

**CITY OF PARK RIDGE**

**HANDBOOK FOR ELECTED OFFICIALS**



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## **INTRODUCTION**

The job of alderman or other elected City official has been described as an "iceberg job" – the biggest part of the work doesn't show. The rewards, however, come from means other than public recognition alone. The personal satisfaction involved in serving the City and its citizens and the ability as a member of the City Council to accomplish community objectives are of primary significance. Elected officials are also given the opportunity to use their leadership abilities, and to act on current and future issues in a manner reflecting the common good of the community. The responsibilities of public office include the commitment to becoming informed on all issues facing the legislative body, commitment to attendance at scheduled meetings, and the participation in meaningful debate in a manner that is respectful of the opinions of others.

This handbook has been prepared to inform elected officials and those interested in seeking public office about the organization and operations of municipal government in Park Ridge.

## **PARK RIDGE - THE CITY**

### **YESTERDAY, TODAY, AND TOMORROW**

Since its incorporation as a village in 1873, Park Ridge has been known as a prime residential community, located immediately northwest of the City of Chicago. From a small agricultural community in the late 1800s and early 1900s, Park Ridge has grown into an affluent city of 37,480 residents. Incorporated as a city in 1910, Park Ridge is situated in a key geographic location, close to O'Hare Airport, the Northwest Tollway, the Kennedy Expressway, CTA Rapid Transit and Metra commuter trains and buses.

Park Ridge's strength, from its homes to its schools, churches, businesses and government, is founded in its people. Its growth in the decade from 1950 to 1960, when the population doubled from 16,000 to 33,000, challenged the City to adapt to many changes while maintaining financial stability and expanding public works and other services. That these challenges were met successfully is a reflection of the high quality and dedication of elected officials and City staff.

As the City entered the 21<sup>st</sup> Century, the City Council adopted a new mission statement: *The City of Park Ridge is committed to providing excellence in City services in order to uphold a high quality of life, so our community remains a wonderful place to live and work.*

The City's goals, as reflected yearly in its Annual Budget, are consistent with and carry out this mission statement.

### **Overall Community Goal**

On July 15, 1996, the City Council adopted a revised Comprehensive Plan, which includes an Overall Community Goal as an expression of the community's values and commitment to a quality living environment. While the plan has been modified by adding sector plans such as the 2002 Uptown Plan, the Community Goal has not changed and is as follows:

**Strengthen and maintain the City of Park Ridge as a family oriented and environmentally attractive community, which supports cost-effective, high quality public and private facilities.**

In achieving this goal, the City of Park Ridge recognizes the importance of encouraging physical development in a manner that will protect the beauty and aesthetic quality of the community while promoting a viable economic environment that will balance the rights of individual property owners and the overall good of the community.

The Comprehensive Plan is a composite of interrelated objectives, policies and strategies aimed at solving identified problems and achieving opportunities for community betterment. The Plan is intended to provide direction to City officials, local residents and business interested in guiding public and private action in support of the Overall Community Goal and includes the following sub-goals:

### Economy

A healthy economic climate and local tax base to support the residential, business, and governmental components of Park Ridge in a well-balanced community.

### Land Use

An appropriate mix and orderly arrangement of land uses compatible with the City's residential character, aimed at assuring a quality environment for all the City's residents, while adequately addressing the fiscal and economic needs of the community.

### Community Facilities

A high-quality and dependable system of community facilities to support the residents of Park Ridge, including education, library, culture, open space and recreation, solid waste disposal, and utilities.

### Transportation

An effective system of roadways, pathways, and public transportation within the City, which serves the needs of local residents and contributes to pedestrian safety throughout the community.

### Housing

A community in which the housing needs of all resident families, youths, seniors, and disabled are provided for.

### Governance

Stable, responsive and fiscally sound local governments and effective intergovernmental relationships supported by knowledgeable citizens and civic organizations.

### Community Character

An identity and community character, which is positive, distinguishable from its surroundings, and supports a strong "sense of place" as expressed in residential neighborhoods, public places, and business districts.

## **PARK RIDGE - THE LEGISLATIVE BRANCH**

### **The City Council**

Chosen by the citizens to function as the legislative branch of government, a mayor and city clerk are elected from the City at large; one Alderman is elected from each of the seven wards of the City. The seven aldermen constitute the City Council, and the mayor or his appointed representative presides at all Council meetings.

All corporate authorities serve for four years unless they have been selected to complete the unfulfilled term of another elected official. To provide for Council stability and continuity, aldermanic terms are staggered. Elections are held the first Tuesday in April of each odd-numbered year, and the newly elected officials are sworn into office on the first Monday of May, provided the official canvas of the election is received. To compensate for some of his/her expenses, each alderman will receive an annual salary of \$1,200, payable in equal installments on a monthly basis.

Regularly scheduled meetings of the City Council are held on the first and third Mondays of each month, although the Municipal Code does provide for certain exceptions. All such meetings, as well as meetings of committees, subcommittees and other advisory bodies, are open to the public. However, the Illinois "Open Meetings Act" does provide for closed sessions when discussing matters involving City personnel, lawsuits to which the City is a party, and the acquisition of real property, although no official action may be taken during a closed meeting. Council meetings are conducted according to the parliamentary procedure contained in Robert's Rules of Order, plus such other rules as may be adopted from time to time (Appendix A). Most votes require only a simple majority of the aldermen present to determine action. However, State law does provide for a higher level of consensus in certain situations (Appendix B). The presence of at least three aldermen and the mayor, or four aldermen is required to constitute a quorum. Elected Officials are permitted to attend meetings by electronic means when they are not able to be in attendance. Participation and limitations on the conduct of any meeting where an elected official is participating via electronic means is stated in Council Policy Statement 35.

### **The Council Agenda**

The agenda is the official schedule of topics for consideration, discussion and/or action at regular or special meetings. The Council agenda is available on the Friday preceding each Monday night meeting, so that elected officials and interested citizens may familiarize themselves with the items scheduled for discussion. Action items, pending items, and other reports from standing committees are automatically included on the agenda. In addition, committees may request that the city manager list other topics for discussion, although such requests should be communicated to the manager no later than the Thursday morning before the Council meeting.

The basic structure of the Council agenda includes various reports of City officials, reports of standing committees and reports of special committees. Proposed ordinances, resolutions, and

other action items are listed under the committee having deliberated on those matters. Citizens wishing to address the Council or state a position on agenda items are offered the opportunity to make their presentations during the discussion of that topic. For non-agenda items, citizens may address the Council immediately following the reports of City Officials. Aldermen who wish to raise issues not included on the agenda generally do so under the “New Business” category. When large numbers of citizens with a common interest are present, the Council generally prefers to hear their position as presented by only one or two spokesmen.

### **Distribution of Information**

Each week the City staff assembles a packet of information for elected officials on current topics of interest and the materials for the upcoming meetings. A typical packet will include a calendar of meetings scheduled for the next two months, all Council agendas, all meeting minutes and action memoranda from various Council committees or commissions, staff reports, copies of petitions or other correspondence, and magazines oriented toward concerns of the elected official. The staff strives to provide City officials with all information required in the performance of their duties as policy makers and representatives of the public interest. All materials for the upcoming meetings are posted to the City’s website.

