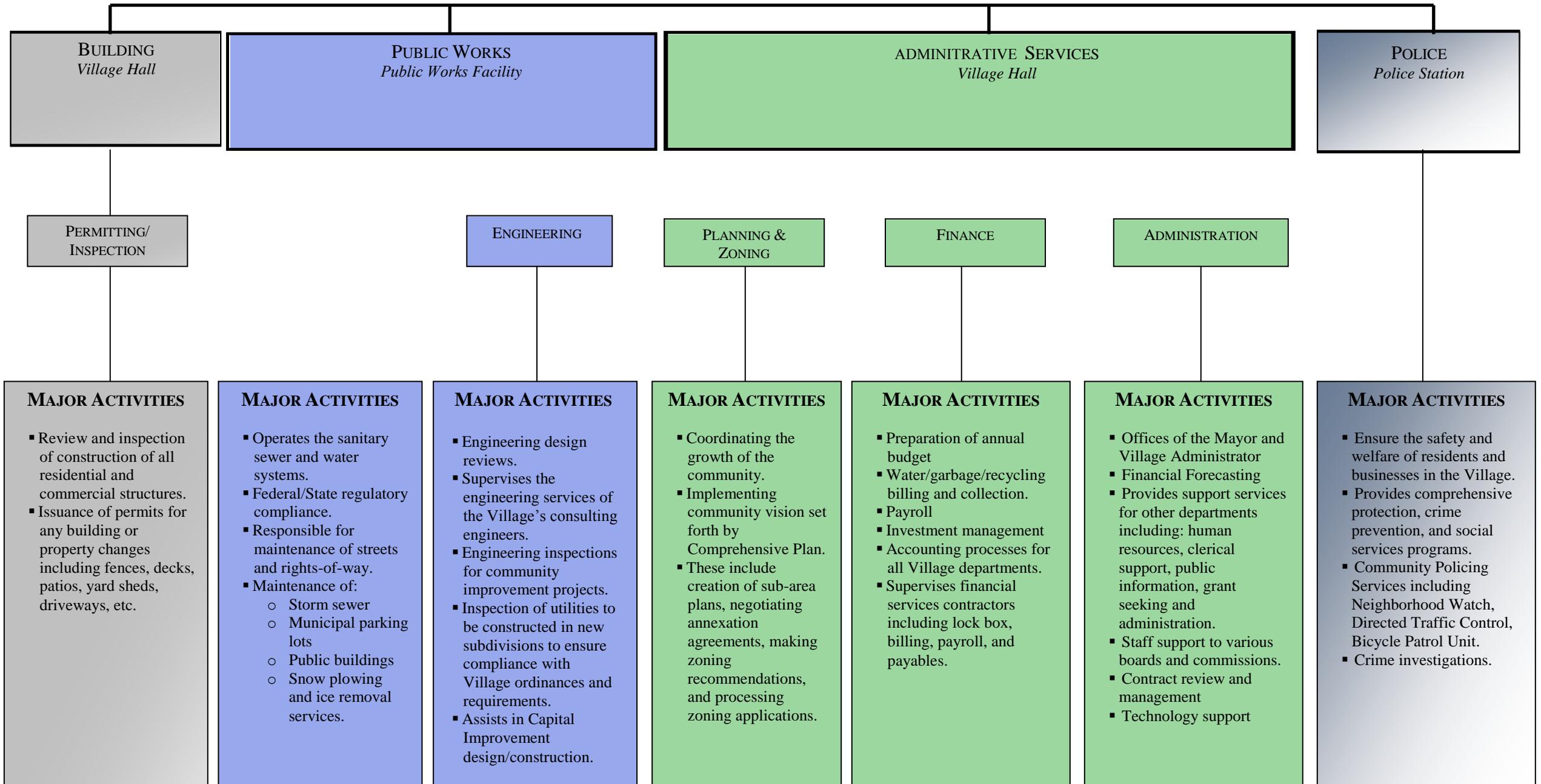


VILLAGE OF LAKE VILLA MAJOR OPERATING AREAS



BUILDING
Village Hall

PUBLIC WORKS
Public Works Facility

ADMINITRATIVE SERVICES
Village Hall

POLICE
Police Station

**PERMITTING/
INSPECTION**

ENGINEERING

**PLANNING &
ZONING**

FINANCE

ADMINISTRATION

- MAJOR ACTIVITIES**
- Review and inspection of construction of all residential and commercial structures.
 - Issuance of permits for any building or property changes including fences, decks, patios, yard sheds, driveways, etc.

- MAJOR ACTIVITIES**
- Operates the sanitary sewer and water systems.
 - Federal/State regulatory compliance.
 - Responsible for maintenance of streets and rights-of-way.
 - Maintenance of:
 - Storm sewer
 - Municipal parking lots
 - Public buildings
 - Snow plowing and ice removal services.

- MAJOR ACTIVITIES**
- Engineering design reviews.
 - Supervises the engineering services of the Village's consulting engineers.
 - Engineering inspections for community improvement projects.
 - Inspection of utilities to be constructed in new subdivisions to ensure compliance with Village ordinances and requirements.
 - Assists in Capital Improvement design/construction.

- MAJOR ACTIVITIES**
- Coordinating the growth of the community.
 - Implementing community vision set forth by Comprehensive Plan.
 - These include creation of sub-area plans, negotiating annexation agreements, making zoning recommendations, and processing zoning applications.

- MAJOR ACTIVITIES**
- Preparation of annual budget
 - Water/garbage/recycling billing and collection.
 - Payroll
 - Investment management
 - Accounting processes for all Village departments.
 - Supervises financial services contractors including lock box, billing, payroll, and payables.

- MAJOR ACTIVITIES**
- Offices of the Mayor and Village Administrator
 - Financial Forecasting
 - Provides support services for other departments including: human resources, clerical support, public information, grant seeking and administration.
 - Staff support to various boards and commissions.
 - Contract review and management
 - Technology support

- MAJOR ACTIVITIES**
- Ensure the safety and welfare of residents and businesses in the Village.
 - Provides comprehensive protection, crime prevention, and social services programs.
 - Community Policing Services including Neighborhood Watch, Directed Traffic Control, Bicycle Patrol Unit.
 - Crime investigations.