
PROPERTY & TAXATION

Cook County administers the second largest property taxation system in the United States, with 1.8 million parcels of real estate. Taxes collected support 498 local governments.

Key functions of the system are assessment, appeals, billing, and tax collection.

The County assess one third of the region each year, rotating among the northern suburbs, the southern suburbs, and the City of Chicago. The value of each property is determined by a mass appraisal system rather than on an individual basis.

Taxpayers can appeal their assessments before the tax rate is calculated. Bills are sent to property owners twice per year.

Cook County's Property & Taxation goals are:

1. Ensure efficient, timely, & effective assessment & billing
2. Minimize duplicative property tax payments & process refunds quickly
3. Increase taxpayer self-service transactions & access to information

PROPERTY & TAXATION	Reporting Office	Tax Year 2009	Tax Year 2011	TY2012 YTD	TY2012 Target	TY2012 Variance
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1. Ensure Efficient, Timely, & Effective Assessment & Billing

Efficient and timely processing results in lower costs to the County and a predictable billing cycle to property owners.

Date second installment tax bills are mailed	Countywide	11/10/10	6/26/12	6/26/13	7/1/13	0%	☆
Days to hear and close all appeals	Assessor	445	247	244	250	-2%	☆
Days to hear and close all appeals	Board of Review	315	225	252	260	-3%	☆
Days to certify final assessments and exemptions	Assessor	11	10	14	14	0%	☆
Days to set extensions, tax rates & abatements	County Clerk	15	16	16	16	0%	☆
Days for printing, folding, and inserting tax bills	Treasurer	21	9	9	9	0%	☆

2. Collect Property Taxes In A Timely Manner

Timely collection provides income stability to local governments and helps them avoid interest costs of tax anticipation bonds.

% tax dollars collected by due date	Countywide	91%	90%	91%	90%	1%	☆
% property tax parcels paid electronically	Treasurer	N/A	83%	88%	85%	3%	☆

	Reporting Office	2012 Actual	2013 Target	Q3 YTD Actual	Q3 YTD Target	Q3 Variance
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3. Minimize Duplicative Property Tax Payments And Process Refunds Quickly

Error free collection minimizes inconvenience to taxpayers and reduces administrative costs.

Refund payments	Treasurer	179,943	-	90,446	-	-
# weeks to process refunds	Treasurer	6	5	5	5	0% ☆

* The County uses a mass appraisal system to establish property assessments for each parcel of residential real estate. The County assesses one third of the region each year. During the most recent tax year (Tax Year 2012) real estate in the City of Chicago was reassessed. The 2009 Tax Year is the most recent comparison for the City of Chicago triennial assessment.

4. Increase Taxpayer Self-Service Transactions & Access To Information

Online self-service transactions increase options for taxpayers and efficiency of the system. Taxpayers need information to be aware of exemptions and appeals available.

% appeals filed online	Board of Review	72%	35%	TBD	TBD	-
Average minutes for phone wait time (peak)	Assessor	4.3	5.0	2.0	5.0	-61% ☆
% of mailed exemptions processed by annual deadline	Assessor	71%	-	37%	-	-
% of property tax payments made online	Treasurer	61%	62%	80%	62%	18% ☆

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BUREAU SUMMARY
ASSESSOR

SUMMARY OF APPROPRIATIONS

Department and Title	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Corporate Fund					
040 - County Assessor	17,316,045	22,889,529	24,624,799	24,624,799	1,735,270
Corporate Fund Total	17,316,045	22,889,529	24,624,799	24,624,799	1,735,270
Special Purpose Fund					
579 - Assessor Special Revenue Fund	257,241	750,000	750,000	750,000	
Special Purpose Fund Total	257,241	750,000	750,000	750,000	
Total Appropriations	17,573,286	23,639,529	25,374,799	25,374,799	1,735,270

SUMMARY OF POSITIONS

Department and Title	2013 Approved Positions	Department Request	President's Recommendation	Difference
Corporate Fund				
040 - County Assessor	347.0	360.0	360.0	13.0
Corporate Fund Total	347.0	360.0	360.0	13.0
Total Positions	347.0	360.0	360.0	13.0

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
ASSESSOR

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
108/501035 Furlough Day Adjustment			(95,311)	(95,311)	(95,311)
110/501010 Salaries and Wages of Regular Employees	15,655,771	20,483,480	21,383,344	21,383,344	899,864
120/501210 Overtime Compensation	8,885	8,871	125,000	125,000	116,129
170/501510 Mandatory Medicare Costs	10,046				
185/501810 Professional and Technical Membership Fees	2,953	35,000	45,000	45,000	10,000
186/501860 Training Programs for Staff Personnel		30,000	125,000	125,000	95,000
190/501970 Transportation and Other Travel Expenses for Employees	26,408	70,000	105,000	105,000	35,000
Personal Services Total	15,704,064	20,627,351	21,688,033	21,688,033	1,060,682
Contractual Services					
220/520150 Communication Services	5,748	33,950	35,000	35,000	1,050
225/520260 Postage	199,725	733,500	1,100,000	1,100,000	366,500
228/520280 Delivery Services		970	1,000	1,000	30
240/520490 External Graphics and Reproduction Services	499,908	727,500	875,000	875,000	147,500
241/520491 Internal Graphics and Reproduction Services	1,458	15,000	50,000	50,000	35,000
242/520550 Surveys, Operations and Reports	3,195	4,550	25,000	25,000	20,450
245/520610 Advertising For Specific Purposes	670,932	776,000	975,000	975,000	199,000
246/520650 Imaging of Records		2,425	2,500	2,500	75
260/520830 Professional and Managerial Services	138,367	378,000	1,700,000	1,700,000	1,322,000
Contractual Services Total	1,519,334	2,671,895	4,763,500	4,763,500	2,091,605
Supplies and Materials					
350/530600 Office Supplies	57,365	104,125	185,000	185,000	80,875
353/530640 Books, Periodicals, Publications, Archives and Data Services	115,210	150,000	175,000	175,000	25,000
388/531650 Computer Operation Supplies	993	34,920	160,000	160,000	125,080
Supplies and Materials Total	173,567	289,045	520,000	520,000	230,955
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment		2,500	5,000	5,000	2,500
441/540170 Maintenance and Repair of Data Processing Equipment and Software	33,212	177,277	130,000	130,000	(47,277)
444/540250 Maintenance and Repair of Automotive Equipment		970	1,000	1,000	30
445/540290 Operation of Automotive Equipment	2,358	9,700	20,000	20,000	10,300
461/540370 Maintenance of Facilities		970	1,000	1,000	30
Operations and Maintenance Total	35,570	191,417	157,000	157,000	(34,417)
Capital Equipment and Improvements					
579/560450 Computer Equipment	97	5,000			(5,000)
Capital Equipment and Improvements Total	97	5,000			(5,000)
Rental and Leasing					
630/550010 Rental of Office Equipment	139,805	243,326	60,000	60,000	(183,326)
630/550018 County Wide Canon Photocopier Lease			74,771	74,771	74,771
660/550130 Rental of Facilities	850	2,000	2,000	2,000	
Rental and Leasing Total	140,655	245,326	136,771	136,771	(108,555)
Contingency and Special Purposes					
818/580033 Reimbursement to Designated Fund	257,241	750,000	750,000	750,000	
819/580420 Appropriation Transfer for Reimbursement from Designated Fund	(257,241)	(1,140,505)	(2,640,505)	(2,640,505)	(1,500,000)
Contingency and Special Purposes Total		(390,505)	(1,890,505)	(1,890,505)	(1,500,000)
Operating Funds Total	17,573,286	23,639,529	25,374,799	25,374,799	1,735,270

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

ASSESSOR

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<u>(717) New/Replacement Capital Equipment</u>					
530/560510 Office Furnishings and Equipment	24,658				
579/560450 Computer Equipment	298,540		750,000	750,000	750,000
	323,198		750,000	750,000	750,000
Total Capital Equipment Request Total	323,198		750,000	750,000	750,000

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 the values set on real estate by a government as a basis for levying taxes and to determine the distribution of property tax levies among taxpayers which, in turn becomes an extremely important and critical source of revenue for local taxing bodies.

Mandates and Key Activities

- Valuation and Appeal Processes:

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

- Taxpayer assistance -- Review, Processing, and Administration of Exemptions:*

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.)

Discussion of 2013 Activities and 2014 Initiatives

Since taking office on December 6, 2010, Cook County Assessor Joseph Berrios has made marked improvements to the Assessor's office, while maintaining a high level of fiscal responsibility.

The CCAO is committed to completing its yearly assessment cycle as soon as possible in order to provide taxpayers the opportunity to receive their tax bills by the statutorily mandated dates. In the first full year of this administration (tax year 2011) the assessment process was successfully accelerated so that the 2011 second installment tax bills were issued with an August 1st statutory due date for the first time in thirty-four years. Similarly the 2012 second installment tax bills went out on-time.

The CCAO has championed legislation (SB41) designed to target property owners who erroneously received property tax exemptions. The CCAO is pleased to announce that through a cooperative effort with the Illinois State Bar Association, Chicago Bar Association, Illinois Realtors Association, Taxpayer Federation, Civic Federation, Cook County Township Assessors Association, and the title company industry SB 41 passed both houses of the General Assembly and was signed into law by the Governor on July 17th, 2013. The CCAO's commitment to fairness requires that it work diligently in support of such legislation which will redistribute the tax burden fairly.

In response to the devastating flooding in several Cook County townships in 2013 the CCAO instituted the Emergency Flood Revaluation and Outreach Program for nine Townships in 2013: Leyden, Lyons, Maine, Niles, Norwood Park, Proviso, Riverside and portions of Jefferson.

The CCAO's appeals process has recently seen a high level of reinvigoration.

- 397,000 parcels appealed in 2012-the highest rate seen in 12 years

- 35% of residential filings were on-line and are increasing in 2013

- There has been a marked increase in the appeals success rate for both residential and commercial property

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 and the MacArthur Foundation. The CCAO is currently working with Illinois Institute of Technology in order to provide fellowship experience to participants in the Chinese Student Exchange Program. Policy and information exchange programs with the Pew Charitable Trusts, the cities of New York and Vancouver (Washington), Broward County, Florida, and both the Russian Federation and Ontario Provincial Government 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), Youth Outreach Services, Chicago Summer Business Institute and various local high schools to create a summer internship program within the CCAO. The CCAO has also entered into a collaborative working

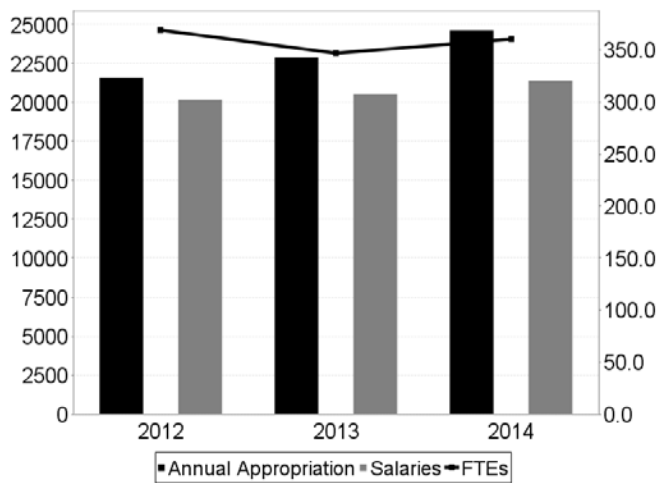
DEPARTMENT OVERVIEW

040 COUNTY ASSESSOR

relationship with Building Owners and Managers Association, Illinois State Bar Association, Chicago Bar Association, and Illinois Institute for Continuing Legal Education.

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, 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.

Appropriations (\$ thousands)			
Fund Category	2012 Adopted	2013 Adjusted Appropriation	2014 Recommended
Corporate Fund	21,568.4	22,889.5	24,624.8
	Adopted	Adopted	Recommended
FTE Positions	368.9	347.0	360.0



STAR Goals/Key Performance Indicators

- ★ Under the current administration the CCAO has seen a great improvement in the number of days needed to complete the Chicago City triennial assessment cycle. The current CCAO administration has seen a steep decline in the number of days in the assessment cycle: 2000, the reassessment cycle required 429 days; in 2003, 485 days; in 2006, 507 days, and in 2009 445 days. The current administration completed the Chicago City reassessment cycle for 2012 in 350 days.
- ★ Improve Quality, Service Excellence, and Cultural Competence-At the end of the 2012 appeals cycle 35% of appeals were filed online.

