

# CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

## FINANCE COMMITTEE

**TUESDAY, SEPTEMBER 5, 2023<sup>1</sup>**  
**6:00 P.M. – CITY COUNCIL CHAMBERS**

### AGENDA

1. Call to Order, Roll Call, and Establishment of a Quorum
2. Approval of Minutes
  - A. Finance Committee Meeting Minutes of July 12, 2023
3. Public Participation / Presentations
  - A. DuPage Senior Citizens Council Presentation
4. Items for Consent
  - A. Ordinance No. 23-O-0024 – Third Quarter Budget Amendment
  - B. Ordinance No. 23-O-0025 – Water and Sewer Rates
  - C. Ordinance No. 23-O-0026 – Public Benefit Fund Changes to the City Code
  - D. Ordinance No. 23-O-0030 – Board and Commissions Changes to the City Code
  - E. Resolution No. 23-R-0064 – Updated Budget Policy
  - F. Resolution No. 23-R-0077 – Boards and Commissions Handbook
5. Items for Discussion
  - A. FY 2024 Funding Amount for DuPage Senior Citizens Council
6. Unfinished Business
7. New Business
8. Reports from Staff
9. Executive Session (if needed)
10. Adjournment

<sup>1</sup> Rescheduled from September 4, 2023

CITY OF WEST CHICAGO – 475 Main Street  
FINANCE COMMITTEE MINUTES  
Regular Meeting  
July 12, 2023

**1. Call to Order, Roll Call and Establishment of a Quorum**

Alderman Dimas called the meeting to order at 6:00 p.m. on July 12, 2023. Roll call found Daniel M. Beebe, Christine Dettmann, Sandy Dimas, Joseph C. Morano, Jayme Sheahan, and Rebecca Stout present. Alderman Christopher Swiatek was absent. Alderman Dimas announced a quorum.

**2. Selection of a Chair and Vice-Chair**

Alderman Dimas opened nominations of a Chair. Alderman Stout nominated Alderman Dimas for Chair, seconded by Alderman Sheahan. All Aldermen voted Aye by voice vote. Motion carried.

Alderman Dimas nominated Alderman Stout for Vice-Chair, seconded by Alderman Morano. All Aldermen voted Aye by voice vote. Motion carried.

**3. Moving Regular Meeting Day of the Month**

Alderman Dimas spoke on moving the regular Finance Committee meeting date stating the meeting can be moved to 6:00pm on a Monday before a regular Council meeting.

City Administrator (CA) Michael Guttman noted that the Finance Committee meeting could be moved to the first or third Monday of the month before a regular Council meeting because the Finance Committee meetings does not meet regularly and the meetings are usually not that lengthy. If this idea was supported, CA Guttman suggested the Finance Committee meeting be changed to the first Monday of the month recognizing that the meeting day could change for the Labor Day holiday to a Tuesday.

Alderman Dettmann made a motion, seconded by Alderman Sheahan to move the regular meeting day of the month. All Aldermen voted Aye by voice vote. Motion carried.

**4. Finance Committee Meeting Minutes of April 27, 2023.**

Alderman Stout made a motion, seconded by Alderman Morano, to approve the minutes of April 27, 2023. Voting Aye: Alderman Beebe, Dimas, Dettmann, Sheahan, Stout, and Morano Voting Nay: 0 Absent: Alderman Swiatek. Motion carried.

**5. Public Participation/Presentations.**

Finance Director Nikki Giles introduced Monica Adamski from Lauterbach & Amen to present the 2022 Fiscal Year Audit to the Committee members. Ms. Adamski provided

a high level overview to the Committee. Aldermen Dimas thanked staff for their hard work during the audit process.

**6. Items for Consent.**

**A. Ordinance No. 23-O-0022 – Increasing the Home Rule Sales Tax Rate**

**B. Ordinance No. 23-O-0023 – Collection of Debts from All Entities Associated with Someone in Violation of the City Code**

Alderman Dettmann made a motion, seconded by Alderman Stout, to approve the consent agenda items. Voting Aye: Alderman Dimas, Dettmann, Beebe, Sheahan, Stout and Morano. Voting Nay: 0 Absent: Alderman Swiatek. Motion carried.

**7. Items for Discussion. None**

**8. Unfinished Business. None**

**9. New Business. None**

**10. Reports by Staff.**

City Administrator (CA) Michael Guttman informed the Committee of upcoming discussions. He said the Infrastructure Committee is suggesting that the City consider issuing debt for the resurfacing of industrial streets. CA Guttman informed that the Police Chief has requested that the final approved but unbudgeted position be restored and that is a third Community Service Officer who would primarily be handling parking tickets. CA Guttman spoke on the recent water and sewer rate increase and noted the increase was large, but future increases will be in lower increments. He lastly noted that the Police Pension Fund contribution will be increasing significantly as well, and that the annual increase in the Property Tax Levy has historically covered all or a portion of this.

**11. Executive Session (if needed). None**

**12. Adjournment.**

At 6:15 p.m., Alderman Sheahan made a motion, seconded by Alderman Morano, to adjourn the meeting. All Aldermen voted Aye by voice vote.

Respectfully submitted,

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Josie Avilez

## CITY OF WEST CHICAGO

### FINANCE COMMITTEE AGENDA ITEM SUMMARY

**ITEM TITLE:**

Presentation by the DuPage Senior Citizens' Council and  
Fiscal Year 2024 Funding

**AGENDA ITEM NUMBER:** 3.A.

**FILE NUMBER:** \_\_\_\_\_

**COMMITTEE AGENDA DATE:** 09/05/2023

**COUNCIL AGENDA DATE:** N/A

**STAFF REVIEW:**

**SIGNATURE** \_\_\_\_\_

**APPROVED BY CITY ADMINISTRATOR:**

**SIGNATURE** \_\_\_\_\_

**ITEM SUMMARY:**

As previously communicated, the Finance Committee recommended a one-time increase in the City's grant contribution to this organization, from \$10,000 to \$24,000; it was included in the approved Budget and already paid this year. Representatives from this agency were directed to return to speak to the Finance Committee this year to justify any continued increased amount. Attached is the latest information about the work it did in West Chicago and its current request for next year.

**STAFF RECOMMENDATION:**

Direction to staff as to how much municipal funding to include in the 2024 Proposed Budget.

**COMMITTEE RECOMMENDATION:**



August 25, 2023

Mayor Ruben Pineda  
City of West Chicago  
475 Main Street  
West Chicago, IL 60185

Dear Mayor Pineda,

I would like to thank the City of West Chicago for the opportunity to provide you with an update regarding the \$24,000 contribution for our 2023 fiscal year (10/1/22 – 9/30/2023).

DSCC is excited to inform you that we will meet our goal of providing **115 City of West Chicago older adult residents** with over **11,000 meals, 7,400 Well-Being Checks, and 10 minor home repairs** by the end of our 2023 Fiscal Year (10/1/2022-9/30/2023), 10-month actuals with 2 months projections.

