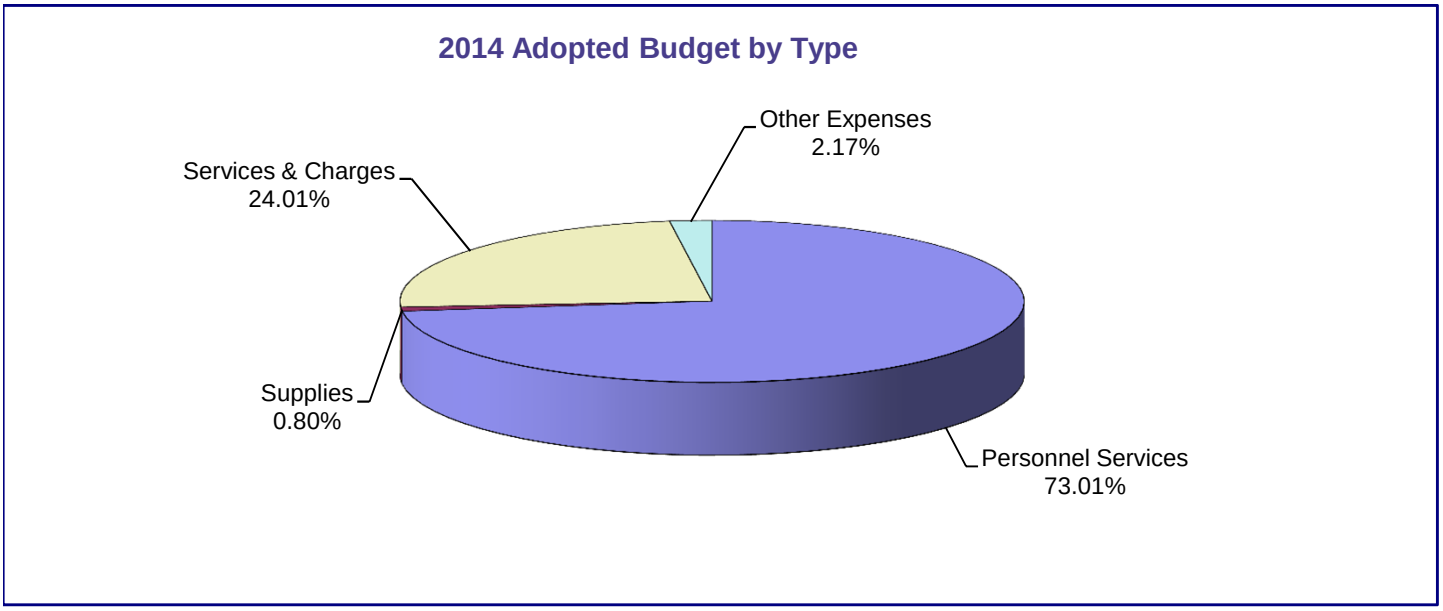
Village of Palatine
CY 2014 Adopted Budget - Expenditure Overview

Department 20 Village Manager's Office

Expenditures by Division	2013 Adopted Budget	2014 Adopted Budget	% Change
Administration	$ 700,430	$ 720,670	2.89%
Public Information/Events	384,050	382,790	-0.33%
Economic Development - Non TIF	44,495	46,745	5.06%
Operating Total: Village Manager's Office	**1,128,975**	**1,150,205**	**1.88%**

Expenditures by Type			
Personnel Services	$ 816,235	$ 839,785	2.89%
Supplies	10,250	9,250	-9.76%
Services & Charges	277,490	276,170	-0.48%
Other Expenses	25,000	25,000	-
Operating Total: Village Manager's Office	**1,128,975**	**1,150,205**	**1.88%**



Department 20 Village Manager's Office

Prior Year - Status

* Consolidate all performance measurements for Departments into one comprehensive document.

  A draft report will be shared with the Council in November, with a final document to be prepared with all 2013 year end data.

* Continue to utilize the TIF Districts to promote reinvestment/redevelopment within the Village's primary commercial corridors.

  The Patrick Hyundai dealership is nearing completion with an anticipated opening in early December. Staff has continued to meet with other property owners/developers to facilitate additional redevelopment/reinvestment.

