



**CITY OF ELMHURST**

**LOCAL GOVERNMENT**

**HANDBOOK**

September 2016

**TABLE OF CONTENTS**

**General Information and Mission Statement** ..... 1

**City of Elmhurst Organization** ..... 1

    Organization Chart..... 2

    Council-Manager Government ..... 3

    City Council ..... 3

    Public Works and Buildings Committee..... 4

    Public Affairs and Safety Committee ..... 4

    Finance, Council Affairs and Administrative Services Committee ..... 4

    Development, Planning and Zoning Committee..... 4

    Mayor ..... 5

    City Clerk..... 5

    City Treasurer ..... 5

    Advisory Boards and Commissions ..... 6

**Department Functions and Responsibilities** ..... 7

    City Manager ..... 8

    Finance.....9-10

    Fire ..... 11-13

    Building and Code Enforcement ..... 14

    Community Development..... 15

    Police ..... 16-17

    Public Works ..... 18-19

    Human Resources ..... 20

    Information Technology ..... 21

    Legal..... 22

    Elmhurst Public Library ..... 23

    Elmhurst History Museum ..... 24-25

<b>Administrative Biographies .....</b>	<b>26</b>
City Manager .....	27
Assistant City Manager .....	28
Communications Manager .....	29
Director of Finance .....	30
Assistant Director of Finance .....	31
Fire Chief.....	32
Deputy Fire Chief .....	33
Building Commissioner .....	34
Planning and Zoning Administrator .....	35
Chief of Police .....	36
Deputy Chief of Police - Operations .....	37
Deputy Chief of Police - Administration .....	38
Director of Public Works.....	39
Assistant Director of Public Works .....	40
City Engineer.....	41
Utility Operations Manager .....	42
Human Resources Director .....	43
Information Technology Director .....	44
City Attorney.....	45
Elmhurst Public Library Director .....	46
Elmhurst History Museum Director .....	47

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## GENERAL INFORMATION

### Date of Election:

The consolidated general election for the City of Elmhurst is April 4, 2017.

### City Council/Committee Agendas:

The agendas for all City Council meetings and City Council Committee meetings are posted on the Board Docs website: <http://www.boarddocs.com/il/coe/Board.nsf/Public>. The agendas are typically posted by the end of business on Thursday for the upcoming 1<sup>st</sup>/3<sup>rd</sup> Monday City Council meeting or 2<sup>nd</sup>/4<sup>th</sup> Monday Council Committee meetings. The 2016 Council and Committee meeting schedule can be found here: <http://www.elmhurst.org/index.aspx?NID=254>

Please note that when the day of the regular meeting of the Council occurs on a holiday observed by the City of Elmhurst or on a holiday observed by the Federal Government, the regular meeting shall be held on the Tuesday following the regular meeting date unless otherwise determined by the Council. (Section 2.02 and Section 2.03 of the Elmhurst Municipal Code).

### Political Sign(s) Regulations:

The Elmhurst Municipal Zoning Ordinance regulates the posting of signs. Political signs are not allowed in the city right-of-way. Such signs shall be located entirely on private property, pursuant to the owner's consent. These signs shall be erected not more than 30 days from the start of early voting and shall be removed within three days following the election. The Manager and his designees are authorized to remove any political sign(s) posted in city right-of-way.

## MISSION STATEMENT

The City of Elmhurst is committed to provide **Responsive** and **Superior** governmental services in an **Environment of Respect** in order to protect and enhance the **Quality of Life** of those who live, work, visit or conduct business in our community.

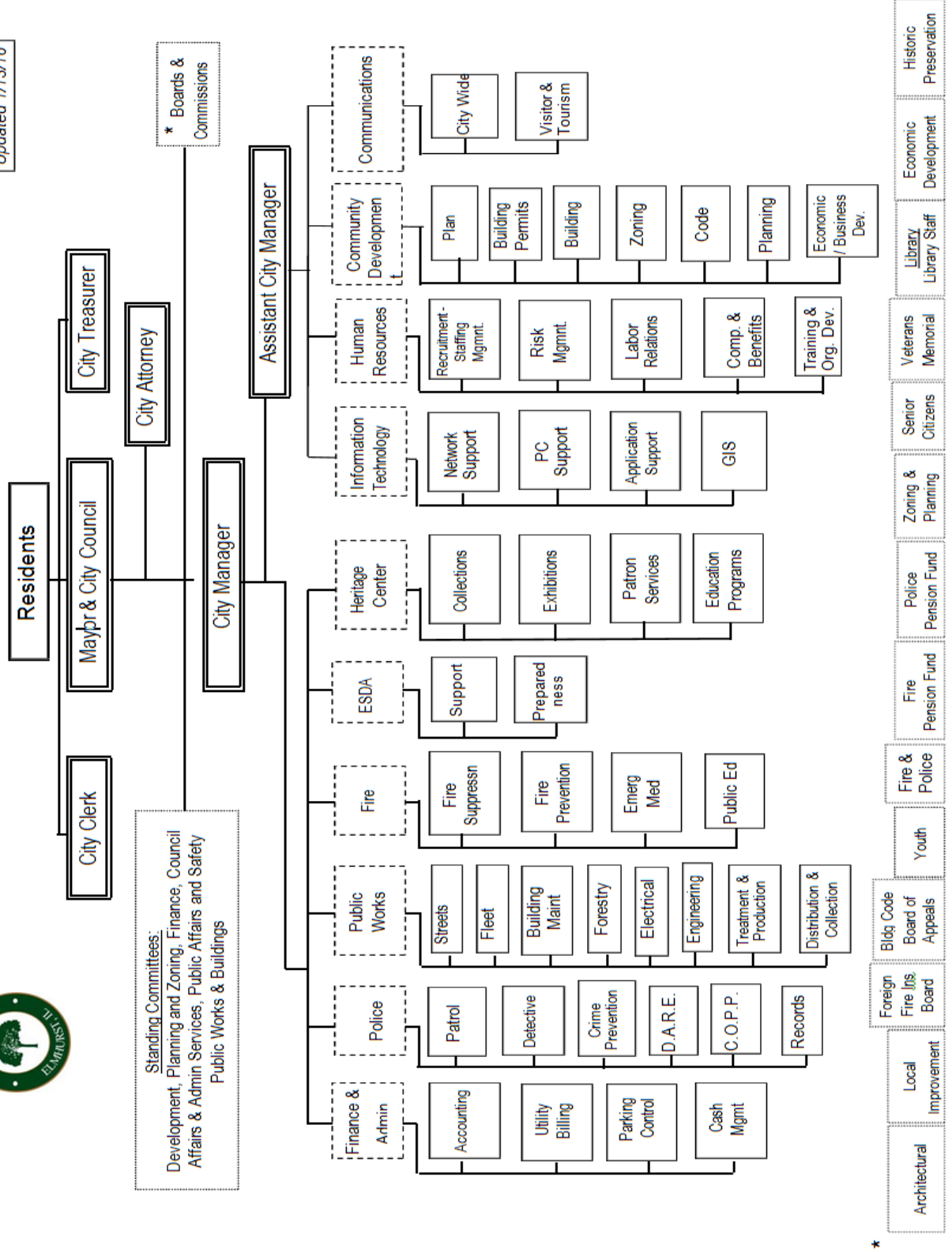
## ORGANIZATION

The City of Elmhurst form of government was established by referendum in 1953. The referendum established Elmhurst's Council/City Manager form of government in a specific fashion wherein two Council members are elected in each ward of the city and with a Mayor, Clerk and Treasurer elected at large.

