

# PROPERTY AND TAXATION CONTENTS

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BUREAU SUMMARY

ASSESSOR

SUMMARY OF APPROPRIATIONS

| Department and Title                              | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference       |
|---|--------------------------------|--------------------------------|-----------------------|-------------------------------|------------------|
| <b>Corporate Fund</b>                             |                                |                                |                       |                               |                  |
| 040 - County Assessor                             | 18,864,241                     | 24,324,269                     | 26,759,757            | 26,759,757                    | 2,435,488        |
| <b>Corporate Fund Total</b>                       | <b>18,864,241</b>              | <b>24,324,269</b>              | <b>26,759,757</b>     | <b>26,759,757</b>             | <b>2,435,488</b> |
| <b>Special Purpose Funds</b>                      |                                |                                |                       |                               |                  |
| 579 - Assessor Special Revenue Fund               |                                | 815,000                        | 815,000               | 815,000                       |                  |
| 588 - Erroneous Homestead Exemption Recovery Fund |                                |                                | 2,672,282             | 2,672,282                     | 2,672,282        |
| <b>Special Purpose Funds Total</b>                |                                | <b>815,000</b>                 | <b>3,487,282</b>      | <b>3,487,282</b>              | <b>2,672,282</b> |
| <b>Total Appropriations</b>                       | <b>18,864,241</b>              | <b>25,139,269</b>              | <b>30,247,039</b>     | <b>30,247,039</b>             | <b>5,107,770</b> |

SUMMARY OF POSITIONS

| Department and Title                              | 2016 Approved<br>Positions | Department<br>Request | President's<br>Recommendation | Difference    |
|---|----------------------------|-----------------------|-------------------------------|---------------|
| <b>Corporate Fund</b>                             |                            |                       |                               |               |
| 040 - County Assessor                             | 342.0                      | 309.0                 | 309.0                         | (33.0)        |
| <b>Corporate Fund Total</b>                       | <b>342.0</b>               | <b>309.0</b>          | <b>309.0</b>                  | <b>(33.0)</b> |
| <b>Special Purpose Funds</b>                      |                            |                       |                               |               |
| 588 - Erroneous Homestead Exemption Recovery Fund |                            | 22.0                  | 22.0                          | 22.0          |
| <b>Special Purpose Funds Total</b>                |                            | <b>22.0</b>           | <b>22.0</b>                   | <b>22.0</b>   |
| <b>Total Positions</b>                            | <b>342.0</b>               | <b>331.0</b>          | <b>331.0</b>                  | <b>(11.0)</b> |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
ASSESSOR

| Account   | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference       |
|---|--------------------------------|--------------------------------|-----------------------|-------------------------------|------------------|
| <b>Personal Services</b>  |                                |                                |                       |                               |                  |
| 110/501010 Salaries and Wages of Regular Employees                          | 15,751,882                     | 21,147,132                     | 20,106,060            | 20,106,060                    | (1,041,072)      |
| 120/501210 Overtime Compensation  | 25,571                         | 124,563                        | 100,000               | 100,000                       | (24,563)         |
| 170/501510 Mandatory Medicare Costs   | 224,171                        | 310,848                        | 292,989               | 292,989                       | (17,859)         |
| 172/501540 Workers' Compensation  |                                |                                | 131,394               | 131,394                       | 131,394          |
| 175/501590 Life Insurance Program   |                                |                                | 31,625                | 31,625                        | 31,625           |
| 176/501610 Health Insurance   |                                |                                | 2,864,779             | 2,864,779                     | 2,864,779        |
| 177/501640 Dental Insurance Plan  |                                |                                | 106,225               | 106,225                       | 106,225          |
| 178/501660 Unemployment Compensation  |                                |                                | 12,978                | 12,978                        | 12,978           |
| 179/501690 Vision Care Insurance  |                                |                                | 33,134                | 33,134                        | 33,134           |
| 181/501715 Group Pharmacy Insurance   |                                |                                | 888,707               | 888,707                       | 888,707          |
| 185/501810 Professional and Technical Membership Fees                       | 8,817                          | 24,986                         | 25,000                | 25,000                        | 14               |
| 186/501860 Training Programs for Staff Personnel                            | 2,530                          | 59,794                         | 60,000                | 60,000                        | 206              |
| 190/501970 Transportation and Other Travel Expenses for Employees           | 8,024                          | 49,832                         | 50,000                | 50,000                        | 168              |
| <b>Personal Services Total</b>  | <b>16,020,995</b>              | <b>21,717,155</b>              | <b>24,702,891</b>     | <b>24,702,891</b>             | <b>2,985,736</b> |
| <b>Contractual Services</b>   |                                |                                |                       |                               |                  |
| 220/520150 Communication Services   | 4,235                          | 9,647                          | 6,340                 | 6,340                         | (3,307)          |
| 225/520260 Postage  | 652,380                        | 939,865                        | 700,000               | 700,000                       | (239,865)        |
| 228/520280 Delivery Services  |                                | 1,000                          | 1,000                 | 1,000                         |                  |
| 240/520490 External Graphics and Reproduction Services                      | 532,651                        | 303,248                        | 300,000               | 300,000                       | (3,248)          |
| 241/520491 Internal Graphics and Reproduction Services                      | 631                            | 16,000                         | 10,000                | 10,000                        | (6,000)          |
| 242/520550 Surveys, Operations and Reports                                  | 5,257                          | 9,482                          | 10,000                | 10,000                        | 518              |
| 245/520610 Advertising For Specific Purposes                                | 715,320                        | 758,540                        | 900,000               | 900,000                       | 141,460          |
| 246/520650 Imaging of Records   |                                | 939                            | 500                   | 500                           | (439)            |
| 260/520830 Professional and Managerial Services                             | 601,367                        | 950,000                        | 300,000               | 300,000                       | (650,000)        |
| <b>Contractual Services Total</b>   | <b>2,511,841</b>               | <b>2,988,721</b>               | <b>2,227,840</b>      | <b>2,227,840</b>              | <b>(760,881)</b> |
| <b>Supplies and Materials</b>   |                                |                                |                       |                               |                  |
| 350/530600 Office Supplies  | 36,315                         | 123,291                        | 116,550               | 116,550                       | (6,741)          |
| 353/530640 Books, Periodicals, Publications, Archives and Data Services     | 120,881                        | 125,419                        | 130,000               | 130,000                       | 4,581            |
| 353/530675 County Wide Lexis-Nexis Contract                                 |                                |                                | 2,204                 | 2,204                         | 2,204            |
| 388/531650 Computer Operation Supplies                                      | 28,814                         | 94,215                         | 335,000               | 335,000                       | 240,785          |
| <b>Supplies and Materials Total</b>   | <b>186,010</b>                 | <b>342,925</b>                 | <b>583,754</b>        | <b>583,754</b>                | <b>240,829</b>   |
| <b>Operations and Maintenance</b>   |                                |                                |                       |                               |                  |
| 440/540130 Maintenance and Repair of Office Equipment                       | 1,819                          | 5,000                          | 5,000                 | 5,000                         |                  |
| 441/540170 Maintenance and Repair of Data Processing Equipment and Software | 117,217                        | 288,148                        | 369,227               | 369,227                       | 81,079           |
| 444/540250 Maintenance and Repair of Automotive Equipment                   | 57                             | 930                            | 1,000                 | 1,000                         | 70               |
| 445/540290 Operation of Automotive Equipment                                | 236                            | 18,622                         | 10,000                | 10,000                        | (8,622)          |
| 461/540370 Maintenance of Facilities  |                                | 930                            | 1,000                 | 1,000                         | 70               |
| <b>Operations and Maintenance Total</b>                                     | <b>119,329</b>                 | <b>313,630</b>                 | <b>386,227</b>        | <b>386,227</b>                | <b>72,597</b>    |
| <b>Rental and Leasing</b>   |                                |                                |                       |                               |                  |
| 630/550010 Rental of Office Equipment                                       | 72,841                         | 122,841                        | 50,000                | 50,000                        | (72,841)         |
| 630/550018 County Wide Canon Photocopier Lease                              |                                |                                | 78,368                | 78,368                        | 78,368           |
| 660/550130 Rental of Facilities   | 500                            | 12,000                         | 50,000                | 50,000                        | 38,000           |
| <b>Rental and Leasing Total</b>   | <b>73,341</b>                  | <b>134,841</b>                 | <b>178,368</b>        | <b>178,368</b>                | <b>43,527</b>    |
| <b>Contingency and Special Purposes</b>                                     |                                |                                |                       |                               |                  |
| 819/580420 Appropriation Transfer for Reimbursement from Designated Fund    | (47,275)                       | (1,173,003)                    | (1,319,323)           | (1,319,323)                   | (146,320)        |
| <b>Contingency and Special Purposes Total</b>                               | <b>(47,275)</b>                | <b>(1,173,003)</b>             | <b>(1,319,323)</b>    | <b>(1,319,323)</b>            | <b>(146,320)</b> |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
 ASSESSOR

| Account  | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference  |
|--|--------------------------------|--------------------------------|-----------------------|-------------------------------|-------------|
| Operating Funds Total                          | 18,864,241                     | 24,324,269                     | 26,759,757            | 26,759,757                    | 2,435,488   |
| <u>(017) Revolving Fund</u>                    |                                |                                |                       |                               |             |
| 579/560450 Computer Equipment                  | 125,922                        | 1,777,355                      | 1,172,000             |                               | (1,777,355) |
|  | 125,922                        | 1,777,355                      | 1,172,000             |                               | (1,777,355) |
| <u>(717) New/Replacement Capital Equipment</u> |                                |                                |                       |                               |             |
| 579/560450 Computer Equipment                  | 345                            |                                |                       |                               |             |
|  | 345                            |                                |                       |                               |             |
| Total Capital Equipment Request Total          | 126,267                        | 1,777,355                      | 1,172,000             |                               | (1,777,355) |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
 ASSESSOR - SPECIAL PURPOSE FUNDS

| Account                                       | 2016 Expend.<br>As Of 09-26-16                                      | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference       |
|---|---|--------------------------------|-----------------------|-------------------------------|------------------|
| <b>Personal Services</b>                      |   |                                |                       |                               |                  |
| 110/501010                                    | Salaries and Wages of Regular Employees                             |                                | 1,202,468             | 1,202,468                     | 1,202,468        |
| 170/501510                                    | Mandatory Medicare Costs  |                                | 12,332                | 12,332                        | 12,332           |
| 174/501570                                    | Statutory Pension   |                                | 111,332               | 111,332                       | 111,332          |
| 175/501590                                    | Life Insurance Program  |                                | 1,360                 | 1,360                         | 1,360            |
| 176/501610                                    | Health Insurance  |                                | 153,308               | 153,308                       | 153,308          |
| 177/501640                                    | Dental Insurance Plan   |                                | 4,851                 | 4,851                         | 4,851            |
| 178/501660                                    | Unemployment Compensation   |                                | 504                   | 504                           | 504              |
| 179/501690                                    | Vision Care Insurance   |                                | 1,535                 | 1,535                         | 1,535            |
| 181/501715                                    | Group Pharmacy Insurance  |                                | 41,780                | 41,780                        | 41,780           |
| <b>Personal Services Total</b>                |   |                                | <b>1,529,470</b>      | <b>1,529,470</b>              | <b>1,529,470</b> |
| <b>Contractual Services</b>                   |   |                                |                       |                               |                  |
| 225/520260                                    | Postage   |                                | 300,000               | 300,000                       | 300,000          |
| 240/520490                                    | External Graphics and Reproduction Services                         |                                | 10,000                | 10,000                        | 10,000           |
| 241/520491                                    | Internal Graphics and Reproduction Services                         |                                | 1,000                 | 1,000                         | 1,000            |
| 260/520830                                    | Professional and Managerial Services                                |                                | 600,000               | 600,000                       | 600,000          |
| <b>Contractual Services Total</b>             |   |                                | <b>911,000</b>        | <b>911,000</b>                | <b>911,000</b>   |
| <b>Supplies and Materials</b>                 |   |                                |                       |                               |                  |
| 350/530600                                    | Office Supplies   |                                | 25,000                | 25,000                        | 25,000           |
| 388/531650                                    | Computer Operation Supplies   |                                | 25,000                | 25,000                        | 25,000           |
| <b>Supplies and Materials Total</b>           |   |                                | <b>50,000</b>         | <b>50,000</b>                 | <b>50,000</b>    |
| <b>Operations and Maintenance</b>             |   |                                |                       |                               |                  |
| 441/540170                                    | Maintenance and Repair of Data Processing<br>Equipment and Software |                                | 25,000                | 25,000                        | 25,000           |
| <b>Operations and Maintenance Total</b>       |   |                                | <b>25,000</b>         | <b>25,000</b>                 | <b>25,000</b>    |
| <b>Contingency and Special Purposes</b>       |   |                                |                       |                               |                  |
| 818/580033                                    | Reimbursement to Designated Fund                                    | 815,000                        | 815,000               | 815,000                       |                  |
| 883/580260                                    | Cook County Administration  |                                | 156,812               | 156,812                       | 156,812          |
| <b>Contingency and Special Purposes Total</b> |   | <b>815,000</b>                 | <b>971,812</b>        | <b>971,812</b>                | <b>156,812</b>   |
| <b>Operating Funds Total</b>                  |   | <b>815,000</b>                 | <b>3,487,282</b>      | <b>3,487,282</b>              | <b>2,672,282</b> |



## DEPARTMENT OVERVIEW

### 040 COUNTY ASSESSOR

#### Mission

The mission of the Cook County Assessor's Office is to serve the public both professionally and responsibly by establishing uniform and accurate property assessments. Assessed values are set on real estate as a basis for levying taxes and determining the distribution of property tax levies among taxpayers.

#### Mandates and Key Activities

- As part of the Valuation and Appeal Process, the County Assessor follows and enforces state and county laws and ordinances:

Classification of Property 35 ILCS 200/9-150

Classification Ordinance Cook County Code of Ordinances, Chap. 74, Art. II, Div. 1, Sec.74-31 et seq. and Div. 2, Sec.74-60 et seq.

Assessment by Districts 35 ILCS 200/9-220

Omitted Property 35 ILCS 200/9-260, 9-270

Publication of Assessments 35 ILCS 200/12-20

Assessment Notices of Increases 35 ILCS 200/12-55

Certificates of Correction 35 ILCS 200/14-10

Certificates of Error 35 ILCS 200/14-15

Revision of Assessments 35 ILCS 200/14-35

Valuation of Particular Types of Property 35 ILCS 200/10-5 thru 10-620

- The County Assessor provides taxpayer assistance via the review, processing, and administration of Exemptions through the following ordinances and laws\*:

Disabled Veterans 35 ILCS 200/15-165

Returning Veterans Homestead 35 ILCS 200/15-167

Disabled Persons Homestead 35 ILCS 200/15-168

Disabled Veterans Standard Homestead 35 ILCS 200/15-169

Senior Citizens Homestead 35 ILCS 200/15-170

Senior Citizens Assessment Freeze 35 ILCS 200/15-172

General Homestead 35 ILCS 200/15-175

Alternate General Homestead 35 ILCS 200/15-176

Long-time Occupant Homestead 35 ILCS 200/15-177

\*(This role includes significant outreach, communications, and religious exemption programs as well as responding to thousands of taxpayer inquiries and certificates of error.)

- The County Assessor enforces the Erroneous Exemptions legislation (35 ILCS 200/9-275), designed to target property owners who erroneously received property tax exemptions.
- Some 125-or more Community Outreach Seminars on the tax appeal process are sponsored annually by the office.
- The CCAO's current administration understands the importance of collaboration with different branches and municipalities in government, educational institutions, civic groups, and non-governmental organizations (NGO's). Since 2011 the CCAO has developed valuation research partnerships with DePaul University, Columbia College, IIT, and the MacArthur Foundation. The CCAO has worked with IIT in order to provide fellowship experience to participants in the Chinese Student Exchange Program and has secured UIC graduate interns for its aircraft noise study. Policy and information exchange programs with the Pew Charitable Trusts, the cities of New York and Vancouver (Washington), Broward County, Miami-Dade County, and Osceola County Florida and Berrien County, Michigan, as well as the Russian Federation, Ontario Provincial Government, and assessing officials in Indonesia have been at the forefront of the CCAO's expanded cooperation and partnership initiative. The Assessor

believes helping to prepare Cook County's youth for future employment is extremely important. The CCAO has partnered with the Chicago Public Schools (CPS) (and its Summer Debate League, Academic Decathlon and Summer Career Readiness Programs) Youth Outreach Services, Chicago Summer Business Institute, and various local high schools to create a summer internship program within the office. The CCAO has also entered into a collaborative working relationship with BOMA, Chicago Real Estate Investment Association, Commercial Forum of Chicago, Illinois Realtors Association, ISBA, CBA, and IICLE. The office continues to improve its website.

- Securing and expanding the affordable housing stock and promoting a logical and functional green building and renovation program in Cook County are of the utmost importance to the CCAO. Working alongside the Community Investment Corporation (CIC), the Center for Neighborhood Technology (CNT), the City of Chicago, DePaul University, Institute of Housing Studies, Mercy Homes, The Community Rehab Network, The Martin Luther King Legacy Apartments, and the Illinois Housing Development Authority (IHDA), the CCAO seeks to aid in developing wide reaching green and affordable housing programs. The aforementioned partnerships have allowed the CCAO to tap into varied pools of knowledge and extract data, build new valuation tools and models, and trade input on important policy matters. Since 2014 the CCAO implemented permanent improvements and enhancements to its residential valuation process with the assistance of a Mac Arthur Foundation grant provided to various consultants.

#### Programs

##### Administration (9 FTE)

Provides executive services, research, compliance, and HR services such as Shakman compliance, hiring, disciplinary, labor relations, performance evaluations, and the maintenance of employee records.

##### Legal (23 FTE)

Provides all legal services for all departments and programs in the Assessor's Office.

##### Finance (5 FTE)

Provides budget, purchasing and payroll services.

##### Information Technology (14 FTE)

Provides all information technology services for the entire Assessor's Office including tasks such as help desk administration, website development and management, and mainframe administration.

##### Assessment Operations (62 FTE)

Provides permit/field operations services which generates and inspects permits for valuations purposes. Provides technical review services which prepares the opening and closing of townships during the assessment cycle.

##### Erroneous Investigations Unit (11 FTE)

Investigates fraudulent exemptions and performs related tasks such as holding hearings, collections, and the processing of liens.

DEPARTMENT OVERVIEW  
040 COUNTY ASSESSOR

**Valuations & Assessments (78 FTE)**

Provides all services related to the establishment of the value of property within Cook County for the purpose of computing property taxes for Cook County, its cities and villages, library, police and fire departments, roads, schools and other special districts.

**Taxpayer Services (73 TBD)**

Operates walk in counters and phone services to assist tax payers with questions related to exempts, appeals, FOIA requests and Certificates of Errors.

**Communications (9 FTE)**

Provides all communication services for the Assessor's office including such tasks as answering all emails from the Assessor's website, addressing all inquiries from news media and conducting community outreach seminars and workshops.

**Discussion of 2016 Department and Program Outcomes**

Since 2014 the CCAO has been fully implementing enforcement of the Erroneous Exemption legislation. Through June 30, 2016, about \$15,570,000 have been recovered from erroneous exemptions and another \$9,600,000 have been billed (of which liens amounting in \$3,612,460 have been levied, drawing interest at 1.5% per month). This legislation ends abuse of existing erroneous Homestead exemptions; stops future abuse of homestead exemptions; and recoups lost tax district revenue for schools and municipalities.

The CCAO's appeals process has been reinvigorated resulting in a dramatic increase in filings.

- The 397,778 parcels appealed during the 2012 City Triennial reassessment was the highest number in 12 years. It was then surpassed by the 443,353 appealed during the 2015 City of Chicago reassessment, an 11.5% increase. For the 2016 North Triennial appeals are projected at 382,115 which is a 15% increase over 2013. The 253,985 parcels appealed in the 2014 South Triennial was a 17% increase over 2011.
- 30-35% of residential filings have been on-line consistently since the 2012 reassessment and the trend continues for 2016 and 2017.
- There has been a marked increase in the appeals success rate for both residential and commercial property.

| Performance Data                                   |         |                      |                |
|--|---------|----------------------|----------------|
| Performance Indicator                              | FY 2015 | FY 2016 Projected YE | FY 2017 Target |
| Valuations & Assessments Program Output Metric     |         |                      |                |
| # of residential parcels/PINS appealed             | 370,879 | 366,882              | 257,985        |
| Valuations & Assessments Program Efficiency Metric |         |                      |                |
| # of residential pins processed per analyst        | 14,265  | 13,103               | 9,214          |
| Valuations & Assessments Program Outcome Metric    |         |                      |                |
| % of residential appeals filed on-line             | 11%     | 19%                  | 18%            |
| Zero based Budget Metric                           |         |                      |                |
| Cost per exemption                                 | \$2.32  | \$2.43               | \$2.51         |

**Budget, Cost Analysis and 2017 Strategic Initiatives and Goals**

The major cost driver for the Office of the Assessor's budget is contracted salaries which are increasing due to collective bargaining agreements.

For 2017 the assessment cycle will be target deadlines to achieve the ultimate goal of issuing 2nd Installment tax bills on time again.

The CCAO understands that the need for affordable housing options are also increasing throughout Cook County. Thus the CCAO is proactively working to create new tools and policies that will aid in the development of more affordable housing countywide. The CCAO is also actively involved in legislative efforts designed to stabilize the value of the Class 9 program (a current CCAO affordable housing incentive) and increase the number of affordable housing units in Cook County. In 2015 CCAO released its corresponding "White Paper" with continuing study in 2016-2017.

The Office has partnered with the Illinois Department of Revenue and the Illinois Department of Veterans Affairs to improve the disabled veteran's exemption program. New legislation was advanced in the 2014 veto session and again in 2015, resulting in the successful enactment of SB 107. Implementation of this legislation will continue in 2017.

| Appropriations (\$ thousands) |              |                             |                  |
|-------------------------------|--------------|-----------------------------|------------------|
| Fund Category                 | 2015 Adopted | 2016 Adjusted Appropriation | 2017 Recommended |
| Corporate Fund                | 24,004.0     | 24,324.3                    | 26,759.8         |
|                               | Adopted      | Adopted                     | Recommended      |
| FTE Positions                 | 338.0        | 342.0                       | 309.0            |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
DEPARTMENT 040 - COUNTY ASSESSOR

| Account   | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference       |
|---|--------------------------------|--------------------------------|-----------------------|-------------------------------|------------------|
| <b>Personal Services</b>  |                                |                                |                       |                               |                  |
| 110/501010 Salaries and Wages of Regular Employees                          | 15,751,882                     | 21,147,132                     | 20,106,060            | 20,106,060                    | (1,041,072)      |
| 120/501210 Overtime Compensation  | 25,571                         | 124,563                        | 100,000               | 100,000                       | (24,563)         |
| 170/501510 Mandatory Medicare Costs   | 224,171                        | 310,848                        | 292,989               | 292,989                       | (17,859)         |
| 172/501540 Workers' Compensation  |                                |                                | 131,394               | 131,394                       | 131,394          |
| 175/501590 Life Insurance Program   |                                |                                | 31,625                | 31,625                        | 31,625           |
| 176/501610 Health Insurance   |                                |                                | 2,864,779             | 2,864,779                     | 2,864,779        |
| 177/501640 Dental Insurance Plan  |                                |                                | 106,225               | 106,225                       | 106,225          |
| 178/501660 Unemployment Compensation  |                                |                                | 12,978                | 12,978                        | 12,978           |
| 179/501690 Vision Care Insurance  |                                |                                | 33,134                | 33,134                        | 33,134           |
| 181/501715 Group Pharmacy Insurance   |                                |                                | 888,707               | 888,707                       | 888,707          |
| 185/501810 Professional and Technical Membership Fees                       | 8,817                          | 24,986                         | 25,000                | 25,000                        | 14               |
| 186/501860 Training Programs for Staff Personnel                            | 2,530                          | 59,794                         | 60,000                | 60,000                        | 206              |
| 190/501970 Transportation and Other Travel Expenses for Employees           | 8,024                          | 49,832                         | 50,000                | 50,000                        | 168              |
| <b>Personal Services Total</b>  | <b>16,020,995</b>              | <b>21,717,155</b>              | <b>24,702,891</b>     | <b>24,702,891</b>             | <b>2,985,736</b> |
| <b>Contractual Services</b>   |                                |                                |                       |                               |                  |
| 220/520150 Communication Services   | 4,235                          | 9,647                          | 6,340                 | 6,340                         | (3,307)          |
| 225/520260 Postage  | 652,380                        | 939,865                        | 700,000               | 700,000                       | (239,865)        |
| 228/520280 Delivery Services  |                                | 1,000                          | 1,000                 | 1,000                         |                  |
| 240/520490 External Graphics and Reproduction Services                      | 532,651                        | 303,248                        | 300,000               | 300,000                       | (3,248)          |
| 241/520491 Internal Graphics and Reproduction Services                      | 631                            | 16,000                         | 10,000                | 10,000                        | (6,000)          |
| 242/520550 Surveys, Operations and Reports                                  | 5,257                          | 9,482                          | 10,000                | 10,000                        | 518              |
| 245/520610 Advertising For Specific Purposes                                | 715,320                        | 758,540                        | 900,000               | 900,000                       | 141,460          |
| 246/520650 Imaging of Records   |                                | 939                            | 500                   | 500                           | (439)            |
| 260/520830 Professional and Managerial Services                             | 601,367                        | 950,000                        | 300,000               | 300,000                       | (650,000)        |
| <b>Contractual Services Total</b>   | <b>2,511,841</b>               | <b>2,988,721</b>               | <b>2,227,840</b>      | <b>2,227,840</b>              | <b>(760,881)</b> |
| <b>Supplies and Materials</b>   |                                |                                |                       |                               |                  |
| 350/530600 Office Supplies  | 36,315                         | 123,291                        | 116,550               | 116,550                       | (6,741)          |
| 353/530640 Books, Periodicals, Publications, Archives and Data Services     | 120,881                        | 125,419                        | 130,000               | 130,000                       | 4,581            |
| 353/530675 County Wide Lexis-Nexis Contract                                 |                                |                                | 2,204                 | 2,204                         | 2,204            |
| 388/531650 Computer Operation Supplies                                      | 28,814                         | 94,215                         | 335,000               | 335,000                       | 240,785          |
| <b>Supplies and Materials Total</b>   | <b>186,010</b>                 | <b>342,925</b>                 | <b>583,754</b>        | <b>583,754</b>                | <b>240,829</b>   |
| <b>Operations and Maintenance</b>   |                                |                                |                       |                               |                  |
| 440/540130 Maintenance and Repair of Office Equipment                       | 1,819                          | 5,000                          | 5,000                 | 5,000                         |                  |
| 441/540170 Maintenance and Repair of Data Processing Equipment and Software | 117,217                        | 288,148                        | 369,227               | 369,227                       | 81,079           |
| 444/540250 Maintenance and Repair of Automotive Equipment                   | 57                             | 930                            | 1,000                 | 1,000                         | 70               |
| 445/540290 Operation of Automotive Equipment                                | 236                            | 18,622                         | 10,000                | 10,000                        | (8,622)          |
| 461/540370 Maintenance of Facilities  |                                | 930                            | 1,000                 | 1,000                         | 70               |
| <b>Operations and Maintenance Total</b>                                     | <b>119,329</b>                 | <b>313,630</b>                 | <b>386,227</b>        | <b>386,227</b>                | <b>72,597</b>    |
| <b>Rental and Leasing</b>   |                                |                                |                       |                               |                  |
| 630/550010 Rental of Office Equipment                                       | 72,841                         | 122,841                        | 50,000                | 50,000                        | (72,841)         |
| 630/550018 County Wide Canon Photocopier Lease                              |                                |                                | 78,368                | 78,368                        | 78,368           |
| 660/550130 Rental of Facilities   | 500                            | 12,000                         | 50,000                | 50,000                        | 38,000           |
| <b>Rental and Leasing Total</b>   | <b>73,341</b>                  | <b>134,841</b>                 | <b>178,368</b>        | <b>178,368</b>                | <b>43,527</b>    |
| <b>Contingency and Special Purposes</b>                                     |                                |                                |                       |                               |                  |
| 819/580420 Appropriation Transfer for Reimbursement from Designated Fund    | (47,275)                       | (1,173,003)                    | (1,319,323)           | (1,319,323)                   | (146,320)        |
| <b>Contingency and Special Purposes Total</b>                               | <b>(47,275)</b>                | <b>(1,173,003)</b>             | <b>(1,319,323)</b>    | <b>(1,319,323)</b>            | <b>(146,320)</b> |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
DEPARTMENT 040 - COUNTY ASSESSOR

| Account   | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference  |
|---|--------------------------------|--------------------------------|-----------------------|-------------------------------|-------------|
| Operating Funds Total                                     | 18,864,241                     | 24,324,269                     | 26,759,757            | 26,759,757                    | 2,435,488   |
| <u>(017) Revolving Fund - 0170400000</u>                  |                                |                                |                       |                               |             |
| 579/560450 Computer Equipment                             | 125,922                        | 1,777,355                      | 1,172,000             |                               | (1,777,355) |
|   | 125,922                        | 1,777,355                      | 1,172,000             |                               | (1,777,355) |
| <u>(717) New/Replacement Capital Equipment - 71700040</u> |                                |                                |                       |                               |             |
| 579/560450 Computer Equipment                             | 345                            |                                |                       |                               |             |
|   | 345                            |                                |                       |                               |             |
| Capital Equipment Request Total                           | 126,267                        | 1,777,355                      | 1,172,000             |                               | (1,777,355) |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 040 - COUNTY ASSESSOR

| Job Code                    | Title   | Grade | 2016 Approved & Adopted |          | Department Request |          | President's Recommendation |          |
|-----------------------------|---|-------|-------------------------|----------|--------------------|----------|----------------------------|----------|
|                             |   |       | FTE Pos.                | Salaries | FTE Pos.           | Salaries | FTE Pos.                   | Salaries |
| 03 Assessment Operations    |   |       |                         |          |                    |          |                            |          |
| 05 Administration - 0401420 |   |       |                         |          |                    |          |                            |          |
| 0004                        | County Assessor   | SEL   | 1.0                     | 125,000  | 1.0                | 125,000  | 1.0                        | 125,000  |
| 0117                        | Director of Technical Service   | 23    |                         | 1        | 1.0                | 76,445   | 1.0                        | 76,445   |
| 5178                        | Chief Commercial Hearing Officer - Assessor                                   | 24    | 1.0                     | 119,099  | 1.0                | 122,081  | 1.0                        | 122,081  |
| 5179                        | Chief Deputy Assessor - Assessor  | 24    | 1.0                     | 152,383  | 1.0                | 156,135  | 1.0                        | 156,135  |
| 5180                        | Deputy Assessor of Taxpayer Services and Public Outreach - Assessor           | 24    | 1.0                     | 122,787  | 1.0                | 125,811  | 1.0                        | 125,811  |
| 5181                        | Deputy Assessor, Chief Legal Counsel - Assessor                               | 24    | 1.0                     | 137,308  | 1.0                | 140,688  | 1.0                        | 140,688  |
| 5182                        | Deputy Assessor, Chief of Assessment Operations and Administration - Assessor | 24    | 1.0                     | 135,621  | 1.0                | 138,962  | 1.0                        | 138,962  |
| 5183                        | Deputy Assessor, Chief of Information Technology - Assessor                   | 24    | 1.0                     | 122,787  | 1.0                | 125,810  | 1.0                        | 125,810  |
| 5185                        | Director I/C Valuations - Assessor  | 24    | 1.0                     | 105,554  | 1.0                | 108,706  | 1.0                        | 108,706  |
| 5186                        | Director of Communications, Springfield - Assessor                            | 24    | 1.0                     | 63,767   | 1.0                | 65,363   | 1.0                        | 65,363   |
| 5187                        | Director of Field Operations - Assessor                                       | 24    | 1.0                     | 76,245   | 1.0                | 113,883  | 1.0                        | 113,883  |
| 5189                        | Director of Legal - Assessor  | 24    | 1.0                     | 113,820  | 1.0                | 116,671  | 1.0                        | 116,671  |
| 5190                        | Director of Research  | 24    |                         | 1        |                    | 1        |                            | 1        |
| 5191                        | Director of Residential Valuations - Assessor                                 | 24    | 1.0                     | 113,822  | 1.0                | 116,672  | 1.0                        | 116,672  |
| 5192                        | Director of Special Assessment Programs - Assessor                            | 24    | 1.0                     | 119,099  | 1.0                | 122,081  | 1.0                        | 122,081  |
| 5193                        | Director of Taxpayer Services - Assessor                                      | 24    | 1.0                     | 105,554  | 1.0                | 108,196  | 1.0                        | 108,196  |
| 5184                        | Deputy Assessor, Chief Operating Officer of Valuations and Assessments        | 24    | 1.0                     | 150,256  | 1.0                | 153,957  | 1.0                        | 153,957  |
| 5786                        | Deputy Assessor of Human Resources  | 24    | 1.0                     | 106,704  | 1.0                | 111,794  | 1.0                        | 111,794  |
| 5787                        | Deputy of Communications-Assessor   | 24    | 1.0                     | 107,657  | 1.0                | 110,306  | 1.0                        | 110,306  |
| 0349                        | Director of Technical Review  | 24    | 1.0                     | 102,700  | 1.0                | 105,273  | 1.0                        | 105,273  |
| 6044                        | Director of Compliance  | 24    | 1.0                     | 103,971  | 1.0                | 108,708  | 1.0                        | 108,708  |
| 6371                        | Director of Communications, Cook County - Assessor                            | 24    | 1.0                     | 77,264   | 1.0                | 79,200   | 1.0                        | 79,200   |
| 6396                        | Deputy Assessor of Financial Operations                                       | 24    | 1.0                     | 135,621  | 1.0                | 138,962  | 1.0                        | 138,962  |
| 6596                        | Project Manager - Assessor  | 24    | 1.0                     | 85,000   | 1.0                | 86,912   | 1.0                        | 86,912   |
| 1687                        | Assistant Administrator   | 23    |                         |          |                    | 1        |                            | 1        |
| 5166                        | Manager I/C Valuations - Assessor   | 23    | 1.0                     | 81,179   | 1.0                | 76,445   | 1.0                        | 76,445   |
| 5167                        | Manager of Application Development - Assessor                                 | 23    | 1.0                     | 111,143  | 1.0                | 110,569  | 1.0                        | 110,569  |
| 5168                        | Manager of Appraisal Review and Education - Assessor                          | 23    | 1.0                     | 99,098   | 1.0                | 76,445   | 1.0                        | 76,445   |
| 5169                        | Manager of Industrial Commercial Field - Assessor                             | 23    | 1.0                     | 105,739  | 1.0                | 110,145  | 1.0                        | 110,145  |
| 5170                        | Manager of Legacy Systems - Assessor  | 23    | 1.0                     | 119,182  | 1.0                | 124,467  | 1.0                        | 124,467  |
| 5171                        | Manager of Purchasing and Operations - Assessor                               | 23    | 1.0                     | 81,179   | 1.0                | 83,340   | 1.0                        | 83,340   |
| 5172                        | Manager of Residential Field - Assessor                                       | 23    | 1.0                     | 81,179   | 1.0                | 82,514   | 1.0                        | 82,514   |
| 5173                        | Manager of Residential Valuations - Assessor                                  | 23    | 1.0                     | 68,855   | 1.0                | 78,377   | 1.0                        | 78,377   |
| 5175                        | Manager of Taxpayer Exemption Processing - Assessor                           | 23    |                         | 1        |                    | 1        |                            | 1        |
| 5176                        | Manager of Technical Projects - Assessor                                      | 23    |                         | 1        |                    | 1        |                            | 1        |
| 5177                        | Manager of Technical Review - Assessor  | 23    |                         | 1        |                    |          |                            |          |
| 5352                        | Financial Research Analyst  | 23    | 1.0                     | 98,605   | 1.0                | 101,779  | 1.0                        | 101,779  |
| 5155                        | Assistant Manager I/C Valuations - Assessor                                   | 22    | 1.0                     | 112,820  | 1.0                | 116,718  | 1.0                        | 116,718  |
| 5156                        | Assistant Manager of Industrial/Commercial Field - Assessor                   | 22    |                         | 1        |                    | 1        |                            | 1        |
| 5157                        | Assistant Manager of Residential Review - Assessor                            | 22    |                         | 1        |                    | 1        |                            | 1        |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 040 - COUNTY ASSESSOR

| Job Code  | Title  | Grade | 2016 Approved & Adopted |             | Department Request |             | President's Recommendation |             |
|---|--|-------|-------------------------|-------------|--------------------|-------------|----------------------------|-------------|
|   |  |       | FTE Pos.                | Salaries    | FTE Pos.           | Salaries    | FTE Pos.                   | Salaries    |
| 5158  | Manager of Technical Review  | 22    | 1.0                     | 113,949     | 1.0                | 102,092     | 1.0                        | 102,092     |
| 5160  | Legal Counsel IV - Assessor  | 22    | 3.0                     | 230,230     | 3.0                | 241,878     | 3.0                        | 241,878     |
| 5161  | Manager of Payroll - Assessor  | 22    | 1.0                     | 113,381     | 1.0                | 118,323     | 1.0                        | 118,323     |
| 5162  | Manager of Records Management - Assessor                               | 22    | 1.0                     | 113,381     | 1.0                | 118,523     | 1.0                        | 118,523     |
| 5164  | Manager of Taxpayer Information - Assessor                             | 22    | 1.0                     | 58,991      | 1.0                | 98,811      | 1.0                        | 98,811      |
| 5165  | Special Assistant to the Assessor - Assessor                           | 22    | 1.0                     | 91,504      | 1.0                | 92,726      | 1.0                        | 92,726      |
| 5583  | Special Projects Manager   | 22    |                         | 1           |                    | 1           |                            | 1           |
| 6314  | Chief Residential Field Operations                                     | 22    |                         | 1           |                    | 1           |                            | 1           |
| 6594  | Director of Human Resources  | 22    | 1.0                     | 72,010      | 1.0                | 89,192      | 1.0                        | 89,192      |
| 0187  | Assistant to the Director  | 21    |                         | 1           |                    | 1           |                            | 1           |
| 5141  | Assistant Manager of Exemption Processing - Assessor                   | 21    | 1.0                     | 78,392      | 1.0                | 80,790      | 1.0                        | 80,790      |
| 5142  | Assistant Manager of Residential Processing - Assessor                 | 21    | 1.0                     | 94,276      | 1.0                | 96,639      | 1.0                        | 96,639      |
| 5145  | Manager of Certificate of Error - Assessor                             | 21    | 1.0                     | 87,920      | 1.0                | 66,479      | 1.0                        | 66,479      |
| 5147  | Manager of Divisions - Assessor  | 21    | 1.0                     | 74,209      | 1.0                | 76,476      | 1.0                        | 76,476      |
| 5148  | Manager of Specific Properties - Assessor                              | 21    | 1.0                     | 100,094     | 1.0                | 103,077     | 1.0                        | 103,077     |
| 5149  | Permit Department Supervisor - Assessor                                | 21    | 1.0                     | 90,597      | 1.0                | 94,586      | 1.0                        | 94,586      |
| 5150  | Senior Network Administrator III - Assessor                            | 21    | 3.0                     | 301,487     | 3.0                | 311,526     | 3.0                        | 311,526     |
| 5151  | Supervisor of Field - Assessor   | 21    | 1.0                     | 95,221      | 1.0                | 98,886      | 1.0                        | 98,886      |
| 5153  | Supervisor of TPI Branch Office-Markham - Assessor                     | 21    | 1.0                     | 94,276      | 1.0                | 97,682      | 1.0                        | 97,682      |
| 6595  | Business Analyst - Assessor  | 21    | 1.0                     | 65,500      | 1.0                | 66,479      | 1.0                        | 66,479      |
| 5131  | Assistant Manager Records Management - Assessor                        | 20    | 1.0                     | 74,209      | 1.0                | 76,476      | 1.0                        | 76,476      |
| 5132  | Assistant Manager Residential Modeling - Assessor                      | 20    | 1.0                     | 93,345      | 1.0                | 96,422      | 1.0                        | 96,422      |
| 5133  | Assistant Manager Taxpayer Information-Assessor                        | 20    | 2.0                     | 149,580     | 2.0                | 155,459     | 2.0                        | 155,459     |
| 5134  | Executive Assistant V - Assessor                                       | 20    | 5.0                     | 333,843     | 3.0                | 223,567     | 3.0                        | 223,567     |
| 5136  | Human Resources Generalist - Assessor                                  | 20    |                         |             | 1.0                | 60,470      | 1.0                        | 60,470      |
| 5137  | Manager of Freedom of Information - Assessor                           | 20    | 1.0                     | 95,221      | 1.0                | 99,707      | 1.0                        | 99,707      |
| 5139  | Assistant Manager of Technical Review                                  | 20    | 1.0                     | 58,991      | 1.0                | 83,917      | 1.0                        | 83,917      |
| 5140  | Supervisor of TPI Branch Office - Assessor                             | 20    | 1.0                     | 93,345      | 1.0                | 96,200      | 1.0                        | 96,200      |
| 5143  | Executive Assistant - Assessor   | 20    | 1.0                     | 60,183      | 1.0                | 62,261      | 1.0                        | 62,261      |
| 6049  | Community Outreach Representative II                                   | 20    | 1.0                     | 79,573      | 1.0                | 82,009      | 1.0                        | 82,009      |
| 6499  | Executive Assistant of Financial Operations                            | 20    | 1.0                     | 58,991      |                    |             |                            |             |
| 5127  | Assistant Manager Freedom of Information - Assessor                    | 18    | 1.0                     | 68,512      | 1.0                | 70,880      | 1.0                        | 70,880      |
| 5130  | Network Administrator III - Assessor                                   | 18    | 1.0                     | 71,305      |                    | 1           |                            | 1           |
| 5154  | Supervisor of TPI Downtown- Assessor                                   | 18    | 1.0                     | 52,075      | 1.0                | 52,811      | 1.0                        | 52,811      |
| 5375  | Executive Receptionist - Assessor                                      | 18    | 1.0                     | 78,005      | 1.0                | 81,658      | 1.0                        | 81,658      |
| 6048  | Community Outreach Representative I                                    | 18    | 1.0                     | 52,075      | 1.0                | 53,587      | 1.0                        | 53,587      |
|   |  |       | 73.0                    | \$6,735,679 | 71.0               | \$6,868,014 | 71.0                       | \$6,868,014 |
| <b>06 Assessment Operations &amp; Support - 0401421</b> |  |       |                         |             |                    |             |                            |             |
| 5123  | Senior Programmer V - Assessor   | 23    |                         | 1           |                    | 1           |                            | 1           |
| 5113  | Communications Specialist/Spokesperson - Assessor                      | 22    | 1.0                     | 110,026     | 1.0                | 114,388     | 1.0                        | 114,388     |
| 5115  | I/C Valuations Senior Analyst IV - Assessor                            | 22    | 1.0                     | 117,837     | 1.0                | 122,299     | 1.0                        | 122,299     |
| 5116  | Industrial/Commercial Group Leader/Senior Field Inspector V - Assessor | 22    |                         | 2           |                    | 2           |                            | 2           |
| 5117  | Research Senior Analyst IV - Assessor                                  | 22    | 1.0                     | 117,837     | 1.0                | 122,299     | 1.0                        | 122,299     |
| 5119  | Senior Systems Analyst IV - Assessor                                   | 22    |                         | 1           |                    | 1           |                            | 1           |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
DEPARTMENT 040 - COUNTY ASSESSOR

