

COUNCIL WORKSHOP ITEM

ITEM: Purchasing Policy Revision
DATE: January 9, 2002
PREPARED BY: Mary Scalzetti, Community Events Coordinator
PURPOSE: Adopt An Ordinance Certain Purchasing Policies

DISCUSSION:

Last year, the Village Council adopted an ordinance amending certain purchasing policies and increased the Village Manager's purchasing authority from \$10,000.00 to \$15,000.00. Council approval is required for those purchases in excess of \$15,000. In order to remain consistent with the revised purchasing policies previously adopted, the provisions of Section 2-79(b)(3) would also need to be amended from \$10,000 to \$15,000 (see attached ordinance). This would allow the Events Subcommittee of the Tourism and Events Commission to submit to the Village Manager for approval those contrasts/proposals up to \$15,000. Council approval would be required for expenditures that would exceed \$15,000.

ATTACHMENT:

AN ORDINANCE AMENDING CERTAIN PURCHASING POLICIES

RECOMMENDATION:

Place this item on the January 22, 2002 workshop meeting for Council consideration.

ORDINANCE NO. _____

AN ORDINANCE AMENDING CERTAIN PURCHASING POLICIES

BE IT ORDAINED by the Council of the Village of Downers Grove, in DuPage County, Illinois, as follows: (Additions are indicated by shading; deletions by ~~strikeout~~.)

SECTION 1. That Section 2-79(3) of the Downers Grove Municipal Code is hereby amended as follows:

2-79. Events Subcommittees.

(a) There shall be a permanent Events Subcommittee consisting of those five members appointed pursuant to Section 2-76(c)(2) involving event planning or residents of Downers Grove. The purpose of the Events Subcommittee is to provide enjoyable family oriented events that enhance the quality of life for the residents, and encourage overnight tourism in Downers Grove, further stimulating economic impact with increased revenues of Hotel and Sales Tax.

(b) The Events Subcommittee shall:

(1) Review and evaluate the proposed special event budget and make recommendations to the Tourism and Events Commission regarding the budget and other funding issues.

(2) Review and approve yearly calendar dates for monthly meetings and various events, including the Holiday Decoration Recognition Program, the Ice Sculpture Festival, the Heritage Festival Street Fair, the Independence Day Festivities, and the Pro Criterium Bike & In-Line Skating Competition.

(3) Review event related contracts and requests for proposals that exceed \$10,000~~15,000~~ and recommend approval to be submitted to the Tourism and Events Commission and Village Council.

(4) Review various document that pertain to the planning of or which govern the operation of a specific event and submit said documents to the Tourism and Events Commission upon request, including, but not limited to, the sponsorship brochure and the Heritage Festival Street Fair Rules and Regulations.

(5) Review various events coordinated by other entities in the Village, such as the Downtown Management Board, with the intent of enhancing the involvement of the community and to provide support and assistance, if deemed necessary.

(6) Review contributions received to supplement the budget of a planned community event. Provided, all contributions shall be voluntary. In addition, any donation may be rejected when in the opinion of the members such contributions would be inconsistent or inappropriate with the nature, scope or purpose of the planned event.

(7) To establish reasonable rules and regulations governing the functions of the subcommittee consistent with the powers and duties set forth herein.

(8) To perform such functions and activities in addition to the foregoing as the Village Council or the Tourism and Events Committee may from time to time direct.

SECTION 2. That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. That this ordinance shall be in full force and effect from and after its passage and publication in the manner provided by law.

Mayor

Passed:

Published:

Attest: _____
Village Clerk

[mgr15T]