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BUREAU SUMMARY

ASSESSOR

SUMMARY OF APPROPRIATIONS

Department and Title	2016 Expend. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Corporate Fund					
040 - County Assessor	18,864,241	24,324,269	22,621,688	26,759,757	2,435,488
Corporate Fund Total	18,864,241	24,324,269	22,621,688	26,759,757	2,435,488
Special Purpose Funds					
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
Special Purpose Funds Total		815,000	3,487,282	3,487,282	2,672,282
Total Appropriations	18,864,241	25,139,269	26,108,970	30,247,039	5,107,770

SUMMARY OF POSITIONS

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

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
ASSESSOR

Account	2016 Expend. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
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
175/501590 Life Insurance Program				31,625	31,625
176/501610 Health Insurance				2,864,779	2,864,779
177/501640 Dental Insurance Plan				106,225	106,225
178/501660 Unemployment Compensation				12,978	12,978
179/501690 Vision Care Insurance				33,134	33,134
181/501715 Group Pharmacy Insurance				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
Personal Services Total	16,020,995	21,717,155	20,634,049	24,702,891	2,985,736
Contractual Services					
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)
Contractual Services Total	2,511,841	2,988,721	2,227,840	2,227,840	(760,881)
Supplies and Materials					
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
Supplies and Materials Total	186,010	342,925	583,754	583,754	240,829
Operations and Maintenance					
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	300,000	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
Operations and Maintenance Total	119,329	313,630	317,000	386,227	72,597
Rental and Leasing					
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
Rental and Leasing Total	73,341	134,841	178,368	178,368	43,527

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
ASSESSOR

Account	2016 Expend. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<u>Contingency and Special Purposes</u>					
819/580420 Appropriation Transfer for Reimbursement from Designated Fund	(47,275)	(1,173,003)	(1,319,323)	(1,319,323)	(146,320)
Contingency and Special Purposes Total	(47,275)	(1,173,003)	(1,319,323)	(1,319,323)	(146,320)
Operating Funds Total	18,864,241	24,324,269	22,621,688	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. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
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
Personal Services Total			1,529,470	1,529,470	1,529,470
Contractual Services					
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
Contractual Services Total			911,000	911,000	911,000
Supplies and Materials					
350/530600	Office Supplies		25,000	25,000	25,000
388/531650	Computer Operation Supplies		25,000	25,000	25,000
Supplies and Materials Total			50,000	50,000	50,000
Operations and Maintenance					
441/540170	Maintenance and Repair of Data Processing Equipment and Software		25,000	25,000	25,000
Operations and Maintenance Total			25,000	25,000	25,000
Contingency and Special Purposes					
818/580033	Reimbursement to Designated Fund	815,000	815,000	815,000	
883/580260	Cook County Administration		156,812	156,812	156,812
Contingency and Special Purposes Total		815,000	971,812	971,812	156,812
Operating Funds Total		815,000	3,487,282	3,487,282	2,672,282

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. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
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)
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177/501640 Dental Insurance Plan				106,225	106,225
178/501660 Unemployment Compensation				12,978	12,978
179/501690 Vision Care Insurance				33,134	33,134
181/501715 Group Pharmacy Insurance				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
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Personal Services Total	16,020,995	21,717,155	20,634,049	24,702,891	2,985,736
Contractual Services					
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)
Contractual Services Total	2,511,841	2,988,721	2,227,840	2,227,840	(760,881)
Supplies and Materials					
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
Supplies and Materials Total	186,010	342,925	583,754	583,754	240,829
Operations and Maintenance					
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441/540170 Maintenance and Repair of Data Processing Equipment and Software	117,217	288,148	300,000	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
Operations and Maintenance Total	119,329	313,630	317,000	386,227	72,597
Rental and Leasing					
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
Rental and Leasing Total	73,341	134,841	178,368	178,368	43,527

