

VILLAGE OF FOX RIVER GROVE

2011/2012

DEPARTMENT DESCRIPTIONS

(5/20/11)

BOARD OF TRUSTEES & OFFICIALS

Mission Statement

Maintain and enhance Fox River Grove's friendly small-town atmosphere by providing quality services to residents and businesses in a fair and cost-effective manner and by continuing to improve the physical and economic environment of the community through partnerships with those individuals and organizations affected.

Functional Areas

- **Municipal Services:** Provide requested or mandated services in a cost-efficient manner. Balance the public's capacity to generate revenues with the Village's responsibility to provide services, maintain adequate fund reserves, and ensure funding for future capital improvements. Ensure oversight of operations via Village Board standing committees, Village Board liaison on the Budget Committee and close contact with the Chairs of the Planning & Economic Development Commission, Zoning Board of Appeals, and Parks Commission.
- **Public Relations:** Promote the process of representative democracy. Inform the public of Village policies, programs, and issues through public meetings, press releases, and publications such as the Village Newsletter, Web Site, annual Budget, and Comprehensive Plan. Respond to requests and inquiries in a fair, comprehensive, and timely manner. Encourage awareness and appreciation of local government in community youth. Assist community organizations with community events.
- **Committee & Employee Relations:** Attract and retain high caliber employees and volunteers. Provide policies to guide the provision of services. Include employees and committees in the development of new programs and procedures. Provide local officials and employees with the training necessary to perform their duties.
- **Intergovernmental Affairs:** Coordinate with other government entities to ensure the mutual benefit of each other's citizens. Continue participation in McHenry County Council of Governments, Northwest Municipal Conference, CMAP (Chicago Metropolitan Agency for Planning, Metropolitan Mayors Caucus, and the Illinois Municipal League.
- **Environmental Enhancement:** Maintain and enhance public parks. Promote property maintenance. Pursue commercial and roadway beautification programs. Include aesthetic considerations in all business development projects. Oversee operational compliance with all environmental regulations including but not limited to stormwater, groundwater and wastewater management.
- **Economic Development:** Promote the retention and expansion of business activity to insure the provision of private services, fiscal stability, and employment opportunities. Maintain the community's infrastructure. Maintain ties with the Cary-Grove Area Chamber of Commerce, McHenry County Economic Development Corporation, McHenry County Convention and Visitor's Bureau and other business organizations.

ADMINISTRATION

Mission Statement

Coordinate the development of and implement Village Board policies through personal action and oversight of line departments in a cost-effective, citizen-friendly manner. Maintain the Village's records, manage the front office, and provide fast, friendly service to residents and customers. Provide professional management of the Village's financial resources by maintaining financial records, preparing reports, and working with our consultants to identify and develop fiscal strategies, policies, and practices for the public benefit. Follow legal, ethical and professional standards in fulfilling these responsibilities.

Functional Areas - Administrator

- **Board Support:** Administer all ordinances and policies of the Village, attend meetings of the Board and various committees, coordinate agenda preparation, research issues and prepare studies, coordinate work of consultants, confer on proposed policies and strategic initiatives, and provide training opportunities and reference materials for boards and committees.
- **Departmental Oversight:** Oversee daily operations of Clerk's Office, Building & Zoning, Streets & Parks, and Water & Sewer. Confer with Police Chief on public safety issues. Assist Department Heads in achieving their goals.
- **Public Relations:** Answer public inquiries, prepare newsletter articles and press releases, participate in community organizations and events.
- **Budget:** Through Treasurer and Budget Committee, prepare budget, oversee financial condition and long-range capital program, recommend policies, solicit grants, staff Finance & Administration committee, and guide financial consultants.
- **Economic Development:** Develop and implement programs, staff Planning & Economic Development Commission, coordinate public and private construction projects.
- **Personnel:** Coordinate policy development, hiring, firing, evaluations, salaries and benefits.
- **Risk Management:** Oversee Village and Employee Insurance Program. Serve as Board Member of McHenry County Municipal Risk Management Association.
- **Intergovernmental Relations:** Build relations with other units of government. Represent Village at intergovernmental meetings, participate in monthly meetings with other local government administrators, maintain contacts with outside agencies.
- **Professional Development:** Build skills and participate in professional organizations.