# City of Elmhurst Organizational Chart



Updated 1/13/16



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## **COUNCIL-MANAGER GOVERNMENT**

Under the Council-Manager Government form of Government, power is concentrated in the elected City Council who, in turn, appoints a professional manager to be responsible for the administration of city departments and implementing the policies and decisions of the Council. This form of government was born over 100 years ago in the United States as a reform movement designed to move the operational side of local government into professional hands. This reform push coincided with the beginnings of modern management theory in the private sector. Council-Manager Government is meant to combine the private sector pursuit of efficiency with the public sector goal of providing citizen input through elected and appointed officials in an organizational structure (see the City of Elmhurst organizational chart) that delivers services in the most cost effective fashion as possible.

The key personnel in Council-Manager form of government are, of course, the City Council and the City Manager. The Council's role is to establish the vision, broad goals, and policies of the city government, serving as the focal point of political authority in the city. The Manager's role is to provide independent, professional advice to the Council, overseeing the details of the Council's vision, goals, and policies through the operation of the city government.

From the time the first City Manager in the United States was hired by Staunton, VA over 100 years ago, to today, the Council-Manager form of government has become the most common form of local government in the U.S. and is common in Canada, Australia, the Netherlands, the U.K., New Zealand, Brazil, Chile, and Honduras.

## **CITY COUNCIL**

The legislative responsibilities and policy setting authority of the City of Elmhurst rests in the City Council which consists of fourteen (14) aldermen representing the seven (7) wards of the City of Elmhurst. The Council, through its power to pass ordinances; approve the budget; levy taxes; award contracts; appoint certain city officers, committees and commissions, directs the course of the city government.

The City Council has direct control over the City Manager and the City Attorney, the two employees of the city who are appointed by the Mayor with the consent of the City Council. The City Manager directs and controls the efforts of all other full-time and part-time employees of the city.

The regular business of the Elmhurst City Council is conducted at City Council meetings, which are regularly scheduled for the first and third Monday evenings of each month, beginning at 7:30 p.m. in the Elmhurst City Council chambers. As allowed by state statute, an executive session may be necessary for discussing pending litigation, land acquisition and land disposition, or personnel matters. An executive session will be called in advance of the regular City Council meeting; the regular City Council meeting will commence at 7:30 p.m. If necessary,

the City Council will return to executive session at the conclusion of the regularly scheduled meeting agenda. The City Council responsibilities are divided among four (4) standing committees, the titles and duties of which, as explained in the Elmhurst Municipal Code, are as follows:

**Public Works and Buildings Committee:**

This committee consists of four (4) aldermen and is responsible for acquisition and disposition, improvement or maintenance of public works and buildings, as well as services related to these. It is also responsible for vehicular safety. Public works includes, but is not limited to, streets, sidewalks, forestry, lighting, parking, traffic controls, sanitation, garbage collection, water, sewers and municipal buildings.

**Public Affairs and Safety Committee:**

This committee consists of three (3) aldermen and is responsible for all matters of municipal licensing and regulation thereof, public transportation, cultural activities and matters that relate to safety, including traffic control signs, but excluding traffic signal installations and improvements.

**Finance, Council Affairs and Administrative Services Committee:**

This committee consists of four (4) aldermen and is responsible for all matters of policy related to revenues and expenditures, purchasing, personnel (except where state statute requires action by another), budget and appropriations, data processing, insurance and public improvement financing.

**Development, Planning and Zoning Committee:**

This committee consists of three (3) aldermen and is responsible for all materials related to policy decisions concerning economic development, building, housing, planning and zoning.

Each alderman may be a member of only one standing committee.

Special committees can be created by three-fourths vote of the voting aldermen present at any regular meeting. The addition of the aldermen of the ward or wards affected by the issue may be directed by the Mayor or on a motion of a majority of the aldermen present.

The chairman, vice-chairman and membership of standing committees and special committees are appointed by the Mayor with the advice and consent of the City Council. Committee appointments are made at the second Council meeting following each biannual aldermanic election. Committees typically meet on the second and fourth Mondays of every month or as necessary on other days to complete committee responsibilities.



## **MAYOR**

The Mayor, elected at large by the citizens of Elmhurst, presides over the sessions of the Council, signs official documents and is the chief executive officer of the city. The Mayor has the right to vote in the City Council when there is a tie in the voting of the aldermen present, when 1/2 of the aldermen elected have voted in favor of an ordinance, resolution or motion even though there is no tie vote (Rule of 7), or when necessary to provide passage of a particular vote due to the nature of the issue requiring a vote greater than a majority of the corporate authority (i.e. budget revision, disposal of property).

### **Liquor Commissioner:**

The Mayor also serves as the local liquor control commissioner, with power to enforce all laws relating to the subject. These powers include authority to examine applicants for liquor licenses to determine their qualifications; to hold hearings on alleged violations which might justify revocation of licenses; to issue and revoke licenses for violations; and to suspend a liquor dealer's license.

## **CITY CLERK**

The City Clerk is elected at large and is the keeper of the city seal and all official documents. The Clerk is also responsible for keeping records of Council resolutions, ordinances, deeds, easements, variance applications, special permits and licenses, election proceedings, Council meetings, property descriptions and other contracts. Other functions include providing for the publication of legal notices, registration of voters, and processing senior citizen taxi and RTA passes.

## **CITY TREASURER**

The City Treasurer, like the Mayor and City Clerk, is elected at large. The Treasurer is charged with responsibility for the custody of all city funds and the disbursement of said funds as may be approved by the Council. In addition, the Treasurer may invest temporarily idle cash, as may be available in the various funds from time to time.

## **ADVISORY BOARDS AND COMMISSIONS**

The City Council is assisted in its deliberations through various appointed boards and commissions. These boards and commissions are established by municipal code. A summary of the Elmhurst boards and commissions follows with a notation of the number of members allowed or designated to serve on each group.