STAR Performance Data			
Performance Indicator	FY 2012	FY 2013 Projected YE	FY 2014 Target
# of days to complete assessment process Data Reflects 2011- Triennial Assessment - South 2012- Triennial Assessment - City 2013- Triennial Assessment - North	350 days	326 days	TBD
Comparison* 2008 South- 456 days 2009 City - 445 days			
% of appeals filed online versus mail/in-person	35%	TBD	TBD
% of parcels whose valuation was appealed	20%	13.02%	TBD

Note: Data table reflects Assessor's Final Numbers

Programs

Technological Upgrades

The CCAO's commitment to uniformity demands that it stay at the forefront of technological advances that can aid valuation, assessment, and internal operations. The CCAO is making significant strides in the areas of programming, systems development, and modeling which are showing true value during its assessment process. The CCAO is also focusing on using technology to better serve taxpayers. In mid- 2013 the CCAO launched its new website. This user friendly tool has been designed to provide taxpayers and property tax professionals with a platform that provides complex data in an easy to understand and maneuver format.

Partnership Development

Currently, the CCAO is partnering with a wide variety of governmental, civic, educational, and charitable organizations in order to craft new policy and programs that increase the quality of the work product of the CCAO. The CCAO has ramped up its continued efforts to engage suburban Township Assessors to assist in the collection of market data, correct neighborhood code discrepancies, and identify areas adversely impacted by serious flooding.

Retention of Affordable Housing

The CCAO understands that in these difficult economic times the citizens of Cook County's need for affordable housing options are increasing. Thus the CCAO is proactively working to create new tools and policies that will aid in the development of more affordable housing; county wide. 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.

Professional Development

A skilled and knowledgeable staff is one of the CCAO's greatest assets. Understanding this, the Assessor has made work place education opportunities available to his staff in the areas of valuation and assessment among others.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 040 - COUNTY ASSESSOR

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
108/501035 Furlough Day Adjustment			(95,311)	(95,311)	(95,311)
110/501010 Salaries and Wages of Regular Employees	15,655,771	20,483,480	21,383,344	21,383,344	899,864
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170/501510 Mandatory Medicare Costs	10,046				
185/501810 Professional and Technical Membership Fees	2,953	35,000	45,000	45,000	10,000
186/501860 Training Programs for Staff Personnel		30,000	125,000	125,000	95,000
190/501970 Transportation and Other Travel Expenses for Employees	26,408	70,000	105,000	105,000	35,000
Personal Services Total	15,704,064	20,627,351	21,688,033	21,688,033	1,060,682
Contractual Services					
220/520150 Communication Services	5,748	33,950	35,000	35,000	1,050
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242/520550 Surveys, Operations and Reports	3,195	4,550	25,000	25,000	20,450
245/520610 Advertising For Specific Purposes	670,932	776,000	975,000	975,000	199,000
246/520650 Imaging of Records		2,425	2,500	2,500	75
260/520830 Professional and Managerial Services	138,367	378,000	1,700,000	1,700,000	1,322,000
Contractual Services Total	1,519,334	2,671,895	4,763,500	4,763,500	2,091,605
Supplies and Materials					
350/530600 Office Supplies	57,365	104,125	185,000	185,000	80,875
353/530640 Books, Periodicals, Publications, Archives and Data Services	115,210	150,000	175,000	175,000	25,000
388/531650 Computer Operation Supplies	993	34,920	160,000	160,000	125,080
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Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment		2,500	5,000	5,000	2,500
441/540170 Maintenance and Repair of Data Processing Equipment and Software	33,212	177,277	130,000	130,000	(47,277)
444/540250 Maintenance and Repair of Automotive Equipment		970	1,000	1,000	30
445/540290 Operation of Automotive Equipment	2,358	9,700	20,000	20,000	10,300
461/540370 Maintenance of Facilities		970	1,000	1,000	30
Operations and Maintenance Total	35,570	191,417	157,000	157,000	(34,417)
Capital Equipment and Improvements					
579/560450 Computer Equipment	97	5,000			(5,000)
Capital Equipment and Improvements Total	97	5,000			(5,000)
Rental and Leasing					
630/550010 Rental of Office Equipment	139,805	243,326	60,000	60,000	(183,326)
630/550018 County Wide Canon Photocopier Lease			74,771	74,771	74,771
660/550130 Rental of Facilities	850	2,000	2,000	2,000	
Rental and Leasing Total	140,655	245,326	136,771	136,771	(108,555)
Contingency and Special Purposes					
819/580420 Appropriation Transfer for Reimbursement from Designated Fund	(257,241)	(1,140,505)	(2,640,505)	(2,640,505)	(1,500,000)
Contingency and Special Purposes Total	(257,241)	(1,140,505)	(2,640,505)	(2,640,505)	(1,500,000)
Operating Funds Total	17,316,045	22,889,529	24,624,799	24,624,799	1,735,270

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 040 - COUNTY ASSESSOR

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<u>(717) New/Replacement Capital Equipment - 71700040</u>					
530/560510 Office Furnishings and Equipment	24,658				
579/560450 Computer Equipment	298,540		750,000	750,000	750,000
	323,198		750,000	750,000	750,000
Capital Equipment Request Total	323,198		750,000	750,000	750,000

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

DEPARTMENT 040 - COUNTY ASSESSOR

Job Code	Title	Grade	2013 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	1.0	70,658	1.0	70,658	1.0	70,658
0337	Technical Coordinator	24	1.0	122,500	1.0	122,500	1.0	122,500
1043	Director Of Human Resources	24	1.0	81,910				
5178	Chief Commercial Hearing Officer - Assessor	24	1.0	107,841	1.0	107,841	1.0	107,841
5179	Chief Deputy Assessor - Assessor	24	1.0	141,337	1.0	141,337	1.0	141,337
5180	Deputy Assessor of Taxpayer Services and Public Outreach - Assessor	24	1.0	107,841	1.0	107,841	1.0	107,841
5181	Deputy Assessor, Chief Legal Counsel - Assessor	24	1.0	126,603	1.0	126,603	1.0	126,603
5182	Deputy Assessor, Chief of Assessment Operations and Administration - Assessor	24	1.0	107,841	1.0	107,841	1.0	107,841
5183	Deputy Assessor, Chief of Information Technology - Assessor	24	1.0	107,841	1.0	107,841	1.0	107,841
5185	Director I/C Valuations - Assessor	24	1.0	100,006	1.0	100,006	1.0	100,006
5186	Director of Communications - Assessor	24	1.0	69,825	2.0	128,000	2.0	128,000
5187	Director of Field Operations - Assessor	24	1.0	77,000	1.0	77,000	1.0	77,000
5189	Director of Legal - Assessor	24	1.0	100,006	1.0	100,006	1.0	100,006
5190	Director of Research	24	1.0	76,207		1		1
5191	Director of Residential Valuations - Assessor	24	1.0	107,841	1.0	107,841	1.0	107,841
5192	Director of Special Assessment Programs - Assessor	24	1.0	107,841	1.0	107,841	1.0	107,841
5193	Director of Taxpayer Services - Assessor	24	1.0	100,006	1.0	100,006	1.0	100,006
5184	Deputy Assessor, Chief Operating Officer of Valuations and Assessments	24	1.0	138,869	1.0	138,869	1.0	138,869
5786	Deputy of Human Resources-Assessor	24	1.0	107,841	1.0	107,841	1.0	107,841
5787	Deputy of Communications-Assessor	24	1.0	89,000	1.0	80,000	1.0	80,000
0349	Director of Technical Review	24	1.0	97,304	1.0	97,304	1.0	97,304
5166	Manager I/C Valuations - Assessor	23	1.0	73,846	1.0	73,905	1.0	73,905
5168	Manager of Appraisal Review and Education - Assessor	23	1.0	88,782	1.0	90,636	1.0	90,636
5169	Manager of Industrial Commercial Field - Assessor	23	1.0	115,220	1.0	115,220	1.0	115,220
5170	Manager of Legacy Systems - Assessor	23	1.0	115,120	1.0	115,120	1.0	115,120
5171	Manager of Purchasing and Operations - Assessor	23	1.0	70,658	1.0	74,020	1.0	74,020
5172	Manager of Residential Field - Assessor	23	1.0	73,562	1.0	75,091	1.0	75,091
5173	Manager of Residential Valuations - Assessor	23	1.0	62,636	1.0	62,685	1.0	62,685
5174	Manager of Systems and Operations - Assessor	23	1.0	70,658	1.0	70,658	1.0	70,658
5175	Manager of Taxpayer Exemption Processing - Assessor	23	1.0	85,180	1.0	86,965	1.0	86,965
5176	Manager of Technical Projects - Assessor	23	1.0	70,658	1.0	70,658	1.0	70,658
5177	Manager of Technical Review - Assessor	23	1.0	82,407	1.0	70,658	1.0	70,658
5352	Financial Research Analyst	23	1.0	87,999	1.0	90,393	1.0	90,393
6044	Director of Compliance	23			1.0	85,407	1.0	85,407
5155	Assistant Manager I/C Valuations - Assessor	22	1.0	101,796	1.0	103,903	1.0	103,903
5156	Assistant Manager of Industrial/Commercial Field - Assessor	22	1.0	109,726	1.0	109,726	1.0	109,726
5157	Assistant Manager of Residential Review - Assessor	22	1.0	67,557	1.0	67,557	1.0	67,557
5158	Assistant Manager of Technical Review - Assessor	22	1.0	110,263	1.0	110,263	1.0	110,263
5160	Legal Counsel IV - Assessor	22	3.0	215,965	3.0	214,409	3.0	214,409