These packets may be picked up at the Police Department Communications Desk on Friday evenings, or they will be distributed to individual residences on Saturday by police delivery. Officers delivering the envelopes will hand them to an occupant of the house or set them inside the front screen/storm door. If this door is locked, the officer will return the packet to the Police Department Communications Desk and forwarded to the City Manager’s office on Monday. Other arrangements for delivery of the packet may be made with the mayor’s secretary. Elected officials who expect to be out of town for the weekend should notify the city manager’s office by Friday so that the packet can be held until the official returns.

### **Committees, Commissions, and Boards**

An examination of the Council agenda indicates the significant role of committees, commissions, and boards in assisting the City Council with its broad realm of responsibilities. Appointed boards and commissions are important elements of the City’s decision-making structure and perform an invaluable function. With seven aldermen, the citizens of Park Ridge are very well represented for a community of its size. To expedite business and to further assist the City Council in making its policy decisions and meeting its legal obligations, a number of independent commissions and boards have been created. These include the Zoning Board of Appeals, Planning and Zoning Commission, Library Board, Liquor License Review Board, Civil Service Commission, Board of Fire and Police Commissioners, Youth Commission, Board of Trustees-Police Pension Fund, Board of Trustees-Firemen’s Pension Fund, Electrical Commission, Historic Preservation, Animal Commission etc. In general, appointments are made by the Mayor, with the advice and consent of the Council, although exceptions do exist as noted in Appendices C and I. If the council has faith and confidence in its advisory boards and commissions, those sub-units can more thoroughly research matters within their realm of responsibility and leave the Council free to address itself to the policy implications of recommended courses of action. Boards and commissions can also entertain more thorough discussion and input from the public on individual issues. Public hearings are often necessary

for proposed ordinances, especially those of a land use or regulatory nature. If such hearings are conducted at the board or commission level, the Council can be assured that all citizens have had an opportunity to voice their opinions. The Council should have confidence in its advisory sub-units and give fair consideration to their recommendations when presented on the Council floor. The Council should encourage a thorough discussion at the board or commission level, which will permit all interested parties to express their opinions. The actual deliberations at Council meetings can therefore, focus on the viewpoints of the elected representatives themselves.

The Mayor may appoint an Alderman to function as a liaison to any Board or Commission. It is expected that the liaison will attend the meetings of that Board or Commission and be available to report on the activities, conduct and recommendations of the Board or Commission. The liaison should be available to the Board or Commission to respond to questions of the Board or Commission members with respect to City Council practices and procedures that may bear on the particular issue before the Board or Commission. It is not the role of the liaison to express opinions on any issue before the Board or Commission in the liaison's capacity of Alderman. The liaison may, as a resident, express personal opinions on an issue; but must remain mindful that it is not the role of the liaison to use his or her position as Alderman to influence the independent reflection, discussion and judgment of the board or Commission members. The liaison will not be a voting member of a Board or Commission where that Board or Commission deliberates on requests by persons or entities for favorable City Council consideration. Currently, this would apply to the Planning and Zoning Commission, the Zoning Board of Appeals, the Appearance Commission, the Historic Preservation Commission, and the O'Hare Airport Commission.

In most instances, it is expected that the liaison to a Board or Commission will present to the City Council matters arising out of the deliberations of that Board or Commission.

In addition to the independent commissions and boards, there are advisory groups whose membership typically includes one or more elected officials.

On May 3, 2005, the City Council adopted Rules for Committee and Commission Assignments. In compliance with those Rules, one of the advisory groups is the Mayor's Advisory Committee on Boards and Commissions. This group is responsible for interviewing candidates for the City's boards and commissions. The committee will act in an advisory capacity and make recommendations to the Mayor or the City Council pursuant to the rules as set forth in Appendix I of this manual. The committee shall consist of the Chairmen of the Public Works Committee, the Finance and Budget Committee, the Procedures and Regulations Committee and the Public Safety Committee.

Finally, the City Council may establish standing committees or special ad hoc committees as may best serve the Council's needs and interest, or the Council may meet as a Committee-of-the-Whole. At the present time, there are four standing committees that meet as a Committee-of-the-Whole: Public Works; Finance and Budget; Procedures and Regulations; and Public Safety.

1. The purpose of the Public Works Committee is to consider all matters of policy relating to:
  - a) capital improvements and the construction or maintenance of public works

- b) the provisions of services through the functions of public works, including streets, sidewalks, water, sewer, sanitation, lighting, forestry services, parking lot construction, refuse collection, and public buildings and grounds.
- 2. The Finance and Budget Committee considers policy questions regarding revenues and expenditures, budget appropriations, and personnel.
- 3. The Procedures and Regulations Committee is charged with considering all matters of policy related to the general health and welfare of the community, including:
  - a) the review of legal proceedings and many ordinances and resolutions;
  - b) the review of enforcement issues relating to ordinances and resolutions;
  - c) the review and coordination of activities involving the Council, its standing or special committees, and boards or commissions.
  - d) the review of other matters, which do not fall clearly within the realm of another official advisory body.
- 4. The Public Safety Committee is charged with considering all matters of policy related to the safety of the community.

As a rule, the City Council will not act on any matter that has not been investigated first by a standing committee, an advisory group, or the City Manager with a recommended course of action communicated to the Council.

The City Council shall appoint committee chairmen to Public Works, Finance and Budget, Procedures and Regulations and Public Safety, generally to serve two-year terms. The City Council has adopted certain rules for committees of the whole operation to assist in deliberations (Appendix D). Certain members may be designated to prepare special reports, occasionally in conjunction with City Staff with particular expertise in the subject area. Standing committees meet at least once a month or upon call by the chairman. Discussions, votes and other results of such meetings are recorded in writing, and recommendations are communicated to the City Council as action items.

To assist the standing Committees, a member of the City staff is assigned to each committee for research and analysis as well as to take care of necessary "paperwork." The staff assignments are: Public Works Committee, Director of Public Works; Finance and Budget Committee, Director of Finance; Procedures and Regulations Committee, Community Preservation and Development Director ; and Public Safety Committee, Chief of Police and Fire Chief.

## **PARK RIDGE – THE LEGAL ENVIRONMENT**

The City of Park Ridge is a municipal corporation established under authority granted by the Constitution of the State of Illinois. As a Home Rule municipality, the City is given the flexibility to amend its procedures within guidelines specifically spelled out in the State Constitution. The Federal Constitution and Federal laws, the Illinois Constitution and Statutes, and the Municipal Code of the City are all important documents, which govern the actions of the City.

### **The Municipal Code**

The Municipal Code of Park Ridge is a codification of the City's ordinances. Since City ordinances are passed, modified, or repealed on an ongoing basis, the Municipal Code is on the City's website.