- , Advisory Architectural Commission (5)
- , Board of Fire and Police Commissioners (3)
- , Board of Local Improvements (3-5)
- , Board of Trustees of Firemen's Pension Fund (5)
- , Board of Trustees of the Library (9)
- , Board of Trustees of Police Pension Fund (5)
- , Building Code Board of Appeals (5)
- , Commission on Youth (9)
- , Elmhurst Economic Development Commission (15)
- , Elmhurst Fire Department Foreign Fire Insurance Board (7)
- , Historic Preservation (7)
- , Senior Citizens Commission (17)
- , Veterans Memorial Commission (9)
- , Zoning and Planning Commission (9)  
(acting also as the Zoning Board of Appeals)

# **DEPARTMENT FUNCTIONS AND RESPONSIBILITIES**

## **CITY MANAGER**

The City Manager is appointed by the City Council and is, by ordinance, designated as the administrative head of the government of the City of Elmhurst. The Manager serves as the agent of the City Council in carrying out policies and decisions of the Council, and is responsible for the administration of all departments of the city. Among others, the Manager is specifically charged with the following duties and powers:

1. To enforce the laws and ordinances of the city.
2. To appoint and remove, with certain restrictions, all directors of departments.
3. To attend all meetings of the City Council with the right to take part in the discussion but with no right to vote.
4. To recommend to the Council for adoption such measures as he may deem necessary or expedient.
5. To prepare and submit to the corporate authorities such information as may be necessary to assist the Mayor and the Council in adopting an annual budget.
6. To require all officers and department heads to submit necessary information for the purpose of preparing budget estimates.
7. To appoint, to remove and to fix the compensation of all appointed officers and employees not otherwise provided for.
8. To prescribe rules and regulations for the conduct of the various departments of the city and divisions thereunder.
9. To perform such duties as may be prescribed by state statute, municipal code, ordinance or resolution of the Council.

In carrying out general management responsibilities, the City Manager is supported by the Assistant City Manager, who aids in the general management of the Community Development, IT, Human Resources, and Communications Departments. The City Manager and Assistant City Manager are also supported by the secretarial staff and administrative intern(s). Beyond the general management and administration responsibilities of the various city departments, the staff in the City Manager's office is charged with a wide variety of additional duties. Among these duties are community and intergovernmental relations, economic development, central business district revitalization, coordination of special projects and personnel contract negotiations. In addition, the City Manager's Office provides staff support to various boards, commissions and committees, and shares in City Council agenda preparation with the City Clerk.

## **DEPARTMENT OF FINANCE**

The primary function of the Finance Department is to provide administrative support services to the public and other City departments in the following areas: accounting, utility billing, parking system administration, budget preparation and presentation, annual audit preparation, risk management, general administration services and Tax Increment Financing (T.I.F.) administrative support services.

The Finance Department staff consists of the following: Director of Finance and Administration, Assistant Director of Finance and Administration, Accounting Manager, Billing and Collection Manager, Accountant, Payroll Clerk, Account Clerk (2), Data Entry/Switchboard Clerk, Customer Service Representative (2), Mailroom/Storekeeper, and Office Assistant (part time).

### **Accounting Division:**

This division reports directly to the Accounting Manager and is responsible for collecting, investing and securing all City funds, for developing and maintaining sound financial management systems, policies and practices, and generally safeguarding City assets. This division manages the payroll function, the accounts payable and receivable functions and all cash handling responsibilities. The Accounting Division prepares monthly and quarterly financial statements and quarterly investment statements for use by the City Council, City Manager and department directors. This division also provides accounting services for the Police Pension Fund and the Firefighters' Pension Fund, including preparation of the monthly pension payroll and the annual pension fund financial statements.

### **Utility Billing Division:**

This division reports directly to the Billing and Collection Manager and is responsible for the bi-monthly billing of water, sewer and rubbish charges. This division is also responsible for collection of utility bills, establishing accounts for new residents and scheduling final usage readings when property changes ownership.

### **Parking System Administration:**

The Finance Department provides management for the collection of parking ticket fines, for the sale of parking passes and for administrative customer service for the City-provided public parking system. The Billing and Collection Manager works with the City Prosecutor for those parking tickets that goes through the monthly adjudication process.

**Budget:**

In 1985, the City Council adopted the budget officer system of budgeting, as it is set forth in Section 8-2-9 of Chapter 24 of the Illinois Revised Statutes. The budget officer system requires that the budget must be adopted before the beginning of the fiscal year, thus assuring that the budget plan will be established before the fiscal year begins. The Finance Department assists the City Manager, who serves as the budget officer, in preparation of the annual budget by coordinating the City-wide budget process with all City departments and preparing all budget documents for presentation to the City Council. The City's budget document has received the Government Finance Officers Association Distinguished Budget Presentation Award for nine consecutive years, most recently for the 2015 budget document. The Finance Department also assists the City Manager with preparation of the annual tax levy. The fiscal year runs January 1 – December 31.

**Audit:**

The Finance Department is responsible for the preparation of the annual financial statements and audit documents, in cooperation with the City's independent certified public accountants. The Accounting Manager manages this function. The City's audit document has received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting Award for twenty-six consecutive years, most recently for the 2014 audit.

**Risk Management:**

The Finance Department is responsible for procuring insurance coverage for the City in the following major coverage areas: property, liability, workers compensation, and pollution/underground fuel tanks.

**General Administration Services:**

The Finance Department is responsible for the City telephone switchboard service, daily mail distribution and collection for all City departments and buildings, and procurement of general office supplies.

**Tax Increment Financing (T.I.F.) Administrative Support Services:**

The Finance Department prepares financial analysis of existing and proposed T.I.F. districts, financial analysis for proposal development, and prepares annual reports as required by the State of Illinois.

## **FIRE DEPARTMENT**

The Fire Department is made up of a team of professionals who hold Devotion to Duty above personal safety and comfort. The primary responsibility of the Fire Department is the preservation of life and property through around the clock service out of two fire stations. The fire stations were strategically placed on the north and south sides of the city. Station One is located at 404 N. York and is staffed with two engines, one tower ladder, one rescue squad, one Metro ALS ambulance, Mobile Command Vehicle (MC1), a rescue boat, two utility vehicles, the deputy fire chief and the battalion chief. Station Two is located at 601 S. York and is staffed with two engines, one aerial ladder truck, one Metro ALS ambulance, Fire Safety Trailer, and two utility vehicles.

Fire Department staff consists of a fire chief, deputy fire chief, (3) battalion chiefs, (6) lieutenants, (33) firefighters, and (12) contract paramedics. Personnel are evenly divided amongst three shifts. Each shift has (1) battalion chief, (2) lieutenants, (11) firefighters, and (4) contract paramedics who work a schedule of 24 hours on duty and 48 hours off duty. DuPage Public Safety Communications (DuComm) is the consolidated dispatch center for all emergency calls the fire department responds to. Fire Department apparatus and personnel are dispatched according to the nature of the call and follow Insurance Services Office (ISO) and NFPA standards. Our response areas include the Yorkfield Fire Protection District, and Bensenville Fire Protection District 1.