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

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
5161	Manager of Payroll - Assessor	22	1.0	109,426	1.0	109,526	1.0	109,526
5162	Manager of Records Management - Assessor	22	1.0	109,626	1.0	109,626	1.0	109,626
5163	Manager of Taxpayer Advocate - Assessor	22	1.0	67,557	1.0	67,556	1.0	67,556
5164	Manager of Taxpayer Information - Assessor	22	1.0	109,726	1.0	67,556	1.0	67,556
5165	Special Assistant to the Assessor - Assessor	22	1.0	82,913	1.0	84,642	1.0	84,642
5583	Special Projects Manager	22	1.0	73,562	1.0	75,091	1.0	75,091
0187	Assistant to the Director	21	1.0	61,450	1.0	61,450	1.0	61,450
5141	Assistant Manager of Exemption Processing - Assessor	21	1.0	75,973	1.0	75,973	1.0	75,973
5142	Assistant Manager of Residential Processing - Assessor	21	1.0	85,077	1.0	86,831	1.0	86,831
5143	Executive Assistant - Assessor	21	1.0	81,590	1.0	83,238	1.0	83,238
5145	Manager of Certificate of Error - Assessor	21	1.0	78,885	1.0	80,538	1.0	80,538
5147	Manager of Divisions - Assessor	21	1.0	62,636	1.0	61,450	1.0	61,450
5148	Manager of Specific Properties - Assessor	21	1.0	90,279	1.0	92,107	1.0	92,107
5149	Permit Department Supervisor - Assessor	21	1.0	86,294	1.0	82,472	1.0	82,472
5150	Senior Network Administrator III - Assessor	21	2.0	191,646	3.0	256,027	3.0	256,027
5151	Supervisor of Field - Assessor	21	1.0	61,450	1.0	88,087	1.0	88,087
5153	Supervisor of TPI Branch Office-Markham - Assessor	21	1.0	91,124	1.0	91,124	1.0	91,124
5154	Supervisor of TPI Downtown- Assessor	21	1.0	47,190	1.0	48,172	1.0	48,172
5131	Assistant Manager Records Management - Assessor	20	1.0	66,529	1.0	67,923	1.0	67,923
5132	Assistant Manager Residential Modeling - Assessor	20	1.0	83,881	1.0	85,641	1.0	85,641
5133	Assistant Manager Taxpayer Information - Assessor	20	1.0	80,936	1.0	82,602	1.0	82,602
5134	Executive Assistant V - Assessor	20	5.0	322,538	4.0	254,573	4.0	254,573
5135	Government Relations Liaison/Executive Assistant V - Assessor	20	1.0	61,469		1		1
5136	Human Resources Generalist - Assessor	20	1.0	73,846		1		1
5137	Manager of Freedom of Information - Assessor	20	1.0	85,575	1.0	87,366	1.0	87,366
5139	Supervisor of Field Operations Downtown - Assessor	20	1.0	83,688	1.0	85,443	1.0	85,443
5140	Supervisor of TPI Branch Office - Assessor	20	1.0	83,688	1.0	85,443	1.0	85,443
6049	Community Outreach Representative II	20			1.0	72,837	1.0	72,837
5126	Assistant Manager Divisions	18	1.0	75,773	1.0	46,476	1.0	46,476
5127	Assistant Manager Freedom of Information - Assessor	18	1.0	61,682	1.0	62,955	1.0	62,955
5128	Assistant Manager Residential Field - Assessor	18	1.0	53,918	1.0	55,021	1.0	55,021
5129	Executive Assistant III - Assessor	18	3.0	166,658	1.0	46,476	1.0	46,476
5130	Network Administrator III - Assessor	18	1.0	64,335	1.0	64,913	1.0	64,913
5375	Executive Receptionist	18			1.0	75,505	1.0	75,505
6048	Community Outreach Representative I	18			1.0	47,594	1.0	47,594
			80.0	\$6,804,071	79.0	\$6,691,687	79.0	\$6,691,687
06 Assessment Operations & Support - 0401421								
5123	Senior Programmer V - Assessor	23		1		1		1
5113	Communications Specialist/Spokesperson - Assessor	22	1.0	105,773	1.0	103,158	1.0	103,158
5115	I/C Valuations Senior Analyst IV - Assessor	22	1.0	110,482	1.0	110,482	1.0	110,482
5116	Industrial/Commercial Group Leader/Senior Field Inspector V - Assessor	22	1.0	110,483	2.0	188,695	2.0	188,695
5117	Research Senior Analyst IV - Assessor	22	1.0	105,219	1.0	109,472	1.0	109,472
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	2013 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	87,758	1.0	91,487	1.0	91,487
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	1.0	98,523	1.0	100,678	1.0	100,678
5110	Research Senior Analyst III - Assessor	21	1.0	94,005	1.0	95,883	1.0	95,883
5111	Senior Programmer III - Assessor	21	2.0	201,354	2.0	201,354	2.0	201,354
5150	Senior Network Administrator III - Assessor	21		1				
5081	Second Pass Coordinator and C/E Specialist - Assessor	20	1.0	91,612	1.0	91,612	1.0	91,612
5083	Condominium Valuation Group Leader - Assessor	20	1.0	81,735	1.0	84,567	1.0	84,567
5085	GIS Analyst II - Assessor	20	1.0	83,250		1		1
5087	I/C Valuations Group Leader III - Assessor	20	6.0	491,815	6.0	506,692	6.0	506,692
5089	Industrial Commercial Field Inspector V - Assessor	20	8.0	718,098	8.0	692,883	8.0	692,883
5090	Industrial/Commercial Group Leader/Senior Field Inspector III - Assessor	20	2.0	182,268	2.0	156,465	2.0	156,465
5091	Programmer IV - Assessor	20		2		2		2
5093	Research Analyst V - Assessor	20	1.0	73,479	1.0	75,036	1.0	75,036
5094	Research Senior Analyst II - Assessor	20	1.0	70,484	1.0	74,917	1.0	74,917
5096	Residential Modeling Senior Analyst V - Assessor	20	2.0	165,394	1.0	87,251	1.0	87,251
5097	Residential Senior Analyst V - Assessor	20		1		1		1
5098	Residential Senior Field Inspector V - Assessor	20	2.0	176,267	2.0	178,267	2.0	178,267
5103	Technical Review Industrial and Commercial Analyst V	20	1.0	84,510	1.0	86,524	1.0	86,524
5062	I/C Valuations Analyst IV - Assessor	19		1		1		1
5065	Industrial Commercial Field Inspector IV - Assessor	19	2.0	161,334	2.0	161,334	2.0	161,334
5069	Research Senior Analyst I - Assessor	19	1.0	77,901	1.0	77,901	1.0	77,901
5073	Residential Senior Field Inspector IV - Assessor	19	1.0	77,901	1.0	79,459	1.0	79,459
5076	Special Projects Coordinator - Assessor	19		1		1		1
5040	Division Senior Analyst III - Assessor	18	1.0	71,016	1.0	71,016	1.0	71,016
5043	Industrial Commercial Field Inspector III - Assessor	18	3.0	203,944	3.0	209,250	3.0	209,250
5045	Payroll Coordinator - Assessor	18	1.0	67,850	1.0	70,210	1.0	70,210
5046	Programmer II - Assessor	18	3.0	180,125	3.0	188,152	3.0	188,152
5047	Research Analyst III - Assessor	18	1.0	58,517	1.0	61,501	1.0	61,501
5048	Residential Group Leader III - Assessor	18	4.0	258,478	4.0	268,140	4.0	268,140
5049	Residential Modeling Senior Analyst III - Assessor	18	2.0	148,499	2.0	148,499	2.0	148,499
5051	Residential Senior Field Inspector III - Assessor	18	5.0	351,992	5.0	358,104	5.0	358,104
5052	Specific Properties Senior Analyst III - Assessor	18	1.0	76,060	1.0	76,060	1.0	76,060
5053	Support Staff - Assessor	18	1.0	72,439	1.0	72,439	1.0	72,439
5055	Taxpayer Advocate Analyst IV - Assessor	18	1.0	76,060	1.0	76,060	1.0	76,060
5056	Taxpayer Information Senior Specialist - Assessor	18	1.0	72,439	1.0	72,439	1.0	72,439
5057	Technical Review Industrial and Commercial Analyst III - Assessor	18	1.0	70,163	1.0	71,835	1.0	71,835
5058	Technical Review Verification Specialist - Assessor	18	1.0	71,016	1.0	72,439	1.0	72,439

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

DEPARTMENT 040 - COUNTY ASSESSOR

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
5363	Technical Review Residential Analyst V - Assessor	18	2.0	146,416	2.0	147,076	2.0	147,076
5413	Senior Automation Coordinator	18	2.0	139,313	2.0	140,788	2.0	140,788
5016	I/C Valuations Analyst II - Assessor	17		1		1		1
5024	Residential Analyst IV - Assessor	17		2		2		2
5026	Residential Group Leader II - Assessor	17	1.0	66,298	1.0	66,298	1.0	66,298
5038	Township Assessor Liaison - Assessor	17	1.0	67,625	1.0	67,625	1.0	67,625
4887	Division Senior Analyst I - Assessor	16	1.0	60,125	1.0	60,125	1.0	60,125
4888	Residential Field Inspector III - Assessor	16	5.0	325,042	5.0	327,510	5.0	327,510
4890	Residential Permit Group Leader - Assessor	16		1		1		1
4891	Specific Properties Analyst III - Assessor	16	1.0	66,165	1.0	66,165	1.0	66,165
4892	Taxpayer Advocate Analyst II - Assessor	16	1.0	61,036	1.0	62,491	1.0	62,491
4990	Division Analyst III - Assessor	16	1.0	61,779	1.0	63,014	1.0	63,014
4992	I/C Valuations Analyst I - Assessor	16		6		6		6
4993	I/C Valuations Junior Analyst III - Assessor	16	1.0	57,673	1.0	66,165	1.0	66,165
4994	I/C Valuations Support Staff Group Leader - Assessor	16	1.0	57,673	1.0	60,751	1.0	60,751
5000	Research Analyst III - Assessor	16		1		1		1
5001	Residential Modeling Junior Analyst III - Assessor	16	1.0	61,779	2.0	124,793	2.0	124,793
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	63,015	1.0	66,166	1.0	66,166
5010	Technical Review Support Staff Group Leader - Assessor	16	1.0	63,014	1.0	66,165	1.0	66,165
4966	Administrative Assistant III - Assessor	15	1.0	57,057	1.0	60,727	1.0	60,727
4969	Exempt Analyst II - Assessor	15	1.0	57,310	1.0	57,550	1.0	57,550
4970	I/C Valuations Junior Analyst II - Assessor	15	2.0	116,850	5.0	282,409	5.0	282,409
4972	Landmarks Analyst - Assessor	15	1.0	58,702	1.0	58,702	1.0	58,702
4974	Records Management Specialist III - Assessor	15	1.0	61,635	1.0	61,635	1.0	61,635
4976	Residential Field Inspector II - Assessor	15	3.0	177,887	3.0	180,820	3.0	180,820
4977	Residential Junior Analyst III - Assessor	15	6.0	339,662	7.0	387,064	7.0	387,064
4980	Senior Support Staff III - Assessor	15	6.0	336,323	6.0	342,503	6.0	342,503
4981	Specific Properties Analyst II - Assessor	15	1.0	56,955	1.0	57,550	1.0	57,550
4982	Taxpayer Advocate Analyst I - Assessor	15	1.0	58,703	1.0	58,703	1.0	58,703
4983	Taxpayer Information Specialist - Assessor	15	1.0	58,702	1.0	61,635	1.0	61,635
4984	Taxpayer Information Senior Specialist III - Assessor	15	2.0	116,252	1.0	58,703	1.0	58,703
4884	I/C Valuations Junior Analyst I - Assessor	14	8.0	404,649	4.0	208,939	4.0	208,939
4886	Taxpayer Information Senior Specialist II - Assessor	14	4.0	222,494	4.0	222,494	4.0	222,494
4944	Division Analyst I - Assessor	14	1.0	52,831	1.0	54,073	1.0	54,073
4946	Exempt Analyst I - Assessor	14	2.0	104,933	2.0	105,484	2.0	105,484
4948	Industrial Commercial Junior Field Inspector I - Assessor	14	2.0	88,098	2.0	92,891	2.0	92,891
4952	Residential Field Inspector I - Assessor	14	2.0	111,266	2.0	111,783	2.0	111,783
4953	Residential Field Workflow Coordinator - Assessor	14	2.0	111,783	2.0	114,510	2.0	114,510
4954	Residential Junior Analyst II - Assessor	14	4.0	203,320	4.0	206,310	4.0	206,310
4955	Residential Junior Field Inspector II - Assessor	14	2.0	111,784	2.0	111,994	2.0	111,994
4959	Specific Properties Analyst I - Assessor	14	1.0	52,028	1.0	42,254	1.0	42,254

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

DEPARTMENT 040 - COUNTY ASSESSOR

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation		
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries	
4960	Support Staff VI - Assessor	14	1.0	53,456	1.0	53,456	1.0	53,456	
4961	Taxpayer Information Senior Specialist/Group Leader - Assessor	14	1.0	54,528	1.0	54,528	1.0	54,528	
4962	Taxpayer Information Specialist IV - Assessor	14	3.0	166,607	3.0	167,966	3.0	167,966	
4964	Technical Review Specialist IV - Assessor	14	1.0	57,255	1.0	57,255	1.0	57,255	
4923	Division Junior Analyst I - Assessor	13	4.0	196,995	4.0	201,459	4.0	201,459	
4925	Freedom of Information Specialist III - Assessor	13	1.0	50,788	1.0	50,788	1.0	50,788	
4927	Liaison to Foreign Language Community - Assessor	13	1.0	53,328	1.0	53,328	1.0	53,328	
4928	Liaison to Religious Institutions - Assessor	13	2.0	94,354	1.0	43,539	1.0	43,539	
4929	Receptionist V - Assessor	13	1.0	49,792	1.0	49,792	1.0	49,792	
4931	Residential Field Inspector - Assessor	13		1		1		1	
4932	Residential Junior Analyst I - Assessor	13	11.0	527,398	11.0	510,724	11.0	510,724	
4933	Residential Junior Field Inspector I - Assessor	13	5.0	237,586	5.0	242,983	5.0	242,983	
4934	Residential Permit Analyst III - Assessor	13	1.0	53,328	1.0	53,328	1.0	53,328	
4936	Supply Coordinator - Assessor	13	1.0	49,792	1.0	50,788	1.0	50,788	
4937	Support Staff V - Assessor	13	9.0	442,532	6.0	313,213	6.0	313,213	
4938	Taxpayer Information Senior Specialist I - Assessor	13	8.0	404,573	7.0	344,559	7.0	344,559	
4939	Taxpayer Information Specialist III - Assessor	13	4.0	195,978	4.0	198,830	4.0	198,830	
4916	Receptionist IV - Assessor	12	1.0	47,422	1.0	49,794	1.0	49,794	
4918	Support Staff IV - Assessor	12	2.0	85,040	1.0	49,794	1.0	49,794	
4919	Taxpayer Information Junior Specialist IV - Assessor	12	1.0	49,794	1.0	49,794	1.0	49,794	
4920	Taxpayer Information Specialist II - Assessor	12	1.0	46,012	1.0	46,493	1.0	46,493	
4921	Technical Review Specialist II - Assessor	12	1.0	49,794	1.0	49,794	1.0	49,794	
4903	Freedom of Information Junior Specialist III - Assessor	11	3.0	117,125	1.0	42,251	1.0	42,251	
4904	Freedom of Information Specialist I - Assessor	11	2.0	86,824	2.0	86,824	2.0	86,824	
4906	Residential Junior Analyst - Assessor	11	1.0	44,025	1.0	44,280	1.0	44,280	
4907	Residential Permit Analyst I - Assessor	11	3.0	133,802	3.0	134,185	3.0	134,185	
4908	Supply Assistant II - Assessor	11	1.0	40,662	1.0	42,249	1.0	42,249	
4909	Support Staff III - Assessor	11	25.0	1,073,022	22.0	963,524	22.0	963,524	
4910	Taxpayer Information Junior Specialist III - Assessor	11	10.0	416,390	9.0	380,242	9.0	380,242	
4911	Taxpayer Information Specialist I - Assessor	11	6.0	261,855	5.0	221,643	5.0	221,643	
4912	Technical Review Specialist I - Assessor	11	1.0	43,412	1.0	43,412	1.0	43,412	
4901	Support Staff II - Assessor	10	4.0	134,957	9.0	316,358	9.0	316,358	
4902	Taxpayer Information Junior Specialist II - Assessor	10	1.0	33,341	7.0	268,395	7.0	268,395	
4883	Support Staff I - Assessor	09	4.0	137,052					
4898	Taxpayer Information Junior Specialist I - Assessor	09	7.0	247,236					
			267.0	\$15,220,499	253.0	\$14,729,718	253.0	\$14,729,718	
08 Exemptions Investigation Unit - 0401423									
6076	Deputy of Exemptions Investigation Unit	24			1.0	107,841	1.0	107,841	
6077	Director of Exemptions Investigation Unit	23			1.0	90,000	1.0	90,000	
6078	Manager of Exemptions Investigation Unit	21			1.0	70,000	1.0	70,000	
6239	Chief Investigator-Assessor	21			1.0	66,000	1.0	66,000	
0641	Investigator IV	20			14.0	782,484	14.0	782,484	
5091	Programmer IV - Assessor	20			1.0	55,892	1.0	55,892	
6079	Assistant Manager of Exemptions Investigation Unit	20			1.0	55,892	1.0	55,892	