| Job Code | Title  | Grade | 2016 Approved & Adopted |          | Department Request |          | President's Recommendation |          |
|----------|--|-------|-------------------------|----------|--------------------|----------|----------------------------|----------|
|          |  |       | FTE Pos.                | Salaries | FTE Pos.           | Salaries | FTE Pos.                   | Salaries |
| 5105     | Group Leader of Application Development - Assessor                       | 21    | 1.0                     | 100,261  | 1.0                | 103,542  | 1.0                        | 103,542  |
| 5106     | I/C Valuations Group Leader IV - Assessor                                | 21    |                         | 1        |                    | 1        |                            | 1        |
| 5107     | I/C Valuations Senior Analyst III - Assessor                             | 21    |                         | 1        |                    | 1        |                            | 1        |
| 5108     | Industrial/Commercial Group Leader/Senior Field Inspector V - Assessor   | 21    |                         | 2        |                    | 2        |                            | 2        |
| 5110     | Research Senior Analyst III - Assessor                                   | 21    | 1.0                     | 102,265  | 1.0                | 106,138  | 1.0                        | 106,138  |
| 5111     | Senior Programmer III - Assessor   | 21    | 2.0                     | 214,760  | 2.0                | 222,882  | 2.0                        | 222,882  |
| 5081     | Second Pass Coordinator and C/E Specialist - Assessor                    | 20    | 1.0                     | 97,711   | 1.0                | 101,408  | 1.0                        | 101,408  |
| 5083     | Condominium Valuation Group Leader - Assessor                            | 20    | 1.0                     | 91,231   | 1.0                | 94,215   | 1.0                        | 94,215   |
| 5085     | GIS Analyst II - Assessor  | 20    |                         | 1        |                    | 1        |                            | 1        |
| 5087     | I/C Valuations Group Leader III - Assessor                               | 20    | 6.0                     | 551,966  | 6.0                | 575,411  | 6.0                        | 575,411  |
| 5089     | Industrial Commercial Field Inspector V - Assessor                       | 20    | 7.0                     | 674,124  | 6.0                | 598,794  | 6.0                        | 598,794  |
| 5090     | Industrial/Commercial Group Leader/Senior Field Inspector III - Assessor | 20    | 2.0                     | 142,575  | 2.0                | 145,895  | 2.0                        | 145,895  |
| 5093     | Research Analyst V - Assessor  | 20    | 1.0                     | 85,172   | 1.0                | 87,957   | 1.0                        | 87,957   |
| 5094     | Research Senior Analyst II - Assessor                                    | 20    | 1.0                     | 69,172   |                    | 2        |                            | 2        |
| 5096     | Residential Modeling Senior Analyst V - Assessor                         | 20    | 1.0                     | 93,059   | 1.0                | 96,581   | 1.0                        | 96,581   |
| 5097     | Residential Senior Analyst V - Assessor                                  | 20    |                         | 1        |                    | 1        |                            | 1        |
| 5098     | Residential Senior Field Inspector V - Assessor                          | 20    | 2.0                     | 188,943  | 2.0                | 195,624  | 2.0                        | 195,624  |
| 5103     | Technical Review Industrial and Commercial Analyst V                     | 20    | 1.0                     | 93,058   |                    | 1        |                            | 1        |
| 5062     | I/C Valuations Analyst IV - Assessor                                     | 19    |                         | 1        |                    | 1        |                            | 1        |
| 5065     | Industrial Commercial Field Inspector IV - Assessor                      | 19    | 2.0                     | 172,073  | 2.0                | 178,736  | 2.0                        | 178,736  |
| 5069     | Research Senior Analyst I - Assessor                                     | 19    | 1.0                     | 83,086   | 1.0                | 85,804   | 1.0                        | 85,804   |
| 5073     | Residential Senior Field Inspector IV - Assessor                         | 19    | 1.0                     | 88,987   | 1.0                | 92,355   | 1.0                        | 92,355   |
| 5076     | Special Projects Coordinator - Assessor                                  | 19    |                         | 1        |                    | 1        |                            | 1        |
| 5040     | Division Senior Analyst III - Assessor                                   | 18    | 1.0                     | 57,427   |                    | 1        |                            | 1        |
| 5043     | Industrial Commercial Field Inspector III - Assessor                     | 18    | 2.0                     | 152,421  | 2.0                | 160,713  | 2.0                        | 160,713  |
| 5045     | Financial Operations Coordinator- Assessor                               | 18    | 1.0                     | 57,427   |                    | 1        |                            | 1        |
| 5046     | Programmer II - Assessor   | 18    | 2.0                     | 145,064  | 2.0                | 148,649  | 2.0                        | 148,649  |
| 5047     | Research Analyst III - Assessor  | 18    | 1.0                     | 70,712   | 1.0                | 73,026   | 1.0                        | 73,026   |
| 5048     | Residential Group Leader III - Assessor                                  | 18    | 4.0                     | 301,374  | 4.0                | 314,803  | 4.0                        | 314,803  |
| 5049     | Residential Modeling Senior Analyst III - Assessor                       | 18    | 2.0                     | 158,385  | 2.0                | 164,383  | 2.0                        | 164,383  |
| 5051     | Residential Senior Field Inspector III - Assessor                        | 18    | 5.0                     | 394,032  | 5.0                | 412,963  | 5.0                        | 412,963  |
| 5052     | Specific Properties Senior Analyst III - Assessor                        | 18    | 1.0                     | 81,123   | 1.0                | 84,197   | 1.0                        | 84,197   |
| 5053     | Support Staff - Assessor   | 18    | 1.0                     | 79,779   | 1.0                | 84,197   | 1.0                        | 84,197   |
| 5055     | Taxpayer Advocate Analyst IV - Assessor                                  | 18    | 1.0                     | 57,427   |                    | 1        |                            | 1        |
| 5056     | Taxpayer Information Senior Specialist - Assessor                        | 18    | 1.0                     | 79,336   |                    | 1        |                            | 1        |
| 5057     | Technical Review Industrial and Commercial Analyst III - Assessor        | 18    | 1.0                     | 81,123   | 2.0                | 144,952  | 2.0                        | 144,952  |
| 5058     | Technical Review Verification Specialist - Assessor                      | 18    | 1.0                     | 77,262   | 1.0                | 76,165   | 1.0                        | 76,165   |
| 5091     | Programmer IV - Assessor   | 18    | 1.0                     | 69,172   |                    | 2        |                            | 2        |
| 5363     | Technical Review Residential Analyst V - Assessor                        | 18    | 2.0                     | 156,867  | 2.0                | 162,414  | 2.0                        | 162,414  |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 040 - COUNTY ASSESSOR

| Job Code | Title   | Grade | 2016 Approved & Adopted |          | Department Request |          | President's Recommendation |          |
|----------|---|-------|-------------------------|----------|--------------------|----------|----------------------------|----------|
|          |   |       | FTE Pos.                | Salaries | FTE Pos.           | Salaries | FTE Pos.                   | Salaries |
| 5413     | Senior Automation Coordinator                                     | 18    | 1.0                     | 76,503   | 1.0                | 78,217   | 1.0                        | 78,217   |
| 5016     | I/C Valuations Analyst II - Assessor                              | 17    |                         | 1        |                    | 1        |                            | 1        |
| 5024     | Residential Analyst IV - Assessor                                 | 17    |                         | 2        |                    | 1        |                            | 1        |
| 5026     | Residential Group Leader II - Assessor                            | 17    | 1.0                     | 70,712   | 1.0                | 73,589   | 1.0                        | 73,589   |
| 5035     | Taxpayer Advocate Analyst III - Assessor                          | 17    |                         |          |                    | 1        |                            | 1        |
| 5038     | Township Assessor Liaison - Assessor                              | 17    | 1.0                     | 72,127   | 1.0                | 74,858   | 1.0                        | 74,858   |
| 4887     | Division Senior Analyst I - Assessor                              | 16    | 1.0                     | 49,958   |                    | 1        |                            | 1        |
| 4888     | Residential Field Inspector III - Assessor                        | 16    | 5.0                     | 328,881  | 5.0                | 334,126  | 5.0                        | 334,126  |
| 4890     | Residential Permit Group Leader - Assessor                        | 16    |                         | 1        |                    | 1        |                            | 1        |
| 4891     | Specific Properties Analyst III - Assessor                        | 16    | 1.0                     | 70,571   | 1.0                | 73,241   | 1.0                        | 73,241   |
| 4892     | Taxpayer Advocate Analyst II - Assessor                           | 16    | 1.0                     | 67,209   | 1.0                | 71,494   | 1.0                        | 71,494   |
| 4990     | Division Analyst III - Assessor                                   | 16    | 1.0                     | 61,512   | 1.0                | 65,181   | 1.0                        | 65,181   |
| 4992     | I/C Valuations Analyst I - Assessor                               | 16    |                         | 6        |                    | 6        |                            | 6        |
| 4993     | I/C Valuations Junior Analyst III - Assessor                      | 16    |                         |          | 1.0                | 73,241   | 1.0                        | 73,241   |
| 4994     | I/C Valuations Support Staff Group Leader - Assessor              | 16    | 1.0                     | 66,399   | 1.0                | 68,046   | 1.0                        | 68,046   |
| 5000     | Research Analyst III - Assessor                                   | 16    |                         | 1        |                    | 1        |                            | 1        |
| 5001     | Residential Modeling Junior Analyst III - Assessor                | 16    | 1.0                     | 67,209   | 1.0                | 69,756   | 1.0                        | 69,756   |
| 5006     | Specific Properties Senior Analyst I - Assessor                   | 16    |                         | 1        |                    | 1        |                            | 1        |
| 5007     | Taxpayer Information Senior Specialist/Group Leader IV - Assessor | 16    |                         | 1        |                    | 1        |                            | 1        |
| 5008     | Taxpayer Information Senior Specialist IV - Assessor              | 16    | 1.0                     | 70,572   | 1.0                | 73,242   | 1.0                        | 73,242   |
| 5010     | Technical Review Support Staff Group Leader - Assessor            | 16    | 1.0                     | 70,571   | 1.0                | 73,241   | 1.0                        | 73,241   |
| 6597     | Residential Junior Analyst IV                                     | 16    |                         |          | 1.0                | 68,046   | 1.0                        | 68,046   |
| 4966     | Administrative Assistant III - Assessor                           | 15    |                         | 1        |                    | 1        |                            | 1        |
| 4969     | Exempt Analyst II - Assessor                                      | 15    | 1.0                     | 61,381   | 1.0                | 63,388   | 1.0                        | 63,388   |
| 4970     | I/C Valuations Junior Analyst II - Assessor                       | 15    | 7.0                     | 428,460  | 4.0                | 258,612  | 4.0                        | 258,612  |
| 4972     | Landmarks Analyst - Assessor                                      | 15    | 1.0                     | 46,538   | 1.0                | 48,059   | 1.0                        | 48,059   |
| 4974     | Records Management Specialist III - Assessor                      | 15    | 1.0                     | 65,739   | 1.0                | 68,229   | 1.0                        | 68,229   |
| 4976     | Residential Field Inspector II - Assessor                         | 15    | 3.0                     | 194,089  | 3.0                | 204,660  | 3.0                        | 204,660  |
| 4977     | Residential Junior Analyst III - Assessor                         | 15    | 7.0                     | 439,634  | 6.0                | 387,605  | 6.0                        | 387,605  |
| 4980     | Senior Support Staff III - Assessor                               | 15    | 6.0                     | 377,427  | 5.0                | 331,358  | 5.0                        | 331,358  |
| 4981     | Specific Properties Analyst II - Assessor                         | 15    | 1.0                     | 61,381   | 1.0                | 63,388   | 1.0                        | 63,388   |
| 4982     | Taxpayer Advocate Analyst I - Assessor                            | 15    | 1.0                     | 64,292   | 3.0                | 184,843  | 3.0                        | 184,843  |
| 4983     | Taxpayer Information Specialist - Assessor                        | 15    | 1.0                     | 65,739   | 1.0                | 68,229   | 1.0                        | 68,229   |
| 4984     | Taxpayer Information Senior Specialist III - Assessor             | 15    | 1.0                     | 65,740   | 1.0                | 64,983   | 1.0                        | 64,983   |
| 4884     | I/C Valuations Junior Analyst I - Assessor                        | 14    | 4.0                     | 214,423  | 6.0                | 312,628  | 6.0                        | 312,628  |
| 4886     | Taxpayer Information Senior Specialist II - Assessor              | 14    | 4.0                     | 237,308  | 4.0                | 248,764  | 4.0                        | 248,764  |
| 4944     | Division Analyst I - Assessor                                     | 14    | 1.0                     | 61,067   | 1.0                | 63,378   | 1.0                        | 63,378   |
| 4946     | Exempt Analyst I - Assessor                                       | 14    | 2.0                     | 112,799  | 2.0                | 117,756  | 2.0                        | 117,756  |
| 4948     | Industrial Commercial Junior Field Inspector I - Assessor         | 14    | 2.0                     | 96,455   | 3.0                | 159,525  | 3.0                        | 159,525  |
| 4952     | Residential Field Inspector I - Assessor                          | 14    | 2.0                     | 119,226  |                    |          |                            |          |
| 4953     | Residential Field Workflow Coordinator - Assessor                 | 14    | 2.0                     | 104,294  | 2.0                | 109,904  | 2.0                        | 109,904  |
| 4954     | Residential Junior Analyst  | 14    | 5.0                     | 268,646  | 5.0                | 275,603  | 5.0                        | 275,603  |
| 4955     | Residential Junior Field Inspector II - Assessor                  | 14    | 2.0                     | 101,387  | 4.0                | 228,735  | 4.0                        | 228,735  |
| 4959     | Specific Properties Analyst I - Assessor                          | 14    | 1.0                     | 50,254   | 1.0                | 52,726   | 1.0                        | 52,726   |



PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 040 - COUNTY ASSESSOR

| Job Code                                   | Title  | Grade | 2016 Approved & Adopted |              | Department Request |              | President's Recommendation |              |  |
|--|--|-------|-------------------------|--------------|--------------------|--------------|----------------------------|--------------|--|
|  |  |       | FTE Pos.                | Salaries     | FTE Pos.           | Salaries     | FTE Pos.                   | Salaries     |  |
| 4960                                       | Support Staff VI - Assessor                                    | 14    | 1.0                     | 59,609       | 1.0                | 60,357       | 1.0                        | 60,357       |  |
| 4961                                       | Taxpayer Information Senior Specialist/Group Leader - Assessor | 14    | 1.0                     | 58,159       | 1.0                | 60,357       | 1.0                        | 60,357       |  |
| 4962                                       | Taxpayer Information Specialist IV - Assessor                  | 14    | 2.0                     | 118,828      | 2.0                | 125,588      | 2.0                        | 125,588      |  |
| 4964                                       | Technical Review Specialist IV - Assessor                      | 14    | 1.0                     | 43,227       |                    | 1            |                            | 1            |  |
| 4923                                       | Division Junior Analyst I - Assessor                           | 13    | 3.0                     | 120,922      | 4.0                | 171,832      | 4.0                        | 171,832      |  |
| 4925                                       | Freedom of Information Specialist III - Assessor               | 13    | 1.0                     | 54,168       | 1.0                | 55,941       | 1.0                        | 55,941       |  |
| 4927                                       | Liaison to Foreign Language Community - Assessor               | 13    | 1.0                     | 56,878       | 1.0                | 58,737       | 1.0                        | 58,737       |  |
| 4928                                       | Liaison to Religious Institutions - Assessor                   | 13    | 1.0                     | 49,580       | 1.0                | 51,200       | 1.0                        | 51,200       |  |
| 4929                                       | Receptionist V - Assessor                                      | 13    | 1.0                     | 55,728       | 1.0                | 55,941       | 1.0                        | 55,941       |  |
| 4932                                       | Residential Junior Analyst I - Assessor                        | 13    | 11.0                    | 557,778      | 11.0               | 573,616      | 11.0                       | 573,616      |  |
| 4933                                       | Residential Junior Field Inspector I - Assessor                | 13    | 5.0                     | 265,173      | 5.0                | 270,908      | 5.0                        | 270,908      |  |
| 4934                                       | Residential Permit Analyst III - Assessor                      | 13    | 1.0                     | 56,878       | 1.0                | 58,737       | 1.0                        | 58,737       |  |
| 4936                                       | Supply Coordinator - Assessor                                  | 13    |                         | 1            |                    | 1            |                            | 1            |  |
| 4937                                       | Support Staff V - Assessor                                     | 13    | 5.0                     | 283,243      | 5.0                | 290,892      | 5.0                        | 290,892      |  |
| 4938                                       | Taxpayer Information Senior Specialist I - Assessor            | 13    | 7.0                     | 374,699      | 8.0                | 431,348      | 8.0                        | 431,348      |  |
| 4939                                       | Taxpayer Information Specialist III - Assessor                 | 13    | 4.0                     | 200,645      | 3.0                | 164,159      | 3.0                        | 164,159      |  |
| 4916                                       | Receptionist IV - Assessor                                     | 12    |                         | 1            |                    |              |                            |              |  |
| 4918                                       | Support Staff IV - Assessor                                    | 12    | 1.0                     | 53,109       | 1.0                | 55,119       | 1.0                        | 55,119       |  |
| 4919                                       | Taxpayer Information Junior Specialist IV - Assessor           | 12    | 1.0                     | 53,109       | 1.0                | 55,119       | 1.0                        | 55,119       |  |
| 4920                                       | Taxpayer Information Specialist II - Assessor                  | 12    | 1.0                     | 49,588       | 1.0                | 51,207       | 1.0                        | 51,207       |  |
| 4921                                       | Technical Review Specialist II - Assessor                      | 12    | 1.0                     | 53,109       | 2.0                | 93,554       | 2.0                        | 93,554       |  |
| 4903                                       | Freedom of Information Junior Specialist III - Assessor        | 11    | 2.0                     | 80,166       |                    | 1            |                            | 1            |  |
| 4904                                       | Freedom of Information Specialist I - Assessor                 | 11    | 2.0                     | 95,725       | 4.0                | 171,887      | 4.0                        | 171,887      |  |
| 4906                                       | Residential Junior Analyst - Assessor                          | 11    | 1.0                     | 47,229       | 1.0                | 36,250       | 1.0                        | 36,250       |  |
| 4907                                       | Residential Permit Analyst I - Assessor                        | 11    | 1.0                     | 49,589       | 2.0                | 88,246       | 2.0                        | 88,246       |  |
| 4908                                       | Supply Assistant II - Assessor                                 | 11    | 1.0                     | 46,408       | 1.0                | 47,814       | 1.0                        | 47,814       |  |
| 4909                                       | Support Staff III - Assessor                                   | 11    | 20.0                    | 925,328      | 20.0               | 961,463      | 20.0                       | 961,463      |  |
| 4910                                       | Taxpayer Information Junior Specialist                         | 11    | 12.0                    | 504,624      | 12.0               | 523,910      | 12.0                       | 523,910      |  |
| 4911                                       | Taxpayer Information Specialist I - Assessor                   | 11    | 5.0                     | 240,283      | 6.0                | 287,460      | 6.0                        | 287,460      |  |
| 4912                                       | Technical Review Specialist I - Assessor                       | 11    | 1.0                     | 47,229       | 1.0                | 51,444       | 1.0                        | 51,444       |  |
| 4957                                       | Residential Permit Analyst                                     | 11    | 1.0                     | 37,280       |                    |              |                            |              |  |
| 6733                                       | Support Staff II Assess AFSCME                                 | 11    |                         |              | 9.0                | 364,389      | 9.0                        | 364,389      |  |
| 6734                                       | Taxpayer Info Jr SpecIII AFSCME                                | 11    |                         |              | 6.0                | 271,312      | 6.0                        | 271,312      |  |
| 4901                                       | Support Staff II - Assessor                                    | 10    | 10.0                    | 369,631      |                    |              |                            |              |  |
| 4902                                       | Taxpayer Information Junior Specialist II - Assessor           | 10    | 6.0                     | 254,925      |                    |              |                            |              |  |
|  |  |       | 243.0                   | \$14,784,452 | 238.0              | \$14,868,267 | 238.0                      | \$14,868,267 |  |
| 08 Exemptions Investigation Unit - 0401423 |  |       |                         |              |                    |              |                            |              |  |
| 6076                                       | Deputy of Exemptions Investigation Unit                        | 24    | 1.0                     | 115,700      |                    |              |                            |              |  |
| 6077                                       | Director of Exemptions Investigation Unit                      | 23    | 1.0                     | 102,621      |                    |              |                            |              |  |
| 6078                                       | Manager of Exemptions Investigation Unit                       | 21    | 1.0                     | 75,700       |                    |              |                            |              |  |
| 6239                                       | Chief Investigator-Assessor                                    | 21    | 1.0                     | 69,893       |                    |              |                            |              |  |
| 5134                                       | Executive Assistant V - Assessor                               | 20    | 1.0                     | 58,991       |                    |              |                            |              |  |
| 6079                                       | Assistant Manager of Exemptions Investigation Unit             | 20    |                         | 1            |                    |              |                            |              |  |
| 0145                                       | Accountant V   | 19    |                         | 1            |                    |              |                            |              |  |
| 0640                                       | Investigator III   | 18    | 10.0                    | 608,663      |                    |              |                            |              |  |
| 5054                                       | Systems Analyst II - Assessor                                  | 18    | 1.0                     | 57,427       |                    |              |                            |              |  |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
 DEPARTMENT 040 - COUNTY ASSESSOR

| Job Code                     | Title                          | Grade | 2016 Approved & Adopted |              | Department Request |              | President's Recommendation |              |
|------------------------------|--------------------------------|-------|-------------------------|--------------|--------------------|--------------|----------------------------|--------------|
|                              |                                |       | FTE Pos.                | Salaries     | FTE Pos.           | Salaries     | FTE Pos.                   | Salaries     |
| 5091                         | Programmer IV - Assessor       | 18    | 1.0                     | 64,142       |                    |              |                            |              |
| 6428                         | Erroneous Exemption Specialist | 12    | 5.0                     | 187,960      |                    |              |                            |              |
| 4901                         | Support Staff II - Assessor    | 10    | 4.0                     | 148,528      |                    |              |                            |              |
|                              |                                |       | 26.0                    | \$1,489,627  |                    |              |                            |              |
| Total Salaries and Positions |                                |       | 342.0                   | \$23,009,758 | 309.0              | \$21,736,281 | 309.0                      | \$21,736,281 |
| Turnover Adjustment          |                                |       |                         | (1,688,366)  |                    | (1,630,221)  |                            | (1,630,221)  |
| Operating Funds Total        |                                |       | 342.0                   | \$21,321,392 | 309.0              | \$20,106,060 | 309.0                      | \$20,106,060 |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE  
DEPARTMENT 040 - COUNTY ASSESSOR

| Grade                               | 2016 Approved & Adopted |                     | Department Request |                     | President's Recommendation |                     |
|-------------------------------------|-------------------------|---------------------|--------------------|---------------------|----------------------------|---------------------|
|                                     | FTE Pos.                | Salaries            | FTE Pos.           | Salaries            | FTE Pos.                   | Salaries            |
| SEL                                 | 1.0                     | 125,000             | 1.0                | 125,000             | 1.0                        | 125,000             |
| 24                                  | 22.0                    | 2,472,720           | 21.0               | 2,456,172           | 21.0                       | 2,456,172           |
| 23                                  | 10.0                    | 948,785             | 10.0               | 920,530             | 10.0                       | 920,530             |
| 22                                  | 13.0                    | 1,251,973           | 13.0               | 1,337,256           | 13.0                       | 1,337,256           |
| 21                                  | 18.0                    | 1,644,856           | 16.0               | 1,525,187           | 16.0                       | 1,525,187           |
| 20                                  | 39.0                    | 3,243,286           | 33.0               | 2,932,378           | 33.0                       | 2,932,378           |
| 19                                  | 4.0                     | 344,149             | 4.0                | 356,897             | 4.0                        | 356,897             |
| 18                                  | 45.0                    | 3,147,638           | 28.0               | 2,163,622           | 28.0                       | 2,163,622           |
| 17                                  | 2.0                     | 142,842             | 2.0                | 148,450             | 2.0                        | 148,450             |
| 16                                  | 13.0                    | 852,892             | 14.0               | 969,625             | 14.0                       | 969,625             |
| 15                                  | 30.0                    | 1,870,421           | 27.0               | 1,743,355           | 27.0                       | 1,743,355           |
| 14                                  | 30.0                    | 1,645,682           | 32.0               | 1,815,322           | 32.0                       | 1,815,322           |
| 13                                  | 40.0                    | 2,075,693           | 41.0               | 2,183,312           | 41.0                       | 2,183,312           |
| 12                                  | 9.0                     | 396,876             | 5.0                | 254,999             | 5.0                        | 254,999             |
| 11                                  | 46.0                    | 2,073,861           | 62.0               | 2,804,176           | 62.0                       | 2,804,176           |
| 10                                  | 20.0                    | 773,084             |                    |                     |                            |                     |
| <b>Total Salaries and Positions</b> | <b>342.0</b>            | <b>\$23,009,758</b> | <b>309.0</b>       | <b>\$21,736,281</b> | <b>309.0</b>               | <b>\$21,736,281</b> |
| <b>Turnover Adjustment</b>          |                         | <b>(1,688,366)</b>  |                    | <b>(1,630,221)</b>  |                            | <b>(1,630,221)</b>  |
| <b>Operating Funds Total</b>        | <b>342.0</b>            | <b>\$21,321,392</b> | <b>309.0</b>       | <b>\$20,106,060</b> | <b>309.0</b>               | <b>\$20,106,060</b> |

DEPARTMENT OVERVIEW

579 ASSESSOR SPECIAL REVENUE FUND

Mission

The intent of this ordinance is to create a special revenue fund from revenues derived by the efforts of the County Assessor to generate revenue from marketing previously underutilized commercial opportunities related to, but not limited to, the Assessor's Website, Assessor Database and Assessment Notices.

Mandates and Key Activities

- Sec. 2-317. - Assessor special revenue fund.

Beginning on or before March 1, 2010, the Comptroller shall create a special revenue fund to be entitled the "Assessor Special Revenue Fund." The revenue collected by the Assessor from marketing previously underutilized commercial opportunities related to, but not limited to, the Assessor's Website, Assessor Database, and Assessment Notices shall be placed in such special fund for the Assessor to be held by the Treasurer of the County.

Such revenues collected and placed in such special fund shall only be disbursed by appropriation of the County Board for use by the Assessor.

| Appropriations (\$ thousands) |              |                             |                  |
|-------------------------------|--------------|-----------------------------|------------------|
| Fund Category                 | 2015 Adopted | 2016 Adjusted Appropriation | 2017 Recommended |
| Special Purpose Funds         | 750.0        | 815.0                       | 815.0            |
| FTE Positions                 | 0            | 0                           | 0                |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
 DEPARTMENT 579 - ASSESSOR SPECIAL REVENUE FUND

| Account                                     | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference |
|---|--------------------------------|--------------------------------|-----------------------|-------------------------------|------------|
| Contingency and Special Purposes            |                                |                                |                       |                               |            |
| 818/580033 Reimbursement to Designated Fund |                                | 815,000                        | 815,000               | 815,000                       |            |
| Contingency and Special Purposes Total      |                                | 815,000                        | 815,000               | 815,000                       |            |
| Operating Funds Total                       |                                | 815,000                        | 815,000               | 815,000                       |            |

DEPARTMENT OVERVIEW

588 ERRONEOUS HOMESTEAD EXEMPTION RECOVERY FUND

Mission

The Erroneous Homestead Exemption program ends abuse of existing erroneous homestead exemptions, stops future abuse of homestead exemptions, and recoups lost tax district revenue.

| Appropriations (\$ thousands) |                 |                                |                     |
|-------------------------------|-----------------|--------------------------------|---------------------|
| Fund Category                 | 2015<br>Adopted | 2016 Adjusted<br>Appropriation | 2017<br>Recommended |
| Special Purpose Funds         | 0               | 0                              | 2,672.3             |
|                               | Adopted         | Adopted                        | Recommended         |
| FTE Positions                 | 0               | 0                              | 22.0                |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 588 - ERRONEOUS HOMESTEAD EXEMPTION RECOVERY FUND

| Account                                       | 2016 Expend.<br>As Of 09-26-16                                      | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference       |
|---|---|--------------------------------|-----------------------|-------------------------------|------------------|
| <b>Personal Services</b>                      |   |                                |                       |                               |                  |
| 110/501010                                    | Salaries and Wages of Regular Employees                             |                                | 1,202,468             | 1,202,468                     | 1,202,468        |
| 170/501510                                    | Mandatory Medicare Costs  |                                | 12,332                | 12,332                        | 12,332           |
| 174/501570                                    | Statutory Pension   |                                | 111,332               | 111,332                       | 111,332          |
| 175/501590                                    | Life Insurance Program  |                                | 1,360                 | 1,360                         | 1,360            |
| 176/501610                                    | Health Insurance  |                                | 153,308               | 153,308                       | 153,308          |
| 177/501640                                    | Dental Insurance Plan   |                                | 4,851                 | 4,851                         | 4,851            |
| 178/501660                                    | Unemployment Compensation   |                                | 504                   | 504                           | 504              |
| 179/501690                                    | Vision Care Insurance   |                                | 1,535                 | 1,535                         | 1,535            |
| 181/501715                                    | Group Pharmacy Insurance  |                                | 41,780                | 41,780                        | 41,780           |
| <b>Personal Services Total</b>                |   |                                | <b>1,529,470</b>      | <b>1,529,470</b>              | <b>1,529,470</b> |
| <b>Contractual Services</b>                   |   |                                |                       |                               |                  |
| 225/520260                                    | Postage   |                                | 300,000               | 300,000                       | 300,000          |
| 240/520490                                    | External Graphics and Reproduction Services                         |                                | 10,000                | 10,000                        | 10,000           |
| 241/520491                                    | Internal Graphics and Reproduction Services                         |                                | 1,000                 | 1,000                         | 1,000            |
| 260/520830                                    | Professional and Managerial Services                                |                                | 600,000               | 600,000                       | 600,000          |
| <b>Contractual Services Total</b>             |   |                                | <b>911,000</b>        | <b>911,000</b>                | <b>911,000</b>   |
| <b>Supplies and Materials</b>                 |   |                                |                       |                               |                  |
| 350/530600                                    | Office Supplies   |                                | 25,000                | 25,000                        | 25,000           |
| 388/531650                                    | Computer Operation Supplies   |                                | 25,000                | 25,000                        | 25,000           |
| <b>Supplies and Materials Total</b>           |   |                                | <b>50,000</b>         | <b>50,000</b>                 | <b>50,000</b>    |
| <b>Operations and Maintenance</b>             |   |                                |                       |                               |                  |
| 441/540170                                    | Maintenance and Repair of Data Processing<br>Equipment and Software |                                | 25,000                | 25,000                        | 25,000           |
| <b>Operations and Maintenance Total</b>       |   |                                | <b>25,000</b>         | <b>25,000</b>                 | <b>25,000</b>    |
| <b>Contingency and Special Purposes</b>       |   |                                |                       |                               |                  |
| 883/580260                                    | Cook County Administration  |                                | 156,812               | 156,812                       | 156,812          |
| <b>Contingency and Special Purposes Total</b> |   |                                | <b>156,812</b>        | <b>156,812</b>                | <b>156,812</b>   |
| <b>Operating Funds Total</b>                  |   |                                | <b>2,672,282</b>      | <b>2,672,282</b>              | <b>2,672,282</b> |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
DEPARTMENT 588 - ERRONEOUS HOMESTEAD EXEMPTION RECOVERY FUND

| Job Code  | Title  | Grade | 2016 Approved & Adopted |          | Department Request |                    | President's Recommendation |                    |
|---|--|-------|-------------------------|----------|--------------------|--------------------|----------------------------|--------------------|
|   |  |       | FTE Pos.                | Salaries | FTE Pos.           | Salaries           | FTE Pos.                   | Salaries           |
| 01 Administration   |  |       |                         |          |                    |                    |                            |                    |
| 01 Erroneous Homestead Exemption Recovery Program - 5880101 |  |       |                         |          |                    |                    |                            |                    |
| 6076  | Deputy of Exemptions Investigation Unit            | 24    |                         |          | 1.0                | 118,550            | 1.0                        | 118,550            |
| 6077  | Director of Exemptions Investigation Unit          | 23    |                         |          | 1.0                | 107,142            | 1.0                        | 107,142            |
| 6078  | Manager of Exemptions Investigation Unit           | 21    |                         |          | 1.0                | 66,479             | 1.0                        | 66,479             |
| 6239  | Chief Investigator-Assessor                        | 21    |                         |          | 1.0                | 72,920             | 1.0                        | 72,920             |
| 5134  | Executive Assistant V - Assessor                   | 20    |                         |          |                    | 1                  |                            | 1                  |
| 6079  | Assistant Manager of Exemptions Investigation Unit | 20    |                         |          |                    | 1                  |                            | 1                  |
| 0145  | Accountant V                                       | 19    |                         |          |                    | 1                  |                            | 1                  |
| 0640  | Investigator III                                   | 18    |                         |          | 7.0                | 463,491            | 7.0                        | 463,491            |
| 5054  | Systems Analyst II - Assessor                      | 18    |                         |          | 1.0                | 59,304             | 1.0                        | 59,304             |
| 5091  | Programmer IV - Assessor                           | 18    |                         |          | 1.0                | 68,942             | 1.0                        | 68,942             |
| 6428  | Erroneous Exemption Specialist                     | 12    |                         |          | 5.0                | 213,778            | 5.0                        | 213,778            |
| 6733  | Support Staff II Assess AFSCME                     | 11    |                         |          | 4.0                | 143,564            | 4.0                        | 143,564            |
|   |  |       |                         |          | 22.0               | \$1,314,173        | 22.0                       | \$1,314,173        |
| <b>Total Salaries and Positions</b>                         |  |       |                         |          | <b>22.0</b>        | <b>\$1,314,173</b> | <b>22.0</b>                | <b>\$1,314,173</b> |
| Turnover Adjustment   |  |       |                         |          |                    | (111,705)          |                            | (111,705)          |
| <b>Operating Funds Total</b>                                |  |       |                         |          | <b>22.0</b>        | <b>\$1,202,468</b> | <b>22.0</b>                | <b>\$1,202,468</b> |



PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE

DEPARTMENT 588 - ERRONEOUS HOMESTEAD EXEMPTION RECOVERY FUND

| Grade                               | 2016 Approved & Adopted |          | Department Request |                    | President's Recommendation |                    |
|-------------------------------------|-------------------------|----------|--------------------|--------------------|----------------------------|--------------------|
|                                     | FTE Pos.                | Salaries | FTE Pos.           | Salaries           | FTE Pos.                   | Salaries           |
| 24                                  |                         |          | 1.0                | 118,550            | 1.0                        | 118,550            |
| 23                                  |                         |          | 1.0                | 107,142            | 1.0                        | 107,142            |
| 21                                  |                         |          | 2.0                | 139,399            | 2.0                        | 139,399            |
| 20                                  |                         |          |                    | 2                  |                            | 2                  |
| 19                                  |                         |          |                    | 1                  |                            | 1                  |
| 18                                  |                         |          | 9.0                | 591,737            | 9.0                        | 591,737            |
| 12                                  |                         |          | 5.0                | 213,778            | 5.0                        | 213,778            |
| 11                                  |                         |          | 4.0                | 143,564            | 4.0                        | 143,564            |
| <b>Total Salaries and Positions</b> |                         |          | <b>22.0</b>        | <b>\$1,314,173</b> | <b>22.0</b>                | <b>\$1,314,173</b> |
| <b>Turnover Adjustment</b>          |                         |          |                    | <b>(111,705)</b>   |                            | <b>(111,705)</b>   |
| <b>Operating Funds Total</b>        |                         |          | <b>22.0</b>        | <b>\$1,202,468</b> | <b>22.0</b>                | <b>\$1,202,468</b> |



# SECTION CONTENTS

- Bureau Summary of Appropriations and Positions
- Bureau Distribution By Appropriation Classification
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- Department Budget
  - Distribution By Appropriation Classification
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  - Summary of Positions by Grade



BUREAU SUMMARY  
 BOARD OF REVIEW

SUMMARY OF APPROPRIATIONS

| Department and Title  | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference |
|-----------------------|--------------------------------|--------------------------------|-----------------------|-------------------------------|------------|
| <b>Corporate Fund</b> |                                |                                |                       |                               |            |
| 050 - Board of Review | 7,258,095                      | 8,881,215                      | 10,904,092            | 10,904,092                    | 2,022,877  |
| Corporate Fund Total  | 7,258,095                      | 8,881,215                      | 10,904,092            | 10,904,092                    | 2,022,877  |
| Total Appropriations  | 7,258,095                      | 8,881,215                      | 10,904,092            | 10,904,092                    | 2,022,877  |

SUMMARY OF POSITIONS

| Department and Title  | 2016 Approved<br>Positions | Department<br>Request | President's<br>Recommendation | Difference |
|-----------------------|----------------------------|-----------------------|-------------------------------|------------|
| <b>Corporate Fund</b> |                            |                       |                               |            |
| 050 - Board of Review | 125.0                      | 125.0                 | 125.0                         |            |
| Corporate Fund Total  | 125.0                      | 125.0                 | 125.0                         |            |
| Total Positions       | 125.0                      | 125.0                 | 125.0                         |            |

## DEPARTMENT OVERVIEW

### 050 BOARD OF REVIEW

#### Mission

The Cook County Board of Review fairly and impartially reviews the assessments of all property within Cook County to the extent authorized by the Property Tax Code, corrects all assessments which should be corrected, raises, lowers, and/or directs the Cook County Assessor to change, correct, alter, or modify assessments as justice may require. It also uses the authority provided by the Property Tax Code to ensure a full, fair and impartial assessment of property.

#### Mandates and Key Activities

- Upon complaint of any taxpayer or interested taxing district, review the assessment and confirm, revise, correct, alter or modify as it appears to be just.
- Provides citizens a forum to appeal assessed value of their real estate.
- Reviews evidence submitted from Cook County Assessor's Office.

#### Programs

##### Assessment Appeal Review (60 FTE)

Conducts desk reviews/ oral hearings, outreach and taxpayer services.

##### Certificate of Error (60 FTE)

Reviews related prior BOR decisions and related evidence.

##### Property Tax Appeal Board (PTAB) (60 FTE)

Conducts evidence preparation, settlement negotiations and defends BOR assessments at oral hearings.

##### Exemptions (12 FTE)

Conducts evidence review and recommendation to Illinois Department of Revenue, oral hearings and field check investigations.

##### Freedom of Information Act (FOIA) (5 FTE)

Researches and Prepares certain responses to FOIA Requests.

#### Discussion of 2016 Department and Program Outcomes

The 2015 assessment appeal year culminated four (4) years preparation and re-engineered the Board of Review's operations from a paper platform to a digital process. The appeal trend line has been on a significant upward trajectory for the past ten (10) years. The 2015 Session marked a monumental advance in efficiency at the Board with the launch of the new Digital Appeals Processing System (DAPS). Simultaneously occurring during the 2015 Assessment Session was a City triennial assessment cycle which yielded a historic number of appeals filed at the Board.

DAPS allows taxpayers to not only electronically file assessment complaints but also electronically submit valuation evidence instead of in person or by mail. Also, taxpayers have the ability to electronically access finalized files as well as taxpayers are able to request a Re-Review of his/her file all via the DAPS portal.

| Performance Data  |         |                         |                   |
|---|---------|-------------------------|-------------------|
| Performance Indicator                                     | FY 2015 | FY 2016<br>Projected YE | FY 2017<br>Target |
| <b>Assessment Appeal Review Program Output Metric</b>     |         |                         |                   |
| # of parcels appealed                                     | 319,500 | 476,573                 | 407,772           |
| <b>Assessment Appeal Review Program Efficiency Metric</b> |         |                         |                   |
| Processing time for an assessment appeal (days)           | 107     | 101                     | 95                |
| <b>FOIA Program Outcome Metric</b>                        |         |                         |                   |
| BOR Electronic Responses to FOIA Requests                 | N/A     | 90%                     | 100%              |

#### Budget, Cost Analysis and 2017 Strategic Initiatives and Goals

Establishment and related funding of a BOR appellate division. BOR staff exclusively dedicated to represent the BOR before the Property Tax Appeal Board (PTAB). Said representation would include valuation evidence research and preparation; motion practice; settlement negotiations; defense of BOR assessments at administrative hearings and related preparation; transmission of statutory communication to taxing bodies; and interface with the State's Attorney Office.

Implement Phase II of the DAPS application. Based upon feedback from both taxpayers and dedicated BOR employees, the need for certain enhancements of the application was more than evident. The Phase II enhancements will improve the Portal user experience as well as increase certain internal workflow efficiencies.

Increase awareness of the property tax appeal process including the DAPS portal. During the 2015 session, the Commissioners hosted a combined 153 Outreach programs to all 38 Cook County townships. While Outreach program primary focuses on underserved communities, including senior citizens and those without access to the internet, the BOR also wishes to raise the awareness of the DAPS portal to ensure that all taxpayers have access to the appeals process.