* Conduct an efficiency survey to measure Palatine's efficiency levels compared to other suburban communities.

  This is being done in conjunction with the performance measurement report referenced above.

* Develop financing strategies for Village Hall improvements.

  Have reviewed funding options with the Finance Director to minimize the Village's need to utilize financing to complete the Village Hall renovation project.

* Complete and implement an organizational Strategic Plan.

  This process is ongoing with the Village Council.

* Conduct new elected official orientation program to ensure an expeditious orientation process and active participation.

  Completed.

* Increase the quality, as well as the number of subscribers, of Palatine E-News by partnering with all Village Departments to include new items of interest in each edition.

  A redesign of the PalatinE-News was completed and content enhancements are ongoing. The number of subscribers has increased by 14% since the end of 2012.

* Implement electronic agenda management software for the Village Council and other Village Boards/Commissions, resulting in a decease in the number of packets by 75%.

  Administration has leveraged existing resources to almost eliminate the production of paper packets. The Village will be implementing a new agenda management system in 2014 that will further leverage our use of technology.

* Partner with other Palatine special event sponsors/organizers to reduce costs and increase revenues related to the Village's special events.

  The Village partnered with the Palatine Rotary Club to combine the purchase of common materials for each others events. In addition, the Palatine Rotary Club contributed $500 to the purchase of Village materials.

* Encourage the use of compliance tickets rather than Court appearance citations for minor violations and examine the use of the Village's new ERP system to track final judgments for payments and collections.

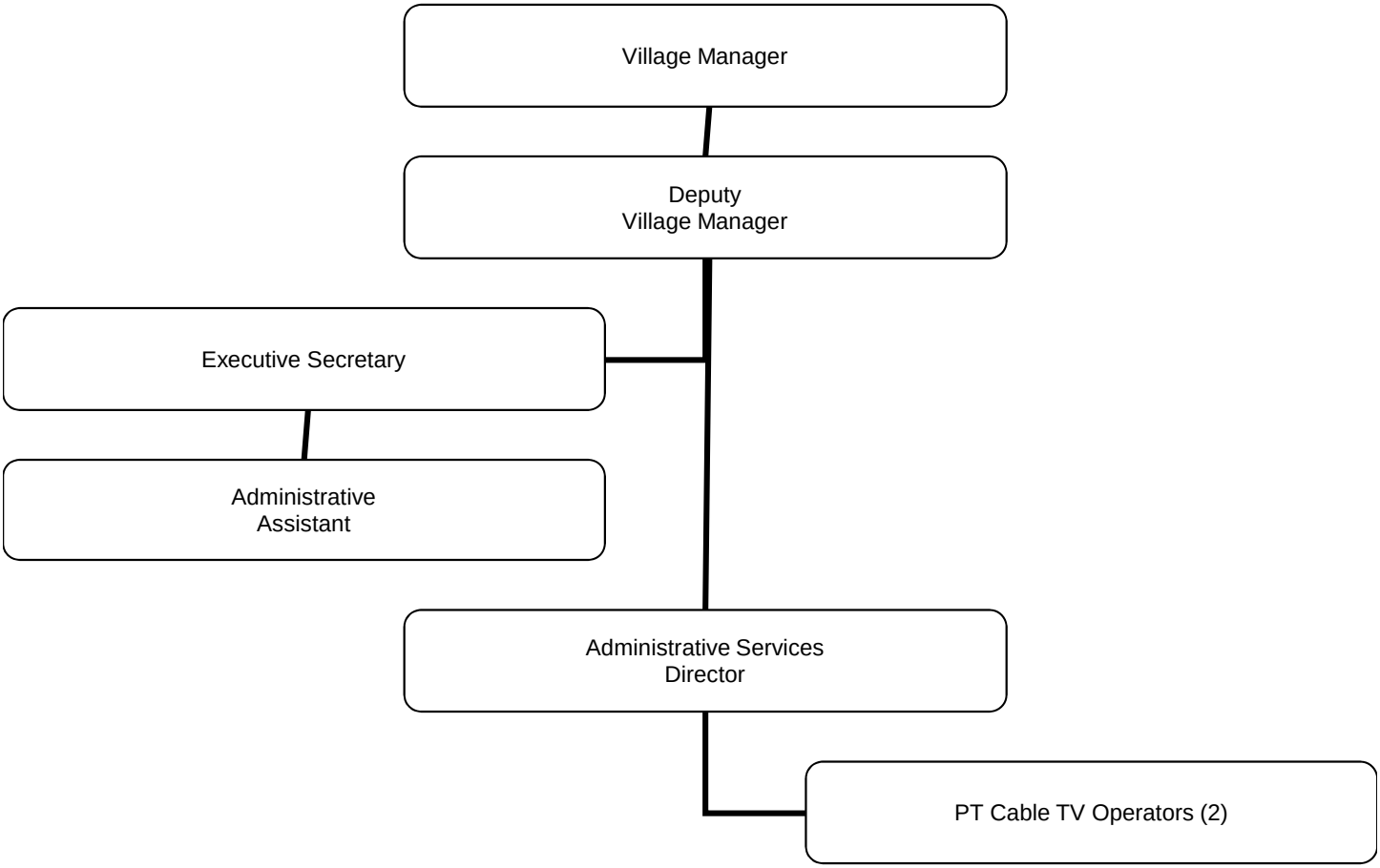
  The use of compliance tickets was implemented for violations related to snow removal. Staff is currently reviewing the expanded use of compliance tickets for other violations.

