

## ADMINISTRATION DEPARTMENT

For budgetary and accounting purposes, the Administration Department has three main components in the General Fund: Village Board and Clerk, Village Manager's Office, and Facilities Maintenance. Primary oversight responsibilities also include the Special Programs Fund and the Residential Solid Waste Fund, which are also found in the Administration section of this budget. In addition, this department coordinates the Facilities Maintenance Reserve Fund, which is found in the Capital Improvements section of this budget book.

### **Village Board and Clerk**

The activities and expenses of the Village President, the Village Board and the Village Clerk comprise this budgetary area. All elected positions are part-time and receive nominal pay. Village Board business meetings are regularly held at 8:00 p.m. on the second and fourth Monday of each month in the Galligan Board Room on the third floor of the Civic Center. Village Board Workshops are typically scheduled in Civic Center Room 301 at 7:00 p.m. on the third Monday of each month, though Special Workshops are periodically convened on other dates, as needed.

The Village President is elected for a term of four years. As the chief executive officer, the Village President performs a variety of duties as required by State Statute and Village Code. These duties include, but are not limited to, serving as the presiding officer at Village Board meetings, serving as the Village's Liquor Commissioner, and, with the advice and consent of the Village Trustees, appointment of the Village Manager, Village Attorney, Village Prosecutor, and all members of citizen Boards and Commissions except the Village Board of Trustees. Compensation for the Village President is \$50 per month. By community tradition, the Village President serves a single four-year term of office.

The Village Board of Trustees is comprised of six Trustees who are elected to four-year terms. Elections are held in odd numbered years such that the six Trustees are elected on a staggered basis, with three positions elected every two years. The Village Trustees, along with the Village President, make certain decisions to maintain and enhance the health, safety and welfare of the citizens of the Village of Glen Ellyn. These decisions include, but are not limited to, matters of Village finances including the approval of the annual Village Budget; approval of contracts; responding to citizen concerns; establishment of, and variations to, building, zoning, subdivision and traffic codes; and establishment of license fees and other charges. Trustees also serve as Village Board liaisons to the various other standing Boards and Commissions. Each Trustee receives compensation of \$20 per month. By community tradition, Trustees serve a single four-year term of office.

The Village President and the Board of Trustees determine appointments to the 11 standing Ad Hoc citizen Boards and Commissions that provide invaluable service to the Village of Glen Ellyn. There are eighty-seven (87) positions in all permanent Village Boards and Commissions. These appointments are all volunteer positions with specific areas of responsibility such as the Plan Commission or the Zoning Board of Appeals. Citizen

advisory boards and commissions meet throughout the year and most meetings are held during evening hours and are open to the public.

The Village Clerk, an elected official with a four-year term, and also part time, is responsible for maintaining the official records of the Village. In doing so, the Village Clerk attends meetings of the Village Board, keeps a record of its proceedings, publishes and attests to all resolutions and ordinances passed by the Board and seals and attests to all contracts of the Village, as well as other licenses, permits, and documents. The Village Clerk is in charge of all Village election responsibilities not assumed by the County. Additionally, the Village Clerk, in accordance with the Village Code, serves as the Village Collector, which is a full-time paid position appointed by the Village Manager. The Village Clerk/Collector also provides clerical and administrative services under the direction of the Village Manager. The Village Clerk receives compensation of \$300 per month and the full-time Village Collector is part of the Village's employee compensation program.

### **Village Manager's Office**

The full-time Village Manager is the chief administrative officer of the Village. The Village President and Board of Trustees oversee and give direction to the Village Manager. It is the Village Manager's responsibility to administer the programs and policies established by the Village Board, to direct and coordinate the operations of the Village departments, and to inform the Village Board on Village affairs and issues, including existing conditions and future requirements. The Village Manager's Office coordinates the Village's communication programs including a bimonthly newsletter, annual calendar, downtown message board, the Village website and GETV public cable television. The office also oversees duties assigned to the Village Collector such as receptionist and telephone switchboard operations. Additional office responsibilities include oversight of the Facilities Maintenance Division, Solid Waste Fund, Special Programs Fund and cable television, and staff assistance to the Village Board, Environmental Commission, and Historic Preservation Commission.

In addition to the Department's daily activities and responsibilities during FY 2008/2009, special projects the Administration Department is working on or plans to undertake include facilitating the public process of developing a downtown plan, providing recommendations on Village fees and funding sources to support Village services, including those provided by the Volunteer Fire Company, conducting a comprehensive pay study for employees, which was last updated in 2001, and initiating efforts on other strategic goals identified by the Village Board.

### **Facilities Maintenance Division**

The Facilities Maintenance Division is responsible for maintenance and custodial services to the Glen Ellyn Civic Center, Reno Public Works Center, both Fire Stations, Stacy's Tavern Museum and several adjoining properties being assembled for the future History Park planned at this location. This Division also provides assistance to the Village Utilities Division drinking water system buildings (roof and structure) and the Glenbard Wastewater Authority (custodial-interior), and the Metra Train Station (trash pickup immediately

adjacent to the building). Additionally, Facilities Maintenance is responsible for coordinating and assisting in the use of the Civic Center meeting rooms and auditorium by outside groups (about 1,800 meetings and events per year). The Facilities Maintenance Division works to spend at least 70 percent of staff time on preventative maintenance versus repairs, while also maintaining the established standards of cleanliness.