 - K. Old business.
 - L. Ordinances and resolutions.
 - M. Award of bids and other items of expenditure.
 - N. Petitions and communications.
 - O. Reports and recommendations.
 - P. New business.
 - Q. Adjournment.

1-5-6-6: - CITIZEN PARTICIPATION:

1. Authority:

- 1.1. The Illinois Open Meetings Act provides that members of the public must be given an opportunity to address public officials at open meetings and provides that public comment may be subject to the rules established and recorded by the public body.
- 1.2. Members of the public may address the City Council pursuant to the rules established and recorded in this Section. Said rules shall be posted at the area where members of the public sign up to address the City Council at a City Council meeting.
- 1.3. Any person may be expelled from City Council Chambers for the remainder of a City Council meeting by the Mayor or a majority vote of the City Council if that person:
 - 1.3.1. Addresses or attempts to address the City Council at a City Council meeting except in conformance and compliance with the rules provided in this Section; or
 - 1.3.2. Otherwise acts in a disorderly manner so as to disrupt the ability of the City Council to efficiently conduct its meeting.

2. Process:

- 2.1. Members of the public who want to address the City Council at a City Council meeting shall sign up before the start of the meeting identifying themselves by name and indicating whether they want to address the City Council on a particular agenda item or during public forum.
 - 2.1.1. The purpose of the public forum is to allow members of the public an opportunity to address the City Council on issues of concern to them which are not part of the agenda.
- 2.2. During public forum or after the introduction of each agenda item, members of the public shall be called in the order that they signed up.
- 2.3. Speakers shall address the City Council from the podium and state their name for the record before beginning their remarks.

3. Limitations:

- 3.1. Speakers shall limit their remarks to no more than three (3) minutes unless additional time is granted by the Mayor or by a majority vote of the City Council.
- 3.2. A timer shall be used to notify speakers when the allotted time has expired. Speakers will be informed when their allotted time has expired. Upon the expiration of the allotted time, speakers shall stop speaking and leave the podium unless additional time is granted or unless there are questions directed to the speaker from Council members.
- 3.3. Public participation during public forum shall be limited to no more than thirty (30) minutes in total unless extended for a time certain by the Mayor or by a majority vote of the City Council. If there are more speakers signed up to address the City Council than time will allow, public forum shall be bifurcated and continued to the end of the agenda, prior to new business.
- 3.4. Groups of speakers should, whenever possible, consolidate their comments and avoid repetition through the use of representative speakers.
- 3.5. Except during public forum, speakers shall focus and limit their remarks directly to the matter then under discussion.
- 3.6. Speakers shall address their remarks to the City Council as a whole and not to any individual Council members.
- 3.7. Speakers shall not ask questions of individual Council members or a member of the City staff without first obtaining permission from the Mayor.
- 3.8. Speakers shall refrain from harassing or directing threats or personal attacks at Council members, staff, other speakers or members of the audience.
- 3.9. Council members may, but need not, ask questions of speakers at the conclusion of their comments.
- 3.10. Members of the audience shall maintain decorum and refrain from noisy outbursts or other distracting actions such as applauding, cheering, or booing during or at the conclusion of any remarks made by any speaker, staff member or Council members.

4. Petitioners:

- 4.1. Notwithstanding rules to the contrary in this Section, petitioners, defined as persons or entities who initiated and have a direct financial or ownership interest concerning a particular agenda item as determined by the City Manager shall be called at the beginning of said agenda item and may address the City Council concerning their petition for no more than ten (10) minutes.
- 4.2. After members of the public have had an opportunity to address the City Council pursuant to the rules provided in this Section, petitioners shall have no more than five (5) minutes to reply to any comments or questions from members of the public or Council members. There shall be no additional public participation on said agenda item after a petitioner's reply unless granted by the Mayor or by a majority vote of the City Council.

