

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

DISTRICT # _____

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

TO : PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott Niehaus, Village Manager

DATE : April 28, 2021 **B of T** May 6, 20121

SUBJECT: Appointments/Re-appointments – Chairpersons and
Alternate Chairpersons

SUBMITTED BY: Keith T. Giagnorio, Village President

BACKGROUND/POLICY IMPLICATIONS:

Appointments and re-appointments of Chairpersons and Alternate Chairpersons for the Village of Lombard Standing Advisory Committees, BOLI, Glenbard Wastewater, and Historic Preservation Commission.

Fiscal Impact/Funding Source:

Review (as necessary):

Finance Director _____ Date _____
Village Manager Scott Niehaus _____ Date 4/28/21

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.



MEMO TO : Village Board Members

FROM : Keith T. Giagnorio
Village President

DATE : April 26, 2021

SUBJECT : **COMMITTEE ASSIGNMENTS AND EXPECTATIONS**

I am writing this memo as a follow up to individual conversations I have had with each of you regarding committee assignments for Village Board members. It is certainly not an easy discussion or process, but I do appreciate your input and feedback. Provided below is a breakdown of each committee chair and vice chair for your reference:

Committee	Chairperson	Alt. Chairperson
Community Promotion & Tourism	Bernie Dudek	Andrew Honig
Community Relations	Dan Militello	Bernie Dudek
Economic & Community Development	Anthony Puccio	Brian LaVaque
Finance & Administration	Andrew Honig	Dan Militello
Public Safety & Transportation	Brian LaVaque	Bob Bachner
Public Works & Environmental Concerns	Bob Bachner	Anthony Puccio
Historic Preservation Commission	Liz Brezinski	
Glenbard Wastewater Authority	Bob Bachner	

This information will be shared with staff and posted on line for communication to the public. A spreadsheet that reflects the roles/responsibilities of each committee is also attached. Please note, that I am also asking that we officially rename the head of the committee to Chairperson as opposed to Chairman. I believe we have informally done so but would like it on all forward-facing public references to our committee activities.

In addition, I would like to outline a policy discussion that I intend to introduce at our upcoming strategic planning session with regard to our collective approach to committees. The key components are as follows:

Participation and Preparedness – Within this component I would like to draft a policy that establishes some guidelines for volunteer committee members. This is not due to the fact that

we have people who are not involved at present. Rather a guideline for new members and a commitment to the public. This may also include an expectation that committee members contact staff or their fellow members in advance if they have specific questions or concerns in order to have their discussions be more effective and efficient. This practice has worked well for the Village Board for the past 8 years.

Representative Membership – I would like to strive for our committee membership to be more representative of our community in terms of age, gender and ethnic background. As census data becomes available this summer and fall, I think we will be able to look at this data and use it for guidance and input to learn more about our community. This initiative will not take place overnight but we have to start somewhere. Given how our government works in terms of relying on volunteer committees I cannot think of a better place to begin.

Transparency in the Selection Process – Traditionally, we have relied on the Committee Chairpersons for input on new committees. I do not anticipate this changing, but I do think that when open positions occur, the Committee Chairperson should interview multiple people for the opportunity. This will ensure that more people are given access to the process and establish a qualification basis for selection.

Targeted Marketing for Applications – At present, we do keep a list of applications on file. However, there is no targeted marketing or effort to reach out to citizens based upon background or even geography. Much like we advertise for job openings in targeted areas or publications, I think it would be prudent for us to communicate with different segments of our community and let them know we are seeking their input and opportunities to get involved exist.

I share these thoughts with you now in hopes that you can give it some consideration in the next few weeks and months. I have also asked Staff to reach out to their contacts and see if any other towns have undertaken a similar initiative either formally or informally.

If you wish to contact me individually to discuss and provide input please feel free to do so.

KG:cb

Attachment

Kg standing committee chairpersons 04262021

Public Works & Environmental Concerns Committee

Functions:

- Review Public Works standards and ordinances
- Review and evaluate user fees
- Make recommendations relative to health and environmental quality concerns in the Village
- Oversee all solid waste including disposal and/or recycling
- Oversee matters of infrastructure maintenance and improvements under Village jurisdiction
- Review the Capital Improvement Plan and Public Works Budget prior to adoption by the Corporate Authorities.
- Review applications, materials, and other matters pertaining to environmental issues

Functional Liaison

- Public Works Department

Chair/Alternate-Chair Person

- Trustee Bachner
- Trustee Puccio

Public Safety & Transportation Committee

Functions:

- Oversee matters of public safety including police, fire and emergency medical services
- Review the Police and Fire portions of the annual budget prior to adoption by the Corporate Authorities

Functional Liaison

- Police Department
- Fire Department
- Public Works Department

Chair/Alternate-Chair Person

- Trustee LaVaque
- Trustee Trustee Bachner

Finance & Administration Committee

Functions:

- Review expenditure reports
- Compare revenue versus projective revenues and investigate alternative sources of revenue
- Review the annual budget prior to its adoption by the corporate authorities
- Review the annual audit and accompanying management letter
- Review the costs and amounts of money necessary to continue to supply water and sewer rates
- Oversees Information Technology infrastructure
- Oversees Human Resource activities, including compensation, benefits administration and collective bargaining

Functional Liaison

- Finance Department
- Village Manager's Office

Chair/Alternate-Chair Person

- Trustee Honig
- Trustee Militello

Advisory Committees

Community Promotion & Tourism Committee

Functions:

- Oversee hotel/motel tax funding within the Village's annual budget
- Administer local tourism grant program funding requests by community organizations
- Oversee items and events which relate to encouraging tourism and overnight stays within the Village

Functional Liaison

- Village Manager's Office

Chair/Alternate-Chair Person

- Trustee Dudek
- Trustee Honig

Economic and Community Development Committee

Functions:

- Coordinate positive working relationships with community organizations and residents groups
- Make recommendations which encourage and guide development
- Review resources, plans, grants and proposals pertaining to community betterment and development
- Review resources, plans, grant applications and proposals pertaining to community betterment and development
- Study and recommend action concerning redevelopment of the downtown area including adaptive building reuse and preservation
- Act as coordinating body for all tax increment financing districts
- Review the Community Development portion of the annual budget prior to adoption by the Corporate Authorities.

Functional Liaison

- Community Development Department

Chair/Alternate-Chair Person

- Trustee Puccio
- Trustee LaVaque

Community Relations Committee

Functions:

- Advise on social services
- Serve as liaison to senior citizens and senior citizen groups within the Village
- Advise and make recommendations on issues affecting youth
- Review, recommend on and promote programs that recognize cultural diversity in the community
- Promote intergovernmental cooperation and communication

Functional Liaison

- Village Manager's Office

Chair/Alternate-Chair Person

- Trustee Militello
- Trustee Dudek