Functional Areas – Clerk & Finance

Records Management & Clerk's Statutory Duties:

- Record keeping
- Maintain and update the Code of Ordinances
- Maintain vehicle sticker database
- Administer oath of office, custody of documents and seal, serves as Local Election Official

Public Services & Office Management:

- Public liaison for questions, information and resolving issues; point of first contact
- Issue licenses and permits for: handicapped parking, businesses, liquor, tobacco, hazardous chemical permits, parks, overweight vehicles, sound amplifiers, block parties, raffle, vending machines, solicitors, and peddlers.
- Mail distribution
- Register voters, notary public, schedule the Community Room for group meetings, schedule Community Sign
- Assemble and edit quarterly Newsletter
- Maintain office supplies

Fiscal Management:

- Cash receipts
- General Ledger
- Accounts Payable
- Payroll
- Bank Reconciliation
- Budget Preparation and Monitoring
- Financial Status Reports
- Road Bonds
- Escrow Funds

Administrative Support:

- Attend and take minutes for Board of Trustees, Finance & Administration Committee, Public Health & Safety Committee, Public Works Committee
- Prepare agendas and meeting schedule
- Insurance Claims Coordinator, Workman's Compensation and Annual OSHA Reports
- Maintain Tickler File
- MSI Users Group
- Manage Village Website
- Water & Sewer Billing
- Emergency Contacts for Employees
- Zoning Packets – Publications, prepare packets
- Invoice billing for agency funds (Accounts Receivables)

BUILDING & ZONING DEPARTMENT

Mission Statement

The mission of the Building & Zoning Department is to protect the public health, safety and welfare of the general public and the residents of Fox River Grove. This is accomplished through plan review, permits, and inspections that enforce the Village's building, electrical, mechanical, plumbing, property maintenance, and zoning regulations related to the construction, rehabilitation, maintenance, and usage of structures and land. The various codes and ordinances and their enforcement provide a viable means for ensuring the safe, orderly, and aesthetic development of our community.

Demographics

- Population (2010 Census) 4,854
- Square miles in Village 1.75
- Single-family dwellings 1,545
- Multi-family dwellings 134
- Business zoned properties 84

Zoning Case Load Projections

- Zoning cases 2010 10
- Zoning cases anticipated 2011 8

ISO Community Rating: 2

Functional Areas

Building

- Permits: New homes, additions, remodeling, and accessory structures.
- Inspections: Plumbing, electrical, mechanical, structural.
- Plan Review: Plumbing, electrical, mechanical, framing specifications.
- Review and coordinate annexation, subdivision, and commercial construction projects.
- Administrative: policy, budget, goals, records, and reports.

Zoning

- Inspections: Use, set backs, landscaping, floor area, parking.
- Plan Review: Use, set backs, landscaping, floor area, parking.
- Staff to the Zoning Board of Appeals.
- Review, coordinate, and process zoning applications.
- Revise and update the Zoning Ordinance.
- Administrative: policy, budget, goals, records, and reports.

GIS Digital Mapping

- Initiate GIS mapping program and create digital maps
- Expand mapping to include multiple layers of information

Planning

- Plan Reviews for compliance with the Village's Comprehensive Plan.
- Update Comprehensive Plan as needed.
- Occasional Staff to the Planning and Economic Development Commission.
- Administrative: policy, budget, goals, records, and reports.

Economic & Community Development

- Assist the Village Administrator and the Planning and Economic Development Commission with community development initiatives.
- Review and coordinate annexations and/or zoning for commercial development proposals.
- Maintain and update LOIS database for commercial properties.

Property Maintenance

- Commercial and residential inspections.

Record keeping

- Applications, building permits, occupancy permits, inspections, plan reviews, construction plans and related documents, and zoning cases processed.
- Establish and maintain a permanent file for each property in town.
- Maintain subdivision and commercial development review files, developer build-out records, and tracking letters of credit

Reporting

- Provide a monthly report for the PH&S Committee and prepare special reports.
- Provide information for the Village's web site as needed.
- Attend the Public Health & Safety Committee.

Liaison

- Liaison to: local, county, state, federal, and other government agencies. Village Attorney, Planner, and Engineer, land developers, realtors, property owners and managers, business operators, homeowners associations, special interest groups, and Village residents.

POLICE DEPARTMENT

Mission Statement

The mission of the Fox River Grove Police Department is to maintain social order and provide professional law enforcement services to citizens in the community, within prescribed ethical, budgetary and constitutional constraints. This department strives to enforce the law and maintain order in a fair and impartial manner, recognizing the need for justice, and consistent appearance of justice. The Chief of Police recognizes that no law enforcement agency can operate at its maximum potential without supportive input from the citizens it serves. This department actively solicits and encourages the cooperation of all citizens to reduce and limit the opportunities for crime and to assist in bringing to justice those that violate the law.

