

**VILLAGE OF LOMBARD**  
**REQUEST FOR BOARD OF TRUSTEES ACTION**  
For Inclusion on Board Agenda

\_\_\_\_\_ Resolution or Ordinance (Blue) \_\_\_\_\_ Waiver of First Requested  
\_\_\_\_\_ X \_\_\_\_\_ Recommendations of Boards, Commissions & Committees (Green)  
\_\_\_\_\_ Other Business (Pink)

**TO:** VILLAGE PRESIDENT AND BOARD OF TRUSTEES  
**FROM:** Scott Niehaus, Village Manager  
**DATE:** July 1, 2015 (COW) (B of T) **Date:** July 16, 2015  
**TITLE:** Amendment to Village Board Policy 7.B – Private Property Flooding  
**SUBMITTED BY:** Carl S. Goldsmith, Director of Public Works *g*

**BACKGROUND/POLICY IMPLICATIONS:**

The Public Works Committee recommends amending the Village Board Policy regarding the Public Works Department's response to private property flooding. The Committee and staff recommend amending the policy to provide a \$50.00 grant to property owners for flood proofing material (sandbags) rather than the Village providing bulk sand and sandbags. This change will provide more effective and timely material to property owners and allow Village resources to be more effectively deployed during storm events.

**FISCAL IMPACT/FUNDING SOURCE:**

Review (as necessary):

Village Attorney X \_\_\_\_\_ Date \_\_\_\_\_  
Finance Director X \_\_\_\_\_ Date \_\_\_\_\_  
Village Manager X \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.



# MEMORANDUM

**TO:** Village President and Board of Trustees

**THROUGH:** Scott Niehaus, Village Manager

**FROM:** Carl Goldsmith, Director of Public Works *CG*

**SUBJECT:** Proposed Revision to the Private Property Flooding Policy

**DATE:** July 1, 2015

Staff proposes to revise the Board of Trustees' Policy #7B regarding assistance for private property (residential and non-residential) flooding to provide a reimbursement for purchasing sandbags and/or comparable flood proofing materials. The existing and proposed policies are attached.

Background:

The existing policy states that Public Works shall deliver loose sand and bags to pre-determined locations when the National Weather Service issues a flood warning for DuPage County. However, such warnings may be for isolated storms elsewhere, or for long-duration storms causing river flooding rather than short to medium duration storms that cause the majority of problems in Lombard. As a result, the current policy directs Public Works to occasionally deliver materials and cause alarm even when there may be little risk based on the particular storm characteristics.

Many of the Village's programs for private property matters utilize reimbursements rather than providing direct assistance. Reimbursement policies have worked well for the grant programs for overhead sewers, clear water disconnections, backyard drainage, rain barrels, and compost bins. Changing the sandbags policy to reimbursements would allow property owners to acquire bags from any source of their choosing and to have them at the ready when needed. It would also allow our employees to focus manpower during storms on tasks such as maintaining pump stations, clearing inlets, barricading flooded streets, and responding to calls for assistance.

Public Works spends approximately \$2K per year (based on 2 employees X two events X 4 hours X 1.5 overtime rate + materials) to implement the existing policy of delivering and then collecting sand and bags. An annual reimbursement amount of \$50 each would assist 40 property owners, which would be more than adequate based on our knowledge of the number of homes that are utilizing sandbags. This amount is based upon pricing at Home Depot, which are representative of the market cost for the materials/supplies:

Sandbags: \$60 per 100 filled  
\$34 per 100 empty



Quickdam Bags: \$40 per six 12"x24"  
Quickdam Barriers: \$18 per two 5'x6"  
\$40 per one 17'x6"



This matter was sent to the Public Works Committee for review and consideration at their June 9, 2015 meeting. The Committee unanimously supported the proposed change to the Village Board Policy and recommended that the policy be forwarded to the Village Board for consideration.

Staff anticipates that this policy would be effective on August 1, 2015 and that a significant communication campaign be developed to ensure that the public is aware of the changes. The communication will include press releases, letters to areas identified on the flood prone area map and outreach through Facebook\* and Twitter\*. Should you have any questions concerning this matter, please feel free to contact me. Thank you for your time and consideration of this matter.

Recommendation:

The Public Works Committee and Staff recommend that the Village Board of Trustees approve the revisions to Village Board Policy 7.B. as presented.

---



## VILLAGE OF LOMBARD

### VILLAGE BOARD POLICY MEMORANDUM

**Subject:** Public Works' Response to Private Property Flooding      **Section:** 7.B.  
**Dept.:** PW  
**Date:** December 2, 2010  
**Revised:** \_\_\_\_\_, 2015

#### I. Purpose

The purpose of this policy is to clarify the role of the Public Works Department in response to private property flooding. This policy was developed pursuant to the Village of Lombard 2002 Strategic Plan.

#### II. Procedures/Guidelines

##### A. Sandbags

1. The Village of Lombard Public Works Department will provide a reimbursement not to exceed \$50 per year to residents purchasing sandbags and/or comparable flood proofing materials in order to prepare for flood events.
2. Residents may purchase sandbags and/or comparable flood-proofing materials from any commercial source and provide receipts with the attached form for reimbursement.
3. Residents are solely responsible to store, place and dispose sandbags and any other flood-proofing materials.

##### B. Private Property Pumping Services

The Department of Public Works will not perform private property pumping services or loan pumps to residents. However, Public Works will maintain and annually update a list of contractors that may provide this service; and pump rental stores in the area. This list will be made available to residents upon request.

#### III. Legislation/Documentation

- A. Village of Lombard 2002 Strategic Plan
- B. Minutes of April 4, 2002 Board of Trustees meeting
- C. Minutes of May 14, 2002 Public Works Committee
- D. Minutes of June 6, 2002 Board of Trustees meeting
- E. Minutes of November 11, 2008 Public Works Committee
- F. Minutes of December 2, 2010 Board of Trustees meeting
- G. Minutes of July 9, 2013 Public Works Committee
- H. Minutes of June 9, 2015 Public Works Committee

**APPLICATION FORM**

**Part 1 – REIMBURSEMENT REQUEST**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_, Lombard, IL 60148

Phone: (day): \_\_\_\_\_ (evening): \_\_\_\_\_

I certify, under penalty of law for misrepresentation, that the attached receipt is for sandbags and/or similar flood-proofing materials for use at my property. (The Village may require an inspection of said materials prior to grant approval.)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Applicant Date

Direct questions and return applications to the Public Works Department either by mail at 255 E. Wilson Avenue, Lombard, IL 60148, by fax at 630-620-5982 or by email at [publicworks@villageoflombard.org](mailto:publicworks@villageoflombard.org).

**Part 2 -- GRANT APPROVAL**

Approved for reimbursement in the amount of \$\_\_\_\_\_ for sandbags and/or similar flood-proofing materials purchases in accordance with Board of Trustees Policy Memorandum 7.B.

\_\_\_\_\_  
Signature of Public Works Official Print Name

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date



**VILLAGE OF LOMBARD  
PUBLIC WORKS**



NOT TO SCALE

■ Sand Locations

