VILLAGE OF LAKE VILLA
MAJOR OPERATING AREAS

BUILDING
Village Hall

PUBLIC WORKS
Public Works Facility

ADMINISTRATIVE 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:
  o Storm sewer
  o Municipal parking lots
  o Public buildings
  o 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:
  o 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.