Demographics

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| Full-time Officers, including Chief and Sergeant | 10 |
| Part-time Officers | 2 |
| Average Years of Experience | 6.7 |
| Number of Squads | 6 |
| Dispatch via Lake in the Hills Police Department | |

Functional Areas

- **Patrol/Traffic Enforcement**
Conduct patrols throughout the Village to ensure safety to those in the community. Respond to emergency and non-emergency requests for assistance. Respond to and investigate all vehicle crashes, ranging from minor damage to fatalities in the Village. Issue citations, traffic or parking, for violations of the Illinois Vehicle Code or violations of Village Ordinance. Effectuate arrests based on probable cause for those who have violated the law. Interview potential witnesses and interrogate potential suspects. Collects, process, package and inventories evidence at crime scene. Transports evidence to Crime Laboratory for processing. Collects and inventories found property and secures it in the Police Department. Monitors evidence and property and disposes of same at the conclusion of court cases. Testify in court on previous arrests and citations. Collect money and deposits from the train station on behalf of the Village. Serve as a crossing guard for the school district. Two officers serve as active members in the Lake County Major Crash Assistance Team and McHenry County Major Investigation Assistance Team. Conducts community programs such as Operation Lifesaver and Car Seat Inspection as well as a car seat loan program.
- **Records**
Receive all reports once approved and enter into county based records system. File reports and maintain records. Process all fingerprint cards and send to the Illinois Bureau of Identification. Prepare all reports for the Village prosecutor and State's Attorneys' office. Prepare and transport tickets and reports to the McHenry County Government Center. Prepare and transmit monthly Uniform Crime Reports to the Federal Bureau of Investigation. Prepare and transmit racial profiling data to the State of Illinois. Prepare and transmit crash reports to the Illinois Department of Transportation. Fulfills all request for copies of police reports.
- **Sergeant**
Fulfills all duties under the patrol/traffic enforcement description. Provides supervision to subordinate officers during regular shift and under circumstances which require his supervision

when off duty. Monitors training and development for officers within the Police Department. Oversees scheduling of police officers shifts. Performs regular maintenance of computers in squad cars. Tracks officers' vacation, compensatory, sick and holiday time and reports these to the Chief of Police. Takes on responsibilities of Chief in his absence. Represents the Police Department as an active member of Lake County Major Crash Assistance Team.

- **Chief of Police**

Oversees and directs daily operations of the Police Department. Ultimately monitors the progress of each employee and serves as a mentor and counsels all employees of the Police Department when necessary. Provide guidance and if required enforces disciplinary actions involving Police Department employees. Ensures the Police Department's mission and goals are being satisfied. Reports to the Village President and Village Trustees and liaison to various community organizations such as the school district and Crimestoppers. Works closely with the Village Administrator especially on budget issues and interdepartmental coordination. Additionally a liaison to State agencies such as Turning Point, McHenry County and Lake County State's Attorneys, Child Advocacy Center, Major Crash Assistance Team, Major Investigations Assistance Team, McHenry County Emergency Management, McHenry County ETSB. Addresses the various media outlets regarding police activity when necessary. Prepare and develop budget for the Police Department. Monitor various community based programs such as Operation Lifesaver and Car Seat Program. Represents the Police Department at community events and intergovernmental programs. Prepares and updates the policies and procedures of the Police Department. Research possible grant opportunities and oversee the application of these grants.

PUBLIC WORKS DEPARTMENT -- STREETS & PARKS DIVISION

Mission Statement

Maintain public facilities including buildings, right of ways, parks, roads, storm drains, trees, vehicles, and parking lots in a safe, cost-effective and customer friendly manner. Provide services for scheduled community events.

Demographics

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| Streets | 23 Centerline miles |
| Sidewalks | 21 miles |
| Signs | 848 Signs |
| Street Lights | 126 Lights, 7 miles cable |
| Storm Sewer | 738 Structures, 11 miles of pipe |
| Parkway Trees | 1,520 Trees |
| Parks | 16 Parks, 130 Acres |
| Buildings | 3 Buildings |
| Vehicles and Equipment | 103 Pieces |
| Two Commuter Lots | 334 Parking Stalls |
| Special Service Areas | 4 Areas Established |
| Six full time employees including Acting Superintendent of Public Works | |
| Four seasonal employees | |

Functional Areas

- **Streets:**
Patching/paving, snow & ice, sweeping, road program, crack sealing, striping and curbs.
- **Signs:**
Repair, inventory, installation and Federal Highway Administration reflectivity requirements.
- **Street Lights:**
Maintenance, inventory, upgrade, mapping and cable locations. ComEd liaison.
- **Storm Sewer:**
Catch basin, drywell and inlet cleaning. Ditching, culvert installation, replacement and improvement. Retention and detention area maintenance. Pipe and structure utility locates.
- **NPDES Phase II:**
National Pollutant Discharge Elimination System is an EPA mandated, non-funded program to eliminate storm-water pollution by complying with six set minimum control measures.
- **Sidewalk:**
50/50 program, 4 ½ + miles snow removal, inventory.
- **Parkway:**
Tree pruning, planting, removal, inventory, and IDNR Grants. Monthly chipping and Christmas tree recycling, storm cleanup and mowing. Litter and debris collection and disposal.
- **Parks:**
Maintenance of 165 acres includes five playgrounds. Perform inspections, repairs, improvements, volunteer groups, creeks and ponds. Ice skating rink as weather permits. Goose

feces collection and disposal. Review park restoration / maintenance / improvement permit applications and grant applications.