DSCC provides vital basic needs non-clinical services for older adults 60 and older that provide the opportunity for older adults to live their lives in dignity in their own homes and communities for as long as they are able.

**DSCC's Mission:** The DuPage Senior Citizens Council initiates, delivers, monitors, and coordinates services that promote the ability of older people to live their lives in dignity.

**DSCC's Vision:** A DuPage and Kane County where no senior citizen goes hungry or faces isolation and a network of services allowing older adults to remain independent.

**DSCC's Values:** 1. The quality of life for seniors is the top priority. 2. Serving our clients compassionately and effectively while respecting their dignity. 3. High-quality services for continued independence. 4. Volunteers are essential to our success in serving the needs of seniors.

#### **About DSCC**

Since starting in 1975, DSCC has been advocating for and providing basic needs non-clinical services for older adults 60 years and older. DSCC services include Home Delivered Meals, Community Dining, Friendly Phone Calls & Visits, Minor Home Repairs, Yard Clean-Ups, Well Being Checks and Emergency Follow-Ups, and Health and Wellness Education.



### **Our Participants Statistics**

- 99% of the seniors we serve are below the Federal Poverty Level.
- 100% of our seniors are below the DuPage County Median Family Income.
- 15% of the Seniors DSCC services are people of color.
- 10% of the seniors DSCC services are limited English speaking.
- 99% of our Home Delivered Meals (Meals on Wheels) and Community Dining locations are in low-income areas.

### **How We Do What We Do**

DSCC is able to provide our services to older adults in need because of our county-wide network of community partners and volunteers. Our small staff ensures our organization efficiently provides superior services to the older adult population.

We collaborate with all municipalities and townships, including local police and fire departments/districts, and the DuPage County Sheriff's Department to account for every older adult to ensure the older adults are not in distress.

Last but definitely not least is our strong and dedicated volunteer force. DSCC has over 1,800 volunteers each year. Our volunteers are the backbone of our organization.

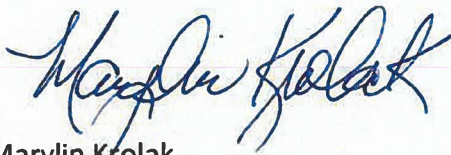
I would like to leave you with a report on the services provided to older adult residents in the City of West Chicago.

### **DSCC Services Report - City of West Chicago 10-Months Actuals with 2-Month Projections**

- 115 City of West Chicago older adult residents
- 11,000 meals
- 7,400 Well-Being Checks & Emergency Follow-Ups
- 10 Minor Home Repairs/Yard Clean-Ups
- 1,380 instances of Health & Wellness Education

Again, thank you for your continued support, and if you have any questions, please contact me at 630-620-0804 office, 630-812-6779 directly or by email, [Marilyn.Krolak@DuPageSeniorCouncil.org](mailto:Marilyn.Krolak@DuPageSeniorCouncil.org).

Sincerely,



Marilyn Krolak  
Executive Director

## CITY OF WEST CHICAGO

### FINANCE COMMITTEE AGENDA ITEM SUMMARY

**ITEM TITLE:**

Resolution No. 23-R-0064 – Updated Budget Policy

Ordinance No. 23-O-0026 – Public Benefit Fund

**AGENDA ITEM NUMBER:** 4.C. + 4.E.

**FILE NUMBER:** \_\_\_\_\_

**COMMITTEE AGENDA DATE:** 09/05/2023

**COUNCIL AGENDA DATE:** 09/05/2023

**STAFF REVIEW:**

**SIGNATURE** \_\_\_\_\_

**APPROVED BY CITY ADMINISTRATOR:**

**SIGNATURE** \_\_\_\_\_

**ITEM SUMMARY:**

With the new Community Park plan design nearing completion, staff was tasked with recommending a plan for funding the various components over time. The attached Budget Policy recommends depositing video gaming revenues in the Community Park Fund (done now, but this formalizes it) and that reserves in excess of the City's Reserve Policy be automatically transferred to the Park Fund via the audit process. One minor change regarding IT purchases is also included, which accounts for justified sole source purchases where obtaining multiple quotes isn't possible or practical.

The attached Ordinance removes the language regarding the Public Benefit Fund from the City Code, as that fund will now be used for the operating and capital costs associated with the new Community Park.

All of these actions are consistent with the previously given informal direction of the City Council and/or Finance Committee.

**STAFF RECOMMENDATION:**

Staff recommends approval of Resolution No. 23-R-0064 and adoption of Ordinance No. 23-O-0026.

**COMMITTEE RECOMMENDATION:**

**RESOLUTION NO. 23-R-0064**

**A RESOLUTION UPDATING THE CITY OF WEST  
CHICAGO'S BUDGET POLICY**

BE IT RESOLVED by the City Council of the City of West Chicago, in regular session assembled, that the City's Budget Policy is hereby updated, in substantially the form attached hereto and incorporated herein as Exhibit "A."

APPROVED this 5<sup>th</sup> day of September 2023.

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Mayor Ruben Pineda

ATTEST:

\_\_\_\_\_  
Executive Office Manager, Valeria Perez



## **BUDGET PHILOSOPHY AND POLICY**

Serving the public trust requires that the annual budget provide the best possible balance of allocation to meet the varied needs of all citizens. The budget is a principal management tool for the City administration and, in allocating the City's resources, it both reflects and defines the annual work plan. In this context, the budget provides a framework for us to accomplish our mission, which is:

*"To assure a safe, cohesive and dynamic community that is responsive to the needs of both citizens and businesses as it strives for continuous improvement."*

The budget should also reflect important organization values such as integrity, teamwork, service excellence, personal growth, and innovation.

In addition to balancing allocations to meet community needs and incorporating our mission and values, a successful annual budget preparation process requires excellent communications, citizen outreach, and a commitment to excellence. To this end, the process must be a cooperative effort of the entire City organization.

West Chicago prides itself on being an increasingly progressive community, willing to challenge the status quo and moving toward the "cutting edge". City staff has accepted this challenge by developing the budget within the context of a search for creative solutions for the delivery of City services. The budget will emphasize policy and procedure reviews to improve the productivity and effectiveness of service delivery to citizens and employees. Teamwork and efficiency enhancements will limit the amount of bureaucratic "red tape" required, both between functional areas within the City, and between City staff and our customers. The overriding goals must be to support the high standards set by the community and to provide long-term value at reasonable cost.

The budget will be based upon timely, consistent and clearly articulated policies. It will be realistic and will include adequate resources to meet assigned work programs. Once adopted, within the parameters of policy guidelines, Department Directors will be given full spending authority for their budget(s).

The budget policies of the City are rooted in a history of conservative budgeting practices. They're based on a commitment to provide quality services while maximizing the return for each dollar spent. Revenue sources are diversified as much as possible to avoid the impacts of fluctuations in a particular revenue source. The following is the Budget Policy the City Council has used as a continuing foundation for fiscal discipline:

- Revenues are conservatively projected using historical trends, reasonably expected changes in the coming year, and an analysis of anticipated economic conditions in the region, the state and the nation.
- The General Fund shall have a fund balance equal to at least 25% of revenues; the City should strive to increase this amount to 35%.

