



# Welcome to a City of Geneva Public Meeting

**Mayor**

The Mayor is the Legislative Leader of the City and is elected at large for a four-year term. The Mayor presides at all City Council meetings and ceremonial occasions. Although the Mayor is not required to vote on every issue, he may exercise voting rights under certain circumstances.

**Aldermen**

The ten Aldermen of the City Council are elected to serve four-year overlapping terms and may be elected for an infinite number of terms. There are five wards in the City and two Aldermen are elected from each ward. The City Council is the legislative body of the City government and determines all matters of City policy, approves all City ordinances and resolutions and adopts the annual City budget.

**City Clerk**

The Clerk is elected at large for a four-year term and is the recording officer of the City. The Clerk is responsible for attending all meetings of the City Council and keeping records of the proceedings.

**City Treasurer**

The Treasurer is elected at large for a four-year term. The Treasurer is responsible for the monies received and distributed by the City.

**City Attorney**

The Attorney is appointed on an annual basis by the Mayor. The Attorney acts as legal counsel on various matters of the city.

**City Administrator and Staff**

The City Administrator is the Chief Administrative Officer of the City, appointed by the Mayor and approved by the City Council, and is responsible for the oversight of all department operations. The City Administrator and staff may be called upon to present reports or to respond to questions at meetings. The City Administrator and staff are responsible for the implementation and enforcement of all laws, policies, programs, ordinances, functions and programs of the City in accordance with state law and the public policies adopted by the City Council.

**W**elcome to a City of Geneva public meeting. This brochure is designed to help you understand the process and procedures for public meetings in an effort to promote civic participation.

The Mayor and Geneva City Council invite you to attend all Geneva public meetings. Your input is welcome and your participation is appreciated.

## Meeting Schedule

**City Council:** Conducts regular business meetings on the first and third Mondays of each month at 7 p.m. Formal action is taken at these meetings.

**Committee of the Whole (COW):** Conducts less formal and more informational meetings on the second and fourth Mondays of the month at 7 p.m. The COW makes recommendations that are forwarded to the City Council meeting for formal approval.

Copies of the meeting agendas are placed in the entryway to City Hall from James Street and on the City's website at [www.geneva.il.us](http://www.geneva.il.us) at least 48 hours in advance of all meetings. All regular Council and Committee of the Whole meetings are held on the second level of City Hall (109 James St.) in City Council Chambers unless otherwise noted.

## Operation of Meetings

The Mayor is the presiding officer for City Council meetings and Aldermen rotate as Chairmen for Committee of the Whole meetings. Six Council members constitute a quorum which is a requirement in order to hold a public meeting. Most Council motions require a simple majority vote for passage.

**Public Hearings** - A Public Hearing is held as a separate item of business on an agenda. This portion of the agenda is your opportunity to give testimony for the record regarding an issue. This testimony is part of the record of proceedings. Typically, a hearing follows these steps:

- Mayor opens the hearing to the public
- There may be a presentation by a petitioner or staff
- Public input
- Mayor closes the public hearing

When the Mayor asks for public input, you may step up to the microphone at the podium and state your name and address and note any organization that you represent. You are then ready to make your comments on the issue which become part of the official record. The issue is typically on the City Council agenda the same evening as the public hearing, at which time, discussion among City Council members may be held, presentations may be made, and a vote on the issue is generally taken. Occasionally, the Council may continue a hearing to another date before taking action.

**Public Meetings** - "New Business" items are intended for discussion on items that were not included on any other part of the agenda and for the public to have the opportunity to speak to any items on the agenda or any other topics not on the agenda at any public meeting. Speakers do not have to "sign in" to be heard. There are no time limits for speakers but the City does ask that those citizens wishing to speak identify themselves, note their address, identify any organization they represent and limit their comments to those not yet stated by prior speakers from the audience. Geneva citizens and property owners will be allowed to speak prior to other guests.

**Bids, Purchases, and Municipal Bills** - The Council takes action on specific bids relating to purchases and projects of the City and approves the payment of bills at their City Council meetings.

## Operation of Meetings (Cont.)

**Appointments** - Appointments are made for Council positions, staff positions, advisory boards, commissions, committees, or task forces by the Mayor with the consent of the City Council.

**Omnibus (Consent) Agenda** - The Omnibus, or Consent, Agenda covers routine administrative matters and/or items that have previously been discussed and unanimously recommended for approval. These items are discussed at Committee of the Whole meetings and may be approved in their entirety at City Council meetings pursuant to the recommendations from staff reports and/or Committee of the Whole votes recommending items. A Council member or citizen may ask that an item be removed from the Omnibus/Consent Agenda for discussion. Items removed will receive separate action. All items not removed from the Omnibus/Consent Agenda will be approved by a single motion and vote of the Council.

**Committee of the Whole Items of Business** - These are items that are on, or have been on, a Committee of the Whole agenda and discussed and/or voted on at such meetings recommending them for approval. These items are forwarded on to City Council agendas for City Council action.

## Contact the City of Geneva

Any person wishing to make a presentation to the City Council, should contact the City Administrator's Office (630-232-7494) and ask to be placed on an upcoming agenda. Any related materials to the issue must be submitted in advance of the meeting. Please check with the City Administrator's Office for submittal deadlines. Following a presentation/discussion of the item at the Committee of the Whole meeting, the item may be placed on an upcoming City Council agenda for formal action. Agendas, minutes, calendars, and more are on the City's homepage for public viewing at [www.geneva.il.us](http://www.geneva.il.us). Sign up for **GENEVAMAIL** weekly eblast as well as email/text message alerts to be notified about current events, upcoming meetings, and special notices at the City's website.

## **Telephone Numbers**

**City Hall:** 630-232-7494

**Community Development:** 630-232-0818

**Economic Development:** 630-232-7449

**Public Works:** 630-232-1501

**Police:** (Non-Emergency): 630-232-4736

**Fire:** (Non-Emergency): 630-232-2530

## **Senior Management Staff**

**City Administrator:** Stephanie Dawkins

**Assistant City Administrator:**

**Director Of Public Works:** Rich Babica

**Police Chief:** Eric Passarelli

**Fire Chief:** Mike Antenore

**Director Of Economic Development:** Cathleen Tymoszenko

**Director Of Community Development:** David DeGroot