### **Municipal Ordinances and Resolutions**

An ordinance is a law set forth by the municipal authorities, which formally establishes City policy and may prescribe penalties for the violation of its provisions. A resolution is a formal expression of opinion, will, or intent on the part of the City Council. Municipal ordinances and resolutions are two of the most important policy-making tools at the Council's disposal. Elected officials have followed the policy that all decisions shall be made in the interest of the community as a whole, with no partiality shown to any single area or group. A simple majority of the aldermen voting is sufficient for the approval of resolutions except as provided otherwise by law. When an ordinance, resolution, or other expression of policy or intent is considered by the Council, the mayor is permitted to vote only if 1) there is a tie vote; 2) if only three aldermen have voted in favor of the motion even though there is no tie vote; or 3) a vote greater than a majority of the corporate authorities is required. All ordinances and all actions creating any liability for the City or for the expenditure or appropriation of its monies require the majority vote of four aldermen (or three aldermen and the mayor if it is in an instance in which the mayor votes).

After an ordinance or resolution is passed by the council, it is submitted to the mayor for his approval. Unless the mayor disagrees with the spirit or language of the act, he affixes his signature to the original copy. If the mayor disapproves of the Council's action, he must return the document along with his written objections to the Council by the next regular meeting. Otherwise, the ordinance or resolution will take effect automatically. For appropriation ordinances, the mayor may veto one or more of the sums appropriated (item veto), and the rest will remain effective. The mayor may also veto the entire ordinance in accordance with the above procedure. The Council must reconsider every ordinance or resolution vetoed by the mayor, but a two-thirds vote of all the aldermen holding office is required to override that veto.

## **Council Policy Statements**

City Council action to guide and determine present and future decisions is considered policy. Council policy formally appears in the form of ordinances and resolutions. There are, however, Council actions, which are not drafted into such form but still function as City policy. In order that the Council and the City Administration remember such policies in the same way, Council Policy Statements are reduced to writing and assembled in booklet form. These expressions of policy are important as a guide to administrative personnel in responding to citizen service requests or complaints. They assure equitable treatment of all persons in similar circumstances and reduce the need for the Council or its committees to take action on an ad hoc basis for all situations not clearly governed by ordinance or resolution. Furthermore, written policy statements provide a source of continuity that lend stability in the transition from one group of elected officials to another.

## **The Budget Document**

The major expression of Council policy commitment that is not included in the policy booklet is the annual budget. The budget is probably the single most important consideration of the City Council, representing the entire “work plan” for the operation of the City during a given fiscal year and providing an indication of programs and service levels for the future fiscal years. The fiscal year for the City of Park Ridge is May 1 through April 30.

To allow adequate time for consideration of major expenditures, the budget preparation is divided into two segments. The Capital Budget includes expenditures of \$25,000 or more. It is updated annually for projects or items with a useful life of ten or more years. This budget also includes debt service projections. Subsequently, an operating budget is prepared for all the other expenditures. The final budget includes both the Capital and Operating budgets. The Park Ridge budget is a modified program budget.

The primary purpose of the budget is to present programs, activities, and anticipated expenditures for each department. Existing programs are evaluated in terms of the adequacy of service levels provided during the previous fiscal year. New programs and changes in service levels are determined by the demand for those services as weighed against the public’s willingness to provide the financial support required.

The steps involved in the preparation of a program budget include the following: 1) estimates are made of revenues available to the municipality for the coming fiscal year. 2) recommendations are made for expenditures according to the needs of the various program areas; 3) these proposals are measured against the actual allocation of resources for the two previous years and against the availability of funds for the ensuing year; 4) priorities are established for determining the increased (or decreased) funding of various programs; 5) a balanced budget is determined that will provide an adequate program of municipal services and other operations at a total cost acceptable to the public.

Although the City Manager, with the assistance of department heads, is responsible for the preparation of the first draft of the budget, the City Council in conjunction with City Staff determines the final budget document and the allocation of resources it represents. Suggestions regarding the budget can be made directly to the City Manager.

The Capital Budget is prepared by the staff in the fall of each year, then reviewed by the Finance and Public Works Committees, submitted to the Committee-of-the-Whole for review and tentatively approved by the City Council in December. The Committee-of-the-Whole meets with the City Manager and the department heads during the months of February and March to evaluate the proposed budget in terms of how well it responds to the levels of services desired by the public and the revenues required to fund those services.

All elected officials are encouraged to attend and participate in all budget deliberations. Drafts of the budget are distributed to the City Council so that all of the City officials can be aware of the policy questions under consideration. Necessary decisions are made so that the proposed budget can be formally put on public display and a public hearing held in late March or early April. Official approval of the budget takes place in April. By policy, it is required that the budget be adopted by the Council prior to the beginning of the fiscal year for which it was prepared. Appendix E reflects an outline of the steps involved in the process of developing the Capital and Operating budgets.

Since the fiscal year begins May 1, newly elected Aldermen are not eligible to participate directly in the adoption of the budget for that year. To compensate for this, the City's budget policy provides that:

Within the first thirty days of a fiscal year when newly elected officials are installed during that 30-day period, by a majority vote of the members of the corporate authorities then holding office, the annual budget for the municipality may be revised by deleting, adding to, changing or creating subclasses within object classes and object classes themselves...

Aldermanic candidates are also encouraged to attend budget meetings to familiarize themselves with the proposed programs and expenditures contained in the budget. Budget Meetings are open to the public.

### **Home Rule Powers**

The 1970 Illinois Constitution automatically grants home rule powers to municipalities with populations of more than 25,000. Home rule units generally have the authority to act in any area not in conflict with, and not limited by the Federal or the State Constitution and/or by powers reserved to the State. Specific grants of power to home rule units include the authority to adopt, alter, or repeal a particular form of local government and to provide for the selection and terms of office for local officials subject to voter approval through a public referendum. Home rule governments are also permitted to concurrently exercise powers and functions with the State and to cooperate with other governmental units in providing services or in conducting other functions of

mutual benefit. A referendum was held on November 2, 1976, on whether Home Rule powers of Park Ridge should be retained. Voters supported retention by a vote of 16,036 to 4,022.

As a general rule, Illinois municipalities have tended to use their Home Rule powers conservatively to avoid jeopardizing the privilege of local authority and control. The State retains the power to limit most home rule privileges by a three-fifths vote of the members elected to each house of the General Assembly. Park Ridge has exercised its home rule authority to adopt new budgetary procedures, to authorize City-sponsored fireworks displays for patriotic celebrations, to adopt an employee relations ordinance that permits City employees to organize and bargain collectively, to allow for juvenile court cases to be held within the community, to exempt from Civil Service procedures the promotion and demotion of sworn police and fire personnel, to change the positions exempted from Civil Service to require posting of gasoline prices including all taxes, to control the sale of supplies that could be used in connection with drugs, among other things, and in other similar ways.

### **Financial Statements**

The 1970 Constitution authorizes the General Assembly to require candidates for and holders of local offices to file financial statements of economic interests. The Illinois State Government Ethics Act provides that:

A candidate for elective office shall file his statement at the time he takes the action necessary under the laws of this State to attempt to qualify for nomination, election, or retention to such office if he has not filed a statement in relation to the same unit of government within a year preceding such action.

The completion of the Statement of Economic Interest is completed online through the County Clerk's Office. Elected officials must file a financial statement by April 30 of each year.