The Elmhurst Fire Department holds an Insurance Service Office (ISO) class 2 rating for fire protection. This places Elmhurst within the top 3% of the best fire departments in the Country. In addition to fire suppression, the department provides complete ALS (advanced life support) emergency medical services, hazardous materials, technical rescue, high angle, and structural collapse response. The public education department delivers programs to all schools throughout the community. Each 1<sup>st</sup> and 4<sup>th</sup> grade student is given a specific program relating to fire behavior and safety depending on their level of education. The fire prevention bureau reviews all new building permits, sprinkler systems, and is responsible for inspecting all commercial occupancies each year. The Fire Department also provides CPR, First Aid, Child Safety Seat Inspections, station tours; block parties, and babysitting classes to the public throughout the year.

The fire chief's office, the Fire Department administrative assistants and all operational records are located in City Hall.

### **Fire Department Training Division:**

The Elmhurst Fire Department Training Division is responsible for providing training to all members of the department. A large portion of the hands on training is conducted at the training facility which is located at 910 N. Addison Avenue. Firefighters are able to practice hose

line advancement, ladder throws, rescues, and rappelling at the facility. There is a classroom building that accommodates 35 students, an area used for technical rescue, a confined space simulator, and a large area used for vehicle extrication. There are several classes held at the Elmhurst Training Facility throughout the year, and it is also shared with the police and public works departments.

**MABAS (Mutual Aid Box Alarm System):**

MABAS (Mutual Aid Box Alarm System) in partnership with IEMA (Illinois Emergency Management Agency) has established a statewide mutual aid response system for fire, EMS and specialized incident operational teams. MABAS is utilized to define a resource response plan to any location within the state when the Governor orders a Declaration of Disaster.

M.A.B.A.S. includes approximately 35,000 of Illinois' 40,000 firefighters who staff emergency response units including more than 1,500 fire stations, 2,495 engine companies, 469 ladder trucks, 1,100 ambulances (mostly paramedic capable), 297 heavy rescue squads, and 788 water tenders. Fire/EMS reserve (back-up) units account for more than 1,000 additional emergency vehicles.

MABAS has been activated on several occasions by Illinois Emergency Management Agency for emergency declarations since the January 16, 2001 Memorandum of Understanding was signed. The responses include; Tamara train derailment, Roanoke tornado, Utica tornado disaster, and Louisiana Hurricane's Katrina, Gustav and Ike response and recovery effort through an EMAC activation.

Another example of a local routine MABAS activation was the City of Chicago's LaSalle Bank Building Fire, where twenty-two (22) suburban fire agencies filled in at City of Chicago fire stations to maintain continuity of emergency service to various Chicago neighborhoods. EMS MABAS responses to the City of Chicago, MABAS Division 9, have occurred during mass casualty events related to marathons, Metra and subway train crashes.

**Emergency Services and Disaster Agency (ESDA):**

The Emergency Service and Disaster Agency (ESDA) are responsible for the warning and preparation of large scale disasters and severe weather emergencies. ESDA provides training to city departments and is accredited through the State of Illinois. An Emergency Operations Plan has been developed by ESDA for use during a disaster. This plan coordinates the efforts of all city departments, as well as resources from other communities and private companies. Mutual Aid agreements have been signed with surrounding communities that can be utilized when our resources are depleted.

The City of Elmhurst maintains six radio controlled severe outdoor weather warning sirens which are used to provide advanced safety warnings. These six sirens provide coverage for entire City of Elmhurst and are tested the first Tuesday of the month throughout the year.



ESDA volunteers meet once a month for training on weather spotting, emergency communications, and tracking operations. ESDA helps maintain Mobile Command 1 (MC-1) which is a vehicle utilized during large scale events. MC-1 provides an area for Unified Command staff (Police, Fire, and Public Works) to communicate and deploy resources as needed. ESDA personnel are trained in Hamm Radio operations and provide telephone communications during disasters or large-scale emergencies.

## **BUILDING DEPARTMENT AND CODE ENFORCEMENT**

The primary function of the Building and Code Enforcement Division is the orderly processing of permit applications and subsequent inspections for all building activity and Public Works permit activity within the community; and to monitor and pursue compliance with standards of the adopted codes. This is accomplished by: 1) Monitoring all building activity within the community by means of plan review, permit issuance and construction inspection; 2) Counseling prospective builders and developers relative to code requirements and life/safety issues; and 3) Responding to complaints for violations of the Municipal, Property Maintenance or series of adopted Building and Life Safety Codes.

### Responsibilities:

- Monitor and inspect all commercial and residential construction activity in the city.
- Receive all permit applications and process for compliance with bonding and registration requirements.
- Review all construction documents prior to issuance of permit for compliance with state, federal and local codes.
- Assure that key issues of various codes relative to life safety, fire safety, plumbing, building construction and zoning are appropriately addressed.
- Perform permit tracking and issuance of all permits, as well as all inspections.
- Provide code enforcement activity to gain compliance relative to the Elmhurst Municipal Code, Property Maintenance Code and all other applicable codes and ordinances.
- Coordinate with Fire Prevention Bureau personnel in a team effort to insure compliance in life safety matters.
- Offer alternatives and solutions to construction problems as issues arise that may not be covered specifically by code.
- Administer Facade Assistance Rebate Program and coordinate with the Architectural and Building Commission in that regard.
- Maintain library of all current codes and disseminate information, as requested.
- Issue Certificates of Occupancy for completed projects.
- Coordinate with the DuPage County Health Department for all requirements relative to food handling establishments.
- Issue elevator certificates twice per year and review inspections of same.
- Administer the Overhead Sewer Program and Check Valve Program.

## **COMMUNITY DEVELOPMENT DEPARTMENT**

The Community Development Department is the combination of the following city operations: the Building and Code Enforcement Division, Planning and Zoning Division, and Economic Development Department. The economic development activities are carried out through a combination of in-house staff members and specialized consultants.

Under the Elmhurst Municipal Code, the Community Development Department has the following responsibilities:

1. Coordinate the activities of City government dealing with the development, conservation, use and redevelopment of property in the City and the contiguous unincorporated area,
2. Administer and enforce ordinances related to building codes, plumbing and electrical codes, property maintenance codes, life safety codes, nuisances, zoning and subdivisions,
3. Recommend such modifications of the Comprehensive Plan as seem necessary,
4. Promote the realization of the plan,
5. Provide secretarial and reporting services to the various boards and commissions responsible for City planning matters,
6. Assist the boards and commissions in planning and zoning matters by furnishing and reviewing existing land use, comprehensive plans and policies of the City Council which might affect the area in question solely on the basis of presenting factual evidence, and
7. Represent the Council in planning and zoning matters in presentation of the City's position before various commissions and boards where the City has a specific interest in obtaining a particular zoning or use for City purposes.

### **Planning and Zoning Division:**

The Planning and Zoning Division has primary responsibility for the short and long-term planning activities of the city and the administration of Elmhurst ordinances to protect the character of neighborhoods and enhance the quality of life within the overall context of the City of Elmhurst's Comprehensive Plan. Planning and Zoning staff serve as a resource to elected and appointed officials as well as the community at large. Specific responsibilities include site plan review, policy analysis, subdivision and zoning code administration and enforcement, and processing general information regarding development and redevelopment within the city.

