



Mayor & Village Board Standard Operating Procedure – No. 001

Date Adopted: November 8, 2011

Date Revised: August 8, 2015

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: August 12, 2015

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
- Annual Prevailing Wage Ordinance

MAYOR DIRECT TO BOARD - CONTINUED

- 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, Finance or 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

ADMINISTRATION AND FINANCE COMMITTEE - CONTINUED

- Proclamations and Resolutions*
- Requests for Bond and LOC Reductions/Releases
- Refinancing / Financing of Bonds and Matters Involving Loan Payments
- Surplus Property Sale Approval for All Manager, Finance or Community Development Equipment
- Strategic Planning
- Village Codification Issues
- Village Cable Television Agreements/Issues Vacation/Dedication Public Right-of-Way and Easements
- 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

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 and Land Pollution
- Homer Glen Lands Day Event* and Tree Planting Ceremony
- Construction and Maintenance of NE Corner of Bell and 151st 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
- Clean Air Counts Program
- Maintenance of Native Garden at Stonebridge Park
- Wildflower and Native Plant Programs
- Environmental Ordinance Review – Light Ordinances, Landscape Ordinances, Tree Ordinances and Conservation Design*
- Recommend strategies to preserve, protect and encourage wildlife and their natural habitats
- 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

- Equipment Purchases, 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

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
- Village Refuse, Recycling and Landscape Waste Program Issues and Contract
- 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