## **PARK RIDGE – THE ADMINISTRATIVE BRANCH**

### **City Administration**

The City Council determines municipal policy and directs the affairs of the community through the administrative branch of government. By ordinance, the City Manager is the Chief Administrative Officer of the City and is responsible to the Mayor and City Council for the management and operation of all affairs and departments of the city.

The Administration is charged with the responsibility for carrying out the ongoing activities of the City in accordance with Council-approved ordinances, resolutions and other policy statements. The City Administration includes the City Manager, the various department heads and the other city employees. In addition to the Manager's office, there are six major departments to handle a variety of functions and responsibilities.

### **Finance and Information Technology (IT) Departments**

The responsibilities of the Finance and IT Department encompass: 1) the collection and disbursement of all funds; 2) the establishment of purchasing procedures to obtain the best possible value for each dollar expended; 3) the establishment and operating of accounting systems conforming to recognized governmental accounting practices. 4) assistance to the City Manager in preparing the budget and exercising fiscal control; 5) procurement of adequate insurance; 6) finance of capital improvements; 7) administration of payroll; 8) establishment and operation of data processing; and 9) investments. Information Technology (IT) responsibilities include the coordination of operations of the Citywide computer system, network and website are included in the Department responsibilities.

### **Public Works Department**

The Public Works Department is responsible for services to maintain the facilities of water, sewers, streets, forestry, beautification, solid waste collection and recycling, parking, street lighting and City-owned properties. Under the direction of the Public Works Director, major construction is supervised through the Engineering Division. Minor constructions activities, and the general "housekeeping" functions (such as keeping streets clean and free of snow, maintaining parking meters, cutting grass and weeds, etc.) are under the supervision of the Public Works Superintendent. Administrative tasks including the vehicular maintenance programs, safety, and utility coordination are additional functions of the Superintendent. The City Forester oversees all tree programs, as well as, assists in overseeing many public property landscaping and beautification efforts of the City. The day-to-day operation and maintenance of City Hall and other City property is performed by this department.

## **Police and Fire Departments**

The Fire and Police Departments are headed by a Fire Chief and the Chief of Police who are responsible for the administration of the entire public protection section of the budget. The Police Chief and Fire Chief have the responsibility of coordinating public safety activities so as to best utilize current resources. The Fire Chief also functions as head of the City's Emergency Preparedness Planning efforts.

The Fire Department functions in firefighting, fire prevention and emergency first aid including ambulance service. The Department establishes school and hospital fire safety procedures, and inspects public and commercial buildings for fire hazards. The Fire Prevention Division inspects individual homes and residences upon request. Emphasis is placed on prompt responsive emergency services around the clock. The Police and Fire Department work in conjunction with Regional Dispatch Centers and contract all 9-1-1 call taking, dispatching, and record keeping. .

The Police Department is involved in 1) crime prevention efforts; 2) youth law education; 3) enforcement of federal, state and local laws and ordinances; 4) the detection of juvenile offenses and the supervision of offenders; 5) selective traffic enforcement; 6) children's safety programs; 7) training and deployment of a citizen's patrol to observe and report criminal activity to the police; and 8) crime detection follow-up and the investigation of all major offenses. The Department is engaged in an extensive training program including affiliation with the Illinois Training Program for all new police officers. The Police Department is accredited by ILEAP, the Illinois Law Enforcement and Accreditation Program.

## **Department of Community Preservation and Development**

The Department of Preservation and Development is responsible for review and enforcement of planning, zoning, building, and environmental health activities within the City of Park Ridge. The goal of these activities is to preserve and enhance the City's residential character and to work with the Planning and Zoning Commission to establish long-term goals and objectives for the City. All commercial and residential development proposals are reviewed to ensure compliance with appropriate codes. The Department enforces the provisions of the Zoning Ordinance. Construction projects are inspected for conformance with the building codes. Real Estate transfer stamps are issued for all properties transferred. An inspection may be conducted to insure a property's compliance with current zoning and regulations. Environmental health provides for the inspection of food establishments and rodent control along with responding to health related and property maintenance complaints.

## **Human Resources Department**

The Human Resources Department is responsible for recruiting, training programs, employee services, employee relations, policies and programs, compensation and benefits for all city employees. The Human Resources Department assists management staff in orienting, training, developing, classifying, compensating, disciplining and terminating

employees consistent with collective bargaining agreements, city policies and civil service rules.

### **Library**

The City's library is operated by a Board whose members are appointed by the Mayor with Council approval. The Library offers cultural development through the selection, acquisition, and circulation of books, films, records, and other materials to provide research information, self-education assistance and literature for the public's enjoyment. The library also sponsors a summer reading program.

## **APPENDICES**

## APPENDIX A

### **RULES AND GUIDELINES FOR THE CONDUCT OF BUSINESS AT REGULAR MEETINGS OF THE CITY COUNCIL**

The conduct of business at regular meetings of the City Council is governed by the laws of the State of Illinois and by those rules which the City Council has adopted either through the approval of ordinances or through a stated commitment to certain policies. Article 3 of the Municipal Code provides.

The Rules of parliamentary practice comprised in “Robert’s Rules of Order, Newly Revised” shall govern the City Council in all cases to which they are applicable, except those which are inconsistent with the standing rules of the Council or of any ordinances, and except those which are inconsistent with the following rules which shall govern in all cases where they are applicable.

- A. It shall be unnecessary for an alderman seeking recognition to rise in his place.
- B. The Journal of Proceedings shall not embody comments, debates or arguments except when the speaker requests such an enlargement of the Journal, and then only when two-thirds of the municipal authorities then present consent to such an enlargement.
- C. A motion to reconsider may be made only during the meeting in which a motion has been acted upon or during the next regular meeting of the City Council.

Except in cases of an actual conflict of interest or when the law provides otherwise, an abstention vote is counted with the majority. The philosophy behind this decision is that if a member of a public body is present at a meeting he is obliged to vote and if he does not vote, his failure to do so must be construed as concurring with the majority.

On a recommendation from the Procedures and Regulations Committee, the City Council approved the following procedures for streamlining the proceedings of Council meetings, and further directed all corporate authorities of the City to abide by these provisions to the best of their abilities (Journal of the Proceedings of the City Council...February 7, 1972...);

- 1. Generally, letters or position statements from members of the community will not be read into the record at a Council or Committee of the Whole meeting. Instead copies of all letters shall be included with the Friday distribution. Any letter not included in the Friday distribution will not be considered by the Council until a subsequent meeting. However, any Alderman present may request that a letter be read in part or in its entirety.

Applications action by the Planning and Zoning Commission or some other hearing body,

2. will be referred directly to those advisory bodies. Copies of all such applications shall be included in the weekly distribution to elected officials.

D. Miscellaneous policies affecting the conduct of business at Council meetings include the following:

1. A "Consent Agenda" provision is included as a matter of business on the City Council agenda. Items included on the consent agenda are voted on in a single motion. Any elected official can request that an item be removed from the Consent Agenda. The item would then be considered in its regular place on the agenda.
2. Every action item shall be accompanied by a written statement regarding that report or appointment has been distributed to all members of the City Council at least 24 hours in advance of the Council meeting at which the matter is to be discussed."
3. Resumes of candidates for appointments shall be distributed to Council members prior to consideration of appointment.
4. Generally, letters and petitions will not be read into the record at City Council or Committee of the Whole meetings; but will be included with the Friday distribution. However, any alderman present may request that a letter be read in part or in its entirety.
5. Letters of petition requiring action by the Planning and Zoning or other Commission, should be referred directly to those advisory bodies. No vote to refer City Council is necessary. Copies of all such petitions shall be included in the weekly distribution to elected officials.