- **Building:**
Cleaning, preventative maintenance and improvements. Public meeting room set-up. Monitor alarm and sprinkler systems, fire extinguishers and elevator inspection. Generator service and repairs.
- **JULIE Utility Locates:**
Joint Utility Locating Information for Excavators estimates Fox River Grove will receive 700 utility locating requests per year.
- **Mosquito Management:**
Larvicide application to storm sewer inlets and catch basins. Review potential hazards and provide recommendations to the Village board. Contract wetland larvicide application and spray applications with Clarke Environmental Mosquito Management.
- **Vehicles and Equipment:**
Preventive maintenance, welding, paint and minor bodywork.
- **Commuter & METRA Lots:**
Maintain pavement and grounds, tree trimming, snow removal, signs, lighting, sidewalk, drop box/shelters, striping and contract maintenance.
- **Downtown Decorations:**
Flags & banners, and contract holiday decorations.
- **Special Events:**
Special event set up, take down and clean up for Arts and Crafts Fair, Foxfest, Fireworks, Venetian Night, parades etc.
- **Special Service Areas:**
Coordinate SSA maintenance and track expenses of Talon Development, Picnic Grove, Gardner Terrace (Victoria Woods) and Hunter's Farm subdivisions.
- **Additional Projects:**
Grants, Community Gardens and Scout projects.
- **Facility Planning:**
Public Works Department relocation and building plans.
- **Community Service:**
Coordinate Sheriff Dept. inmate, McHenry, Lake and Cook County community service workers.
- **Unscheduled Projects:**
School Dist. #3, Jaycees, Scouts and Harbor Team projects.
- **Attend all Public Works Committee meetings**
- **Attend all Parks Commission meetings**
- **MFT Allocation**
- **Budget preparation and monitoring**

PUBLIC WORKS DEPARTMENT -- WATER & SEWER DIVISION

Mission Statement

Provide high quality drinking water, sufficient reserve capacity for fire protection needs, and reliable wastewater collection and treatment in the most cost effective, customer friendly manner.

Demographics

- Six full time Water and Sewer Department employees
- Two seasonal employees
- 4 – 500 gallon per minute wells, approximately 140 feet deep
- 1,600 metered accounts
- 199 well & septic homes
- 20.4 miles of water mains, 303 fire hydrants, 220 water main valves
- 20.8 miles of sanitary sewers, 453 manholes
- 2 water treatment iron removal facilities (1.25 mgd)
- 1 – 1.25MGD wastewater treatment facility, 3 sanitary sewer pumping stations
- 1 – 500,000 gallon elevated storage tank, communication antenna lease, and buildings on tower site.
- L.B.I.P. industrial effluent discharge monitoring
- 199,050,000 gallons drinking water pumped in 2010
- 393,829,000 gallons wastewater treated in 2010
- Maintain 9 buildings

Functional Areas

Water:

Operations, inspections, maintenance, repair
2 iron removal water treatment plants: EPA compliance, sampling and reporting
4 Wells
Distribution System: hydrants, valves, mains and water meters
500,000 gallon elevated storage tank
Water meter reading, repairs and installation
Backflow/cross-connection program
Emergency water main inter-connection with Lake Barrington
Groundwater Protection/Hazardous material program

Sewer:

1.25 MGD WWTP operations, inspections, maintenance, repair
EPA compliance, sampling and reporting
Wastewater Treatment Plant: Pre-treatment Monitoring
3 Wastewater Pump Lift Stations
Collection System: manholes, mains
Sanitary sewer infrastructure rehabilitation projects
Septic Acceptance Plant received 1,975,402 gallons in 2010, approx. \$118K revenue

Lake Barrington Contracted Services:

500K gallon elevated storage tank
1 Water Treatment Iron Removal Facility
2 wastewater pump stations
1 meter station
Meter reading and billing of 82 accounts
Maintain 4 miles of water main
Maintain 4 miles of sanitary sewer main
51 fire hydrants
32 water main valves
Pumped 29,438,000 gallons drinking water in 2010
Treated 26,795,000 gallons wastewater in 2010

Vehicles:

Purchase, maintenance, repair

Buildings:

Maintenance, repair

Public Works Committee:

Attend all Public Works Committee meetings.

Budget Preparation and Monitoring: