



Welcome to a City of Geneva Public Meeting



Welcome to a Geneva public meeting. This brochure is designed to help you understand the process and procedures for our meetings in an effort to promote civic participation.

City Council Meetings are held the 1st and 3rd Monday of each month at 7:00 p.m. Committee of the Whole Meetings are held the 2nd and 4th Mondays of each month at 7:00 p.m. Public meetings are held at Geneva City Hall.

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

Mayor

The Mayor is the chief executive officer of the City and is elected 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 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

During the City Council and committee meetings, the City Administrator or administrative staff may be called upon to present reports or to respond to questions. The Administrator is the chief administrative officer of the City and is appointed by the Mayor and approved by the City Council. The City Administrator and staff are responsible to the Mayor and City Council for the administration of all activities, functions and programs of the City in accordance with state law and the policies and guidelines adopted by the City Council.

Meeting Times and Procedures

The Geneva City Council conducts regular City Council meetings on the first and third Mondays of each month at 7:00 p.m. Committee of the Whole meetings are less formal and more informational and are held on the second and fourth Mondays of each month. The Mayor is the presiding officer for both types of meetings. The Mayor only votes on certain types of motions. Council members each have a single vote. 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.

Copies of the meeting agenda are placed on the lower level of City Hall just outside the Mayor's office and at the Geneva Public Library at least 48 hours in advance of all meetings. All regular Council and Committee of the Whole meetings are held on the upper level of City Hall in the City Council Chambers.

Public Hearings - A Public Hearing is held as a separate item of business on the agenda. The Public Hearing portion of the agenda is your opportunity to tell the Council how you feel about an issue. Technically, this is known as testimony and becomes part of the record of proceedings. Typically, a hearing follows these steps:

- * Mayor opens hearing to the public
- * There may be a presentation by a petitioner or staff
- * Public input
- * Mayor closes 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 for the record. You are then ready to make your comments on the issue.

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.

New Business - New Business items are intended primarily for Council discussion and action on items that were not included on any other part of the agenda. The Mayor has discretion as to what, if any, public comment will be heard on these items.

Bids and Purchases - The Council takes action on specific bids relating to purchases and projects of the City.

Appointments - Appointments are made to various staff positions, advisory boards, commissions, committees, or task forces by the Mayor.

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. 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. These items are forwarded on to City Council agendas for City Council action.

Contact the City of Geneva 22 South First Street

City Hall	232-7494	Police (Non-Emergency)	232-4736
	<i>Fax</i> 232-1494		<i>Fax</i> 232-7711
Fire (Non-Emergency)	232-2530	Public Works	232-1501
	<i>Fax</i> 262-1911		<i>Fax</i> 208-1503
Community Development	232-0818	Economic Development	232-7449
	<i>Fax</i> 232-1871		<i>Fax</i> 232-1871

<http://www.geneva.il.us>

Any person wishing to be heard by the City Council, should contact the City Administrator's Office (232-7494) and asked to be placed on an upcoming Committee of the Whole 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. Agendas, minutes, calendars, and more are on the City's homepage for public viewing. Those with Internet and email service may sign up for **GENEVAMAIL**, a weekly electronic newsletter sent to participants listing current events, upcoming meetings, and special notices.

City of Geneva Senior Staff

City Administrator	Philip J. Page	Police Chief	William Kidwell
Assist. City Admin.	Mary McKittrick	Fire Chief	Steve Olson
City Attorney	Charles Radovich	Dir. Of Economic Dev.	Chris Aiston
Dir. Of Public Works	Dan Dinges	Dir. Of Community Dev.	Dick Untch