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- All revenues associated with video gaming shall be deposited into the Community Park Fund (former Public Benefit Fund). Any fund balance in the General Fund in excess of 35%<sup>1</sup> shall be transferred to the Community Park Fund without the need for any separate Budget Amendment after the completion of the annual Audit once that figure is known.
- The budget is flexible within each Department. Over expenditures in one line item should be compensated within the Departmental Budget. Each Department may not overspend its total Departmental Budget without prior approval. Department Directors may not exceed the staffing levels approved in the Budget. The City Administrator may authorize transfers within a fund.
- Major capital expenditures not related to either the water or sewer utilities for the next five years will be identified in the Capital Projects Fund Budget. This Budget will be updated on an annual basis. Smaller capital purchases may be included in each Department's operating budget.
- User fees, such as water and sewer charges, will be reviewed annually. This is done to ensure that fees cover costs, if intended to do so, meet debt service requirements, and are affordable.
- Implementation of the Budget will be monitored continuously. Purchase orders will be issued only when adequate funding is available. Based upon experience with higher prices via the bidding process and after receiving direction from the City Council, information technology equipment purchases and maintenance contracts do not have to be bid, so long as multiple written quotes are obtained to show that the price is reasonable or else it is a justified sole source purchase.
- All home rule sales tax receipts and taxes from the consumption of natural gas shall be deposited in the Capital Projects Fund.

<sup>1</sup> For 2023, this calculation shall be made and the transfer occur after the Interfund Balance of \$692,086 is eliminated per Ordinance No. 23-O-0024. This footnote shall be deleted from the Budget Policy once this occurs.



## West Chicago Park Development

City of West Chicago

Prepared Date: 07/06/2023

#1071

Summary Cost		Phase 0 2024	Phase 1 2025	Phase 2 2026 - OSLAD	Phase 3 2027	Phase 4 2028
AREA	COST					
Asphalt Trails - North	\$ 303,060.48			\$ 330,335.92		
Asphalt Trails - Center Loop	\$ 196,107.89		\$ 207,874.36			
Asphalt Trails - South	\$ 546,612.97				\$ 612,206.52	
Sled Hill	\$ 729,260.48				\$ 816,771.74	
Central Parking Lot	\$ 488,565.56		\$ 258,939.75	\$ 266,268.23		
South Parking Lot	\$ 119,577.29				\$ 133,926.56	
2-12 Playground	\$ 790,641.09		\$ 838,079.56			
Sensory Garden	\$ 199,080.64			\$ 216,997.90		
Challenge Course	\$ 473,516.68			\$ 516,133.18		
Pickleball Courts - 4 New Courts	\$ 482,239.25			\$ 525,640.78		
Tennis Courts - 2 New Courts	\$ 433,571.54				\$ 485,600.12	
Precast Restroom Building - 2 Unisex Restrooms	\$ 1,419,674.71		\$ 1,504,855.20			
Community Pavilion	\$ 655,520.68			\$ 714,517.54		
Two Picnic Grove Shelters - North	\$ 210,465.64				\$ 235,721.52	
One Picnic Grove Shelter - South	\$ 105,232.19					\$ 121,017.02
Multi-Use Fields	\$ 43,945.49			\$ 47,900.59		
Basketball Court - 1 Full Size	\$ 110,928.48			\$ 120,912.05		
Natural Area Establishment	\$ 7,714,864.36	\$ 1,589,262.06	\$ 1,635,551.24	\$ 1,681,840.43	\$ 1,728,129.62	\$ 1,774,418.80
<b>Total Cost</b>	<b>\$ 15,022,865.41</b>					
<b>Total Per Phase</b>		<b>\$ 1,589,262.06</b>	<b>\$ 4,445,300.10</b>	<b>\$ 4,420,546.61</b>	<b>\$ 4,012,356.08</b>	<b>\$ 1,895,435.82</b>
<b>Yearly Estimated Inflation Rate</b>		<b>3%</b>	<b>6%</b>	<b>9%</b>	<b>12%</b>	<b>15%</b>

**ORDINANCE NO. 23-O-0026**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE  
CITY OF WEST CHICAGO – PUBLIC BENEFIT FUND**

WHEREAS, the City Council of the City of West Chicago has been working on the design of a park on the land formerly known as the Rare Earth's Facility; and

WHEREAS, now that the park plan, after significant community input, is nearing completion; and

WHEREAS, the City Council has tasked the City Administrator to recommend a funding strategy to construct the various park amenities in phases; and

WHEREAS, the City Council has amended its Budget Policy to incorporate those recommendations; and

WHEREAS, the language in the City Code regarding the Public Benefit Fund is no longer needed in light of this funding strategy.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of West Chicago, in regular session assembled as follows:

Section 1. That Article XII of the Code of Ordinances of the City of West Chicago is hereby deleted in its entirety and that Section 2-745 of the Code is hereby marked as "Reserved".

SECTION 2. That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

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SECTION 3. That this Ordinance shall be in full force and effect from and after its passage and publication in pamphlet form as provided by law.

PASSED this 5<sup>th</sup> day of September 2023.

Alderman D. Beebe	_____	Alderman L. Chassee	_____
Alderman J. Sheahan	_____	Alderman H. Brown	_____
Alderman A. Hallett	_____	Alderman C. Dettmann	_____
Alderman M. Birch-Ferguson	_____	Alderman S. Dimas	_____
Alderman J. Smith, Jr.	_____	Alderman C. Swiatek	_____
Alderman R. Stout	_____	Alderman J. Short	_____
Alderman J. Morano	_____	Ward 7 – Vacant	_____

APPROVED as to form: \_\_\_\_\_  
City Attorney

APPROVED this 5<sup>th</sup> day of September 2023.

\_\_\_\_\_  
Mayor Ruben Pineda

ATTEST:

\_\_\_\_\_  
Executive Office Manager Valeria Perez

PUBLISHED: \_\_\_\_\_

\_\_\_\_\_  
Mayor Ruben Pineda

ATTEST:

\_\_\_\_\_  
Executive Office Manager, Valeria Perez

## CITY OF WEST CHICAGO

### FINANCE COMMITTEE AGENDA ITEM SUMMARY

**ITEM TITLE:**

Ordinance No. 23-O-0024 – Third Quarter Budget Amendment

Ordinance No. 23-O-0025 – Water and Sewer Rates

**AGENDA ITEM NUMBER:** 4. A. & B.

**FILE NUMBER:** \_\_\_\_\_

**COMMITTEE AGENDA DATE:** 09/05/2023

**COUNCIL AGENDA DATE:** 09/05/2023

**STAFF REVIEW:**

**SIGNATURE** \_\_\_\_\_

**APPROVED BY CITY ADMINISTRATOR:**

**SIGNATURE** \_\_\_\_\_

**ITEM SUMMARY:**

Ordinance 23-O-0024 moves all remaining Motor Fuel Tax Funds from the General Fund to the MFT Fund, to use reserves to eliminate the interfund balance that is payable from the General Fund to the Waterworks Fund and to eliminate the interfund advance from the Sewerage Fund to the Waterworks Fund. It also fixes a transposed number for liquor license revenue and reflects that we left IRMA after the last budget was adopted. Finally, money from IPBC reserves is being proposed to move to the Community Park Fund to help with the initial phases of that project.

