

ORDINANCE NO. 6574

**AN ORDINANCE APPROVING AN UPDATED
VILLAGE BOARD POLICY MANUAL**

WHEREAS, the President and Board of Trustees have previously established a centralized reference source of Village Board policies, known as the Village Board Policy Manual (hereinafter the "Policy Manual"); and

WHEREAS, the President and Board of Trustees deem it to be in the public interest and in the interest of the Village Board to periodically review and update the Policy Manual; and

WHEREAS, the President and Board of Trustees have completed a comprehensive review of the current Policies at special meetings held November 18 and December 2, 2010 and have determined that the Policy Manual needs to be amended; and

WHEREAS, said amended Policy Manual has been prepared, and is attached hereto as Exhibit "A" and made part hereof (hereinafter the "Updated Policy Manual"); and

WHEREAS, the President and Board of Trustees deem it in its best interest to repeal the existing Policy Manual and adopt and approve the Updated Policy Manual attached hereto.

NOW, THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DU PAGE COUNTY, ILLINOIS, as follows:

SECTION 1: The Updated Policy Manual, attached hereto as Exhibit "A" is hereby approved as the Village Board Policy Manual, and shall supersede all previously adopted Village Board policies and the existing Policy Manual, which is hereby repealed in its entirety.

SECTION 2: The Village Clerk is hereby directed to keep an official copy of this Ordinance, and the attached Updated Policy Manual, and any subsequent amendments thereto, as part of the permanent records of the Village.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

Passed on first reading this 20th day of January, 2011.

First reading waived by action of the Board of Trustees this ____ day of _____, 2011.

Passed on second reading this 3rd day of February, 2011, pursuant to a roll call vote as follows:

Ayes: Trustees Gron, Giagnorio, Wilson, Moreau, Fitzpatrick and Ware

Nays: None

Absent: None

Approved by me this 3rd day of February, 2011.


William J. Mueller, Village President

ATTEST:


Brigitte O'Brien, Village Clerk

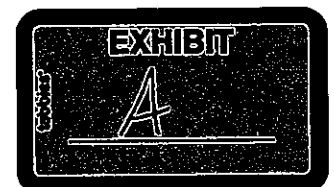
Published by me in pamphlet form this 4th day of February, 2011.


Brigitte O'Brien, Village Clerk



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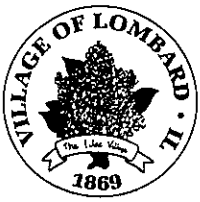
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VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

**Subject: Establishment and Issuance of
Village Board Policies**

Date: November 10, 1992

Revised: October 1, 2010

Updated: November 18, 2010

I. Purpose

This memorandum hereby establishes a formal Village Board Policy Manual. This manual will serve as a centralized reference source of procedures and guidelines on matters of general interest and purview of the Village Board. The intent of the Policy Manual is to provide a mechanism, process and context for the Village Board to follow as it considers matters pending before them. The Policy Manual will ensure the appropriate procedures and guidelines are uniformly practiced throughout the Village. The Policy Manual is not intended to establish Village regulations, as such provisions are established through the adopted Village Code.

II. Procedures/Guidelines

A. All proposed policies initiated by Village staff or selected by elected officials shall be submitted to the Village Manager's Office for processing. All policies should be submitted using the format of this memorandum with the three main headings of: purpose, procedures/guidelines, and legislation/documentation.

B. Policies will be reviewed by the Village Manager's Office and brought to the Village Board for their approval.

C. Any new policy shall be adopted by resolution and added to the Village Board Policy Manual.

D. Each policy will be assigned a number based upon the year the item originally came before the Village Board.

E. Copies of the Village Board Policy Manual will be distributed to the following: the Village Board, the Village Attorney, the Village Manager and to all of the Village departments. The Policy Manual will also be made available on the Village of Lombard intranet site. Revisions to the manual will be distributed to all those listed above. As a public document, the Policy Manual and any of its contents is available to the public upon request.

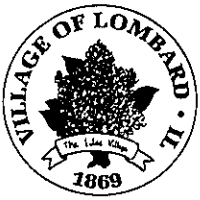
III. Legislation/Documentation

II. Board of Trustees Meeting (BOTM)

- A. Revised Agenda Form
- B. Verbatim Recordings of Executive Session Meetings

Village Attorney

- C. Call for the Question
- D. President Pro Tem & Chairman Pro Tem
- E. Budget and Amendments
- F. Village President Voting
- G. Renewal of Motions



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Revised Agenda Form

Section: BOTM
Dept.: VMO
Date: September 11, 1997
Updated: December 2, 2010

I. Purpose

This policy establishes a revised agenda format that provides more information to the general public.

II. Procedures/Guidelines

A. The headings for the agenda items will be followed by a short description of the matter to be discussed.

B. Bid openings will follow Ordinance on Second Reading since public interest in the former is generally limited.

C. The agenda format for Village Board meetings shall be as follows:

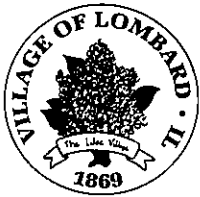
1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Participation
5. Approval of Minutes
6. Committee Reports and Trustees' Comments
7. Consent Agenda
8. Agenda Items for Separate Action
9. Agenda Items for Discussion
10. Village Trustees'/Village President's/Village Manager's Office Reports
11. Executive Session

D. The agenda format for Committee of the Whole Meetings shall list the items to be discussed.

E. Village Board members who are interested in adding an item to a Committee of the Whole Agenda shall notify the Village Manager. That item should be added to the next Committee of the Whole Agenda.

III. Legislation/Documentation

- A. Minutes, Committee of the Whole Meeting date September 11, 1997
- B. Minutes, Village Board Meeting of March 17, 1988
- C. Memorandum from Village Manager, March 11, 1988



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Verbatim Recordings of Executive Session Meetings

Section: BOTM
Dept.: VMO
Date: September 21, 2008
Updated: December 2, 2010

I. Purpose

To establish guidelines for the review, maintenance and destruction of Executive Session Verbatim Recordings

II. Procedures/Guidelines

Pursuant to 5ILCS 120/2.06, the Village of Lombard hereinafter called the "Village" adopts the following Village Board Policy concerning verbatim records of closed meetings:

A. A verbatim record of all closed meetings of the Village shall be kept in the form of an audio recording. The Village shall provide the recording device and only one recording device will be allowed. Individuals shall not be allowed to bring their own recording device to closed meetings.

B. The Village Clerk, or his or her designee if he or she is unavailable, will be responsible for operating the recording device for all closed meetings of the President and Board of Trustees of the Village hereinafter called the "Village Board". Each committee, commission or board of the Village shall designate in writing the individual responsible for recording closed meetings and submit such designation to the Village Clerk of the Village.

C. The Village Clerk, or his or her designee, shall maintain the audio recordings in a safe and secure location under lock and key. Access to non-released audio recordings shall be limited to the Village Clerk and Deputy Village Clerk, unless otherwise directed in writing by the Village Board. Individuals allowed access shall sign a log indicating the date and time they listened to a particular audio recording. Individuals allowed access shall listen to an audio recording only under supervision. No copies of any non-released audio recording shall be made.

D. The Village Board hereby authorizes the Village Clerk to destroy (record over) the audio recording of a closed meeting eighteen (18) months after the completion of the closed meeting, provided that prior to any such destruction (recording over), the Village Board has approved written minutes for the closed meeting that contain the following, as required by 5ILCS 120/2.06:

1. the date, time and place of the closed meeting;

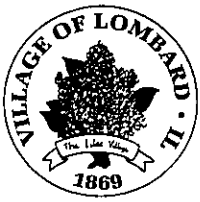
2. the members of the Village Board recorded as either present or absent;
3. a summary of discussion on all matters proposed, deliberated or decided; and
4. a record of any votes taken.

E. The Village Clerk and/or Deputy Village Clerk shall, on a periodic basis, but not less frequently than quarterly, inspect the audio recordings to check their quality and completeness, and report any problems to the Village Board.

F. Unless the Village Board has determined that an audio recording no longer requires confidential treatment, or otherwise consents to disclosure, the verbatim recordings of closed meetings made pursuant to Section 1 above shall not be either open for public inspection or subject to discovery in any administrative proceeding other than one brought to enforce the provisions of the Open Meetings Act. In a civil action brought to enforce the provisions of the Open Meetings Act, an audio recording will be made available to the court for in camera examination for the purpose of determining whether a violation of the Open Meetings Act exists. In the case of a criminal proceeding, an audio recording will be made available to the court for an in camera examination for the purpose of determining what portion, if any, must be made available to the parties for use as evidence in the prosecution..

III. Legislation/Documentation

- A. Public Act 93-0523 5ILCS 120/2/06



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Call for the Question **Section:** BOTM
Dept.: VA
Date: November 8, 1990
Updated: December 2, 2010

I. Purpose

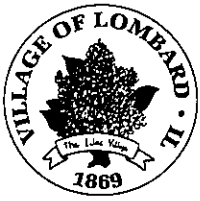
This policy outlines the correct process to follow in regard to a Motion to Call for the Question.

II. Procedures/Guidelines

- A. The process that should be followed is:
1. A motion is made and seconded.
 2. Debate ensues.
 3. A Board member makes a Motion to Call for the Previous Question.
 4. Another Board member seconds the motion.
 5. The Village President ends the debate and states: "Shall the main question be now put?"
 6. A vote is taken. If two-third (2/3) of the Village Board vote in favor of the Motion to Call the Previous Question, the debate ends and a vote is taken on the original motion. If the vote on the motion fails, the debate on the original motion continues.

III. Legislation/Documentation

- A. Section 20 of Robert's Rules of Order



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: President Pro Tem and
Chairman Pro Tem

Section: BOTM
Dept.: VA
Date: May 24, 1991
Updated: December 2, 2010

I. Purpose

This policy deals with the temporary or permanent vacancy of the Village President.

II. Procedures/Guidelines

A. When there is a permanent vacancy in the office of Village President, the vacancy shall be filled by election of the Board of Trustees of one of its members to the position of President Pro Tem.

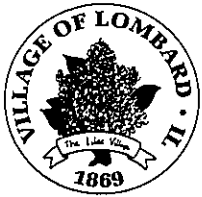
B. When the Village President is temporarily absent from the Village, the Board of Trustees shall elect a member of the Board to fulfill the duties of the Village President until the Village President returns.

C. If a temporary absence or disability incapacitates the individual from the performance of the duties of the position but does not create a vacancy in the office, the Village Board shall elect one of its members to act as President Pro Tem. During the Village president's absence or disability, the President Pro Tem shall perform the duties and possess all of the rights and powers of the Village President.

D. When the Village President, Acting Village President, or President Pro Tem is absent, the Village Board may elect one of its members to act as a Temporary Chairperson. The Temporary Chairperson shall only have the powers of a presiding officer and shall have a right to vote as trustee on any ordinance, resolution or motion.

III. Legislation/Documentation

- A. Sections 31.14 and 31.15 of the Village Code
- B. Chapter 24, Section 3-11-7 (1989) and 3-11-15 (1989) of the Illinois Revised Statutes



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Budget and Amendments **Section:** BOTM
Dept.: VA
Date: May 22, 1991
Updated: December 2, 2010

I. Purpose

This policy deals with the number of votes required to adopt or amend the Budget Ordinance.

II. Procedures/Guidelines

A. The adoption of the Budget Ordinance shall require the concurrence of the majority of the entire Village Board including the Village President. Since the Village Board consists of six (6) Trustees and one (1) Village President, a majority of the seven (7) members would be four (4).

B. The Budget Ordinance may be revised by a vote of two-thirds (2/3) of the seven (7) members of the Village Board. Five (5) votes shall be required to amend the Budget Ordinance.

