



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

Date Adopted: November 8, 2011

Last Revised: January 25, 2023

Current Revision Date:

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 Manager;
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: September 11, 2024

### 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 Manager 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 & Retirements
- 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\*
- New Development Tree Preservation Plan Issues\*

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

- Account Payables
- Village Engineer Invoices
- Payments to Contractors for Approved Improvement Projects

## **ABILITY AWARENESS COMMITTEE**

- Explore partnerships with non-profit organizations, businesses, municipalities, school districts and special recreation districts to increase educational, recreational and assistance offerings for residents.
- Review, recommend and propose activities, programs and special events that are inclusive of the Village's uniquely abled community.
- Plan and execute awareness campaigns, including but not limited to Village proclamations, fundraising drives, and digital content.
- Recommend inclusive and accessible playground equipment and features for Village parks.
- Research and assist with grant applications to improve accessibility and inclusion for Village facilities and programs.
- Review and recommend regulations regarding Village signage or safety device requests, particularly for residents with special needs.
- Gather ideas and input from residents on the diverse needs of the uniquely abled community.

## **ADMINISTRATION AND FINANCE COMMITTEE**

- Recommend Acceptance of Properties from Developments/ Plat of Vacation Issues
- Review Appropriations Ordinance
- Review Auditor's Management Letter
- Review and/or Recommend Annual Tax Levy
- Review and/or Recommend Consideration of new tax revenues or increases in existing tax revenues
- Review Auditor Contract
- Review Contractual Employee Contracts
- Review Construction Contracts
- Review Decennial or Special Census Efforts
- Review Dues Requests from IML, Will County CED, Metropolitan Mayors Conference, Will County Governmental League, etc.
- Review and/or Recommend Data and Information Technology Issues and Projects
- Review Equipment Purchases, Projects and Contracts over the Manager's spending authority. In the absence of a Manager, this would apply to purchases, projects and contracts, exceeding the Mayor/Finance Director authority.
- Review Employee Health, Dental, Vision and Life Insurance
- Review Employee Compensation. outside of approved budget and Village Manager authority
- Review Easement Agreements with Utilities
- Review Engineering Agreements
- Review, Support and/or Recommend Economic Development Initiatives \*
- Review General Budget Issues
- Review General Manager/Finance/Development Projects
- Review Grant Applications for Infrastructure Projects (Non-Park & Recreation Facilities)
- Review IDOT Agreements/Resolutions and Payments
- Review Intergovernmental Agreements

- Review Ordinance Changes Recommended from Staff dealing with General Management and Finance
- Ordinance Review
- Review and/or Recommend Permit Fee Waiver Requests
- Review Professional Legal Services Billings
- Review Personnel Manual Revisions
- Review and/or Recommend Requests for Bond and LOC Reductions/Releases
- Review Refinancing / Financing of Bonds and Matters Involving Loan Payments
- Review Surplus Property Sale Approval
- Review and/or Recommend Village Codification Issues
- Review Village Cable Television Agreements/Issues
- Review and or Recommend Vacation/Dedication Public Right-of-Way and Easements\*
- Review Village Refuse, Recycling and Landscape Waste Program Issues and Contract
- Review and/or Recommend Village Website Issues \*
- Review of Standard Operating Procedures

#### **BEHAVIORAL HEALTH AND ADDICTION RECOVERY**

- Explore partnerships with non-profit organizations, businesses, municipalities, and school districts to increase educational and assistance offerings for residents.
  - Review, recommend and propose activities, and programs inclusive of the Village's alcohol and drug evaluation, prevention and treatment services.
  - Plan and execute awareness campaigns, including but not limited to Village proclamations, fundraising drives, and digital content.
  - Recommend and advocate for a comprehensive mental health system for persons of all ages and to meet the identified needs.
  - Research and assist with grant applications to communicate and education the community regarding goals, programs, facilities and policies of available county behavioral health and addictions services
- Gather ideas and input from residents on the diverse needs of the mental health system for persons of all ages.

#### **COMMUNITY DEVELOPMENT COMMITTEE**

- Promote Civic Involvement
- Recommend Resident Communication Strategies and Initiatives
- Make Recommendations for the Community Page and Calendar on Website
- Support Volunteer Database in conjunction with Village Staff
- Develop/Enhance Community Pride Initiatives
- Recognize Community Volunteers
- Participate in Village Events
- Participate in Community Events
- Support Village Committees
- Organize Community Outreach
- Develop and Conduct Community Surveys
- Recommend Items Pertaining to Village Image (e.g., branding)
- Identify Community Needs and Wants
- Collect and preserve Homer Glen's History

## **HOMER FESTIVAL COMMITTEE**

- Festival Event
- Review and Recommend Coordination of Annual Festival
- Review and Recommend Festival Event Scheduling
- Festival Location Footprint
- Review and Recommend Street Closures
- Review Coordination with Public Services and Safety Officials
- Review and Recommend Financial Obligations
- Review and Consider Contracts
- Review Licensing and Insurance
- Review and Recommend Parking and Transportation Protocols
- Review Event Website
- Review and Recommend Promotional and Sponsor Opportunities
- Review and Consider Volunteers
- Review and Recommend Publicity and Signage