Ordinance No. 23-O-0025 incrementally increases water and sewer rates in each of the next four years, each January 1<sup>st</sup> beginning in 2025 (giving 18 months between increases) consistent with the previous direction of the City Council and Finance Committee to avoid having to significantly increase the rates at any one time, absent extenuating circumstances. The rates will be reviewed annually to be consistent with the Budget Policy and to ensure that revenues are adequately meeting operational and capital needs, the latter within reason.

**STAFF RECOMMENDATION:**

Staff recommends adoption of Ordinance Nos. 23-O-0024 and -0025.

**COMMITTEE RECOMMENDATION:**

**ORDINANCE NO. 23-O-0024**

**AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR  
THE CITY OF WEST CHICAGO, DUPAGE COUNTY, ILLINOIS  
FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2023  
AND ENDING DECEMBER 31, 2023 PASSED AND  
ADOPTED BY ORDINANCE NO. 22-O-0036 –  
THIRD QUARTER BUDGET AMENDMENT**

WHEREAS, the City of West Chicago has heretofore adopted the annual budget procedure providing for in 65 ILCS 5/8-2-9.1 through 5/8-2-9.10; and,

WHEREAS, the City of West Chicago has passed Ordinance No. 22-O-0036 passing and adopting the “2023 Proposed Budget” (ANNUAL BUDGET); and,

WHEREAS, said Ordinance No. 22-O-0036 was filed with the County Clerk of DuPage County as required by law as has the initial Budget Amendment approved via Ordinance No. 23-O-0008; and,

WHEREAS, the City of West Chicago desires to further revise the ANNUAL BUDGET to move all remaining Motor Fuel Tax Funds from the General Fund to the MFT Fund, to use reserves to eliminate the interfund balance that is payable from the General Fund to the Waterworks Fund and to eliminate the interfund advance from the Sewerage Fund to the Waterworks Fund as well as to other revenue adjustments; and,

WHEREAS, 65 ILCS 5/8-2-9.6 provides in part that by a vote of two-thirds of the corporate authorities then holding office, the annual budget of a municipality may be revised by deleting, adding to, changing or creating sub-classes within object classes and object classes themselves, provided no revision increasing the budget shall be made in the event funds are not available to effectuate the purpose of the revision.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of West Chicago, DuPage County, Illinois, in regular session assembled as follows:

SECTION 1. That the ANNUAL BUDGET of the City of West Chicago is hereby amended as detailed in “Exhibit A”.

SECTION 2. That pursuant to the previous direction from the City Council to use reserves in excess of its Reserve Policy via the adoption of Ordinance No. 22-O-0036, the City Administrator is hereby directed to use such to eliminate the Interfund Balance to \$0.00 by forgiving the amount due to the General Fund from the Waterworks Fund (\$692,086).

SECTION 3. That the City Administrator is hereby directed to eliminate the Interfund Advance owed to the Sewerage Fund from the Waterworks Fund in light of the City Council establishing a rate structure that negates the needs for this payback.



SECTION 4. That the City Administrator or his designee is authorized and directed to move \$1,000,000 from the City's reserves at the IPBC to its Community Park Fund to help finance the initial stages of the park development.

SECTION 5. That the City Administrator or his designee is authorized and directed to file a certified copy of this Ordinance with the County Clerk of DuPage County.

SECTION 6. That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

SECTION 7. That this Ordinance shall be in full force and effect from and after its passage by two-thirds of the corporate authorities and approval and publication in pamphlet form as provided by law.

PASSED this 5<sup>th</sup> day of September 2023.

Alderman D. Beebe \_\_\_\_\_  
Alderman J. Sheahan \_\_\_\_\_  
Alderman A. Hallett \_\_\_\_\_  
Alderman M. Birch-Ferguson \_\_\_\_\_  
Alderman J. Smith, Jr. \_\_\_\_\_  
Alderman R. Stout \_\_\_\_\_  
Alderman J. Morano \_\_\_\_\_

Alderman L. Chassee \_\_\_\_\_  
Alderman H. Brown \_\_\_\_\_  
Alderman C. Dettmann \_\_\_\_\_  
Alderman S. Dimas \_\_\_\_\_  
Alderman C. Swiatek \_\_\_\_\_  
Alderman J. Short \_\_\_\_\_  
Ward 7 – Vacant \_\_\_\_\_

APPROVED as to form: \_\_\_\_\_  
City Attorney

APPROVED this 5<sup>th</sup> day of September 2023.

\_\_\_\_\_  
Mayor Ruben Pineda

ATTEST:

\_\_\_\_\_  
Executive Office Manager Valeria Perez

PUBLISHED: \_\_\_\_\_

**Ordinance No. 23-O-0024**  
**Third Quarter 2023 Budget Amendment**  
**Exhibit A**

		<u>original</u>	<u>amended</u>
Transfer from General Fund To MFT Fund			
01-02-07-4900	1,798,059	-	1,798,059
16-00-390000	1,798,059	-	1,798,059
Fix Transposition in A Figure			
01-00-347000	(45,000)	150,000	105,000
City Switched Insurance Pools After Budget Approved			
01-00-386500	(400,000)	400,000	-
<u>Revenues</u>			
General Fund	(445,000)	22,295,700	21,850,700
Motor Fuel Tax Fund	1,798,059	1,084,300	2,882,359
<u>Expenditures</u>			
General Fund	1,798,059	22,690,100	24,488,159

## ORDINANCE NO. 23-O-0025

### AN ORDINANCE AMENDING CHAPTER 18 OF THE WEST CHICAGO CODE OF ORDINANCES – WATER AND SEWER RATES

BE IT ORDAINED by the City Council of the City of West Chicago, Illinois, in regular session assembled as follows:

Section 1. That Chapter 18, Sections 18-37(a)(2) of the Code of Ordinances of the City of West Chicago is hereby deleted in its entirety and the following language shall be substituted:

“(2) Additional water usage in excess of two thousand four hundred ninety-one (2,491) gallons shall be billed at the following rates for bills issued on or after the following dates:

January 1, 2025	\$9.45 per 1,000 gallons
January 1, 2026	\$9.90 per 1,000 gallons
January 1, 2027	\$10.40 per 1,000 gallons
January 1, 2028	\$11.00 per 1,000 gallons”

Section 2. That Section 18-68.3 of the Code of Ordinances of the City of West Chicago is hereby deleted in its entirety and the following language shall be substituted:

