

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

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

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: William T. Lichter, Village Manager

DATE: 10/24/07 (COW) (B of T) **Date:** November 1, 2007

TITLE: Public Works Committee Recommendation, Mailbox Policy

SUBMITTED BY: Wesley B. Anderson, Director of Public Works *COW by WBA*

BACKGROUND/POLICY IMPLICATIONS:

See Attached

FISCAL IMPACT/FUNDING SOURCE:

See Attached

Review (as necessary):

Village Attorney X	Date
Finance Director X	Date
Village Manager X	Date

W.T. Lichter
10/24/07

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.



To: William T. Lichter, Village Manager

From: Wesley B. Anderson, Director of Public Works

Date: September 13, 2007

Subject: Proposed Policy Regarding Street Side Mailbox Replacement Impacted by Snow Removal Operations

The Village does not currently have a formal policy for replacing mailboxes that are damaged or destroyed during snow removal operations. Presently, Public Works installs a temporary mailbox and/or post when either is damaged or knocked down during snow removal operations. At the end of winter Public Works installs permanent replacements.

Public Works damaged or destroyed 100 mailboxes this past winter. Investigations have determined that many of the mailboxes that were damaged or destroyed were improperly installed (not installed in accordance with Village Code and Postal Regulations). Many of the mailboxes are too close to the curb or hang over the curb. This positions the box in an area where the plow can hit the box or the mass of snow from the plow breaks the post or the mailbox.

Village Ordinance No. 5146 directed all residents to bring all non-conforming mailboxes into compliance by Nov 15, 2002. Public Works cannot find any records that Department staff surveyed the Village for non-conforming addresses after the established Code.

An increasing number of residents are installing ornate mailboxes, increasing the difficulty of obtaining replacements that meet resident approval. Additionally, installing the new permanent mailboxes requires many man-days to purchase, assemble and install the new mailboxes during the busy period when the Department is transitioning from winter to spring.

Public Works proposes that the Village establish a policy that reimburses residents with properly installed mailboxes for the cost of materials associated with replacing a basic mailbox.

When notified by a resident, Public Works will install a temporary mailbox within 24 hours after the end of the storm. The Village will reimburse residents with properly installed mailboxes for the cost of materials for a like-kind replacement mailbox. If a resident contracts the installation they will also be reimbursed for labor. Residents whose mailbox does not meet Post Office and Village installation standards will not be reimbursed. Public Works will collect the temporary mailbox once the resident has installed their permanent box.

July 20, 2007

Subject: Proposed Policy on Street Side Mailbox Replacement Impacted by Snow Removal Operations

To assist residents, this year Public Works staff will inspect all residential mailboxes located within the Village right-of-way. Residents whose mailboxes are improperly installed will be notified. The Village ordinances reflect the current Post Office requirements for mailboxes. The Public Works Committee has reviewed and concurs with the policy and recommends that this proposed policy be presented to the Board of Trustees for their approval at the October 4, 2007 meeting.

Attachments:
Draft Policy
Post Office Diagram

VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Number:
Date:

I. Purpose

To establish a Village policy for the replacement of mailboxes knocked down or damaged by the Village during snow removal operations.

II. Procedures/Guidelines

When notified by residents of a mailbox that has been damaged or knocked down during snow removal operations, Public Works will install temporary mailboxes within 24 hours of completing snow removal operations. Public Works, while installing the temporary mailbox, will document the type of mailbox that will be replaced.