C. The Village President votes on amendments to the Budget Ordinance.

III. Legislation/Documentation

- A. Chapter 24, Section 3-11-17 (1989) of the Illinois Revised Statutes
- B. Chapter 24, Section 8-2-9.6 (1989) of the Illinois Revised Statutes



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Village President Voting

Section: BOTM
Dept.: VA
Date: April 10, 1991
Updated: December 2, 2010

I. Purpose

This policy deals with when it is and is not appropriate for the Village President to vote on certain matters.

II. Procedures/Guidelines

A. The Village President does not vote on any ordinance, resolution or motion except in the following situations:

1. When a vote of the Village Board has resulted in a tie;
2. When three (3) members of the Village Board have voted in favor of an ordinance, resolution, or motion, even though there is not a tie vote; or
3. When a vote greater than a majority of the Village Board is required by the Illinois Municipal Code to adopt an ordinance, resolution or motion.

III. Legislation/Documentation

A. Chapter 24, Section 5-3-5 (1989) of the Illinois Revised Statutes



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Renewal of Motions

Section: BOTM
Dept.: VA
Date: November 2, 1992
Updated: December 2, 2010

I. Purpose

This policy deals with how often the same matter may be brought before the Village Board for its consideration.

II. Procedures/Guidelines

A. No action of the Village Board is ever really final, except when the rights of the third parties have intervened.

B. An ordinance once adopted can be repealed.

C. A motion once denied can be renewed at a latter date.

D. A previously considered motion may become a different question through a change in the wording or because of a difference in the circumstances in which it is proposed.

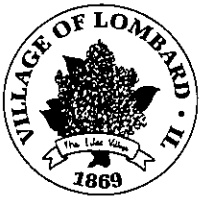
E. Frivolous motions do not have to be entertained and should be declared out of order by the chair.

III. Legislation/Documentation

A. Chapter X, Section 37 Robert's Rules of Order

III. Elected Officials and Committees (EOC)

- A. Elected Officials Personnel Status and Expenses
- B. Website Policy for Elected Officials
- C. Expenditures by Committees and/or Petitioners
- D. Electronic Messaging Policy
- E. Meeting with Developers and/or Petitioners
- F. Special Events - Board Notification



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Elected Officials
Personnel Status and Expenses

Section: EOC
Dept.: FIN
Date: April 2, 1998
Revised: November 5, 1998
Updated: November 18, 2010

I. Purpose

This policy establishes guidelines in regards to the Personnel Status and Expenses related to the office(s), operations(s) and service(s) as being rendered by all elected officials of the Village of Lombard - the Village President, the Village Clerk and the Trustees of the Village Board.

II. Effective Date

The provisions of this Policy shall be applicable to all expenses incurred by an elected official on or after September 1, 1997.

II. Procedures/Guidelines

It has been and shall be the policy of the Village of Lombard that all elected officials be considered for purposes of personnel status, payroll procedures and other explicit considerations of governance as employees of the Village of Lombard and subject to the provisions as generally applicable and contained in the Village Personnel Manual. Relative to those personnel/employee benefits not automatically inclusive to such employment status of elected officials not amended hereafter to be inclusive therein, those such benefits shall be offered to said elected officials who shall pay the full costs associated with said benefits.

It has been and shall be the policy of the Village of Lombard to reimburse and/or directly provide for the necessary expenses and/or supplies and/or equipment related to the office(s), operation(s) and service(s) as being rendered by and in the course of performing the duties of the elected officials of the Village of Lombard.

Such necessary expenses and/or supplies and/or equipment shall not include any (solely) personal (non-germane to office), and/or political and/or propagandized materials; nor shall any expenditures be considered relating to retention and/or election of any elected official nor referendum question of public policy.

Additionally, although elected officials, particularly Trustees of the Board, may and/or shall be required to maintain and use other locations as functioning offices; there shall not be any allowances nor reimbursements made for such outside facility usage.

General guidelines for application of this policy are as follows:

MEETINGS AND EVENTS EXPENSES

All direct costs and/or reimbursable submissions shall be borne by the Village and shall generally include and be eligible for such items as the following:

A. Attendance at Statutory and Advisory meetings and other gatherings pertinent to the business and governance of the Village of Lombard (i.e., Intergovernmental Dinner, Village Workshop Luncheons/Dinners, Legislative Drivedown Conferences and Meetings).

B. Direct and/or indirect participation with individuals, groups meetings and gatherings within the community that are related to an elected official's responding to, showing accountability for governance, and/or where such presence of the elected official(s) serves the interest of representing the public constituency of the Village (i.e., Homeowners' Meetings, Neighborhood Groups, Village Recognition Dinner).

C. Elected officials' membership dues for organizations and costs associated with attendance at seminars, meetings and associated gatherings which shall enrich, educate, enable, be interactive and/or foster a better and tangible resulting level of governance and accountability in service to the Village (i.e., DuPage Mayors and Managers, IML Conferences and Meetings, Chamber of Commerce events, Government Seminars and Training Symposiums).

D. Official and/or customary presence of elected officials at functions and events held within and/or supportive to the community (i.e., Lilac Ball, Historical Society Social(s), Community Fund-raisers).

E. Where the meeting or event in question is one in relation to which attendees' spouses are welcome, the expenses relative to an added participant, in addition to the expenses relative to the elected official, will be borne by the Village.

F. Direct and/or reimbursable costs associated with attendance at meetings and events should specifically be limited to charges for attendance, enrollment, participation, and meals as part of an overall function. Costs for alcoholic beverages, raffles, auctions, solicitous contributions/donations and such like ancillary costs are expressly prohibited for purposes of attribution as a Village allowable expense(s).

TRANSPORTATION AND TRAVEL EXPENSES:

A. All direct costs and/or reimbursable submissions associated with distant travel, including airfare and ground transportation, shall be borne by the Village (i.e., NLC Conventions).

B. Local mileage as reasonably submitted and documented for attending meetings, monitoring areas of the Village, and attendance at other functions shall be set at the most current allowable rate based upon the Standard Mileage Allowance issued by the Internal Revenue Service. A reimbursement limitation of one-hundred miles per month shall apply to this provision.

OFFICE AND OPERATING SUPPLIES AND EQUIPMENT EXPENSES

A. All direct costs and/or reimbursable submissions associated with providing equipment for use by elected officials shall be borne by the Village which shall retain ownership of such equipment. While subject to ever-changing technologies and personal preference for optional use by individual elected officials, such equipment may include printers, even the potential for computer hardware-software packages.

B. All direct costs and/or reimbursable submissions associated with providing Office and Operating Supplies for use by elected officials shall be borne by the Village. If the Village can and does purchase the type of supplies sought or needed by the elected official, the elected official should obtain said supplies through the Village, as opposed to purchasing said supplies elsewhere and then seeking reimbursement from the Village in relation to said purchase.

C. All direct costs and/or reimbursable submissions associated with Office Expenses for use by elected officials shall be borne by the Village. Subject to the personal preference for optional use by individual elected officials, such office expenses should be prudently applied to the generics of governmental subscriptions and literature, copying, printing, postage, distribution, etc.

Specifically prohibited for inclusion by this policy will be any Village participation, direct, indirect, and/or reimbursable submissions relative to retention and/or election of any elected official nor referendum question of public policy. Therefore subject to administrative approval for content, the Village shall not provide any elected Village official any direct or indirect costs of Office and Operating Supplies, particularly the generics of copying, printing, postage, distribution, etc. for a period of sixty days prior to any election of a Village official or referendum question of public policy.

D. Telecommunication expenses for elected officials shall be borne by the Village to the extent as reasonably submitted and documented by the individual elected official. Generally guidelines for accountability and prudent judgment should dictate applicability of such expenses.

Specifically prohibited for inclusion by this policy will be any Village participation, direct or indirect, relative to retention and/or election of any elected official nor referendum question of public policy. Therefore, for a period of sixty days prior to any election of a Village official or referendum question of public policy, the Village administration shall maintain a review for prudent calculations and averages, so as not to provide any elected Village official with telecommunication expenses beyond reasonable past experiences of the requesting elected official.

E. Subject to the personal preference for optional use by individual elected officials, and prudent application for such direct requests and/or reimbursement, shall be the matter of apparel. It has been noted in past practices that elected officials may be called upon to participate in certain “uniformed” appearances and may have an on-going desire to promote the wearing of identifiable Village logo apparel. Such direct costs and/or reimbursements shall be equally scrutinized and should be limited to unique uses and where the presence of elected officials are generally noted to be for public exposure purposes.

SUBMISSION, REVIEW AND APPROVAL PROCESS:

A. It has been the practice of elected officials to individually opt to seek or not seek reimbursements and/or direct payments and/or purchases based upon specific events and/or expenses incurred. Historically, elected officials have not sought reimbursement for expenses. That option still remains solely the discretion of any individual elected officials. However, henceforth, for purposes of administrative control and guidelines of this policy the following should apply:

1. Submissions for reimbursement(s) of expenses should be made by the elected official with an appropriate statement of eligibility and/or attached documentation delineating the items for reimbursements, be done in a timely fashion commensurate by one of the following: 1.) monthly, 2) quarterly, 3) calendar or fiscal year.
2. Submissions for direct payments of expenses and/or purchases should be made in accordance with the established Village purchasing procedures.

B. The Village administration shall review all submissions for reimbursement and/or requests for direct payments and/or for purchases; and shall consider prudent judgment, fiscal management and accountability, the intent of this policy, and other applicable statutory regulations in reviewing all submissions by elected officials. The administrative review shall be concluded by:

1. Processing the submissions for approval through regular procedures;
2. Referring the submissions for additional information back to the elected official;

3. Independently polling the elected officials for concurrence with regards to an unusual question and/or submission and/or a high reimbursement and/or direct payment and/or purchase.

C. An administrative recommendation for approval of items herein covered shall be appropriately placed on a Board of Trustees Agenda for final approval in the regular manner as all other items. An administrative recommendation for denial of items herein covered may be brought forth by the affected elected official and shall be placed on a Board of Trustees Agenda under item for separate action and/or discussion.

III. Legislation/Documentation:

- A. Past Practices as Approved by the Boards of Trustees
- B. Legal Opinion of the Village Attorney
- C. Internal Revenue Service Codes
- D. Adoption of Policy and Village Code Revisions

REQUEST FOR REIMBURSEMENT OF EXPENSES

NAME: _____

E-MAIL ADDRESS: _____

EXPENSE PERIOD: _____

1.) TRANSPORTATION

LOCAL MILEAGE _____ MILES X \$ _____ PER MILE \$ _____

OTHER(PLEASE DESCRIBE): _____ \$ _____

2.) TELECOMMUNICATION EXPENSES

Local Line Charges as per Policy

Billing copies attached	Total (1): \$ _____	REIMBURSE \$ _____
	Total (2): \$ _____	REIMBURSE \$ _____
	Total (3): \$ _____	REIMBURSE \$ _____

3.) MEETING AND EVENT EXPENSES:

DESCRIPTION:

A.) _____	REIMBURSE \$ _____
B.) _____	REIMBURSE \$ _____
C.) _____	REIMBURSE \$ _____
D.) _____	REIMBURSE \$ _____
E.) _____	REIMBURSE \$ _____
F.) _____	REIMBURSE \$ _____
G.) _____	REIMBURSE \$ _____
H.) _____	REIMBURSE \$ _____

Please attempt to provide receipts for individual item over \$25.00:

4.) OTHER EXPENSES:

DESCRIPTION:

A.) _____	REIMBURSE \$ _____
B.) _____	REIMBURSE \$ _____
C.) _____	REIMBURSE \$ _____
D.) _____	REIMBURSE \$ _____

TOTAL \$ _____

I HEREBY SUBMIT THE ABOVE ITEMS FOR REIMBURSEMENT AS ALLOWABLE EXPENSES; AND CERTIFY THAT SUCH EXPENSES WERE INCURRED AS PART OF MY PERFORMANCE OF DUTIES AS AN ELECTED OFFICIAL.

