



MEMORANDUM

TO: Trustee Bill Johnston, Chairperson
Economic and Community Development Committee

FROM: William J. Heniff, AICP, Director of Community Development *WJH*

MEETING DATE: November 13, 2017

SUBJECT: **Text Amendments to Chapters 39 and 40 of the Village Code:
Departmental Responsibilities**

From time to time, Village staff reviews Code and proposes changes that reflect current policies or developmental regulations. As part of this review, staff is bringing forward the first in a series of comprehensive reviews of Village Code as it pertains to roles and responsibilities of the Community Development and Public Works Departments. These sections were established in 2010 and have not been modified since their initial creation.

Attached is the first set of amendments that pertains to the roles and responsibilities of each department and is intended to be a refinement of existing activities undertaken by the Community Development Department. Of note, the amendments are intended to include the ongoing activities the department undertakes associated with business engagement and economic development efforts. Other edits are to reflect the current applicable standing committee and commission designations. However, none of the proposed edits are material in nature.

This round of edits is the first of a series of edits that will be brought to other standing committees and commissions over the next four months. Future amendments will include:

- Chapters 50 and 51 (Combined Water & Sewer System and Water) before the Public Works Committee
- Chapter 151 (Flood Control) before the Public Works Committee and the Board of Building Appeals.
- Chapter 154 (Subdivision & Development Ordinance) before the Plan Commission.

COMMITTEE ACTION REQUESTED

Staff recommends that the ECDC recommend approval of the proposed text amendments to Chapters 39 and 40 to the Village Board of Trustees.

ORDINANCE _____

**AN ORDINANCE FURTHER AMENDING TITLE 3 OF THE LOMBARD
VILLAGE CODE IN REGARD TO THE PUBLIC WORKS AND
COMMUNITY DEVELOPMENT DEPARTMENTS**

WHEREAS, the Village of Lombard maintains a Village Code; and

WHEREAS, among other things, the Village Code is intended to set forth the roles and responsibilities of Village Departments and employees; and

WHEREAS, selected roles and responsibilities of the Public Works and Community Development Departments are enumerated throughout the Village Code; however, the complete enumeration of said roles and responsibilities are not currently set forth therein; and

WHEREAS, the President and Board of Trustees deem it reasonable to make necessary text amendments to the Village Code to enumerate said roles and responsibilities of the Public Works and Community Development Departments;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Lombard, DuPage County Illinois, as follows:

SECTION 1: That Title 3, Chapter 39 of the Lombard Village Code is hereby amended to read as follows:

**"CHAPTER 39
PUBLIC WORKS DEPARTMENT**

SECTION:

39.01 Creation; Composition

39.02 Appointment of Director of Public Works

39.03 Director of Public Works; General Powers and Duties

39.04 Director of Public Works; Specific Powers and Duties

§ 39.01 CREATION; COMPOSITION.

The Public Works Department of the Village is hereby created and established. It shall consist of a Director of Public Works and such other employees as may be provided for by the Corporate Authorities of the Village.

§ 39.02 APPOINTMENT OF DIRECTOR OF PUBLIC WORKS.

The Village Manager is authorized to appoint and remove the Director of Public Works as set forth within the adopted Village Human Resource Manual. The Village is a statutory manager form of government, meaning that the Village Manager can hire and fire department heads without the need for Village Board approval.

§ 39.03 DIRECTOR OF PUBLIC WORKS; GENERAL POWERS AND DUTIES.

The Director of Public Works shall have the control of the Public Works Department, the members thereof, and the care and custody off all buildings, infrastructure and equipment belonging to the Village. The Director of Public Works shall promulgate such orders, rules, and regulations for the conduct of the Public Works Department and the members thereof, as allowed by law, as he/she shall deem fit and proper.

§ 39.04 DIRECTOR OF PUBLIC WORKS; SPECIFIC POWERS AND DUTIES.

The Director of Public Works shall be in charge off all public works activities including, but not limited to, facility maintenance, fleet management, engineering, refuse and recycling, and design and construction of public improvements. In addition to those duties assigned by the Corporate Authorities or the Village Manager, the Director of Public Works shall be responsible for:

(A) The engineering, design, supervision and construction of all public improvements including, but not limited to, paving, sidewalks, storm drainage systems, water supply and distribution systems, sanitary sewer collection system, municipal facilities, traffic control and other municipal engineering improvements;

(B) ~~On-site~~ Supervision ~~supervision~~ of the construction of public improvements;

(C) The submittal of technical engineering reports, ordinances and regulations as required;

(D) The preparation of preliminary cost estimates for public improvements;

(E) The maintenance and supervision of all work on Village owned property; including all streets, parkways, sidewalks, municipal buildings and all other property of the Village not specifically assigned to some other officer or employee;

(F) The care, maintenance and operation of the Village water distribution system, the street lighting system and all streets and sidewalks and the drainage thereof;

(G) The maintenance of any pavement, building, lighting system, sanitary sewer system, water mains and any appurtenances thereto, and all other maintenance work conducted by the Village;

(H) The supervision of the collection and disposal of refuse, recycling and yardwaste;

(I) The condition of all motor vehicles and other equipment of the Village, and of all buildings or places in which the same are housed or kept;

(I) The performance of such other duties and functions as shall from time to time be provided for in this Code, as a responsibility of the Public Works Department;

(K) The administration of Chapters 50 and 51 of the Code;

(L) The presentation of a Capital Improvement Plan to the Public Works and Environmental Concerns Committee and Corporate Authorities in accordance with applicable Village policies; and

(M) The providing of staff support assistance to other departments, as well as the Public Works and Environmental Concerns Committee, the Board of Local Improvements, ~~the Environmental Concerns Committee~~, the Public Safety and Transportation and Safety Committee and other committees that address public works activity within the Village."