Timely completion of the complaint session. The 2015 session was completed April 14, 2016, allowing for the timely issuance of the Second Installment tax bill for the fifth consecutive year.

| Fund Category  | Appropriations (\$ thousands) |                                |                     |
|----------------|-------------------------------|--------------------------------|---------------------|
|                | 2015<br>Adopted               | 2016 Adjusted<br>Appropriation | 2017<br>Recommended |
| Corporate Fund | 8,507.4                       | 8,881.2                        | 10,904.1            |
|                | <b>Adopted</b>                | <b>Adopted</b>                 | <b>Recommended</b>  |
| FTE Positions  | 126.0                         | 125.0                          | 125.0               |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
DEPARTMENT 050 - BOARD OF REVIEW

| Account   | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference       |
|---|--------------------------------|--------------------------------|-----------------------|-------------------------------|------------------|
| <b>Personal Services</b>  |                                |                                |                       |                               |                  |
| 110/501010 Salaries and Wages of Regular Employees                              | 6,580,047                      | 8,337,572                      | 8,521,344             | 8,521,344                     | 183,772          |
| 120/501210 Overtime Compensation  | 416,790                        | 118,584                        | 150,000               | 150,000                       | 31,416           |
| 170/501510 Mandatory Medicare Costs   | 98,987                         | 124,534                        | 125,743               | 125,743                       | 1,209            |
| 175/501590 Life Insurance Program   |                                |                                | 13,492                | 13,492                        | 13,492           |
| 176/501610 Health Insurance   |                                |                                | 1,247,824             | 1,247,824                     | 1,247,824        |
| 177/501640 Dental Insurance Plan  |                                |                                | 50,425                | 50,425                        | 50,425           |
| 178/501660 Unemployment Compensation  |                                |                                | 5,249                 | 5,249                         | 5,249            |
| 179/501690 Vision Care Insurance  |                                |                                | 13,747                | 13,747                        | 13,747           |
| 181/501715 Group Pharmacy Insurance   |                                |                                | 372,842               | 372,842                       | 372,842          |
| 183/501770 Seminars for Professional Employees                                  | 6,000                          | 14,950                         | 9,000                 | 9,000                         | (5,950)          |
| 185/501810 Professional and Technical Membership Fees                           | 3,024                          | 2,975                          | 3,420                 | 3,420                         | 445              |
| 186/501860 Training Programs for Staff Personnel                                | 600                            | 9,998                          | 7,500                 | 7,500                         | (2,498)          |
| 190/501970 Transportation and Other Travel Expenses for Employees               | 3,800                          | 4,984                          | 5,200                 | 5,200                         | 216              |
| <b>Personal Services Total</b>  | <b>7,109,248</b>               | <b>8,613,597</b>               | <b>10,525,786</b>     | <b>10,525,786</b>             | <b>1,912,189</b> |
| <b>Contractual Services</b>   |                                |                                |                       |                               |                  |
| 225/520260 Postage  | 42,759                         | 56,221                         | 55,000                | 55,000                        | (1,221)          |
| 240/520490 External Graphics and Reproduction Services                          | 5,117                          | 22,502                         | 14,500                | 14,500                        | (8,002)          |
| 241/520491 Internal Graphics and Reproduction Services                          | 10,578                         | 34,600                         | 25,000                | 25,000                        | (9,600)          |
| 242/520550 Surveys, Operations and Reports                                      | 1,978                          | 2,344                          | 2,000                 | 2,000                         | (344)            |
| 245/520610 Advertising For Specific Purposes                                    | 2,392                          | 4,239                          | 4,900                 | 4,900                         | 661              |
| 268/521030 Court Reporting, Stenographic, Transcribing, or Interpreter Services | 662                            | 948                            | 1,000                 | 1,000                         | 52               |
| <b>Contractual Services Total</b>   | <b>63,486</b>                  | <b>120,854</b>                 | <b>102,400</b>        | <b>102,400</b>                | <b>(18,454)</b>  |
| <b>Supplies and Materials</b>   |                                |                                |                       |                               |                  |
| 350/530600 Office Supplies  | 20,577                         | 41,096                         | 43,470                | 43,470                        | 2,374            |
| 353/530640 Books, Periodicals, Publications, Archives and Data Services         | 6,991                          | 28,200                         | 28,200                | 28,200                        |                  |
| 353/530675 County Wide Lexis-Nexis Contract                                     |                                |                                | 1,543                 | 1,543                         | 1,543            |
| 354/530680 Data Services for PTAB   | 17,965                         | 29,076                         | 30,000                | 30,000                        | 924              |
| 388/531650 Computer Operation Supplies  | 9,757                          | 11,699                         | 8,000                 | 8,000                         | (3,699)          |
| <b>Supplies and Materials Total</b>   | <b>55,290</b>                  | <b>110,071</b>                 | <b>111,213</b>        | <b>111,213</b>                | <b>1,142</b>     |
| <b>Operations and Maintenance</b>   |                                |                                |                       |                               |                  |
| 440/540130 Maintenance and Repair of Office Equipment                           | 190                            | 4,000                          | 4,000                 | 4,000                         |                  |
| 441/540170 Maintenance and Repair of Data Processing Equipment and Software     | 5,376                          | 5,737                          | 131,159               | 131,159                       | 125,422          |
| <b>Operations and Maintenance Total</b>   | <b>5,566</b>                   | <b>9,737</b>                   | <b>135,159</b>        | <b>135,159</b>                | <b>125,422</b>   |
| <b>Rental and Leasing</b>   |                                |                                |                       |                               |                  |
| 630/550010 Rental of Office Equipment   | 24,505                         | 26,956                         | 8,808                 | 8,808                         | (18,148)         |
| 630/550018 County Wide Canon Photocopier Lease                                  |                                |                                | 20,726                | 20,726                        | 20,726           |
| <b>Rental and Leasing Total</b>   | <b>24,505</b>                  | <b>26,956</b>                  | <b>29,534</b>         | <b>29,534</b>                 | <b>2,578</b>     |
| <b>Operating Funds Total</b>  | <b>7,258,095</b>               | <b>8,881,215</b>               | <b>10,904,092</b>     | <b>10,904,092</b>             | <b>2,022,877</b> |
| <b>(017) Revolving Fund - 0170500000</b>  |                                |                                |                       |                               |                  |
| 266/520985 Professional and Managerial Services for Capital Projects            |                                |                                | 125,000               |                               |                  |
| 510/560410 Fixed Plant Equipment  | 8,967                          |                                |                       |                               |                  |
| 579/560450 Computer Equipment   | 376,865                        | 233,600                        | 41,010                |                               | (233,600)        |
|   | <b>385,832</b>                 | <b>233,600</b>                 | <b>166,010</b>        |                               | <b>(233,600)</b> |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 050 - BOARD OF REVIEW

| Account   | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference |
|---|--------------------------------|--------------------------------|-----------------------|-------------------------------|------------|
| <u>(717) New/Replacement Capital Equipment - 71700050</u> |                                |                                |                       |                               |            |
| 579/560450 Computer Equipment                             | 5,000                          |                                |                       |                               |            |
|   | 5,000                          |                                |                       |                               |            |
| Capital Equipment Request Total                           | 390,832                        | 233,600                        | 166,010               |                               | (233,600)  |



PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
DEPARTMENT 050 - BOARD OF REVIEW

| Job Code  | Title   | Grade | 2016 Approved & Adopted |             | Department Request |             | President's Recommendation |             |
|---|---|-------|-------------------------|-------------|--------------------|-------------|----------------------------|-------------|
|   |   |       | FTE Pos.                | Salaries    | FTE Pos.           | Salaries    | FTE Pos.                   | Salaries    |
| 01 Executive Division                           |   |       |                         |             |                    |             |                            |             |
| 01 Hearings - 0501254                           |   |       |                         |             |                    |             |                            |             |
| 0009  | Commissioner  | SEL   | 3.0                     | 300,000     | 3.0                | 300,000     | 3.0                        | 300,000     |
| 0376  | Chief Deputy Commissioner                                       | 24    | 1.0                     | 141,667     | 1.0                | 145,215     | 1.0                        | 145,215     |
| 0377  | First Assistant Commissioner                                    | 24    | 2.0                     | 267,025     | 2.0                | 273,710     | 2.0                        | 273,710     |
| 0036  | Chief of Administrative Services                                | 23    | 1.0                     | 86,183      | 1.0                | 89,366      | 1.0                        | 89,366      |
| 0324  | Administrative Assistant to Commissioners II (Board of Appeals) | 23    | 4.0                     | 416,353     | 4.0                | 380,943     | 4.0                        | 380,943     |
| 0383  | Deputy in Charge-Complaints                                     | 23    | 1.0                     | 107,331     | 1.0                | 111,720     | 1.0                        | 111,720     |
| 0065  | Administrative Assistant to Commissioner Board of Appeals       | 22    | 1.0                     | 80,775      | 1.0                | 82,163      | 1.0                        | 82,163      |
| 0051  | Administrative Assistant V                                      | 20    | 4.0                     | 273,463     | 4.0                | 260,929     | 4.0                        | 260,929     |
| 0366  | Appeals Analyst II  | 19    | 1.0                     | 56,968      | 1.0                | 58,394      | 1.0                        | 58,394      |
| 0365  | Appeals Analyst I   | 18    | 1.0                     | 70,244      | 1.0                | 72,006      | 1.0                        | 72,006      |
|   |   |       | 19.0                    | \$1,800,009 | 19.0               | \$1,774,446 | 19.0                       | \$1,774,446 |
| 02 Real Estate Tax Analytical Section - 0501411 |   |       |                         |             |                    |             |                            |             |
| 0295  | Administrative Analyst V  | 23    | 3.0                     | 279,795     | 3.0                | 290,013     | 3.0                        | 290,013     |
| 0324  | Administrative Assistant to Commissioners II (Board of Appeals) | 23    | 1.0                     | 74,577      | 1.0                | 77,866      | 1.0                        | 77,866      |
| 1114  | Systems Analyst V   | 23    | 1.0                     | 87,481      | 1.0                | 90,435      | 1.0                        | 90,435      |
| 1137  | Manager-Systems Development                                     | 23    | 1.0                     | 79,573      | 1.0                | 79,486      | 1.0                        | 79,486      |
| 0065  | Administrative Assistant to Commissioner Board of Appeals       | 22    | 4.0                     | 299,836     | 4.0                | 314,038     | 4.0                        | 314,038     |
| 0253  | Business Manager III  | 22    | 2.0                     | 173,331     | 2.0                | 179,628     | 2.0                        | 179,628     |
| 0338  | Assessment Analyst IV   | 22    | 1.0                     | 75,700      | 1.0                | 75,994      | 1.0                        | 75,994      |
| 0342  | Assessment Analyst III  | 21    | 1.0                     | 68,855      | 1.0                | 71,072      | 1.0                        | 71,072      |
| 0051  | Administrative Assistant V                                      | 20    | 8.0                     | 559,467     | 8.0                | 580,561     | 8.0                        | 580,561     |
| 0145  | Accountant V  | 19    | 2.0                     | 141,918     | 2.0                | 145,651     | 2.0                        | 145,651     |
| 0366  | Appeals Analyst II  | 19    | 1.0                     | 77,225      | 1.0                | 80,201      | 1.0                        | 80,201      |
| 0050  | Administrative Assistant IV                                     | 18    | 1.0                     | 55,289      | 1.0                | 56,804      | 1.0                        | 56,804      |
| 0365  | Appeals Analyst I   | 18    | 5.0                     | 265,964     | 5.0                | 276,465     | 5.0                        | 276,465     |
| 0389  | Deputy Member III   | 18    | 3.0                     | 202,964     | 3.0                | 180,330     | 3.0                        | 180,330     |
|   |   |       | 34.0                    | \$2,441,975 | 34.0               | \$2,498,544 | 34.0                       | \$2,498,544 |
| 03 Administrative and Clerical - 0501256        |   |       |                         |             |                    |             |                            |             |
| 0387  | Secretary Board of Appeals                                      | 23    | 1.0                     | 102,621     | 1.0                | 105,921     | 1.0                        | 105,921     |
| 0253  | Business Manager III  | 22    | 1.0                     | 93,806      | 1.0                | 96,604      | 1.0                        | 96,604      |
| 0051  | Administrative Assistant V                                      | 20    | 1.0                     | 66,492      | 1.0                | 70,445      | 1.0                        | 70,445      |
| 1103  | Computer Operator III   | 16    | 1.0                     | 52,600      | 1.0                | 54,083      | 1.0                        | 54,083      |
| 0384  | Deputy Member I   | 14    | 1.0                     | 55,568      | 1.0                | 57,355      | 1.0                        | 57,355      |
|   |   |       | 5.0                     | \$371,087   | 5.0                | \$384,408   | 5.0                        | \$384,408   |
| 04 PTAB Administrative Review Section - 0501257 |   |       |                         |             |                    |             |                            |             |
| 0324  | Administrative Assistant to Commissioners II (Board of Appeals) | 23    | 1.0                     | 94,747      | 1.0                | 97,795      | 1.0                        | 97,795      |
| 0051  | Administrative Assistant V                                      | 20    | 1.0                     | 65,181      | 1.0                | 68,052      | 1.0                        | 68,052      |
| 0050  | Administrative Assistant IV                                     | 18    |                         | 1           |                    | 1           |                            | 1           |
| 0365  | Appeals Analyst I   | 18    | 3.0                     | 168,063     | 3.0                | 173,007     | 3.0                        | 173,007     |
| 0048  | Administrative Assistant III                                    | 16    | 1.0                     | 53,128      | 1.0                | 55,175      | 1.0                        | 55,175      |
|   |   |       | 6.0                     | \$381,120   | 6.0                | \$394,030   | 6.0                        | \$394,030   |
| 02 Administrative Service Division              |   |       |                         |             |                    |             |                            |             |
| 01 Supervisory and Clerical - 0501258           |   |       |                         |             |                    |             |                            |             |
| 0382  | Chief Clerk Board of Appeals                                    | 23    | 1.0                     | 97,623      | 1.0                | 100,455     | 1.0                        | 100,455     |
| 0051  | Administrative Assistant V                                      | 20    | 1.0                     | 61,090      | 1.0                | 64,324      | 1.0                        | 64,324      |
| 0366  | Appeals Analyst II  | 19    | 3.0                     | 197,292     | 3.0                | 203,573     | 3.0                        | 203,573     |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 050 - BOARD OF REVIEW

| Job Code                                 | Title   | Grade | 2016 Approved & Adopted |           | Department Request |           | President's Recommendation |           |
|--|---|-------|-------------------------|-----------|--------------------|-----------|----------------------------|-----------|
|  |   |       | FTE Pos.                | Salaries  | FTE Pos.           | Salaries  | FTE Pos.                   | Salaries  |
| 0050                                     | Administrative Assistant IV                                     | 18    | 1.0                     | 53,658    | 1.0                | 56,066    | 1.0                        | 56,066    |
| 0365                                     | Appeals Analyst I   | 18    | 1.0                     | 78,780    | 1.0                | 82,356    | 1.0                        | 82,356    |
| 0144                                     | Accountant IV   | 17    | 1.0                     | 66,161    | 1.0                | 68,868    | 1.0                        | 68,868    |
| 0048                                     | Administrative Assistant III                                    | 16    | 2.0                     | 102,737   | 2.0                | 105,809   | 2.0                        | 105,809   |
| 0388                                     | Deputy Member II  | 15    | 1.0                     | 63,892    | 1.0                | 62,309    | 1.0                        | 62,309    |
| 0047                                     | Administrative Assistant II                                     | 14    | 2.0                     | 84,284    | 2.0                | 87,324    | 2.0                        | 87,324    |
|  |   |       | 13.0                    | \$805,517 | 13.0               | \$831,084 | 13.0                       | \$831,084 |
| 02 Property Exemption Section - 0501259  |   |       |                         |           |                    |           |                            |           |
| 0324                                     | Administrative Assistant to Commissioners II (Board of Appeals) | 23    | 2.0                     | 213,856   | 2.0                | 222,270   | 2.0                        | 222,270   |
| 0051                                     | Administrative Assistant V                                      | 20    | 2.0                     | 127,812   | 2.0                | 132,923   | 2.0                        | 132,923   |
| 0050                                     | Administrative Assistant IV                                     | 18    | 1.0                     | 54,738    | 1.0                | 56,633    | 1.0                        | 56,633    |
| 1103                                     | Computer Operator III   | 16    | 1.0                     | 65,835    | 1.0                | 67,482    | 1.0                        | 67,482    |
|  |   |       | 6.0                     | \$462,241 | 6.0                | \$479,308 | 6.0                        | \$479,308 |
| 03 Computer Section - 0501412            |   |       |                         |           |                    |           |                            |           |
| 0050                                     | Administrative Assistant IV                                     | 18    | 1.0                     | 78,780    | 1.0                | 82,456    | 1.0                        | 82,456    |
| 0365                                     | Appeals Analyst I   | 18    | 1.0                     | 49,053    | 1.0                | 50,280    | 1.0                        | 50,280    |
| 0046                                     | Administrative Assistant I                                      | 12    | 1.0                     | 48,323    | 1.0                | 49,651    | 1.0                        | 49,651    |
| 0907                                     | Clerk V   | 11    | 1.0                     | 46,201    | 1.0                | 48,164    | 1.0                        | 48,164    |
|  |   |       | 4.0                     | \$222,357 | 4.0                | \$230,551 | 4.0                        | \$230,551 |
| 04 Field Investigation Section - 0501261 |   |       |                         |           |                    |           |                            |           |
| 0051                                     | Administrative Assistant V                                      | 20    | 1.0                     | 73,838    | 1.0                | 75,978    | 1.0                        | 75,978    |
| 0048                                     | Administrative Assistant III                                    | 16    | 1.0                     | 54,738    | 1.0                | 56,242    | 1.0                        | 56,242    |
| 0936                                     | Stenographer V  | 13    | 1.0                     | 53,392    | 1.0                | 55,236    | 1.0                        | 55,236    |
|  |   |       | 3.0                     | \$181,968 | 3.0                | \$187,456 | 3.0                        | \$187,456 |
| 05 Taxpayer Assistance Section - 0501262 |   |       |                         |           |                    |           |                            |           |
| 0051                                     | Administrative Assistant V                                      | 20    | 3.0                     | 190,770   | 3.0                | 196,809   | 3.0                        | 196,809   |
| 0145                                     | Accountant V  | 19    | 1.0                     | 54,738    | 1.0                | 55,683    | 1.0                        | 55,683    |
| 0365                                     | Appeals Analyst I   | 18    | 2.0                     | 121,876   | 2.0                | 125,316   | 2.0                        | 125,316   |
| 0389                                     | Deputy Member III   | 18    | 1.0                     | 54,738    | 1.0                | 50,280    | 1.0                        | 50,280    |
| 0048                                     | Administrative Assistant III                                    | 16    | 1.0                     | 50,794    | 1.0                | 52,952    | 1.0                        | 52,952    |
| 0384                                     | Deputy Member I   | 14    | 1.0                     | 58,407    | 1.0                | 59,962    | 1.0                        | 59,962    |
| 1102                                     | Computer Operator II  | 14    | 1.0                     | 53,392    | 1.0                | 54,854    | 1.0                        | 54,854    |
| 1235                                     | Storekeeper V   | 14    | 1.0                     | 55,842    | 1.0                | 57,465    | 1.0                        | 57,465    |
|  |   |       | 11.0                    | \$640,557 | 11.0               | \$653,321 | 11.0                       | \$653,321 |
| 06 Pre-Hearing - 0501263                 |   |       |                         |           |                    |           |                            |           |
| 0295                                     | Administrative Analyst V  | 23    | 1.0                     | 79,176    | 1.0                | 85,047    | 1.0                        | 85,047    |
| 0050                                     | Administrative Assistant IV                                     | 18    | 1.0                     | 61,396    | 1.0                | 63,905    | 1.0                        | 63,905    |
| 0389                                     | Deputy Member III   | 18    | 1.0                     | 69,200    | 1.0                | 71,701    | 1.0                        | 71,701    |
| 0384                                     | Deputy Member I   | 14    | 1.0                     | 58,991    | 1.0                | 61,770    | 1.0                        | 61,770    |
|  |   |       | 4.0                     | \$268,763 | 4.0                | \$282,423 | 4.0                        | \$282,423 |
| 07 Computer Entry Section - 0501264      |   |       |                         |           |                    |           |                            |           |
| 0051                                     | Administrative Assistant V                                      | 20    | 1.0                     | 85,753    | 1.0                | 88,716    | 1.0                        | 88,716    |
| 0145                                     | Accountant V  | 19    | 1.0                     | 85,326    | 1.0                | 89,362    | 1.0                        | 89,362    |
| 0050                                     | Administrative Assistant IV                                     | 18    | 1.0                     | 78,005    | 1.0                | 81,558    | 1.0                        | 81,558    |
| 0048                                     | Administrative Assistant III                                    | 16    | 1.0                     | 52,862    | 1.0                | 55,065    | 1.0                        | 55,065    |
| 1103                                     | Computer Operator III   | 16    | 1.0                     | 57,537    | 1.0                | 59,936    | 1.0                        | 59,936    |
| 0388                                     | Deputy Member II  | 15    | 1.0                     | 44,173    | 1.0                | 45,735    | 1.0                        | 45,735    |
| 0047                                     | Administrative Assistant II                                     | 14    | 2.0                     | 108,168   | 2.0                | 111,489   | 2.0                        | 111,489   |
| 0384                                     | Deputy Member I   | 14    | 1.0                     | 58,991    | 1.0                | 61,570    | 1.0                        | 61,570    |
|  |   |       | 9.0                     | \$570,815 | 9.0                | \$593,431 | 9.0                        | \$593,431 |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
DEPARTMENT 050 - BOARD OF REVIEW

| Job Code                           | Title                        | Grade | 2016 Approved & Adopted |             | Department Request |             | President's Recommendation |             |
|------------------------------------|------------------------------|-------|-------------------------|-------------|--------------------|-------------|----------------------------|-------------|
|                                    |                              |       | FTE Pos.                | Salaries    | FTE Pos.           | Salaries    | FTE Pos.                   | Salaries    |
| 08 PTAB Clerical Section - 0501413 |                              |       |                         |             |                    |             |                            |             |
| 0338                               | Assessment Analyst IV        | 22    | 1.0                     | 86,183      | 1.0                | 88,820      | 1.0                        | 88,820      |
| 0366                               | Appeals Analyst II           | 19    | 1.0                     | 79,178      | 1.0                | 81,162      | 1.0                        | 81,162      |
| 0048                               | Administrative Assistant III | 16    | 1.0                     | 45,288      | 1.0                | 47,248      | 1.0                        | 47,248      |
| 1103                               | Computer Operator III        | 16    | 1.0                     | 57,252      | 1.0                | 59,051      | 1.0                        | 59,051      |
| 0388                               | Deputy Member II             | 15    | 1.0                     | 62,631      | 1.0                | 64,597      | 1.0                        | 64,597      |
| 1102                               | Computer Operator II         | 14    | 1.0                     | 52,340      | 1.0                | 54,146      | 1.0                        | 54,146      |
|                                    |                              |       | 6.0                     | \$382,872   | 6.0                | \$395,024   | 6.0                        | \$395,024   |
| 03 Branch Offices                  |                              |       |                         |             |                    |             |                            |             |
| 01 Markham Branch - 0501267        |                              |       |                         |             |                    |             |                            |             |
| 0047                               | Administrative Assistant II  | 14    | 1.0                     | 58,991      | 1.0                | 66,147      | 1.0                        | 66,147      |
|                                    |                              |       | 1.0                     | \$58,991    | 1.0                | \$66,147    | 1.0                        | \$66,147    |
| 02 Bridgeview Branch - 0501268     |                              |       |                         |             |                    |             |                            |             |
| 0048                               | Administrative Assistant III | 16    | 1.0                     | 61,396      | 1.0                | 63,807      | 1.0                        | 63,807      |
|                                    |                              |       | 1.0                     | \$61,396    | 1.0                | \$63,807    | 1.0                        | \$63,807    |
| 03 Maywood Branch - 0501269        |                              |       |                         |             |                    |             |                            |             |
| 0384                               | Deputy Member I              | 14    | 1.0                     | 58,991      | 1.0                | 37,840      | 1.0                        | 37,840      |
|                                    |                              |       | 1.0                     | \$58,991    | 1.0                | \$37,840    | 1.0                        | \$37,840    |
| 05 Skokie - 0501271                |                              |       |                         |             |                    |             |                            |             |
| 0907                               | Clerk V                      | 11    | 2.0                     | 94,266      | 2.0                | 98,015      | 2.0                        | 98,015      |
|                                    |                              |       | 2.0                     | \$94,266    | 2.0                | \$98,015    | 2.0                        | \$98,015    |
| Total Salaries and Positions       |                              |       | 125.0                   | \$8,802,925 | 125.0              | \$8,969,835 | 125.0                      | \$8,969,835 |
| Turnover Adjustment                |                              |       |                         | (393,378)   |                    | (448,491)   |                            | (448,491)   |
| Operating Funds Total              |                              |       | 125.0                   | \$8,409,547 | 125.0              | \$8,521,344 | 125.0                      | \$8,521,344 |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE  
DEPARTMENT 050 - BOARD OF REVIEW

| Grade                               | 2016 Approved & Adopted |                    | Department Request |                    | President's Recommendation |                    |
|-------------------------------------|-------------------------|--------------------|--------------------|--------------------|----------------------------|--------------------|
|                                     | FTE Pos.                | Salaries           | FTE Pos.           | Salaries           | FTE Pos.                   | Salaries           |
| SEL                                 | 3.0                     | 300,000            | 3.0                | 300,000            | 3.0                        | 300,000            |
| 24                                  | 3.0                     | 408,692            | 3.0                | 418,925            | 3.0                        | 418,925            |
| 23                                  | 18.0                    | 1,719,316          | 18.0               | 1,731,317          | 18.0                       | 1,731,317          |
| 22                                  | 10.0                    | 809,631            | 10.0               | 837,247            | 10.0                       | 837,247            |
| 21                                  | 1.0                     | 68,855             | 1.0                | 71,072             | 1.0                        | 71,072             |
| 20                                  | 22.0                    | 1,503,866          | 22.0               | 1,538,737          | 22.0                       | 1,538,737          |
| 19                                  | 10.0                    | 692,645            | 10.0               | 714,026            | 10.0                       | 714,026            |
| 18                                  | 24.0                    | 1,462,749          | 24.0               | 1,479,164          | 24.0                       | 1,479,164          |
| 17                                  | 1.0                     | 66,161             | 1.0                | 68,868             | 1.0                        | 68,868             |
| 16                                  | 12.0                    | 654,167            | 12.0               | 676,850            | 12.0                       | 676,850            |
| 15                                  | 3.0                     | 170,696            | 3.0                | 172,641            | 3.0                        | 172,641            |
| 14                                  | 13.0                    | 703,965            | 13.0               | 709,922            | 13.0                       | 709,922            |
| 13                                  | 1.0                     | 53,392             | 1.0                | 55,236             | 1.0                        | 55,236             |
| 12                                  | 1.0                     | 48,323             | 1.0                | 49,651             | 1.0                        | 49,651             |
| 11                                  | 3.0                     | 140,467            | 3.0                | 146,179            | 3.0                        | 146,179            |
| <b>Total Salaries and Positions</b> | <b>125.0</b>            | <b>\$8,802,925</b> | <b>125.0</b>       | <b>\$8,969,835</b> | <b>125.0</b>               | <b>\$8,969,835</b> |
| <b>Turnover Adjustment</b>          |                         | <b>(393,378)</b>   |                    | <b>(448,491)</b>   |                            | <b>(448,491)</b>   |
| <b>Operating Funds Total</b>        | <b>125.0</b>            | <b>\$8,409,547</b> | <b>125.0</b>       | <b>\$8,521,344</b> | <b>125.0</b>               | <b>\$8,521,344</b> |

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BUREAU SUMMARY  
COUNTY CLERK

SUMMARY OF APPROPRIATIONS

| Department and Title   | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference  |
|--|--------------------------------|--------------------------------|-----------------------|-------------------------------|-------------|
| <b>Corporate Fund</b>  |                                |                                |                       |                               |             |
| 110 - County Clerk   | 6,720,404                      | 8,167,235                      | 10,561,484            | 10,561,484                    | 2,394,249   |
| Corporate Fund Total   | 6,720,404                      | 8,167,235                      | 10,561,484            | 10,561,484                    | 2,394,249   |
| <b>Election Fund</b>   |                                |                                |                       |                               |             |
| 524 - County Clerk - Elections Division Fund                   | 17,221,442                     | 24,790,623                     | 20,914,046            | 20,914,046                    | (3,876,577) |
| Election Fund Total  | 17,221,442                     | 24,790,623                     | 20,914,046            | 20,914,046                    | (3,876,577) |
| <b>Special Purpose Funds</b>                                   |                                |                                |                       |                               |             |
| 533 - County Clerk - Automation Fund                           | 1,235,403                      | 1,579,042                      | 1,683,208             | 1,683,208                     | 104,166     |
| Special Purpose Funds Total                                    | 1,235,403                      | 1,579,042                      | 1,683,208             | 1,683,208                     | 104,166     |
| Special Purpose Fund Total                                     | 18,456,845                     | 26,369,665                     | 22,597,254            | 22,597,254                    | (3,772,411) |
| <b>Restricted</b>  |                                |                                |                       |                               |             |
| 626 - Help America Vote Act - Voters with Disabilities Program |                                | 5,274                          |                       |                               | (5,274)     |
| 642 - Voters Registration State Grant                          |                                | 362,500                        |                       |                               | (362,500)   |
| 643 - County Clerk Death Certificate Surcharge                 |                                | 180,165                        |                       |                               | (180,165)   |
| Restricted Total   |                                | 547,939                        |                       |                               | (547,939)   |
| Total Appropriations   | 25,177,249                     | 35,084,839                     | 33,158,738            | 33,158,738                    | (1,926,101) |

SUMMARY OF POSITIONS

| Department and Title                         | 2016 Approved<br>Positions | Department<br>Request | President's<br>Recommendation | Difference |
|--|----------------------------|-----------------------|-------------------------------|------------|
| <b>Corporate Fund</b>                        |                            |                       |                               |            |
| 110 - County Clerk                           | 136.0                      | 135.0                 | 135.0                         | (1.0)      |
| Corporate Fund Total                         | 136.0                      | 135.0                 | 135.0                         | (1.0)      |
| <b>Election Fund</b>                         |                            |                       |                               |            |
| 524 - County Clerk - Elections Division Fund | 124.0                      | 125.0                 | 125.0                         | 1.0        |
| Election Fund Total                          | 124.0                      | 125.0                 | 125.0                         | 1.0        |
| <b>Special Purpose Funds</b>                 |                            |                       |                               |            |
| 533 - County Clerk - Automation Fund         | 15.0                       | 15.0                  | 15.0                          |            |
| Special Purpose Funds Total                  | 15.0                       | 15.0                  | 15.0                          |            |
| Special Purpose Fund Total                   | 139.0                      | 140.0                 | 140.0                         | 1.0        |
| Total Positions                              | 275.0                      | 275.0                 | 275.0                         |            |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
COUNTY CLERK

| Account  | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference       |
|--|--------------------------------|--------------------------------|-----------------------|-------------------------------|------------------|
| <b>Personal Services</b>   |                                |                                |                       |                               |                  |
| 110/501010 Salaries and Wages of Regular Employees                           | 6,321,340                      | 7,869,762                      | 8,267,658             | 8,267,658                     | 397,896          |
| 120/501210 Overtime Compensation   | 24,852                         | 71,848                         | 57,565                | 57,565                        | (14,283)         |
| 124/501250 Employee Health Insurance Allotment                               |                                |                                | 4,000                 | 4,000                         | 4,000            |
| 170/501510 Mandatory Medicare Costs  | 87,921                         | 115,829                        | 120,731               | 120,731                       | 4,902            |
| 175/501590 Life Insurance Program  |                                |                                | 13,402                | 13,402                        | 13,402           |
| 176/501610 Health Insurance  |                                |                                | 1,389,409             | 1,389,409                     | 1,389,409        |
| 177/501640 Dental Insurance Plan   |                                |                                | 47,250                | 47,250                        | 47,250           |
| 178/501660 Unemployment Compensation   |                                |                                | 5,670                 | 5,670                         | 5,670            |
| 179/501690 Vision Care Insurance   |                                |                                | 16,108                | 16,108                        | 16,108           |
| 181/501715 Group Pharmacy Insurance  |                                |                                | 437,761               | 437,761                       | 437,761          |
| 185/501810 Professional and Technical Membership Fees                        | 802                            | 996                            | 1,000                 | 1,000                         | 4                |
| 186/501860 Training Programs for Staff Personnel                             |                                | 199                            | 2,500                 | 2,500                         | 2,301            |
| 190/501970 Transportation and Other Travel Expenses for Employees            | 14                             | 2,487                          | 2,500                 | 2,500                         | 13               |
| <b>Personal Services Total</b>   | <b>6,434,929</b>               | <b>8,061,121</b>               | <b>10,365,554</b>     | <b>10,365,554</b>             | <b>2,304,433</b> |
| <b>Contractual Services</b>  |                                |                                |                       |                               |                  |
| 214/520030 Armored Car Service   | 22,377                         | 23,299                         | 22,097                | 22,097                        | (1,202)          |
| 220/520150 Communication Services  | 15,657                         | 19,242                         | 24,653                | 24,653                        | 5,411            |
| 225/520260 Postage   | 40,663                         | 89,456                         | 99,000                | 99,000                        | 9,544            |
| 228/520280 Delivery Services   | 52                             | 600                            | 450                   | 450                           | (150)            |
| 240/520490 External Graphics and Reproduction Services                       | 19,647                         | 29,299                         | 31,000                | 31,000                        | 1,701            |
| 245/520610 Advertising For Specific Purposes                                 |                                | 2,759                          | 3,000                 | 3,000                         | 241              |
| 250/520730 Premiums on Fidelity, Surety Bonds and Public Liability           | 2,349                          | 3,770                          | 2,500                 | 2,500                         | (1,270)          |
| <b>Contractual Services Total</b>  | <b>100,745</b>                 | <b>168,425</b>                 | <b>182,700</b>        | <b>182,700</b>                | <b>14,275</b>    |
| <b>Supplies and Materials</b>  |                                |                                |                       |                               |                  |
| 350/530600 Office Supplies   | 38,179                         | 51,373                         | 54,180                | 54,180                        | 2,807            |
| 353/530640 Books, Periodicals, Publications, Archives and Data Services      | 615                            | 279                            | 536                   | 536                           | 257              |
| 353/530675 County Wide Lexis-Nexis Contract                                  |                                |                                | 661                   | 661                           | 661              |
| <b>Supplies and Materials Total</b>  | <b>38,794</b>                  | <b>51,652</b>                  | <b>55,377</b>         | <b>55,377</b>                 | <b>3,725</b>     |
| <b>Operations and Maintenance</b>  |                                |                                |                       |                               |                  |
| 440/540130 Maintenance and Repair of Office Equipment                        | 378                            | 5,000                          | 5,000                 | 5,000                         |                  |
| 441/540170 Maintenance and Repair of Data Processing Equipment and Software  | 3,846                          | 9,330                          | 74,986                | 74,986                        | 65,656           |
| 470/540390 Operating Costs for the Richard J. Daley Center                   | 159,517                        | 191,421                        | 233,014               | 233,014                       | 41,593           |
| 472/540402 Operating Costs for the Cook County Adm. Bldg. - 69 W. Washington | 11,378                         | 13,965                         | 51,689                | 51,689                        | 37,724           |
| <b>Operations and Maintenance Total</b>                                      | <b>175,119</b>                 | <b>219,716</b>                 | <b>364,689</b>        | <b>364,689</b>                | <b>144,973</b>   |
| <b>Rental and Leasing</b>  |                                |                                |                       |                               |                  |
| 630/550010 Rental of Office Equipment  | 30,371                         | 35,371                         | 5,000                 | 5,000                         | (30,371)         |
| 630/550018 County Wide Canon Photocopier Lease                               |                                |                                | 39,782                | 39,782                        | 39,782           |
| <b>Rental and Leasing Total</b>  | <b>30,371</b>                  | <b>35,371</b>                  | <b>44,782</b>         | <b>44,782</b>                 | <b>9,411</b>     |
| <b>Contingency and Special Purposes</b>                                      |                                |                                |                       |                               |                  |
| 819/580420 Appropriation Transfer for Reimbursement from Designated Fund     | (59,554)                       | (369,050)                      | (451,618)             | (451,618)                     | (82,568)         |
| <b>Contingency and Special Purposes Total</b>                                | <b>(59,554)</b>                | <b>(369,050)</b>               | <b>(451,618)</b>      | <b>(451,618)</b>              | <b>(82,568)</b>  |
| <b>Operating Funds Total</b>   | <b>6,720,404</b>               | <b>8,167,235</b>               | <b>10,561,484</b>     | <b>10,561,484</b>             | <b>2,394,249</b> |
| <b>(017) Revolving Fund</b>  |                                |                                |                       |                               |                  |



DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
COUNTY CLERK

| Account  | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference |
|--|--------------------------------|--------------------------------|-----------------------|-------------------------------|------------|
| 266/520985 Professional and Managerial Services for Capital Projects |                                |                                | 626,633               |                               |            |
| 510/560410 Fixed Plant Equipment                                     | 1,209                          |                                |                       |                               |            |
| 530/560510 Office Furnishings and Equipment                          | 22,695                         |                                | 89,950                |                               |            |
| 549/560610 Vehicle Purchase  |                                |                                | 75,000                | 75,000                        | 75,000     |
| 579/560450 Computer Equipment  |                                |                                | 722,500               | 22,500                        | 22,500     |
|  | 23,904                         |                                | 1,514,083             | 97,500                        | 97,500     |
| Total Capital Equipment Request Total                                | 23,904                         |                                | 1,514,083             | 97,500                        | 97,500     |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
COUNTY CLERK - SPECIAL PURPOSE FUNDS

| Account   | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference         |
|---|--------------------------------|--------------------------------|-----------------------|-------------------------------|--------------------|
| <b>Personal Services</b>  |                                |                                |                       |                               |                    |
| 110/501010 Salaries and Wages of Regular Employees                              | 7,653,604                      | 8,888,356                      | 9,314,109             | 9,314,109                     | 425,753            |
| 120/501210 Overtime Compensation  | 555,176                        | 800,000                        | 333,000               | 333,000                       | (467,000)          |
| 124/501250 Employee Health Insurance Allotment                                  | 3,200                          |                                |                       |                               |                    |
| 129/501300 Salaries and Wages of Seasonal Work Employees                        |                                | 1,100,321                      | 700,000               | 700,000                       | (400,321)          |
| 133/501360 Per Diem Personnel   | 649,188                        | 1,250,302                      | 550,441               | 550,441                       | (699,861)          |
| 136/501400 Differential Pay   | 2,253                          |                                |                       |                               |                    |
| 170/501510 Mandatory Medicare Costs   | 112,817                        | 176,791                        | 158,021               | 158,021                       | (18,770)           |
| 174/501570 Statutory Pension  | 75,981                         | 101,309                        | 125,681               | 125,681                       | 24,372             |
| 175/501590 Life Insurance Program   | 13,571                         | 21,218                         | 15,646                | 15,646                        | (5,572)            |
| 176/501610 Health Insurance   | 954,312                        | 1,411,981                      | 1,389,850             | 1,389,850                     | (22,131)           |
| 177/501640 Dental Insurance Plan  | 30,834                         | 44,207                         | 47,892                | 47,892                        | 3,685              |
| 178/501660 Unemployment Compensation  |                                |                                | 5,880                 | 5,880                         | 5,880              |
| 179/501690 Vision Care Insurance  | 10,249                         | 16,342                         | 15,944                | 15,944                        | (398)              |
| 181/501715 Group Pharmacy Insurance   | 319,375                        | 463,985                        | 441,616               | 441,616                       | (22,369)           |
| 183/501770 Seminars for Professional Employees                                  |                                | 3,000                          | 1,500                 | 1,500                         | (1,500)            |
| 185/501810 Professional and Technical Membership Fees                           | 7,080                          | 8,000                          | 8,000                 | 8,000                         |                    |
| 186/501860 Training Programs for Staff Personnel                                | 11,606                         | 27,300                         | 25,000                | 25,000                        | (2,300)            |
| 190/501970 Transportation and Other Travel Expenses for Employees               | 38,763                         | 50,000                         | 45,000                | 45,000                        | (5,000)            |
| <b>Personal Services Total</b>  | <b>10,438,009</b>              | <b>14,363,112</b>              | <b>13,177,580</b>     | <b>13,177,580</b>             | <b>(1,185,532)</b> |
| <b>Contractual Services</b>   |                                |                                |                       |                               |                    |
| 220/520150 Communication Services   | 106,643                        | 370,029                        | 250,000               | 250,000                       | (120,029)          |
| 225/520260 Postage  | 615,258                        | 1,018,500                      | 800,000               | 800,000                       | (218,500)          |
| 228/520280 Delivery Services  | 257                            | 500                            | 500                   | 500                           |                    |
| 240/520490 External Graphics and Reproduction Services                          | 784,030                        | 1,092,705                      | 540,000               | 540,000                       | (552,705)          |
| 241/520491 Internal Graphics and Reproduction Services                          | 212,464                        | 325,000                        | 219,958               | 219,958                       | (105,042)          |
| 245/520610 Advertising For Specific Purposes                                    | 242,369                        | 436,500                        | 300,000               | 300,000                       | (136,500)          |
| 260/520830 Professional and Managerial Services                                 | 1,794,720                      | 2,197,000                      | 2,700,000             | 2,700,000                     | 503,000            |
| 267/521010 Juror or Election Judge Fees   | 1,965,454                      | 4,268,000                      | 2,225,000             | 2,225,000                     | (2,043,000)        |
| 268/521030 Court Reporting, Stenographic, Transcribing, or Interpreter Services | 50,562                         | 33,950                         | 50,000                | 50,000                        | 16,050             |
| <b>Contractual Services Total</b>   | <b>5,771,757</b>               | <b>9,742,184</b>               | <b>7,085,458</b>      | <b>7,085,458</b>              | <b>(2,656,726)</b> |
| <b>Supplies and Materials</b>   |                                |                                |                       |                               |                    |
| 310/530010 Food Supplies  | 6,861                          | 9,700                          | 7,500                 | 7,500                         | (2,200)            |
| 330/530160 Household, Laundry, Cleaning and Personal Care Supplies              | 7,259                          | 9,700                          | 9,000                 | 9,000                         | (700)              |
| 350/530600 Office Supplies  | 129,154                        | 202,492                        | 157,500               | 157,500                       | (44,992)           |
| 353/530640 Books, Periodicals, Publications, Archives and Data Services         | 8,583                          | 8,163                          | 7,163                 | 7,163                         | (1,000)            |
| 355/530700 Photographic and Reproduction Supplies                               | 35                             | 4,850                          | 5,000                 | 5,000                         | 150                |
| 376/531630 Maint. Supplies for Election Equipment                               | 49,161                         | 72,750                         | 150,000               | 150,000                       | 77,250             |
| 388/531650 Computer Operation Supplies  | 396,493                        | 533,500                        | 425,000               | 425,000                       | (108,500)          |
| <b>Supplies and Materials Total</b>   | <b>597,546</b>                 | <b>841,155</b>                 | <b>761,163</b>        | <b>761,163</b>                | <b>(79,992)</b>    |
| <b>Operations and Maintenance</b>   |                                |                                |                       |                               |                    |
| 430/540110 Moving Expenses & Minor Remodeling of County Facilities              | 1,493,903                      | 1,537,450                      | 1,490,000             | 1,490,000                     | (47,450)           |
| 440/540130 Maintenance and Repair of Office Equipment                           | 7,789                          | 10,000                         | 10,000                | 10,000                        |                    |
| 441/540170 Maintenance and Repair of Data Processing Equipment and Software     |                                | 45,000                         | 30,000                | 30,000                        | (15,000)           |
| 444/540250 Maintenance and Repair of Automotive Equipment                       |                                | 4,850                          | 5,000                 | 5,000                         | 150                |
| 445/540290 Operation of Automotive Equipment                                    | 6,939                          | 7,275                          | 15,000                | 15,000                        | 7,725              |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
 COUNTY CLERK - SPECIAL PURPOSE FUNDS

| Account   | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference  |
|---|--------------------------------|--------------------------------|-----------------------|-------------------------------|-------------|
| 472/540402 Operating Costs for the Cook County Adm. Bldg. - 69<br>W. Washington | 221,523                        | 286,503                        | 291,510               | 291,510                       | 5,007       |
| Operations and Maintenance Total  | 1,730,154                      | 1,891,078                      | 1,841,510             | 1,841,510                     | (49,568)    |
| <b>Rental and Leasing</b>   |                                |                                |                       |                               |             |
| 630/550010 Rental of Office Equipment   | 42,361                         | 42,181                         |                       |                               | (42,181)    |
| 630/550018 County Wide Canon Photocopier Lease                                  |                                |                                | 53,181                | 53,181                        | 53,181      |
| 634/550060 Rental of Automotive Equipment                                       | 29,151                         | 58,200                         | 45,000                | 45,000                        | (13,200)    |
| 660/550130 Rental of Facilities   | 200,244                        | 400,000                        | 225,000               | 225,000                       | (175,000)   |
| Rental and Leasing Total  | 271,756                        | 500,381                        | 323,181               | 323,181                       | (177,200)   |
| <b>Contingency and Special Purposes</b>   |                                |                                |                       |                               |             |
| 814/580380 Appropriation Adjustments  |                                | 307,638                        | (371,466)             | (371,466)                     | (679,104)   |
| 819/580420 Appropriation Transfer for Reimbursement from<br>Designated Fund     | (457,521)                      | (1,416,075)                    | (356,893)             | (356,893)                     | 1,059,182   |
| 883/580260 Cook County Administration   | 105,144                        | 140,192                        | 136,721               | 136,721                       | (3,471)     |
| Contingency and Special Purposes Total  | (352,377)                      | (968,245)                      | (591,638)             | (591,638)                     | 376,607     |
| Operating Funds Total   | 18,456,845                     | 26,369,665                     | 22,597,254            | 22,597,254                    | (3,772,411) |
| <b>(017) Revolving Fund</b>   |                                |                                |                       |                               |             |
| 266/520985 Professional and Managerial Services for Capital<br>Projects         |                                | 1,000,000                      | 1,000,000             |                               | (1,000,000) |
| 521/560420 Institutional Equipment  |                                |                                | 144,900               | 69,900                        | 69,900      |
| 530/560510 Office Furnishings and Equipment                                     |                                |                                | 10,300                |                               |             |
| 570/560440 Telecommunications Equipment   |                                |                                | 24,750                |                               |             |
| 579/560450 Computer Equipment   | 854,256                        | 400,000                        | 164,200               | 139,200                       | (260,800)   |
|   | 854,256                        | 1,400,000                      | 1,344,150             | 209,100                       | (1,190,900) |
| Total Capital Equipment Request Total   | 854,256                        | 1,400,000                      | 1,344,150             | 209,100                       | (1,190,900) |

## DEPARTMENT OVERVIEW

### 110 COUNTY CLERK

#### Mission

The Cook County Clerk is the chief election officer for Cook County. The Clerk is also responsible for maintaining and providing vital records, various aspects of the real estate tax process, receiving and making available to the public statements of economic interests and lobbyist registration, and serving as Clerk to the County Board of Commissioners.

#### Mandates and Key Activities

- Maintains and provides vital records including birth, marriage, civil union and death certificates dating to 1872. The Vital Records division also administers business registrations, assumed names, notary commissions and an award-winning genealogy website.
- Issues property tax rates, permanent real estate numbers and new tax codes, maintains real estate maps and processes redemptions of delinquent property taxes.
- Receives, processes and makes available to the public more than 22,000 Statements of Economic Interests filed annually, as well as lobbyist registrations and semi-annual reports.
- Prepares agendas, communicates actions taken by the Board through post-board meeting documents, and maintains the Board's legislative records and Code of Ordinances.
- Administers elections for suburban Cook County's 1.4 million registered voters, which entails voter registration, judge recruitment and training, and polling place identification, mapping and management.

#### Programs

##### County Clerk Administration (18 FTE)

Supervises departmental programs, directs strategic planning and development and manages administrative functions such as budget process, internal audits, human resource functions, and communications.

##### County Clerk IT (7 FTE)

Manages information systems including design and support and software application development.

##### Bureau of Vital Records Administration (10.5 FTE)

Supervises departmental programs and manages administrative functions including security, accounting and procurement activities, constituent services, legal counsel, and human resource functions such as timekeeping and staff development.

##### Bureau of Vital Records Public Service/License & Registration (49 FTE)

Handles public requests at multiple courthouses and the downtown office for various licenses and registrations (e.g. assumed name filings, birth certificates, civil union certificates and licenses, marriage certificates and licenses, notary registration etc.) Included in this program is the service of document processing involving the entering and correcting of these certificates and processing Illinois Department of Public Health reporting.

##### Bureau of Vital Records Genealogy and Mail Tracking (8 FTE)

Handles public requests and mailed certificates for past birth certificates (more than 75 years past), death certificates (more than 20 years past) and marriage certificates (more than 50 years past).

##### Bureau of Vital Records Correspondence (7 FTE)

Handles online (Lexis Nexis) birth, marriage, civil union, and death certificates.

##### Clerk of the Board Operations and Procurement (12 FTE)

Issues, certifies and publishes Board official documents including Board agenda and special meeting notices, resolutions and ordinances, Board meeting records, and requested copies of board items. Manages administrative functions such as departmental budget, procurement activities, contracts, inventory, and office operations.

##### Tax Services Tax Extension/GIS Maps (11 FTE)

Processes tax levies and calculates tax rates and TIF distribution percentages. Creates official tax maps for Cook County, maintains taxing district boundaries, provides legal descriptions for PINs and provide other PIN related services.

##### Tax Services Accounting (11 FTE)

Processes both walk-in and mail-in requests for delinquent tax bills, processes redemption payments for PINs that have been sold in a tax sale and processes tax buyer payouts for surrendered Certificates of Payment.

##### Tax Services Customer Service (10.66 FTE)

Operates a customer service phone bank for customer phone inquiries. First point of assistance for walk-in customers to help determine property tax delinquencies. Produces and explains delinquent tax bills for waiting customers.

##### Tax Services Tax Sales/Posting (8.66 FTE)

Handles all business processes for annual, scavenger and forfeiture sales. Processes tax buyer posting requests for active sales and processes tax deeds for tax buyers.

##### Tax Services Research/Bill Writing (9.66 FTE)

Researches the 20 year delinquency history on PINs sold at annual sales and generates and proofs delinquent property tax bills as requested.

##### Tax Services Administration (6 FTE)

Manages all aspects of the Integrated Property Tax System project within the Clerk's Office. Attend all meetings with various topics that currently or may impact the Real Estate and Tax Services Division. Follows and researches proposed and passed legislation that may impact the Real Estate and Tax Services Division. Processes FOIA requests submitted to the Real Estate & Tax Services Division.

#### Discussion of 2016 Department and Program Outcomes

##### Vital Records:

The Clerk's Bureau of Vital Records continues to facilitate marriage equality for same-sex couples. From our initial start of issuing marriage licenses to same sex

## DEPARTMENT OVERVIEW

### 110 COUNTY CLERK

couples on February 21st of 2014, we have issued more than 10,000 by late August 2016! More than half of our celebrated 10,000 number were licenses issued within the first year of implementation; it also included many couples from neighboring states which had yet to implement the laws of marriage equality. The Supreme Court's 2015 ruling to allow same-sex marriage nationwide has decreased the number of same-sex couples visiting the Clerk's office, since many of those out-of-state couples, as we expected, wanted to marry closer to home.

The Bureau of Vital Records stays abreast on national identification requirements and other developments for potential impacts to how we service customers, as the birth certificate is a significant part of establishing identity. Relevant topics include the Real ID Act of 2005, a law that set forth requirements for state driver's licenses and ID cards to be accepted by the federal government for "official purposes."

Within our outreach services the office holds informational sessions for a number of agencies, as well as foreign consulates. During these sessions we share information on acquiring vital records, births, deaths and the issuances of marriage licenses that can assist citizens of Cook County, or people visiting from abroad. Life events such as births, marriages and the passing of loved ones occur where families are, and we want the procedural process to acquire information to be as easy as possible.

Commitment to customer service is the hallmark of the Bureau of Vital Records Office.

#### Tax Services:

Similarly, maintaining excellent customer service in our Real Estate and Tax Services division is an ongoing goal. In 2016, the Clerk's Real Estate and Tax Services division was again successful in assisting the county in sending out second installment tax bills with an August 1st due date.

Our online 20-year tax search which allows individuals and businesses to search overdue tax records on any PIN, continues to be heavily used to review payment status of properties. In 2015, total page views climbed to 2,481,523, a 77.7% increase over 2014. This 24/7 self-service tool continues to conserve staff resources.

We completed a GIS system upgrade as part of a county-wide project, and as a result, the GIS improved workflow reduced production time of some tasks by 5%. We look forward to implementing e-government solutions for other records such as tax delinquency, tax sale judgment books and all budget, levy and bond information. This will include a two-way portal accessible to the public and taxing districts and customer-friendly applications regarding delinquencies and tax sales. These modernizations will be implemented over the next five years as automation funding is available.

We continue to work closely with Tyler Technologies and other tax offices to facilitate the development and transition to the Integrated Property Tax System (IPTs).

#### Ethics:

The Ethics division successfully launched two online filing systems for lobbyist registrations and reporting as well as statements of economic interest filers. With the change in the lobbyist ordinance in 2014, the lobbyist online system was enhanced to incorporate the changes, improve the flow of the program, as well as increase the ability to obtain more useful reports.

To reduce the costs associated with paper mailings and ensure compliance, the Ethics division has automated its communications with filers. A move toward emails and phone calls to filers encourages timely filing and improves program efficiencies.

#### Clerk of the County Board of Commissioners:

The Clerk of the Board serves as the official record keeper of county board proceedings and ensures all meetings comply with the Illinois Open Meetings Act. The Clerk of the Board prepares agendas, publishes notices, compiles all Board actions in the Journal of Proceedings, and properly executes each agenda item as necessary. The Clerk of the Board is also tasked with maintaining the Board's historical legislative records and Code of Ordinances. The Clerk of the Board strives to continue an efficient meeting process and open access to its records.

| Performance Data   |         |                         |                   |
|--|---------|-------------------------|-------------------|
| Performance Indicator  | FY 2015 | FY 2016<br>Projected YE | FY 2017<br>Target |
| Tax Services Tax Extension/GIS Maps<br>Program Output Metric     |         |                         |                   |
| # of parcel/tax district maintenance                             | 790,941 | 1 million               | 1 million         |
| Tax Services Tax Extension/GIS Maps<br>Program Efficiency Metric |         |                         |                   |
| Avg. # of maintenance requests per cashier                       | 65,912  | 83,333                  | 83,333            |
| COB Operations and Procurement<br>Program Outcome Metric         |         |                         |                   |
| % of invoices process in five (5) business days                  | 84%     | 91%                     | 95%               |

### Budget, Cost Analysis and 2017 Strategic Initiatives and Goals

**Initiate IPTS System Upgrade:** In 2016, we are completing Phase 1 Discovery for the Integrated Property Tax System with "to be" discovery for future state technology happening through the first half of 2017. The IPTS project will continue through several phases of development and testing over the course of 2018 and 2019, with a "go live" roll out tentatively planned for 2020.

**Expanded GIS system upgrade utilization:** In 2016 we trained and expanded the use of the GIS upgraded system, including the PIN Lineage module, from 8 staff members to 20. This system provides instant access to property identification and verification to better assist taxpayer inquires. In 2017, we plan to provide access and train all customer service and tax research staff on GIS/ PINMap, increasing access and utilization by 200%. We are currently reaching out to other offices to

DEPARTMENT OVERVIEW

110 COUNTY CLERK

provide access to this useful tool. We met with the Recorder of Deeds to demonstrate this technology and plan to show this system to the Cook County Board of Review in the near future. We will facilitate access to GIS/PINMAP to the Board of Review and other interested county offices in 2017.

A future development for the Bureau of Vital Records will be implementing online marriage applications as a recommended first step for couples wanting to marry in Chicago or suburban Cook County. Couples would still need to visit one of the Clerk's six locations to finalize the process, but completing the online application first will significantly reduce office visit time. Most of the marriage application process requires clerks to key in basic information. Couples will be able to enter this information online prior to coming to the office. However, submitting applications online will be optional. This process is available in various Clerk offices throughout the country, including Los Angeles, New York City, and, within Illinois, Peoria County. This program will help make trips to the county clerk's office faster and more customer friendly.

| Appropriations (\$ thousands) |                 |                                |                     |
|-------------------------------|-----------------|--------------------------------|---------------------|
| Fund Category                 | 2015<br>Adopted | 2016 Adjusted<br>Appropriation | 2017<br>Recommended |
| Corporate Fund                | 7,730.9         | 8,167.2                        | 10,561.5            |
|                               | Adopted         | Adopted                        | Recommended         |
| FTE Positions                 | 134.0           | 136.0                          | 135.0               |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
DEPARTMENT 110 - COUNTY CLERK

| Account  | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference       |
|--|--------------------------------|--------------------------------|-----------------------|-------------------------------|------------------|
| <b>Personal Services</b>   |                                |                                |                       |                               |                  |
| 110/501010 Salaries and Wages of Regular Employees                           | 6,321,340                      | 7,869,762                      | 8,267,658             | 8,267,658                     | 397,896          |
| 120/501210 Overtime Compensation   | 24,852                         | 71,848                         | 57,565                | 57,565                        | (14,283)         |
| 124/501250 Employee Health Insurance Allotment                               |                                |                                | 4,000                 | 4,000                         | 4,000            |
| 170/501510 Mandatory Medicare Costs  | 87,921                         | 115,829                        | 120,731               | 120,731                       | 4,902            |
| 175/501590 Life Insurance Program  |                                |                                | 13,402                | 13,402                        | 13,402           |
| 176/501610 Health Insurance  |                                |                                | 1,389,409             | 1,389,409                     | 1,389,409        |
| 177/501640 Dental Insurance Plan   |                                |                                | 47,250                | 47,250                        | 47,250           |
| 178/501660 Unemployment Compensation   |                                |                                | 5,670                 | 5,670                         | 5,670            |
| 179/501690 Vision Care Insurance   |                                |                                | 16,108                | 16,108                        | 16,108           |
| 181/501715 Group Pharmacy Insurance  |                                |                                | 437,761               | 437,761                       | 437,761          |
| 185/501810 Professional and Technical Membership Fees                        | 802                            | 996                            | 1,000                 | 1,000                         | 4                |
| 186/501860 Training Programs for Staff Personnel                             |                                | 199                            | 2,500                 | 2,500                         | 2,301            |
| 190/501970 Transportation and Other Travel Expenses for Employees            | 14                             | 2,487                          | 2,500                 | 2,500                         | 13               |
| <b>Personal Services Total</b>   | <b>6,434,929</b>               | <b>8,061,121</b>               | <b>10,365,554</b>     | <b>10,365,554</b>             | <b>2,304,433</b> |
| <b>Contractual Services</b>  |                                |                                |                       |                               |                  |
| 214/520030 Armored Car Service   | 22,377                         | 23,299                         | 22,097                | 22,097                        | (1,202)          |
| 220/520150 Communication Services  | 15,657                         | 19,242                         | 24,653                | 24,653                        | 5,411            |
| 225/520260 Postage   | 40,663                         | 89,456                         | 99,000                | 99,000                        | 9,544            |
| 228/520280 Delivery Services   | 52                             | 600                            | 450                   | 450                           | (150)            |
| 240/520490 External Graphics and Reproduction Services                       | 19,647                         | 29,299                         | 31,000                | 31,000                        | 1,701            |
| 245/520610 Advertising For Specific Purposes                                 |                                | 2,759                          | 3,000                 | 3,000                         | 241              |
| 250/520730 Premiums on Fidelity, Surety Bonds and Public Liability           | 2,349                          | 3,770                          | 2,500                 | 2,500                         | (1,270)          |
| <b>Contractual Services Total</b>  | <b>100,745</b>                 | <b>168,425</b>                 | <b>182,700</b>        | <b>182,700</b>                | <b>14,275</b>    |
| <b>Supplies and Materials</b>  |                                |                                |                       |                               |                  |
| 350/530600 Office Supplies   | 38,179                         | 51,373                         | 54,180                | 54,180                        | 2,807            |
| 353/530640 Books, Periodicals, Publications, Archives and Data Services      | 615                            | 279                            | 536                   | 536                           | 257              |
| 353/530675 County Wide Lexis-Nexis Contract                                  |                                |                                | 661                   | 661                           | 661              |
| <b>Supplies and Materials Total</b>  | <b>38,794</b>                  | <b>51,652</b>                  | <b>55,377</b>         | <b>55,377</b>                 | <b>3,725</b>     |
| <b>Operations and Maintenance</b>  |                                |                                |                       |                               |                  |
| 440/540130 Maintenance and Repair of Office Equipment                        | 378                            | 5,000                          | 5,000                 | 5,000                         |                  |
| 441/540170 Maintenance and Repair of Data Processing Equipment and Software  | 3,846                          | 9,330                          | 74,986                | 74,986                        | 65,656           |
| 470/540390 Operating Costs for the Richard J. Daley Center                   | 159,517                        | 191,421                        | 233,014               | 233,014                       | 41,593           |
| 472/540402 Operating Costs for the Cook County Adm. Bldg. - 69 W. Washington | 11,378                         | 13,965                         | 51,689                | 51,689                        | 37,724           |
| <b>Operations and Maintenance Total</b>                                      | <b>175,119</b>                 | <b>219,716</b>                 | <b>364,689</b>        | <b>364,689</b>                | <b>144,973</b>   |
| <b>Rental and Leasing</b>  |                                |                                |                       |                               |                  |
| 630/550010 Rental of Office Equipment  | 30,371                         | 35,371                         | 5,000                 | 5,000                         | (30,371)         |
| 630/550018 County Wide Canon Photocopier Lease                               |                                |                                | 39,782                | 39,782                        | 39,782           |
| <b>Rental and Leasing Total</b>  | <b>30,371</b>                  | <b>35,371</b>                  | <b>44,782</b>         | <b>44,782</b>                 | <b>9,411</b>     |
| <b>Contingency and Special Purposes</b>                                      |                                |                                |                       |                               |                  |
| 819/580420 Appropriation Transfer for Reimbursement from Designated Fund     | (59,554)                       | (369,050)                      | (451,618)             | (451,618)                     | (82,568)         |
| <b>Contingency and Special Purposes Total</b>                                | <b>(59,554)</b>                | <b>(369,050)</b>               | <b>(451,618)</b>      | <b>(451,618)</b>              | <b>(82,568)</b>  |
| <b>Operating Funds Total</b>   | <b>6,720,404</b>               | <b>8,167,235</b>               | <b>10,561,484</b>     | <b>10,561,484</b>             | <b>2,394,249</b> |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 110 - COUNTY CLERK

| Account   | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference |
|---|--------------------------------|--------------------------------|-----------------------|-------------------------------|------------|
| <u>(017) Revolving Fund - 0171100000</u>                                |                                |                                |                       |                               |            |
| 266/520985 Professional and Managerial Services for Capital<br>Projects |                                |                                | 626,633               |                               |            |
| 510/560410 Fixed Plant Equipment  | 1,209                          |                                |                       |                               |            |
| 530/560510 Office Furnishings and Equipment                             | 22,695                         |                                | 89,950                |                               |            |
| 549/560610 Vehicle Purchase   |                                |                                | 75,000                | 75,000                        | 75,000     |
| 579/560450 Computer Equipment   |                                |                                | 722,500               | 22,500                        | 22,500     |
|   | 23,904                         |                                | 1,514,083             | 97,500                        | 97,500     |
| Capital Equipment Request Total   | 23,904                         |                                | 1,514,083             | 97,500                        | 97,500     |



PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 110 - COUNTY CLERK

| Job Code                                    | Title                                    | Grade | 2016 FTE Pos. | Approved & Adopted Salaries | Department Request FTE Pos. | Request Salaries | President's Recommendation FTE Pos. | Recommendation Salaries |
|---|--|-------|---------------|-----------------------------|-----------------------------|------------------|-------------------------------------|-------------------------|
| <b>01 Administration</b>                    |  |       |               |                             |                             |                  |                                     |                         |
| <b>01 Administrative Division - 1101195</b> |  |       |               |                             |                             |                  |                                     |                         |
| 0005  | County Clerk                             | SEL   | 1.0           | 105,000                     | 1.0                         | 105,000          | 1.0                                 | 105,000                 |
| 0037  | Deputy County Clerk                      | 24    | 1.0           | 140,390                     | 1.0                         | 135,624          | 1.0                                 | 135,624                 |
| 0051  | Administrative Assistant V               | 20    | 1.0           | 84,132                      | 1.0                         | 86,885           | 1.0                                 | 86,885                  |
| 0050  | Administrative Assistant IV              | 18    | 1.0           | 49,958                      | 1.0                         | 59,304           | 1.0                                 | 59,304                  |
|   |  |       | 4.0           | \$379,480                   | 4.0                         | \$386,813        | 4.0                                 | \$386,813               |
| <b>02 Human Resources/payroll - 1101196</b> |  |       |               |                             |                             |                  |                                     |                         |
| 0051  | Administrative Assistant V               | 20    | 1.0           | 72,051                      | 1.0                         | 74,407           | 1.0                                 | 74,407                  |
| 0048  | Administrative Assistant III             | 16    |               |                             | 1.0                         | 68,290           | 1.0                                 | 68,290                  |
|   |  |       | 1.0           | \$72,051                    | 2.0                         | \$142,697        | 2.0                                 | \$142,697               |
| <b>02 Tax Redemption Division</b>           |  |       |               |                             |                             |                  |                                     |                         |
| <b>01 Supervisory - 1101198</b>             |  |       |               |                             |                             |                  |                                     |                         |
| 0043  | Administrative Assistant to County Clerk | 24    | 1.0           | 118,473                     | 1.0                         | 121,441          | 1.0                                 | 121,441                 |
| 5205  | Deputy Director                          | 24    |               |                             | 1.0                         | 100,321          | 1.0                                 | 100,321                 |
| 5897  | Project Manager                          | 24    | 1.0           | 95,000                      | 1.0                         | 98,109           | 1.0                                 | 98,109                  |
| 0067  | Executive Assistant to the Director      | 23    | 1.0           | 90,144                      |                             |                  |                                     |                         |
| 0371  | Tax Redemption Supervisor                | 22    | 1.0           | 106,798                     | 1.0                         | 110,573          | 1.0                                 | 110,573                 |
| 0048  | Administrative Assistant III             | 16    | 1.0           | 66,870                      | 2.0                         | 134,514          | 2.0                                 | 134,514                 |
|   |  |       | 5.0           | \$477,285                   | 6.0                         | \$564,958        | 6.0                                 | \$564,958               |
| <b>02 Public Service - 1101199</b>          |  |       |               |                             |                             |                  |                                     |                         |
| 4843  | Clerk V-County Clerk/Sheriff             | 14    | 4.0           | 219,182                     | 4.0                         | 206,320          | 4.0                                 | 206,320                 |
| 0369  | Tax Examiner IV                          | 13    | 1.0           | 52,100                      | 1.0                         | 53,806           | 1.0                                 | 53,806                  |
| 4842  | Clerk V-County Clerk                     | 13    | 3.0           | 140,973                     | 3.0                         | 144,144          | 3.0                                 | 144,144                 |
| 4849  | Tax Examiner III-County Clerk            | 13    | 1.0           | 51,160                      | 1.0                         | 52,753           | 1.0                                 | 52,753                  |
|   |  |       | 9.0           | \$463,415                   | 9.0                         | \$457,023        | 9.0                                 | \$457,023               |
| <b>03 Tax Searches - 1101402</b>            |  |       |               |                             |                             |                  |                                     |                         |
| 5803  | Administrative Support VII               | 19    | 1.0           | 76,014                      | 1.0                         | 78,501           | 1.0                                 | 78,501                  |
| 4848  | Stenographer V                           | 15    | 1.0           | 61,662                      | 1.0                         | 63,678           | 1.0                                 | 63,678                  |
| 4850  | Tax Examiner IV-County Clerk             | 15    | 1.0           | 62,571                      | 1.0                         | 64,617           | 1.0                                 | 64,617                  |
| 4843  | Clerk V-County Clerk/Sheriff             | 14    | 1.0           | 55,940                      | 1.0                         | 41,738           | 1.0                                 | 41,738                  |
| 4842  | Clerk V-County Clerk                     | 13    | 2.0           | 93,982                      | 2.0                         | 95,378           | 2.0                                 | 95,378                  |
|   |  |       | 6.0           | \$350,169                   | 6.0                         | \$343,912        | 6.0                                 | \$343,912               |
| <b>04 Posting and Payouts - 1101201</b>     |  |       |               |                             |                             |                  |                                     |                         |
| 5803  | Administrative Support VII               | 19    | 1.0           | 79,658                      | 1.0                         | 83,514           | 1.0                                 | 83,514                  |
| 0370  | Tax Examiner V                           | 15    | 1.0           | 62,571                      | 1.0                         | 64,617           | 1.0                                 | 64,617                  |
| 4843  | Clerk V-County Clerk/Sheriff             | 14    | 4.0           | 220,838                     | 4.0                         | 228,236          | 4.0                                 | 228,236                 |
| 0369  | Tax Examiner IV                          | 13    | 1.0           | 40,263                      | 1.0                         | 45,673           | 1.0                                 | 45,673                  |
| 0936  | Stenographer V                           | 13    | 1.0           | 52,600                      | 1.0                         | 54,321           | 1.0                                 | 54,321                  |
| 4842  | Clerk V-County Clerk                     | 13    | 1.0           | 50,235                      | 1.0                         | 50,237           | 1.0                                 | 50,237                  |
|   |  |       | 9.0           | \$506,165                   | 9.0                         | \$526,598        | 9.0                                 | \$526,598               |
| <b>05 Tax Sales - 1101202</b>               |  |       |               |                             |                             |                  |                                     |                         |
| 5803  | Administrative Support VII               | 19    | 1.0           | 79,925                      | 1.0                         | 83,608           | 1.0                                 | 83,608                  |
| 4843  | Clerk V-County Clerk/Sheriff             | 14    | 2.0           | 109,938                     | 2.0                         | 114,994          | 2.0                                 | 114,994                 |
| 4842  | Clerk V-County Clerk                     | 13    | 1.0           | 51,473                      | 1.0                         | 52,753           | 1.0                                 | 52,753                  |
|   |  |       | 4.0           | \$241,336                   | 4.0                         | \$251,355        | 4.0                                 | \$251,355               |
| <b>03 Tax Extension Division</b>            |  |       |               |                             |                             |                  |                                     |                         |
| <b>01 Tax Extension Section - 1101203</b>   |  |       |               |                             |                             |                  |                                     |                         |
| 0067  | Executive Assistant to the Director      | 23    | 1.0           | 105,739                     | 1.0                         | 109,141          | 1.0                                 | 109,141                 |
| 0048  | Administrative Assistant III             | 16    | 1.0           | 63,488                      | 1.0                         | 66,388           | 1.0                                 | 66,388                  |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 110 - COUNTY CLERK

| Job Code                                  | Title                                       | Grade | 2016 Approved & Adopted |           | Department Request |           | President's Recommendation |           |
|---|---|-------|-------------------------|-----------|--------------------|-----------|----------------------------|-----------|
|   |   |       | FTE Pos.                | Salaries  | FTE Pos.           | Salaries  | FTE Pos.                   | Salaries  |
| 4851                                      | Tax Examiner V-County Clerk                 | 16    | 2.0                     | 123,068   | 2.0                | 129,070   | 2.0                        | 129,070   |
|   |   |       | 4.0                     | \$292,295 | 4.0                | \$304,599 | 4.0                        | \$304,599 |
| 04 Clerk Of The Board                     |   |       |                         |           |                    |           |                            |           |
| 01 Clerk of the Board - 1101204           |   |       |                         |           |                    |           |                            |           |
| 0050                                      | Administrative Assistant IV                 | 18    | 1.0                     | 74,069    | 1.0                | 72,754    | 1.0                        | 72,754    |
| 0048                                      | Administrative Assistant III                | 16    | 3.0                     | 180,286   | 1.0                | 69,054    | 1.0                        | 69,054    |
| 0047                                      | Administrative Assistant II                 | 14    | 1.0                     | 43,227    |                    |           |                            |           |
| 4843                                      | Clerk V-County Clerk/Sheriff                | 14    | 1.0                     | 55,940    | 1.0                | 57,768    | 1.0                        | 57,768    |
| 4847                                      | Stenographer V-County Clerk                 | 14    |                         |           | 1.0                | 49,111    | 1.0                        | 49,111    |
|   |   |       | 6.0                     | \$353,522 | 4.0                | \$248,687 | 4.0                        | \$248,687 |
| 06 Map Division                           |   |       |                         |           |                    |           |                            |           |
| 01 Map Section - 1101206                  |   |       |                         |           |                    |           |                            |           |
| 0076                                      | Administrative Assistant to County Clerk II | 22    | 1.0                     | 84,132    | 1.0                | 86,885    | 1.0                        | 86,885    |
| 0051                                      | Administrative Assistant V                  | 20    | 1.0                     | 85,326    | 1.0                | 87,530    | 1.0                        | 87,530    |
| 0050                                      | Administrative Assistant IV                 | 18    | 1.0                     | 69,303    | 1.0                | 74,957    | 1.0                        | 74,957    |
| 0048                                      | Administrative Assistant III                | 16    | 1.0                     | 64,743    | 1.0                | 68,506    | 1.0                        | 68,506    |
| 0370                                      | Tax Examiner V                              | 15    | 1.0                     | 60,757    | 1.0                | 62,745    | 1.0                        | 62,745    |
| 0047                                      | Administrative Assistant II                 | 14    | 1.0                     | 56,495    | 1.0                | 59,627    | 1.0                        | 59,627    |
| 4843                                      | Clerk V-County Clerk/Sheriff                | 14    | 1.0                     | 54,806    | 1.0                | 56,598    | 1.0                        | 56,598    |
| 4847                                      | Stenographer V-County Clerk                 | 14    | 1.0                     | 56,495    |                    |           |                            |           |
| 4842                                      | Clerk V-County Clerk                        | 13    | 1.0                     | 40,263    | 1.0                | 45,673    | 1.0                        | 45,673    |
|   |   |       | 9.0                     | \$572,320 | 8.0                | \$542,521 | 8.0                        | \$542,521 |
| 07 Accounting Division                    |   |       |                         |           |                    |           |                            |           |
| 01 Accounting Section - 1101207           |   |       |                         |           |                    |           |                            |           |
| 0050                                      | Administrative Assistant IV                 | 18    | 1.0                     | 57,427    | 1.0                | 69,905    | 1.0                        | 69,905    |
| 4846                                      | Election Support Clerk V                    | 16    | 1.0                     | 60,200    | 1.0                | 59,304    | 1.0                        | 59,304    |
| 0370                                      | Tax Examiner V                              | 15    | 1.0                     | 62,571    | 1.0                | 64,617    | 1.0                        | 64,617    |
| 0047                                      | Administrative Assistant II                 | 14    | 1.0                     | 43,227    | 1.0                | 59,290    | 1.0                        | 59,290    |
| 4843                                      | Clerk V-County Clerk/Sheriff                | 14    | 1.0                     | 55,820    | 1.0                | 58,340    | 1.0                        | 58,340    |
|   |   |       | 5.0                     | \$279,245 | 5.0                | \$311,456 | 5.0                        | \$311,456 |
| 02 Tax Redemption Cashier - 1101208       |   |       |                         |           |                    |           |                            |           |
| 4843                                      | Clerk V-County Clerk/Sheriff                | 14    | 1.0                     | 54,806    | 1.0                | 56,598    | 1.0                        | 56,598    |
| 4849                                      | Tax Examiner III-County Clerk               | 13    | 1.0                     | 51,785    | 1.0                | 54,161    | 1.0                        | 54,161    |
|   |   |       | 2.0                     | \$106,591 | 2.0                | \$110,759 | 2.0                        | \$110,759 |
| 03 Tax Order Redemption Cashier - 1101209 |   |       |                         |           |                    |           |                            |           |
| 4837                                      | Administrative Assistant II - County Clerk  | 16    |                         |           | 1.0                | 58,675    | 1.0                        | 58,675    |
| 4843                                      | Clerk V-County Clerk/Sheriff                | 14    | 4.0                     | 222,626   | 4.0                | 229,902   | 4.0                        | 229,902   |
| 0142                                      | Accountant II                               | 13    | 1.0                     | 40,373    |                    |           |                            |           |
|   |   |       | 5.0                     | \$262,999 | 5.0                | \$288,577 | 5.0                        | \$288,577 |
| 05 Data Processing - 1101403              |   |       |                         |           |                    |           |                            |           |
| 4843                                      | Clerk V-County Clerk/Sheriff                | 14    | 1.0                     | 55,940    | 1.0                | 57,768    | 1.0                        | 57,768    |
|   |   |       | 1.0                     | \$55,940  | 1.0                | \$57,768  | 1.0                        | \$57,768  |
| 08 Bureau of Vital Records                |   |       |                         |           |                    |           |                            |           |
| 01 Supervisory - 1101211                  |   |       |                         |           |                    |           |                            |           |
| 0043                                      | Administrative Assistant to County Clerk    | 24    | 2.0                     | 197,799   | 2.0                | 202,753   | 2.0                        | 202,753   |
| 0067                                      | Executive Assistant to the Director         | 23    | 1.0                     | 94,068    | 1.0                | 105,389   | 1.0                        | 105,389   |
| 5803                                      | Administrative Support VII                  | 19    | 1.0                     | 81,435    | 1.0                | 83,224    | 1.0                        | 83,224    |
| 0050                                      | Administrative Assistant IV                 | 18    | 2.0                     | 119,645   | 2.0                | 150,032   | 2.0                        | 150,032   |
| 5194                                      | Vital Records Supervisor I                  | 18    | 1.0                     | 72,584    | 1.0                | 77,048    | 1.0                        | 77,048    |
| 0048                                      | Administrative Assistant III                | 16    | 1.0                     | 66,870    | 1.0                | 67,035    | 1.0                        | 67,035    |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 110 - COUNTY CLERK

| Job Code                               | Title                                      | Grade | 2016 Approved & Adopted |           | Department Request |           | President's Recommendation |           |
|--|--|-------|-------------------------|-----------|--------------------|-----------|----------------------------|-----------|
|  |  |       | FTE Pos.                | Salaries  | FTE Pos.           | Salaries  | FTE Pos.                   | Salaries  |
| 4843                                   | Clerk V-County Clerk/Sheriff               | 14    | 2.0                     | 107,409   | 2.0                | 113,332   | 2.0                        | 113,332   |
| 0936                                   | Stenographer V                             | 13    | 1.0                     | 42,098    | 1.0                | 45,673    | 1.0                        | 45,673    |
| 4842                                   | Clerk V-County Clerk                       | 13    | 1.0                     | 51,708    | 1.0                | 54,104    | 1.0                        | 54,104    |
|  |  |       | 12.0                    | \$833,616 | 12.0               | \$898,590 | 12.0                       | \$898,590 |
| 02 Document Processing - 1101212       |  |       |                         |           |                    |           |                            |           |
| 5801                                   | Administrative Support V                   | 17    | 1.0                     | 67,950    | 1.0                | 70,172    | 1.0                        | 70,172    |
| 4843                                   | Clerk V-County Clerk/Sheriff               | 14    | 1.0                     | 55,247    | 1.0                | 57,632    | 1.0                        | 57,632    |
|  |  |       | 2.0                     | \$123,197 | 2.0                | \$127,804 | 2.0                        | \$127,804 |
| 03 Correspondence - 1101213            |  |       |                         |           |                    |           |                            |           |
| 0048                                   | Administrative Assistant III               | 16    | 1.0                     | 54,806    | 1.0                | 56,099    | 1.0                        | 56,099    |
| 3145                                   | Vital Records Clerk V                      | 15    | 1.0                     | 60,757    | 1.0                | 63,177    | 1.0                        | 63,177    |
| 4843                                   | Clerk V-County Clerk/Sheriff               | 14    | 7.0                     | 377,191   | 7.0                | 393,865   | 7.0                        | 393,865   |
| 4842                                   | Clerk V-County Clerk                       | 13    | 1.0                     | 39,868    |                    | 1         |                            | 1         |
|  |  |       | 10.0                    | \$532,622 | 9.0                | \$513,142 | 9.0                        | \$513,142 |
| 04 Public Service - 1101214            |  |       |                         |           |                    |           |                            |           |
| 5194                                   | Vital Records Supervisor I                 | 18    | 1.0                     | 54,230    | 1.0                | 61,500    | 1.0                        | 61,500    |
| 4837                                   | Administrative Assistant II - County Clerk | 16    | 1.0                     | 66,870    | 1.0                | 69,054    | 1.0                        | 69,054    |
| 4843                                   | Clerk V-County Clerk/Sheriff               | 14    | 5.0                     | 277,432   | 5.0                | 287,940   | 5.0                        | 287,940   |
| 0936                                   | Stenographer V                             | 13    | 3.0                     | 124,460   | 3.0                | 132,927   | 3.0                        | 132,927   |
| 4842                                   | Clerk V-County Clerk                       | 13    | 7.0                     | 324,240   | 7.0                | 350,218   | 7.0                        | 350,218   |
|  |  |       | 17.0                    | \$847,232 | 17.0               | \$901,639 | 17.0                       | \$901,639 |
| 05 Notary Public - 1101404             |  |       |                         |           |                    |           |                            |           |
| 5194                                   | Vital Records Supervisor I                 | 18    | 1.0                     | 77,085    | 1.0                | 79,604    | 1.0                        | 79,604    |
|  |  |       | 1.0                     | \$77,085  | 1.0                | \$79,604  | 1.0                        | \$79,604  |
| 06 Assumed Names - 1101216             |  |       |                         |           |                    |           |                            |           |
| 3145                                   | Vital Records Clerk V                      | 15    | 1.0                     | 60,138    | 1.0                | 62,741    | 1.0                        | 62,741    |
| 4842                                   | Clerk V-County Clerk                       | 13    | 1.0                     | 51,707    | 1.0                | 52,753    | 1.0                        | 52,753    |
|  |  |       | 2.0                     | \$111,845 | 2.0                | \$115,494 | 2.0                        | \$115,494 |
| 07 Marriage Licenses - 1101217         |  |       |                         |           |                    |           |                            |           |
| 3145                                   | Vital Records Clerk V                      | 15    | 1.0                     | 62,571    | 1.0                | 64,617    | 1.0                        | 64,617    |
| 4843                                   | Clerk V-County Clerk/Sheriff               | 14    | 2.0                     | 104,199   | 2.0                | 106,346   | 2.0                        | 106,346   |
|  |  |       | 3.0                     | \$166,770 | 3.0                | \$170,963 | 3.0                        | \$170,963 |
| 08 Vital Statistics Cashiers - 1101218 |  |       |                         |           |                    |           |                            |           |
| 3145                                   | Vital Records Clerk V                      | 15    | 1.0                     | 62,571    | 1.0                | 64,617    | 1.0                        | 64,617    |
| 4838                                   | Bookkeeper IV-County Clerk                 | 15    | 1.0                     | 60,827    | 1.0                | 64,038    | 1.0                        | 64,038    |
| 4843                                   | Clerk V-County Clerk/Sheriff               | 14    | 2.0                     | 105,467   | 2.0                | 110,134   | 2.0                        | 110,134   |
|  |  |       | 4.0                     | \$228,865 | 4.0                | \$238,789 | 4.0                        | \$238,789 |
| 09 Maywood Office                      |  |       |                         |           |                    |           |                            |           |
| 01 Maywood Operations - 1101219        |  |       |                         |           |                    |           |                            |           |
| 4843                                   | Clerk V-County Clerk/Sheriff               | 14    | 2.0                     | 105,660   | 2.0                | 110,612   | 2.0                        | 110,612   |
| 4842                                   | Clerk V-County Clerk                       | 13    | 1.0                     | 51,081    | 1.0                | 54,221    | 1.0                        | 54,221    |
|  |  |       | 3.0                     | \$156,741 | 3.0                | \$164,833 | 3.0                        | \$164,833 |
| 10 Markham Office                      |  |       |                         |           |                    |           |                            |           |
| 01 Markham Operations - 1101405        |  |       |                         |           |                    |           |                            |           |
| 5803                                   | Administrative Support VII                 | 19    | 1.0                     | 76,725    | 1.0                | 78,501    | 1.0                        | 78,501    |
| 0047                                   | Administrative Assistant II                | 14    |                         |           | 1.0                | 51,396    | 1.0                        | 51,396    |
| 4843                                   | Clerk V-County Clerk/Sheriff               | 14    | 1.0                     | 53,337    | 1.0                | 38,500    | 1.0                        | 38,500    |
| 4842                                   | Clerk V-County Clerk                       | 13    | 2.0                     | 99,484    | 2.0                | 98,189    | 2.0                        | 98,189    |
|  |  |       | 4.0                     | \$229,546 | 5.0                | \$266,586 | 5.0                        | \$266,586 |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
DEPARTMENT 110 - COUNTY CLERK

| Job Code                                | Title                          | Grade | 2016 Approved & Adopted |                    | Department Request |                    | President's Recommendation |                    |
|---|--------------------------------|-------|-------------------------|--------------------|--------------------|--------------------|----------------------------|--------------------|
|   |                                |       | FTE Pos.                | Salaries           | FTE Pos.           | Salaries           | FTE Pos.                   | Salaries           |
| 11 Skokie Office                        |                                |       |                         |                    |                    |                    |                            |                    |
| 01 Skokie Operations - 1101221          |                                |       |                         |                    |                    |                    |                            |                    |
| 5194                                    | Vital Records Supervisor I     | 18    | 1.0                     | 71,265             | 1.0                | 74,957             | 1.0                        | 74,957             |
| 4842                                    | Clerk V-County Clerk           | 13    | 2.0                     | 99,729             | 2.0                | 104,439            | 2.0                        | 104,439            |
|   |                                |       | 3.0                     | \$170,994          | 3.0                | \$179,396          | 3.0                        | \$179,396          |
| 12 Rolling Meadows Office               |                                |       |                         |                    |                    |                    |                            |                    |
| 01 Rolling Meadows Operations - 1101222 |                                |       |                         |                    |                    |                    |                            |                    |
| 5194                                    | Vital Records Supervisor I     | 18    | 1.0                     | 72,584             | 1.0                | 77,048             | 1.0                        | 77,048             |
| 4843                                    | Clerk V-County Clerk/Sheriff   | 14    | 2.0                     | 108,543            | 2.0                | 114,502            | 2.0                        | 114,502            |
| 4842                                    | Clerk V-County Clerk           | 13    | 1.0                     | 46,528             | 1.0                | 50,220             | 1.0                        | 50,220             |
|   |                                |       | 4.0                     | \$227,655          | 4.0                | \$241,770          | 4.0                        | \$241,770          |
| 13 Bridgeview Office                    |                                |       |                         |                    |                    |                    |                            |                    |
| 01 Bridgeview Operations - 1101223      |                                |       |                         |                    |                    |                    |                            |                    |
| 6404                                    | Director of Public Information | 20    |                         |                    | 1.0                | 87,028             | 1.0                        | 87,028             |
| 5194                                    | Vital Records Supervisor I     | 18    | 1.0                     | 62,937             |                    |                    |                            |                    |
|   |                                |       | 1.0                     | \$62,937           | 1.0                | \$87,028           | 1.0                        | \$87,028           |
| <b>Total Salaries and Positions</b>     |                                |       | <b>136.0</b>            | <b>\$8,181,918</b> | <b>135.0</b>       | <b>\$8,523,361</b> | <b>135.0</b>               | <b>\$8,523,361</b> |
| <b>Turnover Adjustment</b>              |                                |       |                         | <b>(243,851)</b>   |                    | <b>(255,703)</b>   |                            | <b>(255,703)</b>   |
| <b>Operating Funds Total</b>            |                                |       | <b>136.0</b>            | <b>\$7,938,067</b> | <b>135.0</b>       | <b>\$8,267,658</b> | <b>135.0</b>               | <b>\$8,267,658</b> |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE  
DEPARTMENT 110 - COUNTY CLERK

| Grade                               | 2016 Approved & Adopted |                    | Department Request |                    | President's Recommendation |                    |
|-------------------------------------|-------------------------|--------------------|--------------------|--------------------|----------------------------|--------------------|
|                                     | FTE Pos.                | Salaries           | FTE Pos.           | Salaries           | FTE Pos.                   | Salaries           |
| SEL                                 | 1.0                     | 105,000            | 1.0                | 105,000            | 1.0                        | 105,000            |
| 24                                  | 5.0                     | 551,662            | 6.0                | 658,248            | 6.0                        | 658,248            |
| 23                                  | 3.0                     | 289,951            | 2.0                | 214,530            | 2.0                        | 214,530            |
| 22                                  | 2.0                     | 190,930            | 2.0                | 197,458            | 2.0                        | 197,458            |
| 20                                  | 3.0                     | 241,509            | 4.0                | 335,850            | 4.0                        | 335,850            |
| 19                                  | 5.0                     | 393,757            | 5.0                | 407,348            | 5.0                        | 407,348            |
| 18                                  | 12.0                    | 781,087            | 11.0               | 797,109            | 11.0                       | 797,109            |
| 17                                  | 1.0                     | 67,950             | 1.0                | 70,172             | 1.0                        | 70,172             |
| 16                                  | 12.0                    | 747,201            | 13.0               | 845,989            | 13.0                       | 845,989            |
| 15                                  | 10.0                    | 616,996            | 10.0               | 639,464            | 10.0                       | 639,464            |
| 14                                  | 48.0                    | 2,599,765          | 48.0               | 2,660,549          | 48.0                       | 2,660,549          |
| 13                                  | 34.0                    | 1,596,110          | 32.0               | 1,591,644          | 32.0                       | 1,591,644          |
| <b>Total Salaries and Positions</b> | <b>136.0</b>            | <b>\$8,181,918</b> | <b>135.0</b>       | <b>\$8,523,361</b> | <b>135.0</b>               | <b>\$8,523,361</b> |
| Turnover Adjustment                 |                         | (243,851)          |                    | (255,703)          |                            | (255,703)          |
| <b>Operating Funds Total</b>        | <b>136.0</b>            | <b>\$7,938,067</b> | <b>135.0</b>       | <b>\$8,267,658</b> | <b>135.0</b>               | <b>\$8,267,658</b> |

## DEPARTMENT OVERVIEW

### 524 COUNTY CLERK - ELECTIONS DIVISION FUND

#### Mission

The Cook County Clerk's office is committed to providing quality service to the public in a timely and efficient manner. The Elections Division strives to ensure that all eligible suburban residents are able to exercise their rights in the electoral process; that all candidates have fair, open, and equal access to all stages of the process; and that the public is fully and promptly informed of all vital and necessary election-related information.

#### Mandates and Key Activities

- The Clerk's office administers elections for suburban Cook County's 1.4 million registered voters, which entails voter registration, judge recruitment and training, polling place identification, mapping and management.
- Directs activities related to preparation, programming, layout, testing and deployment of ballots, memory packs/results cartridges and equipment for Early and Election Day voting, as well as Election Night vote tabulation.
- Recruits, assigns, trains and manages nearly 12,000 election judges and equipment managers.
- Heads pre-Election Day voting programs, including Early Voting, Grace Period Registration and Voting, Mail Absentee Voting, Military/Overseas Absentee Voting and Nursing Home Voting.
- Operates, maintains, stores, repairs, and pre-LAT (pre-election logic accuracy tests) all election equipment, including touch screen machines, optical scanners, HAATs (Hybrid Activator, Accumulator and Transmitters ) voting supply carriers, voting booths, and ancillary parts.
- Conducts Election Day Registration and manages voting activities and vote tallying.
- Spearheads public policy initiatives at the state and local levels to improve elections administration.

#### Programs

##### Administration (5 FTE)

Supervises departmental programs, provides legal counsel, compliance and manages administrative functions such as finance services and budgeting.

##### Voter Services Program and Post Election Services (25.85 FTE)

Manages the building of voter lists, voter data quality control, voter outreach, minority language services, customer service management including voter registration services, and nursing home and detainee voter services. Also conducts post-election audits, recounts and canvassing.

##### Election Day Services (19.3 FTE)

Provides election information such as election reports and "who voted" lists. Provides election worker recruitment and placement. Manages election day field operations, election judge and equipment manager training, polling places location management, deputy registrar services such as training for organizations and local officials, and early voting.