This division provides staff assistance to the Zoning and Planning Commission/Zoning Board of Appeals, the Development, Planning, and Zoning Committee of the City Council, and the City Council itself on matters relating to zoning and planning requests.

## **POLICE DEPARTMENT**

The Police Department is responsible for ensuring public safety, including both the lives and property of the people who live in, work in, and visit Elmhurst. This responsibility is carried out through the enforcement of Federal, State, and Municipal laws and by collaboration with other City departments, outside agencies, and the public at large.

The police department has a budgeted strength of 68 full-time officers and 20 civilian employees. The department is organized into two divisions: the Operations Division and the Administrative Services & Investigations Division; each division is directed by a Deputy Chief. In addition, the Elmhurst Police Department also pools its resources and manpower with neighboring communities to assist in solving major and/or multi-jurisdictional crimes. The department is very active in the Northern Illinois Police Alarm Service, an organization that provides mutual aid to other area departments as needed, and the DuPage County Major Crimes Task Force.

### **Operations Division:**

The Operations Division is the uniformed Patrol Division of the department, which provides around the clock police response to emergency and non-emergency calls from the public. In addition, the Patrol Division is responsible for traffic enforcement, crime prevention, and community support at local events such as parades and runs.

The Patrol Division is also contains a number of specialty units and details, including the Emergency Response Team, the Mission Team, the K-9 Unit, and the Bicycle Unit. In addition, Patrol officers are involved in running various community programs, such as the Citizen's Police Academy, Operation Lifesaver, and the Police Explorers program, as well as giving presentations and speaking engagements around town.

### **Administrative Services Division:**

The Administrative Services & Investigations Division is made up of the Detective Division, Police Records, and Evidence/Property Management. The Investigations Division consists of six detectives, an officer assigned to the Drug Enforcement Administration (DEA) Task Force, and two school resource officers. Detectives are responsible for investigating and following up on any ongoing criminal activity in the community as well as on more significant crimes that might occur. The school resource officers are assigned to York High School and the local junior high schools, both for safety purposes and to provide investigative and counseling services to local schools, public and parochial, throughout the Elmhurst Community.

Administrative Services is responsible for setting the Department budget, purchasing and fleet

management, personnel training, special event planning, and downtown parking enforcement. Administrative Services also serves as the liaison with the State's Attorney's Office and the court system. Community programs such as the Peer Jury program—an alternative program for first-time juvenile offenders, the Alive at 25 driver safety program, D.A.R.E. (Drug Awareness and Resistance Education), and S.A.L.T. (Seniors and Lawmen Together) fall under this division.

## **PUBLIC WORKS DEPARTMENT**

The Public Works Department is responsible for the maintenance of public streets, alleys, parking lots, public buildings and grounds, street lighting and traffic signals; parkway restoration and trees; the distribution of water; the collection of sewage; the collection of solid waste and recycling; and city engineering studies. In addition, public works maintains all city-owned equipment including police and fire vehicles, communications equipment and traffic signals.

### **Engineering Division:**

The Engineering Division is responsible for the design and/or review of plans for City construction projects, as well as construction supervision, inspection and administration of Public Works projects. Utility system records and City maps are maintained by this division. Engineering staff reviews and approves all site plans for private property development. This division also processes all neighborhood traffic/signage requests. Public works inspections for residential and commercial construction are completed by this division. All utility locations requested by contractors or other public works divisions are provided by this division.

### **Water Production and Treatment Division:**

The Production and Treatment Division is responsible for the 20 million gallon per day (MGD) activated sludge wastewater treatment plant (Elmhurst Water Reclamation Facility or EWRF) with 10 sanitary sewer lift stations and the 15.0 MG water production system which utilizes three large finished water reservoirs and three elevated storage tanks. This division is also responsible for the 12 storm water pumping stations, 4 storm water reservoirs and numerous ancillary systems.

### **Water Distribution and Collection Division:**

The Distribution and Collection Division manages more than 170 miles of potable water distribution main, 160 miles of the sanitary sewer collection system, and the storm sewer collection system which includes more than 60 outfalls and flap gates discharging into local streams. Additionally, the Division operates and maintains more than 15,000 residential/commercial water meters providing first-class service through the more than 10,000 service calls made each year. This group is also responsible for the maintenance, calibration and replacement of water meters throughout the City of Elmhurst.

### **Building Maintenance & Electrical Division:**

This division is responsible for the maintenance of all municipal street lighting, maintenance of various control circuits, minor air conditioning repairs, traffic signal repairs and electrical maintenance requirements at municipal buildings. In addition, this division has primary responsibility for snow removal in the business districts.

**Forestry Division:**

This division is responsible for the care of all public grounds and trees, including 23,000 parkway trees. This includes the removal of undesirable and Dutch Elm and Emerald Ash Borer diseased trees, stumping, tree planting, tree trimming, weed spraying, brush removal, parkway restoration, and maintenance of public building and parking lot grounds.

**Fleet Maintenance Division:**

This division is responsible for the operation of the Central Garage and for the maintenance of all city-owned mechanical equipment, including police, fire and public works vehicles; major pump and equipment repairs required for the utilities operation, and mechanical equipment for all public buildings. This division also maintains Elmhurst Park District equipment as a result of a 1993 intergovernmental agreement. In addition, this division is responsible for the operation and maintenance of a fuel dispensing station as well as ordering fuel to maintain an appropriate inventory at all times.

**Street Division:**

This division is responsible for street sign maintenance, repair, and minor reconstruction and repair of all streets, alleys, city-owned parking lots and storm sewer structures within the corporate limits, excluding IL Route 83, Grand Avenue, Butterfield Road, North Avenue, Lake Street and County Line Road.

## **HUMAN RESOURCES (HR) DEPARTMENT**

In the City of Elmhurst's service infrastructure, Finance provides the means, and IT the tools, but it is the city's personnel that ultimately deliver the services. The Human Resources Department supports the organization's mission by managing employee relations, recruitment and selection, personnel training and motivation, benefits, performance, compensation, diversity practices, employee communication programs, health, safety and security programs, leadership development, employee engagement initiatives, retention programs, work/life programs, succession planning, and talent management initiatives.

Human Resources is also responsible for the City's risk management program which includes general liability, workers' compensation, and unemployment and property loss control. HR ensures the review and compliance of contractual, state and federal employment statutes. Human Resources is also the staff liaison to the Board of Fire and Police Commissioners in its responsibilities of hiring, promoting, disciplining and discharging sworn personnel in the Police and Fire Departments.



## **INFORMATION TECHNOLOGY (IT) DIVISION**

The IT Division is responsible for the communication and technology infrastructure of the city government operation. From the phone system to computer equipment and copiers to software, the IT Division's work touches every aspect to the day-to-day operation of the city government. Along with managing the city's computer, data and voice technology system, the IT Division also provides maintenance and repair services to all city departments and employees.