**“Sec. 18-68.3. Basic sewer charge.**

A basic sewer charge shall be applied based upon metered consumption of water at the following rates for bills issued on or after the following dates:

January 1, 2025	\$10.50 per 1,000 gallons
January 1, 2026	\$11.00 per 1,000 gallons
January 1, 2027	\$11.50 per 1,000 gallons
January 1, 2028	\$12.15 per 1,000 gallons”

Section 3. That Section 18-68.5 of the Code of Ordinances of the City of West Chicago is hereby deleted in its entirety and the following language shall be substituted:

**“Sec. 18-68.5. Pretreatment charge.**

The pretreatment charge to all nonresidential users of wastewater service based upon the metered consumption of water shall be at the following rates for bills issued on or after the following dates:

January 1, 2025	\$0.32 per 1,000 gallons
January 1, 2026	\$0.34 per 1,000 gallons
January 1, 2027	\$0.36 per 1,000 gallons
January 1, 2028	\$0.38 per 1,000 gallons”

Section 4. That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

Section 5. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

**PASSED** this 5<sup>th</sup> day of September 2023.

Alderman D. Beebe \_\_\_\_\_  
Alderman J. Sheahan \_\_\_\_\_  
Alderman A. Hallett \_\_\_\_\_  
Alderman M. Birch-Ferguson \_\_\_\_\_  
Alderman J. Smith, Jr. \_\_\_\_\_  
Alderman R. Stout \_\_\_\_\_  
Alderman J. Morano \_\_\_\_\_

Alderman L. Chassee \_\_\_\_\_  
Alderman H. Brown \_\_\_\_\_  
Alderman C. Dettmann \_\_\_\_\_  
Alderman S. Dimas \_\_\_\_\_  
Alderman C. Swiatek \_\_\_\_\_  
Alderman J. Short \_\_\_\_\_  
Ward 7 – Vacant \_\_\_\_\_

**APPROVED** as to form: \_\_\_\_\_  
City Attorney

**APPROVED** this 5<sup>th</sup> day of September 2023.

\_\_\_\_\_  
Mayor Ruben Pineda

**ATTEST:**

\_\_\_\_\_  
Valeria Perez, Executive Office Assistant

**PUBLISHED:** \_\_\_\_\_

**CITY OF WEST CHICAGO  
MEMORANDUM**

**TO:** Michael L. Guttman, City Administrator  
**FROM:** Brady Fisher, Management Fellow  
**SUBJ:** Boards and Commissions Handbook  
**DATE:** August 22<sup>nd</sup>, 2023

The City of West Chicago, in its efforts to continually foster public participation in government, set out to develop a policy to guide its various Boards and Commissions. Substantive content includes the following:

**Public Meeting Rules of Decorum (Page 2-3)**

Lays out general guidelines for conduct during Boards and Commissions meetings and establishes enforcement and reporting mechanisms in relation to the guidelines. This will ensure meetings are productive and a cordial experience for all who attend.

**Appointed Member Roles and Expectations (Page 3-8)**

Provides members and staff with helpful information on expected roles and outputs of the Boards and Commissions. Includes guidance on specific roles and general expectations as well as attendance policies, annual reports, fiscal planning, and relationships with City Staff.

**Legal Considerations (Page 8)**

Offers a general overview of ethics, conflicts of interest, and resources for members to become aware of and educated about the Open Meetings Act.

**Communication Guidance (Page 9)**

Helps members identify dos and don'ts in their communications as they adapt to their public facing role. Sections include general guidance and social media guidance.

**Acknowledgement Form (Page 10)**

This is a simple form to track that members of Boards and Commissions have read and agreed to the terms in the Handbook. This will help increase adherence to the Handbook and provide more weight to the enforcement mechanisms in the document, should it be necessary.

Staff recommends adoption of the attached Ordinance that makes changes to the City Code and approval of the attached Resolution that adopts the Boards and Commissions Handbook.

**ORDINANCE NO. 23-O-0030**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF  
WEST CHICAGO – CHAPTER 2 ARTICLE VI OF THE BOARDS AND  
COMMISSIONS CODE RELATING TO THE BOARDS AND COMMISSIONS  
HANDBOOK**

WHEREAS the City of West Chicago (hereinafter referred to as “City”) has numerous boards and commissions, some of which are established by State Statute; and

WHEREAS the City seeks to improve the experience of members and increase public engagement and participation; and

WHEREAS the City Council is preparing a Resolution to enact a Boards and Commissions Handbook Policy; and

WHEREAS the new Policy has conflicts with City Code which must be remedied.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of West Chicago Illinois, in regular session assembled as follows:

Section 1. That section 2-267 (Appointments) in Division 1 (Generally) of Article VI (Boards and Commissions) of Chapter 2 (Administration) of the Code of Ordinances of the City of West Chicago be amended as follows:

... The Mayor, with the advice and consent of the City Council, may remove any member ~~who fails to regularly attend meetings without a valid reason for~~ any conduct deemed detrimental to continued service.

Section 2. That section 2-268 (Chairman Selection) in Division 1 (Generally) of Article VI (Boards and Commissions) of Chapter 2 (Administration) of the Code of Ordinances of the City of West Chicago be amended as follows:

The mayor shall annually, on or before June 1 of each year, appoint one (1) member of each Board and Commission as chairman, unless the appointment is prescribed by State Statute. ~~A chairman may serve multiple terms as chairman. A~~ chairman will serve a one year term and may not hold consecutive terms unless the Board or Commission is required by state statute, or the term is extended by the Mayor. The Boards and Commissions shall select among themselves a ~~secretary, assistant~~ vice chairman or other positions as set out in their rules. Vice chairman and other created positions may serve multiple terms.

Section 3. That section 2-419(a) (Meetings; by-laws) in Division 10 (Economic Development Commission) of Article VI (Boards and Commissions) of Chapter 2 (Administration) of the Code of Ordinances of the City of West Chicago be amended as follows:

The commission shall have the power to adopt its own by-laws and schedule of regular meetings. These rules shall include procedures for the election by the members of a vice chairman, ~~and secretary~~ or other positions as set out in their rules from among the membership of the commission, with the understanding that no such officer shall serve for more than two (2) consecutive three-year terms. The chairman of the commission shall be appointed by the mayor on an annual basis.

Section 4. That section 2-383(b) (Terms of office) in Division 7 (Plan Commission and Zoning Board of Appeals) of Article VI (Boards and Commissions) of Chapter 2 (Administration) of the Code of Ordinances of the City of West Chicago be amended as follows:

The commission shall elect a vice-chairman or other positions as set out in their rules from among their members for a one-year term. ~~The term of the vice-chairman will coincide with the city's fiscal year.~~ The vice-chairman may serve multiple terms as vice-chairman.