6. Citizens wishing to speak on an action item on the agenda will be recognized by the Mayor when the Council is considering that item. Comments from the audience will be taken after the report of the committee chairman and questions from the Council, but before debate by the City Council. Citizens wishing to be heard on items not included on the formal agenda will be recognized after the reports of City Officials, under the agenda heading "Citizens Wishing to Address the Council on a non-agenda item." Candidates for elective office who wish to address the City Council shall do so under "Citizens Wishing to Address the Council."

Each person addressing the Council is asked to take the podium, speak into the microphone, and state his/her name. All questions or comments shall be directed to the Mayor, not to individual Council members, and will be limited to a maximum of five minutes. . Election campaign literature may not be distributed at City Council meetings.

Once the City Council debate begins on an item, no further comments from the audience will be entertained. If an amendment or other motion is made which substantially changes the main motion, the chair shall recognize persons in the audience wishing to speak to that amendment. Once the City Council debate begins on an amendment, no further comments from the audience

will be entertained. The Mayor may participate in debate and discussion on any matter before the City Council.

These policies require the full cooperation of the mayor, aldermen and other corporate officials if they are to be effective and, thereby, operate to the advantage of the City Council in conducting its business.

## APPENDIX B

### STATUTORY REQUIREMENTS FOR COUNCIL VOTES AND ACTIONS EXCERPTED FROM THE ILLINOIS COMPILED STATUTES

The following list is illustrative only and may not be complete.

**The affirmative vote of four aldermen is required for passage of all ordinances and resolutions or motions except as otherwise provided.**

The affirmative vote of five of the members is required in the following instances:

1. To adopt an annexation agreement (Including Mayor).
2. (a) To contract to purchase or lease real or personal property for use by the City, provided that the term of the lease or purchase does not exceed twenty years (No longer required by statute).  
  
(b) To enter into a lease-purchase agreement for real or personal property to be used by the City (No longer required by statute).
3. To levy a tax higher than that provided by state law for improvement of the waterworks system (No longer required by statute).
4. Lease any City property in excess of two years.
5. To accept the high bid or any other bid determined to be in the best interest of the City for the sale of real estate. However, only a majority is required to reject all bids. (State law requires 6).
6. To dispose of City-owned personal property with a value over \$10,000 by (a) sale with or without advertising; (b) converting to some other piece of equipment usable by the City; or (c) by means of a trade-in for a new piece of equipment. (No longer required by statute).
7. To raise the amount of levy above that provided for in State law for the improvement of streets and bridges (Including Mayor).

**The affirmative vote of five aldermen is required:**

1. To pass an ordinance to vacate a street or alley. (State law requires 6)
2. To expel an alderman from a meeting.
3. To change the setback lines as set forth in municipal ordinances.

**Other information:**

1. The corporate authorities may by ordinance compel attendance at Council meetings.
2. The mayor or any two aldermen may call a special meeting of the City Council.
3. The mayor shall not vote except (a) in the event of a tie; (b) where only three of the aldermen elected voted in favor of an ordinance, resolution or motion even though there was no tie vote; and (c) where a vote greater than a majority of the corporate authorities is required.
4. The mayor, if he approves of them, signs all resolutions and motions which (a) create any liability against the City; (b) provide for the expenditure or appropriation of City funds; and (c) provide for the sale of any City property. The mayor signs all ordinances.

If the mayor disapproves, he shall return the ordinance, resolution or motion to the City Council with his written objections no less than five days after passage for consideration at the next regular meeting. The mayor may disapprove of any ordinance, resolution or motion making an appropriation in its entirety or any one of several sums of the appropriation. If the mayor fails to return the ordinance, resolution or motion within the specified time, it shall become effective despite the absence of his signature.

5. No vote of the City Council shall be reconsidered or rescinded at a special meeting, unless there are present at a special meeting as many aldermen as were present when the vote was taken.

## APPENDIX C

### BOARDS, COMMISSIONS, COMMITTEES

Except as otherwise specifically stated, the Mayor with the advice and consent of the City Council is the appointing authority for all identified boards, commissions and committees. Whenever used with respect to Mayoral appointments, the term “advice and consent of the City Council” shall mean a voice vote requiring a concurrence of a majority of the aldermen after an opportunity for discussion of the appointment at a meeting of the City Council.

Service on any one board or commission shall be limited to three (3) consecutive full terms. Maintaining at least a 75% attendance level is desired of each commissioner.

#### **ZONING BOARD OF APPEALS**

General references: Illinois Compiled Statutes; Article 4, Chapter 2 of the Municipal Code of the City of Park Ridge.

General provisions: Shall consist of seven members appointed by the Mayor with the advice and consent of the City Council for overlapping terms of five years. The Chairman is appointed by the Mayor and shall serve as Chair for two years. General

functions: By means of public hearing with required public notice, decide variances and interpretations to the Zoning Ordinance. Issues involving changes in land use are not considered. Limited in authority to approve certain variances (minor) while all others must be approved by City Council (major). Any denial by the Board constitutes final administration action.

#### **PLANNING AND ZONING COMMISSION**

General references: Illinois Compiled Statutes; Article 4, Chapter 1 of the Municipal Code of the City of Park Ridge.

General provisions: Shall consist of nine members appointed by the Mayor with the consent of the City Council to overlapping terms of four years. The Chairman is appointed by the Mayor and shall serve as Chairman for two years.

General functions: To prepare and recommend to the City Council a comprehensive plan for the City and areas outside its Municipal boundaries and, from time to time, improvements in pursuance of such Comprehensive Plan. To promote public interest and understanding of the Comprehensive Plan and related planning matters. To hear and review all matters upon which the Commission is required to recommend or approve pursuant to the Zoning Ordinance, including review and make final decisions on certain site plan reviews; make recommendations to the City Council on special use applications; make recommendations to the City Council on planned development applications; make recommendations to the City Council on zoning amendment applications; initiate, direct and review, from time to time, studies of the provisions of the Zoning Ordinance and to make reports of its recommendations to the City Council; and adopt rules, procedures and guidelines pertaining to the administration and interpretation of those sections of the Zoning Ordinance over which the Commission has jurisdiction. To receive and review all plats of subdivision and recommend with respect thereto to the City Council pursuant

to the subdivision regulations. To initiate, direct and review from time to time studies of the provisions of the Zoning Ordinance, subdivision regulations and other land use controls, and make reports of its recommendations to the City Council.

### **APPEARANCE COMMISSION**

General references: Article 15, Chapter 7 of the Municipal Code of the City of Park Ridge.

