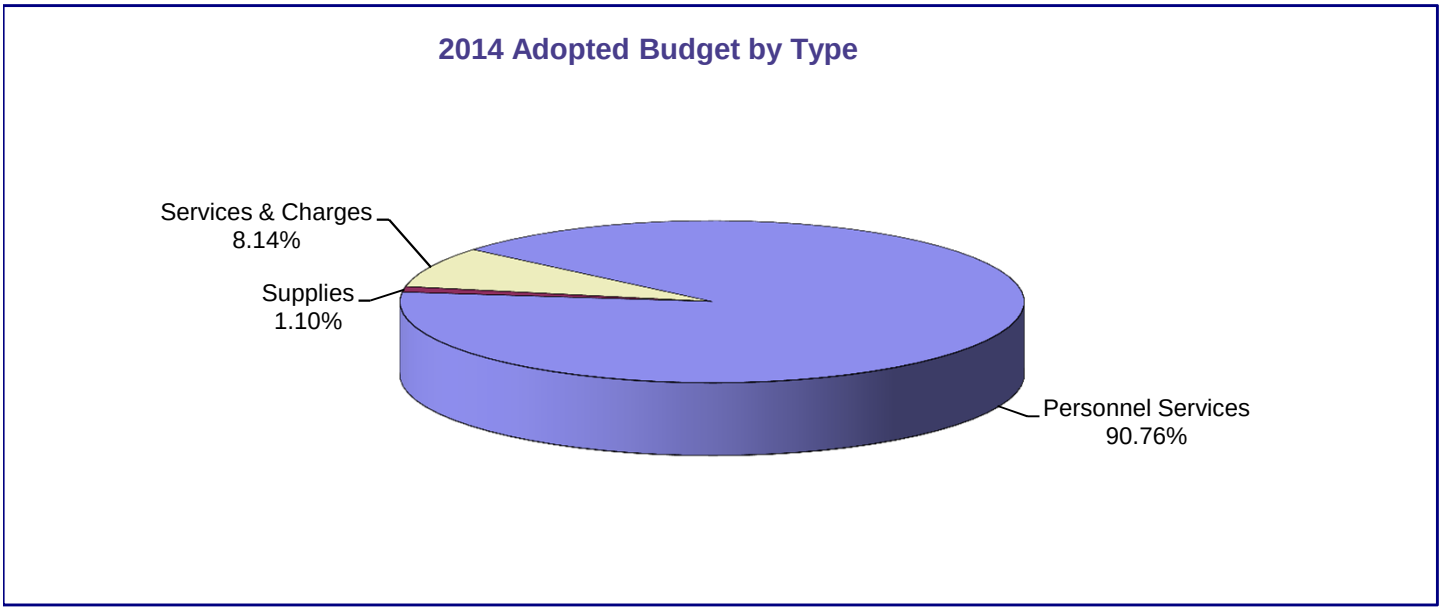
Village of Palatine
CY 2014 Adopted Budget - Expenditure Overview

Department 14 Village Clerk

Expenditures by Division	2013 Adopted Budget	2014 Adopted Budget	% Change
Administration	$ 199,600	$ 204,175	2.29%
Department Total: Village Clerk	**199,600**	**204,175**	**2.29%**

Expenditures by Type			
Personnel Services	$ 180,675	$ 185,300	2.56%
Supplies	2,300	2,250	-2.17%
Services & Charges	16,625	16,625	0.00%
Department Total: Village Clerk	**199,600**	**204,175**	**2.29%**



Department 14 Village Clerk

Prior Year - Status

* Coordinate with the Public Works and IT Departments to integrate street and easement documents into the Village's GIS system.

  Coordinated with IT on integrating Village owned properties and Special Service Areas (SSA) into GIS, continuing to work with Staff on integrating street and easement documents into GIS.

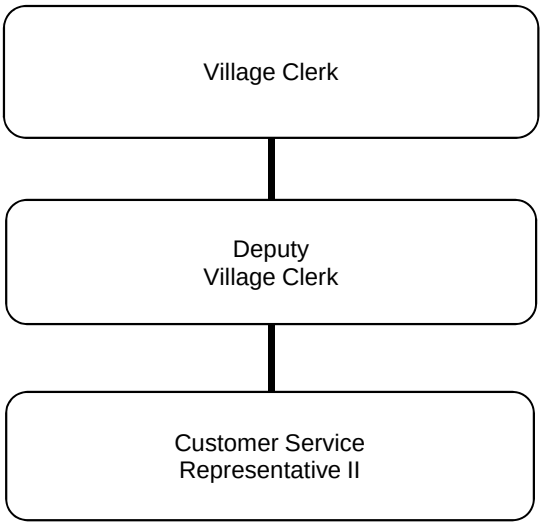
* Participate in the application of a new agenda management system.