Department 20 Village Manager's Office

Current Year

* **Work with the Village Attorney and Planning & Zoning Department in evaluating the establishment of a legal escrow system to offset costs incurred by the Village when reviewing private development proposals.**
* **Coordinate the implementation of the new agenda management system with all Departments and Boards/Commissions.**
* **Take the lead role in coordinating the design, relocation, and construction of the Village Hall renovation project as well as ensuring continuing Village operations during all phases of the project.**
* **Continue to focus on and facilitate economic development opportunities within the Village's primary commercial corridors.**
* **Approach other jurisdictions (State, IDOT, Cook County, etc.) to identify projects that they could complete that would benefit the Village's residents and businesses.**
* **Negotiate a new Electric Aggregation Program with either current vendor or new vendor to continue providing residents with cost savings over Commonwealth Edison.**

Department 20 Village Manager's Office



Village of Palatine
CY 2014 Adopted Budget - Personnel Summary

Department 20 Village Manager's Office

Position	2012 Adopted Budget	2013 Adopted Budget	2014 Adopted Budget
Village Manager	1	1	1
Deputy Village Manager	1	1	1
Administrative Services Director	1	1	1
Executive Secretary	1	1	1
Administrative Assistant	1	1	1
Full-Time Total	5	5	5
Cable TV Operator	2	2	2
Part-Time Total	2	2	2
Department Total: Village Manager's Office	**7**	**7**	**7**

Department 20 Village Manager's Office

Department Description

Administration ensures that all Village Departments operate effectively and efficiently and work towards the policy direction established by the Mayor and Village Council.

Department Objectives

1. Plan, organize, coordinate and direct the daily activities of the Village.
2. Ensure the professional management of the Village's policies, ordinances, and regulations.
3. Maintain effective labor/management relations.
4. Facilitate economic development to provide a broad base of commercial, office, manufacturing and service businesses within Palatine.
5. Identify opportunities to enhance Village services, while also being good stewards of the public's funds.

Budget Summary

	2012 Actual	2013 Adopted Budget	2014 Adopted Budget
Expenditures			
Personnel Services	$ 785,977	$ 816,235	$ 839,785
Supplies	4,005	10,250	9,250
Services & Charges	230,621	277,490	276,170
Other Expenses	55,814	25,000	25,000
Economic Development - TIF	7,870,931	3,684,000	2,790,000
Department Total	**$ 8,947,348**	**$ 4,812,975**	**$ 3,940,205**
Personnel Summary			
Full-Time	5	5	5
Part-Time	2	2	2

Department 20 Village Manager's Office

Division 01 Administration

Program Description

The Village Manager is the chief administrative officer of the Village and is appointed by the Mayor and Village Council and serves at their discretion. The Village Manager provides professional leadership in the administration and execution of the policies and objectives formulated by the Mayor and Village Council and proposes ordinances, policies and alternative solutions to Village problems for the Mayor and Village Council's consideration.

