

Mayor & Council,

On Tuesday, September 1, a portion of the Village Council meeting will be dedicated to discussing **roles and responsibilities** of Council members and staff, the **structure of meetings and interactions** and **expectations** (knowledge of what is expected of each team member and what they can expect from other team members). This type of discussion is sometimes referred to as a governance meeting or a Council retreat. The objective of the meeting is to **establish how the Council and staff team will go about doing our jobs** and making sure that the Village has continued exceptional performance and continual improvement.

How Council members and staff go about doing their jobs varies greatly among municipalities. There is not necessarily a *right* or *wrong* way to do things. Because of this, we expect that there will be a variety of opinions on the subject discussed at the meeting. We do not plan to draft a set of rules at this meeting. We do expect to listen to all Council member opinions to understand each member's individual preferences and expectations, and the rationale thereof. Understanding these preferences and expectations will assist the Mayor, Council members and staff as we go about doing our jobs for the benefit of our community.

Mayor Tully and staff have identified a list of 10 council, community and staff interactions (see below).

#### **Council, Community and Staff Interactions**

Council Meetings	Neighborhood Meetings
Standing Committee Meetings	Groundbreakings, Ribbon Cuttings, Etc.
Coffee with the Council	Responding to Press Inquiries
Board & Commission Meetings	Responding to Resident Inquiries and Requests for Service
Other Government / Agency Meetings	Communicating with the Public

This is the second meeting of this type. The first meeting, held on May 12, 2015, addressed Council Meetings, Standing Committees and Coffee with the Council. Three changes were made based on Council direction provided at the first meeting.

- The Council Member New Business process was amended.
- The process for preparing for Council meetings was amended to include Monday phone calls to each Council member from the Mayor Pro Tem in addition to phone calls from the Village Manager.
- The schedule for Coffee with the Council was amended. Coffee with the Council will now be held twelve times per year.

Below is a summary of the current practices for the remaining seven topics. The plan is to

discuss roles & responsibilities, structure and expectations as they are applied to each of the items on the list. The discussion will be facilitated by Mayor Tully.

### **Groundbreakings, Ribbon Cuttings, Etc.**

Council members are notified about upcoming events individually via invitation from sponsoring organizations or by event information entered into a shared calendar maintained by staff. Council members are typically responsible for notifying the organization whether they plan to attend. For certain events, staff or partner organizations, such as the EDC, will coordinate and confirm attendance and speaking responsibilities of the Mayor and Council.

### **Responding to Inquiries from the Press**

Council members will receive and respond to press inquiries from time to time verbally and in writing. After being contacted by the press, Council members are encouraged to notify the Village Manager or the Communications Director. The Communications Director handles all press inquiries directed to the attention of staff.

### **Responding to Resident Inquiries and Requests for Service**

Council members receive resident inquiries and requests for service in a variety of ways (face to face conversations, phone calls, emails, social media, etc.). There are multiple ways in which Council members currently respond to inquiries and requests for service from residents:

1. Inquiries/requests are forwarded to staff for response to the resident
2. Inquiries/requests are forwarded to staff and responses are provided to Council members to respond directly to the resident
3. Inquiries are handled by Council members on their own

### **Board & Commission Meetings**

The Village has 15 boards and commissions on which residents volunteer to serve. There is a Council liaison assigned to each board or commission. The role and responsibilities of the Council liaison are not formally defined. Council liaison have not traditionally attended meetings of the board or commission, with the exception of the Community Events Commission, where the liaison serves as the Chair.

### **Communicating with the Public**

The Village communicates with the Public using a variety of tools to reach various audiences, depending on content and time-sensitivity of the message, including:

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| <ul style="list-style-type: none"><li>● Website</li><li>● Twitter</li><li>● E-News (weekly e-newsletter)</li><li>● Community-wide Notification System</li><li>● Printed Notices &amp; Brochures</li></ul> | <ul style="list-style-type: none"><li>● Facebook</li><li>● Next Door</li><li>● YouTube</li><li>● Village Corner</li><li>● Printed Newsletter</li></ul> |
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### **Other Government / Agency Meetings**

There are many other government organizations and agencies which the Village works with in varying capacities from time to time including but not limited to:

- Downers Grove Park District

- School District 99
- School District 58
- Downers Grove Sanitary District
- Downers Grove Library (Component Unit of the Village)
- DuPage Water Commission
- DuPage County
- Downers Grove Economic Development Corporation
- Downtown Management Corporation
- Chamber 630
- DuPage Mayors & Managers Conference
- Illinois Municipal League
- National League of Cities
- US Conference of Mayors
- Metropolitan Mayors Caucus

Council members are assigned as liaisons to or serve on committees within some of these organizations. The role and responsibilities of the Council liaison are not formally defined.

### **Neighborhood Meetings**

Village staff conducts meetings with residents in the community, primarily in advance of public infrastructure improvements within their neighborhood. These meetings are generally held for street reconstructions, new sidewalk construction and stormwater capital projects. This step of the process comes after Council approves the Community Investment Plan (CIP) as part of the annual budget. The scope of the project is defined in the CIP based on established Council practices and policies. The purpose of the neighborhood meetings is to make residents in the affected area aware of the project scope and planned schedule, and allow them to make staff aware of specific concerns or issues affecting aspects of the project, particularly direct impacts to their property. While minor design changes are made based on comments at neighborhood meetings, changes in the scope of the projects are not. Council members have not traditionally attended neighborhood meetings.