

Village Clerk

Summary of Expenditures	2006 Budget	2006 Projected	2007 Budget
Personal Services	\$453,971	\$482,413	\$487,583
Fringe Benefits	123,845	128,440	132,623
Materials & Supplies	78,555	71,805	71,890
Contractual Services	97,000	51,987	76,087
Total	753,371	734,645	768,183

Department Description

The office of the Village Clerk records the proceedings of all Village Board meetings including committee and special meetings; maintains official files and documents; monitors Village compliance with the Open Meetings and Freedom of Information Acts. As Village Collector, the Clerk's office issues licenses and permits and administers real estate transfer taxes. The office performs related functions as specified in state and local laws or as directed by the Village Board; is the local election authority; inspects weighing and measuring devices under the auspices of the state; prepares the Village calendar and Circuit Court sheets; relates extensively to citizen, business representatives, and community entities; coordinates citizen participation on Village boards and commissions and related activities; coordinates certain special community events; and administers Freedom of Information Act requests

Authorized Positions

	<u>2006</u>	<u>2007</u>
Village Clerk	1	1
Deputy Village Clerk	1	1
Records Coordinator	1	1
Business/License Officer	1	1
Administrative Secretary	1	1
Sr. Administrative Clerk	5	5
Customer Service Representative	0	0
Part-time Administrative Clerk	.5	.5
Total	10.5	10.5

GREEN INITIATIVES PROPOSED FOR 2007

The Office of the Village Clerk can claim a few modest "Green" or environmentally sensitive accomplishments in the past year which we can expect to continue in the year ahead.

- ONLINE VEHICLE STICKERS:** With the able partnership of the IT, Finance and Public Information Departments, staff from the Office of the Village Clerk designed and implemented an Online Renewal option for residents purchasing their Vehicle Stickers. Since the deadline is uniform for all Villagers – June 30th – we developed a public campaign around renewal time. Fully 23% of sticker transactions in 2006 were online, each one representing a reduction in paper and paper handling.

- COFFEE MUGS: Not as glamorous by far, but still Green, the Office of the Village Clerk provides department guests with ceramic mugs for coffee, instead of disposable cups. (This was tried for Board Meetings but was found to be too cumbersome.)
- 2007 VEHICLE STICKERS: Sandra Sokol recommends that the Village of Oak Park initiate a new reduced fee on Vehicle Stickers to owners of hybrid – ethanol - electric vehicles.
- "LIVE" ONLINE FORMS: The Office of the Village Clerk has provided a list to IT of forms on our web site that ought to be 'live.' Currently, these forms are static. Residents must print them, fill them out by pen or typewriter, and return them by mail or in person to Village Hall. Our list suggests our forms should be made live so that residents use their computers to fill out forms and submit them back to the Village. Each form we convert will reduce paper and key stroke errors.
- The Office of the Village Clerk will continue to encourage back to back copying for the many internal and external materials it produces.

**VILLAGE OF OAK PARK 2007 BUDGET
DEPARTMENT SUMMARY**

Fund: General
Fund Code: 1001
Department Code: 41100
Department: Village Clerk

Expenditure Title	Account Number	2004 Actual	2005 Actual	2006 Budget	2006 Projected	2007 Budget
Full-Time Salaries	510501	\$ 360,215	\$ 387,481	\$ 430,971	\$ 456,663	\$ 465,083
Part-Time Salaries	510502	-	-	15,000	14,500	14,500
Overtime	510503	35,097	20,489	8,000	11,250	8,000
Overtime for Minute Takers	510503	-	-	-	-	-
<i>Personal Services</i>		395,312	407,970	453,971	482,413	487,583
Life Insurance	520520	365	487	387	394	398
Health Insurance	520521	39,442	43,957	54,122	58,720	60,894
Pension Contributions	520522	45,125	57,852	69,346	69,326	71,331
<i>Fringe Benefits</i>		84,932	102,296	123,855	128,440	132,623
Printing	550601	33,006	25,881	36,900	38,180	38,180
Dues & Subscriptions	550602	879	837	830	425	510
Postage	550603	19,722	20,398	36,200	27,200	27,200
Mileage Reimbursement	550605	-	19	25	25	25
Office Supplies	560620	3,531	4,416	4,600	5,975	5,975
Special Supplies	560622	-	-	-	-	-
Clothing	560625	-	-	-	-	-
Background Check	560642	-	-	-	-	-
<i>Materials & Supplies</i>		57,138	51,551	78,555	71,805	71,890
Conferences & Training	530650	3,227	2,688	5,500	4,050	4,050
Legal Advertisements	550652	-	-	500	480	480
Captioning Services		-	-	36,000	42,162	42,162
Minute-Taking Service	530659	33,054	41,133	-	-	-
Consultant Fees	530655	4,589	9,045	54,000	4,900	29,000
Office Machine Service	550671	285	65	1,000	395	395
<i>Contractual Services</i>		41,155	52,931	97,000	51,987	76,087
Equipment	570720	218	299	-	-	-
Office Machinery	570725	-	-	-	-	-
Reference Material	570730	-	-	-	-	-
Furnishings	570740	-	-	-	-	-
<i>Capital Outlay</i>		218	299	-	-	-
Department Total		\$ 578,755	\$ 615,047	\$ 753,381	\$ 734,645	\$ 768,183