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 040 - COUNTY ASSESSOR

Account	2016 Expend. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<u>Contingency and Special Purposes</u>					
819/580420 Appropriation Transfer for Reimbursement from Designated Fund	(47,275)	(1,173,003)	(1,319,323)	(1,319,323)	(146,320)
Contingency and Special Purposes Total	(47,275)	(1,173,003)	(1,319,323)	(1,319,323)	(146,320)
Operating Funds Total	18,864,241	24,324,269	22,621,688	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
06 Assessment Operations & Support - 0401421								
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				
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

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. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's 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 Adopted	2016 Adjusted Appropriation	2017 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. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
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
Personal Services Total			1,529,470	1,529,470	1,529,470
Contractual Services					
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
Contractual Services Total			911,000	911,000	911,000
Supplies and Materials					
350/530600	Office Supplies		25,000	25,000	25,000
388/531650	Computer Operation Supplies		25,000	25,000	25,000
Supplies and Materials Total			50,000	50,000	50,000
Operations and Maintenance					
441/540170	Maintenance and Repair of Data Processing Equipment and Software		25,000	25,000	25,000
Operations and Maintenance Total			25,000	25,000	25,000
Contingency and Special Purposes					
883/580260	Cook County Administration		156,812	156,812	156,812
Contingency and Special Purposes Total			156,812	156,812	156,812
Operating Funds Total			2,672,282	2,672,282	2,672,282

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
Total Salaries and Positions					22.0	\$1,314,173	22.0	\$1,314,173
Turnover Adjustment						(111,705)		(111,705)
Operating Funds Total					22.0	\$1,202,468	22.0	\$1,202,468

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
Total Salaries and Positions			22.0	\$1,314,173	22.0	\$1,314,173
Turnover Adjustment				(111,705)		(111,705)
Operating Funds Total			22.0	\$1,202,468	22.0	\$1,202,468



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

BUREAU SUMMARY
 BOARD OF REVIEW

SUMMARY OF APPROPRIATIONS

Department and Title	2016 Expend. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Corporate Fund					
050 - Board of Review	7,258,095	8,881,215	9,171,669	10,904,092	2,022,877
Corporate Fund Total	7,258,095	8,881,215	9,171,669	10,904,092	2,022,877
Total Appropriations	7,258,095	8,881,215	9,171,669	10,904,092	2,022,877

SUMMARY OF POSITIONS

Department and Title	2016 Approved Positions	Department Request	President's Recommendation	Difference
Corporate Fund				
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 Projected YE	FY 2017 Target
Assessment Appeal Review Program Output Metric			
# of parcels appealed	319,500	476,573	407,772
Assessment Appeal Review Program Efficiency Metric			
Processing time for an assessment appeal (days)	107	101	95
FOIA Program Outcome Metric			
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 Adopted	2016 Adjusted Appropriation	2017 Recommended
Corporate Fund	8,507.4	8,881.2	10,904.1
	Adopted	Adopted	Recommended
FTE Positions	126.0	125.0	125.0

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 050 - BOARD OF REVIEW

Account	2016 Expend. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
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
176/501610 Health Insurance				1,247,824	1,247,824
177/501640 Dental Insurance Plan				50,425	50,425
178/501660 Unemployment Compensation				5,249	5,249
179/501690 Vision Care Insurance				13,747	13,747
181/501715 Group Pharmacy Insurance				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
Personal Services Total	7,109,248	8,613,597	8,822,207	10,525,786	1,912,189
Contractual Services					
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
Contractual Services Total	63,486	120,854	102,400	102,400	(18,454)
Supplies and Materials					
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)
Supplies and Materials Total	55,290	110,071	111,213	111,213	1,142
Operations and Maintenance					
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	102,315	131,159	125,422
Operations and Maintenance Total	5,566	9,737	106,315	135,159	125,422
Rental and Leasing					
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
Rental and Leasing Total	24,505	26,956	29,534	29,534	2,578
Operating Funds Total	7,258,095	8,881,215	9,171,669	10,904,092	2,022,877
(017) Revolving Fund - 0170500000					
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)
	385,832	233,600	166,010		(233,600)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 050 - BOARD OF REVIEW