##### Elections Support Services (14.6 FTE)

Provides services related to ballot layout, proofing printing and the creation of election materials. Provides candidate services, mail voting services, ethics and

lobbyist filing services and other election day support services such as mail handling and map creation and maintenance.

##### Electoral Boards (3.2 FTE)

Conduct hearings on objections to nomination papers and petitions for candidates and referenda.

##### Voting Equipment Management (16.7 FTE)

Provides all services involving the maintenance of voting equipment.

#### Discussion of 2016 Department and Program Outcomes

The County Clerk Elections Division includes Division Administration, Voter List Building, Voter Data Quality Control, Election Information Services, Election Worker Placement, Election Worker Recruitment, Voter Outreach, Election Day Field Operations, Election Judge Training, Equipment Manager Training, Polling Places Location Management, Deputy Registrar, Early Voting, Candidate Filing & Management, Ballot Production, Candidate Services, Mail Voting, Ethics Filings, Lobbyist Filings, Minority Language Services, Election Materials Production, Customer Service Management, Support Services, Special Project Management, Nursing Home & Detainee, Electoral Boards, Voting Equipment Maintenance, Voting Equipment Preparation (PreLAT), and Election Auditing and Canvassing.

In 2016 we will have conducted successful Presidential Primary and General Elections. We managed in-precinct voter registration on Election Day for the first time. Tens of thousands of voters proved the necessity of this change in law that we have long supported. Yet, there remains a better way to manage voters. We have continued to help automate the registration process. Through the use of Postal Service data, hundreds of thousands of Illinois voters had their registrations automatically updated when they moved. It's a highly innovative approach to making registration portable and we are leading the nation in the effort. Hundreds of thousands more could receive the same service if not for problems out of Springfield. A set of major reforms that were to take effect prior to the Presidential Election are well behind, and the consequences include more costs and longer lines. Both the enhanced government registration at state agencies and our ERIC membership are in peril. ERIC is a collaborative effort of many states that share data to help identify voters who have moved away, and register voters who are not registered.

Anticipating Election Day Registration as a potential precinct bottleneck and cost driver, we designed an affordable way of speeding the process along. We bought web-cameras and outfitted them to capture data from new registrants who used their State ID or Driver's License to register on Election Day. While a State ID or Driver's License is not a required form of identification for voter registration, when provided it does make the registration process more efficient. This automatic capturing of data decreased the registration time from about 7 minutes to about 2 minutes. Our Registration Station Card Reader helped with the logistical and financial challenges. It also helped to make sure the registration data captured on Election Day was accurate, so our data-sharing efforts are successful.

DEPARTMENT OVERVIEW

524 COUNTY CLERK - ELECTIONS DIVISION FUND

| Performance Data   |         |                         |                   |
|--|---------|-------------------------|-------------------|
| Performance Indicator                                      | FY 2015 | FY 2016<br>Projected YE | FY 2017<br>Target |
| Voter and Post Election Services<br>Program Output Metric  |         |                         |                   |
| # of new and moved voters in Cook County                   | 152,000 | 220,000                 | 130,000           |
| Electoral Boards Program Efficiency<br>Metric              |         |                         |                   |
| Electoral boards time to complete case (days)              | 24 days | 15 days                 | 10 days           |
| Elections Support Services Program<br>Outcome Metric       |         |                         |                   |
| % of candidates submitting voter guide statements          | 38%     | 50%                     | 75%               |
| Voter and Post Election Services<br>Program Outcome Metric |         |                         |                   |
| % of election judges trained                               | 24%     | 90%                     | 100%              |

Budget, Cost Analysis and 2017 Strategic Initiatives and Goals

In 2017 we will unveil a new set of services aimed at people interested in serving their local community.

For far too long candidates, and potential candidates, have struggled to navigate the process of getting on the ballot, and once there, constructing a campaign. Many times we hold elections for schools, parks and library districts where there are not enough candidates to fill out the boards. We can do better. We have built a "running for office" kit designed to assist anyone interested in serving. One can simply review what's on the ballot in the next local election, choose an office they may be interested in running for and find more information. If it's a non-partisan office, the "Running for Office" tool can help them generate a petition packet. We also provide simple instructions so the potential candidate does not make easy mistakes such as forgetting to number their pages or bind their paperwork. Democracy works best when more people participate. Similar to voter registration, we continue to try to remove all artificial barriers to full participation in the electoral process.

Additionally, the Cook County Clerk's Office consistently strives to improve its election management by quickly and effectively resolving issues on Election Day, as well as by engaging in extensive post-election analysis and debriefing. The Clerk's Office developed a comprehensive, data-driven system to scrutinize every area of election management and implements performance metrics to improve with each election. This is a continual process by which the Clerk's Office is seeing significant, positive results.

| Appropriations (\$ thousands) |                 |                                |                     |
|-------------------------------|-----------------|--------------------------------|---------------------|
| Fund Category                 | 2015<br>Adopted | 2016 Adjusted<br>Appropriation | 2017<br>Recommended |
| Election Fund                 | 18,867.8        | 24,790.6                       | 20,914.0            |
|                               | Adopted         | Adopted                        | Recommended         |
| FTE Positions                 | 130.0           | 124.0                          | 125.0               |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
DEPARTMENT 524 - COUNTY CLERK - ELECTIONS DIVISION FUND

| Account   | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference         |
|---|--------------------------------|--------------------------------|-----------------------|-------------------------------|--------------------|
| <b>Personal Services</b>  |                                |                                |                       |                               |                    |
| 110/501010 Salaries and Wages of Regular Employees                              | 6,938,588                      | 7,993,559                      | 8,382,783             | 8,382,783                     | 389,224            |
| 120/501210 Overtime Compensation  | 551,003                        | 800,000                        | 333,000               | 333,000                       | (467,000)          |
| 124/501250 Employee Health Insurance Allotment                                  | 3,200                          |                                |                       |                               |                    |
| 129/501300 Salaries and Wages of Seasonal Work Employees                        |                                | 1,100,321                      | 700,000               | 700,000                       | (400,321)          |
| 133/501360 Per Diem Personnel   | 649,188                        | 1,250,302                      | 550,441               | 550,441                       | (699,861)          |
| 136/501400 Differential Pay   | 1,819                          |                                |                       |                               |                    |
| 170/501510 Mandatory Medicare Costs   | 102,582                        | 163,815                        | 144,516               | 144,516                       | (19,299)           |
| 175/501590 Life Insurance Program   | 12,313                         | 19,249                         | 14,083                | 14,083                        | (5,166)            |
| 176/501610 Health Insurance   | 870,315                        | 1,296,690                      | 1,224,535             | 1,224,535                     | (72,155)           |
| 177/501640 Dental Insurance Plan  | 28,595                         | 40,874                         | 41,823                | 41,823                        | 949                |
| 178/501660 Unemployment Compensation  |                                |                                | 5,250                 | 5,250                         | 5,250              |
| 179/501690 Vision Care Insurance  | 9,354                          | 14,826                         | 13,967                | 13,967                        | (859)              |
| 181/501715 Group Pharmacy Insurance   | 292,377                        | 419,417                        | 387,979               | 387,979                       | (31,438)           |
| 183/501770 Seminars for Professional Employees                                  |                                | 3,000                          | 1,500                 | 1,500                         | (1,500)            |
| 185/501810 Professional and Technical Membership Fees                           | 7,080                          | 8,000                          | 8,000                 | 8,000                         |                    |
| 186/501860 Training Programs for Staff Personnel                                | 10,912                         | 17,000                         | 15,000                | 15,000                        | (2,000)            |
| 190/501970 Transportation and Other Travel Expenses for Employees               | 38,763                         | 50,000                         | 45,000                | 45,000                        | (5,000)            |
| <b>Personal Services Total</b>  | <b>9,516,089</b>               | <b>13,177,053</b>              | <b>11,867,877</b>     | <b>11,867,877</b>             | <b>(1,309,176)</b> |
| <b>Contractual Services</b>   |                                |                                |                       |                               |                    |
| 220/520150 Communication Services   | 106,643                        | 370,029                        | 250,000               | 250,000                       | (120,029)          |
| 225/520260 Postage  | 615,258                        | 1,018,500                      | 800,000               | 800,000                       | (218,500)          |
| 228/520280 Delivery Services  | 257                            | 500                            | 500                   | 500                           |                    |
| 240/520490 External Graphics and Reproduction Services                          | 784,030                        | 1,042,750                      | 480,000               | 480,000                       | (562,750)          |
| 241/520491 Internal Graphics and Reproduction Services                          | 212,464                        | 325,000                        | 219,958               | 219,958                       | (105,042)          |
| 245/520610 Advertising For Specific Purposes                                    | 242,369                        | 436,500                        | 300,000               | 300,000                       | (136,500)          |
| 260/520830 Professional and Managerial Services                                 | 1,593,560                      | 1,897,000                      | 2,400,000             | 2,400,000                     | 503,000            |
| 267/521010 Juror or Election Judge Fees   | 1,965,454                      | 4,268,000                      | 2,225,000             | 2,225,000                     | (2,043,000)        |
| 268/521030 Court Reporting, Stenographic, Transcribing, or Interpreter Services | 50,562                         | 33,950                         | 50,000                | 50,000                        | 16,050             |
| <b>Contractual Services Total</b>   | <b>5,570,597</b>               | <b>9,392,229</b>               | <b>6,725,458</b>      | <b>6,725,458</b>              | <b>(2,666,771)</b> |
| <b>Supplies and Materials</b>   |                                |                                |                       |                               |                    |
| 310/530010 Food Supplies  | 6,861                          | 9,700                          | 7,500                 | 7,500                         | (2,200)            |
| 330/530160 Household, Laundry, Cleaning and Personal Care Supplies              | 7,259                          | 9,700                          | 9,000                 | 9,000                         | (700)              |
| 350/530600 Office Supplies  | 129,102                        | 194,000                        | 150,000               | 150,000                       | (44,000)           |
| 353/530640 Books, Periodicals, Publications, Archives and Data Services         | 6,747                          | 6,000                          | 5,000                 | 5,000                         | (1,000)            |
| 355/530700 Photographic and Reproduction Supplies                               | 35                             | 4,850                          | 5,000                 | 5,000                         | 150                |
| 376/531630 Maint. Supplies for Election Equipment                               | 49,161                         | 72,750                         | 150,000               | 150,000                       | 77,250             |
| 388/531650 Computer Operation Supplies  | 365,230                        | 485,000                        | 375,000               | 375,000                       | (110,000)          |
| <b>Supplies and Materials Total</b>   | <b>564,395</b>                 | <b>782,000</b>                 | <b>701,500</b>        | <b>701,500</b>                | <b>(80,500)</b>    |
| <b>Operations and Maintenance</b>   |                                |                                |                       |                               |                    |
| 430/540110 Moving Expenses & Minor Remodeling of County Facilities              | 1,493,903                      | 1,537,450                      | 1,490,000             | 1,490,000                     | (47,450)           |
| 440/540130 Maintenance and Repair of Office Equipment                           | 7,789                          | 10,000                         | 10,000                | 10,000                        |                    |
| 441/540170 Maintenance and Repair of Data Processing Equipment and Software     |                                | 20,000                         | 20,000                | 20,000                        |                    |
| 444/540250 Maintenance and Repair of Automotive Equipment                       |                                | 4,850                          | 5,000                 | 5,000                         | 150                |
| 445/540290 Operation of Automotive Equipment                                    | 6,939                          | 7,275                          | 15,000                | 15,000                        | 7,725              |
| 472/540402 Operating Costs for the Cook County Adm. Bldg. - 69 W. Washington    | 221,523                        | 286,503                        | 291,510               | 291,510                       | 5,007              |



DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
DEPARTMENT 524 - COUNTY CLERK - ELECTIONS DIVISION FUND

| Account  | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference  |
|--|--------------------------------|--------------------------------|-----------------------|-------------------------------|-------------|
| Operations and Maintenance Total   | 1,730,154                      | 1,866,078                      | 1,831,510             | 1,831,510                     | (34,568)    |
| <u>Rental and Leasing</u>  |                                |                                |                       |                               |             |
| 630/550010 Rental of Office Equipment                                    | 20,158                         | 19,978                         |                       |                               | (19,978)    |
| 630/550018 County Wide Canon Photocopier Lease                           |                                |                                | 30,978                | 30,978                        | 30,978      |
| 634/550060 Rental of Automotive Equipment                                | 29,151                         | 58,200                         | 45,000                | 45,000                        | (13,200)    |
| 660/550130 Rental of Facilities  | 200,244                        | 400,000                        | 225,000               | 225,000                       | (175,000)   |
| Rental and Leasing Total   | 249,553                        | 478,178                        | 300,978               | 300,978                       | (177,200)   |
| <u>Contingency and Special Purposes</u>                                  |                                |                                |                       |                               |             |
| 814/580380 Appropriation Adjustments                                     |                                | 304,330                        | (371,466)             | (371,466)                     | (675,796)   |
| 819/580420 Appropriation Transfer for Reimbursement from Designated Fund | (409,346)                      | (1,209,245)                    | (141,811)             | (141,811)                     | 1,067,434   |
| Contingency and Special Purposes Total                                   | (409,346)                      | (904,915)                      | (513,277)             | (513,277)                     | 391,638     |
| Operating Funds Total  | 17,221,442                     | 24,790,623                     | 20,914,046            | 20,914,046                    | (3,876,577) |
| <u>(017) Revolving Fund - 0175240000</u>                                 |                                |                                |                       |                               |             |
| 266/520985 Professional and Managerial Services for Capital Projects     |                                | 1,000,000                      | 1,000,000             |                               | (1,000,000) |
| 521/560420 Institutional Equipment                                       |                                |                                | 144,900               | 69,900                        | 69,900      |
| 530/560510 Office Furnishings and Equipment                              |                                |                                | 10,300                |                               |             |
| 570/560440 Telecommunications Equipment                                  |                                |                                | 24,750                |                               |             |
| 579/560450 Computer Equipment  | 854,256                        | 400,000                        | 164,200               | 139,200                       | (260,800)   |
|  | 854,256                        | 1,400,000                      | 1,344,150             | 209,100                       | (1,190,900) |
| Capital Equipment Request Total  | 854,256                        | 1,400,000                      | 1,344,150             | 209,100                       | (1,190,900) |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 524 - COUNTY CLERK - ELECTIONS DIVISION FUND

| Job Code  | Title   | Grade | 2016 Approved & Adopted |             | Department Request |             | President's Recommendation |             |
|---|---|-------|-------------------------|-------------|--------------------|-------------|----------------------------|-------------|
|   |   |       | FTE Pos.                | Salaries    | FTE Pos.           | Salaries    | FTE Pos.                   | Salaries    |
| <b>01 Administration</b>                                |   |       |                         |             |                    |             |                            |             |
| <b>01 Supervisory and Support - 5240583</b>             |   |       |                         |             |                    |             |                            |             |
| 0654  | Election Division Supervisor II                   | 24    | 1.0                     | 96,047      | 1.0                | 98,451      | 1.0                        | 98,451      |
| 0655  | Election Division Supervisor III                  | 24    | 1.0                     | 131,529     | 1.0                | 131,950     | 1.0                        | 131,950     |
| 0043  | Administrative Assistant to County Clerk          | 24    | 6.0                     | 742,358     | 6.0                | 753,492     | 6.0                        | 753,492     |
| 0067  | Executive Assistant to the Director               | 23    | 4.0                     | 453,961     | 4.0                | 476,773     | 4.0                        | 476,773     |
| 0076  | Administrative Assistant to County Clerk II       | 22    | 4.0                     | 341,571     | 4.0                | 360,144     | 4.0                        | 360,144     |
| 0075  | Administrative Assistant to County Clerk I        | 21    | 1.0                     | 81,990      | 1.0                | 84,045      | 1.0                        | 84,045      |
| 0051  | Administrative Assistant V                        | 20    | 2.0                     | 162,424     | 2.0                | 142,385     | 2.0                        | 142,385     |
| 0658  | Election Judges Supervisor                        | 20    | 1.0                     | 73,470      | 1.0                | 74,167      | 1.0                        | 74,167      |
| 5803  | Administrative Support VII                        | 19    | 2.0                     | 155,672     | 3.0                | 227,023     | 3.0                        | 227,023     |
| 0050  | Administrative Assistant IV                       | 18    | 4.0                     | 286,554     | 3.0                | 223,422     | 3.0                        | 223,422     |
| 0653  | Election Division Supervisor I                    | 18    | 1.0                     | 62,571      | 1.0                | 71,430      | 1.0                        | 71,430      |
| 5801  | Administrative Support V                          | 17    | 1.0                     | 69,279      | 1.0                | 71,965      | 1.0                        | 71,965      |
| 0048  | Administrative Assistant III                      | 16    | 1.0                     | 48,648      | 1.0                | 50,237      | 1.0                        | 50,237      |
| 4834  | Administrative Assistant I - County Clerk         | 15    | 1.0                     | 58,952      | 1.0                | 60,882      | 1.0                        | 60,882      |
| 4843  | Clerk V-County Clerk/Sheriff                      | 14    | 1.0                     | 54,806      | 1.0                | 56,598      | 1.0                        | 56,598      |
| 4847  | Stenographer V-County Clerk                       | 14    | 1.0                     | 49,676      | 1.0                | 51,613      | 1.0                        | 51,613      |
| 0936  | Stenographer V                                    | 13    | 1.0                     | 53,150      | 1.0                | 54,321      | 1.0                        | 54,321      |
| 4842  | Clerk V-County Clerk                              | 13    | 2.0                     | 101,359     | 3.0                | 156,228     | 3.0                        | 156,228     |
|   |   |       | 35.0                    | \$3,024,017 | 36.0               | \$3,145,126 | 36.0                       | \$3,145,126 |
| <b>02 Voting Device Maintenance/Warehouse - 5240584</b> |   |       |                         |             |                    |             |                            |             |
| 5978  | Executive Director of Communications              | 24    |                         |             | 1.0                | 103,530     | 1.0                        | 103,530     |
| 0067  | Executive Assistant to the Director               | 23    | 2.0                     | 216,674     | 1.0                | 116,805     | 1.0                        | 116,805     |
| 1108  | Programmer IV                                     | 22    | 1.0                     | 95,221      | 1.0                | 98,059      | 1.0                        | 98,059      |
| 0653  | Election Division Supervisor I                    | 18    | 1.0                     | 60,362      | 1.0                | 62,608      | 1.0                        | 62,608      |
| 5801  | Administrative Support V                          | 17    | 2.0                     | 137,229     | 2.0                | 141,713     | 2.0                        | 141,713     |
| 4837  | Administrative Assistant II - County Clerk        | 16    | 1.0                     | 60,510      | 1.0                | 62,166      | 1.0                        | 62,166      |
| 3144  | Election Support Clerk V                          | 15    | 1.0                     | 50,539      | 1.0                | 49,981      | 1.0                        | 49,981      |
| 4834  | Administrative Assistant I - County Clerk         | 15    | 1.0                     | 60,144      | 1.0                | 62,111      | 1.0                        | 62,111      |
| 4848  | Stenographer V                                    | 15    | 1.0                     | 58,437      | 1.0                | 60,350      | 1.0                        | 60,350      |
| 0047  | Administrative Assistant II                       | 14    | 1.0                     | 48,663      | 1.0                | 49,111      | 1.0                        | 49,111      |
| 0659  | Election Polling Place Coordinator                | 14    | 1.0                     | 54,744      | 1.0                | 56,577      | 1.0                        | 56,577      |
| 4835  | Administrative Assistant I - County Clerk/Sheriff | 14    | 1.0                     | 55,940      | 1.0                | 57,835      | 1.0                        | 57,835      |
| 4843  | Clerk V-County Clerk/Sheriff                      | 14    | 3.0                     | 150,356     | 4.0                | 211,473     | 4.0                        | 211,473     |
| 4842  | Clerk V-County Clerk                              | 13    | 8.0                     | 373,379     | 8.0                | 383,148     | 8.0                        | 383,148     |
|   |   |       | 24.0                    | \$1,422,198 | 25.0               | \$1,515,467 | 25.0                       | \$1,515,467 |
| <b>03 Voter Registration - 5240103</b>                  |   |       |                         |             |                    |             |                            |             |
| 0654  | Election Division Supervisor II                   | 24    | 1.0                     | 108,071     | 1.0                | 115,762     | 1.0                        | 115,762     |
| 0050  | Administrative Assistant IV                       | 18    | 1.0                     | 73,102      | 1.0                | 81,955      | 1.0                        | 81,955      |
|   |   |       | 2.0                     | \$181,173   | 2.0                | \$197,717   | 2.0                        | \$197,717   |
| <b>02 Conduct of Elections</b>                          |   |       |                         |             |                    |             |                            |             |
| <b>01 Election and Registration Sites - 5240201</b>     |   |       |                         |             |                    |             |                            |             |
| 0048  | Administrative Assistant III                      | 16    | 1.0                     | 41,813      | 1.0                | 49,648      | 1.0                        | 49,648      |
| 4846  | Election Support Clerk V                          | 16    | 2.0                     | 127,775     | 2.0                | 134,062     | 2.0                        | 134,062     |
| 4843  | Clerk V-County Clerk/Sheriff                      | 14    | 3.0                     | 167,820     | 3.0                | 173,304     | 3.0                        | 173,304     |
| 4842  | Clerk V-County Clerk                              | 13    | 2.0                     | 93,982      | 2.0                | 97,436      | 2.0                        | 97,436      |
| 4845  | Election Field Coordinator II                     | 13    | 1.0                     | 40,263      | 1.0                | 45,673      | 1.0                        | 45,673      |
|   |   |       | 9.0                     | \$471,653   | 9.0                | \$500,123   | 9.0                        | \$500,123   |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 524 - COUNTY CLERK - ELECTIONS DIVISION FUND

| Job Code                                       | Title  | Grade | 2016 FTE Pos. | Approved & Adopted Salaries | Department Request FTE Pos. | Request Salaries | President's Recommendation FTE Pos. | Recommendation Salaries |
|--|--|-------|---------------|-----------------------------|-----------------------------|------------------|-------------------------------------|-------------------------|
| 02 Election Judges - 5240202                   |  |       |               |                             |                             |                  |                                     |                         |
| 1109   | Programmer I   | 16    | 1.0           | 57,427                      | 1.0                         | 56,598           | 1.0                                 | 56,598                  |
| 3144   | Election Support Clerk V   | 15    | 1.0           | 53,612                      | 1.0                         | 52,753           | 1.0                                 | 52,753                  |
| 4848   | Stenographer V   | 15    | 1.0           | 56,304                      | 1.0                         | 58,143           | 1.0                                 | 58,143                  |
| 0659   | Election Polling Place Coordinator                                   | 14    | 1.0           | 53,337                      | 1.0                         | 56,577           | 1.0                                 | 56,577                  |
| 4843   | Clerk V-County Clerk/Sheriff   | 14    | 4.0           | 218,767                     | 4.0                         | 209,174          | 4.0                                 | 209,174                 |
| 4842   | Clerk V-County Clerk   | 13    | 1.0           | 52,388                      | 1.0                         | 54,103           | 1.0                                 | 54,103                  |
|  |  |       | 9.0           | \$491,835                   | 9.0                         | \$487,348        | 9.0                                 | \$487,348               |
| 03 Absentee Voting - 5240203                   |  |       |               |                             |                             |                  |                                     |                         |
| 0653   | Election Division Supervisor I                                       | 18    | 1.0           | 71,004                      | 1.0                         | 75,782           | 1.0                                 | 75,782                  |
| 3144   | Election Support Clerk V   | 15    | 1.0           | 62,571                      | 1.0                         | 64,617           | 1.0                                 | 64,617                  |
| 0047   | Administrative Assistant II  | 14    | 1.0           | 52,311                      | 1.0                         | 56,577           | 1.0                                 | 56,577                  |
| 4843   | Clerk V-County Clerk/Sheriff   | 14    | 1.0           | 55,940                      | 1.0                         | 60,090           | 1.0                                 | 60,090                  |
| 4842   | Clerk V-County Clerk   | 13    | 2.0           | 91,540                      | 2.0                         | 89,068           | 2.0                                 | 89,068                  |
|  |  |       | 6.0           | \$333,366                   | 6.0                         | \$346,134        | 6.0                                 | \$346,134               |
| 03 Registration of Voters                      |  |       |               |                             |                             |                  |                                     |                         |
| 01 Registration of Voters - 5240301            |  |       |               |                             |                             |                  |                                     |                         |
| 0067   | Executive Assistant to the Director                                  | 23    | 1.0           | 113,381                     | 1.0                         | 117,480          | 1.0                                 | 117,480                 |
| 5801   | Administrative Support V   | 17    | 1.0           | 64,999                      | 1.0                         | 66,863           | 1.0                                 | 66,863                  |
| 3144   | Election Support Clerk V   | 15    | 1.0           | 56,304                      | 1.0                         | 58,143           | 1.0                                 | 58,143                  |
| 4834   | Administrative Assistant I - County Clerk                            | 15    | 1.0           | 48,648                      | 1.0                         | 52,170           | 1.0                                 | 52,170                  |
| 0659   | Election Polling Place Coordinator                                   | 14    | 1.0           | 49,688                      | 1.0                         | 51,573           | 1.0                                 | 51,573                  |
| 4842   | Clerk V-County Clerk   | 13    | 1.0           | 45,382                      | 1.0                         | 45,848           | 1.0                                 | 45,848                  |
|  |  |       | 6.0           | \$378,402                   | 6.0                         | \$392,077        | 6.0                                 | \$392,077               |
| 02 Changes in Registration of Voters - 5240302 |  |       |               |                             |                             |                  |                                     |                         |
| 0047   | Administrative Assistant II  | 14    | 1.0           | 55,940                      | 1.0                         | 57,768           | 1.0                                 | 57,768                  |
| 4843   | Clerk V-County Clerk/Sheriff   | 14    | 1.0           | 54,806                      | 1.0                         | 57,586           | 1.0                                 | 57,586                  |
|  |  |       | 2.0           | \$110,746                   | 2.0                         | \$115,354        | 2.0                                 | \$115,354               |
| 04 Record Processing                           |  |       |               |                             |                             |                  |                                     |                         |
| 01 Ballot Consolidation - 5240401              |  |       |               |                             |                             |                  |                                     |                         |
| 0051   | Administrative Assistant V   | 20    | 1.0           | 71,305                      | 1.0                         | 73,769           | 1.0                                 | 73,769                  |
|  |  |       | 1.0           | \$71,305                    | 1.0                         | \$73,769         | 1.0                                 | \$73,769                |
| 02 Support Services - 5240402                  |  |       |               |                             |                             |                  |                                     |                         |
| 0043   | Administrative Assistant to County Clerk                             | 24    | 1.0           | 112,260                     | 1.0                         | 99,568           | 1.0                                 | 99,568                  |
| 0067   | Executive Assistant to the Director                                  | 23    | 1.0           | 87,920                      | 1.0                         | 92,370           | 1.0                                 | 92,370                  |
| 0076   | Administrative Assistant to County Clerk II                          | 22    | 2.0           | 167,466                     | 1.0                         | 81,163           | 1.0                                 | 81,163                  |
| 0075   | Administrative Assistant to County Clerk I                           | 21    | 1.0           | 99,098                      | 1.0                         | 101,737          | 1.0                                 | 101,737                 |
| 0050   | Administrative Assistant IV  | 18    | 1.0           | 74,500                      | 2.0                         | 157,754          | 2.0                                 | 157,754                 |
| 0653   | Election Division Supervisor I                                       | 18    | 1.0           | 74,069                      | 1.0                         | 76,492           | 1.0                                 | 76,492                  |
| 0048   | Administrative Assistant III   | 16    | 3.0           | 181,117                     | 2.0                         | 120,646          | 2.0                                 | 120,646                 |
| 3144   | Election Support Clerk V   | 15    | 1.0           | 56,290                      | 1.0                         | 60,861           | 1.0                                 | 60,861                  |
| 4836   | Administrative Assistant II - County Clerk/Recorder of Deeds/Sheriff | 15    | 1.0           | 60,757                      | 1.0                         | 64,617           | 1.0                                 | 64,617                  |
| 4843   | Clerk V-County Clerk/Sheriff   | 14    | 1.0           | 55,940                      | 1.0                         | 57,768           | 1.0                                 | 57,768                  |
| 4842   | Clerk V-County Clerk   | 13    | 2.0           | 80,526                      | 2.0                         | 82,244           | 2.0                                 | 82,244                  |
|  |  |       | 15.0          | \$1,049,943                 | 14.0                        | \$995,220        | 14.0                                | \$995,220               |
| 03 Data Entry and Voter Verification - 5240403 |  |       |               |                             |                             |                  |                                     |                         |
| 0653   | Election Division Supervisor I                                       | 18    | 1.0           | 86,614                      | 1.0                         | 87,298           | 1.0                                 | 87,298                  |
| 4846   | Election Support Clerk V   | 16    | 1.0           | 62,989                      | 1.0                         | 65,768           | 1.0                                 | 65,768                  |
| 3144   | Election Support Clerk V   | 15    | 1.0           | 56,609                      | 1.0                         | 56,734           | 1.0                                 | 56,734                  |
| 4834   | Administrative Assistant I - County Clerk                            | 15    | 1.0           | 59,867                      | 1.0                         | 62,111           | 1.0                                 | 62,111                  |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
DEPARTMENT 524 - COUNTY CLERK - ELECTIONS DIVISION FUND

| Job Code                     | Title                              | Grade | 2016 Approved & Adopted |             | Department Request |             | President's Recommendation |             |
|------------------------------|------------------------------------|-------|-------------------------|-------------|--------------------|-------------|----------------------------|-------------|
|                              |                                    |       | FTE Pos.                | Salaries    | FTE Pos.           | Salaries    | FTE Pos.                   | Salaries    |
| 0659                         | Election Polling Place Coordinator | 14    | 1.0                     | 52,323      | 1.0                | 56,577      | 1.0                        | 56,577      |
| 4843                         | Clerk V-County Clerk/Sheriff       | 14    | 6.0                     | 329,019     | 6.0                | 344,392     | 6.0                        | 344,392     |
| 4847                         | Stenographer V-County Clerk        | 14    | 1.0                     | 49,958      | 1.0                | 44,642      | 1.0                        | 44,642      |
| 4842                         | Clerk V-County Clerk               | 13    | 2.0                     | 99,729      | 3.0                | 156,188     | 3.0                        | 156,188     |
| 4844                         | Draftsman II-County Clerk          | 13    | 1.0                     | 34,424      |                    |             |                            |             |
|                              |                                    |       | 15.0                    | \$831,532   | 15.0               | \$873,710   | 15.0                       | \$873,710   |
| Total Salaries and Positions |                                    |       | 124.0                   | \$8,366,170 | 125.0              | \$8,642,045 | 125.0                      | \$8,642,045 |
| Turnover Adjustment          |                                    |       |                         | (372,611)   |                    | (259,262)   |                            | (259,262)   |
| Operating Funds Total        |                                    |       | 124.0                   | \$7,993,559 | 125.0              | \$8,382,783 | 125.0                      | \$8,382,783 |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE  
DEPARTMENT 524 - COUNTY CLERK - ELECTIONS DIVISION FUND

| Grade                               | 2016 Approved & Adopted |                    | Department Request |                    | President's Recommendation |                    |
|-------------------------------------|-------------------------|--------------------|--------------------|--------------------|----------------------------|--------------------|
|                                     | FTE Pos.                | Salaries           | FTE Pos.           | Salaries           | FTE Pos.                   | Salaries           |
| 24                                  | 10.0                    | 1,190,265          | 11.0               | 1,302,753          | 11.0                       | 1,302,753          |
| 23                                  | 8.0                     | 871,936            | 7.0                | 803,428            | 7.0                        | 803,428            |
| 22                                  | 7.0                     | 604,258            | 6.0                | 539,366            | 6.0                        | 539,366            |
| 21                                  | 2.0                     | 181,088            | 2.0                | 185,782            | 2.0                        | 185,782            |
| 20                                  | 4.0                     | 307,199            | 4.0                | 290,321            | 4.0                        | 290,321            |
| 19                                  | 2.0                     | 155,672            | 3.0                | 227,023            | 3.0                        | 227,023            |
| 18                                  | 11.0                    | 788,776            | 11.0               | 836,741            | 11.0                       | 836,741            |
| 17                                  | 4.0                     | 271,507            | 4.0                | 280,541            | 4.0                        | 280,541            |
| 16                                  | 10.0                    | 580,279            | 9.0                | 539,125            | 9.0                        | 539,125            |
| 15                                  | 13.0                    | 739,034            | 13.0               | 763,473            | 13.0                       | 763,473            |
| 14                                  | 30.0                    | 1,610,034          | 31.0               | 1,709,235          | 31.0                       | 1,709,235          |
| 13                                  | 23.0                    | 1,066,122          | 24.0               | 1,164,257          | 24.0                       | 1,164,257          |
| <b>Total Salaries and Positions</b> | <b>124.0</b>            | <b>\$8,366,170</b> | <b>125.0</b>       | <b>\$8,642,045</b> | <b>125.0</b>               | <b>\$8,642,045</b> |
| <b>Turnover Adjustment</b>          |                         | <b>(372,611)</b>   |                    | <b>(259,262)</b>   |                            | <b>(259,262)</b>   |
| <b>Operating Funds Total</b>        | <b>124.0</b>            | <b>\$7,993,559</b> | <b>125.0</b>       | <b>\$8,382,783</b> | <b>125.0</b>               | <b>\$8,382,783</b> |

DEPARTMENT OVERVIEW

533 COUNTY CLERK - AUTOMATION FUND

Mission

The County Clerk Automation Fund provides funding to develop, upgrade and maintain automated services in Tax Services, Vital Records, Clerk of the Board and Ethics to reduce costs, improve services and increase productivity. Revenues are derived from fees and license charges for record retrieving and interest earned on investments.

| Appropriations (\$ thousands) |              |                             |                  |
|-------------------------------|--------------|-----------------------------|------------------|
| Fund Category                 | 2015 Adopted | 2016 Adjusted Appropriation | 2017 Recommended |
| Special Purpose Funds         | 1,401.9      | 1,579.0                     | 1,683.2          |
|                               | Adopted      | Adopted                     | Recommended      |
| FTE Positions                 | 14.0         | 15.0                        | 15.0             |

Mandates and Key Activities

- Sec.2-173. Cook County Automation Fee.
  - (a) Cook County Clerk Vital Records automation fee. The fees in Section 2-174, "Vital records fees for County Clerk," include an automation fee as set out in Section 32-1, which shall be remitted monthly by the Clerk to the County Treasurer, to be retained in a special fund designated as the Clerk's Automation Fund. Upon request of the County Clerk, the Board shall make expenditure from the fund to pay costs related to the automation of functions performed by the Clerk including hardware, software, research and development costs and personnel related thereto.

Discussion of 2016 Department and Program Outcomes

The Clerk revised plans to upgrade its accounting and cashiering systems in order to fully integrate with the Integrated Property Tax System (IPTS), a 5-year inter-governmental initiative to modernize the county's property tax administration. The Real Estate and Tax Services Division is coordinating with the Bureau of Technology to re-engineer accounting and cashiering technology to improve functionality and to more effectively integrate with IPTS over the next 4-5 years.

| Performance Data                             |         |                      |                |
|--|---------|----------------------|----------------|
| Performance Indicator                        | FY 2015 | FY 2016 Projected YE | FY 2017 Target |
| County Clerk Automation Fund Data            |         |                      |                |
| Implementation of cashiering system for IPTS | N/A     | 50%                  | 100%           |

Budget, Cost Analysis and 2017 Strategic Initiatives and Goals

Accounting System and Software Upgrade: The Clerk has re-engineered plans to upgrade its accounting and cashiering systems to fully integrate with IPTS while coordinating with the Bureau of Technology (BOT). Real Estate and Tax Services is working closely with BOT to create a modified approach in view of a department decision to forego sole source contracting and pursue an RFP with hopes of improving functionality and integration. The accounting and cashier vendor will be selected in 2017, with about 10% of the process accomplished. Other aspects of the upgrade will be implemented over the next 3-4 years.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
DEPARTMENT 533 - COUNTY CLERK - AUTOMATION FUND

| Account   | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference      |
|---|--------------------------------|--------------------------------|-----------------------|-------------------------------|-----------------|
| <b>Personal Services</b>  |                                |                                |                       |                               |                 |
| 110/501010 Salaries and Wages of Regular Employees                          | 715,016                        | 894,797                        | 931,326               | 931,326                       | 36,529          |
| 120/501210 Overtime Compensation  | 4,173                          |                                |                       |                               |                 |
| 136/501400 Differential Pay   | 434                            |                                |                       |                               |                 |
| 170/501510 Mandatory Medicare Costs   | 10,235                         | 12,976                         | 13,505                | 13,505                        | 529             |
| 174/501570 Statutory Pension  | 75,981                         | 101,309                        | 125,681               | 125,681                       | 24,372          |
| 175/501590 Life Insurance Program   | 1,258                          | 1,969                          | 1,563                 | 1,563                         | (406)           |
| 176/501610 Health Insurance   | 83,997                         | 115,291                        | 165,315               | 165,315                       | 50,024          |
| 177/501640 Dental Insurance Plan  | 2,239                          | 3,333                          | 6,069                 | 6,069                         | 2,736           |
| 178/501660 Unemployment Compensation  |                                |                                | 630                   | 630                           | 630             |
| 179/501690 Vision Care Insurance  | 895                            | 1,516                          | 1,977                 | 1,977                         | 461             |
| 181/501715 Group Pharmacy Insurance   | 26,998                         | 44,568                         | 53,637                | 53,637                        | 9,069           |
| 186/501860 Training Programs for Staff Personnel                            | 694                            | 10,300                         | 10,000                | 10,000                        | (300)           |
| <b>Personal Services Total</b>  | <b>921,920</b>                 | <b>1,186,059</b>               | <b>1,309,703</b>      | <b>1,309,703</b>              | <b>123,644</b>  |
| <b>Contractual Services</b>   |                                |                                |                       |                               |                 |
| 240/520490 External Graphics and Reproduction Services                      |                                | 49,955                         | 60,000                | 60,000                        | 10,045          |
| 260/520830 Professional and Managerial Services                             | 201,160                        | 300,000                        | 300,000               | 300,000                       |                 |
| <b>Contractual Services Total</b>   | <b>201,160</b>                 | <b>349,955</b>                 | <b>360,000</b>        | <b>360,000</b>                | <b>10,045</b>   |
| <b>Supplies and Materials</b>   |                                |                                |                       |                               |                 |
| 350/530600 Office Supplies  | 52                             | 8,492                          | 7,500                 | 7,500                         | (992)           |
| 353/530640 Books, Periodicals, Publications, Archives and Data Services     | 1,836                          | 2,163                          | 2,163                 | 2,163                         |                 |
| 388/531650 Computer Operation Supplies                                      | 31,263                         | 48,500                         | 50,000                | 50,000                        | 1,500           |
| <b>Supplies and Materials Total</b>   | <b>33,151</b>                  | <b>59,155</b>                  | <b>59,663</b>         | <b>59,663</b>                 | <b>508</b>      |
| <b>Operations and Maintenance</b>   |                                |                                |                       |                               |                 |
| 441/540170 Maintenance and Repair of Data Processing Equipment and Software |                                | 25,000                         | 10,000                | 10,000                        | (15,000)        |
| <b>Operations and Maintenance Total</b>                                     |                                | <b>25,000</b>                  | <b>10,000</b>         | <b>10,000</b>                 | <b>(15,000)</b> |
| <b>Rental and Leasing</b>   |                                |                                |                       |                               |                 |
| 630/550010 Rental of Office Equipment                                       | 22,203                         | 22,203                         |                       |                               | (22,203)        |
| 630/550018 County Wide Canon Photocopier Lease                              |                                |                                | 22,203                | 22,203                        | 22,203          |
| <b>Rental and Leasing Total</b>   | <b>22,203</b>                  | <b>22,203</b>                  | <b>22,203</b>         | <b>22,203</b>                 |                 |
| <b>Contingency and Special Purposes</b>                                     |                                |                                |                       |                               |                 |
| 814/580380 Appropriation Adjustments  |                                | 3,308                          |                       |                               | (3,308)         |
| 819/580420 Appropriation Transfer for Reimbursement from Designated Fund    | (48,175)                       | (206,830)                      | (215,082)             | (215,082)                     | (8,252)         |
| 883/580260 Cook County Administration                                       | 105,144                        | 140,192                        | 136,721               | 136,721                       | (3,471)         |
| <b>Contingency and Special Purposes Total</b>                               | <b>56,969</b>                  | <b>(63,330)</b>                | <b>(78,361)</b>       | <b>(78,361)</b>               | <b>(15,031)</b> |
| <b>Operating Funds Total</b>  | <b>1,235,403</b>               | <b>1,579,042</b>               | <b>1,683,208</b>      | <b>1,683,208</b>              | <b>104,166</b>  |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
DEPARTMENT 533 - COUNTY CLERK - AUTOMATION FUND

| Job Code                                 | Title                               | Grade | 2016 Approved & Adopted |           | Department Request |           | President's Recommendation |           |
|--|-------------------------------------|-------|-------------------------|-----------|--------------------|-----------|----------------------------|-----------|
|  |                                     |       | FTE Pos.                | Salaries  | FTE Pos.           | Salaries  | FTE Pos.                   | Salaries  |
| 01 Administration                        |                                     |       |                         |           |                    |           |                            |           |
| 01 Administration and Clerical - 5331454 |                                     |       |                         |           |                    |           |                            |           |
| 0067                                     | Executive Assistant to the Director | 23    | 1.0                     | 85,326    | 1.0                | 87,869    | 1.0                        | 87,869    |
| 0050                                     | Administrative Assistant IV         | 18    | 6.0                     | 413,982   | 5.0                | 376,394   | 5.0                        | 376,394   |
| 5194                                     | Vital Records Supervisor I          | 18    | 1.0                     | 69,038    | 1.0                | 71,284    | 1.0                        | 71,284    |
| 0144                                     | Accountant IV                       | 17    | 1.0                     | 69,279    | 1.0                | 71,541    | 1.0                        | 71,541    |
| 5801                                     | Administrative Support V            | 17    |                         |           | 1.0                | 60,245    | 1.0                        | 60,245    |
| 0047                                     | Administrative Assistant II         | 14    | 1.0                     | 58,064    | 1.0                | 59,965    | 1.0                        | 59,965    |
| 0936                                     | Stenographer V                      | 13    | 1.0                     | 43,241    | 1.0                | 43,638    | 1.0                        | 43,638    |
| 4842                                     | Clerk V-County Clerk                | 13    | 2.0                     | 87,563    | 2.0                | 91,521    | 2.0                        | 91,521    |
|  |                                     |       | 13.0                    | \$826,493 | 13.0               | \$862,457 | 13.0                       | \$862,457 |
| 02 Vital Statistics                      |                                     |       |                         |           |                    |           |                            |           |
| 01 Suburban Offices - 5331457            |                                     |       |                         |           |                    |           |                            |           |
| 4843                                     | Clerk V-County Clerk/Sheriff        | 14    | 1.0                     | 52,323    | 1.0                | 54,035    | 1.0                        | 54,035    |
| 4842                                     | Clerk V-County Clerk                | 13    | 1.0                     | 42,098    | 1.0                | 43,638    | 1.0                        | 43,638    |
|  |                                     |       | 2.0                     | \$94,421  | 2.0                | \$97,673  | 2.0                        | \$97,673  |
| Total Salaries and Positions             |                                     |       | 15.0                    | \$920,914 | 15.0               | \$960,130 | 15.0                       | \$960,130 |
| Turnover Adjustment                      |                                     |       |                         | (26,117)  |                    | (28,804)  |                            | (28,804)  |
| Operating Funds Total                    |                                     |       | 15.0                    | \$894,797 | 15.0               | \$931,326 | 15.0                       | \$931,326 |



PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE  
DEPARTMENT 533 - COUNTY CLERK - AUTOMATION FUND

| Grade                               | 2016 Approved & Adopted |                  | Department Request |                  | President's Recommendation |                  |
|-------------------------------------|-------------------------|------------------|--------------------|------------------|----------------------------|------------------|
|                                     | FTE Pos.                | Salaries         | FTE Pos.           | Salaries         | FTE Pos.                   | Salaries         |
| 23                                  | 1.0                     | 85,326           | 1.0                | 87,869           | 1.0                        | 87,869           |
| 18                                  | 7.0                     | 483,020          | 6.0                | 447,678          | 6.0                        | 447,678          |
| 17                                  | 1.0                     | 69,279           | 2.0                | 131,786          | 2.0                        | 131,786          |
| 14                                  | 2.0                     | 110,387          | 2.0                | 114,000          | 2.0                        | 114,000          |
| 13                                  | 4.0                     | 172,902          | 4.0                | 178,797          | 4.0                        | 178,797          |
| <b>Total Salaries and Positions</b> | <b>15.0</b>             | <b>\$920,914</b> | <b>15.0</b>        | <b>\$960,130</b> | <b>15.0</b>                | <b>\$960,130</b> |
| Turnover Adjustment                 |                         | (26,117)         |                    | (28,804)         |                            | (28,804)         |
| <b>Operating Funds Total</b>        | <b>15.0</b>             | <b>\$894,797</b> | <b>15.0</b>        | <b>\$931,326</b> | <b>15.0</b>                | <b>\$931,326</b> |



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- Bureau Distribution By Appropriation Classification
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BUREAU SUMMARY  
 RECORDER OF DEEDS

SUMMARY OF APPROPRIATIONS

| Department and Title                               | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference         |
|--|--------------------------------|--------------------------------|-----------------------|-------------------------------|--------------------|
| <b>Corporate Fund</b>                              |                                |                                |                       |                               |                    |
| 130 - Recorder of Deeds                            | 4,166,022                      | 5,196,984                      | 6,782,074             | 6,782,074                     | 1,585,090          |
| <b>Corporate Fund Total</b>                        | <b>4,166,022</b>               | <b>5,196,984</b>               | <b>6,782,074</b>      | <b>6,782,074</b>              | <b>1,585,090</b>   |
| <b>Special Purpose Funds</b>                       |                                |                                |                       |                               |                    |
| 527 - County Recorder Document Storage System Fund | 3,785,017                      | 4,925,288                      | 3,889,560             | 3,889,560                     | (1,035,728)        |
| 570 - GIS Fee Fund                                 | 1,353,942                      | 2,169,922                      | 1,594,331             | 1,594,331                     | (575,591)          |
| 571 - Rental Housing Support Fee Fund              | 387                            | 280,749                        | 457,117               | 457,117                       | 176,368            |
| <b>Special Purpose Funds Total</b>                 | <b>5,139,346</b>               | <b>7,375,959</b>               | <b>5,941,008</b>      | <b>5,941,008</b>              | <b>(1,434,951)</b> |
| <b>Total Appropriations</b>                        | <b>9,305,368</b>               | <b>12,572,943</b>              | <b>12,723,082</b>     | <b>12,723,082</b>             | <b>150,139</b>     |

SUMMARY OF POSITIONS

| Department and Title                               | 2016 Approved<br>Positions | Department<br>Request | President's<br>Recommendation | Difference    |
|--|----------------------------|-----------------------|-------------------------------|---------------|
| <b>Corporate Fund</b>                              |                            |                       |                               |               |
| 130 - Recorder of Deeds                            | 92.0                       | 79.0                  | 79.0                          | (13.0)        |
| <b>Corporate Fund Total</b>                        | <b>92.0</b>                | <b>79.0</b>           | <b>79.0</b>                   | <b>(13.0)</b> |
| <b>Special Purpose Funds</b>                       |                            |                       |                               |               |
| 527 - County Recorder Document Storage System Fund | 55.0                       | 41.0                  | 41.0                          | (14.0)        |
| 570 - GIS Fee Fund                                 | 24.0                       | 19.0                  | 19.0                          | (5.0)         |
| 571 - Rental Housing Support Fee Fund              |                            | 4.0                   | 4.0                           | 4.0           |
| <b>Special Purpose Funds Total</b>                 | <b>79.0</b>                | <b>64.0</b>           | <b>64.0</b>                   | <b>(15.0)</b> |
| <b>Total Positions</b>                             | <b>171.0</b>               | <b>143.0</b>          | <b>143.0</b>                  | <b>(28.0)</b> |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
 RECORDER OF DEEDS

| Account   | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference       |
|---|--------------------------------|--------------------------------|-----------------------|-------------------------------|------------------|
| <b>Personal Services</b>  |                                |                                |                       |                               |                  |
| 110/501010 Salaries and Wages of Regular Employees                          | 3,901,277                      | 5,001,154                      | 4,901,430             | 4,901,430                     | (99,724)         |
| 124/501250 Employee Health Insurance Allotment                              |                                |                                | 1,600                 | 1,600                         | 1,600            |
| 169/501490 Reclassification of Position Adjustments                         |                                | 8,018                          |                       |                               | (8,018)          |
| 170/501510 Mandatory Medicare Costs   | 53,452                         | 73,846                         | 71,081                | 71,081                        | (2,765)          |
| 172/501540 Workers' Compensation  |                                |                                | 71,091                | 71,091                        | 71,091           |
| 175/501590 Life Insurance Program   |                                |                                | 9,272                 | 9,272                         | 9,272            |
| 176/501610 Health Insurance   |                                |                                | 761,603               | 761,603                       | 761,603          |
| 177/501640 Dental Insurance Plan  |                                |                                | 27,091                | 27,091                        | 27,091           |
| 178/501660 Unemployment Compensation  |                                |                                | 125,293               | 125,293                       | 125,293          |
| 179/501690 Vision Care Insurance  |                                |                                | 8,614                 | 8,614                         | 8,614            |
| 181/501715 Group Pharmacy Insurance   |                                |                                | 233,882               | 233,882                       | 233,882          |
| 182/501750 Employee Tuition Refund  | 720                            | 4,962                          | 5,000                 | 5,000                         | 38               |
| 183/501770 Seminars for Professional Employees                              | 3,875                          | 4,984                          | 5,000                 | 5,000                         | 16               |
| 185/501810 Professional and Technical Membership Fees                       | 4,943                          | 5,498                          | 6,000                 | 6,000                         | 502              |
| 186/501860 Training Programs for Staff Personnel                            | 2,972                          | 6,970                          | 10,000                | 10,000                        | 3,030            |
| 190/501970 Transportation and Other Travel Expenses for Employees           | 16,614                         | 17,959                         | 15,000                | 15,000                        | (2,959)          |
| <b>Personal Services Total</b>  | <b>3,983,853</b>               | <b>5,123,391</b>               | <b>6,251,957</b>      | <b>6,251,957</b>              | <b>1,128,566</b> |
| <b>Contractual Services</b>   |                                |                                |                       |                               |                  |
| 214/520030 Armored Car Service  | 7,502                          | 15,131                         | 15,280                | 15,280                        | 149              |
| 220/520150 Communication Services   | 6,968                          | 10,371                         | 9,000                 | 9,000                         | (1,371)          |
| 225/520260 Postage  | (31,176)                       | 18,666                         | 25,000                | 25,000                        | 6,334            |
| 240/520490 External Graphics and Reproduction Services                      | 1,265                          | 2,332                          | 2,500                 | 2,500                         | 168              |
| 245/520610 Advertising For Specific Purposes                                | 9,490                          | 10,546                         | 8,000                 | 8,000                         | (2,546)          |
| 250/520730 Premiums on Fidelity, Surety Bonds and Public Liability          | 250                            | 3,000                          | 3,000                 | 3,000                         |                  |
| 260/520830 Professional and Managerial Services                             | 122,294                        | 157,000                        | 448,000               | 448,000                       | 291,000          |
| 261/520890 Legal Fees Regarding Labor Matters                               |                                | 1,666                          | 5,000                 | 5,000                         | 3,334            |
| 263/520930 Legal Fees   |                                | 6,033                          | 5,000                 | 5,000                         | (1,033)          |
| <b>Contractual Services Total</b>   | <b>116,593</b>                 | <b>224,745</b>                 | <b>520,780</b>        | <b>520,780</b>                | <b>296,035</b>   |
| <b>Supplies and Materials</b>   |                                |                                |                       |                               |                  |
| 350/530600 Office Supplies  | 26,950                         | 28,445                         | 26,750                | 26,750                        | (1,695)          |
| 353/530640 Books, Periodicals, Publications, Archives and Data Services     | 1,459                          | 1,579                          | 1,100                 | 1,100                         | (479)            |
| 353/530675 County Wide Lexis-Nexis Contract                                 |                                |                                | 882                   | 882                           | 882              |
| 355/530700 Photographic and Reproduction Supplies                           |                                | 1,399                          | 975                   | 975                           | (424)            |
| 388/531650 Computer Operation Supplies                                      | 9,521                          | 12,482                         | 10,000                | 10,000                        | (2,482)          |
| 391/531880 Miscellaneous Supplies and Materials                             |                                |                                | 5,000                 | 5,000                         | 5,000            |
| <b>Supplies and Materials Total</b>   | <b>37,930</b>                  | <b>43,905</b>                  | <b>44,707</b>         | <b>44,707</b>                 | <b>802</b>       |
| <b>Operations and Maintenance</b>   |                                |                                |                       |                               |                  |
| 440/540130 Maintenance and Repair of Office Equipment                       | 8,413                          | 50,000                         | 45,000                | 45,000                        | (5,000)          |
| 441/540170 Maintenance and Repair of Data Processing Equipment and Software |                                |                                | 58,668                | 58,668                        | 58,668           |
| 444/540250 Maintenance and Repair of Automotive Equipment                   | 735                            | 2,772                          | 3,000                 | 3,000                         | 228              |
| <b>Operations and Maintenance Total</b>                                     | <b>9,148</b>                   | <b>52,772</b>                  | <b>106,668</b>        | <b>106,668</b>                | <b>53,896</b>    |
| <b>Rental and Leasing</b>   |                                |                                |                       |                               |                  |
| 630/550010 Rental of Office Equipment                                       | 19,964                         | 38,660                         |                       |                               | (38,660)         |
| 630/550018 County Wide Canon Photocopier Lease                              |                                |                                | 20,183                | 20,183                        | 20,183           |
| <b>Rental and Leasing Total</b>   | <b>19,964</b>                  | <b>38,660</b>                  | <b>20,183</b>         | <b>20,183</b>                 | <b>(18,477)</b>  |
| <b>Contingency and Special Purposes</b>                                     |                                |                                |                       |                               |                  |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
 RECORDER OF DEEDS

| Account  | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference |
|--|--------------------------------|--------------------------------|-----------------------|-------------------------------|------------|
| 818/580033 Reimbursement to Designated Fund                              |                                |                                | 535                   | 535                           | 535        |
| 819/580420 Appropriation Transfer for Reimbursement from Designated Fund | (1,466)                        | (286,489)                      | (162,756)             | (162,756)                     | 123,733    |
| Contingency and Special Purposes Total                                   | (1,466)                        | (286,489)                      | (162,221)             | (162,221)                     | 124,268    |
| Operating Funds Total  | 4,166,022                      | 5,196,984                      | 6,782,074             | 6,782,074                     | 1,585,090  |
| <u>(017) Revolving Fund</u>  |                                |                                |                       |                               |            |
| 521/560420 Institutional Equipment                                       |                                |                                | 113,875               |                               |            |
| 549/560610 Vehicle Purchase  |                                |                                | 35,000                |                               |            |
| 579/560450 Computer Equipment  | 186,760                        |                                |                       |                               |            |
|  | 186,760                        |                                | 148,875               |                               |            |
| Total Capital Equipment Request Total                                    | 186,760                        |                                | 148,875               |                               |            |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
 RECORDER OF DEEDS - SPECIAL PURPOSE FUNDS

| Account  | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference         |
|--|--------------------------------|--------------------------------|-----------------------|-------------------------------|--------------------|
| <b>Personal Services</b>   |                                |                                |                       |                               |                    |
| 110/501010 Salaries and Wages of Regular Employees                       | 3,344,075                      | 4,450,887                      | 3,773,479             | 3,773,479                     | (677,408)          |
| 124/501250 Employee Health Insurance Allotment                           | 1,600                          |                                |                       |                               |                    |
| 169/501490 Reclassification of Position Adjustments                      |                                | 5,022                          |                       |                               | (5,022)            |
| 170/501510 Mandatory Medicare Costs                                      | 46,000                         | 64,539                         | 54,718                | 54,718                        | (9,821)            |
| 174/501570 Statutory Pension   | 422,004                        | 562,673                        | 499,572               | 499,572                       | (63,101)           |
| 175/501590 Life Insurance Program  | 7,027                          | 11,052                         | 5,889                 | 5,889                         | (5,163)            |
| 176/501610 Health Insurance  | 529,014                        | 786,363                        | 647,828               | 647,828                       | (138,535)          |
| 177/501640 Dental Insurance Plan   | 15,885                         | 25,258                         | 20,533                | 20,533                        | (4,725)            |
| 178/501660 Unemployment Compensation                                     |                                |                                | 2,771                 | 2,771                         | 2,771              |
| 179/501690 Vision Care Insurance   | 6,951                          | 9,944                          | 7,382                 | 7,382                         | (2,562)            |
| 181/501715 Group Pharmacy Insurance                                      | 155,484                        | 243,403                        | 211,005               | 211,005                       | (32,398)           |
| 183/501770 Seminars for Professional Employees                           | 5,630                          | 8,750                          | 2,000                 | 2,000                         | (6,750)            |
| 185/501810 Professional and Technical Membership Fees                    | 1,500                          | 1,500                          | 1,000                 | 1,000                         | (500)              |
| 186/501860 Training Programs for Staff Personnel                         |                                | 3,500                          | 1,000                 | 1,000                         | (2,500)            |
| 190/501970 Transportation and Other Travel Expenses for Employees        | 9,729                          | 10,500                         | 8,000                 | 8,000                         | (2,500)            |
| <b>Personal Services Total</b>   | <b>4,544,899</b>               | <b>6,183,391</b>               | <b>5,235,177</b>      | <b>5,235,177</b>              | <b>(948,214)</b>   |
| <b>Contractual Services</b>  |                                |                                |                       |                               |                    |
| 225/520260 Postage   |                                | 106                            | 1,000                 | 1,000                         | 894                |
| 240/520490 External Graphics and Reproduction Services                   | 5,758                          | 7,741                          | 8,000                 | 8,000                         | 259                |
| 241/520491 Internal Graphics and Reproduction Services                   | 2,356                          | 7,000                          | 5,000                 | 5,000                         | (2,000)            |
| 245/520610 Advertising For Specific Purposes                             | 4,664                          | 4,725                          | 3,500                 | 3,500                         | (1,225)            |
| 246/520650 Imaging of Records  |                                | 2,850                          | 5,000                 | 5,000                         | 2,150              |
| 260/520830 Professional and Managerial Services                          | 150,350                        | 363,500                        |                       |                               | (363,500)          |
| <b>Contractual Services Total</b>  | <b>163,128</b>                 | <b>385,922</b>                 | <b>22,500</b>         | <b>22,500</b>                 | <b>(363,422)</b>   |
| <b>Supplies and Materials</b>  |                                |                                |                       |                               |                    |
| 320/530100 Wearing Apparel   | 2,326                          | 9,700                          | 10,000                | 10,000                        | 300                |
| 350/530600 Office Supplies   | 10,691                         | 15,945                         | 4,000                 | 4,000                         | (11,945)           |
| 388/531650 Computer Operation Supplies                                   | 36,746                         | 41,390                         | 15,000                | 15,000                        | (26,390)           |
| <b>Supplies and Materials Total</b>                                      | <b>49,763</b>                  | <b>67,035</b>                  | <b>29,000</b>         | <b>29,000</b>                 | <b>(38,035)</b>    |
| <b>Operations and Maintenance</b>  |                                |                                |                       |                               |                    |
| 445/540290 Operation of Automotive Equipment                             | 2,078                          | 5,290                          | 4,500                 | 4,500                         | (790)              |
| <b>Operations and Maintenance Total</b>                                  | <b>2,078</b>                   | <b>5,290</b>                   | <b>4,500</b>          | <b>4,500</b>                  | <b>(790)</b>       |
| <b>Capital Equipment and Improvements</b>                                |                                |                                |                       |                               |                    |
| 530/560510 Office Furnishings and Equipment                              | (2,666)                        |                                |                       |                               |                    |
| <b>Capital Equipment and Improvements Total</b>                          | <b>(2,666)</b>                 |                                |                       |                               |                    |
| <b>Contingency and Special Purposes</b>                                  |                                |                                |                       |                               |                    |
| 814/580380 Appropriation Adjustments                                     |                                | 2,388                          |                       |                               | (2,388)            |
| 818/580033 Reimbursement to Designated Fund                              |                                | 280,232                        | 162,756               | 162,756                       | (117,476)          |
| 819/580420 Appropriation Transfer for Reimbursement from Designated Fund | (20,342)                       | (84,948)                       | (106,826)             | (106,826)                     | (21,878)           |
| 883/580260 Cook County Administration                                    | 402,486                        | 536,649                        | 593,901               | 593,901                       | 57,252             |
| <b>Contingency and Special Purposes Total</b>                            | <b>382,144</b>                 | <b>734,321</b>                 | <b>649,831</b>        | <b>649,831</b>                | <b>(84,490)</b>    |
| <b>Operating Funds Total</b>   | <b>5,139,346</b>               | <b>7,375,959</b>               | <b>5,941,008</b>      | <b>5,941,008</b>              | <b>(1,434,951)</b> |



## DEPARTMENT OVERVIEW

### 130 RECORDER OF DEEDS

#### Mission

The Office of the Cook County Recorder of Deeds (CCRD) accurately records, stores and maintains land records and other official documents in perpetuity for public and private use, facilitating home ownership and mortgage lending. The Recorder's staff works to provide access to this information in an accurate, efficient and courteous manner, both in our physical offices and on-line.

The Cook County Recorder's Office also maintains a Property Fraud Unit, Veterans Office, and Public Communications Team. The Property Fraud Unit helps homeowners investigate fraudulent filings against their property and coordinate law enforcement efforts on behalf of victims. We also safeguard vital military discharge records through our Veterans Service Office which provides Military and Veterans, and their families with dignified and attentive service. In addition, we are reaching Cook County residents through our Public Communications support team through outreach services and enhanced on-line information support.

Our main goal is to ensure accuracy, efficiency and advocacy for the citizens of Cook County in respect to their land records.

#### Mandates and Key Activities

- Operates pursuant to Illinois State Statute 55ILCS 5/3-5001.
- Records documents, collects fees, creates a property index database with a historical perspective, and implements new legislation.
- Images every document and maintains it in an electronic format and makes them available, at an authorized cost, to public and private entities.
- Works with law enforcement and victims of property fraud pursuant to Public Act 98-99.
- Mails postcard notifications to property owners when a "Quitclaim Deed" affecting ownership of property is recorded.
- Safeguards DD-214 military discharge records and protects them from public view.
- Operates four full service satellite offices across Cook County for customer convenience.
- Collects Transfer Stamp fees and remits to the County and State accordingly.
- Extracts relevant data from recorded documents for a computer-searchable property index database that makes public records easy to find and use.
- Converts older records from unstable microfilm to digitized images for preservation.
- Ensures network access to the Recorder's database for county departments requesting private access.
- Maintains an online records database that allows remote access and purchasing.
- Offers a free Property Fraud Alert program allowing property owners to register their property to receive a phone call or email alert whenever a document is recorded reflecting property activity. This will help prevent property fraud and identity theft.
- Maintains a Veterans Service Office (VSO) as a statutorily sanctioned repository for DD-214 discharge records. Veterans can record this document for free and receive a free certified copy.
- Offers a Veterans Discount card which can be utilized at various Cook County merchants and retailers for goods and services or other appropriate savings promotions at their discretion.

- Update County residents on the services provided by the Recorder of Deeds Office through various outreach events.

#### Programs

##### Administration (6 FTE)

Supervises and manages departmental programs including human resources/payroll, compliance, financial and procurement activities, legal, public information, operations and make and implement policy decisions.

##### Cashiering (22 FTE)

Public facing cashiers processing customer recordings and other document requests.

##### Bulk Processing (29 FTE)

Reviewers, preparers, and cashiers for validating, preparing, and processing bulk work received from Title Companies.

##### Administrative Support Services (26 FTE)

Provides support for departmental programs including human resources/payroll, compliance, financial and procurement activities, legal, public information, recording operations, and information technology.

##### Database Management (22 FTE)

Provides indexing support for all recorded documents and ensures accuracy of recorded detail.

##### Document and Information Retrieval Processing (37 FTE)

Sorting, validating, preparing, incoming mail for recording and performing property searches.

##### Financial and Procurement (8 FTE)

Performs accounting and procurement functions to support recording operations.

##### Outreach Services (6 FTE)

Establish and support County Outreach Services including Property Fraud Alert, Veteran's Services, and Property After Death seminars.

#### Discussion of 2016 Department and Program Outcomes

Expand Property Fraud Alert reach by increasing outreach initiatives and other forms of media to apprise homeowners of Property Fraud and our alert system. In 2017 our goal is to enroll an additional 7,500 property owners.

Ensure all recordation is accurate and available for public viewing: The goal for indexing turnaround from recordation to public availability in 2015 was to reduce it from two days to 1.5. However, in 2015 and 2016, we averaged a 2 -3 day turnaround due to a project initiative in preparation for a new core application. Our goal for 2017 is for 1.5 day turn-around once the new core application is deployed.

Increase the availability of electronically recorded data. e-Recordings averaged approximately 24% of overall recordings in 2015. By EOY 2016, we expect to

**DEPARTMENT OVERVIEW**  
**130 RECORDER OF DEEDS**

average 33%. The growth is minimal but steady as we continue to add additional conveyance documents which can be eRecorded. With the onset of additional conveyance documents, we anticipate averaging 35% in 2017.

| Performance Data                              |         |                         |                   |
|---|---------|-------------------------|-------------------|
| Performance Indicator                         | FY 2015 | FY 2016<br>Projected YE | FY 2017<br>Target |
| Outreach Services Program Output Metric       |         |                         |                   |
| # enrolled Property Fraud Alert subscribers   | 43,361  | 52,000                  | 58,761            |
| Database Management Program Efficiency Metric |         |                         |                   |
| Average # of days to index recorded documents | 2       | 4                       | 1.5               |
| Cashiering Program Outcome Metric             |         |                         |                   |
| % of all recordings that are e-Recordings     | 24%     | 33%                     | 35%               |

collaborate with various state and local community agencies on property owner's rights and other forms of advertisement. This is a free service in which the Recorder's office absorbs all cost for supplies, marketing collateral, and staffing.

| Fund Category  | Appropriations (\$ thousands) |                                |                     |
|----------------|-------------------------------|--------------------------------|---------------------|
|                | 2015<br>Adopted               | 2016 Adjusted<br>Appropriation | 2017<br>Recommended |
| Corporate Fund | 5,576.1                       | 5,197.0                        | 6,782.1             |
|                | Adopted                       | Adopted                        | Recommended         |
| FTE Positions  | 99.0                          | 92.0                           | 79.0                |

**Budget, Cost Analysis and 2017 Strategic Initiatives and Goals**

The Recorder of Deeds Office has been e-Recording deeds since 2015. In June of this year, we expanded our conveyance documents to include deeds that are considered exempt from requiring both State and County transfer tax stamps and whose declaration status is Closing Complete or Municipality Verified. Deeds that do not comply are auto-rejected by the software. With a robust e-Recording system in place, title companies can now add additional conveyance documents to their e-Recording submissions for completion in a more efficient manner. eRecordings increases our efficiency and accuracy by the following: lowering document rejection rates therefore reducing our penalty fees, eliminating the need to process checks thus reducing our check processing fees, reducing the timeline for recording a document, and improves our payment receipt cycle.

One of the Recorder's Office missions is to maintain a Property Fraud Unit to help homeowners investigate fraudulent filings against their property and coordinate law enforcement efforts on behalf of victims. The team has worked diligently to enroll over 47,000 County residents in the program as of July, 2016.

The Recorder's Office supports Veterans. Since our initial roll out of the Veterans Discount Card in 2015, the team has worked arduously to obtain over 200+ merchants and retailers and enrolled over 3,553 Veterans. This is a free service in which the Recorder's office absorbs all cost for supplies and staffing.

The Recorder's Office also safeguards vital military discharge records and operates a Veterans Service Office to provide military and veterans and their families with dignified and attentive service. We have over 245,000 DD-214 documents in our repository. This is a free service in which the Recorder's office absorbs all cost for supplies and staffing.

The Recorder's Office added the Property After Death Seminars to our suite of programs and services. As a result, we have enhanced our strategic awareness campaign to promote the seminar by increasing our public communication team to

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
DEPARTMENT 130 - RECORDER OF DEEDS

| Account   | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference       |
|---|--------------------------------|--------------------------------|-----------------------|-------------------------------|------------------|
| <b>Personal Services</b>  |                                |                                |                       |                               |                  |
| 110/501010 Salaries and Wages of Regular Employees                          | 3,901,277                      | 5,001,154                      | 4,901,430             | 4,901,430                     | (99,724)         |
| 124/501250 Employee Health Insurance Allotment                              |                                |                                | 1,600                 | 1,600                         | 1,600            |
| 169/501490 Reclassification of Position Adjustments                         |                                | 8,018                          |                       |                               | (8,018)          |
| 170/501510 Mandatory Medicare Costs   | 53,452                         | 73,846                         | 71,081                | 71,081                        | (2,765)          |
| 172/501540 Workers' Compensation  |                                |                                | 71,091                | 71,091                        | 71,091           |
| 175/501590 Life Insurance Program   |                                |                                | 9,272                 | 9,272                         | 9,272            |
| 176/501610 Health Insurance   |                                |                                | 761,603               | 761,603                       | 761,603          |
| 177/501640 Dental Insurance Plan  |                                |                                | 27,091                | 27,091                        | 27,091           |
| 178/501660 Unemployment Compensation  |                                |                                | 125,293               | 125,293                       | 125,293          |
| 179/501690 Vision Care Insurance  |                                |                                | 8,614                 | 8,614                         | 8,614            |
| 181/501715 Group Pharmacy Insurance   |                                |                                | 233,882               | 233,882                       | 233,882          |
| 182/501750 Employee Tuition Refund  | 720                            | 4,962                          | 5,000                 | 5,000                         | 38               |
| 183/501770 Seminars for Professional Employees                              | 3,875                          | 4,984                          | 5,000                 | 5,000                         | 16               |
| 185/501810 Professional and Technical Membership Fees                       | 4,943                          | 5,498                          | 6,000                 | 6,000                         | 502              |
| 186/501860 Training Programs for Staff Personnel                            | 2,972                          | 6,970                          | 10,000                | 10,000                        | 3,030            |
| 190/501970 Transportation and Other Travel Expenses for Employees           | 16,614                         | 17,959                         | 15,000                | 15,000                        | (2,959)          |
| <b>Personal Services Total</b>  | <b>3,983,853</b>               | <b>5,123,391</b>               | <b>6,251,957</b>      | <b>6,251,957</b>              | <b>1,128,566</b> |
| <b>Contractual Services</b>   |                                |                                |                       |                               |                  |
| 214/520030 Armored Car Service  | 7,502                          | 15,131                         | 15,280                | 15,280                        | 149              |
| 220/520150 Communication Services   | 6,968                          | 10,371                         | 9,000                 | 9,000                         | (1,371)          |
| 225/520260 Postage  | (31,176)                       | 18,666                         | 25,000                | 25,000                        | 6,334            |
| 240/520490 External Graphics and Reproduction Services                      | 1,265                          | 2,332                          | 2,500                 | 2,500                         | 168              |
| 245/520610 Advertising For Specific Purposes                                | 9,490                          | 10,546                         | 8,000                 | 8,000                         | (2,546)          |
| 250/520730 Premiums on Fidelity, Surety Bonds and Public Liability          | 250                            | 3,000                          | 3,000                 | 3,000                         |                  |
| 260/520830 Professional and Managerial Services                             | 122,294                        | 157,000                        | 448,000               | 448,000                       | 291,000          |
| 261/520890 Legal Fees Regarding Labor Matters                               |                                | 1,666                          | 5,000                 | 5,000                         | 3,334            |
| 263/520930 Legal Fees   |                                | 6,033                          | 5,000                 | 5,000                         | (1,033)          |
| <b>Contractual Services Total</b>   | <b>116,593</b>                 | <b>224,745</b>                 | <b>520,780</b>        | <b>520,780</b>                | <b>296,035</b>   |
| <b>Supplies and Materials</b>   |                                |                                |                       |                               |                  |
| 350/530600 Office Supplies  | 26,950                         | 28,445                         | 26,750                | 26,750                        | (1,695)          |
| 353/530640 Books, Periodicals, Publications, Archives and Data Services     | 1,459                          | 1,579                          | 1,100                 | 1,100                         | (479)            |
| 353/530675 County Wide Lexis-Nexis Contract                                 |                                |                                | 882                   | 882                           | 882              |
| 355/530700 Photographic and Reproduction Supplies                           |                                | 1,399                          | 975                   | 975                           | (424)            |
| 388/531650 Computer Operation Supplies                                      | 9,521                          | 12,482                         | 10,000                | 10,000                        | (2,482)          |
| 391/531880 Miscellaneous Supplies and Materials                             |                                |                                | 5,000                 | 5,000                         | 5,000            |
| <b>Supplies and Materials Total</b>   | <b>37,930</b>                  | <b>43,905</b>                  | <b>44,707</b>         | <b>44,707</b>                 | <b>802</b>       |
| <b>Operations and Maintenance</b>   |                                |                                |                       |                               |                  |
| 440/540130 Maintenance and Repair of Office Equipment                       | 8,413                          | 50,000                         | 45,000                | 45,000                        | (5,000)          |
| 441/540170 Maintenance and Repair of Data Processing Equipment and Software |                                |                                | 58,668                | 58,668                        | 58,668           |
| 444/540250 Maintenance and Repair of Automotive Equipment                   | 735                            | 2,772                          | 3,000                 | 3,000                         | 228              |
| <b>Operations and Maintenance Total</b>                                     | <b>9,148</b>                   | <b>52,772</b>                  | <b>106,668</b>        | <b>106,668</b>                | <b>53,896</b>    |
| <b>Rental and Leasing</b>   |                                |                                |                       |                               |                  |
| 630/550010 Rental of Office Equipment                                       | 19,964                         | 38,660                         |                       |                               | (38,660)         |
| 630/550018 County Wide Canon Photocopier Lease                              |                                |                                | 20,183                | 20,183                        | 20,183           |
| <b>Rental and Leasing Total</b>   | <b>19,964</b>                  | <b>38,660</b>                  | <b>20,183</b>         | <b>20,183</b>                 | <b>(18,477)</b>  |
| <b>Contingency and Special Purposes</b>                                     |                                |                                |                       |                               |                  |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
DEPARTMENT 130 - RECORDER OF DEEDS

| Account  | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference |
|--|--------------------------------|--------------------------------|-----------------------|-------------------------------|------------|
| 818/580033 Reimbursement to Designated Fund                              |                                |                                | 535                   | 535                           | 535        |
| 819/580420 Appropriation Transfer for Reimbursement from Designated Fund | (1,466)                        | (286,489)                      | (162,756)             | (162,756)                     | 123,733    |
| Contingency and Special Purposes Total                                   | (1,466)                        | (286,489)                      | (162,221)             | (162,221)                     | 124,268    |
| Operating Funds Total  | 4,166,022                      | 5,196,984                      | 6,782,074             | 6,782,074                     | 1,585,090  |
| <u>(017) Revolving Fund - 0171300000</u>                                 |                                |                                |                       |                               |            |
| 521/560420 Institutional Equipment                                       |                                |                                | 113,875               |                               |            |
| 549/560610 Vehicle Purchase  |                                |                                | 35,000                |                               |            |
| 579/560450 Computer Equipment  | 186,760                        |                                |                       |                               |            |
|  | 186,760                        |                                | 148,875               |                               |            |
| Capital Equipment Request Total  | 186,760                        |                                | 148,875               |                               |            |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 130 - RECORDER OF DEEDS

| Job Code                      | Title   | Grade | 2016 Approved & Adopted |             | Department Request |             | President's Recommendation |             |
|-------------------------------|---|-------|-------------------------|-------------|--------------------|-------------|----------------------------|-------------|
|                               |   |       | FTE Pos.                | Salaries    | FTE Pos.           | Salaries    | FTE Pos.                   | Salaries    |
| 01 Administrative Division    |   |       |                         |             |                    |             |                            |             |
| 01 Executive - 1301154        |   |       |                         |             |                    |             |                            |             |
| 0014                          | Recorder  | SEL   | 1.0                     | 105,000     | 1.0                | 105,000     | 1.0                        | 105,000     |
| 0401                          | Deputy Recorder                                   | 24    |                         |             | 1.0                | 124,672     | 1.0                        | 124,672     |
| 0406                          | Chief Deputy Recorder                             | 24    | 1.0                     | 141,262     | 1.0                | 144,799     | 1.0                        | 144,799     |
| 6374                          | Chief of Human Resources - ROD                    | 24    | 1.0                     | 94,068      | 1.0                | 104,565     | 1.0                        | 104,565     |
| 0042                          | Administrative Assistant to County Recorder       | 23    | 3.0                     | 323,963     | 2.0                | 212,010     | 2.0                        | 212,010     |
| 5690                          | Director of Human Resources-Recorder of Deeds     | 23    |                         |             | 1.0                | 76,445      | 1.0                        | 76,445      |
| 5936                          | Director of Compliance                            | 23    | 1.0                     | 88,800      | 1.0                | 91,942      | 1.0                        | 91,942      |
| 0051                          | Administrative Assistant V                        | 20    | 2.0                     | 139,856     |                    |             |                            |             |
| 1112                          | Systems Analyst III                               | 20    | 1.0                     | 92,879      |                    |             |                            |             |
| 6663                          | Executive Assistant to Chief Deputy Recorder      | 20    |                         |             | 1.0                | 80,262      | 1.0                        | 80,262      |
| 0050                          | Administrative Assistant IV                       | 18    | 2.0                     | 102,096     |                    |             |                            |             |
| 6660                          | Executive Assistant to Deputy Recorder Finance    | 18    |                         |             | 1.0                | 52,730      | 1.0                        | 52,730      |
| 6661                          | Executive Assistant to Human Resources Director   | 18    |                         |             | 1.0                | 52,608      | 1.0                        | 52,608      |
| 6662                          | Executive Assistant to Labor Counsel              | 18    |                         |             | 1.0                | 52,932      | 1.0                        | 52,932      |
| 0048                          | Administrative Assistant III                      | 16    | 1.0                     | 66,870      | 1.0                | 69,054      | 1.0                        | 69,054      |
| 0047                          | Administrative Assistant II                       | 14    | 1.0                     | 55,940      | 1.0                | 57,768      | 1.0                        | 57,768      |
|                               |   |       | 14.0                    | \$1,210,734 | 14.0               | \$1,224,787 | 14.0                       | \$1,224,787 |
| 03 Accounting - 1301156       |   |       |                         |             |                    |             |                            |             |
| 0042                          | Administrative Assistant to County Recorder       | 23    | 1.0                     | 119,182     | 1.0                | 124,367     | 1.0                        | 124,367     |
| 0110                          | Director of Financial Control I                   | 20    | 1.0                     | 58,991      |                    |             |                            |             |
| 6633                          | Senior Accountant V                               | 20    |                         |             | 1.0                | 60,470      | 1.0                        | 60,470      |
| 0144                          | Accountant IV                                     | 17    | 3.0                     | 174,637     | 2.0                | 133,112     | 2.0                        | 133,112     |
|                               |   |       | 5.0                     | \$352,810   | 4.0                | \$317,949   | 4.0                        | \$317,949   |
| 04 Purchasing - 1301157       |   |       |                         |             |                    |             |                            |             |
| 0042                          | Administrative Assistant to County Recorder       | 23    | 1.0                     | 119,182     | 1.0                | 124,367     | 1.0                        | 124,367     |
| 6067                          | Storekeeper                                       | 17    |                         |             | 1.0                | 74,679      | 1.0                        | 74,679      |
| 0047                          | Administrative Assistant II                       | 14    | 1.0                     | 58,199      | 1.0                | 60,104      | 1.0                        | 60,104      |
| 4841                          | Clerk V-County Clerk/Recorder of Deeds/Sheriff    | 12    | 1.0                     | 48,487      | 1.0                | 50,381      | 1.0                        | 50,381      |
| 6097                          | Inventory Control Coordinator                     | 11    | 1.0                     | 41,243      |                    |             |                            |             |
|                               |   |       | 4.0                     | \$267,111   | 4.0                | \$309,531   | 4.0                        | \$309,531   |
| 06 Legal - 1301159            |   |       |                         |             |                    |             |                            |             |
| 0398                          | Chief Legal Advisor-Recorder                      | 24    | 1.0                     | 118,675     | 1.0                | 121,646     | 1.0                        | 121,646     |
| 0403                          | Examiner of Titles I                              | 20    | 1.0                     | 95,221      | 1.0                | 99,707      | 1.0                        | 99,707      |
| 0047                          | Administrative Assistant II                       | 14    |                         | 1           |                    | 1           |                            | 1           |
|                               |   |       | 2.0                     | \$213,897   | 2.0                | \$221,354   | 2.0                        | \$221,354   |
| 02 Customer Service Division  |   |       |                         |             |                    |             |                            |             |
| 01 Special Services - 1301160 |   |       |                         |             |                    |             |                            |             |
| 0050                          | Administrative Assistant IV                       | 18    | 1.0                     | 51,048      |                    |             |                            |             |
| 4854                          | Cashier III (Recorder)                            | 14    | 1.0                     | 58,199      | 1.0                | 60,104      | 1.0                        | 60,104      |
| 0907                          | Clerk V   | 11    | 1.0                     | 42,585      | 1.0                | 45,848      | 1.0                        | 45,848      |
| 4839                          | Clerk IV - County Clerk/Recorder of Deeds/Sheriff | 11    | 1.0                     | 45,288      |                    |             |                            |             |
| 4855                          | Clerk IV-Recorder of Deeds                        | 11    | 3.0                     | 126,087     | 3.0                | 125,478     | 3.0                        | 125,478     |
|                               |   |       | 7.0                     | \$323,207   | 5.0                | \$231,430   | 5.0                        | \$231,430   |
| 03 Security - 1301161         |   |       |                         |             |                    |             |                            |             |
| 6020                          | Director of Security                              | 20    |                         |             | 1.0                | 68,448      | 1.0                        | 68,448      |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 130 - RECORDER OF DEEDS

| Job Code  | Title   | Grade | 2016 Approved & Adopted |           | Department Request |           | President's Recommendation |           |
|---|---|-------|-------------------------|-----------|--------------------|-----------|----------------------------|-----------|
|   |   |       | FTE Pos.                | Salaries  | FTE Pos.           | Salaries  | FTE Pos.                   | Salaries  |
| 0800  | Safety Inspector II                               | 15    | 1.0                     | 62,571    | 1.0                | 64,617    | 1.0                        | 64,617    |
| 0047  | Administrative Assistant II                       | 14    | 1.0                     | 55,940    | 1.0                | 59,222    | 1.0                        | 59,222    |
| 4859  | Security Officer I(Recorder)                      | 11    | 5.0                     | 179,798   | 6.0                | 230,133   | 6.0                        | 230,133   |
|   |   |       | 7.0                     | \$298,309 | 9.0                | \$422,420 | 9.0                        | \$422,420 |
| 03 Recording Operations Division                |   |       |                         |           |                    |           |                            |           |
| 01 Document Maintenance - 1301162               |   |       |                         |           |                    |           |                            |           |
| 4855  | Clerk IV-Recorder of Deeds                        | 11    | 1.0                     | 42,474    |                    |           |                            |           |
|   |   |       | 1.0                     | \$42,474  |                    |           |                            |           |
| 03 Cashiers - 1301164                           |   |       |                         |           |                    |           |                            |           |
| 0237  | Cashier II (Recorder)                             | 12    | 1.0                     | 50,284    | 1.0                | 50,575    | 1.0                        | 50,575    |
|   |   |       | 1.0                     | \$50,284  | 1.0                | \$50,575  | 1.0                        | \$50,575  |
| 04 Mail - 1301165                               |   |       |                         |           |                    |           |                            |           |
| 6020  | Director of Security                              | 20    | 1.0                     | 66,161    |                    |           |                            |           |
| 6286  | Mail Recording & Processing Supervisor            | 18    |                         |           | 1.0                | 50,280    | 1.0                        | 50,280    |
| 0048  | Administrative Assistant III                      | 16    | 1.0                     | 49,958    |                    |           |                            |           |
| 0907  | Clerk V   | 11    | 3.0                     | 141,319   | 3.0                | 145,935   | 3.0                        | 145,935   |
| 4839  | Clerk IV - County Clerk/Recorder of Deeds/Sheriff | 11    | 1.0                     | 45,288    | 1.0                | 46,768    | 1.0                        | 46,768    |
| 4855  | Clerk IV-Recorder of Deeds                        | 11    | 3.0                     | 126,978   | 4.0                | 182,265   | 4.0                        | 182,265   |
|   |   |       | 9.0                     | \$429,704 | 9.0                | \$425,248 | 9.0                        | \$425,248 |
| 06 Public Information/UCC - 1301166             |   |       |                         |           |                    |           |                            |           |
| 0048  | Administrative Assistant III                      | 16    |                         | 1         |                    |           |                            |           |
| 0907  | Clerk V   | 11    | 1.0                     | 47,106    |                    |           |                            |           |
| 4839  | Clerk IV - County Clerk/Recorder of Deeds/Sheriff | 11    | 1.0                     | 35,103    |                    |           |                            |           |
| 4855  | Clerk IV-Recorder of Deeds                        | 11    | 2.0                     | 85,703    |                    |           |                            |           |
|   |   |       | 4.0                     | \$167,913 |                    |           |                            |           |
| 09 Declaration & Revenue Stamp Review - 1301169 |   |       |                         |           |                    |           |                            |           |
| 0050  | Administrative Assistant IV                       | 18    | 1.0                     | 77,085    | 1.0                | 79,604    | 1.0                        | 79,604    |
| 4841  | Clerk V-County Clerk/Recorder of Deeds/Sheriff    | 12    |                         |           | 1.0                | 51,987    | 1.0                        | 51,987    |
| 0907  | Clerk V   | 11    | 3.0                     | 143,182   | 2.0                | 97,290    | 2.0                        | 97,290    |
| 4855  | Clerk IV-Recorder of Deeds                        | 11    | 4.0                     | 170,705   | 3.0                | 136,522   | 3.0                        | 136,522   |
| 4857  | Microfilm Operator III (Recorder)                 | 11    | 1.0                     | 45,706    | 1.0                | 47,197    | 1.0                        | 47,197    |
| 4860  | Microfilm Operator II-Recorder                    | 11    | 1.0                     | 45,288    | 1.0                | 46,768    | 1.0                        | 46,768    |
|   |   |       | 10.0                    | \$481,966 | 9.0                | \$459,368 | 9.0                        | \$459,368 |
| 04 Information Retrieval Division               |   |       |                         |           |                    |           |                            |           |
| 01 Tract - 1301172                              |   |       |                         |           |                    |           |                            |           |
| 4839  | Clerk IV - County Clerk/Recorder of Deeds/Sheriff | 11    | 2.0                     | 90,232    | 1.0                | 46,768    | 1.0                        | 46,768    |
| 4855  | Clerk IV-Recorder of Deeds                        | 11    | 4.0                     | 168,561   | 4.0                | 180,410   | 4.0                        | 180,410   |
|   |   |       | 6.0                     | \$258,793 | 5.0                | \$227,178 | 5.0                        | \$227,178 |
| 02 Document Processing - 1301173                |   |       |                         |           |                    |           |                            |           |
| 4839  | Clerk IV - County Clerk/Recorder of Deeds/Sheriff | 11    | 1.0                     | 45,289    |                    |           |                            |           |
| 4855  | Clerk IV-Recorder of Deeds                        | 11    | 1.0                     | 42,388    | 1.0                | 45,419    | 1.0                        | 45,419    |
|   |   |       | 2.0                     | \$87,677  | 1.0                | \$45,419  | 1.0                        | \$45,419  |
| 03 Microfilm Reproduction - 1301174             |   |       |                         |           |                    |           |                            |           |
| 4839  | Clerk IV - County Clerk/Recorder of Deeds/Sheriff | 11    | 1.0                     | 45,288    |                    |           |                            |           |
| 4855  | Clerk IV-Recorder of Deeds                        | 11    | 1.0                     | 43,196    | 1.0                | 45,848    | 1.0                        | 45,848    |
|   |   |       | 2.0                     | \$88,484  | 1.0                | \$45,848  | 1.0                        | \$45,848  |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 130 - RECORDER OF DEEDS