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM EXPENDITURE SUMMARY**

Fund: *General*
Fund Code: *1001*
Department Code: *41100*
Department: *Village Clerk*

<u>Program No.</u>	<u>Program Name</u>
101	Base
122	Vehicle License
123	Real Estate Transfer Tax
124	Business Licenses
125	Records Coordination
126	Freedom of Information

<u>Expenditure Title</u>	<u>Program 101</u>	<u>Program 122</u>	<u>Program 123</u>	<u>Program 124</u>	<u>Program 125</u>	<u>Program 126</u>
Full-Time Salaries	\$ 313,827	\$ 29,023	\$ 18,062	\$ 50,187	\$ 35,117	\$ 18,867
Part-Time Salaries	14,500	-	-	-	-	-
Overtime	2,000	-	-	6,000	-	-
Overtime for Minute Takers	-	-	-	-	-	-
Personal Services	330,327	29,023	18,062	56,187	35,117	18,867
Life Insurance	304	21	13	29	18	13
Health Insurance	46,512	2,712	2,256	5,280	1,680	2,454
Pension Contributions	48,080	4,548	2,380	7,864	5,503	2,956
Fringe Benefits	94,896	7,281	4,649	13,173	7,201	5,423
Printing	7,980	28,800	-	1,400	-	-
Dues & Subscriptions	480	-	-	30	-	-
Postage	13,500	12,500	-	1,200	-	-
Mileage Reimbursement	25	-	-	-	-	-
Office Supplies	4,675	-	-	-	1,300	-
Special Supplies	-	-	-	-	-	-
Clothing	-	-	-	-	-	-
Background Check	-	-	-	-	-	-
Materials & Supplies	26,660	41,300	-	2,630	1,300	-
Conferences & Training	3,600	-	-	250	200	-
Legal Advertisements	480	-	-	-	-	-
Captioning Services	42,162	-	-	-	-	-
Minute-Taking Service	-	-	-	-	-	-
Consultant Fees	29,000	-	-	-	-	-
Office Machine Service	395	-	-	-	-	-
Contractual Services	75,637	-	-	250	200	-
Equipment	-	-	-	-	-	-
Office Machinery	-	-	-	-	-	-
Reference Material	-	-	-	-	-	-
Furnishings	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Department Total	\$ 527,520	\$ 77,604	\$ 22,711	\$ 72,240	\$ 43,818	\$ 24,290

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Village Clerk
PROGRAM: Base
PROGRAM ID: 101

Program Description:

The Base program contains costs associated with administration within the office of the Village Clerk including the salaries and benefits of the Village Clerk and Deputy Clerk as well as portions of salaries and benefits of other administrative positions. Also included are costs related to legal advertisements, consultant fees and minute-taking and captioning services, election management and alarm administration.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full-Time Salaries	510501	Salaries of Village Clerk and Deputy Clerk; Admin Secretary (at 90%); five Sr. Admin Clerks (1 at 100%, 2 at 50%, 1 at 75%); Records Coordinator (10%); and Business License Officer (at 5%)	\$ 313,827
Part-Time Salaries	510502	Part-time administrative salaries: one part-time personnel at 100%	14,500
Overtime	510503	Anticipated overtime for administration	2,000
Life Insurance	520520	Village cost for employees' life insurance	304
Health Insurance	520521	Village cost for employees' health insurance	46,512
Pension	520522	Village cost for employees' pension contribution	48,080
Printing	550601	Department forms	7,980
Dues & Subscriptions	550602	Membership fees and various reference materials	480
Postage	550603	Pro-rata share of department postage	13,500
Mileage Reimbursement	550605	Reimbursement for employee vehicle use	25
Office Supplies	560620	Central Store for department supplies	4,675
Conferences/Training	530650	Specific conference and task training for support staff	3,600
Legal Advertisement	550652	Classified advertising; legal notices	480
Consultant	530655	Sterling Codifiers--Codification services for Village Code including normal annual expense (\$4,000) plus initial annual expense (\$25,000) for recodifying	29,000
Captioning Services	530659	Captioning and minute-taking service for Village Board and Committees	42,162
Office Machine Service	550671	Service Contracts for Department Office Equipment	395
TOTAL			\$ 527,520