General references: Shall consist of five members appointed by the Mayor with the advice and consent of the City Council to overlapping terms of five years. Not more than four (4) members shall be recognized as experienced in matters of aesthetic judgment by virtue of training, education and experience (such as architects, land planners or persons specifically qualified for reasons of education, training or experience in the area of graphic or allied arts). Insofar as practical, three (3) members shall be architects registered to practice in the State of Illinois. The Chairman is appointed by the Mayor with approval of the City Council.

General functions: To review all applications for new construction of residential, commercial and institutional structures. To review building alterations where there is a change to the exterior of multiple family residential, commercial and institutional structures. To review alterations affecting street elevations of single-family residences. To review wall and ground signs.

### **LIBRARY BOARD**

General references: Illinois Compiled Statutes; Article 4, Chapter 9 of the Municipal Code of the City of Park Ridge.

General provisions: Shall consist of nine directors appointed by the Mayor with the advice and consent of the City Council for overlapping terms of three years from July 1 each year. The President and other officers shall be elected by the Library Board from among its members.

General functions: Acts as a Board of Directors for all programs, finances and personnel of the Park Ridge Public Library.

### **CIVIL SERVICE COMMISSION**

General references: Illinois Compiled Statutes; Article 4, Chapter 3 of the Municipal Code of the City of Park Ridge; Civil Service Rules and Regulations adopted February 7, 2005.

General provisions: Shall consist of three members for overlapping terms of three years. No more than two members shall be of the same political party. The Chairman is elected by the Commission members.

General functions: Generally, the Commission is responsible for setting the standards for hiring of City employees, based on merit. The Commission establishes guidelines for the termination and discipline of employees and hears appeals in cases of disciplinary action. This Commission covers all non-elective employees, including the employees of the Public Library, with the exception of those positions specifically exempted, and police and fire personnel.

**BOARD OF FIRE AND POLICE COMMISSIONERS**

General references: Illinois Compiled Statutes; Article 4, Chapter 4 of the Municipal Code of the City of Park Ridge.

General provisions: Shall consist of five members appointed by the Mayor, with the advice and consent of the City Council, whose terms of office shall be three years. Political party affiliation shall not be considered in making such appointments. Members of the board shall not be required to file a fidelity bond. The board shall elect from among its members a chair and a secretary to serve for the term of the City’s fiscal year.

General functions: The Board has generally the same responsibilities as the Civil Service Commission, except it covers only policemen and firemen, except for promotion and/or demotion of supervisory personnel. The Chief of Police and the Fire Chief shall have the responsibility for these actions.

**BOARD OF TRUSTEES – POLICE PENSION FUND**

General references: Illinois Compiled Statutes; Article 4, Chapter 5 of the Municipal Code of the City of Park Ridge.

General provisions: Shall consist of five members for two-year overlapping terms. Terms start the second Tuesday in May. Two members are appointed by the Mayor; two members are elected from the active pension participants by the active participants; the fifth member is elected by and from the beneficiaries. Election procedures are provided by law.

The statute does not provide for the advice and consent of the City Council. Officers are chosen by the Board.

General functions: Generally, the Board administers the Police Pension Fund.

**BOARD OF TRUSTEES-FIREFIGHTER’S PENSION FUND**

General references: Illinois Combined Statutes: 40 ILCS 5/4; Municipal Code of the City of Park Ridge: Article 4, Chapter 6

General provisions: Membership shall consist of a total of five members: two active firefighters, one retired firefighter and two members appointed by the Mayor. The active firefighter is elected by the active members of the pension fund; the retired firefighter is elected by the retired members of the pension fund. All members are elected or appointed for three-year terms, which are staggered. State law provides for election and appointment procedures.

General functions: Generally, the Board administers the Firefighter’s Pension Fund.

**LIQUOR LICENSE REVIEW BOARD**

General references: Article 12, Chapter 6 of the Municipal Code of the City of Park Ridge.

General provisions: Shall consist of the Commissioner and five members. All members of the Board are residents of the City. The Mayor of the City shall be the Liquor Control Commissioner, shall be charged with the administration within the City of the City’s liquor ordinance, and shall be the Chairman of the Board. He may designate one or more persons to assist him in the exercise of such powers and the performance of such duties, as he may deem necessary.

General functions: The Board, at the direction of the Commissioner, shall have the authority to investigate and review all applications, renewals and complaints and to

investigate the operation of all licensed establishments, conduct hearings, receive evidence and sworn testimony and make recommendations to the Commissioner.

### **YOUTH SERVICES COMMISSION**

General references: Article 4, Chapter 14 of the Municipal Code of the City of Park Ridge.

General provisions: Shall consist of at least twelve (12) members to be appointed by the Mayor with the advice and consent of the City Council. The appointees shall include four (4) non-aldermanic adults, one (1) liaison member from the City Council, one (1) member from the Park Ridge Park District, one (1) member from the Park Ridge Public Library and a minimum of four (4) of the members shall be youth currently attending Park Ridge high schools or shall be residents of Park Ridge. If possible, there shall be youths from each of the following grades: freshman, sophomore, junior and senior. If there are no applicants from a particular grade, a youth from another grade may be appointed to fill that position. The City Council liaison shall be the chair of the Commission. Each of the members will have an equal vote and the Commission shall report directly to the Mayor and the City Council. For the initial term, two of the adult members shall be appointed for two (2) years and two of the adult members shall be appointed for three (3) years. Following the initial terms aforesaid, the term of office for all adult members shall be three (3) years or until a successor has been appointed, whichever comes last. The term of office of a student member shall be for up to two (2) years or until a successor has been appointed, whichever comes last. All terms shall begin on July 1 for the year of appointment and end on June 30 in the year when the term is to end. Notwithstanding the term of office described above, any student member who graduates from high school during the course of his/her term shall no longer be eligible to serve on the Youth Commission, his/her term shall terminate and the number of members of the Commission shall be reduced by one, subject to the minimum number of members described above. In addition to the members, the Commission should provide for participation of a representative from the Park Ridge Police Department. The representative of the Police Department shall be selected by the Police Chief and may be changed at any time.

General functions: According to 14-14-2, the functions of the Youth Services Commission shall be as follows:

1. To provide a forum for public discussion of any and all topics related to the activities of youth of the City.
2. To provide an organization for recommending appropriate action to the Mayor and City Council for services and activities relating of the youth of the City.
3. To act as an ombudsman for youth.
4. To facilitate coordination for various community youth groups.
5. To submit recommendations on any of the above matters to the Mayor and City Council.

## **COMMUNITY HEALTH COMMISSION**

General Reference: Article 4, Chapter 8 of the Municipal Code of the City of Park Ridge.

General Provisions: Shall consist of eleven members appointed by the Mayor with the advice and consent of the City Council. Commission members include three adults from the community, one substance abuse professional or counselor and one community liaison. In addition to the eleven (11) Commissioners, the Commission should provide for participation of representatives from the Park Ridge Police Department, School District 207 and School District 64. The Commission shall include a Park Ridge Alderman with a two-year term, acting as the Commission's liaison to the City Council. Commissioners will serve two-year terms with no more than four member's terms expiring each year. The Commissioners shall elect a Chairperson.