Account	2016 Expend. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's 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
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

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BUREAU SUMMARY
 COUNTY CLERK

SUMMARY OF APPROPRIATIONS

Department and Title	2016 Expend. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Corporate Fund					
110 - County Clerk	6,720,404	8,167,235	8,582,898	10,561,484	2,394,249
Corporate Fund Total	6,720,404	8,167,235	8,582,898	10,561,484	2,394,249
Election Fund					
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)
Special Purpose Funds					
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)
Restricted					
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	31,180,152	33,158,738	(1,926,101)

SUMMARY OF POSITIONS

Department and Title	2016 Approved Positions	Department Request	President's Recommendation	Difference
Corporate Fund				
110 - County Clerk	136.0	135.0	135.0	(1.0)
Corporate Fund Total	136.0	135.0	135.0	(1.0)
Election Fund				
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
Special Purpose Funds				
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. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
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
176/501610 Health Insurance				1,389,409	1,389,409
177/501640 Dental Insurance Plan				47,250	47,250
178/501660 Unemployment Compensation				5,670	5,670
179/501690 Vision Care Insurance				16,108	16,108
181/501715 Group Pharmacy Insurance				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
Personal Services Total	6,434,929	8,061,121	8,455,954	10,365,554	2,304,433
Contractual Services					
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)
Contractual Services Total	100,745	168,425	182,700	182,700	14,275
Supplies and Materials					
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
Supplies and Materials Total	38,794	51,652	55,377	55,377	3,725
Operations and Maintenance					
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	6,000	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
Operations and Maintenance Total	175,119	219,716	295,703	364,689	144,973
Rental and Leasing					
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
Rental and Leasing Total	30,371	35,371	44,782	44,782	9,411
Contingency and Special Purposes					
819/580420 Appropriation Transfer for Reimbursement from Designated Fund	(59,554)	(369,050)	(451,618)	(451,618)	(82,568)
Contingency and Special Purposes Total	(59,554)	(369,050)	(451,618)	(451,618)	(82,568)
Operating Funds Total	6,720,404	8,167,235	8,582,898	10,561,484	2,394,249

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 COUNTY CLERK

Account	2016 Expend. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<u>(017) Revolving Fund</u>					
266/520985 Professional and Managerial Services for Capital Projects			626,633		
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
	22,695		1,514,083	97,500	97,500
Total Capital Equipment Request Total	22,695		1,514,083	97,500	97,500

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
COUNTY CLERK - SPECIAL PURPOSE FUNDS

Account	2016 Expend. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
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)
Personal Services Total	10,438,009	14,363,112	13,177,580	13,177,580	(1,185,532)
Contractual Services					
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
Contractual Services Total	5,771,757	9,742,184	7,085,458	7,085,458	(2,656,726)
Supplies and Materials					
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)
Supplies and Materials Total	597,546	841,155	761,163	761,163	(79,992)
Operations and Maintenance					
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. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
472/540402 Operating Costs for the Cook County Adm. Bldg. - 69 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)
Rental and Leasing					
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)
Contingency and Special Purposes					
814/580380 Appropriation Adjustments		307,638	(371,466)	(371,466)	(679,104)
819/580420 Appropriation Transfer for Reimbursement from 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)
(017) Revolving Fund					
266/520985 Professional and Managerial Services for Capital Projects			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	400,000	1,344,150	209,100	(190,900)
Total Capital Equipment Request Total	854,256	400,000	1,344,150	209,100	(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

DEPARTMENT OVERVIEW

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same-sex couples. From our initial start of issuing marriage licenses to same sex 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 Projected YE	FY 2017 Target
Tax Services Tax Extension/GIS Maps Program Output Metric			
# of parcel/tax district maintenance	790,941	1 million	1 million
Tax Services Tax Extension/GIS Maps Program Efficiency Metric			
Avg. # of maintenance requests per cashier	65,912	83,333	83,333
COB Operations and Procurement 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