Signed _____



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Website Policy for Elected Officials

Section: EOC
Dept.: VMO
Date: February 5, 2004
Updated: December 2, 2010

I. Purpose

This policy is to set forth guidelines for the use of the Village website by elected officials of the Village of Lombard.

II. Procedures/Guidelines

A. Webpage Content

1. The intent of this policy is to allow elected officials the opportunity to post and convey information through an electronic newsletter about events affecting their district and/or announce events taking place in their district.

2. Space is allocated with the intention of promoting information and events pertinent to the individual trustees' districts.

B. Unacceptable Content

1. Political endorsements and/or messages.

2. Positions or stances on matters to be discussed or to be voted upon by the Village Board of Trustees. Positions or stances on matters which have been discussed or have been voted upon by the Village Board are allowed.

3. Content which constitutes libel, slander or an invasion of privacy.

4. Content which violates any federal, state or local law.

5. Content which includes indecent or obscene language.

6. The Village Manager retains the right to edit, modify or remove content that is inconsistent with this policy.

C. Procedures

1. News / information and images to be included, if any, shall be submitted to Village staff in electronic format either by CD-ROM or electronic email. A specified "expiration date" should be included for each item.
2. Allow 2 business days for submitted News / information to be posted on website.
3. The Village Manager retains the right to remove information that is "out-of-date."

D. Elections

1. No candidate for elected office of the Village shall post an electronic newsletter on the Village's web site within a 90-day period prior to any given election.

III. Legislation/Documentation



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Expenditures by Committees
and/or Petitioners

Section: EOC
Dept.: FIN
Date: May 5, 1988
Revised: October 8, 2010
Updated: November 18, 2010

I. Purpose

This policy outlines how funds may be expended by Village committees.

II. Procedures/Guidelines

A. Any advisory committee except for the Board of Fire and Police Commissioners requesting an individual expenditure of less than \$500.00 shall require the signatures of the Chairperson and Village President to authorize the expenditure.

B. Any advisory committee except for the Board of Fire and Police Commissioners requesting an individual expenditure of \$500.00 or more shall require the approval of the Board of Trustees at any of its meetings.

III. Legislation/Documentation

- A. Resolution R113-88, approved May 5, 1988
- B. Ordinance 3165, passed 5-18-89



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Electronic Messaging Policy

Section: EOC

Dept.: VMO

Date: January 17, 2008

Updated: December 2, 2010

I. Purpose

To establish guidelines for electronic messaging usage in light of the Open Meetings Act, Freedom of Information Act and Local Records Act.

II. Rational

To provide a written procedure that will guide members of the Village Board in complying with the requirements of the Open Meetings Act, Freedom of Information Act and Local Records Act when using electronic messaging.

II. Procedures/Guidelines

As elected public officials, members of the Village Board shall exercise caution when communicating between and among themselves via electronic messaging services, including but not limited to electronic mail (email), Internet web forums, and Internet chat rooms. Electronic messaging is a form of communication that may conflict with the Open Meetings Act, which prohibits the discussion of public business by a majority of a quorum of the members of a public body outside of a public meeting. Therefore, electronic messaging should only be used in the following circumstances:

A. Messages from any one member of the Village Board to the other members of the Village Board where the receiving recipients respond only to the message originator, and do not "reply to all";

B. Messages between members of the Village Board where the discussion involves less than a majority of a quorum of the Village Board (it should be noted that a violation of the Open Meetings Act can occur if a message is passed sequentially and contemporaneously from one member of the Village Board to another in a number equaling a majority of a quorum or more);

C. Messages between the Village Manager and/or Village Staff/employees and a member of the Village Board;

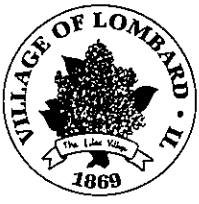
D. Responses to questions posed by members of the public, the Village Manager or Village Staff/employees; or

E. The communication of times, dates and places of regular or special Village Board or committee meetings or other housekeeping matters. Under the Freedom of Information Act (FOIA), electronic messages that have been prepared, or have been or are being used, received, possessed or under the control of any public body are generally deemed to be public records. As such, the messages may, absent an exemption from disclosure, be subject to disclosure in response to a FOIA request. In this regard, it is the Village Board's intent to rely upon the exemptions to the inspection and copying of electronic messages, as set forth in 5 ILCS 140/7 and as permitted by law, especially in regard to electronic messages solely between a member of the Village Board and his/her constituent(s). Electronic messages may also be subject to disclosure in the context of litigation or in response to a court order.

Under the Local Records Act, any electronic message that is in the possession of a member of the Village Board that includes evidence of the Village's business is to be retained in accordance with the Village's records retention/destruction schedule.

Users should not have an expectation of privacy in any electronic messages that involve Village business. Electronic messages may be subject to inspection or examination when required by and consistent with the law, in response to a subpoena or discovery request in litigation, when there is a substantiated reason to believe that a violation of the law or Village policy has taken place, or when compelling or emergency circumstances require inspection or examination.

III. Legislation/Documentation



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Meeting with Developers
and/or Petitioners

Section: EOC
Dept.: CD
Date: October 16, 1997
Revised: September 29, 2010
Updated: November 18, 2010

I. Purpose

This Policy establishes guidelines in regard to direct contacts between developers and/or petitioners and members of the Village Board and/or members of the various Commissions, Committees and Boards of the Village

II. Procedures/Guidelines

For purposes of this procedure, the following definitions apply:

Developer: Any individual or entity, or any of the individual's or entity's officers, agents or employees, associated with the occupancy, renovation and/or leasing of existing buildings within the Village, or associated with the purchase of vacant land for redevelopment within the Village and/or the sale of improved parcels within the Village to others.

Petitioner: A developer or any other individuals or entity, or their respective officers, agents and employees, who have filed an application with the Village for consideration of zoning action(s), an annexation agreement, a development agreement, an economic development agreement or a grant or loan from the Village.

The following guidelines shall be followed by all members of the Village Board, and all members of the various Commissions, Committees and Boards of the Village, when any such member is directly contacted, in his/her capacity as an officer of the Village, by a developer or petitioner seeking approval of zoning action(s), an annexation agreement, a development agreement, an economic development agreement or a grant or loan from the Village: This policy is not intended to be applicable to any individual or entity that is seeking solely permit approvals that require no action by the Village Board or a Commission, Committee or Board of the Village.

A. If the formal petition or application review process has not been initiated:

1. The contacted individual should refer the developer to the appropriate Village staff member, who handles proposals for development as contemplated by the developer. This activity is primarily the function of the Community Development Department staff.
 2. The contacted individual should advise the Community Development Director of said contact, and give the Director, or his/her designee, the following information relative to said contact:
 - a. Name of the developer;
 - b. Date of the contact;
 - c. Nature of the subject matter of the contact;
 - d. The name of the staff person to whom the developer was referred; and
 - e. In the event the contact was in written form, a copy of the written document shall be supplied along with the above information.
 3. The contacted individual should advise the developer of this Policy, and direct the developer to work directly through the Community Development Department on the developer's request or proposal.
 4. In the event that a meeting is to take place between the contacted individual and the developer, an appropriate staff member shall be present at said meeting. Meetings without a staff member present are specifically discouraged. If the contacted individual is a member of the Zoning Board of Appeals or the Plan Commission, contact with developers shall be kept at an absolute minimum, so as to not create an appearance of a conflict of interest relative to the public hearing process.
 5. The Village President, and the Trustee of the district in which the proposed action by the developer is to take place, shall be notified of all meetings between Village staff and the developer, and any continuations of any such meetings. It is the intent of this subsection that the Village President and said Trustee have the opportunity to participate in any and all such meetings between Village staff and the developer.
- B. Once the paperwork relative to a formal petition or application review process has been filed with the Village:
1. The contacted individual should inform the petitioner that as the formal petition or application review process has begun, all contacts between the petitioner and the contacted individual will be limited to

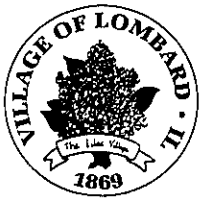
contacts at meetings and review sessions which are part of the formal petition or application review process provided for by the Ordinances of the Village. The Village President and/or Trustees shall have the opportunity to meet with the petitioner provided that a Village staff member is present as part of the meeting.

2. Notwithstanding subsection B.1. above, the Village President and Trustees can:
 - a. Listen to the petitioner's issues or concerns;
 - b. Relay said issues or concerns to the appropriate individual(s) on the Village staff; and
 - c. Offer comments or suggestions for consideration by the petitioner.
3. The Village President and any Trustee(s) who engages in the activity set forth in subsection B.2. above, shall provide the applicable Village staff member with a summary of what was said by and to the petitioner.

C. All meetings between members of the Village Board and/or members of the various Commissions, Committees and Boards of the Village, and a developer or petitioner, shall be conducted in full compliance with the provisions of the Illinois Open Meetings Act , to the extent applicable to the particular meeting..

III. Legislation/Documentation

- A. Minutes, Committee of the Whole Meeting dated September 11, 1997.
- B. Resolution R20-91 dated June 21, 1990



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Special Events
Board Notification

Section: EOC
Dept.: VMO
Date: April 2, 1998
Updated: December 2, 2010

I. Purpose

This policy establishes a policy with regard to special events relative to the Village Board of Trustees.

II. Procedures/Guidelines

A. Village officials participate in marketing, publicity or other methods of public awareness, including ribbon cuttings, business openings, special events, celebrations and award presentations.

B. Village Board members will be notified of any ribbon cutting, business opening, dedication, special event, celebration, award or certificate presentation or other type of event which any members of the media are called or notified by any Village employee or elected official to photograph or otherwise cover. The following people shall be given as much notice as possible of said event so that they shall have the option of attending and participating in same:

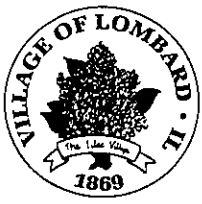
1. The Village President
2. The Trustee of the district where the event is occurring or, in the case of an event at the Village Hall, the Trustee of the District wherein the affected business is located or the affected individual or individuals live.

III. Legislation/Documentation

- A. Minutes of the Village Board Meeting of April 2, 1998

IV. Grant Programs

- A. Rain Barrel Grant Program
- B. Compost Bin Grant Program
- C. Overhead Sewer Grant Program
- D. Backyard Drainage Program
- E. Clear Water Disconnect Grant



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Rain Barrel Grant Program

Section: Grant Program

Dept.: PW

Date: June 19, 2008

Revised: October 7, 2010

Updated: December 2, 2010

I. Purpose

The purpose of the Rain Barrel Grant Program is to retain runoff from residential rooftops in order to improve local drainage and to treat rainfall as a resource instead of a liability.

II. Procedures/Guidelines

A. All owners of single family residences in the Village of Lombard are eligible for 100% reimbursement for one rain barrel at a cost not to exceed \$40. The rain barrel must be completely closed or screened to prevent mosquito breeding.

B. Grant applications shall be submitted to the Department of Public Works along with a copy of the store receipt and a photo of the installed barrel. Public Works shall evaluate the grant application and shall verify correct installation of the barrel prior to approving the grant.

C. Upon successful completion of the work and final inspection, the Village will reimburse the applicant per the Village's standard check mailing procedure.