1-5-6-7: - COUNCIL RULES OF ORDER:

1. "Council Rules of Order" shall govern the proceedings of the City Council. When Council Rules of Order do not provide governance, "Robert's Rules of Order" shall govern.
2. Mayor To Preside: The Mayor shall preside at all meetings and workshops of the City Council provided that in the absence of the Mayor, the Mayor Pro Tem shall preside. The Mayor shall preserve order and decorum, and shall decide on all questions of order and procedure subject to the right of appeal and decided by majority vote without debate. Any point of order not promptly made shall be waived.
 - 2.1. The Mayor may verbally summarize the item to be voted upon after it has been moved and seconded and may restate the question immediately prior to calling the vote. Following the vote, the Mayor shall announce whether the question carried or was defeated.
3. Introduction of Specific Agenda Item—Debate:
 - 3.1. All agenda items shall be introduced at the meetings by the City Clerk or City Clerk designee.
 - 3.2. Debate may be had on an agenda item after the agenda item has been introduced and also after a proper motion and second is had. All debate on the question before City Council shall conclude once a vote on the question has commenced.
 - 3.3. No Council member shall speak more than two (2) times on an agenda item at a meeting, except by consent of the Mayor or by consent of a majority of Council members present. City Council consent shall be assumed in the absence of an objection. The first time a Council member speaks on an agenda item shall be limited to three (3) minutes. The second time a Council member speaks on an agenda item shall be limited to two (2) minutes.
 - 3.4. Council members shall confine themselves to questions under consideration, avoiding personalities and refraining from impugning the motives of any other Council member's argument or vote.
 - 3.5. There shall be no discussion among Council members while a Council member is speaking.

4. Motions: The City Council as set forth in this Section shall permit the following motions. City Council shall not act upon a motion unless it is seconded or as otherwise provided for in this Chapter. When a Council member seconds a motion, the member shall state their last name. The voting precedence of motions, the purpose and features of such motions shall be as follows:

4.1. Motion To Adjourn:

- 4.1.1. Purpose: To terminate a meeting.
- 4.1.2. Debatable: No.
- 4.1.3. Second Required: Yes.

4.2. Motion To Recess:

- 4.2.1. Purpose: To permit an interlude in the meeting and to set a definite time for continuing the meeting.
- 4.2.2. Debatable: Yes. Restricted to time or duration of recess.
- 4.2.3. Second Required: Yes.

4.3. Motion To Invoke Council Rules:

- 4.3.1. Purpose: At the request of any one Council member, an agenda item will be held over for consideration until the next regular City Council meeting. An agenda item held over by a motion to invoke council rules may not be held over a second time by this procedure.
- 4.3.2. Debatable: No. May be contested by a motion to overrule the request. The motion to overrule will pass upon at least two-thirds (2/3) vote of the corporate authorities then holding office.
- 4.3.3. Second Required: No (except for motion to overrule).

4.4. Motion To Close Debate And Call The Question:

4.4.1. Purpose: To stop discussion on the pending motion and bring such motion to an immediate vote unless a motion to invoke council rules or a motion to adjourn is made.

4.4.2. Debatable: No. This motion may be contested by an objection. Upon objection, the Mayor shall call for a roll call vote on the motion to close debate and call the question; which shall pass by majority vote of City Council. In the event the roll call vote fails, debate may continue.

4.4.3. Second Required: No.

4.5. Motion In Substitution:

4.5.1. Purpose: To take place of the pending main motion.

4.5.2. Debatable: Yes. Limited to the substitute motion. If the substitute motion is passed by vote required, no vote will be taken on the main motion. If the motion in substitution is defeated, a vote will be taken on the main motion.

4.5.3. Second Required: Yes.

4.6. Motion To Table To A Date Certain Or Indefinitely:

4.6.1. Purpose: To postpone consideration of an agenda item for City Council consideration to a date certain or indefinitely. An item that has been tabled indefinitely may be removed from the table by two-thirds (2/3) vote of City Council under New Business or as an agenda item provided for under this Chapter.

4.6.2. Debatable: Yes.

4.6.3. Second Required: Yes.

4.7. Main Motion:

4.7.1. Purpose: To place an item before the City Council for debate and vote.

4.7.2. Debatable: Yes.

4.7.3. Second Required: Yes.

4.8. Motion To Go Into Closed Session:

4.8.1. Purpose: To convene a closed session for purposes authorized by the Open Meetings Act.

4.8.2. Debatable: Yes.

4.8.3. Second Required: Yes.

4.9. Motion To Reconsider:

4.9.1. Purpose: To permit a subsequent vote on a motion which has previously been voted upon.

4.9.1.1. Motion To Reconsider At The Same Meeting: A motion to reconsider at the same meeting may only be made: 1) before another item has been discussed, or 2) under New Business. If the motion to reconsider is made before another item has been discussed, it may be reconsidered immediately at the same meeting. If another item has been discussed, it may only be brought under New Business. The item will then be placed on the agenda for consideration at the next City Council meeting. A motion to reconsider must be made by a member who voted on the prevailing side, seconded, and pass by a vote of two-thirds (2/3) of the City Council then holding office.