DEPARTMENT OVERVIEW

110 COUNTY CLERK

access and utilization by 200%. We are currently reaching out to other offices to 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 Adopted	2016 Adjusted Appropriation	2017 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. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
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
176/501610 Health Insurance				1,389,409	1,389,409
177/501640 Dental Insurance Plan				47,250	47,250
178/501660 Unemployment Compensation				5,670	5,670
179/501690 Vision Care Insurance				16,108	16,108
181/501715 Group Pharmacy Insurance				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
Personal Services Total	6,434,929	8,061,121	8,455,954	10,365,554	2,304,433
Contractual Services					
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)
Contractual Services Total	100,745	168,425	182,700	182,700	14,275
Supplies and Materials					
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
Supplies and Materials Total	38,794	51,652	55,377	55,377	3,725
Operations and Maintenance					
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	6,000	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
Operations and Maintenance Total	175,119	219,716	295,703	364,689	144,973
Rental and Leasing					
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
Rental and Leasing Total	30,371	35,371	44,782	44,782	9,411
Contingency and Special Purposes					
819/580420 Appropriation Transfer for Reimbursement from Designated Fund	(59,554)	(369,050)	(451,618)	(451,618)	(82,568)
Contingency and Special Purposes Total	(59,554)	(369,050)	(451,618)	(451,618)	(82,568)
Operating Funds Total	6,720,404	8,167,235	8,582,898	10,561,484	2,394,249

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 110 - COUNTY CLERK

Account	2016 Expend. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<u>(017) Revolving Fund - 0171100000</u>					
266/520985 Professional and Managerial Services for Capital Projects			626,633		
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
	22,695		1,514,083	97,500	97,500
Capital Equipment Request Total	22,695		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
01 Administration								
01 Administrative Division - 1101195								
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
02 Human Resources/payroll - 1101196								
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
02 Tax Redemption Division								
01 Supervisory - 1101198								
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
02 Public Service - 1101199								
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
03 Tax Searches - 1101402								
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
04 Posting and Payouts - 1101201								
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
05 Tax Sales - 1101202								
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
03 Tax Extension Division								
01 Tax Extension Section - 1101203								
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
Total Salaries and Positions			136.0	\$8,181,918	135.0	\$8,523,361	135.0	\$8,523,361
Turnover Adjustment				(243,851)		(255,703)		(255,703)
Operating Funds Total			136.0	\$7,938,067	135.0	\$8,267,658	135.0	\$8,267,658

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
Total Salaries and Positions	136.0	\$8,181,918	135.0	\$8,523,361	135.0	\$8,523,361
Turnover Adjustment		(243,851)		(255,703)		(255,703)
Operating Funds Total	136.0	\$7,938,067	135.0	\$8,267,658	135.0	\$8,267,658

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 Projected YE	FY 2017 Target
Voter and Post Election Services Program Output Metric			
# of new and moved voters in Cook County	152,000	220,000	130,000
Electoral Boards Program Efficiency Metric			
Electoral boards time to complete case (days)	24 days	15 days	10 days
Elections Support Services Program Outcome Metric			
% of candidates submitting voter guide statements	38%	50%	75%
Voter and Post Election Services 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 Adopted	2016 Adjusted Appropriation	2017 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. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
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)
Personal Services Total	9,516,089	13,177,053	11,867,877	11,867,877	(1,309,176)
Contractual Services					
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
Contractual Services Total	5,570,597	9,392,229	6,725,458	6,725,458	(2,666,771)
Supplies and Materials					
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)
Supplies and Materials Total	564,395	782,000	701,500	701,500	(80,500)
Operations and Maintenance					
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

