

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
JULY 6, 2010 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Village Council Meeting Format	Resolution Ordinance Motion <input checked="" type="checkbox"/> Discussion Only	David Fieldman Village Manager

SYNOPSIS

On January 12, 2010, the Village Council approved changes to the Village Code to reduce the number of Village Council meetings from four meetings per month to three. The Council requested a six-month review of the meeting format.

STRATEGIC PLAN ALIGNMENT

The Five Year Plan and Goals identified *Exceptional Services and Communication*.

FISCAL IMPACT

This change in Council meeting format has had minimal impact on the budget; however operating efficiencies have been realized.

RECOMMENDATION

Staff recommends that the Council continue to use the three meeting format. No action is required.

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. At the January 12, 2010 meeting the Village Council approved amendments to the Village Code to allow for three Council meetings per month. The meeting format eliminated the distinction between Village Council Meetings and Village Council Workshops. Prior to the amendment, the Village Code stated that the regular formal meetings of the Council shall be held the first and third Tuesday of each month and the regular workshop meetings of the Council shall be held the second and fourth Tuesday of each month.

Pursuant to the approved amendments, Village Council meetings are held on the first, second and third Tuesdays of each month. Each of these meetings is comprised of both informal discussion and formal legislative elements. The agenda for each Council meeting now includes the following items:

- *Consent Agenda* - The Consent Agenda includes items that are non-controversial 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 has 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 allows for informal review and discussion of items prior to taking legislative action. These items are typically voted on at the next Council meeting.
- *Active Agenda* - The Active Agenda typically includes items which were discussed during the First Reading section of the previous Council meeting. These items are formally voted on during the meeting.

The new meeting format reduced the number of Council meetings from 48 per year (24 Council meetings per year and 24 Workshop meetings) to 36 Council meetings annually. During the consideration of the new meeting format staff identified the following potential benefits:

- 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.

A review of the past six months under the new meeting format indicates that the above benefits are being achieved. Staff has realized a significant efficiency in preparing for, participating in and following up on Village Council meetings. Staff has used the time during the fourth week of each month that was traditionally used for Council meeting related items to work on large projects. This has allowed staff uninterrupted time to address Strategic Plan action items.

During the first few months of the revised meeting format, the Council discussed the management of the Consent Agenda specifically related to consideration of bids and contracts. In response, staff developed the following general guidelines for placing items on the Consent Agenda. Contracts which meet the following criteria are placed on the Consent Agenda:

- Contracts which are awarded on an annual or recurring basis
- Contracts which are at or below the budgeted expense
- Contracts for which the low bidder is recommended by staff
- Contracts that are below \$100,000 per year or less.

ATTACHMENTS

N/A