The IT Division secures and retains all City Data and provides for disaster recovery and data restoration. The IT Division also provides information and services to the citizens of Elmhurst through the city's website. The IT Division supports eight city facilities directly and other facilities, such as the Elmhurst Park District and School District indirectly. Some of the data services provided are Email, Internet, Sungard, GIS, Firehouse, NetRMS and various PC applications. IT also maintains the internal telecommunication systems that include Centrex analog/digital telephones, E911 database, voicemail, cell phones, CCTV, key fob door access systems, and T1/Framerelay digital data circuits.

IT's work includes maintaining and updating the following systems: Payroll/Personnel, Accounts Payable, General Ledger, Utility Billing, and Occupational Licenses. The Information Technology Division is also responsible for coordinating all computer technology and acquisition of computer software and hardware for all city departments as well as copier systems and the telephone systems.

## **LEGAL DEPARTMENT**

The Legal Department is the one aspect of the city's operations fully contracted out. The City Attorney is appointed by the Mayor with the advice and consent of the City Council. This department consists of the City Attorney and the Assistant City Attorney, and such other counsel as may be necessary from time to time to represent the interest of the municipality. The Legal Department also includes the duties of the city prosecutor.

The Legal Department attorneys are advisors to the Mayor, City Council, administration, and all boards and commissions of the city. They attend substantially all Council meetings and committee meetings, as directed by the Mayor or City Manager, and communicate daily with the Mayor and/or City Manager. The legal staff also consults with and advises department heads upon request.

The Legal Department is responsible for preparation of ordinances, resolutions, legal opinions, and any and all other documents relating to the legal affairs of the municipality. City attorneys also conduct and supervise litigation, land acquisition and financing.

The Prosecutor's responsibilities include enforcement of city ordinances relating to traffic, miscellaneous offenses against the public peace, certain drug and alcohol offenses, building and zoning matters, and prosecution of liquor license violations before the liquor control commissioner.

The office participates as members of the Illinois Municipal League Home Rule Attorneys Committee, the State and local bar association local government sections and committees, the International Municipal Lawyers Association, and the DuPage Mayors and Managers Conference Legislative Committee.

## ELMHURST PUBLIC LIBRARY

### **Collections and Services:**

The library's mission is to enrich life in Elmhurst by providing opportunities to connect, create, and explore. The library is the place for discovery at the heart of the community. It provides the support, resources, and environment for Elmhurst residents to: pursue a love of reading, engage with technology, access information, connect with others, explore interests, and create and innovate.

The Library offers a wide range of programs, classes and story times for newborns to adults, which cover a variety of needs and interest. There is also Creative Studio where residents can create high-quality audio and video productions.

The Library's collection includes fiction and non-fiction books and audio books for kids and adults. There is an extensive music CD collection, DVD collection, and video game collection. The Library also has a new collection of Extraordinary Things for patrons to check out. The Extraordinary Things Collection includes vinyl records, cake pans, small cooking appliances, projectors, knitting needles and various other non-traditional items that patrons may find useful.

### **Governance and Funding:**

The library is governed by a nine-member Board of citizen Trustees, appointed by the Mayor with the approval of the City Council. Trustees are responsible for providing a library building, collections and services as outlined in state law.

The library is funded primarily through local property taxes levied by the City Council at the request of the Library Board. Library Trustees have autonomy over the budget, within allowable tax rates. In 1986, citizens of Elmhurst authorized increasing the library's maximum tax rate from 23¢ per \$100 of assessed valuation to 40¢. The library's current tax rate (2016), which appears as a separate line item on tax bills, is .3600 per \$100 of assessed valuation. This includes bond payments for the construction project.

## ELMHURST HISTORY MUSEUM

The Elmhurst History Museum is a permanent public institution, operated by the City of Elmhurst that serves as the community's memory and engages people with history by acquiring, preserving and interpreting original materials related to the history of Elmhurst from the settlement period to the present. The Museum opened in 1957 and is located in a historically significant structure, the former home of Henry L. Glos, the first Village President, and his wife, Lucy Glos.

The Museum fulfills its mission by:

- , Acquiring and caring for locally significant artifacts, records and documents, photographs, audio-visual materials and publications.
- , Maintaining a historically and architecturally significant building, the Glos Mansion.
- , Operating the circa 1850 Churchville Schoolhouse, listed in the National Register of Historic Places.
- , Presenting historical concepts and museum collections to the public through exhibits, educational programs, tours and publications.
- , Supporting research related to local history and museum collections.
- , Offering cultural and leisure opportunities related to community history and heritage.

Services at the Museum include a permanent collection of historical artifacts numbering more than 12,000; a permanent collection of historical photographic images numbering more than 10,000; more than 400 linear feet of personal, business and city records; a library of more than 600 books; and microfilm copies of Elmhurst newspapers, censuses, Sanborn Insurance maps, and other historical documents of relevance to Elmhurst history. The Museum's exhibits include a core exhibit examining the history of Elmhurst, temporary exhibits developed from the Museum collection and other sources, and travelling exhibits on national tours. Educational programs are offered to adults, families, schools and special audiences. These include gallery tours, craft demonstrations, classroom visits, walking tours of Elmhurst neighborhoods, seasonal programs, lectures and symposia. Churchville Schoolhouse is an historic site where services are provided for schools, area clubs and organizations, and the general public.

The Museum galleries and research facilities in the Glos Mansion are open to the public free of charge from 1:00 p.m. to 5:00 p.m. each Tuesday through Friday, 10:00 a.m. to 5:00 p.m. on Saturdays, and 1:00 p.m. to 5:00 p.m. on Sunday, as well as by appointment. Regular business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Churchville Schoolhouse is open for public programs and by appointment for school classes and other groups. The Education Center

located adjacent to the Glos Mansion, houses spaces for public programming and administration.

The Elmhurst Heritage Foundation is a direct partner of the Museum and City, serving as a private fundraising and advocacy arm for Museum purposes. It is incorporated as a non-for-profit organization in the State of Illinois and has 501(c)3 status. The organization is governed by an independent board of directors and solicits funds to enhance the Museum through an annual fund campaign, sponsorships, planned giving, events, major gifts, and bequests. It also operates a membership program. An endowment, created by the Foundation as a source of on-going funds for enhancements at the Museum, is managed by the DuPage Community Foundation as one of its Agency Endowment and Designated Funds. Additional information about the Foundation is available at [www.elmhurstheritagefoundation.org](http://www.elmhurstheritagefoundation.org)

# **ADMINISTRATIVE BIOGRAPHIES**

**JAMES A. GRABOWSKI**

City Manager

Length of Service: 4 years

The City Manager serves as the agent of the City Council in carrying out policies and decisions of the Council, and is responsible for the administration of all departments of the city. Among others, the Manager is specifically charged with the following duties and powers:

1. To enforce the laws and ordinances of the city.
2. To appoint and remove, with certain restrictions, all directors of departments.
3. To attend all meetings of the City Council with the right to take part in the discussion but with no right to vote.
4. To recommend to the Council for adoption such measures as he may deem necessary or expedient.
5. To prepare and submit to the corporate authorities such information as may be necessary to assist the Mayor and the Council in adopting an annual budget.
6. To require all officers and department heads to submit necessary information for the purpose of preparing budget estimates.
7. To appoint, to remove and to fix the compensation of all appointed officers and employees not otherwise provided for.
8. To prescribe rules and regulations for the conduct of the various departments of the city and divisions thereunder.
9. To perform such duties as may be prescribed by state statute, municipal code, ordinance or resolution of the Council.