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

Account	2016 Expend. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
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
Operations and Maintenance Total	1,730,154	1,866,078	1,831,510	1,831,510	(34,568)
Rental and Leasing					
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)
Contingency and Special Purposes					
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)
(017) Revolving Fund - 0175240000					
266/520985 Professional and Managerial Services for Capital Projects			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	400,000	1,344,150	209,100	(190,900)
Capital Equipment Request Total	854,256	400,000	1,344,150	209,100	(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
01 Administration								
01 Supervisory and Support - 5240583								
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
02 Voting Device Maintenance/Warehouse - 5240584								
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
03 Voter Registration - 5240103								
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
02 Conduct of Elections								
01 Election and Registration Sites - 5240201								
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
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

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. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
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)
Personal Services Total	921,920	1,186,059	1,309,703	1,309,703	123,644
Contractual Services					
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	
Contractual Services Total	201,160	349,955	360,000	360,000	10,045
Supplies and Materials					
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
Supplies and Materials Total	33,151	59,155	59,663	59,663	508
Operations and Maintenance					
441/540170 Maintenance and Repair of Data Processing Equipment and Software		25,000	10,000	10,000	(15,000)
Operations and Maintenance Total		25,000	10,000	10,000	(15,000)
Rental and Leasing					
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
Rental and Leasing Total	22,203	22,203	22,203	22,203	
Contingency and Special Purposes					
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)
Contingency and Special Purposes Total	56,969	(63,330)	(78,361)	(78,361)	(15,031)
Operating Funds Total	1,235,403	1,579,042	1,683,208	1,683,208	104,166

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
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



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BUREAU SUMMARY
 RECORDER OF DEEDS

SUMMARY OF APPROPRIATIONS

Department and Title	2016 Expend. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Corporate Fund					
130 - Recorder of Deeds	4,166,022	5,196,984	5,507,009	6,782,074	1,585,090
Corporate Fund Total	4,166,022	5,196,984	5,507,009	6,782,074	1,585,090
Special Purpose Funds					
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
Special Purpose Funds Total	5,139,346	7,375,959	5,941,008	5,941,008	(1,434,951)
Total Appropriations	9,305,368	12,572,943	11,448,017	12,723,082	150,139

SUMMARY OF POSITIONS

Department and Title	2016 Approved Positions	Department Request	President's Recommendation	Difference
Corporate Fund				
130 - Recorder of Deeds	92.0	79.0	79.0	(13.0)
Corporate Fund Total	92.0	79.0	79.0	(13.0)
Special Purpose Funds				
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
Special Purpose Funds Total	79.0	64.0	64.0	(15.0)
Total Positions	171.0	143.0	143.0	(28.0)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 RECORDER OF DEEDS

Account	2016 Expend. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
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
175/501590 Life Insurance Program				9,272	9,272
176/501610 Health Insurance				761,603	761,603
177/501640 Dental Insurance Plan				27,091	27,091
178/501660 Unemployment Compensation				125,293	125,293
179/501690 Vision Care Insurance				8,614	8,614
181/501715 Group Pharmacy Insurance				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)
Personal Services Total	3,983,853	5,123,391	5,015,111	6,251,957	1,128,566
Contractual Services					
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)
Contractual Services Total	116,593	224,745	520,780	520,780	296,035
Supplies and Materials					
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
Supplies and Materials Total	37,930	43,905	44,707	44,707	802
Operations and Maintenance					
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			20,449	58,668	58,668
444/540250 Maintenance and Repair of Automotive Equipment	735	2,772	3,000	3,000	228
Operations and Maintenance Total	9,148	52,772	68,449	106,668	53,896
Rental and Leasing					
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
Rental and Leasing Total	19,964	38,660	20,183	20,183	(18,477)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 RECORDER OF DEEDS