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Village Clerk
PROGRAM: Vehicle License
PROGRAM ID: 122

Program Description:

The Vehicle License program includes costs associated with various portions of salaries and benefits of one part-time and three full-time personnel. Costs of postage and printing of vehicle license applications and decals as well as data entry are also included. Sales of this license produce three distinct revenue streams: online, cashier, and lockbox mail.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full-Time Salaries	510501	Portion of salaries to administer program: two Admin Clerks (1 at 50%; 1 at 25%), Admin Secretary (at 5%)	\$ 29,023
Life Insurance	520520	Village cost for employees' life insurance	21
Health Insurance	520521	Village cost for employees' health insurance	2,712
Pension	520522	Village cost for employees' pension contribution	4,548
Printing	550601	License renewal preparation, printing and data entry costs	28,800
Postage	550603	Postage associated with license renewal and postcard mailings	12,500
TOTAL			\$ 77,604

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Village Clerk
PROGRAM: Real Estate Transfer Tax
PROGRAM ID: 123

Program Description:

The Real Estate Transfer Tax program contains costs associated with portions of salaries and benefits of three full-time staff persons. Future budgets should include funding for courses and reference materials covering such topics as estates, trusts, wills and current real estate law

Account Description	Account No.	Narrative Description	2007 Budget Request
Full-Time Salaries	510501	Portion of two full-time salaries to administer program: Admin Clerk (at 40%) and Records Coordinator (at 10%)	\$ 18,062
Life Insurance	520520	Village cost for employees' life insurance	13
Health Insurance	520521	Village cost for employees' health insurance	2,256
Pension	520522	Village cost for employees' pension contribution	2,380
TOTAL			\$ 22,711

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Village Clerk
PROGRAM: Business Licenses
PROGRAM ID: 124

Program Description:

The Business Licenses program contains costs associated with the salary and benefits of the full-time license officer as well as a small portion of the salary and benefits of two other full-time staff persons. Also included are costs relating to printing of licenses and decals and attendance of the license officer at the annual license officer conference. The duties encompassed by this program include the annual Weights & Measures inspections of all gas pumps and scales in the Village.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full-Time Salaries	510501	Salaries for full-time license officer (at 95%) and portion of Admin Secretary (at 5%) Senior Administrative Clerk (30%) and Records Coordinator (at 10%)	\$ 50,187
Overtime	510503	Anticipated overtime	6,000
Life Insurance	520520	Village cost for employees' life insurance	29
Health Insurance	520521	Village cost for employees' health insurance	5,280
Pension	520522	Village cost for employees' pension contribution	7,864
Printing	550601	Decals: Weights & Measures and Outdoor Furniture	1,400
Dues & Subscriptions	550602	Membership fees and various reference materials	30
Postage	550603	Pro-rata portion of department postage	1,200
Conferences/Training	530650	Specific conference and task training for support staff	250
TOTAL			\$ 72,240

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Village Clerk
PROGRAM: Records Coordination
PROGRAM ID: 125

Program Description:

The Records Coordination program includes costs associated with insuring department records designees work in compliance with the provisions of the Illinois Local Records Act (50 ILCS 205/1 et seq) A new program in budget year 2002, it contains personnel costs for salaries and benefits along with supplies Future budgets may include funding for off-site records storage space.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full-Time Salaries	510501	Portion of the salary for the Records Coordinator (70%)	\$ 35,117
Life Insurance	520520	Village cost for employees' life insurance	18
Health Insurance	520521	Village cost for employees' health insurance	1,680
Pension	520522	Village cost for employees' pension contribution	5,503
Office Supplies	560620	Records storage containers (boxes); various supplies	1,300
Conferences and Training	560650	Records management conference for support staff	200
TOTAL			\$ 43,818

**VILLAGE OF OAK PARK 2007 BUDGET
PROGRAM WORKSHEET**

DEPARTMENT: Village Clerk
PROGRAM: Freedom of Information Requests
PROGRAM ID: 126

Program Description:

The purpose of the Freedom of Information Request program is to insure that the Office of the Village Clerk and other Village departments maintain compliance with the provisions of the Illinois Freedom of Information Act (5 ILCS 140/1 et seq). This long term responsibility is being listed as a separate budget program this year due to the increased volume and complexity of FOIA requests. It contains costs for a portion of the salary and benefits of one full time staff person. There is a small income stream generated by fees charged for copies of documents. These fees will be increased modestly in 2007.

Account Description	Account No.	Narrative Description	2007 Budget Request
Full-Time Salaries	510501	Portion of the salary for the Senior Administrative Clerk (50%)	\$ 18,867
Life Insurance	520520	Village cost for employees' life insurance	13
Health Insurance	520521	Village cost for employees' health insurance	2,454
Pension	520522	Village cost for employees' pension contribution	2,956
TOTAL			\$ 24,290