



2019 City Council Orientation

APRIL 29, 2019

Tonight's Agenda

- ▶ Introductions
- ▶ Mission
- ▶ Core Values
- ▶ Naperville's form of government
- ▶ Council Duties and Responsibilities
- ▶ Mayor Pro Tem schedule
- ▶ Open Meetings Act
- ▶ Freedom of Information Act (FOIA)
- ▶ Ethics
- ▶ Gift Ban
- ▶ Conflicts
- ▶ Council Rules

City of 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.”



Our Core Values

People

We value each other as professionals working together to provide quality services. 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 successes reflect our work ethic.



City of Naperville Ends Policies



Public Safety

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



High Performing Government

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



Economic Development

Naperville will be the location of choice for businesses.



Financial Stability

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

A Look Back at Our Forms of Government

President-Trustee

1857–1889

Mayor-Commissioner

1890–1912

1913–1968

1969 to present

Mayor-Alderman

Council-Manager

- Most prevalent form of local government
 - Another popular form is Strong Mayor
- Examples: Chicago, Aurora, Bolingbrook, Cicero*

City Council Duties and Responsibilities

Select and appoint a City Manager as the Chief Administrative Officer of the City

As needed

Adopt, amend, and repeal ordinances as allowed by law

Continuous

Determine and review the City's property tax rate on an annual basis

Selected each December

Fulfill the City's vision by setting the strategic plan and developing annual goals

As needed

Approve the City's annual operating budget in pursuit of the City's mission statement

Fall of each year

Promote the maintenance of the quality of life in Naperville by establishing and preserving intergovernmental relationships

Continuous

Establish and update as appropriate a comprehensive plan for the City's zoning and land use

Periodic updates; update currently in progress

Approve the five year capital improvement plan annually to efficiently maintain the City's infrastructure

Part of annual budget process

Additional Mayoral Duties

Preside over City Council meetings (*continuous*)

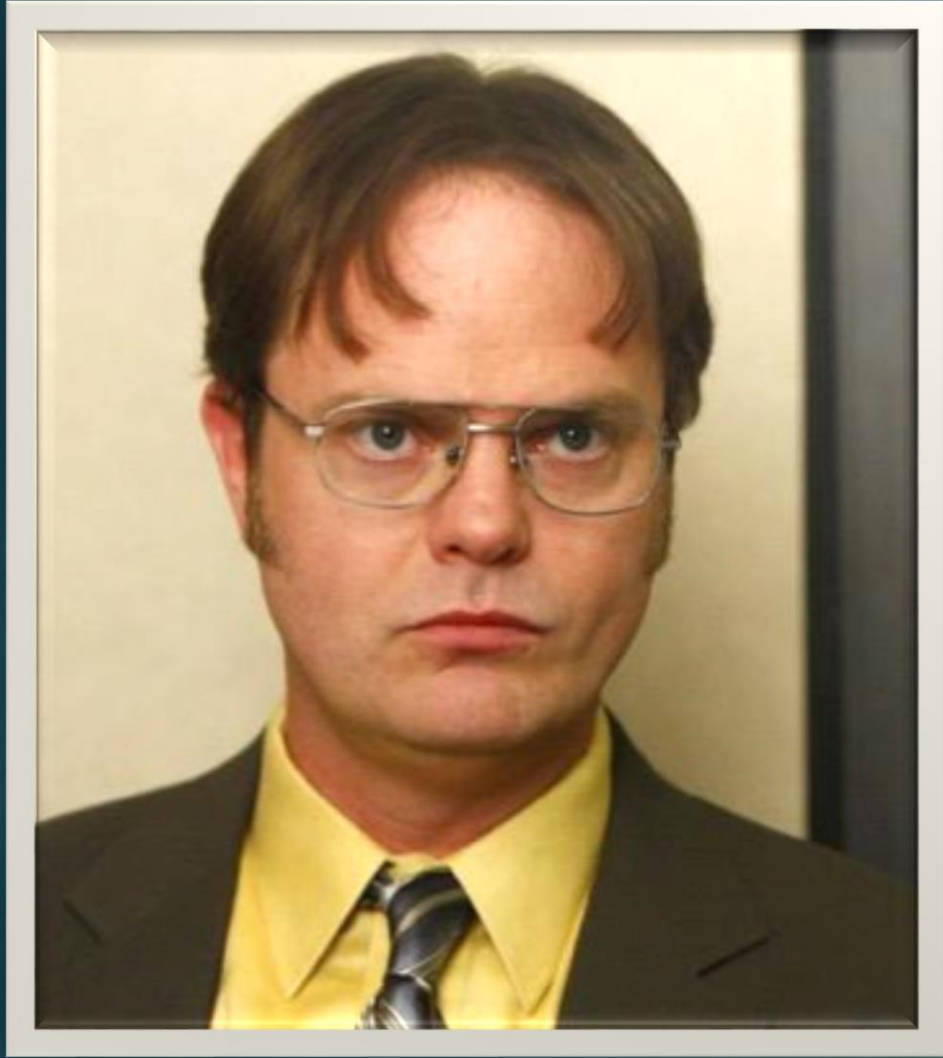
Function as the local Liquor and Tobacco Control Commissioner (*continuous*)