Account	2016 Expend. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Contingency and Special Purposes					
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	5,507,009	6,782,074	1,585,090
(017) Revolving Fund					
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. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
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)
Personal Services Total	4,544,899	6,183,391	5,235,177	5,235,177	(948,214)
Contractual Services					
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)
Contractual Services Total	163,128	385,922	22,500	22,500	(363,422)
Supplies and Materials					
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)
Supplies and Materials Total	49,763	67,035	29,000	29,000	(38,035)
Operations and Maintenance					
445/540290 Operation of Automotive Equipment	2,078	5,290	4,500	4,500	(790)
Operations and Maintenance Total	2,078	5,290	4,500	4,500	(790)
Capital Equipment and Improvements					
530/560510 Office Furnishings and Equipment	(2,666)				
Capital Equipment and Improvements Total	(2,666)				
Contingency and Special Purposes					
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
Contingency and Special Purposes Total	382,144	734,321	649,831	649,831	(84,490)
Operating Funds Total	5,139,346	7,375,959	5,941,008	5,941,008	(1,434,951)

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 Projected YE	FY 2017 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 Adopted	2016 Adjusted Appropriation	2017 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. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
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
175/501590 Life Insurance Program				9,272	9,272
176/501610 Health Insurance				761,603	761,603
177/501640 Dental Insurance Plan				27,091	27,091
178/501660 Unemployment Compensation				125,293	125,293
179/501690 Vision Care Insurance				8,614	8,614
181/501715 Group Pharmacy Insurance				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)
Personal Services Total	3,983,853	5,123,391	5,015,111	6,251,957	1,128,566
Contractual Services					
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)
Contractual Services Total	116,593	224,745	520,780	520,780	296,035
Supplies and Materials					
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
Supplies and Materials Total	37,930	43,905	44,707	44,707	802
Operations and Maintenance					
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			20,449	58,668	58,668
444/540250 Maintenance and Repair of Automotive Equipment	735	2,772	3,000	3,000	228
Operations and Maintenance Total	9,148	52,772	68,449	106,668	53,896
Rental and Leasing					
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
Rental and Leasing Total	19,964	38,660	20,183	20,183	(18,477)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 130 - RECORDER OF DEEDS

Account	2016 Expend. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Contingency and Special Purposes					
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	5,507,009	6,782,074	1,585,090
(017) Revolving Fund - 0171300000					
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

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
03 Security - 1301161								
6020	Director of Security	20			1.0	68,448	1.0	68,448
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

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

DEPARTMENT 130 - RECORDER OF DEEDS

Job Code	Title	Grade	2016 FTE Pos.	Approved & Adopted Salaries	Department Request FTE Pos.	Request Salaries	President's Recommendation FTE Pos.	Recommendation Salaries
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
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
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

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

Appropriations (\$ thousands)			
Fund Category	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. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
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)
Personal Services Total	3,404,856	4,467,396	3,593,166	3,593,166	(874,230)
Contractual Services					
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)
Contractual Services Total	156,757	206,879	15,000	15,000	(191,879)
Supplies and Materials					
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)
Supplies and Materials Total	30,337	46,429	21,000	21,000	(25,429)
Capital Equipment and Improvements					
530/560510 Office Furnishings and Equipment	(2,666)				
Capital Equipment and Improvements Total	(2,666)				
Contingency and Special Purposes					
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
Contingency and Special Purposes Total	195,733	204,584	260,394	260,394	55,810
Operating Funds Total	3,785,017	4,925,288	3,889,560	3,889,560	(1,035,728)

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				

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
6659	Cashier II - Recorder	11			1.0	43,638	1.0	43,638
0227	Cashier II	10	1.0	39,825				
			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				
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