Program Objectives

1. Provide direction and leadership to department heads and those who provide direct services to the community.
2. Emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
3. Recognize that the chief function of local government at all times is to serve the best interest of all people.
4. Work with the Mayor and Village Council as they develop policies. Discuss problems and recommendations, propose new plans, or discuss issues that affect community and residents.
5. Manage the day-to-day operations of the Village of Palatine.

Budget Summary

	2012 Actual	2013 Adopted Budget	2014 Adopted Budget
Expenditures			
Personnel Services	$ 660,012	$ 684,650	$ 705,860
Supplies	2,429	6,500	5,500
Services & Charges	7,527	9,280	9,310
Program Total	**$ 669,968**	**$ 700,430**	**$ 720,670**
Personnel Summary			
Full-Time	4	4	4
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 20	**Village Manager's Office**			
Division 01	**Administration**			
Salaries				
500.05	Salaries Full Time	445,323	452,505	467,350
500.20	Salaries Overtime	-	-	-
500.25	Salaries Special Compensation	13,470	16,495	16,920
Total: Salaries		$ 458,793	$ 469,000	$ 484,270
Taxes & Benefits				
510.05	Taxes & Benefits Deferred Compensation	26,910	27,360	28,255
510.10	Taxes & Benefits Medicare	7,147	7,415	7,650
510.15	Taxes & Benefits Social Security	22,340	31,670	32,685
510.20	Taxes & Benefits IMRF Er Contribution	66,538	66,865	67,920
510.35	Taxes & Benefits Medical/Dental Insurance	60,739	62,590	65,130
510.40	Taxes & Benefits Life Insurance	2,353	3,945	3,990
510.60	Taxes & Benefits Allowances	15,192	15,805	15,960
Total: Taxes & Benefits		201,219	215,650	221,590
Supplies				
520.05	Office Supplies General	1,751	3,250	3,000
520.10	Office Supplies Paper	678	3,250	2,500
Total: Supplies		2,429	6,500	5,500
Services & Charges				
545.20	Communications Postage	51	120	120
565.95	Repair and Maintenance Vehicle Maint Service Charge	-	-	-
575.05	Other Small Tools & Equipment	98	500	500
575.10	Other Memberships & Publications	4,484	4,160	4,190
575.15	Other Training & Travel	2,894	4,500	4,500
Total: Services & Charges		7,527	9,280	9,310
Division Total: Administration		**669,968**	**700,430**	**720,670**
Department Total: Village Manager's Office		**669,968**	**700,430**	**720,670**
Fund Total: General Fund		**669,968**	**700,430**	**720,670**

Department 20 Village Manager's Office

Division 09 Public Information/Events

Program Description

The Village Manager's Office coordinates a variety of public information forms as well as several community events intended to present a positive image of the Village to its residents, businesses, as well as the surrounding metro area.

Program Objectives

1 Utilize various communication forms to disseminate information to the Village's residents and businesses.

2 Coordinate community events.

Budget Summary

	2012 Actual	2013 Adopted Budget	2014 Adopted Budget
Expenditures			
Personnel Services	$ 125,965	$ 131,585	$ 133,925
Supplies	1,576	3,750	3,750
Services & Charges	225,641	248,715	245,115
Program Total	**$ 353,182**	**$ 384,050**	**$ 382,790**
Personnel Summary			
Full-Time	1	1	1
Part-Time	2	2	2