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

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0145	Accountant V	19			1.0	50,838	1.0	50,838
5054	Systems Analyst II - Assessor	18			1.0	53,843	1.0	53,843
6240	Assistant to the Deputy	18			1.0	46,476	1.0	46,476
4909	Support Staff III - Assessor	11			5.0	141,804	5.0	141,804
					28.0	\$1,521,070	28.0	\$1,521,070
Total Salaries and Positions			347.0	\$22,024,570	360.0	\$22,942,475	360.0	\$22,942,475
Turnover Adjustment				(1,480,000)		(1,559,131)		(1,559,131)
Operating Funds Total			347.0	\$20,544,570	360.0	\$21,383,344	360.0	\$21,383,344

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

Grade	2013 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	20.0	2,075,460	20.0	2,074,360	20.0	2,074,360
23	13.0	1,067,385	15.0	1,242,075	15.0	1,242,075
22	17.0	1,590,075	18.0	1,631,663	18.0	1,631,663
21	18.0	1,495,237	21.0	1,732,873	21.0	1,732,873
20	39.0	3,161,065	51.0	3,750,316	51.0	3,750,316
19	4.0	317,138	5.0	369,534	5.0	369,534
18	37.0	2,486,693	39.0	2,603,267	39.0	2,603,267
17	2.0	133,926	2.0	133,926	2.0	133,926
16	14.0	877,311	15.0	963,355	15.0	963,355
15	26.0	1,496,038	29.0	1,668,001	29.0	1,668,001
14	34.0	1,795,032	30.0	1,603,937	30.0	1,603,937
13	48.0	2,356,445	43.0	2,113,332	43.0	2,113,332
12	6.0	278,062	5.0	245,669	5.0	245,669
11	52.0	2,217,117	50.0	2,100,414	50.0	2,100,414
10	5.0	168,298	16.0	584,753	16.0	584,753
09	11.0	384,288				
Total Salaries and Positions	347.0	\$22,024,570	360.0	\$22,942,475	360.0	\$22,942,475
Turnover Adjustment		(1,480,000)		(1,559,131)		(1,559,131)
Operating Funds Total	347.0	\$20,544,570	360.0	\$21,383,344	360.0	\$21,383,344

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 unutilized commercial opportunities related to, but not limited to, The Assessor's Website, Assessor Database and Assessment Notices.

Mandates and Key Activities

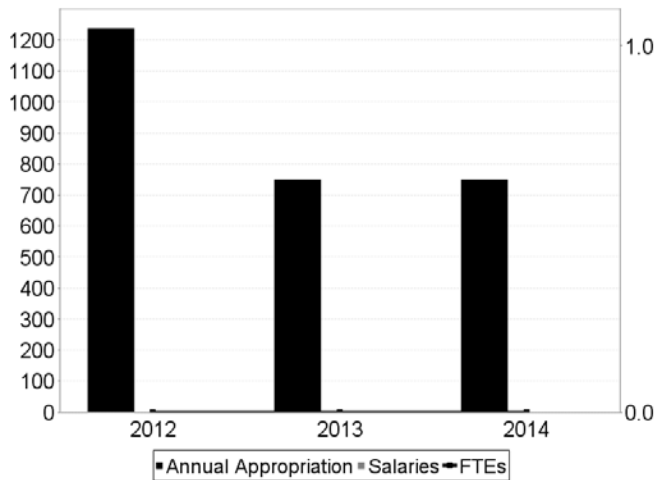
- Sec. 2-317. - Assessor special revenue fund.

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 unutilized 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.

Discussion of 2013 Activities and 2014 Initiatives

Appropriations (\$ thousands)			
Fund Category	2012 Adopted	2013 Adjusted Appropriation	2014 Recommended
Special Purpose Fund	1,237.5	750.0	750.0
	Adopted	Adopted	Recommended
FTE Positions	0	0	0



DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 DEPARTMENT 579 - ASSESSOR SPECIAL REVENUE FUND

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Contingency and Special Purposes					
818/580033 Reimbursement to Designated Fund	257,241	750,000	750,000	750,000	
Contingency and Special Purposes Total	257,241	750,000	750,000	750,000	
Operating Funds Total	257,241	750,000	750,000	750,000	

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	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Corporate Fund					
050 - Board of Review	6,413,681	8,348,578	8,233,141	8,233,141	(115,437)
Corporate Fund Total	6,413,681	8,348,578	8,233,141	8,233,141	(115,437)
Total Appropriations	6,413,681	8,348,578	8,233,141	8,233,141	(115,437)

SUMMARY OF POSITIONS

Department and Title	2013 Approved Positions	Department Request	President's Recommendation	Difference
Corporate Fund				
050 - Board of Review	126.0	125.0	125.0	(1.0)
Corporate Fund Total	126.0	125.0	125.0	(1.0)
Total Positions	126.0	125.0	125.0	(1.0)

DEPARTMENT OVERVIEW

050 BOARD OF REVIEW

Mission

To comply with statutory mandates and the oath taken by each Commissioner to perform all duties as required by law, to fairly and impartially review the assessments of all property within Cook County to the extent authorized by the Property Tax Code, to correct all assessments which should be corrected, to raise, lower, and or direct the Cook County Assessor to change, correct, alter, or modify assessments as justice may require, and to do all acts necessary within the authority provided by the Code to procure a full, fair and impartial assessment of property.

Mandates and Key Activities

- 35 ILCS 200/16-95: The BOR shall 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.
- 35 ILCS 200/16-125: The BOR shall give every party that files a complaint the opportunity to be heard, shall notify the Cook County Assessor of any change in the assessment, and shall maintain all records for five years.
- 35 ILCS 200/16-170: The Property Tax Appeal Board may require the production of records [from the BOR] that may be material evidence.
- Provides citizens forum to appeal assessed value of their real estate.
- Review evidence submitted to determine a fair and just assessed value.
- Defend its decisions at the Illinois Property Tax Appeal Board.
- Makes recommendations to the Illinois Department of Revenue regarding applications for property tax exemptions.

Discussion of 2013 Activities and 2014 Initiatives

The BOR completed its prior session on April 19, 2013, positioning the Cook County Property Tax System to issue second installment bills payable on August 1st, repeating its success for the second time in 34 years. This accomplishment benefited local taxing jurisdictions, which avoided spending interest bearing reserves or issuing tax anticipation warrants. The cost to taxing jurisdictions of late bills is estimated to be at minimum \$3M per month.

The BOR must complete its current session by April 18, 2014 for bills to be due on the statutory deadline. This poses a challenge because the BOR anticipates the North reassessment triennial to yield in excess of 350,000 parcels for review.

The BOR will open the first group of townships for its current session on August 5, 2013. These adjustments and other changes to BOR procedures implemented last year should increase the likelihood of finishing the BOR on time.

The BOR and County Bureau of Technology made enhancements to its online filing system. During this shared services effort, Bureau of Technology made enhancements and upgrades to the BOR's digital infrastructure in order to promote increased use of the online filing system, improve accountability, and increase workflow efficiencies, including:

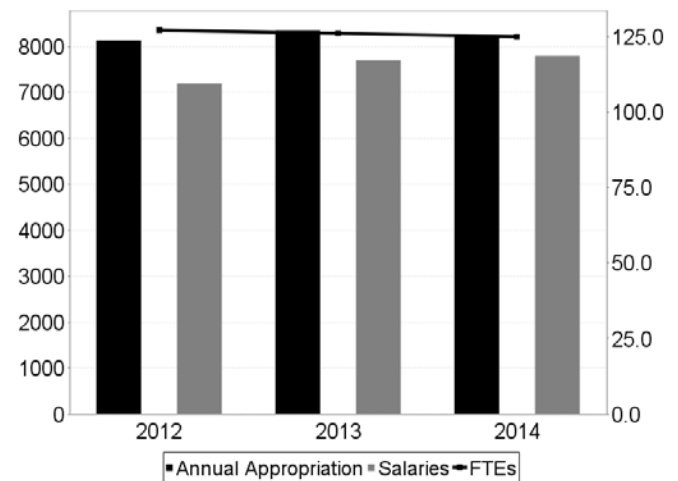
- Online pre-registration of appeals enhancements.
- Online access to bulk filing for multiple PIN properties enhancements.
- Digital Docketing Intranet System enhancements.

Other collaborative projects in FY2013 include:

- Worked with Bureau of Technology and the Office of the Chief Procurement Officer to issue an RFP in August of 2013 for implementation of a paperless workflow process in subsequent Board sessions pursuant to prior authorization by the IT Collaborative Board.
- Worked with Bureau of Technology implementing a bar code tracking system to improve handling of current paper complaint system.

The BOR Commissioners published an Annual Report outlining activities for the 2012 session.

Appropriations (\$ thousands)			
Fund Category	2012 Adopted	2013 Adjusted Appropriation	2014 Recommended
Corporate Fund	8,128.7	8,348.6	8,233.1
	Adopted	Adopted	Recommended
FTE Positions	127.0	126.0	125.0



STAR Goals/Key Performance Indicators

- ★ Completed the 2012 complaint session by April 19, 2013 allowing timely issuance of tax bills.
- ★ Improved access to online appeals process. Last session, 86% of complaints were filed online compared to 28% in the 2011 session.
- ★ BOR presents outreach workshops to increase awareness of the property tax appeal process and bring the BOR's appeal process to underserved communities, including citizens lacking internet access or ready transportation, as well as the elderly.