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 Adopted	2016 Adjusted Appropriation	2017 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. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
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)
Personal Services Total	1,140,043	1,715,995	1,347,650	1,347,650	(368,345)
Contractual Services					
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)
Contractual Services Total	6,371	179,043	7,500	7,500	(171,543)
Supplies and Materials					
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)
Supplies and Materials Total	19,426	20,606	8,000	8,000	(12,606)
Operations and Maintenance					
445/540290 Operation of Automotive Equipment	2,078	5,290	4,500	4,500	(790)
Operations and Maintenance Total	2,078	5,290	4,500	4,500	(790)
Contingency and Special Purposes					
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
Contingency and Special Purposes Total	186,024	248,988	226,681	226,681	(22,307)
Operating Funds Total	1,353,942	2,169,922	1,594,331	1,594,331	(575,591)

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
Total Salaries and Positions			24.0	\$1,237,538	19.0	\$984,831	19.0	\$984,831
Turnover Adjustment				(35,817)		(36,208)		(36,208)
Operating Funds Total			24.0	\$1,201,721	19.0	\$948,623	19.0	\$948,623

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
Total Salaries and Positions	24.0	\$1,237,538	19.0	\$984,831	19.0	\$984,831
Turnover Adjustment		(35,817)		(36,208)		(36,208)
Operating Funds Total	24.0	\$1,201,721	19.0	\$948,623	19.0	\$948,623

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.

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

Budget, Cost Analysis and 2017 Strategic Initiatives and Goals

Fund Category	Appropriations (\$ thousands)		
	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

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

Account	2016 Expend. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
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
Personal Services Total			294,361	294,361	294,361
Contingency and Special Purposes					
818/580033 Reimbursement to Designated Fund		280,232	162,756	162,756	(117,476)
883/580260 Cook County Administration	387	517			(517)
Contingency and Special Purposes Total	387	280,749	162,756	162,756	(117,993)
Operating Funds Total	387	280,749	457,117	457,117	176,368

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
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

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
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 - Distribution By Appropriation Classification
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 - Summary of Positions by Grade

060 - County Treasurer

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534 - County Treasurer - Tax Sales Automation Fund

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BUREAU SUMMARY
COUNTY TREASURER

SUMMARY OF APPROPRIATIONS

Department and Title	2016 Expend. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Corporate Fund					
060 - County Treasurer	873,242	1,137,971	1,086,813	1,295,513	157,542
Corporate Fund Total	873,242	1,137,971	1,086,813	1,295,513	157,542
Special Purpose Funds					
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	12,777,004	12,985,704	709,795

SUMMARY OF POSITIONS

Department and Title	2016 Approved Positions	Department Request	President's Recommendation	Difference
Corporate Fund				
060 - County Treasurer	14.0	13.0	13.0	(1.0)
Corporate Fund Total	14.0	13.0	13.0	(1.0)
Special Purpose Funds				
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. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
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
176/501610 Health Insurance				134,669	134,669
177/501640 Dental Insurance Plan				6,389	6,389
178/501660 Unemployment Compensation				546	546
179/501690 Vision Care Insurance				1,562	1,562
181/501715 Group Pharmacy Insurance				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
Personal Services Total	824,367	1,031,456	975,235	1,162,302	130,846
Contractual Services					
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)
Contractual Services Total	22,036	69,423	67,576	67,576	(1,847)
Supplies and Materials					
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
Supplies and Materials Total	3,844	5,037	7,882	7,882	2,845
Operations and Maintenance					
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	8,000	29,633	22,400
445/540290 Operation of Automotive Equipment	7,214	6,922	8,000	8,000	1,078
Operations and Maintenance Total	15,495	24,555	26,400	48,033	23,478
Rental and Leasing					
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
Rental and Leasing Total	7,500	7,500	9,720	9,720	2,220
Operating Funds Total	873,242	1,137,971	1,086,813	1,295,513	157,542

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
COUNTY TREASURER - SPECIAL PURPOSE FUNDS

