



Memorandum

TO: Public Works Committee

FROM: Carl S. Goldsmith, Director of Public Works *cg*

DATE: November 6, 2008

SUBJECT: Village Board Policy - Sandbags

At the October 14, 2008 Public Works Committee meeting, the Village Staff provided the Committee with details on the magnitude of the September 2008 storm event, as well as the Village's response. During the discussion, the Committee was informed that the Village was unable to meet the obligations of the Village Board Policy regarding sandbags. The policy stipulates the following:

"A. Sandbagging...Stacked sandbags to prevent flooding around homes.

1. Public Works will maintain stock of sandbags, dry Sand, poly-wrap, sandbag ties; and pallets of shrink-wrapped, ready-to-go sandbags.
2. Filled, palletized sandbags will be delivered (driveway drop-off only) at no charge to residents while supplies last. When palletized, ready-to-go sandbags are depleted, Public Works staff will fill and deliver sandbags subject to availability of personnel, equipment and materials."

Given space constraints and several other factors, the Village does not maintain ready-to-go sandbags as required.

At the direction of the Public Works Committee, the Staff has revised the Villager Board Policy relative to the distribution of sandbags; a copy is attached for your consideration. The proposed policy deviates from the current policy in several ways, which has been identified below:

- The proposed policy is activated only in situations where a "Flood Watch" has been issued by the National Weather Service.
- The Public Works Department will deliver bulk sand and unfilled bags top areas on a requested basis and to low lying areas prone to flooding (to be identified by the Village).

The Staff explored several other options, which are utilized by many surrounding communities. The use of sandbag pick-up stations is a more common approach to distributing sandbags to residents. While a centralized pick-up station located at the Public Works yard would be an efficient means of distributing sandbags, the introduction of additional vehicles to the yard could create a hazardous situation and possibly interfere with the Village's storm response operation.

The Staff respectfully requests that the Public Works Committee concur with the proposed Sandbag Policy and recommend adoption of the policy to the Village Board of Trustees. Should you have any questions, please feel free to contact me at (630) 620-5740. Thank you for your time and attention to this matter.

VILLAGE OF LOMBARD
VILLAGE BOARD POLICY MEMORANDUM

Subject: **Public Works' Response to Private Property Flooding**

Number: _____
Date: _____

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. The Public Works' Response to Private Property Flooding Policy shall be implemented when a "Flood Watch" is issued by National Weather Service.

II. Procedures/Guidelines

A. Sandbags

1. The Village of Lombard Public Works Department will provide a limited supply of sand and unfilled sandbags to private property owners during flood emergencies.
2. The Department will provide sand and unfilled sandbags bags to areas of the community on a request basis and to low-lying areas prone to flooding. These areas shall be designated by the Village.
3. Sand and unfilled sandbags will be placed in the public right-of-way.
4. Residents will be responsible for filling and placing sandbags, as well as cleaning up sandbags and sand on their property after floods. Public Works will collect discarded sandbags from the curbside.
5. Delivery of sand and sandbags will be subject to availability of personnel, equipment and 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

Village of Lombard 2002 Strategic Plan
Minutes of April 4, 2002 Board of Trustees meeting
Minutes of May 14, 2002 Public Works Committee
Minutes of June 6, 2002 Board of Trustees meeting

VILLAGE OF LOMBARD
VILLAGE BOARD POLICY MEMORANDUM

Subject: **Public Works' Response to Private Property Flooding**

Number: 02-1

Date: June 6, 2002

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. Sandbagging...Stacked sandbags to prevent flooding around homes.

1. Public Works will maintain stock of sandbags, dry sand, poly-wrap, sandbag ties; and pallets of shrink-wrapped, ready-to-go sandbags.
2. Filled, palletized sandbags will be delivered (driveway drop-off only) at no charge to residents while supplies last. When palletized, ready-to-go sandbags are depleted, Public Works staff will fill and deliver sandbags subject to availability of personnel, equipment and materials.

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Village of Lombard 2002 Strategic Plan
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