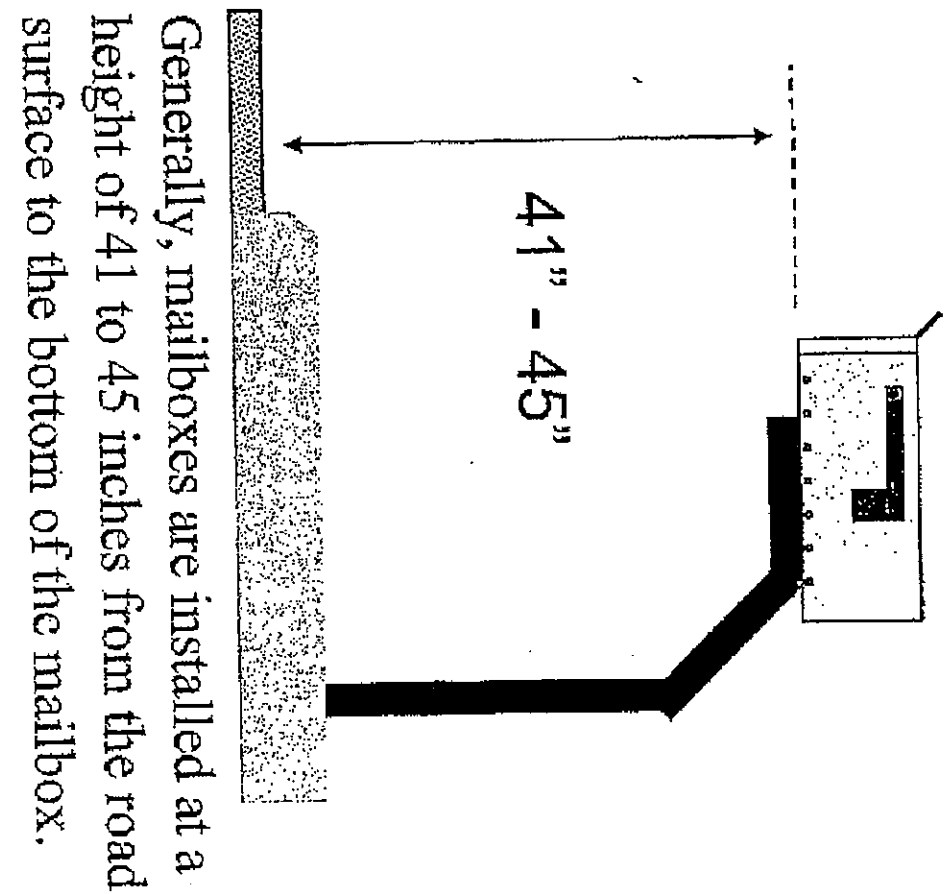
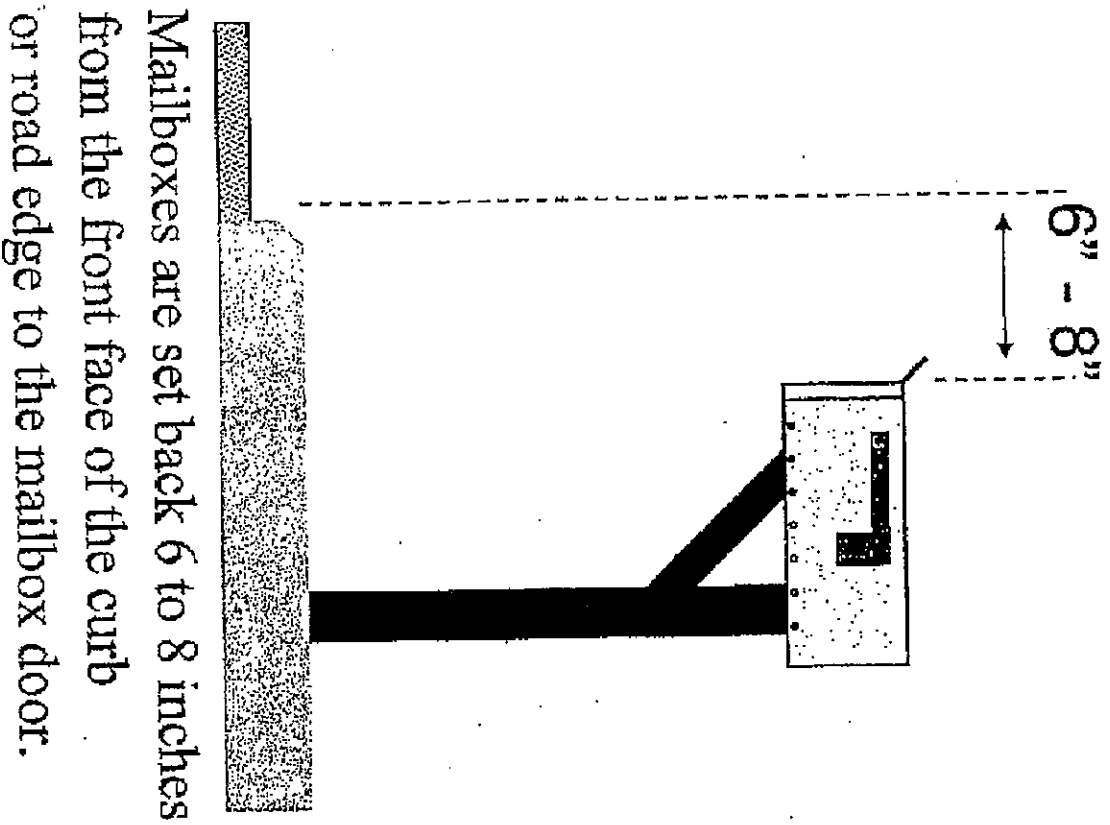
The Village will reimburse a resident the cost of installing a like-kind mailbox if the mailbox was originally installed per Village Code (title 9, Chapter 97, Section 97.010). Residents must provide copies of paid receipts to Public Works no later than April 1st to claim for reimbursement. Public Works will compare all claims against its records and verify that the amount claimed is for a like-kind mailbox.

The Village will not reimburse a resident when the mailbox was not installed per Village Code.

During the summer of 2007 Public Works will survey resident street mailboxes located within Village right-of-way and inform residents if their mailbox is located too close to, or over the curb. Public Works will maintain a list of residents whose mailboxes are not installed in accordance with Post Office requirements or Village Code.

Legislation/Documentation

Mailbox Location (POM 632)



Mailboxes are set back 6 to 8 inches from the front face of the curb or road edge to the mailbox door.

Generally, mailboxes are installed at a height of 41 to 45 inches from the road surface to the bottom of the mailbox.

Note** Check with your local municipality/county for mailbox requirements which may differ from above. Customers should contact the postmaster or carrier before erecting or replacing their mailbox.