SECTION 2: That Title 3, Chapter 40 of the Lombard Village Code is hereby amended to read as follows:

CHAPTER 40 COMMUNITY DEVELOPMENT DEPARTMENT

SECTION:

40.01 Creation; Composition

40.02 Appointment of Director of Community Development

40.03 Director of Community Development; General Powers and Duties

40.04 Director of Community Development; Specific Powers and Duties

§ 40.01 CREATION; COMPOSITION.

The Community Development Department of the Village is hereby created and established. It shall consist of a Director of Community Development and such other employees as may be provided for by the Corporate Authorities of the Village.

§ 40.02 APPOINTMENT OF DIRECTOR OF COMMUNITY DEVELOPMENT.

The Village Manager is authorized to appoint and remove the Director of Community Development as set forth within the adopted Village Human Resource Manual. The Village is a statutory manager form of government, meaning that the Village Manager can hire and fire department heads without the need for Village Board approval.

§ 40.03 DIRECTOR OF COMMUNITY DEVELOPMENT; GENERAL POWERS AND DUTIES.

The Director of Community Development shall have the authority and responsibility to control the Community Development Department, and its respective employees. The Director of Community Development shall promulgate such orders, rules, and regulations for the conduct of

the Community Development Department and the members thereof, as allowed by law, as to he/she shall deem fit and proper.

§ 40.04 DIRECTOR OF COMMUNITY DEVELOPMENT; SPECIFIC POWERS AND DUTIES.

The Director of Community Development shall be in charge of all community development activities including, but not limited to, contributing to the development, redevelopment, maintenance and enhancement of the quality of life for residents and businesses in the Village. In addition to those duties assigned by the Corporate Authorities or the Village Manager, the Director of Community Development shall be responsible for:

(A) Providing staff assistance to residents, businesses, tenants and property owners through the processing, review, approval and inspection of private development plans and projects;

(B) Administering the provisions set forth within the Title 15 of the Code as well as any other duties assigned to the Department of Community Development or Director of Community Development, pursuant to other provisions of the Code;

(C) Providing for the monitoring, inspection and/or enforcement of the Building Code, Subdivision and Development Ordinance, Zoning Ordinance, Sign Ordinance and applicable sections of the Municipal Code dealing with nuisances, including code violation investigation, issuance of citation and/or violation notices, and processing same for court or administrative adjudication action when necessary;

(D) Promoting the sound growth and development of the Village through the development and administration of the Village Comprehensive Plan;

(E) Overseeing and implementing the activities and recommendations pertaining to the physical growth of the Village through establishment of an annexation strategy plan, as well as administering the extraterritorial jurisdictional rights of the Village as set forth within the Illinois Compiled Statutes;

(F) ~~Serving as the Building Commissioner of the Village~~ Partnering and coordinating applicable economic development cooperation between the Village and other public and private entities;

(G) Advancing the economic viability of the Village through the administration of economic development plans and programs including, but not limited to, Tax Increment Finance (TIF) District activities, grant programs, economic incentive programs and development agreements;

(H) Facilitating intergovernmental cooperation and the coordination of the Village's interaction with private, local and regional ~~transportation~~ agencies serving the regional planning and public transportation needs of the community;

(I) Providing staff support assistance to other departments as well as the Zoning Board of Appeals, the Plan Commission, the Economic and Community Development Committee, the Board of Building Appeals, ~~the Electrical Commission~~, the Historical Preservation Commission and other established committees that address development activity within the Village;

(J) Administering the relevant provisions of the DuPage County ~~Development and Stormwater and Floodplain Ordinance~~ and local drainage regulations ~~pertaining to private development activity in the Village;~~

(K) Managing the proper design and installation of private infrastructure and public improvements associated with private development activity;

(L) Administering Village grant programs designed to address private stormwater drainage concerns; and

(M) Coordinating and managing activities associated with the Village's Geographic Information Systems (GIS)."

SECTION 3: That this Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form as provided by law.

Passed on first reading this _____ day of _____, 201__.

First reading waived by action of the Board of Trustees this __ day of _____, 201__.

Passed on second reading this _____ day of _____, 201__, pursuant to a roll call vote as follows:

Ayes: _____

Nays: _____

Absent: _____

Approved this _____ day of _____, 201__

Keith T. Giagnorio
Village President

ATTEST:

Sharon Kuderna
Village Clerk

Published by me this _____ day of _____, 201_.

Sharon Kuderna
Village Clerk