4.9.1.2. Motion to Reconsider at the Next Meeting: A motion to reconsider a decision made at the previous City Council meeting must be made under New Business, seconded and pass by a vote of two-thirds (2/3) of the City Council then holding office. If passed by the required vote, that item will be placed on the agenda for consideration at the next City Council meeting. A motion to reconsider must be made by a member who voted on the prevailing side.

4.9.1.3. Once a motion to reconsider is made and decided in the negative, a motion to reconsider shall not be considered again.

4.9.2. Debatable: Yes. Limited to its reconsideration.

4.9.3. Second Required: Yes.

4.10. Motion To Change Vote:

4.10.1. Purpose: To permit a Council member to change their vote prior to the Mayor announcing the vote results.

4.10.2. Debatable: No.

4.10.3. Second Required: No.

4.11. Motion To Suspend Rules:

4.11.1. Purpose: City Council procedural rules may be temporarily suspended for only the matter under consideration by two-thirds (2/3) vote of the corporate authorities. However, rules relating to issues governed by State statute shall not be so suspended.

4.11.2. Debatable: Yes.

4.11.3. Second Required: Yes.

4.12. Motion To Remove Item From The Agenda:

4.12.1. Purpose: To remove an agenda item when no action is required by City Council.

4.12.2. Debatable: Yes.

4.12.3. Second Required: Yes.

4.13. Motion To Take An Item Out Of Agenda Order:

4.13.1. Purpose: To place an agenda item in a different position upon the agenda for City Council consideration.

4.13.2. Debatable: Yes.

4.13.3. Second Required: Yes.

5. Roll Call Vote Required: All ordinances and any resolution or motion to expend or disburse monies or create liability shall be passed only by roll call vote and shall be recorded. A roll call vote may also be used to clarify a voice vote.
6. Final Determination: In the absence of a motion to reconsider brought at the same or next regularly scheduled meeting of the City Council as set forth in this Chapter, a determination made by the City Council may not be reconsidered or considered again except by way of new petition, new business, amendment, rescission, repeal or similar action, which action may not be considered within sixty-two (62) days of the City Council's decision.

1-5-6-8: - VOTE REQUIRED, WAIVER OF FIRST READING, AND ABSTENTIONS:

1. Vote Required:

1.1. Majority Vote: Unless specifically provided herein, motions shall require a majority vote of Council members present for approval.

1.2. Majority Vote Of All Members Of The City Council: A majority vote of all Council members in office shall be required for the actions listed below. If there are no vacancies in the membership of the City Council, five (5) votes shall constitute a majority vote of all members of the City Council.

1.2.1. A motion to adopt a budget as provided in Subsection 1-9A-5:2 of this Code.

1.2.2. A motion to make a supplemental appropriation as provided in Subsection 1-9-4:3 of this Code.

1.2.3. A motion to expend money for contingency purposes as set forth in 65 ILCS 5/8-2-9.7 per Section 1-9A-1 of this Code.

1.2.4. A motion to appoint or remove a City Manager as provided in Sections 1-6A-1 and 1-6A-4 of this Code.

1.2.5. A motion to waive a raffle license fee as provided in Section 3-4A-5 of this Code.

1.3. Council Vote Not In Conformance With PZC Recommendation: The vote of five (5) members of the City Council shall be necessary in order to pass an ordinance granting a text amendment, rezoning or conditional use request if the Planning and Zoning Commission recommended denial of such request as provided in Subsection 6-3-3:2.1.1 of this Code.

1.4. Two-Thirds (2/3) Vote: A two-thirds (2/3) or "extraordinary" vote of the members of the City Council then holding office is required for approval of the actions listed below. If there are no vacancies in the membership of the City Council, six (6) votes shall constitute an extraordinary vote.