Section 5. That the following Sections 2-273 and 2-274 are hereby added to Division 1 (Generally) of Article VI (Boards and Commissions) of Chapter 2 (Administration) of the Code of Ordinances of the City of West Chicago as follows:

**“Sec. 2-273. - Boards and commissions handbook adopted.**

The city council shall adopt, by resolution, a Boards and Commissions Handbook which shall contain such terms, conditions, and restrictions as the City deems appropriate governing the City’s Boards and Commissions.

**Sec. 2-274. - Appointment contingent upon agreement and compliance with handbook.**

No person shall be appointed to serve on a City of West Chicago Board or Commission unless they have read and agreed to comply with the terms, conditions, and restrictions of the Boards and Commissions Handbook.

**Sec. 2-275 – 2-277. – Reserved. ”**

Section 6. That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance, to the extent of such conflict, are expressly repealed.

Section 7. That this Ordinance shall be in full force and effect after its passage, approval, and publication in pamphlet form as provided by law.



PASSED this \_\_\_\_ day of \_\_\_\_\_, 2023.

Alderman D. Beebe \_\_\_\_\_  
Alderman J. Sheahan \_\_\_\_\_  
Alderman A. Hallett \_\_\_\_\_  
Alderman M. Birch-Ferguson \_\_\_\_\_  
Alderman C. Swiatek \_\_\_\_\_  
Alderman J. Short \_\_\_\_\_  
Alderman J. Morano \_\_\_\_\_

Alderman L. Chassee \_\_\_\_\_  
Alderman H. Brown \_\_\_\_\_  
Alderman C. Dettmann \_\_\_\_\_  
Alderman S. Dimas \_\_\_\_\_  
Alderman J. Smith \_\_\_\_\_  
Alderman R. Stout \_\_\_\_\_  
Ward 7 Alderman Vacant

APPROVED as to form: \_\_\_\_\_  
City Attorney Patrick K. Bond

APPROVED this \_\_\_\_ day of \_\_\_\_ 2023.

\_\_\_\_\_  
Mayor Ruben Pineda

ATTEST:

\_\_\_\_\_  
Executive Office Manager Valeria Perez

PUBLISHED: \_\_\_\_\_

**RESOLUTION NO. 23-R-0077**

**RESOLUTION ADOPTING THE BOARDS AND COMMISSIONS HANDBOOK**

**BE IT RESOLVED** by the City Council of the City of West Chicago, in regular session assembled, that the Boards and Commissions Handbook be approved in substantially the form attached hereto and incorporated as Exhibit "A".

Approved this day of \_\_\_\_\_

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Mayor Ruben Pineda

ATTEST:

\_\_\_\_\_  
Executive Office Manager, Valeria Perez

# City of West Chicago Boards and Commissions Handbook

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Thank you for your interest in joining a Board or Commission in the City of West Chicago. We value public service and the important role that volunteers play in helping the City channel public feedback. This document serves as a guide for appointed members and other participants in Boards and Commissions for the City of West Chicago.

## **Public Meeting Rules of Decorum**

### **General Guidelines**

In order to encourage participatory democracy in West Chicago, participants in Board and Commission Meetings should strive to:

- treat others respectfully;
- listen to others actively;
- consider all viewpoints and keep an open mind;
- avoid personalizing debate and focus on issues; and
- embrace respectful disagreement and dissent as democratic rights that are inherent components of an inclusive public process and tools for forging sound decisions.

### **Rules of Decorum**

- No person attending a Public Meeting shall engage in disorderly or boisterous conduct—including but not limited to applause, whistling, stamping of feet, booing, or making any loud, threatening, profane, abusive, personal, discriminatory, or slanderous comments or utterances—that disturbs, disrupts, or otherwise impedes the orderly conduct of the Meeting.
- All remarks by Members of the Public shall be addressed to the Chair (hereinafter “Presiding Officer”) and not to any other member of the public or to any single Board or Commission member unless in response to a question from that member.
- Signs, placards, banners, or other similar items shall not be permitted in the audience during a Public Meeting if it is determined by the Chair that the presence of such item disturbs, disrupts or otherwise impedes the orderly conduct of the Meeting.
- All persons attending a Public Meeting shall remain seated in the seats provided, unless addressing the body at the podium or entering or leaving the Meeting.
- All persons attending a Public Meeting shall obey any lawful order of the Presiding Officer to enforce the Rules of Decorum.

### **Enforcement of Public Meeting Rules of Decorum**

- The Presiding Officer (Chair or Vice Chair in their absence) shall be responsible for maintaining the decorum at the Public Meeting and uniformly enforcing the Rules of Decorum.
- In the event that any person violates the Rules of Decorum in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the Meeting, the Presiding Officer shall order that person to cease the offending conduct.
- If any person continues to be in violation of the Rules of Decorum in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the Meeting following an order from the Presiding Officer to cease the offending conduct, the Presiding Officer may order that person to leave the Public Meeting.

- If any person refuses to leave the Public Meeting following an order from the Presiding Officer to do so, the Presiding Officer may direct any law enforcement officer on duty to remove that person from the Public Meeting.
- If a member of the Board or Commission violates the Rules of Decorum, they will be given a verbal warning by the Chair.
- In the event that any member breaches the Rules of Decorum in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the Meeting, the Presiding Officer shall order that member to cease the offending conduct.
- If any member continues to breach the Rules of Decorum in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the Meeting following an order from the Presiding Officer to cease the offending conduct, the Presiding Officer may order that member to leave the Public Meeting.
- If any member refuses to leave the Public Meeting following an order from the Presiding Officer to do so, the Presiding Officer may direct any law enforcement officer on duty to remove that member from the Public Meeting.
- In the event that removal of a member causes the loss of a quorum, the Meeting will end.
- All Boards and Commissions and City Staff shall promote adherence to the guidelines for behavior at all Public Meetings of the City.

#### **Reporting a Rules of Decorum Violation**

- Any member may report a Rules of Decorum violation to the Chair, during or outside of Meeting hours. The Chair must report the violation to the Staff Liaison. In the event that the Chair is the source of the violation, condones the violation or ignores the violation, the conduct should be reported directly to the Staff Liaison. If the Staff Liaison is the source of the violation, condones the violation or ignores the violation, the conduct should be reported directly to the City Administrator who will determine whether to involve the Mayor and/or City Council.
- The Staff Liaison may keep a record of observed or reported violations of the Rules of Decorum. If a member has violated the Rules of Decorum so as to be detrimental to conducting the business of the Board or Commission, a formal report of the violations shall be made to the City Administrator, who will report such behavior to the Mayor.
- Following this report, the Mayor will evaluate the evidence and determine the correct response. If a member of the Board or Commission violates the Rules of Decorum repeatedly and becomes detrimental to conducting the business of the Board or Commission, they may be removed from service at the discretion of the Mayor, with the concurrence of the City Council, where such appointment requires it.