D. Reimbursement is on a first-come, first-served basis, subject to the annual budget approved by the Village Board of Trustees in the Capital Improvement Program

E. The barrel shall be owned and maintained by the property owner, not the Village of Lombard.

F. The effective date of this policy is October 8, 2010 (originally dated July 1, 2008).

III. Legislation/Documentation

A. Minutes of June 4, 2008 Environmental Concerns Committee meeting.

B. Minutes of the June 19, 2008 Board of Trustees meeting.

C. Minutes of the September 28, 2010 Environmental Concerns Committee meeting.

D. Minutes of the October 7, 2010 Board of Trustees meeting.

APPLICATION FORM

Part 1 -- GRANT REQUEST

Name: _____ E-mail Address: _____
Phone: (day) _____ (evening) _____

Address: _____ Lombard, IL 60148

I certify, under penalty of law for misrepresentation, that the attached receipt and photo(s) are for the rain barrel installed at my property. (The Village may require an inspection 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.

Part 2 -- GRANT APPROVAL

Approved for reimbursement in the amount of \$ _____ for one rain barrel installed in accordance with Board of Trustees Policy Memorandum 08-01.

Signature of Public Works Official _____
Print Name

_____/_____/_____
Date



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Compost Bin Grant Program

Section: Grant Program
Dept.: PW
Date: March 19, 2009
Updated: December 2, 2010

I. Purpose

The purpose of the Compost Bin Grant Program is to promote the on-site recycling of landscape waste and biodegradable food waste to reduce the volume collected from single family residential properties.

II. Procedures/Guidelines

A. All owners of single family residences in the Village of Lombard are eligible for 100% reimbursement for one compost bin at a cost not to exceed \$80. All compost bins and their use shall comply with the Lombard Code of Ordinances, Title IX, Chapter 92 "Composting". As such, they shall be appropriately closed to vermin.

B. Grant applications shall be submitted to the Department of Public Works along with a copy of the store receipt and a photo of the installed bin. Public Works shall evaluate the grant application and shall verify correct installation of the bin prior to approving the grant.

C. Upon successful completion of the work and final inspection, the Village will reimburse the applicant per the Village's standard check mailing procedure.

D. Reimbursement is on a first-come, first-served basis, subject to the annual budget approved by the Village Board of Trustees.

E. The compost bin shall be maintained by the property owner, not the Village of Lombard.

F. The effective date of this policy is June 1, 2009.

III. Legislation/Documentation

- A. Minutes of October 28, 2008 Environmental Concerns Committee meeting
- B. Minutes of the March 19, 2009 Board of Trustees meeting



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Overhead Sewer Grant Program

Section: Grant Program
Dept.: PW/CD
Date: March 5, 1998
Revised: October 1, 1998
November 5, 1998
July 17, 2003
April 19, 2007
June 5, 2008
Updated: November 18, 2010

I. Purpose

Some homes are subject to basement backups because of the "low" sanitary service lines in relation to the Village's mainline sewer. During storms when excessive inflow and infiltration enters the sewer, the mainline sewer may surcharge due to a higher hydraulic grade line causing backups into homes. Overhead sewers (with pumped discharges) reduce this problem. However, retrofitting plumbing systems is expensive which discourages many homeowners from taking corrective action. This grant program is designed to encourage more homeowners to take action resulting in less problems and increased property values. Overhead sewer, gate valve and flap valve installation may be a low-cost alternative to a very expensive storm water separation project.

II. Procedures/Guidelines

A. Interested homeowners who can show evidence of sewer backups submit a grant application to the Public Works Department for evaluation and approval.

B. Approved applicants obtain Village of Lombard plumbing permit; and electrical permit (if applicable) and pay applicable fees.

C. Applicant installs overhead sewer system; gate valves, flap valves or other suitable systems using their own contractor.

D. Upon completion of the work and receipt of a final inspection by the Village, the applicant will pay the first 25% of the total cost of the overhead sewer system; gate valve, flap valve or other suitable system. The Village will pay the remaining costs up to a maximum of \$5,000, in the form of a two-party check.

E. The funds available for this program shall be identified in the annual Capital Improvement Program. This policy shall be subject to availability of funds.

F. Only one grant award will be made per fiscal year per address.

III. Legislation/Documentation

- A. Minutes of Public Works Committee meeting of January 13, 1998
- B. Minutes of Board of Trustees Committee of the Whole meeting of February 12, 1998
- C. Minutes of Board of Trustees meeting of March 5, 1998
- D. Minutes of Public Works Committee of September 8, 1998
- E. Minutes of Board of Trustees meeting of October 1, 1998
- F. Minutes of Public Works Committee of October 13, 1998
- G. Minutes of Board of Trustees meeting of November 5, 1998
- H. Minutes of Public Works Committee of July 8, 2003
- I. Minutes of Board of Trustees meeting July 17, 2003
- J. Minutes of Public Works Committee meeting of April 10, 2007
- K. Minutes of Board of Trustees meeting of April 19, 2007
- L. Minutes of Public Works Committee of May 13, 2008
- M. Minutes of Board of Trustees meeting of June 5, 2008



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Backyard Drainage Program

Section: Grant Program
Dept.: PW/CD
Date: January 20, 2000
Updated: November 18, 2010

I. Purpose

The purpose of this program is to eliminate flood-prone backyards through cooperative efforts by the Village of Lombard and effected residents.

II. Procedures/Guidelines

A. Interested homeowners who can demonstrate that two or more contiguous properties are directly affected by backyard flooding can apply for a grant to provide financial assistance to install a backyard drainage system. "Directly effected" means that the property is subject to standing water for more than 72 hours.

B. Eligible costs may include surveying, engineering, permits, and construction work including connection to public storm sewer and street restoration.

C. Homeowner groups initiate projects and perform surveying and prepare engineering plans by a Professional Engineer. Plans are submitted to Community Development Department for approval.

D. Approved plans are eligible for a grant. Grant applications are submitted to Public Works along with approved plans, cost estimates or bids. Public Works shall evaluate the reasonableness and appropriateness of the grant application. Costs associated with preparing unapproved plans are not eligible for grant funds.

E. Drainage systems must include an appropriate restrictor.

F. Upon successful completion of the work and final inspection, the Village will reimburse the homeowner group for 50% of the project costs up to a maximum of \$5,000.

G. The annual Village contribution to this program will be determined in the Capital Improvement Program.

H. "Direct" or "indirect" connections to combined and sanitary sewer systems are prohibited by current Village ordinance and will not be considered. "Indirect" connections enter a storm sewer that discharges to a combined sewer (recombining).

I. Proposed backyard pumping systems discharging to combined sewer areas that comply with current Village ordinance 50.027 (D) are also eligible for this program (Exhibit "A" attached).

J. Improvements constructed on private property will be operated and maintained by the owners, not the Village of Lombard.

K. The effective date of this policy is December 1, 1999.

III. Legislation/Documentation

- A. Minutes of January 11, 2000 Public Works Committee meeting.
- B. Minutes of January 20, 2000 Board of Trustees meeting

EXHIBIT "A"

§ 50.027 SUMP PUMP, DOWNSPOUT AND OTHER STORMWATER DISCHARGES

(A) For all habitable structures and business structures constructed after January 1, 1986, all building subsoil drain sump pump discharge pipes shall be connected to the storm sewer system wherever there is a storm sewer reasonably available for such connection as determined by the Director of Public Works.

(B) For all habitable structures and business structures constructed after September 1, 1996, if storm sewers are not reasonably available, all subsoil drain sump discharge pipes shall discharge on a grassed area at any point within fifteen (15) feet of the building structure, away from adjacent properties, and in a manner so as to not cause a nuisance in the public right-of-way, or at the discretion of the Director of Community Development.

(C) Notwithstanding the requirements of 50.26(A) and (B), for all habitable structures and business structures, all downspouts shall be directed away from adjacent properties. Downspouts discharging toward a combined sewer shall discharge onto splash blocks into a grassed area at any point within fifteen (15) feet of the building structure or at the discretion of the Director of Community Development.

(D) Notwithstanding the requirements of 50.026, any person, but only one person from the area tributary to the common depressional storage area, may pump stormwater run-off from a common depressional storage area on private property toward a combined sewer subject to the following restrictions: (1) pumping may not commence or continue during a rainfall event; (2) pumping may not commence until seventy-two (72) hours after a rainfall event or until the Lombard Combined Sewage Treatment Facility has stopped discharging effluent to the East Branch of the DuPage River, whichever is longer; (3) the discharge point must be within fifteen (15) feet of the building structure, and in a manner so as to not cause a nuisance in the public right-of-way, or at the discretion of the Director of Public Works; and (4) no pumping rate can exceed 250 gallons per minute. Notwithstanding the foregoing, pumping as described in this subsection (D) will be prohibited if combined sewer surcharges are induced from such pumping. In addition, the Village of Lombard reserves the right to further restrict the approved pumping rate in individual situations where it has been determined that the maximum rate will result in surcharging, sewer overflows, adverse health or environmental problems.

('70 Code, § 13.08.075) (Ord. 2797, passed 11-14-85, Ord. 4190, passed 7/18/96)



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Clear Water Disconnect Grant

Section: Grant Program

Dept.: PW

Date: November 4, 2010

Updated: December 2, 2010

I. Purpose

The purpose of the Clear Water Disconnect Grant Program is to require owners to comply with Village Ordinance Section 50.026 which prohibits certain types of clear water connections to sanitary and combined sewers (such as downspouts and sump pumps). Grants will be offered to owners who have been notified by the Village to disconnect clear water sources from sanitary and combined sewers.

II. Procedures/Guidelines

A. Owners of residential, commercial and multi-family properties are eligible for the grant.

B. Owners will be required to disconnect illegal connections pursuant to Chapter 50.999 at such time as permits are issued by the Lombard Building Division for the following work. Nothing shall prohibit a property owner from submitting an application for funding when permits are applied for work in addition to those identified below.

1. When a permit is issued by the Village of Lombard for plumbing modifications within the structure
2. When a permit is issued by the Village of Lombard for an addition to the primary structure in excess of 250 square feet
3. When a permit is issued by the Village of Lombard for a tenant finish of a basement or sub-basement.

C. Plumbing and electrical permits shall be obtained from the Building Division before work starts. Permit fees will be reimbursed up to the maximum grant.

D. Grants shall be processed after final inspection and owner's acceptance of work. Grants shall be for actual work completed. Maximum grant per property for work performed under the Clearwater Disconnect Grant program shall be \$500.00.

E. The funds available for this program shall be identified in the annual Capital Improvement Program.

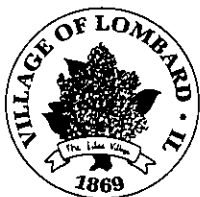
F. Disconnection waivers may be granted by the Director of Public Works in cases where a disconnection will cause a public safety problem such as, but not limited to, damage to adjacent structures or property; or creates a hazard in the public right-of-way; or where the work is not cost-beneficial.

III. Legislation/Documentation

- A. Minutes of Public Works Committee for March 14, 2000
- B. Minutes of Board of Trustees May 18, 2000
- C. Minutes of Public Works Committee for April 13, 2010
- D. Minutes of Public Works Committee for September 14, 2010
- E. Minutes of Public Works Committee for October 12, 2010

V. Marketing, Publicity & Public Awareness (MPPA)

- A. Televising of Village Board and Plan Commission Meetings
- B. Government Access Channel Programming
- C. New Business Promotion
- D. Downtown Kiosk



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Televising of Village Board and
Plan Commission Meetings

Section: MPPA
Dept: VMO
Date: November 3, 1998
Revised: October 21, 2010
Updated: November 18, 2010

I. Purpose

This policy deals with the televising of all Village Board and Plan Commission meetings on The Lombard Channel, Lombard's government access station.