DEPARTMENT OVERVIEW

050 BOARD OF REVIEW

STAR Performance Data			
Performance Indicator	FY 2012	FY 2013 Projected YE	FY 2014 Target
Close Date -Complete complaint session in April	4-18-12	4-19-13	4-18-2014
% of parcels filed on-line	27%	86%	50%
Number of residential outreach programs conducted in County	167	162	140

Programs

Review & Outreach

- Provides a forum for taxpayers to challenge the assessment of their property.
- Accepts applications for exemptions and provides a recommendation to the Illinois Department of Revenue.
- Presents outreach workshops throughout the County to increase awareness of the functions and remedies available and encourage taxpayer participation in the property tax appeal process.
- Collects evidence submitted for appeals and examines the uniformity of a property's assessment in order to determine a fair and just assessed value.
- Transmits appeals process results to the Assessor so that the records reflect the decision.
- No decision is binding upon the Board of Review until at least two of the three commissioners' staff agree upon a result.
- If a taxpayer or taxing body files an appeal with the Illinois Property Tax Appeal Board, the Board of Review is required to defend its decision.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 050 - BOARD OF REVIEW

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
108/501035 Furlough Day Adjustment			(31,296)	(31,296)	(31,296)
110/501010 Salaries and Wages of Regular Employees	6,056,100	7,802,781	7,792,748	7,792,748	(10,033)
120/501210 Overtime Compensation	120,051	145,500	75,000	75,000	(70,500)
170/501510 Mandatory Medicare Costs	3,844				
183/501770 Seminars for Professional Employees		2,500	3,000	3,000	500
185/501810 Professional and Technical Membership Fees	2,085	2,100	2,625	2,625	525
186/501860 Training Programs for Staff Personnel	7,335	15,000	7,000	7,000	(8,000)
190/501970 Transportation and Other Travel Expenses for Employees	2,613	7,500	7,500	7,500	
Personal Services Total	6,192,028	7,975,381	7,856,577	7,856,577	(118,804)
Contractual Services					
225/520260 Postage	46,383	80,413	86,190	86,190	5,777
240/520490 External Graphics and Reproduction Services	35,229	67,795	63,900	63,900	(3,895)
241/520491 Internal Graphics and Reproduction Services	10,992	25,200	36,500	36,500	11,300
242/520550 Surveys, Operations and Reports	1,978	2,718	2,802	2,802	84
245/520610 Advertising For Specific Purposes	2,936	6,111	6,000	6,000	(111)
268/521030 Court Reporting, Stenographic, Transcribing, or Interpreter Services	500	1,067	1,100	1,100	33
Contractual Services Total	98,018	183,304	196,492	196,492	13,188
Supplies and Materials					
350/530600 Office Supplies	38,948	65,930	69,000	69,000	3,070
353/530640 Books, Periodicals, Publications, Archives and Data Services	19,936	25,300	25,000	25,000	(300)
354/530680 Data Services for PTAB	28,868	46,803	47,500	47,500	697
388/531650 Computer Operation Supplies	9,565	20,198	16,500	16,500	(3,698)
Supplies and Materials Total	97,317	158,231	158,000	158,000	(231)
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	1,968	3,875	4,000	4,000	125
441/540170 Maintenance and Repair of Data Processing Equipment and Software	1,131	4,568			(4,568)
Operations and Maintenance Total	3,100	8,443	4,000	4,000	(4,443)
Rental and Leasing					
630/550010 Rental of Office Equipment	23,219	23,219			(23,219)
630/550018 County Wide Canon Photocopier Lease			18,072	18,072	18,072
Rental and Leasing Total	23,219	23,219	18,072	18,072	(5,147)
Operating Funds Total	6,413,681	8,348,578	8,233,141	8,233,141	(115,437)
(717) New/Replacement Capital Equipment - 71700050					
530/560510 Office Furnishings and Equipment	25,850		50,000	50,000	50,000
	25,850		50,000	50,000	50,000
Capital Equipment Request Total	25,850		50,000	50,000	50,000

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

DEPARTMENT 050 - BOARD OF REVIEW

Job Code	Title	Grade	2013 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	137,512	1.0	137,512	1.0	137,512
0377	First Assistant Commissioner	24	2.0	256,056	2.0	256,056	2.0	256,056
0036	Chief of Administrative Services	23	1.0	77,723	1.0	79,311	1.0	79,311
0324	Administrative Assistant to Commissioners II (Board of Appeals)	23	4.0	382,656	4.0	389,032	4.0	389,032
0383	Deputy in Charge-Complaints	23	1.0	96,830	1.0	98,847	1.0	98,847
0065	Administrative Assistant to Commissioner Board of Appeals	22	1.0	98,121	1.0	67,557	1.0	67,557
0051	Administrative Assistant V	20	4.0	249,956	4.0	255,066	4.0	255,066
0366	Appeals Analyst II	19	1.0	51,822	1.0	51,863	1.0	51,863
0365	Appeals Analyst I	18	1.0	63,896	1.0	63,948	1.0	63,948
			19.0	\$1,714,572	19.0	\$1,699,192	19.0	\$1,699,192
02 Real Estate Tax Analytical Section - 0501411								
0295	Administrative Analyst V	23	4.0	354,499	4.0	358,520	4.0	358,520
0324	Administrative Assistant to Commissioners II (Board of Appeals)	23	1.0	72,027	1.0	72,085	1.0	72,085
1114	Systems Analyst V	23	1.0	78,697	1.0	80,323	1.0	80,323
1137	Application Developer	23	1.0	56,538	1.0	57,682	1.0	57,682
0065	Administrative Assistant to Commissioner Board of Appeals	22	4.0	285,160	4.0	295,259	4.0	295,259
0253	Business Manager III	22	2.0	159,861	2.0	163,201	2.0	163,201
0338	Assessment Analyst IV	22	2.0	145,873	2.0	147,503	2.0	147,503
0342	Assessment Analyst III	21	1.0	61,450	1.0	63,121	1.0	63,121
0051	Administrative Assistant V	20	7.0	472,657	7.0	482,461	7.0	482,461
0145	Accountant V	19	2.0	124,275	2.0	127,528	2.0	127,528
0366	Appeals Analyst II	19	1.0	69,780	1.0	71,232	1.0	71,232
0050	Administrative Assistant IV	18	1.0	47,372	1.0	47,484	1.0	47,484
0365	Appeals Analyst I	18	4.0	212,250	4.0	217,918	4.0	217,918
0389	Deputy Member III	18	3.0	185,456	3.0	188,305	3.0	188,305
			34.0	\$2,325,895	34.0	\$2,372,622	34.0	\$2,372,622
03 Administrative and Clerical - 0501256								
0387	Secretary Board of Appeals	23	1.0	88,808	1.0	88,879	1.0	88,879
0253	Business Manager III	22	1.0	71,821	1.0	72,444	1.0	72,444
0051	Administrative Assistant V	20	1.0	60,615	1.0	62,173	1.0	62,173
1103	Computer Operator III	16	1.0	44,059	1.0	44,949	1.0	44,949
0384	Deputy Member I	14	1.0	49,896	1.0	50,938	1.0	50,938
			5.0	\$315,199	5.0	\$319,383	5.0	\$319,383
04 PTAB Administrative Review Section - 0501257								
0324	Administrative Assistant to Commissioners II (Board of Appeals)	23	1.0	75,414	1.0	83,383	1.0	83,383
0050	Administrative Assistant IV	18		1		1		1
0365	Appeals Analyst I	18	3.0	174,978	3.0	154,151	3.0	154,151
0048	Administrative Assistant III	16	1.0	47,980	1.0	48,966	1.0	48,966
1103	Computer Operator III	16	1.0	55,569	1.0	55,613	1.0	55,613
			6.0	\$353,942	6.0	\$342,114	6.0	\$342,114
02 Administrative Service Division								
01 Supervisory and Clerical - 0501258								
0382	Chief Clerk Board of Appeals	23	1.0	88,808	1.0	88,879	1.0	88,879
0051	Administrative Assistant V	20	1.0	56,736	1.0	55,892	1.0	55,892
0366	Appeals Analyst II	19	3.0	182,586	3.0	182,948	3.0	182,948

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

DEPARTMENT 050 - BOARD OF REVIEW

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0050	Administrative Assistant IV	18			1.0	48,851	1.0	48,851
0365	Appeals Analyst I	18	1.0	70,689	1.0	72,167	1.0	72,167
0144	Accountant IV	17	1.0	61,354	1.0	61,450	1.0	61,450
0048	Administrative Assistant III	16	1.0	40,415	1.0	41,294	1.0	41,294
0388	Deputy Member II	15	1.0	57,705	1.0	58,889	1.0	58,889
0047	Administrative Assistant II	14	1.0	42,125	1.0	42,976	1.0	42,976
0936	Stenographer V	13	1.0	33,246	1.0	33,272	1.0	33,272
0907	Clerk V	11	1.0	43,304	1.0	43,339	1.0	43,339
0906	Clerk IV	10	1.0	48,812				
			13.0	\$725,780	13.0	\$729,957	13.0	\$729,957
02 Property Exemption Section - 0501259								
0324	Administrative Assistant to Commissioners II (Board of Appeals)	23	2.0	195,271	2.0	199,964	2.0	199,964
0051	Administrative Assistant V	20	1.0	56,918	2.0	117,087	2.0	117,087
0145	Accountant V	19	1.0	56,656				
0050	Administrative Assistant IV	18	1.0	49,601	1.0	50,635	1.0	50,635
1103	Computer Operator III	16	1.0	59,886	1.0	59,934	1.0	59,934
			6.0	\$418,332	6.0	\$427,620	6.0	\$427,620
03 Computer Section - 0501412								
0065	Administrative Assistant to Commissioner Board of Appeals	22	1.0	67,557				
0050	Administrative Assistant IV	18	1.0	71,666	1.0	71,723	1.0	71,723
0365	Appeals Analyst I	18			1.0	47,520	1.0	47,520
0046	Administrative Assistant I	12	1.0	43,641	1.0	44,537	1.0	44,537
0907	Clerk V	11	1.0	41,894	1.0	42,769	1.0	42,769
			4.0	\$224,758	4.0	\$206,549	4.0	\$206,549
04 Field Investigation Section - 0501261								
0051	Administrative Assistant V	20	1.0	57,065	1.0	58,261	1.0	58,261
0048	Administrative Assistant III	16			1.0	48,965	1.0	48,965
0047	Administrative Assistant II	14	1.0	48,812				
0936	Stenographer V	13	1.0	48,072	1.0	49,061	1.0	49,061
			3.0	\$153,949	3.0	\$156,287	3.0	\$156,287
05 Taxpayer Assistance Section - 0501262								
0051	Administrative Assistant V	20	2.0	113,722	2.0	114,955	2.0	114,955
0145	Accountant V	19	1.0	58,806	1.0	60,029	1.0	60,029
0365	Appeals Analyst I	18	3.0	156,020	3.0	156,450	3.0	156,450
0389	Deputy Member III	18	1.0	49,601	1.0	50,635	1.0	50,635
0048	Administrative Assistant III	16	1.0	61,499	1.0	40,415	1.0	40,415
0384	Deputy Member I	14	1.0	52,285	1.0	53,380	1.0	53,380
1102	Computer Operator II	14	1.0	47,647	1.0	48,723	1.0	48,723
1235	Storekeeper V	14	1.0	50,599	1.0	51,656	1.0	51,656
			11.0	\$590,179	11.0	\$576,243	11.0	\$576,243
06 Pre-Hearing - 0501263								
0295	Administrative Analyst V	23	1.0	71,897	1.0	73,396	1.0	73,396
0389	Deputy Member III	18	1.0	62,479	1.0	63,779	1.0	63,779
0384	Deputy Member I	14	1.0	52,932	1.0	54,039	1.0	54,039
0046	Administrative Assistant I	12	1.0	55,848	1.0	55,892	1.0	55,892
			4.0	\$243,156	4.0	\$247,106	4.0	\$247,106
07 Computer Entry Section - 0501264								
0051	Administrative Assistant V	20	1.0	77,704	1.0	79,327	1.0	79,327
0145	Accountant V	19	1.0	77,359	1.0	78,974	1.0	78,974
0050	Administrative Assistant IV	18	1.0	70,425	1.0	71,892	1.0	71,892

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

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0048	Administrative Assistant III	16	1.0	47,899	1.0	48,900	1.0	48,900
0047	Administrative Assistant II	14	2.0	97,619	2.0	99,614	2.0	99,614
0384	Deputy Member I	14	1.0	53,278	1.0	54,371	1.0	54,371
0936	Stenographer V	13	1.0	49,296	1.0	53,935	1.0	53,935
0907	Clerk V	11	2.0	71,399	1.0	36,275	1.0	36,275
			10.0	\$544,979	9.0	\$523,288	9.0	\$523,288
08 PTAB Clerical Section - 0501413								
0338	Assessment Analyst IV	22	1.0	74,665	1.0	76,224	1.0	76,224
0366	Appeals Analyst II	19	1.0	71,476	1.0	72,921	1.0	72,921
0048	Administrative Assistant III	16	1.0	41,099	1.0	41,958	1.0	41,958
0388	Deputy Member II	15	1.0	56,195	1.0	57,373	1.0	57,373
1102	Computer Operator II	14	2.0	96,288	2.0	101,795	2.0	101,795
			6.0	\$339,723	6.0	\$350,271	6.0	\$350,271
03 Branch Offices								
01 Markham Branch - 0501267								
0047	Administrative Assistant II	14	1.0	53,509	1.0	54,627	1.0	54,627
			1.0	\$53,509	1.0	\$54,627	1.0	\$54,627
02 Bridgeview Branch - 0501268								
0048	Administrative Assistant III	16	1.0	55,630	1.0	56,791	1.0	56,791
			1.0	\$55,630	1.0	\$56,791	1.0	\$56,791
03 Maywood Branch - 0501269								
0384	Deputy Member I	14	1.0	52,688	1.0	53,790	1.0	53,790
			1.0	\$52,688	1.0	\$53,790	1.0	\$53,790
05 Skokie - 0501271								
0907	Clerk V	11	2.0	85,290	2.0	87,053	2.0	87,053
			2.0	\$85,290	2.0	\$87,053	2.0	\$87,053
Total Salaries and Positions			126.0	\$8,197,581	125.0	\$8,202,893	125.0	\$8,202,893
Turnover Adjustment				(499,655)		(410,145)		(410,145)
Operating Funds Total			126.0	\$7,697,926	125.0	\$7,792,748	125.0	\$7,792,748

