



## Mayor & Village Board Standard Operating Procedure – No. 001

Date Adopted: November 8, 2011  
Last Revised: May 24, 2017  
Current Revision Date: May 9, 2018

Mayor and Village Board Standard Operating Procedure No. 001, having been first adopted by the Mayor and Village Board on November 8, 2011, shall:

1. Be updated on at least an annual basis;
2. Be administered by the Mayor and Village Manger;
3. Be a representative list of any and all items, projects, etc., as shown, that are assigned to various standing committees for consideration; and
4. It is understood that the staffing assignment for each of the items, projects, etc., as shown, are made by the Village Manager.

Signed: \_\_\_\_\_

Date: May 9, 2018

### LIST OF ITEMS, PROJECTS, ETC. AND STANDING COMMITTEES TO WHICH CONSIDERATION OF THESE ITEMS SHALL BE SENT

Where a specific item for consideration is not listed below, the Village Manger will assign said item to the Board and/or Committee. Where (\*) is shown indicates that item for consideration is listed in multiple areas.

#### MAYOR DIRECT TO BOARD

- Hearings for Various Items
- Liquor License Requests
- Recognition of Employee Anniversaries
- Proclamations\*
- Resolutions\*
- Appointments to Boards, Board Committees, Commissions and Ad Hoc Committees or Task Forces
- Appointments of Village Officials
- Recommendations or Reports from any and all Ad Hoc Committees
- Economic Development Incentives \*

## **MAYOR DIRECT TO BOARD – CONTINUED**

- Annual Prevailing Wage Ordinance
- Recommendation for Plan Commission \*
  - Subdivision Variances
  - New Development Tree Preservation Plan Issues
  - Business Signage Review
    - Off Premise Signage and Conditional Use and Variation for Signage
    - Ordinance Changes Recommended from Plan Commission

## **DIRECT TO BOARD THROUGH THE ACCOUNTS PAYABLE**

- Professional Legal Service Billings
- Village Engineer Invoices
- Payments to Contractors for Approved Improvement Projects

## **ADMINISTRATION AND FINANCE COMMITTEE**

- Annual Prevailing Wage Ordinance
- Acceptance of Properties from Developments/ Plat of Vacation Issues
- Appropriations Ordinance
- Auditor's Management Letter
- Annual Tax Levy
- Auditor Contract
- Contractual Employee Contracts
- Construction Contracts (Non Park & Recreation Facilities)
- Decennial or Special Census Efforts
- Dues Requests from IML, Will County CED, Metropolitan Mayors Conference, Will County Governmental League, etc.
- Data and Information Technology Issues and Projects
- Equipment Purchases, Projects and Contracts for the Managers, Finance or Community Development functions over the Manager's spending authority
- Employee Health, Dental, Vision and Life Insurance
- Employee Compensation
- Easement Agreements with Utilities
- Engineering Agreements
- Economic Development Initiatives \*
- General Budget Issues
- General Manager/Finance/Development Projects
- Grant Applications for Infrastructure Projects (Non Park & Recreation Facilities)
- IDOT Agreements/Resolutions and Payments
- Intergovernmental Agreements
- Ordinance Changes Recommended from Staff dealing with General Management and Finance
- Ordinance Changes Recommended from Staff dealing with Community Development \*
- Permit Fee Waiver Requests
- Personnel Manual
- Recommendations Regarding Business Incentive Non-Conforming Sign Replacement Loan Program \*
- Recommendations Regarding Business Incentive Façade Improvement Loan Program \*
- Resolutions\*
- Requests for Bond and LOC Reductions/Releases

## **ADMINISTRATION AND FINANCE COMMITTEE – CONTINUED**

- Refinancing / Financing of Bonds and Matters Involving Loan Payments
- Surplus Property Sale Approval
- Strategic Planning
- Village Codification Issues
- Village Cable Television Agreements/Issues
- Vacation/Dedication Public Right-of-Way and Easements
- Village Refuse, Recycling and Landscape Waste Program Issues and Contract
- Village and Will County Sponsored Household Hazardous Waste Collection Event
- Village Electronic Drop-Off and Paper Shredding Recycling Event
- Requests for Ordinance Changes Regarding Business and Industry Economic Development Issues
- Village Website Issues \*