Village of Palatine
CY 2014 Adopted Budget - Expenditures

Account Number	Description	2012 Actual	2013 Adopted Budget	2014 Adopted Budget
Fund 100	**General Fund**			
Department 20	**Village Manager's Office**			
Division 09	**Public Information/Events**			
Salaries				
500.05	Salaries Full Time	80,746	82,050	84,310
500.10	Salaries Part Time	3,923	7,000	6,000
500.25	Salaries Special Compensation	1,168	750	750
Total: Salaries		$ 85,837	$ 89,800	$ 91,060
Taxes & Benefits				
510.05	Taxes & Benefits Deferred Compensation	3,229	3,285	3,375
510.10	Taxes & Benefits Medicare	1,249	1,360	1,375
510.15	Taxes & Benefits Social Security	5,337	5,780	5,865
510.20	Taxes & Benefits IMRF Er Contribution	11,252	11,600	11,720
510.35	Taxes & Benefits Medical/Dental Insurance	18,222	18,775	19,540
510.40	Taxes & Benefits Life Insurance	179	265	270
510.60	Taxes & Benefits Allowances	660	720	720
Total: Taxes & Benefits		40,128	41,785	42,865
Supplies				
520.05	Office Supplies General	247	500	500
520.10	Office Supplies Paper	200	750	750
525.10	Operating Supplies Medical	219	250	250
525.95	Operating Supplies Other	910	2,250	2,250
Total: Supplies		1,576	3,750	3,750
Services & Charges				
540.95	Services Other	190,656	201,990	198,390
545.20	Communications Postage	9,476	14,250	14,250
550.15	Printing/Advertising Outside Printing Services	23,060	29,060	29,060
565.05	Repair and Maintenance Machinery & Equipment	156	-	-
570.10	Rental Machinery	250	1,000	1,000
575.05	Other Small Tools & Equipment	668	750	750
575.10	Other Memberships & Publications	1,247	1,415	1,415
575.15	Other Training & Travel	128	250	250
Total: Services & Charges		225,641	248,715	245,115
Division Total: Public Information/Events		**353,182**	**384,050**	**382,790**
Department Total: Village Manager's Office		**353,182**	**384,050**	**382,790**
Fund Total: General Fund		**353,182**	**384,050**	**382,790**

Village of Palatine
CY 2014 Adopted Budget - Expenditure Overview

Department 20 Village Manager's Office

Expenditures by Division	2013 Adopted Budget	2014 Adopted Budget	% Change
Economic Development - TIF	3,684,000	2,790,000	-24.27%
Economic Development - TIF Total: Village Manager's Office	**3,684,000**	**2,790,000**	**-24.27%**

Expenditures by Type			
Economic Development - TIF	3,684,000	2,790,000	-24.27%
Economic Development - TIF Total: Village Manager's Office	**3,684,000**	**2,790,000**	**-24.27%**

Department 20 Village Manager's Office

Division 10 Economic Development

Program Description

The Village's Economic Development efforts are intended to retain the Village's existing businesses while also attracting new businesses to Palatine.

Program Objectives

1 Continue support of the Palatine Chamber of Commerce and the Downtown Business Association.

2 Offer community information that will encourage positive economic development activities within the Village.

3 Help facilitate the redevelopment of under utilized properties throughout the Village.

4 Utilize the Village website to promote Palatine businesses while also providing pertinent information regarding the community to businesses considering locating within Palatine.

Budget Summary

	2012 Actual	2013 Adopted Budget	2014 Adopted Budget
Expenditures			
Personnel Services	$ -	$ -	$ -
Supplies	-	-	-
Services & Charges	(2,547)	19,495	21,745
Other Expenses	55,814	25,000	25,000
Economic Development - TIF	7,870,931	3,684,000	2,790,000
Program Total	**$ 7,924,198**	**$ 3,728,495**	**$ 2,836,745**
Personnel Summary			
Full-Time	0	0	0
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 20	**Village Manager's Office**			
Division 10	**Economic Development**			
Services & Charges				
540.05	Services Management Consulting	$ (14,422)	$ -	$ -
545.20	Communications Postage	-	-	5,000
550.15	Printing/Advertising Outside Printing Services	4,518	10,500	7,500
575.10	Other Memberships & Publications	5,668	6,100	6,350
575.15	Other Training & Travel	1,689	2,895	2,895
Total: Services & Charges		(2,547)	19,495	21,745
Other Expenses				
805	Refunds	55,814	25,000	25,000
Total: Other Expenses		55,814	25,000	25,000
Division Total: Economic Development		**53,267**	**44,495**	**46,745**
Department Total: Village Manager's Office		**53,267**	**44,495**	**46,745**
Fund Total: General Fund		**53,267**	**44,495**	**46,745**