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

Grade	2013 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	393,568	3.0	393,568	3.0	393,568
23	19.0	1,639,168	19.0	1,670,301	19.0	1,670,301
22	12.0	903,058	11.0	822,188	11.0	822,188
21	1.0	61,450	1.0	63,121	1.0	63,121
20	18.0	1,145,373	19.0	1,225,222	19.0	1,225,222
19	11.0	692,760	10.0	645,495	10.0	645,495
18	21.0	1,214,434	23.0	1,305,459	23.0	1,305,459
17	1.0	61,354	1.0	61,450	1.0	61,450
16	9.0	454,036	10.0	487,785	10.0	487,785
15	2.0	113,900	2.0	116,262	2.0	116,262
14	14.0	697,678	13.0	665,909	13.0	665,909
13	3.0	130,614	3.0	136,268	3.0	136,268
12	2.0	99,489	2.0	100,429	2.0	100,429
11	6.0	241,887	5.0	209,436	5.0	209,436
10	1.0	48,812				
Total Salaries and Positions	126.0	\$8,197,581	125.0	\$8,202,893	125.0	\$8,202,893
Turnover Adjustment		(499,655)		(410,145)		(410,145)
Operating Funds Total	126.0	\$7,697,926	125.0	\$7,792,748	125.0	\$7,792,748

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BUREAU SUMMARY
 COUNTY CLERK

SUMMARY OF APPROPRIATIONS

Department and Title	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Corporate Fund					
110 - County Clerk	5,877,358	7,618,479	7,628,320	7,628,320	9,841
Corporate Fund Total	5,877,358	7,618,479	7,628,320	7,628,320	9,841
Election Fund					
524 - County Clerk - Elections Division Fund	14,949,762	18,804,383	24,038,039	24,038,039	5,233,656
Election Fund Total	14,949,762	18,804,383	24,038,039	24,038,039	5,233,656
Special Purpose Fund					
533 - County Clerk - Automation Fund	925,770	1,398,057	1,573,300	1,573,300	175,243
Special Purpose Fund Total	925,770	1,398,057	1,573,300	1,573,300	175,243
Special Purpose Fund Total	15,875,532	20,202,440	25,611,339	25,611,339	5,408,899
Restricted					
619 - Election Assistance Grant		3,029,073	3,029,073	3,029,073	
621 - County Clerk Pre-Election Logic and Accuracy Testing		125,000			(125,000)
626 - Help America Vote Act - Voters with Disabilities Program			155,529	155,529	155,529
642 - Voters Registration State Grant		372,833	600,000	600,000	227,167
643 - County Clerk Death Certificate Surcharge		192,464			(192,464)
Restricted Total		3,719,370	3,784,602	3,784,602	65,232
Total Appropriations	21,752,890	31,540,289	37,024,261	37,024,261	5,483,972

SUMMARY OF POSITIONS

Department and Title	2013 Approved Positions	Department Request	President's Recommendation	Difference
Corporate Fund				
110 - County Clerk	137.0	135.0	135.0	(2.0)
Corporate Fund Total	137.0	135.0	135.0	(2.0)
Election Fund				
524 - County Clerk - Elections Division Fund	129.0	129.0	129.0	
Election Fund Total	129.0	129.0	129.0	
Special Purpose Fund				
533 - County Clerk - Automation Fund	14.0	14.0	14.0	
Special Purpose Fund Total	14.0	14.0	14.0	
Special Purpose Fund Total	143.0	143.0	143.0	
Total Positions	280.0	278.0	278.0	(2.0)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
COUNTY CLERK

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
108/501035 Furlough Day Adjustment			(27,914)	(27,914)	(27,914)
110/501010 Salaries and Wages of Regular Employees	5,668,239	7,349,106	7,403,814	7,403,814	54,708
120/501210 Overtime Compensation	18,333	81,965	82,000	82,000	35
170/501510 Mandatory Medicare Costs	3,661				
185/501810 Professional and Technical Membership Fees	180	300	315	315	15
190/501970 Transportation and Other Travel Expenses for Employees	(570)	4,800	5,000	5,000	200
Personal Services Total	5,689,843	7,436,171	7,463,215	7,463,215	27,044
Contractual Services					
214/520030 Armored Car Service	19,008	19,008	19,500	19,500	492
220/520150 Communication Services	12,856	26,365	27,180	27,180	815
225/520260 Postage	41,030	145,500	145,000	145,000	(500)
228/520280 Delivery Services	32	582	600	600	18
240/520490 External Graphics and Reproduction Services	29,884	48,500	50,000	50,000	1,500
245/520610 Advertising For Specific Purposes		9,700	10,185	10,185	485
250/520730 Premiums on Fidelity, Surety Bonds and Public Liability	3,771	3,771	3,770	3,770	(1)
Contractual Services Total	106,582	253,426	256,235	256,235	2,809
Supplies and Materials					
350/530600 Office Supplies	61,820	83,420	86,000	86,000	2,580
353/530640 Books, Periodicals, Publications, Archives and Data Services	3,175	32,500	32,500	32,500	
Supplies and Materials Total	64,995	115,920	118,500	118,500	2,580
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	1,467	5,000	5,250	5,250	250
441/540170 Maintenance and Repair of Data Processing Equipment and Software	14,471	50,000	50,000	50,000	
Operations and Maintenance Total	15,938	55,000	55,250	55,250	250
Rental and Leasing					
630/550010 Rental of Office Equipment		25,627	5,000	5,000	(20,627)
Rental and Leasing Total		25,627	5,000	5,000	(20,627)
Contingency and Special Purposes					
819/580420 Appropriation Transfer for Reimbursement from Designated Fund		(267,665)	(269,880)	(269,880)	(2,215)
Contingency and Special Purposes Total		(267,665)	(269,880)	(269,880)	(2,215)
Operating Funds Total	5,877,358	7,618,479	7,628,320	7,628,320	9,841
(717) New/Replacement Capital Equipment					
521/560420 Institutional Equipment			65,000		
530/560510 Office Furnishings and Equipment			20,000	20,000	20,000
579/560450 Computer Equipment	971		227,500	115,000	115,000
	971		312,500	135,000	135,000
Total Capital Equipment Request Total	971		312,500	135,000	135,000

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
COUNTY CLERK - SPECIAL PURPOSE FUNDS

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	6,092,481	7,780,213	8,007,639	8,007,639	227,426
120/501210 Overtime Compensation	290,016	344,648	381,096	381,096	36,448
124/501250 Employee Health Insurance Allotment	1,600	1,600			(1,600)
129/501300 Salaries and Wages of Seasonal Work Employees	562,849	718,825	983,782	983,782	264,957
133/501360 Per Diem Personnel	345,563	344,752	1,030,971	1,030,971	686,219
136/501400 Differential Pay	4,865	4,706	5,918	5,918	1,212
170/501510 Mandatory Medicare Costs	98,860	120,571	124,725	124,725	4,154
174/501570 Pension	40,952	54,602	54,602	54,602	
175/501590 Life Insurance Program	12,848	19,383	20,179	20,179	796
176/501610 Health Insurance	1,202,188	1,817,341	1,877,407	1,877,407	60,066
177/501640 Dental Insurance Plan	33,693	45,867	48,106	48,106	2,239
179/501690 Vision Care Insurance	11,986	16,519	16,908	16,908	389
183/501770 Seminars for Professional Employees	184	500	1,000	1,000	500
185/501810 Professional and Technical Membership Fees	4,800	5,000	10,000	10,000	5,000
186/501860 Training Programs for Staff Personnel	1,853	37,500	25,128	25,128	(12,372)
190/501970 Transportation and Other Travel Expenses for Employees	33,182	50,000	44,122	44,122	(5,878)
Personal Services Total	8,737,919	11,362,027	12,631,583	12,631,583	1,269,556
Contractual Services					
220/520150 Communication Services	110,304	231,559	238,720	238,720	7,161
225/520260 Postage	151,174	485,000	1,043,092	1,043,092	558,092
228/520280 Delivery Services	1,483	2,425	1,059	1,059	(1,366)
232/520350 Boarding and Lodging of Non-Employees	125	125			(125)
240/520490 External Graphics and Reproduction Services	430,942	580,634	1,508,800	1,508,800	928,166
241/520491 Internal Graphics and Reproduction Services	12,205	100,000	150,000	150,000	50,000
245/520610 Advertising For Specific Purposes	112,475	194,000	500,000	500,000	306,000
260/520830 Professional and Managerial Services	1,905,050	4,638,048	2,676,550	2,676,550	(1,961,498)
267/521010 Juror or Election Judge Fees	1,890,668	2,221,591	3,900,000	3,900,000	1,678,409
268/521030 Court Reporting, Stenographic, Transcribing, or Interpreter Services	2,537	29,100	35,846	35,846	6,746
Contractual Services Total	4,616,963	8,482,482	10,054,067	10,054,067	1,571,585
Supplies and Materials					
310/530010 Food Supplies	7,753	7,760	9,700	9,700	1,940
330/530160 Household, Laundry, Cleaning and Personal Care Supplies	1,128	14,550	14,550	14,550	
350/530600 Office Supplies	115,165	154,230	203,000	203,000	48,770
353/530640 Books, Periodicals, Publications, Archives and Data Services	1,689	22,000	27,390	27,390	5,390
355/530700 Photographic and Reproduction Supplies	3,272	14,550	14,550	14,550	
376/531630 Maint. Supplies for Election Equipment	85,390	145,500	73,500	73,500	(72,000)
388/531650 Computer Operation Supplies	189,918	335,727	509,748	509,748	174,021
Supplies and Materials Total	404,314	694,317	852,438	852,438	158,121
Operations and Maintenance					
430/540110 Moving Expenses & Minor Remodeling of County Facilities	1,023,929	1,140,949	1,649,000	1,649,000	508,051
440/540130 Maintenance and Repair of Office Equipment	4,103	10,000	10,000	10,000	
441/540170 Maintenance and Repair of Data Processing Equipment and Software		140,000	120,000	120,000	(20,000)
444/540250 Maintenance and Repair of Automotive Equipment	2,938	4,892	4,250	4,250	(642)
445/540290 Operation of Automotive Equipment	2,153	29,100	11,640	11,640	(17,460)
Operations and Maintenance Total	1,033,122	1,324,941	1,794,890	1,794,890	469,949

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 COUNTY CLERK - SPECIAL PURPOSE FUNDS

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Capital Equipment and Improvements					
579/560450 Computer Equipment		159,420			(159,420)
Capital Equipment and Improvements Total		159,420			(159,420)
Rental and Leasing					
630/550010 Rental of Office Equipment	119,643	107,431	156,446	156,446	49,015
630/550018 County Wide Canon Photocopier Lease			49,205	49,205	49,205
634/550060 Rental of Automotive Equipment	19,288	29,100	57,400	57,400	28,300
660/550130 Rental of Facilities	190,772	245,000	375,000	375,000	130,000
Rental and Leasing Total	329,704	381,531	638,051	638,051	256,520
Contingency and Special Purposes					
814/580380 Appropriation Adjustments		332,631			(332,631)
819/580420 Appropriation Transfer for Reimbursement from Designated Fund		(3,539,588)	(469,592)	(469,592)	3,069,996
883/580260 Cook County Administration	753,509	1,004,679	109,902	109,902	(894,777)
Contingency and Special Purposes Total	753,509	(2,202,278)	(359,690)	(359,690)	1,842,588
Operating Funds Total	15,875,532	20,202,440	25,611,339	25,611,339	5,408,899
(717) New/Replacement Capital Equipment					
521/560420 Institutional Equipment			175,800	175,800	175,800
549/560610 Vehicle Purchase			30,000		
579/560450 Computer Equipment			100,000	100,000	100,000
			305,800	275,800	275,800
Total Capital Equipment Request Total			305,800	275,800	275,800

DEPARTMENT OVERVIEW

110 COUNTY CLERK

Mission

The Cook County Clerk is the chief election officer for Cook County. In addition, the Clerk is 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

- Elections: The Clerk's office 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;
- Vital Records: The Clerk's office 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 and notary commissions, and an award-winning genealogy website;
- Real Estate & Tax Services: The Clerk's office issues property tax rates, permanent real estate numbers and new tax codes, maintains real estate maps and processes redemptions of delinquent property taxes;
- Ethics: The Clerk's office 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;
- Clerk to the County Board of Commissioners: The Clerk of the Board division prepares agendas, communicates actions taken by the Board through post-board meeting documents, and maintains the Board's legislative records and code of Ordinances

Discussion of 2013 Activities and 2014 Initiatives

Vital Records

Customer service is the number one priority in our six Vital Records offices, where we serve more than 500,000 customers each year. Even as we offer new products like Civil Union licenses and Commemorative Certificates, we strive to keep wait times down and customer satisfaction up. In 2013, we introduced wallet-sized marriage and civil union certificates, with an eye toward couples with different surnames who need to have their certificate handy. This has proved popular enough that some couples – even those with the same surname – purchase them in addition to a standard certificate, not just as a replacement.