### **Boards and Commissions Appointed Member Roles and Expectations**

#### **Applicable City Code**

- All members shall familiarize themselves with the City Code provisions on their Board or Commission, which establishes its role and authority, as amended from time to time. The City Code may be accessed through the City's website at the following link:  
[https://library.municode.com/il/west\\_chicago/codes/code\\_of\\_ordinances](https://library.municode.com/il/west_chicago/codes/code_of_ordinances)

### **Chair**

- Appointed by the Mayor, unless the appointment is prescribed by State Statute.
- The Chair shall serve a one year term and may not serve consecutive terms as chair unless the appointment is prescribed by State Statute, or the appointment is extended by the Mayor.
- Advise Staff Liaison on agenda items and approve agendas at least 48 hours before the Meeting.
- Work with Staff Liaison to resolve attendance issues.
- Ensure smooth operation of Board/Commission Meetings; make certain that discussions do not get side-tracked; keep the focus on the agenda.
- Maintain order and enforce the Rules of Decorum.
- Identify and draw on interests, expertise and perspectives of individual members.
- Foster an environment of open discussions, consensus, and cooperation among members.
- Encourage and schedule participation in training opportunities (Open Meetings Act).
- Encourage and schedule attendance and/or partnerships at area Meetings, events, and activities when appropriate and relevant.
- Encourage and schedule ongoing partnerships and activities with schools and programs for youth and other community groups when appropriate and relevant.

### **Vice Chair**

- Elected annually by the Board or Commission members through majority vote.
- Serve as Chair in the absence of the Chair.
- Support the Chair in their duties.

### **Members of Boards and Commissions**

- All members serve at the convenience of the Mayor, who appoints members to Boards and Commissions with the concurrence of the City Council, where such appointment requires it.
- Members may be removed from service at the discretion of the Mayor, with the concurrence of the City Council, where required.
- Members should understand the role and scope of their responsibilities as well as be informed of the individual Board or Commission's purpose and of its operating procedures.
- Members should be careful to represent the majority views of their individual Board or Commission. Individual "opinions" to the public and press should be identified as such (see Communication Guidance section).
- Members should represent the public interest and not special interest groups (see Legal Considerations section).
- Good communication is essential. Members serve as a liaison between the City and its citizens and can help to reconcile opposing viewpoints and to build a consensus around common goals and objectives. Members are a communication link between the community, staff, and City, representing recommendations and providing a channel for citizen expression.
- Members are encouraged to read the agenda packet before Meetings in order to be prepared for the business of the Meeting.
- Members are encouraged to develop good working relationships with their fellow members, follow the Rules of Decorum and allow other members time to present their views fully before commenting. Members should be open and honest, as well as welcoming to new members.

- Member appointments are made without regard to political party affiliation, unless dictated by State Statute. Members are not restricted from participating in political activities; however, members shall not use or involve their membership in a Board or Commission in the conduct of political activities.
- Members shall not take action on behalf of their Board or Commission or the City unless the action has been approved by a majority of the relevant body in a public vote.

#### **Relationship to City Staff**

- Board or Commission members do not have authority over the work programs of City Staff and may not direct City Staff, or assign projects or provide direction without the prior approval of the City Administrator, City Council or City Council Standing Committee, as appropriate.
- Proposed instructions and requests directed to the Staff Liaison shall be made by the Board or Commission as a whole via a vote at a Public Meeting. The proposal shall then be recorded in the minutes and be subject to prior approval from the relevant body. If modifications to the initial proposal are required, the Board or Commission as a whole will need to vote on the modified proposal at a Public Meeting.
- Appointed Board and Commission members should deal with City Staff only through the staff member designated to their appointed body as the Staff Liaison. If the Staff Liaison is out of the office and the Board or Commission needs immediate assistance, they may contact their Staff Liaison's Supervisor. If the Liaison's Supervisor cannot be reached, members may contact the City Administrator.
- All staff shall be treated in accordance with the established Rules of Decorum.
- City Staff should not be expected to respond to questions or requests for information outside of normal business hours, except in emergency situations.

#### **Aldermanic Liaison**

- The Mayor may appoint an Alderman to act as liaison to a Board, Commission, Committee or other body that advises the Council; the Mayor may also appoint another Alderman to serve as an alternate when the primary liaison is unable to participate in a particular Meeting or event.
- When attending a Meeting of a City Board, Commission or Committee as liaison, the Aldermanic Liaison will:
  - Not attempt to lobby or influence the Board, Commission or Committee on any item under its consideration. It is important for the advisory body to make objective recommendations to the City Council on items before them. However, nothing in this section precludes the Alderman from explaining what the Council expects from the Board, Commission or Committee, or explaining Council policy.
  - Not vote at the body's Meeting on any item.

#### **Staff Liaison**

- Provide administrative support and facilitate the flow of information between the Board/Commission, the City Administrator, and the City Council (or one of its Standing Committees).
- Support the Chair in facilitating productive Meetings.
- Ensure that the work of the Board or Commission is on target with the mission, goals, and direction of the City Council (or one of its Standing Committees).



- Communicate recommendations of action approved by a majority of the Board/Commission in a formal Meeting of the City Council (or one of its Standing Committees).
- Assist with recruitment and orientation of new members.
- Conduct research and provide professional advice and analysis on issues under consideration.
- Review, approve, and process financial transactions connected with approved work.
- Develop and deliver an annual report to the City Administrator and the City Council on the Board or Commission's activities. The Report must be approved by a majority of the members of a Board or Commission.
- Ensure compliance with the Open Meetings Act by drafting, distributing, posting, and maintaining Meeting agendas and minutes for all Meetings.
- Send a record of minutes to the Executive Office Manager within ten days of the Meeting when the Board or Commission approves the minutes to ensure that minutes may be properly filed and posted to the City website.
- Keep attendance records.
- Produce audio or video recordings of Board or Commission Meetings, if deemed necessary.
- If the Staff Liaison is unable to attend the Meeting, an alternate may be selected at the direction of the Staff Liaison's supervisor.

#### **Annual Reports**

- Some Boards and Commissions shall deliver an Annual Report to the City Council or other relevant body. This Report shall inform the relevant body of the Board/Commission's activities in the previous year and offer a preview of priorities for the year to come. This Report shall be submitted to the City Administrator by the end of each February, who in turn will provide the Annual Reports to the City Council. The City Council or any of its Standing Committees may request that the Annual Report be presented at one of its Meetings.
- The Staff Liaison will prepare the report and will send to members for feedback before final approval.
- The following Boards and Commissions shall deliver an Annual Report to the City Council or one of its standing committees:
  - Civil Service Commission; (special timing applies – see 5/10-1-21 of the Civil Service in Cities Act.)
  - Cultural Arts Commission;
  - Economic Development Commission;
  - Environmental Commission;
  - Historical Preservation Commission; and
  - Police Pension Fund Board (special timing applies – see Sec. 2-405 of City Code).

#### **Fiscal Planning**

- Boards and Commissions should produce plans for the next Fiscal Year that can be presented to City Council (or one of its Standing Committees) for consideration. This will assure that funding can be allocated and plans can be implemented by City Staff in an efficient and effective manner.
- Plans for the next Fiscal Year requiring budgetary approval should be relayed to City Staff for consideration before August 15<sup>th</sup> in the current Fiscal Year. The Staff Liaison will send appropriate items to City Staff.