Declare emergencies (*rare*)

Select members for City boards and commissions with City Council approval (*sporadic*)

Mayor Pro Tem Schedule

DATE	COUNCILMEMBER
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



Learn Your Rules

Open Meetings Act (OMA)

▶ Public meeting required

- ▶ “any gathering”
- ▶ “of majority of a quorum”
- ▶ “discussing public business”

▶ Public business

- ▶ Is topic within the scope of your authority?

▶ Public view

- ▶ Pre: Notice & Agenda
- ▶ At: Access, Forum & Minutes
- ▶ Post: Approve Minutes & Post

▶ Purely social gatherings

▶ Electronic communications

- ▶ Email, text, social media
- ▶ Contemporaneous, interactive

▶ Violations

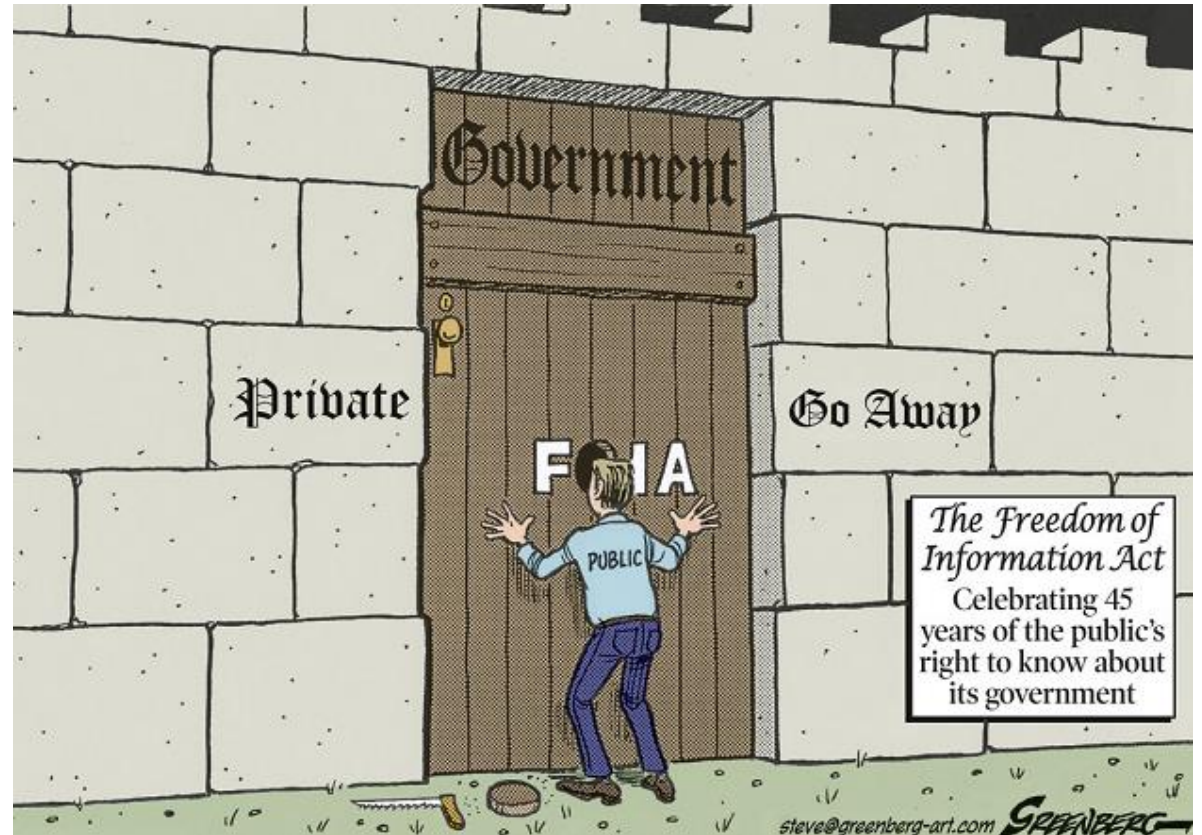
- ▶ Criminal: Class C = 30d & \$1,500
- ▶ Civil: Lawsuit