In 2014 we are anticipating a bump in marriages if marriage equality legislation is passed. We are also considering expanding our commemorative certificate product line to include birth commemoratives. We are very pleased to be adding two million genealogy records to our Genealogy Online site, which should increase sales. These records, which are hard to index due to their age and condition, will be added on a rolling basis and create a steady influx of new records for genealogists and individuals to order.

In a major advancement for businesses and consumers alike, we are upgrading our Assumed Business Names database to accommodate online registration and amendments. Businesses will be able to register or update their registration without having to visit our office. Consumers will be able to easily find information about businesses, such as an address or contact number. This is a key customer service enhancement, as we maintain 500,000 records, and another 4,500 register each

year. In 2014, we hope to implement a periodic renewal for Assumed Business Names which will keep the database current. A change in state law is required.

Real Estate & Tax Services

Similarly, maintaining excellent customer service in our Real Estate & Tax Services division is an ongoing goal. In 2013, this division was successful in assisting the county in sending out second installment property tax bills with an August 1st due date. 2013 also saw full-scale implementation of our online 20-year tax search, which allows individuals and businesses to search for overdue tax records on any PIN online. According to Google Analytics, the Delinquent Tax Tool page has had 31,095 unique page-views and 71,976 total page-views. Also, nearly 5,000 users have been identified as repeat users who have completed multiple delinquent tax searches. This 24/7 online 'self-service' means a marked decrease in telephone and in-person requests, saving staff resources.

We have ambitious plans and goals for 2014. We intend to place information on the 2013 second installment property tax bills which will inform property owners, who have property located in a TIF district, how much of their tax money is being distributed to the TIF.

We are upgrading our GIS tax mapping system as part of a county-wide project. The Cook County GIS Cadastral Upgrade is set to kick off on September 4, 2013. This 18-month project will eliminate customization and unsupported technology from the County's current land records workflow in addition to providing tools for 3D mapping, enhanced integration with the other property tax offices, increased flexibility, and improved map production. The final GIS workflow will include quality control tools that will improve first-pass accuracy and map production time by up to 5 percent, reducing the need for timely corrections and creating a more professional-looking product.

In 2013 the work to design a system architecture for providing bond information online will be completed. In 2014, the Tax Extension Bond Project will provide automated information from over 2,500 bonds filed by the 550 taxing districts. The project requires analysis of documents, data entry/scanning of information, and proofing. Our goal is to complete the analysis of 300 bonds per quarter, and 1,200 per year.

Ethics

In the last several years, the Ethics division has successfully launched two online filing systems—one for Lobbyist Registrations and the other for Statements of Economic Interests. Our SEI system is so user-friendly that five other Illinois counties are now using our software and another dozen have requested the software in order to adopt it. Moreover, we have eliminated the vast majority of staff time required to complete inquiries for the public or the press related to Statements of Economic Interest and lobbyist reports.

The Ethics team will continue its trend toward emailing users rather than sending instructions through the mail, to further reduce postage and printing costs.

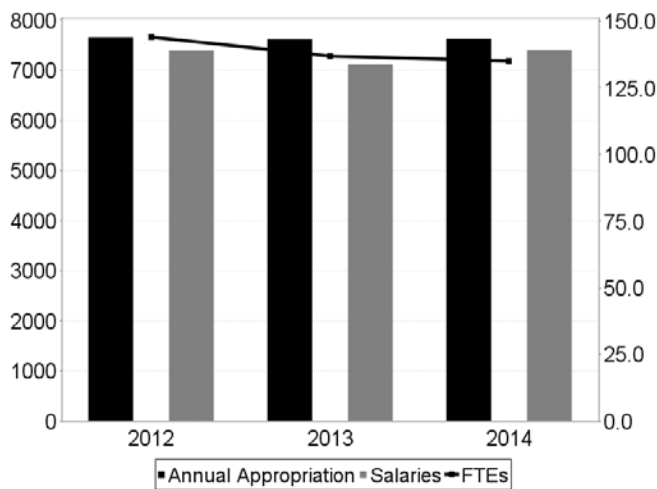
DEPARTMENT OVERVIEW

110 COUNTY CLERK

Clerk to the County Board of Commissioners

The Clerk of the Board division prepares agendas, communicates actions taken by the Board through post-board meeting documents, and maintains the Board's legislative records and code of Ordinances. We strive to continue to create an efficient and accurate agenda process. To that end, we will collaborate with other departments and elected offices on incorporating best practices for the Automated Board Agenda.

Appropriations (\$ thousands)			
Fund Category	2012 Adopted	2013 Adjusted Appropriation	2014 Recommended
Corporate Fund	7,655.6	7,618.5	7,628.3
	Adopted	Adopted	Recommended
FTE Positions	144.0	137.0	135.0



STAR Goals/Key Performance Indicators

- ★ Vital Records -Review, redesign and implement upgraded Interactive Voice System (IVR)
- ★ Vital Records -Update internal customer financial and reporting activity in conjunction with office GP upgrade
- ★ Communications-Increase educational and public informational material on social networking sites
- ★ Real Estate & Tax Services-Provide highly accessible and timely information to taxpayers

STAR Performance Data			
Performance Indicator	FY 2012	FY 2013 Projected YE	FY 2014 Target
Bond Analysis	N/A	N/A	300 per quarter
# of Cook County Geographical Information System (GIS) maps verified in preparation of county software and database system upgrade scheduled for 2013- 2014 - 3,000	N/A	N/A	3,000
Number of new educational and promotional videos	N/A	9	12
Meet August 1 Deadline- Clerk's Office Tax Extension Acceleration - Cook County Taxing District's Bond Review and Analysis will be accelerated in an effort to retain August 1 as the second installment due date.	N/A	8/1/2013	8/1/2014

Programs

Vital Records

Customer service is the number one priority in our six Vital Records offices, where we serve more than 500,000 customers each year. As we continue to offer new products like Civil Union licenses and Commemorative Certificates, we will strive to keep wait times down and customer satisfaction up.

Ethics

In the last two years, the Ethics division has successfully launched two online filing systems for lobbyist registrations and statements of economic interests filers. The Ethics team will continue its trend toward emailing users rather than sending instructions through the mail, to further reduce postage and printing costs.

Clerk to the County Board of Commissioners

The Clerk of the Board division prepares agendas, communicates actions taken by the Board through post-board meeting documents, and maintains the Board's legislative records and code of Ordinances. We strive to continue to create an efficient and accurate agenda process. To that end, we will collaborate with the Secretary to the Board's office to incorporate best practices for the Legistar agenda system.

Real Estate and Tax Services

Similarly, maintaining excellent customer service in our Real Estate and Tax Services division is an ongoing goal. As detailed in our three-year strategic plan, the Tax Services team intends to launch a pilot project aimed at speeding up processing for our frequent customers. Also, the 2011 successful upgrade of the Great Plains cashing, accounting and document production system will assist in those efforts.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 110 - COUNTY CLERK

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
108/501035 Furlough Day Adjustment			(27,914)	(27,914)	(27,914)
110/501010 Salaries and Wages of Regular Employees	5,668,239	7,349,106	7,403,814	7,403,814	54,708
120/501210 Overtime Compensation	18,333	81,965	82,000	82,000	35
170/501510 Mandatory Medicare Costs	3,661				
185/501810 Professional and Technical Membership Fees	180	300	315	315	15
190/501970 Transportation and Other Travel Expenses for Employees	(570)	4,800	5,000	5,000	200
Personal Services Total	5,689,843	7,436,171	7,463,215	7,463,215	27,044
Contractual Services					
214/520030 Armored Car Service	19,008	19,008	19,500	19,500	492
220/520150 Communication Services	12,856	26,365	27,180	27,180	815
225/520260 Postage	41,030	145,500	145,000	145,000	(500)
228/520280 Delivery Services	32	582	600	600	18
240/520490 External Graphics and Reproduction Services	29,884	48,500	50,000	50,000	1,500
245/520610 Advertising For Specific Purposes		9,700	10,185	10,185	485
250/520730 Premiums on Fidelity, Surety Bonds and Public Liability	3,771	3,771	3,770	3,770	(1)
Contractual Services Total	106,582	253,426	256,235	256,235	2,809
Supplies and Materials					
350/530600 Office Supplies	61,820	83,420	86,000	86,000	2,580
353/530640 Books, Periodicals, Publications, Archives and Data Services	3,175	32,500	32,500	32,500	
Supplies and Materials Total	64,995	115,920	118,500	118,500	2,580
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	1,467	5,000	5,250	5,250	250
441/540170 Maintenance and Repair of Data Processing Equipment and Software	14,471	50,000	50,000	50,000	
Operations and Maintenance Total	15,938	55,000	55,250	55,250	250
Rental and Leasing					
630/550010 Rental of Office Equipment		25,627	5,000	5,000	(20,627)
Rental and Leasing Total		25,627	5,000	5,000	(20,627)
Contingency and Special Purposes					
819/580420 Appropriation Transfer for Reimbursement from Designated Fund		(267,665)	(269,880)	(269,880)	(2,215)
Contingency and Special Purposes Total		(267,665)	(269,880)	(269,880)	(2,215)
Operating Funds Total	5,877,358	7,618,479	7,628,320	7,628,320	9,841
(717) New/Replacement Capital Equipment - 71700110					
521/560420 Institutional Equipment			65,000		
530/560510 Office Furnishings and Equipment			20,000	20,000	20,000
579/560450 Computer Equipment	971		227,500	115,000	115,000
	971		312,500	135,000	135,000
Capital Equipment Request Total	971		312,500	135,000	135,000

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

DEPARTMENT 110 - COUNTY CLERK

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	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	132,286	1.0	132,286	1.0	132,286
0051	Administrative Assistant V	20	1.0	78,292	1.0	79,922	1.0	79,922
0050	Administrative Assistant IV	18	1.0	61,804	1.0	68,054	1.0	68,054
			4.0	\$377,382	4.0	\$385,262	4.0	\$385,262
02 Human Resources/payroll - 1101196								
0051	Administrative Assistant V	20	1.0	85,375	1.0	87,163	1.0	87,163
			1.0	\$85,375	1.0	\$87,163	1.0	\$87,163
02 Tax Redemption Division								
01 Supervisory - 1101198								
0043	Administrative Assistant to County Clerk	24	1.0	112,000	1.0	117,600	1.0	117,600
0067	Executive Assistant to the Director	23	1.0	100,205	1.0	102,296	1.0	102,296
0371	Tax Redemption Supervisor	22	1.0	96,208	1.0	98,205	1.0	98,205
0048	Administrative Assistant III	16	1.0	59,100	1.0	62,696	1.0	62,696
			4.0	\$367,513	4.0	\$380,797	4.0	\$380,797
02 Public Service - 1101199								
0369	Tax Examiner IV	13	3.0	140,937	3.0	149,510	3.0	149,510
4842	Clerk V-County Clerk	13	5.0	205,874	2.0	79,761	2.0	79,761
4849	Tax Examiner III-County Clerk	13	1.0	46,488	1.0	49,317	1.0	49,317
0364	Tax Examiner III	11			2.0	93,503	2.0	93,503
0907	Clerk V	11			1.0	40,004	1.0	40,004
			9.0	\$393,299	9.0	\$412,095	9.0	\$412,095
03 Tax Searches - 1101402								
0050	Administrative Assistant IV	18	1.0	62,831	1.0	68,268	1.0	68,268
4848	Stenographer V	15	1.0	53,155	1.0	56,965	1.0	56,965
4850	Tax Examiner IV-County Clerk	15	1.0	53,698	1.0	58,665	1.0	58,665
0369	Tax Examiner IV	13	1.0	47,895	1.0	50,809	1.0	50,809
4842	Clerk V-County Clerk	13	2.0	84,851	1.0	43,633	1.0	43,633
0907	Clerk V	11			1.0	47,335	1.0	47,335
			6.0	\$302,430	6.0	\$325,675	6.0	\$325,675
04 Posting and Payouts - 1101201								
0050	Administrative Assistant IV	18	1.0	70,640	1.0	72,274	1.0	72,274
0370	Tax Examiner V	15	1.0	55,301	1.0	58,665	1.0	58,665
0936	Stenographer V	13	2.0	91,634	2.0	99,656	2.0	99,656
4842	Clerk V-County Clerk	13	4.0	172,899	1.0	49,317	1.0	49,317
4849	Tax Examiner III-County Clerk	13	1.0	46,045	1.0	48,847	1.0	48,847
0364	Tax Examiner III	11			1.0	45,194	1.0	45,194
0907	Clerk V	11			2.0	92,891	2.0	92,891
			9.0	\$436,519	9.0	\$466,844	9.0	\$466,844
05 Tax Sales - 1101202								
0050	Administrative Assistant IV	18	1.0	66,498	1.0	70,103	1.0	70,103
0369	Tax Examiner IV	13	2.0	92,533	2.0	98,164	2.0	98,164
4842	Clerk V-County Clerk	13	1.0	43,633				
0907	Clerk V	11	1.0	41,633	1.0	45,612	1.0	45,612
			5.0	\$244,297	4.0	\$213,879	4.0	\$213,879
03 Tax Extension Division								
01 Tax Extension Section - 1101203								
0067	Executive Assistant to the Director	23	1.0	110,115	1.0	70,658	1.0	70,658

