



**Newly Elected Officials Orientation Meeting  
May 10, 2013  
1:00 PM**

- I. Opening Comments – Village President**
- II. Introduction of Staff & Department Heads**
  - Village Manager
  - Assistant Village Manger
  - Finance Director
  - Chief of Police
  - Director of Fire & Building
  - Public Works Director
- III. Role of Staff and Village Board**
- IV. Structure of Village Board, Board Committees, & Advisory Boards**
  - Board Meetings (Work Sessions, Action Sessions)
  - Committee Structure
    - ❖ Administration
    - ❖ Building & Zoning
    - ❖ Engineering & Capital Projects
    - ❖ Finance
    - ❖ Public Safety
    - ❖ Public Works
    - ❖ Public Works Garage
    - ❖ Commercial Revitalization Committee
    - ❖ Cool Village Commission
  - Advisory Boards
    - ❖ Plan Commission
    - ❖ Zoning Board of Appeals
    - ❖ Traffic, Safety, & Engineering
    - ❖ Police Commission
    - ❖ Youth Commission
    - ❖ Emergency Telephone Services Board
    - ❖ Police Pension Board

**V. Documents for Distribution**

- Village Board Handbook
- Village Code
- Annual Budget
- Annual Audit
- Comprehensive Plan
- Five-Year Plan

**VI. Intergovernmental Cooperation**

- Illinois Municipal League
- West Central Municipal Conference
- Intergovernmental Risk Management Agency (IRMA)
- Intergovernmental Personnel Benefits Cooperative (IPBC)
- West Suburban Chamber of Commerce & Industry
- La Grange Park Chamber of Commerce

**VII. Issues/Projects**

- Public Works Garage
- Flooding Issues
- Zoning
- Economic Development
- Capital Projects & Grant Funding
- NIMS – Emergency Preparedness

**VIII. Tour of Facilities**

- Village Hall
- Public Works
- Fire Stations 1 & 2