## **ECONOMIC DEVELOPMENT COMMITTEE**

- Provide input on business sectors and establishments for targeted recruitment efforts
- Review and recommend economic development strategies and policies to help promote economic growth in the community
- Recommend code updates to facilitate business operations and growth potential
- Evaluate and recommend economic development incentive tools and programs
- Support and/or recommend economic development initiatives to promote business retention and recruitment
- Recommend annual funding and parameters for the Commercial Building Improvement Grant Program
- Review and recommend periodic updates for the Economic Development Marketing Plan, Open for Business, to reflect new policy direction of the Village Board
- Review and make recommendations on applications requesting sales tax sharing through SOP 007

## **ENVIRONMENT COMMITTEE**

- Support and Promote the Homer Glen Slogan "Community and Nature in Harmony"
- Support and Promote Village Board approved Environmental Goals & Objectives
- Support and Promote Arbor Day, through the Annual BIG Tree Champion Awards, Free Tree Seedlings Handouts for Residents, and Spring Tree Planting
- Celebrate Community and Nature in Harmony through the Annual Community and Nature in Harmony Awards and the Spring "Seedlings" Planting Event
- Support and Promote the International Dark Sky Community Status through Star Gazing Events and IDA Annual Reporting
- Support and Promote Homer Glen Lands Day through the Annual Hike & Haul Fall Cleanup and Fall Tree Planting
- Support and Promote Tree Planting Area Program(s) and Tree City USA Program
- Steward and Promote the Tree Memorial and Plaque Program
- Support and Promote Historic Preservation and the Will County Landmark Program
- Promote and Support Wildflower and Native Plant Programs
- Support and Promote the Green Vision of the Homer Glen

- Support and Promote Community Solar
- Recommend Strategies to Protect Biodiversity
- Recommend Strategies to Reduce Waste including Recycling Efforts, Promotion of Plastic Free July and the Village /Will County Sponsored Household Hazardous Waste Collection Event
- Recommend Strategies to Protect Air, Water, Land and the Night Sky
- Recommend strategies to Preserve, Protect and Encourage Wildlife and their Natural Habitats
- Recommend Strategies to Protect Biodiversity
- Recommend Changes to the Village's Environmental ordinances, including the Lighting Ordinance, Landscape Ordinance, Tree Preservation Ordinance and Conservation Subdivision Design.
- Recommend and Assist with Grants related to Environment, such as Environmental Non-Infrastructure Projects, Lighting, Landscaping, Trees, and Natural Resources
- Support and Promote the Greenest Region Compact 2
- Identify and 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
- Participate in the following Membership Organizations: Chicago Wilderness, The Conservation Foundation, Arbor Day Foundation, and International Dark Sky Association (IDA).
- New Development Tree Preservation Plan Issues\*

#### **PARKS AND RECREATION COMMITTEE**

- Assist with and recommend Grant Applications for Park & Recreation Facilities
- Explore and recommend trail expansion, planning, mapping, and use parameters.
- Recommend the Naming of Public Parks and Recreation Facilities
- Review and Recommend additional Recreational Opportunities & Special Events
- Identify and recommend methods for defining, acquiring and preserving potential Recreation and Open Space Parcels
- Identify and recommend Park Uses Standard Operating Procedures
- Review and recommend Amendments to the Park and Recreation Master Plan
- Recommend Establishment and/or Amendments to Heroes Trail Master Plan
- Recommend Playground Equipment and Play Features for Neighborhood Parks or Replacement of Playground Equipment in Neighborhood Parks
- Recommend Policy Adoption or Changes to Policy for Private Special Events held on Public Property
- Review and Make Recommendations on New Developments in Regards to Trail Locations, Park Inclusions, Park Programming and Park Donations (Land and/or fee in Lieu)
- New Development Tree Preservation Plan Issues\*

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

- Review Requests for Ordinance Changes Regarding Installation of Traffic Signs That Require Ordinance Consideration
- Review and/or Recommend Safety/Regulation Devices/Signs
- Review and/or Recommend Requests for Ordinance Changes Regarding Speed Limit Reductions
- Recommend Ordinance Changes for On-Street Parking Restriction

- Review Special Public Safety Programs/Training Presentations
- Reviews Pedestrian Street Crossing Requests
- Review Ordinance Changes and Recommendations from Staff Dealing with Public Safety, Code Compliance and Building Issues
- Review General Public Safety/Building Department Projects
- Review Vacation/Dedication Public Right-of-Way and Easements\*
- Reviews Drainage Related Issues
- Review Private Property and Right of Way Maintenance and Safety Issues/Requests
- Review Private Special Event & Block Party Permits
- Review Emergency Services Information

**COMMITTEE ASSIGNMENT BASED ON SPECIFIC PROJECT**

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