

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 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. In all, there are eighty-seven (87) positions on 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. This is a part time position 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, while the full-time Village Collector is compensated through 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 public communication programs including press releases, quarterly newsletter, GETV public cable television, downtown message board, Village website and weekly e-mail newsletter. The office also oversees duties assigned to the Village Collector such as receptionist and telephone switchboard operations. The Village Manager's Office includes human resources coordination and risk management activities related to coordination of insurance claims and safety program. Additional office responsibilities include oversight of the Facilities Maintenance Division, Solid Waste Fund, Special Programs Fund, cable television franchise agreements, and staff support to the Village Board, Environmental Commission, and Historic Preservation Commission.

In addition to the Department's daily activities and responsibilities during FY 2009/2010, special projects the Administration Department is working on or plans to undertake include transitioning to a new paramedic service contract, partnering with the Volunteer Fire Company to develop an additional funding source, bidding a new waste-hauling contract featuring recycling carts similar to refuse carts now in use, introducing a new Board and Commissioner manual, and coordinating a strategic planning effort with the incoming 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 rental 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 spends at least 70 percent of staff time on preventative maintenance versus repairs, while also maintaining the established standards of cleanliness.

Senior Services Program

Staffed by two part-time positions at Grace Lutheran Church in downtown Glen Ellyn, the Senior Services Center offers support and referral services to Glen Ellyn senior citizens. The Senior Service Center is a Senior Health Insurance Program site, providing assistance with insurance questions and help completing the Circuit Breaker Application, which provides grants to seniors to reduce the impact of taxes and medication costs. The Center also coordinates all facets of the Village's participation in the Ride DuPage subsidized transportation program, which is available to Glen Ellyn seniors and individuals with disabilities.