General Functions: Expand overall communication with the Community at large to help our children and parents in educational efforts on drug and alcohol misuse, explore various approaches that will promote a drug free Community, assist other Community efforts, explore options and alternatives that might make a difference in establishing Park Ridge as intolerant of all inappropriate drug and alcohol misuse, ensure "best practices" are adopted which contribute to the primary mission, and establish a base line of the current environment and match all efforts towards reducing all inappropriate behaviors.

## **O'HARE AIRPORT COMMISSION**

General references: Article 4, Chapter 10 of the Municipal Code of the City of Park Ridge.

General provisions: Shall consist of nine members appointed by the Mayor with the advice and consent of the City Council to overlapping terms of three years. The Chairman is appointed by the Mayor and shall serve as Chairman for two years. The Commission shall include a Park Ridge Alderman with a two-year term, acting as the Commission's liaison to the City Council. The initial terms of three of the Commissioners shall end on July 1, 2011; three shall end on July 1, 2012; and three shall end on July 1, 2013. After these initial terms, Commissioners will serve three-year terms with no more than three members' terms expiring each year.

General functions: To provide a forum for public discussion and serve as an advocate for reasonable sound and environmental levels associated with flights flying to and from O'Hare Airport over Park Ridge. Shall conduct research; educate the public; advocate for improvements; and make recommendations to the City Council.

## **HISTORIC PRESERVATION COMMISSION**

General references: Article 4, Chapter 16 of the Municipal Code of the City of Park Ridge.

General provisions: Shall consist of nine members appointed by the Mayor with the advice and consent of the City Council to overlapping terms of five years. The Chairman is appointed by the Mayor for a term of two years. All members shall be residents of the City. Not fewer than five members shall be selected from the following: licensed attorney at law, licensed real estate salesperson or broker, licensed architect, registered professional engineer, licensed landscape architect, a person with a bachelor's degree or

better in city planning, anthropology, history, art, building construction or finance. If the field requires professional licensure, then a person who retired from that field while in good standing shall be deemed qualified whether such licensure is current or not.

General functions: Carry out the purposes of the Historic Preservation Ordinance, Article 23, in the preservation of *significant* properties, buildings, and historic *structures* within the City.

#### **ANIMAL COMMISSION**

General references: Article 4, Chapter 11 of the Municipal Code of the City of Park Ridge.

General provisions: Shall consist of three members appointed to overlapping terms of three years. The Chairman is appointed by the mayor and shall serve as Chairman for two years.

General functions: As set forth in Article 5, Chapter 8, Sections 20 and 26 and such other duties as may from time to time be assigned by the City Council. The Commission will review information submitted by the Police Chief or his/her designee regarding a particular animal at an open meeting. After review of that information, the Commission will determine whether the animal is a Dangerous Animal or At-Risk Animal.

## **APPENDIX D**

### **RULES FOR COMMITTEE OF THE WHOLE (COW) OPERATION**

1. All seven aldermen of the City Council will constitute the members of the four City Council Standing Committees.
2. At least a majority of the Committee of the Whole (COW) must vote affirmatively on a question before a committee recommendation may be presented to the Council floor.
3. In the absence of a majority vote by a COW on a given question, any member of the committee may bring that question to the Council floor without a Committee recommendation. All such items must be presented during the committee's report.

One or more Aldermen may present any question before the Council as New Business. However, where appropriate, all such questions should be referred to a standing committee for proper review and recommendations.

4. Motions to close or limit debate shall be entertained during Committee of the Whole meetings. Upon a majority vote of the Committee of the Whole in attendance, such debate shall be closed or limited.
5. There is no limit to the number of times a committee member may speak on any question during a COW meeting.
6. All members of a COW, including the chairman of a standing committee, may make a motion on any question.
7. A motion made during a meeting of the Committee of the Whole requires a second before discussion ensues and a vote is taken.
8. Unless agreed to by a unanimous consent, all questions receiving a second before a standing committee must be put to a vote.

## **APPENDIX E**

### **CAPITAL PROJECT CALENDAR**

<b>STEPS</b>	<b>DATE</b>	<b>WHAT IS TO BE DONE</b>
1	Early August	Capital Project request forms distributed to departments
2	August	Capital Project request forms submitted to finance by departments
3	September	Finance (procurement) reviews and works with departments to cost out Capital Project requests
4	Early October	City Manager reviews Capital Project requests
5	Late October	City Manager submits Capital Project requests to City Council
6	Early November	City Council approval of Capital Projects subject to available funds
7	Late November	Department Heads incorporate approved Capital Projects into Operating Budget submissions

## **OPERATING BUDGET CALENDAR**

<b>STEPS</b>	<b>DATE</b>	<b>WHAT IS TO BE DONE</b>
1	Late July	City Council and City staff to complete a strategic planning session
1	Early November	Budget forms will be distributed
2	Late November	All department heads to return completed budget forms to the Finance Director
3	Early December to late December	Compilation and summarization of department expenditure requests and analysis by Finance Director
4	Late December	Preliminary budget document sent to City Manager for hearings and revisions
5	January -March	Budget document reviewed by City Officials
6	Mid-March	Tentative approval given to total budget
7	Early April	Public hearing
8	Mid-April	Council approval of budget (must be prior to April 30)



## APPENDIX F

### 1970 ILLINOIS CONSTITUTION – HOME RULE PROVISIONS

#### Powers of Home Rule Units

- A. A county which has a chief executive officer elected by the electors of the county and any municipality which has a population of more than 25,000 are home rule units. Other municipalities may elect by referendum to become home rule units. Except as limited by this Section a home rule unit may exercise any power and perform any function pertaining to its government and affairs including, but not limited to, the power to regulate for the protection of the public health, safety, morals and welfare; to license; to tax; and to incur debt.
- B. A home rule unit by referendum may elect not to be a home rule unit. An election to change from a Home Rule municipality can only be held once in every 47-month period. (The City of Park Ridge held a Home Rule referendum of November 2, 1976. Voters elected to retain Home Rule by a vote of 16,036 to 4,022.)
- C. If a home rule county ordinance conflicts with an ordinance of a municipality, the municipality, the municipal ordinance shall prevail within its jurisdiction.
- D. A home rule unit does not have the power (1) to incur debt payable from ad valorem property tax receipts maturing more than 40 years from the time it is incurred, or (2) to define and provide for the punishment of a felony.
- E. A home rule unit shall have only the power that the General Assembly may provide by law (1) to punish by imprisonment for more than six months, or (2) to license for revenue or impose taxes upon or measured by income or earnings or upon occupations.
- F. A home rule unit shall have the power subject to approval by referendum to adopt, alter or repeal a form of government provided by law, except that the form of government of Cook County shall be subject to the provisions of the Illinois Constitution. A home rule municipality shall have the power to provide for its officers, their manner of selection and terms of office only as approved by referendum or as otherwise authorized by law.
- G. The General Assembly by a law approved by the vote of three-fifths of the members elected to each House may deny or limit the power to tax and any other power of function of a home rule unit not exercised or performed by the State other than a power or function specified in the Illinois Constitution.