| Job Code                                     | Title  | Grade | 2016 Approved & Adopted |             | Department Request |             | President's Recommendation |             |
|--|--|-------|-------------------------|-------------|--------------------|-------------|----------------------------|-------------|
|  |  |       | FTE Pos.                | Salaries    | FTE Pos.           | Salaries    | FTE Pos.                   | Salaries    |
| 04 Microfilm Library/Retrieval - 1301175     |  |       |                         |             |                    |             |                            |             |
| 0048   | Administrative Assistant III   | 16    | 1.0                     | 62,571      |                    |             |                            |             |
| 4836   | Administrative Assistant II - County Clerk/Recorder of Deeds/Sheriff | 15    |                         |             | 1.0                | 64,617      | 1.0                        | 64,617      |
| 0047   | Administrative Assistant II  | 14    | 1.0                     | 56,495      | 1.0                | 58,344      | 1.0                        | 58,344      |
| 4855   | Clerk IV-Recorder of Deeds   | 11    | 1.0                     | 42,269      | 1.0                | 43,638      | 1.0                        | 43,638      |
|  |  |       | 3.0                     | \$161,335   | 3.0                | \$166,599   | 3.0                        | \$166,599   |
| 05 Satellite Division                        |  |       |                         |             |                    |             |                            |             |
| 01 Rolling Meadows - 1301176                 |  |       |                         |             |                    |             |                            |             |
| 0145   | Accountant V   | 19    |                         | 1           |                    |             |                            |             |
| 0048   | Administrative Assistant III   | 16    | 1.0                     | 66,870      | 1.0                | 69,054      | 1.0                        | 69,054      |
| 0237   | Cashier II (Recorder)  | 12    | 1.0                     | 48,487      |                    |             |                            |             |
|  |  |       | 2.0                     | \$115,358   | 1.0                | \$69,054    | 1.0                        | \$69,054    |
| 02 Markham - 1301177                         |  |       |                         |             |                    |             |                            |             |
| 0050   | Administrative Assistant IV  | 18    | 1.0                     | 73,325      | 1.0                | 74,957      | 1.0                        | 74,957      |
| 0048   | Administrative Assistant III   | 16    |                         |             | 1.0                | 69,054      | 1.0                        | 69,054      |
| 4854   | Cashier III (Recorder)   | 14    | 1.0                     | 58,199      | 1.0                | 60,104      | 1.0                        | 60,104      |
| 0237   | Cashier II (Recorder)  | 12    |                         | 1           |                    | 1           |                            | 1           |
|  |  |       | 2.0                     | \$131,525   | 3.0                | \$204,116   | 3.0                        | \$204,116   |
| 03 Bridgeview - 1301178                      |  |       |                         |             |                    |             |                            |             |
| 0050   | Administrative Assistant IV  | 18    | 1.0                     | 77,085      | 1.0                | 79,604      | 1.0                        | 79,604      |
| 0291   | Administrative Analyst I   | 17    | 1.0                     | 53,612      |                    |             |                            |             |
| 4854   | Cashier III (Recorder)   | 14    | 1.0                     | 58,199      | 1.0                | 60,104      | 1.0                        | 60,104      |
| 0237   | Cashier II (Recorder)  | 12    | 1.0                     | 49,999      |                    | 1           |                            | 1           |
|  |  |       | 4.0                     | \$238,895   | 2.0                | \$139,709   | 2.0                        | \$139,709   |
| 04 Skokie - 1301179                          |  |       |                         |             |                    |             |                            |             |
| 0050   | Administrative Assistant IV  | 18    | 1.0                     | 77,085      |                    |             |                            |             |
| 0237   | Cashier II (Recorder)  | 12    | 2.0                     | 95,635      |                    |             |                            |             |
|  |  |       | 3.0                     | \$172,720   |                    |             |                            |             |
| 15 Special Purpose Fund                      |  |       |                         |             |                    |             |                            |             |
| 01 Rental Housing Support Fee Fund - 1301571 |  |       |                         |             |                    |             |                            |             |
| 6393   | Deputy Recorder - Communications                                     | 23    | 1.0                     | 112,260     | 1.0                | 115,338     | 1.0                        | 115,338     |
| 6612   | Special Assistant to the Recorder-Community Affairs                  | 23    |                         |             | 1.0                | 92,796      | 1.0                        | 92,796      |
| 0294   | Administrative Analyst IV  | 22    |                         | 1           |                    | 1           |                            | 1           |
| 0051   | Administrative Assistant V   | 20    | 1.0                     | 88,800      | 1.0                | 91,378      | 1.0                        | 91,378      |
| 6404   | Director of Public Information                                       | 20    | 1.0                     | 74,209      | 1.0                | 77,064      | 1.0                        | 77,064      |
| 3639   | Investigator II  | 16    | 1.0                     | 49,958      | 2.0                | 115,858     | 2.0                        | 115,858     |
|  |  |       | 4.0                     | \$325,228   | 6.0                | \$492,435   | 6.0                        | \$492,435   |
| Total Salaries and Positions                 |  |       | 92.0                    | \$5,418,424 | 79.0               | \$5,053,020 | 79.0                       | \$5,053,020 |
| Turnover Adjustment                          |  |       |                         | (374,757)   |                    | (151,590)   |                            | (151,590)   |
| Operating Funds Total                        |  |       | 92.0                    | \$5,043,667 | 79.0               | \$4,901,430 | 79.0                       | \$4,901,430 |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE  
DEPARTMENT 130 - RECORDER OF DEEDS

| Grade                               | 2016 Approved & Adopted |                    | Department Request |                    | President's Recommendation |                    |
|-------------------------------------|-------------------------|--------------------|--------------------|--------------------|----------------------------|--------------------|
|                                     | FTE Pos.                | Salaries           | FTE Pos.           | Salaries           | FTE Pos.                   | Salaries           |
| SEL                                 | 1.0                     | 105,000            | 1.0                | 105,000            | 1.0                        | 105,000            |
| 24                                  | 3.0                     | 354,005            | 4.0                | 495,682            | 4.0                        | 495,682            |
| 23                                  | 7.0                     | 763,387            | 8.0                | 837,265            | 8.0                        | 837,265            |
| 22                                  |                         | 1                  |                    | 1                  |                            | 1                  |
| 20                                  | 8.0                     | 616,117            | 6.0                | 477,329            | 6.0                        | 477,329            |
| 19                                  |                         | 1                  |                    |                    |                            |                    |
| 18                                  | 7.0                     | 457,724            | 7.0                | 442,715            | 7.0                        | 442,715            |
| 17                                  | 4.0                     | 228,249            | 3.0                | 207,791            | 3.0                        | 207,791            |
| 16                                  | 5.0                     | 296,228            | 5.0                | 323,020            | 5.0                        | 323,020            |
| 15                                  | 1.0                     | 62,571             | 2.0                | 129,234            | 2.0                        | 129,234            |
| 14                                  | 7.0                     | 401,172            | 7.0                | 415,751            | 7.0                        | 415,751            |
| 12                                  | 6.0                     | 292,893            | 3.0                | 152,945            | 3.0                        | 152,945            |
| 11                                  | 43.0                    | 1,841,076          | 33.0               | 1,466,287          | 33.0                       | 1,466,287          |
| <b>Total Salaries and Positions</b> | <b>92.0</b>             | <b>\$5,418,424</b> | <b>79.0</b>        | <b>\$5,053,020</b> | <b>79.0</b>                | <b>\$5,053,020</b> |
| <b>Turnover Adjustment</b>          |                         | <b>(374,757)</b>   |                    | <b>(151,590)</b>   |                            | <b>(151,590)</b>   |
| <b>Operating Funds Total</b>        | <b>92.0</b>             | <b>\$5,043,667</b> | <b>79.0</b>        | <b>\$4,901,430</b> | <b>79.0</b>                | <b>\$4,901,430</b> |



DEPARTMENT OVERVIEW

527 COUNTY RECORDER DOCUMENT STORAGE SYSTEM FUND

Mission

The Document Storage Fund was created to assist the Recorder of Deeds Office in its efforts to establish, promote, and maintain various technology initiatives that allow the Office to gather data and make it available for public review and corporate consumption.

Mandates and Key Activities

- Sec.2-213. Filing Fee:

The County Recorder shall in addition to the fees provided therein charge an additional fee as set out in Section 32-1 for the filing of every instrument, paper or notice for record. Each such fee collected shall be placed in a special fund to be held by the Treasurer of the County. Such monies collected and placed in such special fund shall be used by the Recorder to defray the cost of converting the document storage system of the Recorder to computer digitized images and such monies shall be used solely for a document storage system to provide the equipment, material and necessary expense and costs incurred in the implementing and maintaining of such a document records system.

Budget, Cost Analysis and 2017 Strategic Initiatives and Goals

| Fund Category         | Appropriations (\$ thousands) |                             |                  |
|-----------------------|-------------------------------|-----------------------------|------------------|
|                       | 2015 Adopted                  | 2016 Adjusted Appropriation | 2017 Recommended |
| Special Purpose Funds | 5,723.1                       | 4,925.3                     | 3,889.6          |
|                       | Adopted                       | Adopted                     | Recommended      |
| FTE Positions         | 57.0                          | 55.0                        | 41.0             |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 527 - COUNTY RECORDER DOCUMENT STORAGE SYSTEM FUND

| Account  | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference         |
|--|--------------------------------|--------------------------------|-----------------------|-------------------------------|--------------------|
| <b>Personal Services</b>   |                                |                                |                       |                               |                    |
| 110/501010 Salaries and Wages of Regular Employees                       | 2,555,150                      | 3,249,166                      | 2,629,045             | 2,629,045                     | (620,121)          |
| 124/501250 Employee Health Insurance Allotment                           | 800                            |                                |                       |                               |                    |
| 169/501490 Reclassification of Position Adjustments                      |                                | 5,022                          |                       |                               | (5,022)            |
| 170/501510 Mandatory Medicare Costs                                      | 34,825                         | 47,114                         | 38,122                | 38,122                        | (8,992)            |
| 174/501570 Statutory Pension   | 309,183                        | 412,244                        | 347,570               | 347,570                       | (64,674)           |
| 175/501590 Life Insurance Program  | 5,138                          | 8,070                          | 4,100                 | 4,100                         | (3,970)            |
| 176/501610 Health Insurance  | 383,622                        | 569,068                        | 414,561               | 414,561                       | (154,507)          |
| 177/501640 Dental Insurance Plan   | 11,771                         | 18,789                         | 14,197                | 14,197                        | (4,592)            |
| 178/501660 Unemployment Compensation                                     |                                |                                | 1,721                 | 1,721                         | 1,721              |
| 179/501690 Vision Care Insurance   | 5,068                          | 7,044                          | 4,768                 | 4,768                         | (2,276)            |
| 181/501715 Group Pharmacy Insurance                                      | 90,255                         | 137,129                        | 132,082               | 132,082                       | (5,047)            |
| 183/501770 Seminars for Professional Employees                           | 2,275                          | 3,750                          | 1,000                 | 1,000                         | (2,750)            |
| 186/501860 Training Programs for Staff Personnel                         |                                | 3,500                          | 1,000                 | 1,000                         | (2,500)            |
| 190/501970 Transportation and Other Travel Expenses for Employees        | 6,769                          | 6,500                          | 5,000                 | 5,000                         | (1,500)            |
| <b>Personal Services Total</b>   | <b>3,404,856</b>               | <b>4,467,396</b>               | <b>3,593,166</b>      | <b>3,593,166</b>              | <b>(874,230)</b>   |
| <b>Contractual Services</b>  |                                |                                |                       |                               |                    |
| 240/520490 External Graphics and Reproduction Services                   | 4,051                          | 5,529                          | 5,000                 | 5,000                         | (529)              |
| 241/520491 Internal Graphics and Reproduction Services                   | 2,356                          | 7,000                          | 5,000                 | 5,000                         | (2,000)            |
| 246/520650 Imaging of Records  |                                | 2,850                          | 5,000                 | 5,000                         | 2,150              |
| 260/520830 Professional and Managerial Services                          | 150,350                        | 191,500                        |                       |                               | (191,500)          |
| <b>Contractual Services Total</b>  | <b>156,757</b>                 | <b>206,879</b>                 | <b>15,000</b>         | <b>15,000</b>                 | <b>(191,879)</b>   |
| <b>Supplies and Materials</b>  |                                |                                |                       |                               |                    |
| 320/530100 Wearing Apparel   | 2,326                          | 9,700                          | 10,000                | 10,000                        | 300                |
| 350/530600 Office Supplies   | 5,648                          | 9,889                          | 1,000                 | 1,000                         | (8,889)            |
| 388/531650 Computer Operation Supplies                                   | 22,363                         | 26,840                         | 10,000                | 10,000                        | (16,840)           |
| <b>Supplies and Materials Total</b>                                      | <b>30,337</b>                  | <b>46,429</b>                  | <b>21,000</b>         | <b>21,000</b>                 | <b>(25,429)</b>    |
| <b>Capital Equipment and Improvements</b>                                |                                |                                |                       |                               |                    |
| 530/560510 Office Furnishings and Equipment                              | (2,666)                        |                                |                       |                               |                    |
| <b>Capital Equipment and Improvements Total</b>                          | <b>(2,666)</b>                 |                                |                       |                               |                    |
| <b>Contingency and Special Purposes</b>                                  |                                |                                |                       |                               |                    |
| 814/580380 Appropriation Adjustments                                     |                                | 1,432                          |                       |                               | (1,432)            |
| 819/580420 Appropriation Transfer for Reimbursement from Designated Fund | (20,342)                       | (84,948)                       | (69,525)              | (69,525)                      | 15,423             |
| 883/580260 Cook County Administration                                    | 216,075                        | 288,100                        | 329,919               | 329,919                       | 41,819             |
| <b>Contingency and Special Purposes Total</b>                            | <b>195,733</b>                 | <b>204,584</b>                 | <b>260,394</b>        | <b>260,394</b>                | <b>55,810</b>      |
| <b>Operating Funds Total</b>   | <b>3,785,017</b>               | <b>4,925,288</b>               | <b>3,889,560</b>      | <b>3,889,560</b>              | <b>(1,035,728)</b> |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
DEPARTMENT 527 - COUNTY RECORDER DOCUMENT STORAGE SYSTEM FUND

| Job Code                             | Title  | Grade | 2016 Approved & Adopted |             | Department Request |             | President's Recommendation |             |
|--------------------------------------|--|-------|-------------------------|-------------|--------------------|-------------|----------------------------|-------------|
|                                      |  |       | FTE Pos.                | Salaries    | FTE Pos.           | Salaries    | FTE Pos.                   | Salaries    |
| 01 Technical Services Division       |  |       |                         |             |                    |             |                            |             |
| 01 Computer Administration - 5270582 |  |       |                         |             |                    |             |                            |             |
| 1140                                 | Director Of Management Information                                   | 24    | 1.0                     | 121,693     | 1.0                | 124,739     | 1.0                        | 124,739     |
| 0401                                 | Deputy Recorder  | 24    | 2.0                     | 244,428     | 1.0                | 125,876     | 1.0                        | 125,876     |
| 1114                                 | Systems Analyst V  | 23    | 1.0                     | 100,094     | 1.0                | 102,129     | 1.0                        | 102,129     |
| 6612                                 | Special Assistant to the Recorder-Community Affairs                  | 23    | 1.0                     | 49,053      |                    |             |                            |             |
| 0415                                 | Recording Division Supervisor  | 22    |                         | 1           |                    | 1           |                            | 1           |
| 1135                                 | Project Leader- Data Systems   | 22    | 1.0                     | 111,699     | 1.0                | 115,559     | 1.0                        | 115,559     |
| 5937                                 | Director of Satellite Offices  | 22    | 1.0                     | 82,400      | 1.0                | 85,247      | 1.0                        | 85,247      |
| 0051                                 | Administrative Assistant V   | 20    | 1.0                     | 71,659      | 1.0                | 74,079      | 1.0                        | 74,079      |
| 1112                                 | Systems Analyst III  | 20    | 1.0                     | 92,879      |                    |             |                            |             |
| 6223                                 | Director of Information Retrieval                                    | 20    | 1.0                     | 76,842      | 1.0                | 79,925      | 1.0                        | 79,925      |
| 0292                                 | Administrative Analyst II  | 19    | 1.0                     | 63,574      |                    |             |                            |             |
| 6664                                 | Executive Assistant to Deputy Recorder Operations                    | 19    |                         |             | 1.0                | 65,872      | 1.0                        | 65,872      |
| 0050                                 | Administrative Assistant IV  | 18    | 2.0                     | 137,880     | 2.0                | 142,264     | 2.0                        | 142,264     |
| 1111                                 | Systems Analyst II   | 18    | 1.0                     | 69,171      | 1.0                | 71,430      | 1.0                        | 71,430      |
| 0048                                 | Administrative Assistant III   | 16    | 2.0                     | 129,103     | 1.0                | 66,026      | 1.0                        | 66,026      |
| 0047                                 | Administrative Assistant II  | 14    | 2.0                     | 114,694     | 2.0                | 118,448     | 2.0                        | 118,448     |
| 0237                                 | Cashier II (Recorder)  | 12    | 2.0                     | 94,000      | 1.0                | 50,073      | 1.0                        | 50,073      |
| 0907                                 | Clerk V  | 11    | 2.0                     | 90,994      | 2.0                | 93,965      | 2.0                        | 93,965      |
| 4855                                 | Clerk IV-Recorder of Deeds   | 11    | 3.0                     | 127,823     |                    |             |                            |             |
| 4856                                 | Microfilm Operator II(Recorder)                                      | 11    | 1.0                     | 41,243      | 1.0                | 43,638      | 1.0                        | 43,638      |
| 6659                                 | Cashier II - Recorder  | 11    |                         |             | 2.0                | 90,636      | 2.0                        | 90,636      |
| 0227                                 | Cashier II   | 10    | 1.0                     | 41,635      |                    |             |                            |             |
|                                      |  |       | 27.0                    | \$1,860,865 | 20.0               | \$1,449,907 | 20.0                       | \$1,449,907 |
| 02 Title Express - 5271164           |  |       |                         |             |                    |             |                            |             |
| 0050                                 | Administrative Assistant IV  | 18    | 1.0                     | 77,085      | 1.0                | 79,604      | 1.0                        | 79,604      |
| 3639                                 | Investigator II  | 16    | 1.0                     | 59,448      |                    |             |                            |             |
| 4854                                 | Cashier III (Recorder)   | 14    | 4.0                     | 230,922     | 4.0                | 239,872     | 4.0                        | 239,872     |
| 0238                                 | Cashier III (Recorder)   | 13    | 2.0                     | 106,791     | 2.0                | 110,283     | 2.0                        | 110,283     |
| 0936                                 | Stenographer V   | 13    | 1.0                     | 52,600      | 1.0                | 54,321      | 1.0                        | 54,321      |
| 0237                                 | Cashier II (Recorder)  | 12    | 3.0                     | 149,824     | 3.0                | 151,725     | 3.0                        | 151,725     |
| 4858                                 | Real Estate Indexer I  | 12    | 1.0                     | 48,970      |                    |             |                            |             |
| 0236                                 | Cashier I (Recorder)   | 11    | 2.0                     | 80,391      | 1.0                | 46,768      | 1.0                        | 46,768      |
| 4855                                 | Clerk IV-Recorder of Deeds   | 11    | 1.0                     | 42,474      | 1.0                | 45,848      | 1.0                        | 45,848      |
| 4856                                 | Microfilm Operator II(Recorder)                                      | 11    | 1.0                     | 42,474      |                    |             |                            |             |
| 4860                                 | Microfilm Operator II-Recorder                                       | 11    | 1.0                     | 45,288      |                    |             |                            |             |
|                                      |  |       | 18.0                    | \$936,267   | 13.0               | \$728,421   | 13.0                       | \$728,421   |
| 03 Cashiers - 5271168                |  |       |                         |             |                    |             |                            |             |
| 0999                                 | Title Express Supervisor   | 18    | 1.0                     | 77,085      | 1.0                | 79,604      | 1.0                        | 79,604      |
| 4836                                 | Administrative Assistant II - County Clerk/Recorder of Deeds/Sheriff | 15    | 1.0                     | 62,571      | 1.0                | 64,617      | 1.0                        | 64,617      |
| 5436                                 | Cashier V (Recorder of Deeds)  | 15    |                         | 1           |                    |             |                            |             |
| 4854                                 | Cashier III (Recorder)   | 14    | 4.0                     | 232,796     | 4.0                | 240,416     | 4.0                        | 240,416     |
| 0238                                 | Cashier III (Recorder)   | 13    | 1.0                     | 54,192      |                    | 1           |                            | 1           |
| 0237                                 | Cashier II (Recorder)  | 12    |                         | 1           |                    | 1           |                            | 1           |
| 4857                                 | Microfilm Operator III (Recorder)                                    | 11    | 1.0                     | 45,704      | 1.0                | 48,634      | 1.0                        | 48,634      |
| 4859                                 | Security Officer I(Recorder)   | 11    | 1.0                     | 32,721      |                    |             |                            |             |
| 6659                                 | Cashier II - Recorder  | 11    |                         |             | 1.0                | 43,638      | 1.0                        | 43,638      |
| 0227                                 | Cashier II   | 10    | 1.0                     | 39,825      |                    |             |                            |             |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
 DEPARTMENT 527 - COUNTY RECORDER DOCUMENT STORAGE SYSTEM FUND

| Job Code                     | Title | Grade | 2016 Approved & Adopted |             | Department Request |             | President's Recommendation |             |
|------------------------------|-------|-------|-------------------------|-------------|--------------------|-------------|----------------------------|-------------|
|                              |       |       | FTE Pos.                | Salaries    | FTE Pos.           | Salaries    | FTE Pos.                   | Salaries    |
|                              |       |       | 10.0                    | \$544,896   | 8.0                | \$476,911   | 8.0                        | \$476,911   |
| Total Salaries and Positions |       |       | 55.0                    | \$3,342,028 | 41.0               | \$2,655,239 | 41.0                       | \$2,655,239 |
| Turnover Adjustment          |       |       |                         | (92,862)    |                    | (26,194)    |                            | (26,194)    |
| Operating Funds Total        |       |       | 55.0                    | \$3,249,166 | 41.0               | \$2,629,045 | 41.0                       | \$2,629,045 |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE  
DEPARTMENT 527 - COUNTY RECORDER DOCUMENT STORAGE SYSTEM FUND

| Grade                               | 2016 Approved & Adopted |                    | Department Request |                    | President's Recommendation |                    |
|-------------------------------------|-------------------------|--------------------|--------------------|--------------------|----------------------------|--------------------|
|                                     | FTE Pos.                | Salaries           | FTE Pos.           | Salaries           | FTE Pos.                   | Salaries           |
| 24                                  | 3.0                     | 366,121            | 2.0                | 250,615            | 2.0                        | 250,615            |
| 23                                  | 2.0                     | 149,147            | 1.0                | 102,129            | 1.0                        | 102,129            |
| 22                                  | 2.0                     | 194,100            | 2.0                | 200,807            | 2.0                        | 200,807            |
| 20                                  | 3.0                     | 241,380            | 2.0                | 154,004            | 2.0                        | 154,004            |
| 19                                  | 1.0                     | 63,574             | 1.0                | 65,872             | 1.0                        | 65,872             |
| 18                                  | 5.0                     | 361,221            | 5.0                | 372,902            | 5.0                        | 372,902            |
| 16                                  | 3.0                     | 188,551            | 1.0                | 66,026             | 1.0                        | 66,026             |
| 15                                  | 1.0                     | 62,572             | 1.0                | 64,617             | 1.0                        | 64,617             |
| 14                                  | 10.0                    | 578,412            | 10.0               | 598,736            | 10.0                       | 598,736            |
| 13                                  | 4.0                     | 213,583            | 3.0                | 164,605            | 3.0                        | 164,605            |
| 12                                  | 6.0                     | 292,795            | 4.0                | 201,799            | 4.0                        | 201,799            |
| 11                                  | 13.0                    | 549,112            | 9.0                | 413,127            | 9.0                        | 413,127            |
| 10                                  | 2.0                     | 81,460             |                    |                    |                            |                    |
| <b>Total Salaries and Positions</b> | <b>55.0</b>             | <b>\$3,342,028</b> | <b>41.0</b>        | <b>\$2,655,239</b> | <b>41.0</b>                | <b>\$2,655,239</b> |
| <b>Turnover Adjustment</b>          |                         | <b>(92,862)</b>    |                    | <b>(26,194)</b>    |                            | <b>(26,194)</b>    |
| <b>Operating Funds Total</b>        | <b>55.0</b>             | <b>\$3,249,166</b> | <b>41.0</b>        | <b>\$2,629,045</b> | <b>41.0</b>                | <b>\$2,629,045</b> |

## DEPARTMENT OVERVIEW

### 570 GIS FEE FUND

#### Mission

The Office of the Cook County Recorder of Deeds (CCRD) maintains a Geographic Information System (GIS) fund created solely to be used for the equipment, materials, and necessary expenses incurred in implementing and maintaining geographic information accessible by the public for land record information.

#### Mandates and Key Activities

- Sec.2-214. GIS Fee

Additional charge is a charge as set out in Section 32-1, which is added to the existing fees imposed by the Cook County Board of Commissioners for the filing of every instrument, paper, or notice of record. Countywide map is a parcel based map of the County which includes all the supporting Geographic Information System. Geographic Information System is an organized collection of computer hardware, software, and geographic data designed to efficiently capture, store, update, manipulate, and display all forms of geographically referenced information.

#### Budget, Cost Analysis and 2017 Strategic Initiatives and Goals

Our strategic initiative is to build a website that will display images from the County's enterprise GIS which will allow users to search for land records using a familiar address and map-based interface. Our goal is to integrate this functionality with our new land records core application system. Mapping to land records will be more user friendly and increase the search request and queries resulting in increased marketable database sales for the Recorder of Deeds.

| Appropriations (\$ thousands) |                 |                                |                     |
|-------------------------------|-----------------|--------------------------------|---------------------|
| Fund Category                 | 2015<br>Adopted | 2016 Adjusted<br>Appropriation | 2017<br>Recommended |
| Special Purpose Funds         | 2,496.7         | 2,169.9                        | 1,594.3             |
|                               | Adopted         | Adopted                        | Recommended         |
| FTE Positions                 | 25.0            | 24.0                           | 19.0                |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
DEPARTMENT 570 - GIS FEE FUND

| Account  | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference       |
|--|--------------------------------|--------------------------------|-----------------------|-------------------------------|------------------|
| <b>Personal Services</b>   |                                |                                |                       |                               |                  |
| 110/501010 Salaries and Wages of Regular Employees                       | 788,925                        | 1,201,721                      | 948,623               | 948,623                       | (253,098)        |
| 124/501250 Employee Health Insurance Allotment                           | 800                            |                                |                       |                               |                  |
| 170/501510 Mandatory Medicare Costs                                      | 11,175                         | 17,425                         | 13,756                | 13,756                        | (3,669)          |
| 174/501570 Statutory Pension   | 112,821                        | 150,429                        | 125,578               | 125,578                       | (24,851)         |
| 175/501590 Life Insurance Program  | 1,889                          | 2,982                          | 1,467                 | 1,467                         | (1,515)          |
| 176/501610 Health Insurance  | 145,392                        | 217,295                        | 181,289               | 181,289                       | (36,006)         |
| 177/501640 Dental Insurance Plan   | 4,114                          | 6,469                          | 4,716                 | 4,716                         | (1,753)          |
| 178/501660 Unemployment Compensation                                     |                                |                                | 882                   | 882                           | 882              |
| 179/501690 Vision Care Insurance   | 1,883                          | 2,900                          | 2,144                 | 2,144                         | (756)            |
| 181/501715 Group Pharmacy Insurance                                      | 65,229                         | 106,274                        | 64,195                | 64,195                        | (42,079)         |
| 183/501770 Seminars for Professional Employees                           | 3,355                          | 5,000                          | 1,000                 | 1,000                         | (4,000)          |
| 185/501810 Professional and Technical Membership Fees                    | 1,500                          | 1,500                          | 1,000                 | 1,000                         | (500)            |
| 190/501970 Transportation and Other Travel Expenses for Employees        | 2,960                          | 4,000                          | 3,000                 | 3,000                         | (1,000)          |
| <b>Personal Services Total</b>   | <b>1,140,043</b>               | <b>1,715,995</b>               | <b>1,347,650</b>      | <b>1,347,650</b>              | <b>(368,345)</b> |
| <b>Contractual Services</b>  |                                |                                |                       |                               |                  |
| 225/520260 Postage   |                                | 106                            | 1,000                 | 1,000                         | 894              |
| 240/520490 External Graphics and Reproduction Services                   | 1,707                          | 2,212                          | 3,000                 | 3,000                         | 788              |
| 245/520610 Advertising For Specific Purposes                             | 4,664                          | 4,725                          | 3,500                 | 3,500                         | (1,225)          |
| 260/520830 Professional and Managerial Services                          |                                | 172,000                        |                       |                               | (172,000)        |
| <b>Contractual Services Total</b>  | <b>6,371</b>                   | <b>179,043</b>                 | <b>7,500</b>          | <b>7,500</b>                  | <b>(171,543)</b> |
| <b>Supplies and Materials</b>  |                                |                                |                       |                               |                  |
| 350/530600 Office Supplies   | 5,043                          | 6,056                          | 3,000                 | 3,000                         | (3,056)          |
| 388/531650 Computer Operation Supplies                                   | 14,383                         | 14,550                         | 5,000                 | 5,000                         | (9,550)          |
| <b>Supplies and Materials Total</b>                                      | <b>19,426</b>                  | <b>20,606</b>                  | <b>8,000</b>          | <b>8,000</b>                  | <b>(12,606)</b>  |
| <b>Operations and Maintenance</b>  |                                |                                |                       |                               |                  |
| 445/540290 Operation of Automotive Equipment                             | 2,078                          | 5,290                          | 4,500                 | 4,500                         | (790)            |
| <b>Operations and Maintenance Total</b>                                  | <b>2,078</b>                   | <b>5,290</b>                   | <b>4,500</b>          | <b>4,500</b>                  | <b>(790)</b>     |
| <b>Contingency and Special Purposes</b>                                  |                                |                                |                       |                               |                  |
| 814/580380 Appropriation Adjustments                                     |                                | 956                            |                       |                               | (956)            |
| 819/580420 Appropriation Transfer for Reimbursement from Designated Fund |                                |                                | (37,301)              | (37,301)                      | (37,301)         |
| 883/580260 Cook County Administration                                    | 186,024                        | 248,032                        | 263,982               | 263,982                       | 15,950           |
| <b>Contingency and Special Purposes Total</b>                            | <b>186,024</b>                 | <b>248,988</b>                 | <b>226,681</b>        | <b>226,681</b>                | <b>(22,307)</b>  |
| <b>Operating Funds Total</b>   | <b>1,353,942</b>               | <b>2,169,922</b>               | <b>1,594,331</b>      | <b>1,594,331</b>              | <b>(575,591)</b> |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
 DEPARTMENT 570 - GIS FEE FUND

| Job Code                            | Title   | Grade | 2016 Approved & Adopted |                    | Department Request |                  | President's Recommendation |                  |
|-------------------------------------|---|-------|-------------------------|--------------------|--------------------|------------------|----------------------------|------------------|
|                                     |   |       | FTE Pos.                | Salaries           | FTE Pos.           | Salaries         | FTE Pos.                   | Salaries         |
| 01 GIS Fee Fund                     |   |       |                         |                    |                    |                  |                            |                  |
| 01 GIS Fee Fund - 5700801           |   |       |                         |                    |                    |                  |                            |                  |
| 6469                                | Database Administrator                            | 22    |                         |                    | 1.0                | 98,580           | 1.0                        | 98,580           |
| 2276                                | Technical Service Supervisor                      | 21    | 1.0                     | 64,857             |                    |                  |                            |                  |
| 6067                                | Storekeeper                                       | 17    | 1.0                     | 71,349             |                    |                  |                            |                  |
| 0143                                | Accountant III                                    | 15    | 1.0                     | 62,571             |                    |                  |                            |                  |
| 0047                                | Administrative Assistant II                       | 14    | 2.0                     | 125,069            | 1.0                | 60,104           | 1.0                        | 60,104           |
| 0561                                | Real Estate Indexer III                           | 14    | 1.0                     | 58,199             | 1.0                | 44,642           | 1.0                        | 44,642           |
| 0562                                | Real Estate Indexer II                            | 13    | 3.0                     | 162,573            | 3.0                | 167,886          | 3.0                        | 167,886          |
| 4858                                | Real Estate Indexer I                             | 12    | 5.0                     | 245,256            | 5.0                | 253,733          | 5.0                        | 253,733          |
| 0563                                | Real Estate Indexer I                             | 11    | 8.0                     | 356,954            | 8.0                | 359,886          | 8.0                        | 359,886          |
| 0907                                | Clerk V   | 11    | 1.0                     | 44,145             |                    |                  |                            |                  |
| 4839                                | Clerk IV - County Clerk/Recorder of Deeds/Sheriff | 11    | 1.0                     | 46,565             |                    |                  |                            |                  |
|                                     |   |       | 24.0                    | \$1,237,538        | 19.0               | \$984,831        | 19.0                       | \$984,831        |
| <b>Total Salaries and Positions</b> |   |       | <b>24.0</b>             | <b>\$1,237,538</b> | <b>19.0</b>        | <b>\$984,831</b> | <b>19.0</b>                | <b>\$984,831</b> |
| Turnover Adjustment                 |   |       |                         | (35,817)           |                    | (36,208)         |                            | (36,208)         |
| <b>Operating Funds Total</b>        |   |       | <b>24.0</b>             | <b>\$1,201,721</b> | <b>19.0</b>        | <b>\$948,623</b> | <b>19.0</b>                | <b>\$948,623</b> |



PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE  
DEPARTMENT 570 - GIS FEE FUND

| Grade                               | 2016 Approved & Adopted |                    | Department Request |                  | President's Recommendation |                  |
|-------------------------------------|-------------------------|--------------------|--------------------|------------------|----------------------------|------------------|
|                                     | FTE Pos.                | Salaries           | FTE Pos.           | Salaries         | FTE Pos.                   | Salaries         |
| 22                                  |                         |                    | 1.0                | 98,580           | 1.0                        | 98,580           |
| 21                                  | 1.0                     | 64,857             |                    |                  |                            |                  |
| 17                                  | 1.0                     | 71,349             |                    |                  |                            |                  |
| 15                                  | 1.0                     | 62,571             |                    |                  |                            |                  |
| 14                                  | 3.0                     | 183,268            | 2.0                | 104,746          | 2.0                        | 104,746          |
| 13                                  | 3.0                     | 162,573            | 3.0                | 167,886          | 3.0                        | 167,886          |
| 12                                  | 5.0                     | 245,256            | 5.0                | 253,733          | 5.0                        | 253,733          |
| 11                                  | 10.0                    | 447,664            | 8.0                | 359,886          | 8.0                        | 359,886          |
| <b>Total Salaries and Positions</b> | <b>24.0</b>             | <b>\$1,237,538</b> | <b>19.0</b>        | <b>\$984,831</b> | <b>19.0</b>                | <b>\$984,831</b> |
| Turnover Adjustment                 |                         | (35,817)           |                    | (36,208)         |                            | (36,208)         |
| <b>Operating Funds Total</b>        | <b>24.0</b>             | <b>\$1,201,721</b> | <b>19.0</b>        | <b>\$948,623</b> | <b>19.0</b>                | <b>\$948,623</b> |

DEPARTMENT OVERVIEW

571 RENTAL HOUSING SUPPORT FEE FUND

Mission

The Rental Housing Support (RHS) Program Fund was established to assist in addressing the need for rental housing. The RHS fee was established in 2005, for all Illinois County Recorders to collect a surcharge for the recording of all real estate-related documents executed or signed on or after August 1, 2005. The surcharge funds the program. However, the surcharge does not apply to any documents from a state agency, unit of local government, federal government or school district. The Recorder's Office by state statute collects an additional \$10.00 surcharge for each recorded real-estate document. A \$1.00 of the surcharge is applied to the County and \$9.00 is remitted to the Department of Revenue (IDOR), which is deposited into the Rental Housing Support Program Fund.

Budget, Cost Analysis and 2017 Strategic Initiatives and Goals

| Appropriations (\$ thousands) |              |                             |                  |
|-------------------------------|--------------|-----------------------------|------------------|
| Fund Category                 | 2015 Adopted | 2016 Adjusted Appropriation | 2017 Recommended |
| Special Purpose Funds         | 286.0        | 280.7                       | 457.1            |
|                               | Adopted      | Adopted                     | Recommended      |
| FTE Positions                 | 0            | 0                           | 4.0              |

Mandates and Key Activities

- 55 ILCS 5/4-12002 (from Ch.34, par. 4-12002)

The recorder shall collect a fee, the Rental Housing Support Program State surcharge for the recordation of any real estate-related document. Payment of the Rental Housing Support Program State surcharge shall be evidenced by a receipt that shall be marked upon or otherwise affixed to the real estate-related document by the recorder. The form of this receipt shall be prescribed by the Department of Revenue and the receipts shall be issued by the Department of Revenue to each county recorder. The recorder shall not collect the Rental Housing Support Program State surcharge from any State agency, any unit of local government or any school district. A portion of the fee (\$1.00) is retained by the county in which it was collected to offset expenditures.

Discussion of 2016 Department and Program Outcomes

The Cook County Recorder's Office maintains a Property Fraud Unit to help home owners investigate fraudulent filing against their property and coordinate law enforcement efforts on behalf of victims. This is a free service to County residents. However it cost the Recorder's Office \$19,000 annually to maintain the system.

In 2016, the Recorder expanded the Property Fraud Unit's services to include Property After Death seminars. These seminars start the process for residents to create plans for after death. We have created marketing collateral that is distributed to residents to assist them as a guide in the process. It is the Recorder's hopes that the seminars and guide will be the start of many important conversations that will assist residents in making the necessary decisions. These seminars are free to the public and facilitated by Recorder of Deeds staff.

| Performance Data                               |         |                      |                |
|--|---------|----------------------|----------------|
| Performance Indicator                          | FY 2015 | FY 2016 Projected YE | FY 2017 Target |
| Rental Housing Support Fee Fund Data           |         |                      |                |
| Number of Property Fraud Alert Seminars hosted | N/A     | 56                   | 64             |
| Property After Death Seminars hosted           | N/A     | 60                   | 100            |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
DEPARTMENT 571 - RENTAL HOUSING SUPPORT FEE FUND

| Account  | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference       |
|--|--------------------------------|--------------------------------|-----------------------|-------------------------------|------------------|
| <b>Personal Services</b>                           |                                |                                |                       |                               |                  |
| 110/501010 Salaries and Wages of Regular Employees |                                |                                | 195,811               | 195,811                       | 195,811          |
| 170/501510 Mandatory Medicare Costs                |                                |                                | 2,840                 | 2,840                         | 2,840            |
| 174/501570 Statutory Pension                       |                                |                                | 26,424                | 26,424                        | 26,424           |
| 175/501590 Life Insurance Program                  |                                |                                | 322                   | 322                           | 322              |
| 176/501610 Health Insurance                        |                                |                                | 51,978                | 51,978                        | 51,978           |
| 177/501640 Dental Insurance Plan                   |                                |                                | 1,620                 | 1,620                         | 1,620            |
| 178/501660 Unemployment Compensation               |                                |                                | 168                   | 168                           | 168              |
| 179/501690 Vision Care Insurance                   |                                |                                | 470                   | 470                           | 470              |
| 181/501715 Group Pharmacy Insurance                |                                |                                | 14,728                | 14,728                        | 14,728           |
| <b>Personal Services Total</b>                     |                                |                                | <b>294,361</b>        | <b>294,361</b>                | <b>294,361</b>   |
| <b>Contingency and Special Purposes</b>            |                                |                                |                       |                               |                  |
| 818/580033 Reimbursement to Designated Fund        |                                | 280,232                        | 162,756               | 162,756                       | (117,476)        |
| 883/580260 Cook County Administration              | 387                            | 517                            |                       |                               | (517)            |
| <b>Contingency and Special Purposes Total</b>      | <b>387</b>                     | <b>280,749</b>                 | <b>162,756</b>        | <b>162,756</b>                | <b>(117,993)</b> |
| <b>Operating Funds Total</b>                       | <b>387</b>                     | <b>280,749</b>                 | <b>457,117</b>        | <b>457,117</b>                | <b>176,368</b>   |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
DEPARTMENT 571 - RENTAL HOUSING SUPPORT FEE FUND

| Job Code                                     | Title                         | Grade | 2016 Approved & Adopted |          | Department Request |                  | President's Recommendation |                  |
|--|-------------------------------|-------|-------------------------|----------|--------------------|------------------|----------------------------|------------------|
|  |                               |       | FTE Pos.                | Salaries | FTE Pos.           | Salaries         | FTE Pos.                   | Salaries         |
| 01 Rental Housing Support Fee Fund           |                               |       |                         |          |                    |                  |                            |                  |
| 01 Rental Housing Support Fee Fund - 5710801 |                               |       |                         |          |                    |                  |                            |                  |
| 0048   | Administrative Assistant III  | 16    |                         |          |                    | 1                |                            | 1                |
| 5436   | Cashier V (Recorder of Deeds) | 15    |                         |          | 1.0                | 62,124           | 1.0                        | 62,124           |
| 0907   | Clerk V                       | 11    |                         |          | 1.0                | 48,645           | 1.0                        | 48,645           |
| 4855   | Clerk IV-Recorder of Deeds    | 11    |                         |          | 2.0                | 91,097           | 2.0                        | 91,097           |
|  |                               |       |                         |          | 4.0                | \$201,867        | 4.0                        | \$201,867        |
| <b>Total Salaries and Positions</b>          |                               |       |                         |          | <b>4.0</b>         | <b>\$201,867</b> | <b>4.0</b>                 | <b>\$201,867</b> |
| Turnover Adjustment                          |                               |       |                         |          |                    | (6,056)          |                            | (6,056)          |
| <b>Operating Funds Total</b>                 |                               |       |                         |          | <b>4.0</b>         | <b>\$195,811</b> | <b>4.0</b>                 | <b>\$195,811</b> |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE  
 DEPARTMENT 571 - RENTAL HOUSING SUPPORT FEE FUND

| Grade                        | 2016 Approved & Adopted |          | Department Request |           | President's Recommendation |           |
|------------------------------|-------------------------|----------|--------------------|-----------|----------------------------|-----------|
|                              | FTE Pos.                | Salaries | FTE Pos.           | Salaries  | FTE Pos.                   | Salaries  |
| 16                           |                         |          |                    | 1         |                            | 1         |
| 15                           |                         |          | 1.0                | 62,124    | 1.0                        | 62,124    |
| 11                           |                         |          | 3.0                | 139,742   | 3.0                        | 139,742   |
| Total Salaries and Positions |                         |          | 4.0                | \$201,867 | 4.0                        | \$201,867 |
| Turnover Adjustment          |                         |          |                    | (6,056)   |                            | (6,056)   |
| Operating Funds Total        |                         |          | 4.0                | \$195,811 | 4.0                        | \$195,811 |



# SECTION CONTENTS

- Bureau Summary of Appropriations and Positions
- Bureau Distribution By Appropriation Classification
- Department Overview
- Department Budget
  - Distribution By Appropriation Classification
  - Personal Services, Summary of Positions
  - Summary of Positions by Grade

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060 - County Treasurer

T - 4

534 - County Treasurer - Tax Sales Automation Fund

T - 9





BUREAU SUMMARY  
 COUNTY TREASURER

SUMMARY OF APPROPRIATIONS

| Department and Title                               | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference |
|--|--------------------------------|--------------------------------|-----------------------|-------------------------------|------------|
| <b>Corporate Fund</b>                              |                                |                                |                       |                               |            |
| 060 - County Treasurer                             | 873,242                        | 1,137,971                      | 1,295,513             | 1,295,513                     | 157,542    |
| Corporate Fund Total                               | 873,242                        | 1,137,971                      | 1,295,513             | 1,295,513                     | 157,542    |
| <b>Special Purpose Funds</b>                       |                                |                                |                       |                               |            |
| 534 - County Treasurer - Tax Sales Automation Fund | 7,660,780                      | 11,137,938                     | 11,690,191            | 11,690,191                    | 552,253    |
| Special Purpose Funds Total                        | 7,660,780                      | 11,137,938                     | 11,690,191            | 11,690,191                    | 552,253    |
| Total Appropriations                               | 8,534,022                      | 12,275,909                     | 12,985,704            | 12,985,704                    | 709,795    |