Village of Palatine
CY 2014 Adopted Budget - Expenditures

Account Number	Description	2012 Actual	2013 Adopted Budget	2014 Adopted Budget
Fund 231	**Dundee Road TIF (TIF #1) Fund**			
Department 20	**Village Manager's Office**			
Division 10	**Economic Development**			
Other Expenses				
815	Rebates	$ 3,192,000	$ 2,570,000	$ 1,978,000
Total: Other Expenses		3,192,000	2,570,000	1,978,000
Division Total: Economic Development		**3,192,000**	**2,570,000**	**1,978,000**
Department Total: Village Manager's Office		**3,192,000**	**2,570,000**	**1,978,000**
Fund Total: Dundee Road TIF (TIF #1) Fund		**3,192,000**	**2,570,000**	**1,978,000**

Village of Palatine
CY 2014 Adopted Budget - Expenditures

Account Number	Description	2012 Actual	2013 Adopted Budget	2014 Adopted Budget
Fund 232	**Rand/Dundee TIF (TIF #2) Fund**			
Department 20	**Village Manager's Office**			
Division 10	**Economic Development**			
Other Expenses				
815	Rebates	$ 398,000	$ 279,000	$ 165,000
Total: Other Expenses		398,000	279,000	165,000
Division Total: Economic Development		**398,000**	**279,000**	**165,000**
Department Total: Village Manager's Office		**398,000**	**279,000**	**165,000**
Fund Total: Rand/Dundee TIF (TIF #2) Fund		**398,000**	**279,000**	**165,000**

Village of Palatine
CY 2014 Adopted Budget - Expenditures

Account Number	Description	2012 Actual	2013 Adopted Budget	2014 Adopted Budget
Fund 233	**Downtown Area TIF (TIF #3) Fund**			
Department 20	**Village Manager's Office**			
Division 10	**Economic Development**			
Services & Charges				
540.10	Services Financial	-	10,000	10,000
540.30	Services Legal	3,062	50,000	50,000
540.95	Services Other	-	-	-
Total: Services & Charges		3,062	60,000	60,000
Other Expenses				
820	TIF Development	243,906	335,000	137,000
Total: Other Expenses		243,906	335,000	137,000
Division Total: Economic Development		**246,968**	**395,000**	**197,000**
Department Total: Village Manager's Office		**246,968**	**395,000**	**197,000**
Fund Total: Downtown Area TIF (TIF #3) Fund		**246,968**	**395,000**	**197,000**

Village of Palatine
CY 2014 Adopted Budget - Expenditures

Account Number	Description	2012 Actual	2013 Adopted Budget	2014 Adopted Budget
Fund 234	**Rand Corridor TIF (TIF #4) Fund**			
Department 20	**Village Manager's Office**			
Division 10	**Economic Development**			
Services & Charges				
540.10	Services Financial	$ -	$ 10,000	$ 10,000
540.30	Services Legal	38,280	50,000	50,000
Total: Services & Charges		38,280	60,000	60,000
Other Expenses				
820	TIF Development	1,952,068	380,000	390,000
Total: Other Expenses		1,952,068	380,000	390,000
Division Total: Economic Development		**1,990,348**	**440,000**	**450,000**
Department Total: Village Manager's Office		**1,990,348**	**440,000**	**450,000**
Fund Total: Rand Corridor TIF (TIF #4) Fund		**1,990,348**	**440,000**	**450,000**

Village of Palatine
CY 2014 Adopted Budget - Expenditures

Account Number	Description	2012 Actual	2013 Adopted Budget	2014 Adopted Budget
Fund 235	**Rand/Lake Cook TIF (TIF #5) Fund**			
Department 20	**Village Manager's Office**			
Division 10	**Economic Development**			
Other Expenses				
820	TIF Development	2,043,615	-	-
Total: Other Expenses		2,043,615	-	-
Division Total: Economic Development		**2,043,615**	**-**	**-**
Department Total: Village Manager's Office		**2,043,615**	**-**	**-**
Fund Total: Rand/Lake Cook TIF (TIF #5) Fund		**2,043,615**	**-**	**-**