**MICHAEL D. KOPP**  
Assistant City Manager

Length of Service: 32 Years

This Assistant City Manager provides effective, professional leadership, positioning the City to meet the community's current and future needs through appropriate technologies and services. The Assistant City Manager represents the City Manager's Office in various meetings as well as maintains regular contact with the City Manager, Mayor and City Council to keep them apprised of various situations and issues.

Responsibilities of the Assistant City Manager include: performing the duties of the City Manager as needed during the City Manager's absence; planning and managing the City's economic development and related promotional and revitalization programs; supervising the Division Directors of Human Resources, and Information Technology, and the Division Managers of Community Development, and Planning; and actively participating in the development of the City's strategic plan and annual budget.



**KASSONDRA SCHREF**  
Communications Manager

Length of Service: 1 year

The Communications Manager provides professional level work in the field of community relations and assists the administration department by establishing external communications in response to City needs. Additionally, the Communications Manager develops and executes a City strategic communications and public relations plan and assists in the development and execution of marketing, tourism, and branding strategies for the City.

The Communications Manager takes initiative in recognizing opportunities for innovative approaches to public relations activities, creating a continuing atmosphere to attract organizations and visitors to the City of Elmhurst as well as keeping residents informed.

**THOMAS W. TROSIEN**

Director of Finance

Length of Service: 25 Years

The Director of Finance is a professional position with direct supervisory responsibility for all fiscal operations including the development and continuous administration of the City budget process, and the City accounting system that includes payroll, accounts payable, and cash management. As the chief fiscal officer, The Director of Finance is primarily responsible for budgeting, receiving, accounting for and expending all City monies.

Other responsibilities of the Director of Finance include: working in coordination with the City manager to prepare the annual operating budget and five year capital plan; managing the City's revenues and expenditures to assure appropriate handling and reporting of financial activities; preparing accurate Federal, State and County fiscal reports as required; advising administrative officials, the Mayor and City Council on fiscal policies, procedures and problems; overseeing all of the City's purchasing policies; managing the investment of City funds; and coordinating the City's self-insurance programs.

**JULIAN MCDONOUGH**  
Assistant Director of Finance

Length of Service: 5 months

The Assistant Director of Finance is a professional position involved in a variety of aspects pertaining to the management of the City's financial activities. These responsibilities include supervision of all accounting staff, development of policies and procedures and evaluation of City spending and investment.

The Assistant Director of Finance also provides support and advice to the Director of Finance and clerical staff of the Finance Department. The primary job responsibilities of this position include: overseeing all financial and related record keeping functions; reviewing and approving all payroll information to meet City, State and Federal requirements; coordinating the preparation of the annual budget and five-year capital plan; preparing monthly financial reports for the City Council; and maintaining the accounting records of the police and fire pension funds.

**TOM K. FREEMAN**

Fire Chief

Length of Service: 1 month

The Fire Chief is a sworn executive management position who serves under the direction of the City Manager. The Fire Chief's primary responsibility is to carry out the mission of the department, which is to provide fire protection, emergency medical services, and disaster preparedness to the City of Elmhurst.

Other responsibilities of the Fire Chief include: planning, organizing, directs and evaluating all fire suppression, fire prevention, and emergency rescue and medical programs; developing, implementing, and managing policies and budgets for the Fire Department and the Emergency Services & Disaster Agency (ESDA); supervising all fire department employees in support of administration goals, policies and objectives; and recommending changes in fire codes.

**BILL ANASZEWICZ**

Deputy Fire Chief

Length of Service: 19 Years

The Deputy Fire Chief is a responsible, administrative and managerial position that involves planning, organizing, directing and coordinating the activities of the City's Fire Department and acting in the place of the Fire Chief as needed. The Deputy Fire Chief supervises all three shifts through Captains and first line supervisors.

Responsibilities of the Deputy Fire Chief include: immediate responsibility for the department's readiness to fight and suppress all working fires; determining overall plans and policies to be followed; determining causes of all on-site investigation of; and assisting in the direction and development of programs for the training, utilization and development of personnel.

**BRUCE B. DUBIEL**  
Building Commissioner

Length of Service: 23 Years

The Building Commissioner is responsible for supervising the Building Department and assuring that the issues of various codes relative to building, fire, plumbing, fire safety, life/safety, and zoning are appropriately addressed.

Other responsibilities of the Building Commissioner include: managing the code enforcement activities, plan review, permit issuance, building inspections, property maintenance, citizen complaints, certificates of occupancy, and records for the department; conducting meetings with developers in order to promote an understanding of the building codes; and performing all commercial plan reviews in conjunction with the Fire Prevention Bureau.

**NATHANIEL J. WERNER, A.I.C.P.**  
Planning and Zoning Administrator

Length of Service: 25 Years

The Planning and Zoning Administrator is a highly responsible and visible administrative position involved in the preparation, supervision and administration of long-range planning, land development, rezoning, subdivision and other land use issues.

Responsibilities of the Planning and Zoning Administrator include reviewing and recommending revisions to zoning, subdivision and municipal codes; advising Council, Committee members, Commissioners and staff on planning principles and applications; supervising special planning projects; serving as senior technical staff for the Zoning and Planning Commission; drafting ordinances and resolutions related to zoning and subdivisions; and reviewing informal and formal land development proposals.

**MICHAEL R. RUTH**  
Chief of Police

Length of Service: 4 Years

The Chief of Police is a professional, managerial position with responsibility for directing the Police Department. The Chief is responsible for ensuring that the laws and ordinances of the City are enforced, that criminal offenders are identified and apprehended, and that measures are implemented to prevent crime and protect the lives and property of Elmhurst residents.

Other responsibilities of the Chief of Police include determining overall plans and policies to be followed in conducting police operations, managing the fiscal and personnel resources for the department, and establishing, maintaining, and regulating divisions within the department to best meet the goals and mission of both the City of Elmhurst and the Elmhurst Police Department.