1.4.1. A motion to approve an ordinance approving an annexation agreement or an amendment to an annexation agreement.

1.4.2. A motion to overrule a motion to invoke Council rules.

- 1.4.3. A motion to waive first reading.
- 1.4.4. A motion to reconsider a prior action taken by the City Council as provided in Subsection 1-5-6-7:4.9 of this Chapter.
- 1.4.5. A motion to temporarily suspend procedural rules of the City Council pursuant to Subsection 1-5-6-7:4.11.1 of this Chapter.
- 1.4.6. A motion to approve an intergovernmental transfer of property when the City is the transferor.
- 1.4.7. A motion to approve an intergovernmental lease of real property owned by the City for a term not to exceed fifty (50) years.
- 1.4.8. A motion to accept a contract proposal for sale of surplus real estate at a price not less than eighty percent (80%) of an approved MAI appraisal amount.
- 1.4.9. A motion to approve an ordinance amending setback regulations for setback lines along streets, drives, traffic way, parkway or storm or flood water runoff channel (not including setbacks approved by individual variance or deviation as provided in Title 6 or Title 7 of this Code).
- 1.4.10. A motion to contract without prior appropriation for professional services necessary for planning and financing a needed public work.
- 1.4.11. A motion to reject the terms of an arbitration panel's decision in a dispute involving a security employee, peace officer, or firefighter under the Illinois Labor Relations Act.
- 1.4.12. A motion to expel a Council member from a City Council meeting.
- 1.4.13. A motion to abandon the budget process as set forth in 65 ILCS 5/8-2-9.10 per Subsection 1-9A-1 of this Code.
- 1.4.14. A motion to revise the number of class C liquor licenses as provided in Section 3-3-13 of Title 3 of this Code.
- 1.4.15. A motion to delegate authority to delete, add to, change or create sub-classes within object classes previously budgeted for, or for the City Council itself to revise the annual budget as set forth in 65 ILCS 5/8-2-9.6 per Section 1-9A-1 of this Code.

- 1.4.16. A motion to waive bidding requirements under the City's Procurement Code when the expense thereof will exceed twenty-five thousand dollars (\$25,000.00).
 - 1.4.17. A motion to approve a statement of urgency regarding the effective date of an ordinance imposing any fine, penalty, imprisonment, or forfeiture, or making any appropriation pursuant to 65 ILCS 5/1-2-4.
 - 1.5. Three-Quarter ($\frac{3}{4}$) Vote: A three-quarter ($\frac{3}{4}$) vote of the members of the City Council then holding office is required for approval of the actions listed below. If there are no vacancies in the membership of the City Council, seven (7) votes shall constitute a three quarter ($\frac{3}{4}$) vote.
 - 1.5.1. A motion to convey real estate when it is no longer necessary or in the best interest of the City to keep such property.
 - 1.5.2. A motion to lease real property owned by the City for a term between two (2) years and ninety-nine (99) years.
 - 1.5.3. A motion to accept the highest or best bid to sell real property.
 - 1.5.4. A motion to approve an ordinance vacating a street or alley.
 - 1.6. Unanimous Vote: A unanimous vote of the members of the City Council present at any meeting is required to vote on several questions as an omnibus vote.
 - 1.7. Conflict: In the event of any conflict or inconsistency between the voting requirements set forth herein and any state law now or hereafter in effect, the provisions set forth herein shall control pursuant to the exercise of home rule authority articulated in the General Provisions of this Chapter 5 of Title 1. In the event of conflict between the provisions of this Chapter 5 and any other provision of this Code now or hereafter in effect, the provisions of this Chapter 5 shall control.
2. Waiver Of First Reading: No ordinance amending the text of this Code shall be adopted by the City Council at the same meeting at which it is introduced except after an extraordinary vote of the City Council (known as "waiving first reading"). During the period between the introduction and consideration, the public may inspect such proposed ordinance at the office of the City Clerk.

3. Abstentions:

- 3.1. **Obligation To Vote:** Council members are expected to vote on all matters coming before the City Council unless an abstention is appropriate as provided in Chapter 13 of this Title. A Council member who abstains from voting shall announce his or her reason for abstention.
- 3.2. **Conflict Of Interest:** A Council member shall not vote on any matter in which he or she has a prohibited interest as set forth in Chapter 13 of this Title, as amended. If a Council member does have a prohibited interest, he or she shall disclose such interest, leave City Council chambers and abstain from voting on the matter, all in accordance with Chapter 13 of this Title.
- 3.3. **Abstention Not Counted:** An abstention shall not be counted in the number of votes cast, and shall not be counted with the majority or minority vote of the City Council.