II. Procedures/Guidelines

A. The Village has purchased the necessary equipment in order to televise the meetings.

B. The Village Board and Plan Commission meetings will be televised live on Comcast channel 6 and AT&T U-Verse channel 99 on the night of the meeting. The meetings will also be rebroadcast according to a schedule that will be set forth by the Village Manager's Office. The meetings will be rebroadcast per the set schedule up until the next meeting occurs.

III. Legislation/Documentation



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Government Access Channel
Programming

Section: MPPA
Dept.: VMO
Date: October 16, 1997
Revised: October 21, 2010
Updated: November 18, 2010

I. Purpose

This policy is to set forth guidelines for the use of The Lombard Channel, Lombard's government access station, in the areas of prioritization of programming and programming guidelines.

II. Procedures/Guidelines

A. Prioritization of Programming: The priority of programming for The Lombard Channel shall include:

1. Village Board Meeting and rebroadcasts
2. Plan Commission meetings and rebroadcasts
3. Other Village programming
4. Non-Village programming

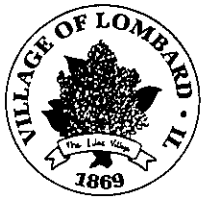
B. Programming Guidelines:

1. Requests for programs must be made within three weeks of the air date if the event is to be aired live or three weeks of the shoot date if it is a delayed broadcast. All requests should be made to the Communications Coordinator.
2. Staff will make every attempt to honor all requests based on the priorities noted above and if staffing permits.
3. The Village reserves the right to exercise control regarding the content of programming on The Lombard Channel. Programming of any type may not:
 - a. Constitute libel, slander or an invasion of privacy.
 - b. Violate any state, federal or local law.

- c. Constitute paid advertising for promotion of a commercial business enterprise or the sale of products or services by a commercial business or enterprise for a cost.
 - d. Constitute indecent or obscene material.
- 4. No candidate for elected office of the Village shall appear on the Village's local government access channel within a 90 day period to any given election unless such appearance is as a result of:
 - a. Attendance at a televised Village Board meeting or standing/ad hoc committee meeting.
 - b. An informal broadcast organized by an independent organization which provides equal access to all candidates for Village office (e.g. a candidate's forum) or
 - c. Being in incidental background footage in promotional Village broadcasts prepared prior to aforementioned 90 day period.
- 5. Normal programming will be scheduled in advance and will change generally on the first of every month.
- 6. In the absence of programming, an electronic message center will be broadcast. This message center will be updated at least weekly.
- 7. The programming schedule will be publicized and distributed to the local press via email, the electronic message board and other avenues available to the Village.
- 8. Any and all production costs associated with a non-Village production will be the responsibility of the requesting organization.
- 9. No programming of a political nature will be allowed unless it is sponsored by a non-partisan organization. Previous examples of this type have included the League of Women Voters Candidate's Forums. These programs must be arranged in advance by the sponsoring organization in cooperation with the Communications Coordinator and approved by the Village Manager's Office.

III. Legislation/Documentation

- A. REVISED Administrative Policy Memorandum on Government Access Channel Usage.



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: New Business Promotion

Section: MPPA

Dept.: CD

Date: August 20, 2009

Revised: October 5, 2010

Updated: December 2, 2010

I. Purpose

To establish a Village policy for the promotion of new businesses in the Village upon their opening date.

II. Procedures/Guidelines

In order to assist new businesses within the Village in achieving initial and long-lasting success, the Village of Lombard shall initiate the New Business Promotion Policy. New businesses shall have two ways to provide the Village with information to be used for promotional purposes. The information to be provided should include the business's name, address, phone number, opening date, and specialty.

New businesses shall convey their information to the Village staff through one of the following methods:

- When a new business in the Village is issued a Zoning Certificate/Certificate of Occupancy, Community Development Department staff will attach a New Business Promotion Program postcard with fields to be filled in by the applicant. This postcard can be mailed back or dropped off by the business.
- A form will be posted on the Village website with fields to be filled in by the applicant.

These methods will allow the Village to time promotional activities to the date of the business opening rather than at the time of the issuance of a Zoning Certificate/Certificate of Occupancy.

When the response cards or web site entries are returned, this information provided shall be used by the Village to publicize the new business in one of the following formats:

- The Village President (or a Trustee) will announce the new business at a future Board of Trustees meeting.
- The new business will be announced in a future issue of Lombard Pride.

- The new business will be announced on a designated page on the Village website. The new business listing can include the following information:
 - Name of business
 - Address/location
 - Telephone, fax, and/or e-mail address
 - Nature of the business
 - Web link

The individual responsible for updating the Village web site is given the responsibility of placing the new business entities on the Village's website upon receipt of the completed response card or web-site entry.

While this policy intends to set the parameters for new business promotion and promote new businesses, this policy shall not be construed to mean that the Village is obligated to make an announcement at a Board meeting, provide the listing on the Village website or other printed materials or that the listing must remain for a definitive period of time.

III. Legislation/Documentation



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Downtown Kiosk

Section: MPPA
Dept.: VMO
Date: January 29, 1991
Updated: December 2, 2010

I. Purpose

To establish guidelines by which non-profit community groups may request and reserve space for community information on the downtown kiosk, located on the southwest corner of St. Charles Road and Park Avenue.

II. Responsibility

The downtown kiosk will be maintained and monitored by the Village Manager's Office. Its upkeep and maintenance will be the responsibility of the Public Works Department.

III. Forms

None

V. Procedures

A. All requests will be directed to the Village Manager's Office for consideration in the downtown kiosk.

B. Requests will be handled at the discretion of the Village Manager's Office. Requests for placement of materials within the kiosk by entities other than the Village of Lombard shall be required and approved by the Village Board.

C. Organizations, groups or individuals must submit the materials for the kiosk preferably two weeks in advance of the event. The information will be displayed and updated for a period of time dependent on demand of space.

D. All materials must meet the specifications of the Village Manager's Office. They must be professional looking, no smaller than 8 ½" x 17" and no larger than 20" x 30".

Other

A. The Village will have first priority for space

B. Information must not be political or defamatory in nature.

C. No handbills are allowed on the exterior of the kiosk.

VI. Right of Way

- A. Driveway Apron Replacement Standards
- B. Excess Right of Way
- C. Street Lighting Policy
- D. Sidewalk Policy
- E. Parkway Landscape Maintenance
- F. Alley Maintenance Policy
- G. Block Parties
- H. Placement of Banners on Village Light Poles



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Driveway Apron
Replacement Standards

Section: Right of Way
Dept.: PW
Date:
Updated: November 18, 2010

I. Purpose

The purpose of this Board of Trustees policy is to clarify how the Village will perform driveway apron replacements located within the Village's right-of-way and construction project limits. The Village desires that a high quality uniform apron material be used to reduce maintenance and improve the appearance of village roadways. Therefore, unpaved aprons are prohibited.

When it is in the Village's best interest to replace a driveway apron, it will do so within the guidelines of this policy. It is the intent of this policy that apron replacements will be considered as part of an adjacent construction project, not as a program offered to the general public.

II. Procedures/Guidelines

A. Driveway reconstruction to asphalt or concrete standards shall only apply to future projects after the date that this policy is established.

B. The driveway apron shall conform to Village Code. The reconstructed apron shall match the width of the existing apron at the right-of-way line, and shall extend from the public sidewalk or property line to the curb.

C. If the driveway apron was not in compliance with Village Code, and was not granted a variance for the non-compliance, the reconstructed apron will be constructed to meet all current Village Codes.

D. On maintenance projects, such as a grind and overlay projects, the reconstruction will be performed only if the driveway was disturbed by construction activity.

E. On street reconstruction projects, all aprons will be replaced within the project limits.

F. On streets with mountable curb in good condition, the mountable curb will remain in place.

G. The Village will fund 100% of this work on improved street projects. On unimproved street projects, the cost will be added to the property owner's assessment.

H. Replacement aprons will be with a like surface. Existing asphalt aprons will be replaced with asphalt. Existing concrete aprons will be replaced with concrete. Apron material shall be concrete for concrete streets unless the property owner requests otherwise. . Concrete will be placed at no additional charge to owner during a concrete street project. Unpaved aprons are prohibited; so for an existing gravel apron, an asphalt apron will be placed at no charge to the adjacent owner.

I. Property owners will be allowed to upgrade their driveway aprons (i.e. change to concrete, widen the apron (within Village Code standards), replace mountable curb, etc.) if they pay the additional cost as determined by unit prices prior to the work being done.

III. Legislation/Documentation

- A. Minutes of Public Works Committee meeting of January 13, 1998.
- B. Minutes of Committee of the Whole meeting of February 12, 1998.
- C. Minutes of Board of Trustees meeting of March 5, 1998.



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Excess Right-of-Way

Section: Right of Way
Dept.: PW
Date: November 4, 1999
Updated: November 18, 2010

I. Purpose

This policy establishes guidelines for determining where the Village has excess right-of-way and for authorizing the private use of that excess right-of-way via a license agreement.

II. Procedures / Guidelines

A. "Excess" right-of-way will be determined to exist under the following conditions:

1. The right-of-way in a particular area is of variable width.
2. The right-of-way has been or is being improved to include curb, gutter, sidewalk, and parkway trees, and the Village does not plan to further widen the street.
3. Due to the variable right-of-way width or the physical characteristics of the right-of-way, it is determined that the sidewalk should be constructed at a location other than one foot (1 ') from the right-of-way line.
4. Parkway trees have been or are being planted between the sidewalk and the street.

B. If the conditions listed under Item II.A. above are met, then the excess right-of way will be defined by drawing a line one foot (1 ') behind the sidewalk and parallel to the sidewalk. That portion of the right-of-way which is between said one foot (1 ') line and the right-of-way line will be considered to be excess.

C. Excess right-of-way may be used by the owner of the property adjacent to the excess right-of-way if the use of that adjacent property conforms to the Zoning Ordinance and if the owner enters into a License Agreement with the Village. The License Agreement will include indemnity provisions on the Village's behalf and will reserve the Village's ability to use the right-of-way in the future.

D. The procedure for allowing the private use of excess right-of-way will be as follows:

1. The Public Works Director will determine the appropriate sidewalk location and will verify that the conditions listed under Item II.A. above are met.
2. The Community Development Director will determine whether or not the use of the property which is adjacent to the excess right-of-way conforms to the Zoning Ordinance.
3. The Village will have a survey of the excess right-of-way and a License Agreement prepared.
4. When the property owner has signed the License Agreement, the Agreement will be forwarded to the Board of Trustees for review and approval.

III. Legislation/Documentation

- A. Minutes of the Village Board of Trustees Meeting of November 4, 1999



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Street Lighting Policy

Section: Right of Way

Dept.: PW

Date: October 2, 2003

Updated: December 2, 2010

I. Purpose

This policy summarizes Village policy on street lighting in areas that do not have street lights and areas that do not have standard Village street lights. It is Village policy that all streets be lighted with Village Standard Lighting.

II. Procedures/Guidelines

A. Temporary intersection lighting

As soon as reasonably possible and within budget constraints, street lights shall be placed at all intersections utilizing ComEd lights. This is a temporary condition until permanent street lighting can be installed through the Capital Improvement Program.

B. Street reconstruction projects

Street reconstruction projects shall include street lighting. Street lighting would not be required in grind and overlay or other maintenance-type projects.

C. Stand-alone street lighting projects

Separate, stand-alone street lighting projects will be scheduled for unlit areas subject to the CIP

D. Village Standard Lighting (VSL)

The Public Works Department will prepare a Village Standard Lighting specification that will identify lighting standards for various streets such as residential, downtown, and arterial. Changes to the pole and luminaire specification will require Village Board approval. The Director of Public Works may modify non-aesthetic specifications in the VSL at his discretion.