**ROBERT TANNEHILL**

Deputy Chief of Police – Operations Division

Length of Service: 22 Years

The Deputy Chief of Operations is an executive position with responsibility for planning, coordinating and directing the Patrol Division of the police department. The Deputy Chief of Operations oversees the Patrol supervisors and personnel, field operations, and enforcement units, as well as labor relations for department members. Some of the enforcement units include the Emergency Response Team (ERT), Evidence Technicians, the Traffic Unit, the K-9 Unit, the plainclothes Mission Team Unit, Part Time Police Officers, and Special Operations.

**MICHAEL MCLEAN**

Deputy Chief of Police – Administration Services & Investigations Division

Length of Service: 16 Years

The Deputy Chief of Administrative Services & Investigations is an executive position responsible for the development of department policies and procedures, management of the department budget, hiring and training of police personnel, managing department records, developing crime prevention initiatives, and coordinating investigative efforts. The Deputy Chief of Administration & Investigations also oversees all civilian employees, including Records clerks and CSOs (community service officers), in addition to detectives and the supervisors assigned to the Administrative and Investigations divisions of the police department.

**HOWARD KILLIAN**

Director of Public Works

Length of Service: 2 Years

The Director of Public Works manages and coordinates public works service of the City and prepares and administers the department annual budget and capital improvement program. The Director also plans, organizes and administers all phases of a major public works functions, which includes maintaining public buildings and grounds, and street lighting and traffic signals, parkway restoration and trees, production and distribution of water, collection and treatment of sewage, collection of solid waste and recycling, collection of stormwater, and City engineering support services.

The Director confers with the City Council, various advisory boards and commissions, citizen groups and City management to formulate policies and plans related to such diverse areas as capital improvement projects, community development and road and facilities maintenance.

**CORI TIBERI**

Assistant Director of Public Works

Length of Service: 19 Years

The Assistant Director of Public Works coordinates, organizes, directs, manages and evaluates the operational functions of the public works department. The Assistant Director also supervises professional staff; develops and recommends budgets for each departmental division; administers approved budgets. Essential functions of this position include directing the development and implementation of the operational divisions philosophy, standards, goals, long term plans and budgets; monitoring and evaluating the performance of each of the operational division function; planning, organizing, directing and supervising the operations, growth and professional management of the operational divisions; and coordinating emergency services for the Public Works operational staff.

**KENT JOHNSON**

City Engineer

Length of Service: 8 years

The City Engineer is a technical, professional, and administrative position overseeing City engineering projects, which encompass both the design and construction of private development, public works and utility projects.

The City Engineer is responsible for: planning, organizing, and directing construction planning and design activities with staff engineers, contractors and other City departments for public works projects; ensuring that construction of public and private improvements are in compliance with State, County, and local laws, codes, ordinances and regulations; preparing the budget documents for annual and capital improvement projects; and preparing technical reports for the City Council, State EPA, Department of Transportation and other State and Federal Regulatory agencies.

**PAUL BURRIS**

Utility Operations Manager

Length of Service: 6 months

The Utility Operations Manager is technical, professional and administrative position overseeing the City water, wastewater and storm water operations, which includes design and construction of water production and wastewater treatment capital projects throughout the City.

The responsibilities of the Utility Operations Manager include directing, planning and executing the operation/production, maintenance and distribution of the city's potable water system including the finished water storage reservoirs; wastewater treatment and wastewater collection activities; and the operation of the storm water pumping stations. This includes preparing the budget documents for annual and capital improvement projects; preparing technical reports for the City Council, State EPA, USEPA and other State and Federal regulatory agencies. The work is accomplished through the division of Production and Treatment and the division of Distribution and Collection.

**VALERIE JOHNSON**  
Human Resources Director

Length of Service: 30 Years

This is a professional and administrative position that assists the City in the development and coordination of City functions and programs in planning, organizing, and directing all components of human resources and risk management.

Responsibilities of the HR Director include: assisting the City Manager and Department Heads in the development, administration and coordination of various governmental functions and programs; managing risk management, personnel, insurance, and labor relations.

**MICHAEL STENSON**

Director of Information Technology

Length of Service: 17 Years

The Information Technology Director manages the operations of the Information Technology Division, works with other departments to plan and implement technology to improve business practices, develops and manages standards for citywide and departmental information technologies, policies, and equipment and software acquisitions. In addition, the IT Director participates in developing strategic plans, makes recommendations to insure that all departmental systems meet citywide standards and insures that all systems are secure, compatible, and integrated to the highest extent possible.

The IT Director oversees technical work associated with all electronic information system operations. The responsibilities of this position include, but are not limited to: planning for new hardware and applications, making managerial decisions, budgeting, personnel recruitment and retention, and working with other departments' managerial staff to meet their needs for applied technology.



**DONALD J. STORINO**

City Attorney

The City Attorney serves as a legal advisor to the Mayor, City Council, administration, and all boards and commissions of the city. The City Attorney attends substantially all Council meetings and committee meetings, as directed by the Mayor or City Manager, and communicates daily with the Mayor and/or City Manager. The City Attorney also consults with and advises department heads upon request.

The City Attorney is responsible for preparation of ordinances, resolutions, legal opinions, and any and all other documents relating to the legal affairs of the municipality while also conducting and supervising litigation, land acquisition and financing.

Mr. Storino, who is the senior partner at the firm, currently serves as the Attorney for the City of Elmhurst and Villages of Glendale Heights and South Barrington. He is personally responsible for advising those municipalities with reference to all legal matters. Mr. Storino has served as Village Attorney for the Village of Glendale Heights for the past 35 years.

**MARY BETH CAMPE**  
Elmhurst Public Library Director

Length of Service: 5 Years

The purpose of the library director is to oversee the operation of the Library with vision and strategic agility. To work with the Board and community stakeholders to fulfill the Library's Vision and Mission.

The library director reports directly to the Board of Trustees, supervises the Assistant Director, and shares responsibility for the supervision of the Library's Department Heads with the Assistant Director.

The library director is responsible for the operation of the library, including maintenance of the physical plant. The library director provides professional guidance to the Board regarding service and policy development and implements the decisions and policies of the Board. The library director prepares the budget for Board consideration and oversees the expenditure of funds in compliance with the budget. The library director also represents the Library in the community and maintains effective working relationships with other units of government and community agencies.

**BRIAN F. BERGHEGER**  
Elmhurst History Museum Director

Length of Service: 28 Years

The Museum Director is a professional position responsible for engaging residents and visitors with history, particularly the history of the Elmhurst community. The Museum Director provides leadership to manage all operations of the Elmhurst History Museum and set institutional goals within the policies of the City as well as to advise the Elmhurst Heritage Foundation on matters of fundraising and advocacy. He ensures the care of historical collections owned by the City, supervises development of a comprehensive calendar of public exhibitions, and sets direction for other educational services to schools and the public.

Responsibilities also include the management of Churchville Schoolhouse; donor development; and promotion of the Museum, the Foundation, staff, and volunteers in a positive manner to encourage community participation in all activities sponsored by the Museum and Foundation.