▶ Closed session

- ▶ Employee, Bargaining, Real Estate, Litigation, Minutes

Freedom of Information Act (FOIA)

- ▶ Ensure public access to government records
- ▶ Paper & electronic records
- ▶ Irrelevant: personal v. city
- ▶ Exceptions: privacy, security, drafts, proprietary trade info, legal advice, etc.
- ▶ City Clerk's Office responds



Ethics

▶ Oath & Municipal Code

▶ Official misconduct (Class 4 & forfeit)

- ▶ 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.

▶ Political activities prohibited (Class A)

- ▶ Government property
- ▶ Government employees



Gift Ban

- ▶ Regulates “gifts” from “prohibited source”
- ▶ Gift = worth \$; tangible & intangible
- ▶ Source = does business w/ the City
- ▶ Includes spouses & household
- ▶ \$75 food & refreshment daily
- ▶ \$100 gift per source per year
- ▶ Promptly return or give gift or equal amount to charity



CAI MENG / CHINA DAILY

Conflicts of Interest

- ▶ Council shall not have an
 - ▶ ownership
 - ▶ employment or
 - ▶ family interest in any
 - ▶ contract, business, or transaction
 - ▶ sale of anything to the City
 - ▶ City purchase of anything

- ▶ Naperville Municipal Code, state statute & common law
- ▶ Written disclosure filed with City Manager before meeting
- ▶ Leave chamber & don't vote
- ▶ If you ever have a question, please contact the City Attorney

Council Rules



Robert's Rules of Ordering.

Adding Items to the Agenda

1. Prior To Council Meeting

- ▶ The Mayor or any three 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

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 members of the City Council.

Speaking Time Opportunities

No member shall speak more than 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 3 minutes. The second time a Council member speaks on an agenda item shall be limited to 2 minutes.

Motion to Amend v. Substitution

1. Vote no

2. Ask member who made motion to amend motion

- ▶ Member & 2nd agree
 - ▶ Amended replaces original
- ▶ Member or 2nd don't agree
 - ▶ Original motion remains

3. Member makes motion in substitution

- ▶ own motion containing different language from original motion
- ▶ Requires second & debatable
- ▶ Voted in place of original motion
- ▶ If passes, it is adopted and no action taken on original motion (it dies)
- ▶ If fails, original motion gets a vote

4. Motion to Reconsider

Tabling to Date Certain v. Indefinitely

- ▶ Purpose: postpone consideration of agenda item
- ▶ Second required & debatable
- ▶ Date Certain is clear
- ▶ Indefinitely requires 6 votes under New Business to remove from table (or...)

QUIZ



True or False?

May be used to continue item up to 2 meetings in future.

It does not require a second.

It is not debatable.

It cannot be defeated.

Motion to overrule needs a second and a majority vote.

No limit on how often it may be used in one meeting.

Motion to Invoke Council Rules

Point of Order

- ▶ POI is often not used or not used properly
- ▶ Members have obligation to make sure rules are followed
- ▶ If rule violated, you may put a stop to the violation by interrupting and stating “point of order”
- ▶ Chair must stop and ask member to make their point
- ▶ Then chair decides:
 - ▶ “Point well taken” & corrects it or
 - ▶ “Point not well taken” & moves on
- ▶ Not a personal attack
 - ▶ It's not “you're wrong”, but rather preserving process
 - ▶ Everyone is on same team when it comes to following process
- ▶ Everyone should welcome help protecting members rights & proper transaction of business



Questions?