- H. The General Assembly may provide specifically by law for the exclusive exercise by the State of any power or function of a home rule unit other than a taxing power or a power or function specified in subsection the Illinois Constitution.
- I. Home rule units may exercise and perform concurrently with the State any power or function of a home rule unit to the extent that the General Assembly by law does not specifically limit the concurrent exercise or specifically declare the State's exercise to be exclusive.
- J. The General Assembly may limit by law the amount of debt which home rule counties may incur and may limit by law approved by three-fifths of the members elected to each house the amount of debt, other than debt payable from ad valorem property tax receipts, which home rule municipalities may incur.
- K. The General Assembly may limit by law the amount and require referendum approval of debt to be incurred by home rule municipalities, payable from ad valorem property tax receipts, only in excess of the following percentages of the assessed value of its taxable property: (1) if its population is 500,000 or more, an aggregate of three percent; (2) if its population is more than 25,000 and less than 500,000, an aggregate of one percent; and (3) if its population is 25,000 or less, an aggregate of one-half percent. Indebtedness which is outstanding on the effective date of this Constitution or which is thereafter approved by referendum or assumed from another unit of local government shall not be included in the foregoing percentage amounts.
- L. The General Assembly may not deny or limit the power of home rule units (1) to make local improvements by special assessment and to exercise this power jointly with other counties and municipalities, and other classes of units of local government having that power on the effective date of this Constitution unless that power is subsequently denied by law to any such other units of local government of (2) to levy or impose additional taxes upon areas within their boundaries in the manner provided by law for the provision of special services to those areas and for the payment of debt incurred in order to provide those special services.
- M. Powers and functions of home rule unit shall be construed liberally.

### **Intergovernmental Cooperation**

- A. Units of local government and school districts may contract or otherwise associate among themselves with the State, with other states and their units of local government and school districts, and with the Federal government to obtain or share services and to exercise, combine, or transfer any power or function, in any manner not prohibited by law or by ordinance. Units of local government and school districts may contract and otherwise associate with individuals, associations, and corporations in any manner not prohibited by law or by ordinance. Participating units of government may use their credit, revenues, and

other resources to pay costs and to service debt related to intergovernmental activities.

- B. Officers and employees of units of local government and school districts may participate in intergovernmental activities authorized by their units of government without relinquishing their offices or positions.
- C. The State shall encourage intergovernmental cooperation and use its technical and financial resources to assist intergovernmental activities.

## APPENDIX G

### WARRANT APPROVAL PROCEDURES

The warrant approval procedure is a process set up to insure that the proper steps are taken to request the purchase of and subsequent payment for goods and services. This process is divided into three stages. The Approved Annual Budget is the overarching control document establishing annual spending limits and programs.

In the first stage, for individual purchases greater than \$1,000, the department in need of the goods or services sends a requisition to the Department Head for approval. All requisitions must follow established purchasing guidelines. In addition to their approval, the Finance Director and/or designee must approve all requisitions in excess of \$2,500, the City Manager must approve all requisitions in excess of \$5,000 and City Council must approve all requisitions in excess of \$10,000. These approval limits are in accordance with Park Ridge Municipal Code, Section 2-9-9: Contract Awards and Approvals. . The approved requisition is then sent to the Finance Fiscal Technician – Requisitions who insures proper approvals have been obtained and converts to a Purchase Order. Individual purchases of \$1,000 or less do not require an individual requisition to be completed, however are still controlled by the City Council Approved Budget, and reviewed and approved by the Department Head, Finance Fiscal Technician – Accounts Payable, Finance Director and City Council in the second and third stages below.

In the second stage, the Department Head reviews all invoices, regardless of the dollar amount, to insure pricing accuracy and that the proper quality and/or quantity of the goods and services have been received. The Department Head initials and dates every invoice to indicate their approval, and sends the invoice to the Finance Fiscal Technician – Accounts Payable. The Finance Fiscal Technician – Accounts Payable reviews the invoice and processes it for payment. Programming in the financial software prohibits payment of any invoice that exceeds the budgeted amount or purchase order amount. In that event, the invoice will be returned to the Department Head to complete a budget transfer.

In the third stage, a copy of all warrants and the warrant register are given to the Finance Director and/or designee to review. The Finance Director and/or designee will signify approval of the warrants by signing in the appropriate area. Individual warrants in excess of \$2,500 require the Finance Director and/or designees initials on the warrant copy. Thereafter a copy of all warrants and the warrant register are sent to a member of the City Council for approval. Approval is signified by signing the warrant register in the appropriate area. This part of the approval process is completed the weekend prior to each Council meeting. The City Council rotates the members who are responsible for reviewing the warrants so that one person is always responsible.

On or before the Saturday prior to each Council meeting, each Alderman will receive a copy of the warrant list proposed to be approved at the Council meeting. Each Alderman can review that list of disbursements to see if they have any questions. If questions do arise, the Alderman contacts the Finance Director/and or designee on or before the Monday of the Council meeting so that any problems or questions can be clarified. At the Council meeting the Chairman of the

Finance Committee will afford the entire Council an opportunity to bring up questions. Warrants are approved for payment as a consent agenda item unless a motion is made to specifically consider a particular warrant.

If the City Council does not have a meeting scheduled for more than three weeks, the following process will be used for the approval and payment of warrants that will result in a late fee and/or in a disruption of critical service. Only the specific warrants listed below will qualify for this procedure:

1. A blanket purchase order must be in place for the vendor and the purchase order must have been previously approved by the City Council in an amount exceeding the amount of the payment requested by the vendor.
2. All such warrants must be reviewed and approved by the Finance Director or his designee, the City Manager and the Finance Committee Chair/and or designee
3. All payments made will be reported at the next City Council meeting.

The following warrants will result in a late fee and/or in a disruption of critical services if not paid:

- City of Chicago water purchases
- Health, dental or life insurance premiums for employees
- Utilities
- Internet provider, cellular phone provider

## **APPENDIX H**

### **RULES AND GUIDELINES FOR PUBLIC HEARINGS BEFORE THE CITY COUNCIL OR COMMITTEE OF THE WHOLE**

On the recommendation from the Procedures and Regulations Committee, the City Council approved on January 18, 1999 the following procedures for conducting a public hearing in front of the City Council:

A public hearing is defined as any meeting for the purpose of hearing a witness testify under oath or affirmation, which is open to the public or in which the testimony is made available to the public.

A record of proceeding is defined as an accurate record of the proceedings of a hearing, which may be taken by tape recording or other appropriate means and kept.

1. Unless otherwise required by law, public notice of a public hearing shall be published at least once, in a newspaper published within the City of Park Ridge. Such notice shall contain date, time and place of hearing, and a brief description of the subject.
  2. Any interested person may appear in person or by duly authorized agents or attorneys.
  3. All testimony before the City Council will be given under oath.
  4. The Mayor, or when absent, the acting mayor shall administer or authorize the administration of oaths.
- 
1. A record of the proceedings shall be kept in the form of tape recording or that provided by a court reporter.
  2. The record of the proceedings of a public hearing need not be transcribed or printed except when requested in writing, at which time a transcript of the record shall be furnished at a reasonable charge.

**APPENDIX I**

**RESERVED**

Adopted May 3, 2005

Rescinded July 21, 2008

## **ORGANIZATION CHARTS**