



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

Date Adopted: November 8, 2011  
Last Revised: May 9, 2018  
Current Revision Date: March 11, 2020

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: March 11, 2020

## 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 & 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 \*

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

- 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

## **ADMINISTRATION AND FINANCE COMMITTEE**

- Acceptance of Properties from Developments/ Plat of Vacation Issues
- Appropriations Ordinance
- Auditor's Management Letter
- Annual Tax Levy
- Consideration of new tax revenues or increases in existing tax revenues
- Auditor Contract
- Contractual Employee Contracts
- Construction Contracts
- 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 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.
- Employee Health, Dental, Vision and Life Insurance
- Employee Compensation, outside of approved budget and Village Manager authority
- Easement Agreements with Utilities
- Engineering Agreements
- Support and/or Recommend 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
- Professional Legal Services Billings
- Personnel Manual Revisions
- Requests for Bond and LOC Reductions/Releases
- Refinancing / Financing of Bonds and Matters Involving Loan Payments
- Surplus Property Sale Approval
- 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\*

- Village Website Issues \*
- Recommends annual Signage & Façade Program funding and parameters\*

#### **COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE**

- Business & Industry Retention & Recruitment Efforts
- Recommend Economic Development Strategies and Policies
- Requests for Ordinance Changes Regarding Business and Industry Economic Development Issues
- Village Website Issues \*
- Recommendations Regarding Business Incentives
- Support and/or Recommend Economic Development Initiatives \*
- Review, Recommend and Request Ordinance Changes Regarding Business and Industry Economic Development Issues
- Recommend Annual Signage & Façade Program funding and parameters\*

#### **EMERGENCY MANAGEMENT AGENCY**

- Various EMA Issues/Mutual Aid Agreements
- Emergency Operations Plan Development and Updates
- Prepare and provide bi-annual update to the Village

#### **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
- Earth Day-Arbor Day Festival
- Star Gazing Events
- Starry Night Awards
- Historic Preservation/Will County Landmark Status in Homer Glen
- Green Vision of the Homer Glen Community
- Biodiversity Project – Hines Emerald Dragonfly
- Village and Will County Sponsored Household Hazardous Waste Collection Event\*
- Prairie Style Garden at Bell Road & 151<sup>st</sup> Street
- Wildflower and Native Plant Programs
- Wildlife protection, concerns and recommendations.
- Recommend changes to the Village's lighting ordinance
- Recommend and assist with grants related to Environment, such as Lighting, Landscaping, Trees, and Natural Resources
- Support and Promote Homer Glen Motto "Community and Nature in Harmony"
- Support and Promote Village Board approved Environmental Goals & Objectives
- 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
- 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).

#### **HOMER FESTIVAL COMMITTEE**

- Festival Event

#### **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

#### **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 and Recommendations from Staff Dealing with Public Safety, Code Compliance and Building Issues
- General Public Safety/Building Department Projects
- Vacation/Dedication Public Right-of-Way and Easements\*
- Drainage Related Issues
- Private Property and Right of Way Maintenance and Safety Issues/Requests
- Private Special Event & Block Party Permits
- Emergency Services Information

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

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