## **COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE**

- Business & Industry Retention Efforts
- Recommend Economic Development Strategies
- Requests for Ordinance Changes Regarding Business and Industry Economic Development Issues
- Village Website Issues \*
- Recommendations Regarding Business Incentive Non-Conforming Sign Replacement Loan Program\*
- Recommendations Regarding Business Incentive Façade Improvement Loan Program\*
- Economic Development Initiatives \*
- Review of planning related developments and Comprehensive Plan
- Review of Zoning Ordinance enhancements and updates

## **EMERGENCY MANAGEMENT AGENCY**

- Various EMA Issues/Mutual Aid Agreements

## **ENVIRONMENT COMMITTEE**

- Arbor Day Tree Planting Program
- Community and Nature in Harmony Awards
- Dark Skies Initiative
- Tree Planting Area Program(s) and Tree City USA Program
- Grant Applications for Environmental Non-Infrastructure Projects
- Issues Related to Air, Water, Land and Light Pollution
- Homer Glen Lands Day Event and Tree Planting Ceremony
- Construction and Maintenance of NE Corner of Bell and 151<sup>st</sup> St. Project
- Earth Day~Arbor Day Festival
- Star Gazing Events
- Historic Preservation/Will County Landmark Status in Homer Glen
- Green Vision of the Homer Glen Community
- Biodiversity Project – Hines Emerald Dragonfly
- Maintenance of Native Garden at Stonebridge Park
- Wildflower and Native Plant Programs
- Wildlife protection, concerns and recommendations.

### **ENVIRONMENT COMMITTEE - CONTINUED**

- Environmental Ordinance Review and Make Recommendations – Light Ordinances, Landscape Ordinances, Tree Ordinances and Conservation Design\*
- Recommend strategies to preserve, protect and encourage wildlife and their natural habitats
- Greenest Region Compact 2
- Recommend methods for defining, acquiring and preserving open spaces
- Recommend and propose a variety of environmental and educational activities, facilities and programs
- Recommend policies and practices to protect and maintain our agricultural heritage

### **HOMER HARVEST DAYS COMMITTEE**

- Homer Harvest Days Event

### **PARADE AND FESTIVAL COMMITTEE**

- Parade and Festival Event

### **PARKS AND RECREATION COMMITTEE**

- Projects and Contracts for Village Parks and Public Recreation Facilities/Installations, Over the Manager's Spending Authority
- Grant Applications for Park Recreation Facilities
- Construction Contracts for Parks and Public Recreation Facilities/Installation Improvements, Over the Manager's Spending Authority
- Village's Heroes Trail Construction and Maintenance
- Recommending the Naming of Public Parks and Recreation Facilities
- Provision of Recreational Opportunities
- Identify Potential Recreation and Open Space Parcels
- Park Uses Standard Operating Procedures
- Amendments to Park and Recreation Master Plan
- Establishment and/or Amendments to Heroes Trail Master Plan
- Coordinates design and maintenance for Village-owned parks and public recreation areas

### **PUBLIC SERVICES AND SAFETY COMMITTEE**

- Requests for Ordinance Changes Regarding Installation of Traffic Signs That Require Ordinance Consideration
- Safety/Regulation Devices/Signs
- Requests for Ordinance Changes Regarding Speed Limit Reductions
- Ordinance Changes for On-Street Parking Restriction
- Special Public Safety Programs/Training Presentations
- Pedestrian Street Crossing Requests
- Ordinance Changes Recommended From Staff Dealing with Public Safety, Code Compliance and Building Issues
- General Public Safety/Building Department Projects
- Private Property and Right of Way Maintenance and Safety Issues/Requests
- Special Event Permits
- Emergency Services Information

### **COMMITTEE ASSIGNMENT BASED ON SPECIFIC PROJECT**

- Requests from Not-For-Profits and Other Government Entities