

**VILLAGE OF DOWNERS GROVE**  
**REPORT FOR THE VILLAGE COUNCIL WORKSHOP**  
**JANUARY 12, 2010 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
Change in Village Council Meeting Schedule	✓ Resolution Ordinance Motion Discussion Only	Dave Fieldman Village Manager

**SYNOPSIS**

A resolution has been prepared amending the Village Council Policy regarding preparation of meeting agendas. The proposed amendment would reduce the number of Village Council meetings from four meetings per month to three.

**STRATEGIC PLAN ALIGNMENT**

The Five Year Plan and Goals for 2008-2013 identified *Exceptional Municipal Organization*. A supporting objective of this goal is *Financially Sound and Sustainable Village Government*.

**FISCAL IMPACT**

This plan has minimal impact on the budget; however operating efficiencies will be realized if this plan is implemented.

**UPDATE & RECOMMENDATION**

This item was discussed at the January 5, 2010 meeting. Staff recommends approval on the January 12, 2010 active agenda.

**BACKGROUND**

During the October 22, 2009 meeting, the Village Council directed staff to review and evaluate the current Council Meeting schedule and determine whether operational efficiencies or cost savings may be achieved through a reduction in the number of meetings. The Village's Municipal Code states the following:

- The regular formal meetings of the Council shall be held the first and third Tuesday of each month
- The regular workshop meetings of the Council shall be held the second and fourth Tuesday of each month.

Staff has determined that efficiencies could be realized by reducing the number of Village Council meetings from four meetings per month to three. A sample agenda has been attached to this report for informational purposes. The proposed schedule would result in Village Council meetings being held on the first, second and third Tuesdays of each month. Each of these meetings would be comprised of both workshop and Council meeting elements. The agenda for each meeting would include the following items:

- *Consent Agenda* - The Consent Agenda would include items that are routine in nature or an item that the Council has directed to be placed on the Consent Agenda as a part of a previously held discussion. Council will have the opportunity to remove items from the consent agenda to be considered individually for discussion or for approval on a future agenda.
- *First Reading* - First Reading would be for Ordinances and items that warrant additional discussion. These items would be voted on at the next Council meeting.

- *Active Agenda* - The Active Agenda would include items which were discussed during the First Reading section of the previous Council meeting. These items would be formally voted on during the meeting.

The proposed meeting format would eliminate the distinction between “Village Council Agendas” and “Village Council Workshop Agendas” and would allow for each meeting of the Village Council to include a section for active agenda items and a section for workshop items as well as the traditional elements of the Council meeting agenda.

Staff recognizes the significant shift from past Village practice to move from 24 Council meetings per year and 24 Workshop meetings per year to a total of 36 Council meetings annually. However, staff does believe that this shift could enhance productivity and ultimately improve the efficiency and quality of materials that are presented to the Village Council and the public by staff. The following is a summary of the benefits of this proposal:

- Allow for improved agenda management
- Increase in the number of meetings annually to conduct formal Village business (from 24 to 36)
- During construction season, the Public Works department receives numerous bids for projects and services. The proposed meeting schedule would allow Public Works items to be approved three times a month instead of two.
- A reduction in the review and approval time for routine items which do not require further discussion.
- Council review and approval of claims three times per month
- Reduces the amount of staff time associated with preparing for Village Council meetings. This provides staff with additional time to address other projects
- Increase in the amount of time available for staff to work on the implementation of items and policies as directed by the Village Council.
- Personnel cost savings could be realized if Council elects to close the cashier and permit windows on the fourth and fifth Tuesdays of each month.

In order to make these changes, an ordinance amending both Section 2.1 of the Village Code as well as Council Rule 37 would need to be adopted. In addition, a resolution amending the Village Council Policy on preparation of meeting agendas would need to be adopted.

## **ATTACHMENTS**

Resolution

**VILLAGE OF DOWNERS GROVE**  
**COUNCIL ACTION SUMMARY**

**INITIATED:** Village Manager **DATE:** January 12, 2010  
(Name)

**RECOMMENDATION FROM:** \_\_\_\_\_ **FILE REF:** \_\_\_\_\_  
(Board or Department)

**NATURE OF ACTION:**

- Ordinance
- Resolution
- Motion
- Other

**STEPS NEEDED TO IMPLEMENT ACTION:**

Motion to Adopt "A RESOLUTION AMENDING A VILLAGE COUNCIL POLICY REGARDING PREPARATION OF VILLAGE COUNCIL AGENDAS", as presented.

**SUMMARY OF ITEM:**

Adoption of this resolution will amend the Council Policy regarding the preparation of Council agendas.

**RECORD OF ACTION TAKEN:**

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# Village of Downers Grove

## Official Village Policy Approved by Village Council

Description:	<b>COUNCIL AGENDAS</b>		
Res. or Ord. #:	<b>Res. 2010-01</b>	Effective Date:	<b>01/12/10</b>
Category:	<b>Legislative and General Management</b>		
	<input type="checkbox"/> New Council Policy		
	<input checked="" type="checkbox"/>	Amends Previous Policy Dated:	<b>01/17/06</b>
	Description of Previous Policy (if different from above):  _____		

### RESOLUTION NO. 2010-01

#### A RESOLUTION AMENDING A VILLAGE COUNCIL POLICY REGARDING PREPARATION OF VILLAGE COUNCIL AGENDAS

WHEREAS, the Council of the Village of Downers Grove has determined that it is necessary and desirable to establish various procedures and rules governing the preparation of the agenda for Village Council meetings; and

WHEREAS, the purpose of this policy statement is to establish uniform guidelines for the preparation of Village Council meeting agendas with appropriate items for the special recognition, proclamation, consent agenda, resolution, ordinance and discussion.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. The Village Council generally meets on the first, second and third Tuesday of each month. The Village Clerk is responsible for the preparation of the Village Council meeting agenda. Determination of whether various items are placed on the Council meeting agenda for consideration is made by the Village Manager pursuant to Chapter 2, Article 1, 2.5 Rules 5 & 6 of the Municipal Code.
2. The Mayor and members of the Village Council, or any of them, may direct the Village Manager to place a topic that is within the purview of the Village on an upcoming Council meeting agenda as late as the Wednesday prior to the meeting, at 9:00 a.m. Such topic shall be a discussion item only to allow for the Council as an elected body to direct whether staff and legal counsel should further research the issue and prepare the appropriate form of action for consideration at a later date, as determined by the Village Council.
3. Residents who request that the Village Manager place an item on an upcoming agenda will be advised to present their issue to the entire Village Council during the public comment portion of any meeting.
4. Members of the public who require special accommodations to attend a Council meeting or workshop should contact the Village Clerk at 434-5535 in advance.

5. The Village Council meeting agenda will be available in the Office of the Village Clerk for public inspection 48 hours in advance of the Village Council meeting.
6. That the validity of any ordinance, resolution or other action otherwise taken in accordance with applicable law shall not be invalidated, impaired or otherwise affected by noncompliance with the criteria or procedures set forth herein.
7. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.
8. That this Resolution shall be in full force and effect from and after its passage as provided by law.

Ronald L. Sandack, Mayor

Passed:

Published:

Attest: April K. Holden, Village Clerk

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