  Participated in Vendor selection for the new agenda management system.

Current Year

* **Continue digitizing Village Clerk's records, focusing on Ordinances, Resolutions, and Village property files.**
* **Coordinate with IT, Engineering, Public Works and Planning & Zoning Departments to identify and integrate records into the Village's GIS system.**
* **Develop a systematic records disposal request process with the State of Illinois to help facilitate the transition of the Village's files from paper to electronic format.**

Department 14 Village Clerk



Village of Palatine
CY 2014 Adopted Budget - Personnel Summary

Department 14 Village Clerk

Position	2012 Adopted Budget	2013 Adopted Budget	2014 Adopted Budget
Village Clerk	1	1	1
Deputy Village Clerk	1	1	1
Customer Service Representative II	1	1	1
Full-Time Total	3	3	3
Department Total: Village Clerk	**3**	**3**	**3**

Department 14 Village Clerk

Department Description

The Village Clerk's office carries out the statutory requirements by complying with the Local Records Act, Freedom of information Act, Open Meetings Act & Election Laws. The Clerk's office administers both the Village's Ethics Ordinance and Cook County's Statement of Economic Interest, and keeps the Village properties tax-exempt. The Clerk's office provides research and retrieval of documents for all Departments, as well as the Village Attorneys. By drafting ordinances, resolutions, liens, and recording documents, the Clerk's office saves legal fees. Maximum electoral participation is encouraged by providing voter registration, assisting with early voting and accepting nominating petitions for consolidated elections. The Clerk's office manages and preserves records in compliance with state statutes and also provides notary service, accepts passport applications, and is utilizing Laser fiche (the document imaging system).

Department Objectives

1. Continued compliance with statutory requirements with Open Meetings Act, Freedom of Information Act and Local Records Act.
2. Combine previous indexes of minutes, ordinances and resolutions into Laser fiche for a more streamlined search process.
3. Continued conversion of previous years minutes, ordinances and resolutions into Laser fiche for easier and faster retrieval of records.

Budget Summary

	2012 Actual	2013 Adopted Budget	2014 Adopted Budget
Expenditures			
Personnel Services	$ 175,436	$ 180,675	$ 185,300
Supplies	2,186	2,300	2,250
Services & Charges	9,495	16,625	16,625
Department Total	**$ 187,117**	**$ 199,600**	**$ 204,175**
Personnel Summary			
Full-Time	3	3	3
Part-Time	0	0	0

Village of Palatine
CY 2014 Adopted Budget - Expenditures

Account Number	Description	2012 Actual	2013 Adopted Budget	2014 Adopted Budget
Fund 100	**General Fund**			
Department 14	**Village Clerk**			
Division 01	**Administration**			
Salaries				
500.05	Salaries Full Time	120,724	124,105	127,255
500.20	Salaries Overtime	27	-	-
500.25	Salaries Special Compensation	1,421	1,050	1,050
Total: Salaries		$ 122,172	$ 125,155	$ 128,305
Taxes & Benefits				
510.05	Taxes & Benefits Deferred Compensation	2,395	2,435	2,505
510.10	Taxes & Benefits Medicare	1,753	1,865	1,910
510.15	Taxes & Benefits Social Security	7,495	7,955	8,150
510.20	Taxes & Benefits IMRF Er Contribution	16,445	17,195	17,335
510.35	Taxes & Benefits Medical/Dental Insurance	24,296	25,040	26,055
510.40	Taxes & Benefits Life Insurance	304	450	460
510.60	Taxes & Benefits Allowances	576	580	580
Total: Taxes & Benefits		53,264	55,520	56,995
Supplies				
520.05	Office Supplies General	836	1,100	1,050
520.10	Office Supplies Paper	166	200	200
525.95	Operating Supplies Other	1,184	1,000	1,000
Total: Supplies		2,186	2,300	2,250
Services & Charges				
540.95	Services Other	2,504	6,500	5,000
545.20	Communications Postage	34	250	100
550.05	Printing/Advertising Legal Notices	4,836	6,000	7,700
565.05	Repair and Maintenance Machinery & Equipment	1,103	1,200	1,150
575.10	Other Memberships & Publications	878	875	875
575.15	Other Training & Travel	140	1,800	1,800
Total: Services & Charges		9,495	16,625	16,625
Division Total: Administration		**187,117**	**199,600**	**204,175**
Department Total: Village Clerk		**187,117**	**199,600**	**204,175**
Fund Total: General Fund		**187,117**	**199,600**	**204,175**