### **Annual Elections and Contact Information Update**

- At or before the first Meeting of each year, each Board or Commission shall elect a Vice Chair and any other rules-created roles.
- Members should provide updated contact information that includes phone numbers and emails.

### **Term Lengths**

All Board and Commission members shall hold office until a successor has been appointed. Note that some commissions have staggered appointments which may change the term lengths for some members.

- Building Board of Appeals – members serve four year terms.
- Civil Service Commission– members serve three year terms.
- Cultural Arts Commission – members serve four year terms.
- Economic Development Commission – members serve three year terms.
- Environmental Commission – members serve three year terms.
- Historical Preservation Commission – members serve three year terms.
- Planning Commission/Zoning Board of Appeals – members serve five year terms.
- Police Pension Board – members serve two year terms.

### **Agendas**

- An agenda shall be prepared by the Staff Liaison with the advisement of the Board or Commission Chair.
- The agenda should always be prepared before the Meeting and copies distributed to all members of the Board or Commission.
- Extra copies of the agenda shall be available for the public.
- The Staff Liaison for the Boards and Commissions, in accordance with the Open Meetings Act, will post the agenda publicly at least 48 hours prior to the Meeting.

### **Minutes**

- Minutes will be taken by the Staff Liaison.
- Must be provided to the Executive Office Manager within ten days of the Meeting when the Board or Commission approves the minutes.

### **Meeting Attendance**

- Every Board or Commission member is expected to maintain a suitable attendance record.
- If a member cannot attend a Meeting, they should notify the Staff Liaison at least 48 hours in advance of the start of the Meeting.
- There will be two types of absences from Meetings:
  - Excused Absence – will be granted by the Chair or Vice Chair when the member cannot attend the Meeting due to extenuating circumstances such as: illness, injury, personal medical care or medical care for a loved one, death of a loved one, child care matters, pregnancy, religious holidays, planned vacations, and work related matters.
  - Unexcused Absence – will be noted when a member is not attending a Meeting and fails to notify the Staff Liaison or does not have an extenuating circumstance to justify their absence, or if a member has excessive tardiness.

- The term “Meetings” includes all Meetings of the Board or Commission and all Meetings of any subcommittees on which the members serve. When a majority of a quorum is present and discussing business, this is also considered a Meeting in accordance with the Open Meetings Act (see Legal Considerations).
- The Staff Liaison is responsible for keeping track of members’ attendance.
- If a member has three or more unexcused absences in a row, this may be viewed as a voluntary resignation from the Board or Commission.
- Failure to follow the attendance policy set for the Board or Commission may result in the member being removed from service at the discretion of the Mayor with the concurrence of the City Council if the appointment required such.

## **Legal Considerations**

### **Open Meetings Act (OMA)**

- Members should be aware of the State Statute that governs Public Meetings, the Open Meetings Act.
- Members should work with their Staff Liaison to ensure compliance with this law.
- The Open Meetings Act can be found at:  
<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=84&ChapterID=2>

### **Recording of Meetings**

- At times, the Board or Commission members may benefit from audio or video recording of Meetings to help ensure accuracy of minutes, compliance with State Statutes, and City policies.
- Recordings will be produced by the Board or Commission’s Staff Liaison if needed.

### **Ethics**

- All Board and Commission members shall follow the City’s Ethics Ordinance, which is located in the City’s Code. The City Code may be accessed through the City’s website or at the following link: [https://library.municode.com/il/west\\_chicago/codes/code\\_of\\_ordinances](https://library.municode.com/il/west_chicago/codes/code_of_ordinances)

### **Conflicts of Interest**

- Members should familiarize themselves with the conflict of interest provisions outlined in the Illinois State Law, specifically the Public Officer Prohibited Activities Act, as well as the City Ethics Ordinance. It is important to understand that if a member finds themselves in a situation that creates a conflict of interest, they should refrain from participating in any decisions made by the body of which they are a member. The Public Officer Prohibited Activities Act can be accessed at the following link: <https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=689&ChapterID=11>
- Members who find that a decision of the body of which they are a member will create a conflict of interest as defined by Illinois State Law in the Public Officer Prohibited Activities Act and the City’s Ethics Ordinance should not attempt to influence the decision and should not participate in official or unofficial discussion with other Board/Commission members, City Staff, or others about the decision. Such member may not participate in Meetings, hearings, or vote on the item and should be absent from the Meeting room during the deliberation of the item.

## **Communication Guidance**

The guidance offered here is not intended to limit or restrict the rights of any member engaged in speech or communications that are concerted or protected under the law. The intent is to help members effectively message in their public facing role in a manner that will decrease their risk of violating State Statutes and City policies.

### **General Guidance**

This guidance applies to all communications when volunteering on a Board or Commission, which includes public comments, publications, and social media.

- Public statements should not knowingly and/or willfully misrepresent the City, Board or Commission.
- Members should not publicly attack or criticize fellow Board or Commission members or City Staff.
- All publicly stated personal opinions should be clarified as such.

### **Social Media Conduct**

- Members of Boards and Commissions are prohibited from identifying themselves as connected to or speaking on behalf of the City of West Chicago when responding to or commenting on websites with personal opinions or views.
- If a Board or Commission member chooses to identify themselves as such and posts a statement on a matter related to City business, a disclaimer similar to the following must be used: "These comments are my own personal comments and not those of the City".
- A member may establish their affiliation with City of West Chicago in their personal profile; if they choose to do so, placing a link to the City website in their profile bio is recommended.
- A member shall not release confidential or private data; if there are questions about what constitutes confidential or private data, contact the Staff Liaison.
- A member shall not engage in inappropriate use of the City's name, logo or their position or title.
- Members should avoid discussing issues of commission business with each other over social media; if a quorum is established, even on social media, the discussion could count as a Public Meeting and would thus be subject to and potentially in violation of the Open Meetings Act.
- Continued social media conduct detrimental to the City and/or the Board or Commission may result in that member being removed from service at the discretion of the Mayor with the concurrence of the City Council if the appointment required such.

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If there are any questions about what types of activities might result in discipline, a member should discuss the type of usage with the Staff Liaison or the City Administrator.

## **City Of West Chicago Boards and Commissions Handbook Acknowledgement Form**

Thank you for your interest in joining a Board or Commission in the City of West Chicago. We value public service and the important role that volunteers play in helping the city channel public feedback. The City of West Chicago Boards and Commissions Handbook serves as a guide for appointed members and other participants in Boards and Commissions for the City of West Chicago.

It is important that all members adhere to the guidance outlined in The City of West Chicago Boards and Commissions Handbook. These principles will ensure that the Board or Commission is productive and able to best serve the interests of the public in the City of West Chicago.

Sign below to indicate that you have read and agree to adhere to the rules and expectations laid out in this Volunteer Boards and Commissions Handbook.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_