III. Legislation/Documentation

A. Public Works Committee minutes of September 9, 2003

B. Board of Trustees minutes of October 2, 2003



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Sidewalk Policy

Section: Right of Way
Dept.: PW
Date: January 20, 2005
Revised: December 2, 2010

I. Purpose

To establish the sidewalk installation, maintenance, and replacement programs in the Village of Lombard. This policy replaces all previous versions.

II. Procedures/Guidelines

A. SCHOOLS - Program presently completed.

1. **3-Block, 1-Side Rule:** All schools are entitled to sidewalks on one side of the street within three (3) blocks of the school property.
2. **Preferred Pedestrian School Route Plan (PPSRP):** School safety committees, the Village Transportation and Safety Committee, and Public Works staff developed the PPSRP in the early 1990s. Detailed studies were performed to determine the student walking routes to schools. The Village incorporated crucial segments of sidewalk into the Capital Improvement Plan and installed the necessary sidewalks.

B. FILL THE GAP

On improved residential streets, sidewalks will be installed in up to three (3) lots in a city block at 100% Village cost to complete the block. The installation of the sidewalks must complete a continuous walkway around a city block to qualify for this program. Irregular-shaped lots and blocks will be considered on a case by case basis. Funding cap is determined annually during the Capital Improvement Program development process. (Board decision May 20, 1999)

C. STREET CONSTRUCTION PROJECTS

1. **Unimproved Streets & Special Assessments:** Sidewalks are a component of the street improvement program. Basic improvement costs, including sidewalks, are split 70% Village, 30% adjacent owner. Occasionally, corner lots on the special assessment roll are adjacent to an improved street on one side and an unimproved street on the other. The basic improvement shall include the installation of sidewalk on both sides of the lot. Cost of the sidewalk on

the improved street side of the lot shall also be split 70% Village, 30% adjacent owner.

2. **Reconstruction of Improved Streets:** The Village will install ADA ramps, replace trip hazards, replace construction damage; and replace all deteriorated sidewalks during street reconstruction projects at no cost to the owner. The Village provides 100% funding for the construction of new sidewalks adjacent to all streets under reconstruction where sidewalks did not previously exist. (Board decision January 6, 2000)
3. **Subdivisions:** The Subdivision Ordinance requires sidewalks on both sides for the full length of right-of-way in all cases of plat approvals and developments. Exceptions are rare. Whenever public, sidewalk is required as part of the subdivision ordinance, sidewalk replacement is required in the event that broken or out of proper grade sidewalk is encountered.
4. **Downtown Tax Increment Financing District:** Brick pavers are the standard sidewalk construction material for downtown streets or sections of streets in the downtown area.
5. **Annexation Agreements:** Construction of sidewalks as part of any unimproved street, special assessment project or as a stand alone project will be planned and scheduled in accordance with the annexation agreement.

D. TRIP HAZARDS & DETERIORATED SIDEWALK

Sidewalk Management: This program is 100% funded by the Village. The purpose of this program is to have a system that responds to resident calls for trip hazards in sidewalks.

Resident reported trip hazards: Sidewalks with a 1 and 1/4 inch difference in elevation is a trip hazard. The Village will temporarily ramp the location within 48 hours of being notified and will have the hazard corrected in 1 year. (Board decision June 17, 1999)

Deteriorated sidewalk: An annual program funded at 10% of Lombard's sidewalk budget with a not to exceed of \$15,000 per year. If 10% of the sidewalk program is over \$15,000 then the difference is split based on the Budgets funding ratio for the two elements of the sidewalk management program. The purpose of the program is to support Lombard residents' efforts to maintain their homes. It is a first-come first-served program and applications for the current fiscal year will no longer be accepted once the funds are expended. The resident must pay for 50% of the cost of the work.

The program is based on Lombard's fiscal year (June - May). Residents can submit requests to be considered for the current fiscal year. Any request accepted but not funded will not automatically be carried over from one fiscal year to the residents who were accepted but not funded. Residents on the carry over list must notify Public Works beginning 15 April that they want to participate in the upcoming fiscal year's program.

E. SPECIAL SERVICE AREA (SSA)

Occasionally, a SSA is used to finance the installation of sidewalks in an area not part of another construction project.

SUMMARY OF SIDEWALK POLICIES

1. Installation at 100% Village cost

- a. Near schools - 3 block, 1 side rule; PPSRP
- b. Near Prairie Path or Great Western Trail (trail connections)
- c. Construction damage, ADA, after regrading (during a construction project)
- d. Trip hazards of 1¼ "
- e. Gaps of 3 lots or less in a continuous walkway around city block
- f. All gaps in an improved street construction area
- g. Major trail or pedways (such as South Finley pedway)
- h. State or Federal assistance (STP, TCM or CMAQ) .

2. Installation at 70% Village cost; 30% resident cost

Special Assessment street improvement (part of basic improvement)

3. Installation at 50% Village cost; 50% owner cost

Deteriorated sidewalk program

4. Installation at 100% owner cost

- a. Special Service Areas (such as Roosevelt Road sidewalks)
- b. New subdivisions
- c. New "in-fill" home construction

III. Legislation/Documentation

- A. Minutes Board of Trustees meeting January 20, 2005
- B. Minutes Board of Trustees meeting January 6, 2000
- C. Minutes Board of Trustees meeting June 17, 1999
- D. Minutes Board of Trustees meeting June 8, 1999
- E. Minutes Board of Trustees meeting May 20, 1999



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Public Works' Policy on Parkway Landscape Maintenance
Section: Right of Way
Dept.: PW
Date: February 5, 2009
Updated: December 2, 2010

I. Purpose

The purpose of this policy is to establish the Village of Lombard's responsibilities for maintaining parkways in the right of way. This policy explains the division of responsibilities between the Village and the adjacent property owner.

II. Procedures/Guidelines

A. Village Responsibilities:

1. Repairing any damage to Village standard landscaping associated with snow plows running over a curb and plowing up the sod.
2. Correcting hazards caused by settlement around b-boxes and clean-outs. The normal repair is to adjust the height of the b-boxes and clean-outs so it is flush with the surrounding landscaping.
3. Repairing any parkway damage or parkway settlement caused by a Village utility dig, Village tree removal or vehicular accident (reimbursable from insurance) and any subsequent settlement of the restoration that measures 2" or more as measured by a stringline from sidewalk to back of curb that appears within one year of the work. The only exceptions are those repaired late in the calendar year that shows signs of settlement as a result of experiencing their first winter.
4. When reported, correcting any landscape settlement at the intersection of a sidewalk and road curb that presents a safety hazard to pedestrians. This generally would be the area 1 foot to either side of the sidewalk at the curb cut.

5. The Village is not responsible for restoring any special landscaping that is over and above the Village standard of sod in the parkway.

6. Maintaining and removing parkway trees.

B. Adjoining Property Owner Responsibilities:

1. Maintaining the landscaping in the parkway. This includes, but is not limited to; mowing, fertilizing, aerating, watering, over-seeding and reestablishing grass that dies due to lack of maintenance.

2. Repairing settlement that is a result of natural soil compaction, not including utility dig and parkway tree removal areas that have settled within one year.

3. Reporting hazards caused by settlement around Village cleanouts and b-boxes.

4. Approved plantings, which are installed and maintained under permit from the Village.

C. Dual responsibility for those trees that are on the boundary between the Village and the adjoining property. Illinois law on the topic identifies that both parties are equally responsible for the tree.

III. Legislation/Documentation

A. Village of Lombard Code, Title IX, Section 97.010

B. Minutes of January 13, 2009, Public Works Committee meeting

C. Minutes of February 5, 2009, Board of Trustees meeting

**TITLE IX: GENERAL REGULATIONS, § 97.010: USE AND MAINTENANCE
OF PARKWAY**

A. The Village hereby grants a revocable permission for each property owner and/or resident to beautify the portion of the land owned by, or dedicated to the Village and located between said owner's or resident's premises and the adjoining curb line (the parkway area); provided, however, that no encumbrance other than grass and/or those permitted by and planted under the provisions of Title 9, Chapter 99 of the Code of Ordinances are to be established on the parkway area, said establishment shall be done in accordance with all other applicable Village Codes and Ordinances.

B. It shall be the duty of each owner of or person residing on property abutting on a parkway area to maintain the grass on the parkway by keeping its height at a level which complies with the Village Code. This duty shall extend only to grass and weed cutting and its imposition does not entail any further duties or responsibilities.

C. United States Postal Service approved mailboxes are permitted within the parkway area only under the following conditions:

1. The front face of the mailbox, once mounted, shall be six inches (6") to eight inches (8") from the back of the curb, or if no curb is present, from the road pavement, unless otherwise approved by the Postmaster due to road and/or curb conditions.

2. The distance from grade to the bottom surface of the mailbox shall be forty-one inches (41") to forty-five inches (45"), unless otherwise approved by the postmaster due to road and/or curb conditions.

3. Mailbox and mailbox mounting structures shall provide a breakaway feature, as recommended by the Federal Highway Administration and the United States Postal Service, as follows:

a. The mailbox shall be mounted on a mounting structure of the following sizes and materials and no others:

1. A wood or plastic post of which the area of an average cross section may not be more than sixteen (16) square inches.

2. A metal post not more than two inches (2") in diameter.

b. Permitted mounting structures shall be affixed as follows:

1. A wood or plastic post shall be embedded in crushed stone in a twelve inch (12") diameter hole to a depth of thirty six inches (36") below grade.
2. A metal post shall be embedded twenty four inches (24") in concrete in a thirty six inch (36") hole of twelve inch (12") diameter.
- c. Mailboxes shall be securely affixed to the required mounting structure.
4. Residents should take all necessary precautions to prevent damage to any existing utility located in the parkway.
5. Any nonconforming mailbox or mailbox mounting structure shall be brought into compliance on or before November 15, 2002.

(Ord. 3449, passed 9/5/91; Ord. 514)



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Alley Maintenance Policy **Section:** Right of Way
Dept.: PW
Date: September 2, 2010
Updated: December 2, 2010

I. Purpose

To establish the alley maintenance and replacement programs in the Village of Lombard. This policy replaces all previous versions. The Village currently maintains over 1.74 miles alleys. A map of all Public Alleys is attached as Exhibit "A".

II. Procedures/Guidelines

A. Concrete Alleys

1. Concrete alleys are maintained on an as-needed basis, based on priority and available funding. The Village does not reconstruct alleys.
2. The Village shall perform snow and ice removal.
3. The Village shall remove overgrown vegetation in the public right-of-way on an annual basis.
4. Removal and/or trimming of vegetation that extends onto the public right-of-way from private property shall be the responsibility of the property owner. The Village reserves the right to remedy the situation if, after notice, the owner does not act. The Village shall place a lien against the property to recoup all costs related to the removal.
5. The Village shall inspect, on an annual basis, the condition of the concrete surface.

B. Asphalt Alleys

1. Asphalt alleys are maintained on an as-needed basis, based on priority and available funding. The Village does not reconstruct alleys.
2. The Village shall perform snow and ice removal.

3. The Village shall remove overgrown vegetation in the public right-of-way on an annual basis.
4. Removal and/or trimming of vegetation that extends onto the public right-of-way from private property shall be the responsibility of the property owner. The Village reserves the right to remedy the situation if, after notice, the owner does not act. The Village shall place a lien against the property to recoup all costs related to the removal.
5. The Village shall inspect, on an annual basis, the condition of the asphalt surface.
6. Potholes will be filled with Village crews.