SUMMARY OF POSITIONS

| Department and Title                               | 2016 Approved<br>Positions | Department<br>Request | President's<br>Recommendation | Difference |
|--|----------------------------|-----------------------|-------------------------------|------------|
| <b>Corporate Fund</b>                              |                            |                       |                               |            |
| 060 - County Treasurer                             | 14.0                       | 13.0                  | 13.0                          | (1.0)      |
| Corporate Fund Total                               | 14.0                       | 13.0                  | 13.0                          | (1.0)      |
| <b>Special Purpose Funds</b>                       |                            |                       |                               |            |
| 534 - County Treasurer - Tax Sales Automation Fund | 75.0                       | 75.5                  | 75.5                          | 0.5        |
| Special Purpose Funds Total                        | 75.0                       | 75.5                  | 75.5                          | 0.5        |
| Total Positions                                    | 89.0                       | 88.5                  | 88.5                          | (0.5)      |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
COUNTY TREASURER

| Account   | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference     |
|---|--------------------------------|--------------------------------|-----------------------|-------------------------------|----------------|
| <b>Personal Services</b>  |                                |                                |                       |                               |                |
| 110/501010 Salaries and Wages of Regular Employees                          | 809,153                        | 1,012,633                      | 957,349               | 957,349                       | (55,284)       |
| 170/501510 Mandatory Medicare Costs   | 11,524                         | 14,835                         | 13,886                | 13,886                        | (949)          |
| 175/501590 Life Insurance Program   |                                |                                | 1,498                 | 1,498                         | 1,498          |
| 176/501610 Health Insurance   |                                |                                | 134,669               | 134,669                       | 134,669        |
| 177/501640 Dental Insurance Plan  |                                |                                | 6,389                 | 6,389                         | 6,389          |
| 178/501660 Unemployment Compensation  |                                |                                | 546                   | 546                           | 546            |
| 179/501690 Vision Care Insurance  |                                |                                | 1,562                 | 1,562                         | 1,562          |
| 181/501715 Group Pharmacy Insurance   |                                |                                | 42,403                | 42,403                        | 42,403         |
| 185/501810 Professional and Technical Membership Fees                       | 2,995                          | 2,991                          | 3,000                 | 3,000                         | 9              |
| 186/501860 Training Programs for Staff Personnel                            | 695                            | 997                            | 1,000                 | 1,000                         | 3              |
| <b>Personal Services Total</b>  | <b>824,367</b>                 | <b>1,031,456</b>               | <b>1,162,302</b>      | <b>1,162,302</b>              | <b>130,846</b> |
| <b>Contractual Services</b>   |                                |                                |                       |                               |                |
| 214/520030 Armored Car Service  | 3,946                          | 4,741                          | 15,000                | 15,000                        | 10,259         |
| 220/520150 Communication Services   | 10,997                         | 21,877                         | 18,076                | 18,076                        | (3,801)        |
| 242/520550 Surveys, Operations and Reports                                  | 2,706                          | 9,843                          | 11,500                | 11,500                        | 1,657          |
| 250/520730 Premiums on Fidelity, Surety Bonds and Public Liability          |                                | 17,000                         | 8,000                 | 8,000                         | (9,000)        |
| 261/520890 Legal Fees Regarding Labor Matters                               | 4,387                          | 15,962                         | 15,000                | 15,000                        | (962)          |
| <b>Contractual Services Total</b>   | <b>22,036</b>                  | <b>69,423</b>                  | <b>67,576</b>         | <b>67,576</b>                 | <b>(1,847)</b> |
| <b>Supplies and Materials</b>   |                                |                                |                       |                               |                |
| 320/530100 Wearing Apparel  | 2,364                          | 2,370                          | 4,000                 | 4,000                         | 1,630          |
| 353/530640 Books, Periodicals, Publications, Archives and Data Services     | 1,455                          | 2,198                          | 2,500                 | 2,500                         | 302            |
| 353/530675 County Wide Lexis-Nexis Contract                                 |                                |                                | 882                   | 882                           | 882            |
| 355/530700 Photographic and Reproduction Supplies                           | 25                             | 188                            | 200                   | 200                           | 12             |
| 388/531650 Computer Operation Supplies                                      |                                | 281                            | 300                   | 300                           | 19             |
| <b>Supplies and Materials Total</b>   | <b>3,844</b>                   | <b>5,037</b>                   | <b>7,882</b>          | <b>7,882</b>                  | <b>2,845</b>   |
| <b>Operations and Maintenance</b>   |                                |                                |                       |                               |                |
| 440/540130 Maintenance and Repair of Office Equipment                       | 8,281                          | 10,400                         | 10,400                | 10,400                        |                |
| 441/540170 Maintenance and Repair of Data Processing Equipment and Software |                                | 7,233                          | 29,633                | 29,633                        | 22,400         |
| 445/540290 Operation of Automotive Equipment                                | 7,214                          | 6,922                          | 8,000                 | 8,000                         | 1,078          |
| <b>Operations and Maintenance Total</b>                                     | <b>15,495</b>                  | <b>24,555</b>                  | <b>48,033</b>         | <b>48,033</b>                 | <b>23,478</b>  |
| <b>Rental and Leasing</b>   |                                |                                |                       |                               |                |
| 630/550010 Rental of Office Equipment                                       | 7,500                          | 7,500                          |                       |                               | (7,500)        |
| 630/550018 County Wide Canon Photocopier Lease                              |                                |                                | 9,720                 | 9,720                         | 9,720          |
| <b>Rental and Leasing Total</b>   | <b>7,500</b>                   | <b>7,500</b>                   | <b>9,720</b>          | <b>9,720</b>                  | <b>2,220</b>   |
| <b>Operating Funds Total</b>  | <b>873,242</b>                 | <b>1,137,971</b>               | <b>1,295,513</b>      | <b>1,295,513</b>              | <b>157,542</b> |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
COUNTY TREASURER - SPECIAL PURPOSE FUNDS

| Account   | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference       |
|---|--------------------------------|--------------------------------|-----------------------|-------------------------------|------------------|
| <b>Personal Services</b>  |                                |                                |                       |                               |                  |
| 110/501010 Salaries and Wages of Regular Employees                          | 4,408,762                      | 5,927,042                      | 6,204,167             | 6,204,167                     | 277,125          |
| 120/501210 Overtime Compensation  | 2,948                          | 10,000                         | 8,000                 | 8,000                         | (2,000)          |
| 129/501300 Salaries and Wages of Seasonal Work Employees                    |                                | 224,640                        | 274,560               | 274,560                       | 49,920           |
| 170/501510 Mandatory Medicare Costs   | 62,507                         | 89,345                         | 94,058                | 94,058                        | 4,713            |
| 174/501570 Statutory Pension  | 580,228                        | 773,638                        | 735,576               | 735,576                       | (38,062)         |
| 175/501590 Life Insurance Program   | 8,662                          | 13,706                         | 8,989                 | 8,989                         | (4,717)          |
| 176/501610 Health Insurance   | 560,336                        | 851,320                        | 753,765               | 753,765                       | (97,555)         |
| 177/501640 Dental Insurance Plan  | 23,333                         | 33,411                         | 27,459                | 27,459                        | (5,952)          |
| 178/501660 Unemployment Compensation  |                                |                                | 3,171                 | 3,171                         | 3,171            |
| 179/501690 Vision Care Insurance  | 6,003                          | 8,457                          | 7,202                 | 7,202                         | (1,255)          |
| 181/501715 Group Pharmacy Insurance   | 105,075                        | 157,698                        | 189,183               | 189,183                       | 31,485           |
| 183/501770 Seminars for Professional Employees                              |                                | 2,000                          | 2,000                 | 2,000                         |                  |
| 185/501810 Professional and Technical Membership Fees                       | 1,236                          | 4,340                          | 5,230                 | 5,230                         | 890              |
| 186/501860 Training Programs for Staff Personnel                            | 12,793                         | 27,600                         | 35,000                | 35,000                        | 7,400            |
| <b>Personal Services Total</b>  | <b>5,771,883</b>               | <b>8,123,197</b>               | <b>8,348,360</b>      | <b>8,348,360</b>              | <b>225,163</b>   |
| <b>Contractual Services</b>   |                                |                                |                       |                               |                  |
| 240/520490 External Graphics and Reproduction Services                      | 377,051                        | 485,000                        | 485,000               | 485,000                       |                  |
| 245/520610 Advertising For Specific Purposes                                | 1,278                          | 3,395                          | 4,000                 | 4,000                         | 605              |
| 260/520830 Professional and Managerial Services                             | 356,789                        | 966,000                        | 786,000               | 786,000                       | (180,000)        |
| <b>Contractual Services Total</b>   | <b>735,118</b>                 | <b>1,454,395</b>               | <b>1,275,000</b>      | <b>1,275,000</b>              | <b>(179,395)</b> |
| <b>Supplies and Materials</b>   |                                |                                |                       |                               |                  |
| 350/530600 Office Supplies  | 16,741                         | 26,190                         | 30,000                | 30,000                        | 3,810            |
| 353/530640 Books, Periodicals, Publications, Archives and Data Services     | 5,897                          | 10,921                         | 11,394                | 11,394                        | 473              |
| 388/531650 Computer Operation Supplies                                      | 39,819                         | 175,725                        | 114,826               | 114,826                       | (60,899)         |
| <b>Supplies and Materials Total</b>   | <b>62,457</b>                  | <b>212,836</b>                 | <b>156,220</b>        | <b>156,220</b>                | <b>(56,616)</b>  |
| <b>Operations and Maintenance</b>   |                                |                                |                       |                               |                  |
| 441/540170 Maintenance and Repair of Data Processing Equipment and Software | 334,591                        | 525,981                        | 623,994               | 623,994                       | 98,013           |
| 461/540370 Maintenance of Facilities  |                                |                                | 300,000               | 300,000                       | 300,000          |
| <b>Operations and Maintenance Total</b>                                     | <b>334,591</b>                 | <b>525,981</b>                 | <b>923,994</b>        | <b>923,994</b>                | <b>398,013</b>   |
| <b>Capital Equipment and Improvements</b>                                   |                                |                                |                       |                               |                  |
| 570/560440 Telecommunications Equipment                                     |                                | 970                            |                       |                               | (970)            |
| 579/560450 Computer Equipment   | 473,865                        | 431,844                        | 655,830               | 655,830                       | 223,986          |
| <b>Capital Equipment and Improvements Total</b>                             | <b>473,865</b>                 | <b>432,814</b>                 | <b>655,830</b>        | <b>655,830</b>                | <b>223,016</b>   |
| <b>Rental and Leasing</b>   |                                |                                |                       |                               |                  |
| 630/550010 Rental of Office Equipment                                       | 71,036                         | 78,132                         | 65,000                | 65,000                        | (13,132)         |
| 630/550018 County Wide Canon Photocopier Lease                              |                                |                                | 9,720                 | 9,720                         | 9,720            |
| <b>Rental and Leasing Total</b>   | <b>71,036</b>                  | <b>78,132</b>                  | <b>74,720</b>         | <b>74,720</b>                 | <b>(3,412)</b>   |
| <b>Contingency and Special Purposes</b>                                     |                                |                                |                       |                               |                  |
| 814/580380 Appropriation Adjustments  |                                | 34,736                         |                       |                               | (34,736)         |
| 818/580033 Reimbursement to Designated Fund                                 | 19,780                         | 19,780                         |                       |                               | (19,780)         |
| 883/580260 Cook County Administration                                       | 192,050                        | 256,067                        | 256,067               | 256,067                       |                  |
| <b>Contingency and Special Purposes Total</b>                               | <b>211,830</b>                 | <b>310,583</b>                 | <b>256,067</b>        | <b>256,067</b>                | <b>(54,516)</b>  |
| <b>Operating Funds Total</b>  | <b>7,660,780</b>               | <b>11,137,938</b>              | <b>11,690,191</b>     | <b>11,690,191</b>             | <b>552,253</b>   |

**DEPARTMENT OVERVIEW**  
**060 COUNTY TREASURER**

**Mission**

The County Treasurer's Office is responsible for collecting, safeguarding, investing and distributing property tax funds.

**Mandates and Key Activities**

- Prints and mails property tax bills (current & prior).
- Collects property tax payments (current & prior).
- Distributes property taxes to approximately 2,200 taxing bodies.
- Collects and safeguard court ordered deposits.
- Conducts tax sale for delinquent taxes (annual & scavenger).
- Collects delinquent special assessments.
- Refunds over-payments on property taxes.
- Processes court ordered refunds.
- Discloses taxing district debts.

**Programs**

**Administration (9 FTE)**

Supervises departmental programs and manages administrative functions such as financial and procurement activities, human resource functions, and reporting responsibilities.

**Information Technology (15 FTE)**

Develops and maintains information systems and operations such as assets management, help desk, record retention, project development and management, systems and infrastructure security, communications management, and mainframe operations.

**Operations (21 FTE)**

Performs various operational functions such as call center operations, customer service, 1st and 2nd installment tax bill collections, lockbox operations, mailroom operations, vault operations, 1st and 2nd installment tax bill printing and mailing, and delinquent bill notice printing and mailing.

**Finance (18 FTE)**

Manages cash management operations and performs other related financial responsibilities such as refund processing, financial reporting, disclosures and statements as well as other related activities.

**Legal (11 FTE)**

Manages legal tasks and responsibilities such as FOIA administration, as well as various legal reviews and processing including tax sale, bankruptcy and sale in error.

**Discussion of 2016 Department and Program Outcomes**

The Treasurer's office provides taxpayers with the most convenient options to pay their taxes and view their tax information.

We continue to increase tax payment options to make it easier for taxpayers to pay tax bills. We continue to see increased usage in online payments, branch payments, and Community Bank Payments.

We have worked with other County Agencies to create the <http://www.cookcountypropertyinfo.com/> portal that provides tax information from other Tax offices under one website. The portal continues to see an increase in visits and is very useful to taxpayers as they see property tax information from the Assessor, Clerk, and the Recorder of Deeds.

| Performance Data   |         |                         |                   |
|--|---------|-------------------------|-------------------|
| Performance Indicator  | FY 2015 | FY 2016<br>Projected YE | FY 2017<br>Target |
| <b>Information Technology Program Output Metric</b>          |         |                         |                   |
| # of property tax portal visits (million)                    | 3.7 mil | 3.9 mil                 | 4.0 mil           |
| <b>Operations Program Efficiency Metric</b>                  |         |                         |                   |
| Avg # of weeks to process over-payments                      | 5       | 5                       | 5                 |
| <b>Operations Program Outcome Metric</b>                     |         |                         |                   |
| % of individual taxpayer payments that were completed online | 10.82%  | 11.50%                  | 12.00%            |
| <b>Zero based Budget Metric</b>                              |         |                         |                   |
| Staff cost per court ordered refund processed                | \$0.21  | \$0.22                  | \$0.22            |

**Budget, Cost Analysis and 2017 Strategic Initiatives and Goals**

In Cook County, the County Treasurer oversees the second-largest property tax collection and distribution system in the United States. Cook County Treasurer Maria Pappas is responsible for:

- Printing and mailing bills based on the data provided by other county and state agencies on assessments, exemptions and tax rates
- Collection of \$11 billion each year in taxes from the owners of more than 1.7 million parcels of property
- Distribution of the tax funds to approximately 2,200 local government agencies that have the jurisdiction to collect taxes. The agencies include school districts, villages, cities, townships, park and forest preserve systems, libraries, public health and safety agencies, election authorities, economic-development agencies and bonds to pay for public-works projects.

In addition, the Treasurer is required by law to:

- Prepare delinquency tax lists and send notices to the last known taxpayer(s) of record
- Obtain a tax-sale judgment order in court
- Conduct an annual sale of tax liens to seek payment of delinquent taxes

Under Illinois law, the Treasurer's office also oversees the process of refunding overpayments of taxes that have occurred within the prior five years. These refunds are for overpayments that occur through:

- Duplicate payments of the same taxes
- Overpayments of the amount due
- Reductions in assessments after the original billing as authorized by various tax-assessment agencies or the courts
- Reductions in tax rates after the original billings as authorized by the courts.

DEPARTMENT OVERVIEW  
 060 COUNTY TREASURER

Without compromising any of the aforementioned duties and responsibilities, the Treasurer's office continues to automate its functions in an effort to streamline processes. FY2017 will be the 16th consecutive year that the Treasurer's office reduces its Budget in compliance with targets requested. Technological improvements allow this office to reduce costs, headcount and improve services. The Treasurer's office is committed to implementing improvements that will further reduce costs and increase services by way of technological advancements.

| Appropriations (\$ thousands) |                 |                                |                     |
|-------------------------------|-----------------|--------------------------------|---------------------|
| Fund Category                 | 2015<br>Adopted | 2016 Adjusted<br>Appropriation | 2017<br>Recommended |
| Corporate Fund                | 1,320.2         | 1,138.0                        | 1,295.5             |
|                               | Adopted         | Adopted                        | Recommended         |
| FTE Positions                 | 17.0            | 14.0                           | 13.0                |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
DEPARTMENT 060 - COUNTY TREASURER

| Account   | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference     |
|---|--------------------------------|--------------------------------|-----------------------|-------------------------------|----------------|
| <b>Personal Services</b>  |                                |                                |                       |                               |                |
| 110/501010 Salaries and Wages of Regular Employees                          | 809,153                        | 1,012,633                      | 957,349               | 957,349                       | (55,284)       |
| 170/501510 Mandatory Medicare Costs   | 11,524                         | 14,835                         | 13,886                | 13,886                        | (949)          |
| 175/501590 Life Insurance Program   |                                |                                | 1,498                 | 1,498                         | 1,498          |
| 176/501610 Health Insurance   |                                |                                | 134,669               | 134,669                       | 134,669        |
| 177/501640 Dental Insurance Plan  |                                |                                | 6,389                 | 6,389                         | 6,389          |
| 178/501660 Unemployment Compensation  |                                |                                | 546                   | 546                           | 546            |
| 179/501690 Vision Care Insurance  |                                |                                | 1,562                 | 1,562                         | 1,562          |
| 181/501715 Group Pharmacy Insurance   |                                |                                | 42,403                | 42,403                        | 42,403         |
| 185/501810 Professional and Technical Membership Fees                       | 2,995                          | 2,991                          | 3,000                 | 3,000                         | 9              |
| 186/501860 Training Programs for Staff Personnel                            | 695                            | 997                            | 1,000                 | 1,000                         | 3              |
| <b>Personal Services Total</b>  | <b>824,367</b>                 | <b>1,031,456</b>               | <b>1,162,302</b>      | <b>1,162,302</b>              | <b>130,846</b> |
| <b>Contractual Services</b>   |                                |                                |                       |                               |                |
| 214/520030 Armored Car Service  | 3,946                          | 4,741                          | 15,000                | 15,000                        | 10,259         |
| 220/520150 Communication Services   | 10,997                         | 21,877                         | 18,076                | 18,076                        | (3,801)        |
| 242/520550 Surveys, Operations and Reports                                  | 2,706                          | 9,843                          | 11,500                | 11,500                        | 1,657          |
| 250/520730 Premiums on Fidelity, Surety Bonds and Public Liability          |                                | 17,000                         | 8,000                 | 8,000                         | (9,000)        |
| 261/520890 Legal Fees Regarding Labor Matters                               | 4,387                          | 15,962                         | 15,000                | 15,000                        | (962)          |
| <b>Contractual Services Total</b>   | <b>22,036</b>                  | <b>69,423</b>                  | <b>67,576</b>         | <b>67,576</b>                 | <b>(1,847)</b> |
| <b>Supplies and Materials</b>   |                                |                                |                       |                               |                |
| 320/530100 Wearing Apparel  | 2,364                          | 2,370                          | 4,000                 | 4,000                         | 1,630          |
| 353/530640 Books, Periodicals, Publications, Archives and Data Services     | 1,455                          | 2,198                          | 2,500                 | 2,500                         | 302            |
| 353/530675 County Wide Lexis-Nexis Contract                                 |                                |                                | 882                   | 882                           | 882            |
| 355/530700 Photographic and Reproduction Supplies                           | 25                             | 188                            | 200                   | 200                           | 12             |
| 388/531650 Computer Operation Supplies                                      |                                | 281                            | 300                   | 300                           | 19             |
| <b>Supplies and Materials Total</b>   | <b>3,844</b>                   | <b>5,037</b>                   | <b>7,882</b>          | <b>7,882</b>                  | <b>2,845</b>   |
| <b>Operations and Maintenance</b>   |                                |                                |                       |                               |                |
| 440/540130 Maintenance and Repair of Office Equipment                       | 8,281                          | 10,400                         | 10,400                | 10,400                        |                |
| 441/540170 Maintenance and Repair of Data Processing Equipment and Software |                                | 7,233                          | 29,633                | 29,633                        | 22,400         |
| 445/540290 Operation of Automotive Equipment                                | 7,214                          | 6,922                          | 8,000                 | 8,000                         | 1,078          |
| <b>Operations and Maintenance Total</b>                                     | <b>15,495</b>                  | <b>24,555</b>                  | <b>48,033</b>         | <b>48,033</b>                 | <b>23,478</b>  |
| <b>Rental and Leasing</b>   |                                |                                |                       |                               |                |
| 630/550010 Rental of Office Equipment                                       | 7,500                          | 7,500                          |                       |                               | (7,500)        |
| 630/550018 County Wide Canon Photocopier Lease                              |                                |                                | 9,720                 | 9,720                         | 9,720          |
| <b>Rental and Leasing Total</b>   | <b>7,500</b>                   | <b>7,500</b>                   | <b>9,720</b>          | <b>9,720</b>                  | <b>2,220</b>   |
| <b>Operating Funds Total</b>  | <b>873,242</b>                 | <b>1,137,971</b>               | <b>1,295,513</b>      | <b>1,295,513</b>              | <b>157,542</b> |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
DEPARTMENT 060 - COUNTY TREASURER

| Job Code                             | Title                              | Grade | 2016 Approved & Adopted |             | Department Request |           | President's Recommendation |           |
|--------------------------------------|------------------------------------|-------|-------------------------|-------------|--------------------|-----------|----------------------------|-----------|
|                                      |                                    |       | FTE Pos.                | Salaries    | FTE Pos.           | Salaries  | FTE Pos.                   | Salaries  |
| 01 Executive Division                |                                    |       |                         |             |                    |           |                            |           |
| 01 Executive - 0601228               |                                    |       |                         |             |                    |           |                            |           |
| 0008                                 | County Treasurer                   | SEL   | 1.0                     | 105,000     | 1.0                | 105,000   | 1.0                        | 105,000   |
|                                      |                                    |       | 1.0                     | \$105,000   | 1.0                | \$105,000 | 1.0                        | \$105,000 |
| 02 Finance Division                  |                                    |       |                         |             |                    |           |                            |           |
| 01 Administration - 0601231          |                                    |       |                         |             |                    |           |                            |           |
| 0108                                 | Deputy County Treasurer            | 24    | 1.0                     | 159,514     | 1.0                | 163,506   | 1.0                        | 163,506   |
| 0292                                 | Administrative Analyst II          | 19    | 1.0                     | 79,178      |                    |           |                            |           |
|                                      |                                    |       | 2.0                     | \$238,692   | 1.0                | \$163,506 | 1.0                        | \$163,506 |
| 04 General Office Supplies - 0601234 |                                    |       |                         |             |                    |           |                            |           |
| 0291                                 | Administrative Analyst I           | 17    | 2.0                     | 144,785     | 2.0                | 150,335   | 2.0                        | 150,335   |
| 4803                                 | File Manager II                    | 15    | 1.0                     | 60,144      | 1.0                | 62,111    | 1.0                        | 62,111    |
|                                      |                                    |       | 3.0                     | \$204,929   | 3.0                | \$212,446 | 3.0                        | \$212,446 |
| 03 Collection Division               |                                    |       |                         |             |                    |           |                            |           |
| 03 Budget and Purchasing - 0601241   |                                    |       |                         |             |                    |           |                            |           |
| 0202                                 | Budget Analyst II                  | 17    | 1.0                     | 67,494      | 1.0                | 70,040    | 1.0                        | 70,040    |
|                                      |                                    |       | 1.0                     | \$67,494    | 1.0                | \$70,040  | 1.0                        | \$70,040  |
| 05 Office Services Division          |                                    |       |                         |             |                    |           |                            |           |
| 02 Taxpayer Assistance - 0601251     |                                    |       |                         |             |                    |           |                            |           |
| 0048                                 | Administrative Assistant III       | 16    | 2.0                     | 114,869     | 2.0                | 116,992   | 2.0                        | 116,992   |
| 4692                                 | Tax Information Representative III | 15    | 1.0                     | 62,571      | 1.0                | 46,537    | 1.0                        | 46,537    |
|                                      |                                    |       | 3.0                     | \$177,440   | 3.0                | \$163,529 | 3.0                        | \$163,529 |
| 04 Refunds - 0601253                 |                                    |       |                         |             |                    |           |                            |           |
| 0048                                 | Administrative Assistant III       | 16    | 2.0                     | 121,568     | 2.0                | 128,233   | 2.0                        | 128,233   |
| 4694                                 | Tax Services Supervisor II         | 15    | 1.0                     | 60,144      | 1.0                | 62,745    | 1.0                        | 62,745    |
|                                      |                                    |       | 3.0                     | \$181,712   | 3.0                | \$190,978 | 3.0                        | \$190,978 |
| 06 Legal Division                    |                                    |       |                         |             |                    |           |                            |           |
| 03 Legal Department - 0600618        |                                    |       |                         |             |                    |           |                            |           |
| 0050                                 | Administrative Assistant IV        | 18    | 1.0                     | 78,005      | 1.0                | 81,458    | 1.0                        | 81,458    |
|                                      |                                    |       | 1.0                     | \$78,005    | 1.0                | \$81,458  | 1.0                        | \$81,458  |
| Total Salaries and Positions         |                                    |       | 14.0                    | \$1,053,272 | 13.0               | \$986,957 | 13.0                       | \$986,957 |
| Turnover Adjustment                  |                                    |       |                         | (31,873)    |                    | (29,608)  |                            | (29,608)  |
| Operating Funds Total                |                                    |       | 14.0                    | \$1,021,399 | 13.0               | \$957,349 | 13.0                       | \$957,349 |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE  
DEPARTMENT 060 - COUNTY TREASURER

| Grade                               | 2016 Approved & Adopted |                    | Department Request |                  | President's Recommendation |                  |
|-------------------------------------|-------------------------|--------------------|--------------------|------------------|----------------------------|------------------|
|                                     | FTE Pos.                | Salaries           | FTE Pos.           | Salaries         | FTE Pos.                   | Salaries         |
| SEL                                 | 1.0                     | 105,000            | 1.0                | 105,000          | 1.0                        | 105,000          |
| 24                                  | 1.0                     | 159,514            | 1.0                | 163,506          | 1.0                        | 163,506          |
| 19                                  | 1.0                     | 79,178             |                    |                  |                            |                  |
| 18                                  | 1.0                     | 78,005             | 1.0                | 81,458           | 1.0                        | 81,458           |
| 17                                  | 3.0                     | 212,279            | 3.0                | 220,375          | 3.0                        | 220,375          |
| 16                                  | 4.0                     | 236,437            | 4.0                | 245,225          | 4.0                        | 245,225          |
| 15                                  | 3.0                     | 182,859            | 3.0                | 171,393          | 3.0                        | 171,393          |
| <b>Total Salaries and Positions</b> | <b>14.0</b>             | <b>\$1,053,272</b> | <b>13.0</b>        | <b>\$986,957</b> | <b>13.0</b>                | <b>\$986,957</b> |
| Turnover Adjustment                 |                         | (31,873)           |                    | (29,608)         |                            | (29,608)         |
| <b>Operating Funds Total</b>        | <b>14.0</b>             | <b>\$1,021,399</b> | <b>13.0</b>        | <b>\$957,349</b> | <b>13.0</b>                | <b>\$957,349</b> |



## DEPARTMENT OVERVIEW

### 534 COUNTY TREASURER - TAX SALES AUTOMATION FUND

#### Mission

The County Treasurer's Office is responsible for collecting, safeguarding, investing and distributing property tax funds.

#### Mandates and Key Activities

- (35 ILCS 200/21-245)  
Sec. 21-245. Automation fee. The county collector in all counties may assess to the purchaser of property for delinquent taxes an automation fee of not more than \$10 per parcel.
- Please see 060 County Treasurer for Department Overview details.

#### Budget, Cost Analysis and 2017 Strategic Initiatives and Goals

| Appropriations (\$ thousands) |                 |                                |                     |
|-------------------------------|-----------------|--------------------------------|---------------------|
| Fund Category                 | 2015<br>Adopted | 2016 Adjusted<br>Appropriation | 2017<br>Recommended |
| Special Purpose Funds         | 10,483.8        | 11,137.9                       | 11,690.2            |
|                               | Adopted         | Adopted                        | Recommended         |
| FTE Positions                 | 72.0            | 75.0                           | 75.5                |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
DEPARTMENT 534 - COUNTY TREASURER - TAX SALES AUTOMATION FUND

| Account   | 2016 Expend.<br>As Of 09-26-16 | 2016 Adjusted<br>Appropriation | Department<br>Request | President's<br>Recommendation | Difference       |
|---|--------------------------------|--------------------------------|-----------------------|-------------------------------|------------------|
| <b>Personal Services</b>  |                                |                                |                       |                               |                  |
| 110/501010 Salaries and Wages of Regular Employees                          | 4,408,762                      | 5,927,042                      | 6,204,167             | 6,204,167                     | 277,125          |
| 120/501210 Overtime Compensation  | 2,948                          | 10,000                         | 8,000                 | 8,000                         | (2,000)          |
| 129/501300 Salaries and Wages of Seasonal Work Employees                    |                                | 224,640                        | 274,560               | 274,560                       | 49,920           |
| 170/501510 Mandatory Medicare Costs   | 62,507                         | 89,345                         | 94,058                | 94,058                        | 4,713            |
| 174/501570 Statutory Pension  | 580,228                        | 773,638                        | 735,576               | 735,576                       | (38,062)         |
| 175/501590 Life Insurance Program   | 8,662                          | 13,706                         | 8,989                 | 8,989                         | (4,717)          |
| 176/501610 Health Insurance   | 560,336                        | 851,320                        | 753,765               | 753,765                       | (97,555)         |
| 177/501640 Dental Insurance Plan  | 23,333                         | 33,411                         | 27,459                | 27,459                        | (5,952)          |
| 178/501660 Unemployment Compensation  |                                |                                | 3,171                 | 3,171                         | 3,171            |
| 179/501690 Vision Care Insurance  | 6,003                          | 8,457                          | 7,202                 | 7,202                         | (1,255)          |
| 181/501715 Group Pharmacy Insurance   | 105,075                        | 157,698                        | 189,183               | 189,183                       | 31,485           |
| 183/501770 Seminars for Professional Employees                              |                                | 2,000                          | 2,000                 | 2,000                         |                  |
| 185/501810 Professional and Technical Membership Fees                       | 1,236                          | 4,340                          | 5,230                 | 5,230                         | 890              |
| 186/501860 Training Programs for Staff Personnel                            | 12,793                         | 27,600                         | 35,000                | 35,000                        | 7,400            |
| <b>Personal Services Total</b>  | <b>5,771,883</b>               | <b>8,123,197</b>               | <b>8,348,360</b>      | <b>8,348,360</b>              | <b>225,163</b>   |
| <b>Contractual Services</b>   |                                |                                |                       |                               |                  |
| 240/520490 External Graphics and Reproduction Services                      | 377,051                        | 485,000                        | 485,000               | 485,000                       |                  |
| 245/520610 Advertising For Specific Purposes                                | 1,278                          | 3,395                          | 4,000                 | 4,000                         | 605              |
| 260/520830 Professional and Managerial Services                             | 356,789                        | 966,000                        | 786,000               | 786,000                       | (180,000)        |
| <b>Contractual Services Total</b>   | <b>735,118</b>                 | <b>1,454,395</b>               | <b>1,275,000</b>      | <b>1,275,000</b>              | <b>(179,395)</b> |
| <b>Supplies and Materials</b>   |                                |                                |                       |                               |                  |
| 350/530600 Office Supplies  | 16,741                         | 26,190                         | 30,000                | 30,000                        | 3,810            |
| 353/530640 Books, Periodicals, Publications, Archives and Data Services     | 5,897                          | 10,921                         | 11,394                | 11,394                        | 473              |
| 388/531650 Computer Operation Supplies                                      | 39,819                         | 175,725                        | 114,826               | 114,826                       | (60,899)         |
| <b>Supplies and Materials Total</b>   | <b>62,457</b>                  | <b>212,836</b>                 | <b>156,220</b>        | <b>156,220</b>                | <b>(56,616)</b>  |
| <b>Operations and Maintenance</b>   |                                |                                |                       |                               |                  |
| 441/540170 Maintenance and Repair of Data Processing Equipment and Software | 334,591                        | 525,981                        | 623,994               | 623,994                       | 98,013           |
| 461/540370 Maintenance of Facilities  |                                |                                | 300,000               | 300,000                       | 300,000          |
| <b>Operations and Maintenance Total</b>                                     | <b>334,591</b>                 | <b>525,981</b>                 | <b>923,994</b>        | <b>923,994</b>                | <b>398,013</b>   |
| <b>Capital Equipment and Improvements</b>                                   |                                |                                |                       |                               |                  |
| 570/560440 Telecommunications Equipment                                     |                                | 970                            |                       |                               | (970)            |
| 579/560450 Computer Equipment   | 473,865                        | 431,844                        | 655,830               | 655,830                       | 223,986          |
| <b>Capital Equipment and Improvements Total</b>                             | <b>473,865</b>                 | <b>432,814</b>                 | <b>655,830</b>        | <b>655,830</b>                | <b>223,016</b>   |
| <b>Rental and Leasing</b>   |                                |                                |                       |                               |                  |
| 630/550010 Rental of Office Equipment                                       | 71,036                         | 78,132                         | 65,000                | 65,000                        | (13,132)         |
| 630/550018 County Wide Canon Photocopier Lease                              |                                |                                | 9,720                 | 9,720                         | 9,720            |
| <b>Rental and Leasing Total</b>   | <b>71,036</b>                  | <b>78,132</b>                  | <b>74,720</b>         | <b>74,720</b>                 | <b>(3,412)</b>   |
| <b>Contingency and Special Purposes</b>                                     |                                |                                |                       |                               |                  |
| 814/580380 Appropriation Adjustments  |                                | 34,736                         |                       |                               | (34,736)         |
| 818/580033 Reimbursement to Designated Fund                                 | 19,780                         | 19,780                         |                       |                               | (19,780)         |
| 883/580260 Cook County Administration                                       | 192,050                        | 256,067                        | 256,067               | 256,067                       |                  |
| <b>Contingency and Special Purposes Total</b>                               | <b>211,830</b>                 | <b>310,583</b>                 | <b>256,067</b>        | <b>256,067</b>                | <b>(54,516)</b>  |
| <b>Operating Funds Total</b>  | <b>7,660,780</b>               | <b>11,137,938</b>              | <b>11,690,191</b>     | <b>11,690,191</b>             | <b>552,253</b>   |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
DEPARTMENT 534 - COUNTY TREASURER - TAX SALES AUTOMATION FUND

| Job Code                               | Title   | Grade | 2016 Approved & Adopted |             | Department Request |             | President's Recommendation |             |
|--|---|-------|-------------------------|-------------|--------------------|-------------|----------------------------|-------------|
|  |   |       | FTE Pos.                | Salaries    | FTE Pos.           | Salaries    | FTE Pos.                   | Salaries    |
| 01 Information and Technology Division |   |       |                         |             |                    |             |                            |             |
| 01 Administration - 5341897            |   |       |                         |             |                    |             |                            |             |
| 1133                                   | Chief Information Officer                       | 24    | 1.0                     | 159,512     | 1.0                | 163,505     | 1.0                        | 163,505     |
| 0107                                   | First Deputy Treasurer                          | 24    | 1.0                     | 121,516     | 1.0                | 124,559     | 1.0                        | 124,559     |
| 0108                                   | Deputy County Treasurer                         | 24    | 1.0                     | 159,514     | 1.0                | 163,506     | 1.0                        | 163,506     |
| 0120                                   | Chief Financial Officer                         | 24    | 1.0                     | 153,128     | 2.0                | 293,506     | 2.0                        | 293,506     |
| 0186                                   | Cash Management Director                        | 24    | 1.0                     | 151,664     | 1.0                | 155,461     | 1.0                        | 155,461     |
| 0193                                   | Data Services Administrator                     | 24    | 1.0                     | 142,487     | 1.0                | 146,054     | 1.0                        | 146,054     |
| 0745                                   | Chief General Counsel                           | 24    | 1.0                     | 159,514     | 1.0                | 163,506     | 1.0                        | 163,506     |
| 1035                                   | Deputy Chief Legal Counsel - Treasurer          | 24    | 1.0                     | 99,021      |                    |             |                            |             |
| 1043                                   | Director Of Human Resources                     | 24    |                         |             | 1.0                | 125,000     | 1.0                        | 125,000     |
| 1134                                   | Manager-Computer Software Programming           | 24    | 1.0                     | 120,936     | 1.0                | 123,965     | 1.0                        | 123,965     |
| 2168                                   | Director Of Information Systems                 | 24    |                         |             | 1.0                | 124,610     | 1.0                        | 124,610     |
| 0813                                   | Project Leader-Midrange Systems                 | 23    | 3.0                     | 308,509     | 3.0                | 319,420     | 3.0                        | 319,420     |
| 0113                                   | Director Financial Control IV                   | 24    | 1.0                     | 103,021     |                    |             |                            |             |
| 0112                                   | Director of Financial Control III               | 23    | 1.0                     | 95,221      | 1.0                | 77,156      | 1.0                        | 77,156      |
| 1114                                   | Systems Analyst V                               | 23    | 8.0                     | 800,191     | 6.5                | 698,535     | 6.5                        | 698,535     |
| 1137                                   | Manager-Systems Development                     | 23    | 1.0                     | 124,543     |                    |             |                            |             |
| 4696                                   | Special Assistant to Department Head - Attorney | 23    | 1.0                     | 98,605      | 1.0                | 103,020     | 1.0                        | 103,020     |
| 1108                                   | Programmer IV                                   | 22    | 1.0                     | 88,359      | 1.0                | 92,318      | 1.0                        | 92,318      |
| 1135                                   | Project Leader- Data Systems                    | 22    | 1.0                     | 71,305      | 1.0                | 103,609     | 1.0                        | 103,609     |
| 5574                                   | Project Manager                                 | 22    |                         |             | 1.0                | 103,021     | 1.0                        | 103,021     |
| 0293                                   | Administrative Analyst III                      | 21    | 2.0                     | 154,102     | 2.0                | 159,723     | 2.0                        | 159,723     |
| 1113                                   | Systems Analyst IV                              | 21    | 2.0                     | 171,372     | 2.0                | 177,968     | 2.0                        | 177,968     |
| 0051                                   | Administrative Assistant V                      | 20    | 1.0                     | 76,083      | 1.0                | 79,193      | 1.0                        | 79,193      |
| 0110                                   | Director of Financial Control I                 | 20    | 1.0                     | 79,972      |                    |             |                            |             |
| 1112                                   | Systems Analyst III                             | 20    | 1.0                     | 73,102      | 1.0                | 75,223      | 1.0                        | 75,223      |
| 0145                                   | Accountant V                                    | 19    | 2.0                     | 132,509     | 1.0                | 88,173      | 1.0                        | 88,173      |
| 0292                                   | Administrative Analyst II                       | 19    | 4.0                     | 285,665     | 4.0                | 314,680     | 4.0                        | 314,680     |
| 1115                                   | System Software Programmer II                   | 19    | 1.0                     | 73,102      | 1.0                | 76,325      | 1.0                        | 76,325      |
| 0050                                   | Administrative Assistant IV                     | 18    | 2.0                     | 130,981     | 3.0                | 218,680     | 3.0                        | 218,680     |
| 5247                                   | Cost Accountant                                 | 18    |                         |             | 1.0                | 77,917      | 1.0                        | 77,917      |
| 5863                                   | Project Manager Office Lead                     | 18    |                         |             | 1.0                | 82,163      | 1.0                        | 82,163      |
| 0144                                   | Accountant IV                                   | 17    | 2.0                     | 113,766     | 3.0                | 165,370     | 3.0                        | 165,370     |
| 0291                                   | Administrative Analyst I                        | 17    | 11.0                    | 641,411     | 11.0               | 711,924     | 11.0                       | 711,924     |
| 0380                                   | Divisions Supervisor II                         | 17    | 1.0                     | 64,857      | 1.0                | 66,479      | 1.0                        | 66,479      |
| 0705                                   | Personnel Analyst III                           | 17    | 1.0                     | 70,947      | 1.0                | 73,175      | 1.0                        | 73,175      |
| 0048                                   | Administrative Assistant III                    | 16    | 9.0                     | 547,858     | 9.0                | 509,384     | 9.0                        | 509,384     |
| 0852                                   | Information Supervisor                          | 16    | 2.0                     | 135,339     | 1.0                | 71,728      | 1.0                        | 71,728      |
| 0143                                   | Accountant III                                  | 15    | 4.0                     | 222,551     | 4.0                | 233,526     | 4.0                        | 233,526     |
| 0370                                   | Tax Examiner V                                  | 15    | 2.0                     | 79,560      | 2.0                | 81,554      | 2.0                        | 81,554      |
| 4692                                   | Tax Information Representative III              | 15    | 1.0                     | 57,829      | 1.0                | 59,872      | 1.0                        | 59,872      |
|  |   |       | 75.0                    | \$6,068,052 | 75.5               | \$6,403,808 | 75.5                       | \$6,403,808 |
| <b>Total Salaries and Positions</b>    |   |       | 75.0                    | \$6,068,052 | 75.5               | \$6,403,808 | 75.5                       | \$6,403,808 |
| Turnover Adjustment                    |   |       |                         | (141,010)   |                    | (199,641)   |                            | (199,641)   |
| <b>Operating Funds Total</b>           |   |       | 75.0                    | \$5,927,042 | 75.5               | \$6,204,167 | 75.5                       | \$6,204,167 |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE  
DEPARTMENT 534 - COUNTY TREASURER - TAX SALES AUTOMATION FUND

| Grade                               | 2016 Approved & Adopted |                    | Department Request |                    | President's Recommendation |                    |
|-------------------------------------|-------------------------|--------------------|--------------------|--------------------|----------------------------|--------------------|
|                                     | FTE Pos.                | Salaries           | FTE Pos.           | Salaries           | FTE Pos.                   | Salaries           |
| 24                                  | 10.0                    | 1,370,313          | 11.0               | 1,583,672          | 11.0                       | 1,583,672          |
| 23                                  | 14.0                    | 1,427,069          | 11.5               | 1,198,131          | 11.5                       | 1,198,131          |
| 22                                  | 2.0                     | 159,664            | 3.0                | 298,948            | 3.0                        | 298,948            |
| 21                                  | 4.0                     | 325,474            | 4.0                | 337,691            | 4.0                        | 337,691            |
| 20                                  | 3.0                     | 229,157            | 2.0                | 154,416            | 2.0                        | 154,416            |
| 19                                  | 7.0                     | 491,276            | 6.0                | 479,178            | 6.0                        | 479,178            |
| 18                                  | 2.0                     | 130,981            | 5.0                | 378,760            | 5.0                        | 378,760            |
| 17                                  | 15.0                    | 890,981            | 16.0               | 1,016,948          | 16.0                       | 1,016,948          |
| 16                                  | 11.0                    | 683,197            | 10.0               | 581,112            | 10.0                       | 581,112            |
| 15                                  | 7.0                     | 359,940            | 7.0                | 374,952            | 7.0                        | 374,952            |
| <b>Total Salaries and Positions</b> | <b>75.0</b>             | <b>\$6,068,052</b> | <b>75.5</b>        | <b>\$6,403,808</b> | <b>75.5</b>                | <b>\$6,403,808</b> |
| Turnover Adjustment                 |                         | (141,010)          |                    | (199,641)          |                            | (199,641)          |
| <b>Operating Funds Total</b>        | <b>75.0</b>             | <b>\$5,927,042</b> | <b>75.5</b>        | <b>\$6,204,167</b> | <b>75.5</b>                | <b>\$6,204,167</b> |