Account	2016 Expend. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
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
Personal Services Total	5,771,883	8,123,197	8,348,360	8,348,360	225,163
Contractual Services					
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)
Contractual Services Total	735,118	1,454,395	1,275,000	1,275,000	(179,395)
Supplies and Materials					
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)
Supplies and Materials Total	62,457	212,836	156,220	156,220	(56,616)
Operations and Maintenance					
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
Operations and Maintenance Total	334,591	525,981	923,994	923,994	398,013
Capital Equipment and Improvements					
570/560440 Telecommunications Equipment		970			(970)
579/560450 Computer Equipment	473,865	431,844	655,830	655,830	223,986
Capital Equipment and Improvements Total	473,865	432,814	655,830	655,830	223,016
Rental and Leasing					
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
Rental and Leasing Total	71,036	78,132	74,720	74,720	(3,412)
Contingency and Special Purposes					
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	
Contingency and Special Purposes Total	211,830	310,583	256,067	256,067	(54,516)
Operating Funds Total	7,660,780	11,137,938	11,690,191	11,690,191	552,253

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 Projected YE	FY 2017 Target
Information Technology Program Output Metric			
# of property tax portal visits (million)	3.7 mil	3.9 mil	4.0 mil
Operations Program Efficiency Metric			
Avg # of weeks to process over-payments	5	5	5
Operations Program Outcome Metric			
% of individual taxpayer payments that were completed online	10.82%	11.50%	12.00%
Zero based Budget Metric			
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 Adopted	2016 Adjusted Appropriation	2017 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. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
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
176/501610 Health Insurance				134,669	134,669
177/501640 Dental Insurance Plan				6,389	6,389
178/501660 Unemployment Compensation				546	546
179/501690 Vision Care Insurance				1,562	1,562
181/501715 Group Pharmacy Insurance				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
Personal Services Total	824,367	1,031,456	975,235	1,162,302	130,846
Contractual Services					
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)
Contractual Services Total	22,036	69,423	67,576	67,576	(1,847)
Supplies and Materials					
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
Supplies and Materials Total	3,844	5,037	7,882	7,882	2,845
Operations and Maintenance					
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	8,000	29,633	22,400
445/540290 Operation of Automotive Equipment	7,214	6,922	8,000	8,000	1,078
Operations and Maintenance Total	15,495	24,555	26,400	48,033	23,478
Rental and Leasing					
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
Rental and Leasing Total	7,500	7,500	9,720	9,720	2,220
Operating Funds Total	873,242	1,137,971	1,086,813	1,295,513	157,542

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
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

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 Adopted	2016 Adjusted Appropriation	2017 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. As Of 09-26-16	2016 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
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
Personal Services Total	5,771,883	8,123,197	8,348,360	8,348,360	225,163
Contractual Services					
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)
Contractual Services Total	735,118	1,454,395	1,275,000	1,275,000	(179,395)
Supplies and Materials					
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)
Supplies and Materials Total	62,457	212,836	156,220	156,220	(56,616)
Operations and Maintenance					
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
Operations and Maintenance Total	334,591	525,981	923,994	923,994	398,013
Capital Equipment and Improvements					
570/560440 Telecommunications Equipment		970			(970)
579/560450 Computer Equipment	473,865	431,844	655,830	655,830	223,986
Capital Equipment and Improvements Total	473,865	432,814	655,830	655,830	223,016
Rental and Leasing					
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
Rental and Leasing Total	71,036	78,132	74,720	74,720	(3,412)
Contingency and Special Purposes					
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	
Contingency and Special Purposes Total	211,830	310,583	256,067	256,067	(54,516)
Operating Funds Total	7,660,780	11,137,938	11,690,191	11,690,191	552,253

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
Total Salaries and Positions			75.0	\$6,068,052	75.5	\$6,403,808	75.5	\$6,403,808
Turnover Adjustment				(141,010)		(199,641)		(199,641)
Operating Funds Total			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
Total Salaries and Positions	75.0	\$6,068,052	75.5	\$6,403,808	75.5	\$6,403,808
Turnover Adjustment		(141,010)		(199,641)		(199,641)
Operating Funds Total	75.0	\$5,927,042	75.5	\$6,204,167	75.5	\$6,204,167