C. Gravel Alleys

1. Gravel alleys are maintained on an as-needed basis, based on priority and available funding. The Village does not reconstruct alleys.
2. The Village shall perform snow and ice removal.
3. The Village shall remove overgrown vegetation in the public right-of-way on an annual basis.
4. Removal and/or trimming of vegetation that extends onto the public right-of-way from private property shall be the responsibility of the property owner. The Village reserves the right to remedy the situation if, after notice, the owner does not act. The Village shall place a lien against the property to recoup all costs related to the removal.
5. The Village shall inspect, on an annual basis, the condition of the gravel surface.
6. Gravel alleys are re-graded on bi-annual basis. Should additional maintenance be required, Village crews will attend the site to add gravel or re-grade as necessary.

D. Grass Alleys

1. Grass alleys are maintained on an as-needed basis, based on priority and available funding. The Village does not reconstruct alleys.

2. Removal and/or trimming of vegetation that extends onto the public right-of-way from private property shall be the responsibility of the property owner. The Village reserves the right to remedy the situation if, after notice, the owner does not act. The Village shall place a lien against the property to recoup all costs related to the removal.

E. Private Alleys

1. Maintenance of alleys that have been vacated by the Corporate Authorities of the Village of Lombard shall be the responsibility of the adjoining property owner(s).
2. Maintenance of alleys that have not been dedicated to the Village of Lombard shall be the responsibility of the adjoining property owner(s).

F. Alley Flooding

1. Complaints on flooding and standing water in the alley should be directed to the Department of Public Works.
2. Areas prone to standing water shall be included in the Village of Lombard's Mosquito Abatement Contract for treatment to reduce the threat of mosquito borne illnesses.
3. Flooding in structures (i.e. homes and garages) should be directed to the Private Engineering Services Division in the Community Development Department.

G. Alley Garbage & Weeds

1. Refuse collection in alleys shall be performed in accordance with the Village of Lombard Refuse, Recycling and Yardwaste contract.

H. Vacation of Alleys

1. The Village of Lombard shall vacate alleys in accordance with Administrative Policy No. 7.1.

III. Legislation/Documentation

- A. Public Works Committee – May 11, 2010



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Block Parties

Section: Right of Way
Dept.: PW
Date: October 2, 1998
Updated: November 18, 2010

I. Purpose

This policy establishes procedures and guidelines for block parties held in the Village of Lombard.

II. Procedures/Guidelines

A. A Block Party Permit/Street Closing Request form must be obtained, filled out and submitted to the Public Works Department. The Block Party Permit/Street Closing Request must be submitted to the Public Works Department no less than seven (7) days prior to the event.

1. Public Works Department verifies that form is completed correctly and completely; and that street to be closed is not in a construction zone area, nor arterial or collector street. Department Head signs form.
2. Public Works Department forwards form to Police Department for verification and signature.
3. Police Department forwards form to Fire Department for verification and signature.
4. Fire Department forwards form to Village Manager's office for final approval.
5. Village Manager's office copies form and places in Village President's, Village Clerk's and appropriate Village Trustee's mailbox for notification within district. Completed form is then returned to Public Works Department.

B. The Public Works Department orders barricades to be dropped off and picked up at various locations for approved block parties, at no charge to residents.

III. Legislation/Documentation

A. Village of Lombard Block Party Permit/Street Closing Request

**BLOCK PARTY PERMIT / STREET CLOSING REQUEST
VILLAGE OF LOMBARD**

DISTRICT # _____

DATE: / / _____

PLEASE PRINT OR TYPE

DATE OF PARTY: / / _____
(7 days minimum notice)

DAY OF WEEK: _____

TIME: FROM: _____ TO: _____

LOCATION: STREET TO BE CLOSED: _____

FROM: _____ TO: _____

NO. OF INTERSECTIONS: _____

Please Place an 'X' if you would like any of the following to attend:

FIRE DEPT. _____

POLICE DEPT. _____

APPLICANTS:

1. NAME: _____ D.O.B.: _____

ADDRESS: _____ PHONE: _____

E-MAIL ADDRESS: _____

2. NAME: _____ D.O.B.: _____

ADDRESS: _____ PHONE: _____

E-MAIL ADDRESS: _____

3. NAME: _____ D.O.B.: _____

ADDRESS: _____ PHONE: _____

E-MAIL ADDRESS: _____

PLEASE READ AND SIGN ON REVERSE SIDE

Village Use Only

APPROVAL

DIRECTOR OF PUBLIC WORKS

POLICE CHIEF

FIRE CHIEF

VILLAGE MANAGER

BARRICADES ORDERED

Ordered By: _____

* No. of Barricades: _____

Date Ordered: / / _____

(Name of contact)

**There is a minimum requirement of three (3) barricades per intersection.*

**BLOCK PARTY PERMIT / STREET CLOSING REQUEST
VILLAGE OF LOMBARD**

The Village of Lombard encourages its residents to get to know each other and to foster positive neighborhood activities for family and friends. Block parties are permitted for this purpose. The following information is provided to make block parties safe and enjoyable for everyone. Please note the following:

- 1) The names of three sponsors who are residents over age 21 living on the block(s) to be closed must be provided.
- 2) Barricades provided must be erected at the end of the block and may not be moved or relocated away from the intersections. They must be placed along the crosswalk at the end of the block.
- 3) Village ordinance # 130.03 prohibits the drinking of alcoholic beverages on the public street or public right-of-way.
- 4) Amplified music or entertainment must not disrupt the peace of residents in adjoining neighborhoods.
- 5) Block parties will not be permitted between 11:00 p.m. and 9:00 a.m. of the following day.
- 6) All debris and equipment must be removed and public areas cleaned prior to 11:00 p.m. on the date of the block party.
- 7) The sponsors shall be responsible for compliance with permit requirements and for compliance with Police Department requirements during the conduct of the block party.
- 8) The appearance of Police Department, Fire Department personnel and Fire apparatus cannot be guaranteed and is dependent upon the availability and schedules of personnel.
 *Note: For safety reasons, Ladder Trucks will not be set up.
- 9) Fire Department Personnel will be available only between the hours of 1:00 p.m. and 4:00 p.m.

I request permission to hold a block party as specified on this application and agree to abide by the above requirements.

SIGNATURE OF APPLICANT

ADDRESS

E-MAIL ADDRESS



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

**SUBJECT: Placement of Banners on
Village Light Poles**

Section: Right of Way
Dept.: VMO
Date: April 18, 1990
Updated: December 2, 2010

I. Purpose

This administrative policy sets forth procedures for the placement of banners on Village street lighting poles by entities other than the Village.

II. Responsibility

It shall be the responsibility of the Director of Public Works to manage the administrative review of all requests from outside organizations and entities for the erection of banners on Village street lighting poles. Requests for banners shall be forwarded to the Director of Public Works. The Director of Public Works shall be responsible for submitting staff reports to the Village Board outlining the nature of the request and the staff recommendation for disposition. The Village Board shall make the final determination on what banners shall be placed on street lighting poles.

III. Forms

None

IV. Procedures

A. All requests from non-profit community groups and organizations which may be received by any Village department shall be forwarded to the Director of Public Works. Requests must be in writing and should include a description of the proposed banner including, but not limited to, size, color(s), content (theme and any wording), location(s) requested, date the banner is to be erected and the date it is to be removed. Banner design will be reviewed by the Communications Coordinator. Reasonable documentation of the group's purpose and non-profit status will also be required. Said request must be made no less than 45 days prior to the requested placement of the banners.

Organizations should be informed that the expense of banners and their erection shall be borne by the requesting organization unless otherwise authorized by the Village Board.

B. The Director of Public Works shall be responsible for the review of the request and shall provide a recommendation to the Village Board as to the propriety of the request. The Director of Public Works shall keep the requesting organization informed of the status of the request and also advise the organization of the meeting date when the request will be before the Village Board.

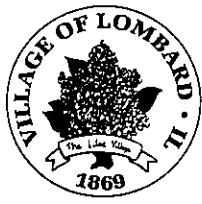
C. Banners will be allowed only on Village owned street lighting poles and will not be allowed on either utility poles or traffic signal poles, unless authorization is granted by the respective utility. Existing hardware may be used to hang banners, however, those poles not having hardware will have to be equipped with suitable hardware at the requesting organization's expense. The requesting organization shall also be required to indemnify the Village from any liability arising out of the banners, related hardware, and their installation and/or removal. Beyond this the requesting organization shall assume responsibility for any damage to Village property as a result of the banners.

D. Upon approval by the Village Board, the Director of Public Works shall be responsible for working with the requesting organization on the installation and subsequent removal of the banners. Public Works department staff shall supervise both the installation and removal of banners.

E. The Village shall reserve the right at any time to request removal of the banners. In the event the requesting organization does not remove the banners the Village shall, at the requesting organization's expense, provide for their removal.

VII. Weather Induced Policies

- A. Mailbox Policy
- B. Private Property Flooding
- C. Storm Debris Management



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Mailbox Policy

Section: Weather Induced

Dept.: PW

Date: February 19, 2009

Updated: December 2, 2010

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 identified by staff or notified by a resident that snow removal operations have damaged a mailbox and/or post, Public Works will install a temporary metal mailbox and wooden post within one working day after the end of the storm.

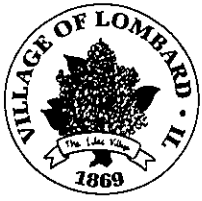
The resident may either keep the temporary mailbox or opt for a different replacement mailbox. The resident shall purchase the different mailbox and the Village will reimburse the resident for the cost of a basic mailbox provided that the mailbox is installed per Village Code (Title 9, Chapter 97, Section 97.010). The resident must provide copies of paid receipts to Public Works and the temporary mailbox no later than May 15th in order to receive a reimbursement. Public Works will install the permanent mailbox when so requested by the resident.

Residents with structural mailboxes shall be required to remove the illegal structure from the public right-of-way on or before June 1, 2009. Should a property owner refuse to remove the structure the Village shall require the property owner to enter into a "Right-of-Way Encroachment Waiver and Agreement". The existing structural mail boxes, with executed "Right-of-Way Encroachment Waiver and Agreement" shall become legal non-conforming structures.

Public Works will advise each resident in writing when their mailbox is found to be not in compliance with the Lombard Village Code. Public Works will maintain a list of all residents whose boxes are not in compliance with Lombard Village Code.

III. Legislation/Documentation

A. Minutes of the February 19, 2009 Board of Trustees meeting



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Public Works' Response to
Private Property Flooding

Section: Weather Induced
Dept.: PW
Updated: December 2, 2010

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

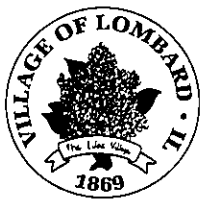
Village of Lombard 2002 Strategic Plan

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

Minutes of November 11, 2008 Public Works Committee



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Storm Debris Management

Section: Weather Induced

Dept.: PW

Date: November 4, 2010

Updated: December 2, 2010

I. Purpose

To facilitate and coordinate the removal, collection, and disposal of debris following a disaster, to mitigate against any potential threat to the health, safety, and welfare of the impacted citizens, and expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

II. Procedures/Guidelines

The Village of Lombard Department of Public Works is responsible for the debris removal function. All aspects of the Debris Management Policy shall be under the direction and guidance of the Director of Public Works who shall make determinations of response based upon an assessment of damages received in Lombard. The Department of Public Works (DPW) will work in conjunction with designated support agencies, utility companies, waste management firms, and trucking companies, to facilitate the debris clearance, collection, reduction, and disposal needs following a disaster. DPW will be responsible for removing debris from the public right-of-way. DPW will further stage equipment in strategic locations locally as well as regionally, if necessary, to protect the equipment from damage, preserve flexibility in the decision making process and allow for the clearing crews to begin work immediately after the disaster.

The quantity and type of debris generated from any particular disaster is a function of the location and type of event experienced, as well as its magnitude, duration and intensity. The quantity and type of debris generated, its location and the size of the area over which it is dispersed directly impacts the type of collection and disposal methods used to address the debris problem, associated costs incurred and the speed with which the problem can be addressed.

The Village of Lombard Board of Trustees desires the Public Works Department, when major storm events occur and cause wide spread damage throughout the community, to collect and dispose of debris. In order to better to define wide spread damage and establish such parameters to initiate collection for such an event, the Village has developed two levels of response. The first level is classified as **Localized Response**. The second level is classified as **Village Response**. The procedure(s) for the policy are provided below:

Localized Response

- When a storm occurs wherein damage to trees and bushes is realized by more than 50, but less than 200 homes, the property owners must dispose of material in accordance with the Village of Lombard Refuse Contract. *The Contract provides that bundled brush must not exceed six (6) feet in length and fifty (50) pounds in weight. Each branch shall not exceed six (6) inches in diameter, with the total diameter of the*

- When wind speed at ground level exceeds 50 miles per hour as measured at Glenbard East High School and more than 50, but less than 200 homes have debris consisting of broken tree limbs, downed trees or bushes, the property owners must dispose of material in accordance with the Village of Lombard Refuse Contract.
- When rainfall in excess of a 50 year storm (6.46" over 24 hours, 5.95" over 18 hours, 5.62" over 12 hours) is received in Lombard, as measured on the Public Works Department rain gauge **and** more than 50, but less than 200 homes have debris consisting of building material, personal property, and landscape debris, the debris management policy will be initiated for residents.

When any of the above scenarios exist, residents will have two weeks from the date of the event in which to contact the Public Works Department to provide name and address and a brief summary of the debris they desire to place at the curb line for pick up. The Village will provide ten (10) **STORM CLEANUP** stickers to each affected property. Additional stickers may be requested through the Director of Public Works. If residents have so notified Public Works Department, one additional week, or a total of three weeks time, will be allowed for residents to bring debris to the roadside for pick. The Village of Lombard may provide expanded hours office hours to accommodate the distribution of **STORM CLEANUP** stickers, based upon a determination by the Village Manager.

If the Public Works Department has not been notified within said two week time period, residents must then dispose of debris themselves in accordance with the terms or collection through Waste Management.

Public Works Department staff will not enter upon private property to remove the debris.

Village Response

The Village shall expand the assistance offered to residents/property owners if the following conditions exist.

- When a storm occurs wherein damage to trees and bushes is realized by more than 200 homes, the pick up policy will be initiated for residents.
- When wind speed at ground level exceeds 50 miles per hour as measured at Glenbard East High School and more than 200 homes have debris consisting of broken tree limbs, downed trees or bushes, pick up policy will be initiated for residents.
- When rainfall in excess of a 50 year storm (6.46" over 24 hours, 5.95" over 18 hours, 5.62" over 12 hours) is received in Lombard, as measured on the Public Works Department rain gauge **and** more than 200 homes have debris consisting of building material, personal property, and landscape debris, the pick up policy will be initiated for residents.

The Village Pick-Up Policy shall consist of the following:

- Tree limbs and downed bushes may be placed onto the parkway by residents. Material will be collected and disposed of by Village of Lombard crews, or by contractors hired by the Village.
- Material collection will begin within 72 hours from the end of the storm event. Material placed out after 72 hours must be disposed of in accordance with the Village of Lombard Refuse Contract.
- The Village will provide dumpsters in each affected Trustee District based upon need. The decision as to the number of dumpsters shall be at

the discretion of the Director of Public Works. Collection sites will be on public property when feasible to facilitate the implementation of the mission and mitigate against any potential liability requirements. Activation of sites will be under the control of the Director of Public Works.

- The dumpsters shall be placed in centrally located areas in the district. Property owners shall be responsible for placing material into the dumpsters.
- Individuals in need of assistance in placing material in the dumpsters may contact the Director of Public Works.
- Dumpsters shall remain in place for no more than two weeks following the storm event, unless extended by the Director of Public Works.
- At the discretion of the Director of Public Works, stickers may be provided to residents in areas where damage was not widespread, but the Village is operating under the Village Response plan.

Public Works Department staff will not enter upon private property to remove the debris.

The debris removal process must be initiated promptly and conducted in an orderly, effective manner in order to protect public health and safety following a major or catastrophic event. To achieve this objective, the first priority will be to clear debris from key roads in order to provide access for emergency vehicles and resources into the impacted area. Priority roadways in Village of Lombard are identified as follows:

NORTH OF ROOSEVELT ROAD

- Main - Roosevelt to North Ave.
- St Charles - West of Route 53 to Addison
- Westmore - Roosevelt to Division (North of St. Charles)
- Park - Maple to Parkside, St. Charles to Greenfield
- Madison - Finley to Addison
- Finley - Roosevelt to Crescent
- Wilson - Finley to Westmore
- Maple - Finley to Addison
- Grace - Central to Sidney (North of North Ave.)
- Parkside - Elizabeth to Grace
- Crescent - St Charles to Forest Preserve
- Sunset - West Road to Westwood
- Washington - Main to Addison

SOUTH OF ROOSEVELT ROAD

- Highland - North of Roosevelt to Butterfield Rd
- Main - Roosevelt to Janata
- Finley - Roosevelt to Village Limits (South of Eisenhower Lane)
- 22nd Street - Finley to Meyers
- Eisenhower - Finley Loop Back to Finley
- Grace - South of 22nd (Entrance to Yorktown)
- Janata - Main to Highland
- Technology Drive
- Butterfield Frontage

The Village of Lombard has established Mutual Aid Agreements with the following entities to provide assistance with debris removal in the event of a disaster resulting in copious amounts of debris:

1. DuPage County Public Works Mutual Aid
2. Illinois Public Works Mutual Aid Network (IPWMAN)
3. Illinois Water/Wastewater Agency Response Network (ILWARN)

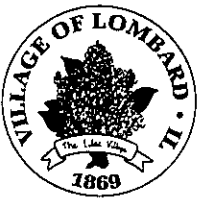
These agreements include utilization of personnel, equipment, temporary land sites, emergency services, and law enforcement.

III. Legislation/Documentation

- A. Minutes of Public Works Committee September 14, 2010
- B. Minutes of Public Works Committee October 12, 2010
- C. Village Board of Trustees November 4, 2010

VIII. Miscellaneous

A. Annexation Policy



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Annexation Policy

Section: Miscellaneous
Dept. CD
Date: May 16, 1996
Revised: June 1, 2000
August 31, 2010
Updated: November 18, 2010

I. Purpose

This policy establishes procedures and guidelines relative to annexations, with special provisions for the annexation of existing single-family residences that are not proposed to be redeveloped. It also describes the policy and procedure for unincorporated properties requesting utility connections.

II. Procedures/Guidelines

A. It shall be the responsibility of the Department of Community Development to determine eligible annexation requests and to receive and process eligible requests for the annexations.

B. Procedures for annexations should follow those established in Village Board Policy Memorandum Number 87-2, entitled "Annexation Guidelines", the latest version of the Village Annexation Strategies Update approved by the Village Board or as set forth through specific Board direction through a direct Village Board action or at a public meeting.

C. Other than as outlined, the processing of eligible annexation requests shall follow established procedures for annexations and related actions required by the Village of Lombard and the State of Illinois.

D. Any applicable conditions or special requirements may be included in an annexation agreement or in companion map amendment, conditional use or variation ordinance(s), but legally cannot be included in an annexation ordinance itself.

E. It shall be the policy of the Village, unless adequate justification can be demonstrated to discourage variations of zoning requirements in favor of creating a legal, nonconforming status. For existing uses and structures, companion zoning relief associated with an annexation petition should only be granted if the relief is consistent with the requisite standards and is considered through the public hearing process.

III. Policies and Procedures for Forcible (Involuntary) Annexations

A. Other than as outlined, the processing of Village-initiated (forcible) annexations shall follow established procedures for annexations and related actions required by the Village of Lombard and the State of Illinois.

B. The desirability of initiating the annexation of properties will be evaluated on a case-by-case basis by the Community Development Director, following the provisions set forth in the latest version of the Village Annexation Strategies Report. Approval of any such actions remain under the sole jurisdiction of the Village Board.

C. Should the Village initiate involuntary annexation proceedings the following provisions shall apply:

1. The administrative filing fees for annexation and rezoning (a.k.a. public hearing fees) shall be waived. However, the Village shall not be obligated to grant approval of any rezoning as part of an annexation petition.
2. The required Plat of Annexation shall be provided by the Village at no cost to the affected property owner(s).
3. The fees associated with recording the annexation with the County Recorder's Office shall be paid by the Village.

D. The Village may initiate annexation proceedings (forcible annexation) for unincorporated single-family residential areas when the following are true:

1. The properties meet the provisions for involuntary annexation, as set forth within state statute.
2. The unincorporated area is bounded by the municipal limits of the Village of Lombard on all four (4) sides.
3. The area consists of ten (10) or fewer lots.
4. The Community Development Director determines that the area will be zoned within the Village's R0, R1 or R2 Single-Family Residence Districts. Map amendments subsequent to involuntary annexations shall follow the procedures set forth within the Zoning Ordinance for all other rezoning petitions.

5. The Community Development Director determines that a substantial Resubdivision of the area is unlikely (e.g. it is unlikely that a new public rights of way will be created).
 6. The Village controls all rights-of-way which serve the unincorporated area, and access to the area is via Village-controlled rights-of-way.
- E. The procedure for initiating involuntary annexation proceedings will be as follows:
1. The Community Development Director will identify those areas for which it is appropriate to initiate annexation proceedings. For single-family residences, the analysis will be based upon the criteria listed in Item III D. above.
 2. The Community Development Director will contact the Village Board of Trustees to determine whether or not they wish to move forward with the annexation proceedings.
 3. The Community Development Director will notify the owners of the property within the unincorporated area that it is the Village's intent to annex the area, and will offer the property owners the opportunity to voluntarily annex.
 4. If all of the property owners agree to voluntarily annex and sign an annexation petition, then the Village will, at no expense to the property owners, process the annexation and, if necessary, rezone the properties to an appropriate zoning classification.
 5. If none of the property owners agree to voluntarily annex, then the Village will annex the properties at the Village's expense, but will not rezone the properties.
 6. If some of the property owners agree to voluntarily annex but the rest do not, then the Village will annex all of the properties at the Village's expense, and the Community Development Director will determine whether some, none, or all of the properties should be rezoned.
- F. It shall be the policy of the Village, unless adequate justification can be demonstrated, to discourage variations of zoning requirements in favor of creating a legal, nonconforming status. Costs associated with any zoning actions (conditional uses and/or variations) subsequent to an involuntary annexation shall be borne by the property owner(s) of the involuntarily annexed properties.

IV. Policies Relating to Annexations Required by Requests for Utility Connections for Unincorporated Properties

A. In order to obtain utilities, unincorporated properties must annex into the Village if contiguous, or sign a utility services agreement prior to connecting to a Village utility if not contiguous. The form of the agreement shall be specific to the property or area in question. Each utility services agreement requires the subject property to annex into the Village at such time that boundary contiguity is established.

B. Emergency connections to the Village water supply may be approved administratively by the Village Manager in advance of Board action on the corresponding annexation petition or utility services agreement.

C. If there are any conditions required or offered as a condition of receiving utilities services or as part of the annexation, an annexation agreement and not a utilities agreement shall be executed.

V. Legislation/Documentation