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

DEPARTMENT 110 - COUNTY CLERK

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0048	Administrative Assistant III	16	1.0	55,672	1.0	59,058	1.0	59,058
4851	Tax Examiner V-County Clerk	16	2.0	114,772	2.0	113,438	2.0	113,438
			4.0	\$280,559	4.0	\$243,154	4.0	\$243,154
04 Clerk Of The Board								
01 Clerk of the Board - 1101204								
0050	Administrative Assistant IV	18	1.0	66,668	1.0	68,054	1.0	68,054
0048	Administrative Assistant III	16	3.0	171,553	3.0	181,994	3.0	181,994
0047	Administrative Assistant II	14	1.0	49,884	1.0	52,968	1.0	52,968
4847	Stenographer V-County Clerk	14	1.0	49,931	1.0	52,968	1.0	52,968
0936	Stenographer V	13	1.0	47,895	1.0	50,809	1.0	50,809
4842	Clerk V-County Clerk	13	1.0	46,045	1.0	50,809	1.0	50,809
			8.0	\$431,976	8.0	\$457,602	8.0	\$457,602
06 Map Division								
01 Map Section - 1101206								
0076	Administrative Assistant to County Clerk II	22	1.0	91,114	1.0	93,024	1.0	93,024
0051	Administrative Assistant V	20	1.0	76,143	1.0	77,737	1.0	77,737
0050	Administrative Assistant IV	18	1.0	53,205	1.0	62,100	1.0	62,100
0048	Administrative Assistant III	16	1.0	56,818	1.0	60,275	1.0	60,275
0370	Tax Examiner V	15	1.0	53,698	1.0	56,965	1.0	56,965
0047	Administrative Assistant II	14	1.0	49,089	1.0	52,787	1.0	52,787
0936	Stenographer V	13	1.0	46,285	1.0	49,317	1.0	49,317
4844	Draftsman II-County Clerk	13	1.0	35,585	1.0	37,750	1.0	37,750
			8.0	\$461,937	8.0	\$489,955	8.0	\$489,955
07 Accounting Division								
01 Accounting Section - 1101207								
0050	Administrative Assistant IV	18	1.0	70,601	1.0	72,031	1.0	72,031
0370	Tax Examiner V	15	2.0	100,778	2.0	107,013	2.0	107,013
0047	Administrative Assistant II	14	1.0	49,781	1.0	52,968	1.0	52,968
4842	Clerk V-County Clerk	13	1.0	41,130	1.0	45,611	1.0	45,611
			5.0	\$262,290	5.0	\$277,623	5.0	\$277,623
02 Tax Redemption Cashier - 1101208								
0142	Accountant II	13	1.0	46,045	1.0	48,847	1.0	48,847
4842	Clerk V-County Clerk	13	1.0	43,633				
0364	Tax Examiner III	11			1.0	48,552	1.0	48,552
			2.0	\$89,678	2.0	\$97,399	2.0	\$97,399
03 Tax Order Redemption Cashier - 1101209								
0142	Accountant II	13	5.0	236,218	5.0	251,061	5.0	251,061
			5.0	\$236,218	5.0	\$251,061	5.0	\$251,061
05 Data Processing - 1101403								
0142	Accountant II	13	1.0	47,895	1.0	50,809	1.0	50,809
			1.0	\$47,895	1.0	\$50,809	1.0	\$50,809
08 Bureau of Vital Records								
01 Supervisory - 1101211								
0043	Administrative Assistant to County Clerk	24	2.0	190,842	2.0	181,843	2.0	181,843
0067	Executive Assistant to the Director	23	1.0	92,142	1.0	94,038	1.0	94,038
0050	Administrative Assistant IV	18	2.0	143,141	2.0	144,548	2.0	144,548
5194	Vital Records Supervisor I	18	2.0	127,619	2.0	134,005	2.0	134,005
0048	Administrative Assistant III	16	1.0	57,367	1.0	62,696	1.0	62,696
0936	Stenographer V	13	2.0	92,090	2.0	98,164	2.0	98,164
4842	Clerk V-County Clerk	13	3.0	130,899				

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

DEPARTMENT 110 - COUNTY CLERK

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0364	Tax Examiner III	11			1.0	43,861	1.0	43,861
0907	Clerk V	11			2.0	91,222	2.0	91,222
			13.0	\$834,100	13.0	\$850,377	13.0	\$850,377
02 Document Processing - 1101212								
0274	Vital Statistics Section Coordinator	16	1.0	56,818	1.0	60,859	1.0	60,859
4842	Clerk V-County Clerk	13	1.0	45,611				
0907	Clerk V	11			1.0	47,503	1.0	47,503
			2.0	\$102,429	2.0	\$108,362	2.0	\$108,362
03 Correspondence - 1101213								
3145	Vital Records Clerk V	15	1.0	53,155	1.0	56,389	1.0	56,389
0936	Stenographer V	13	2.0	95,790	2.0	101,618	2.0	101,618
4842	Clerk V-County Clerk	13	6.0	254,172	1.0	49,288	1.0	49,288
0907	Clerk V	11			5.0	219,716	5.0	219,716
			9.0	\$403,117	9.0	\$427,011	9.0	\$427,011
04 Public Service - 1101214								
5194	Vital Records Supervisor I	18	2.0	139,924	2.0	144,548	2.0	144,548
4837	Administrative Assistant II - County Clerk	16	1.0	56,818	1.0	60,859	1.0	60,859
0936	Stenographer V	13	8.0	360,942	8.0	386,079	8.0	386,079
4842	Clerk V-County Clerk	13	7.0	309,667	2.0	86,778	2.0	86,778
0907	Clerk V	11			5.0	226,077	5.0	226,077
			18.0	\$867,351	18.0	\$904,341	18.0	\$904,341
05 Notary Public - 1101404								
5194	Vital Records Supervisor I	18	1.0	68,973	1.0	72,274	1.0	72,274
			1.0	\$68,973	1.0	\$72,274	1.0	\$72,274
06 Assumed Names - 1101216								
3145	Vital Records Clerk V	15	1.0	47,383	1.0	52,789	1.0	52,789
4842	Clerk V-County Clerk	13	1.0	42,994	1.0	47,892	1.0	47,892
			2.0	\$90,377	2.0	\$100,681	2.0	\$100,681
07 Marriage Licenses - 1101217								
3145	Vital Records Clerk V	15	1.0	55,301	1.0	58,665	1.0	58,665
0936	Stenographer V	13	1.0	46,488	1.0	49,317	1.0	49,317
4842	Clerk V-County Clerk	13	1.0	46,045	1.0	48,847	1.0	48,847
			3.0	\$147,834	3.0	\$156,829	3.0	\$156,829
08 Vital Statistics Cashiers - 1101218								
3145	Vital Records Clerk V	15	1.0	53,698	1.0	56,965	1.0	56,965
4838	Bookkeeper IV-County Clerk	15	1.0	55,301	1.0	58,665	1.0	58,665
4842	Clerk V-County Clerk	13	2.0	89,244				
0907	Clerk V	11			2.0	93,503	2.0	93,503
			4.0	\$198,243	4.0	\$209,133	4.0	\$209,133
09 Maywood Office								
01 Maywood Operations - 1101219								
4842	Clerk V-County Clerk	13	3.0	130,374	1.0	45,611	1.0	45,611
0907	Clerk V	11			2.0	93,210	2.0	93,210
			3.0	\$130,374	3.0	\$138,821	3.0	\$138,821
10 Markham Office								
01 Markham Operations - 1101405								
5194	Vital Records Supervisor I	18	1.0	64,616	1.0	68,481	1.0	68,481
4842	Clerk V-County Clerk	13	2.0	86,741	1.0	45,611	1.0	45,611
0907	Clerk V	11			1.0	47,503	1.0	47,503
			3.0	\$151,357	3.0	\$161,595	3.0	\$161,595

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

Job Code	Title	Grade	2013 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	59,445	1.0	63,749	1.0	63,749
4842	Clerk V-County Clerk	13	2.0	87,235				
0046	Administrative Assistant I	12			1.0	47,892	1.0	47,892
0907	Clerk V	11			1.0	45,611	1.0	45,611
			3.0	\$146,680	3.0	\$157,252	3.0	\$157,252
12 Rolling Meadows Office								
01 Rolling Meadows Operations - 1101222								
5194	Vital Records Supervisor I	18	1.0	62,378	1.0	64,853	1.0	64,853
4842	Clerk V-County Clerk	13	3.0	132,921	1.0	50,809	1.0	50,809
0907	Clerk V	11			1.0	43,861	1.0	43,861
			4.0	\$195,299	3.0	\$159,523	3.0	\$159,523
13 Bridgeview Office								
01 Bridgeview Operations - 1101223								
5194	Vital Records Supervisor I	18	1.0	71,371	1.0	72,274	1.0	72,274
			1.0	\$71,371	1.0	\$72,274	1.0	\$72,274
Total Salaries and Positions			137.0	\$7,424,873	135.0	\$7,657,791	135.0	\$7,657,791
Turnover Adjustment				(307,024)		(253,977)		(253,977)
Operating Funds Total			137.0	\$7,117,849	135.0	\$7,403,814	135.0	\$7,403,814

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

Grade	2013 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	4.0	435,128	4.0	431,729	4.0	431,729
23	3.0	302,462	3.0	266,992	3.0	266,992
22	2.0	187,322	2.0	191,229	2.0	191,229
20	3.0	239,810	3.0	244,822	3.0	244,822
18	18.0	1,189,714	18.0	1,245,616	18.0	1,245,616
16	11.0	628,918	11.0	661,875	11.0	661,875
15	11.0	581,468	11.0	621,746	11.0	621,746
14	4.0	198,685	4.0	211,691	4.0	211,691
13	79.0	3,514,733	47.0	2,264,041	47.0	2,264,041
12			1.0	47,892	1.0	47,892
11	1.0	41,633	30.0	1,365,158	30.0	1,365,158
Total Salaries and Positions	137.0	\$7,424,873	135.0	\$7,657,791	135.0	\$7,657,791
Turnover Adjustment		(307,024)		(253,977)		(253,977)
Operating Funds Total	137.0	\$7,117,849	135.0	\$7,403,814	135.0	\$7,403,814

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

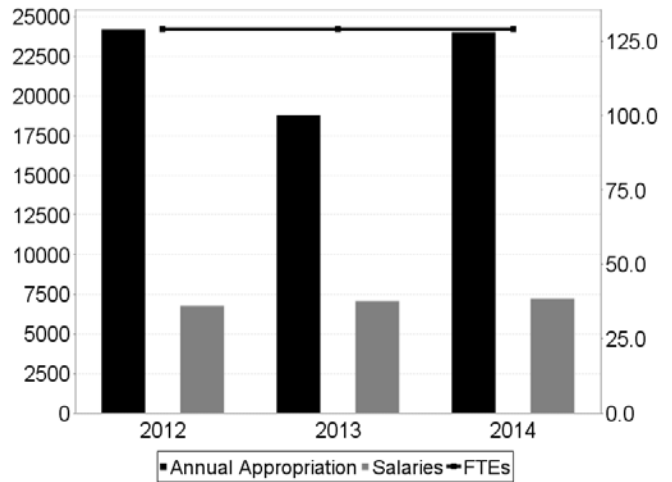
- The Clerk's office administers elections for suburban Cook County's 1.4 million registered voters, which entails voter registration, judge recruitment and training, and polling place identification, mapping and management.

Discussion of 2013 Activities and 2014 Initiatives

Our 2012 and 2013 goals included promoting voting by mail to increase pre-Election Day Voting, and starting a pilot of a multi-year implementation of an electronic pollbook (Epollbook) system to bring connectivity, efficiency and accuracy to Election Day voter processing. Advances were made in both areas.

In 2014 we will expand the rollout of our Epollbook system, capitalizing on the successful 2013 Consolidated Election trial run. To comply with HB 226, the 17-year-old suffrage measure, we will engage in extensive outreach beginning January 2014 to register teenagers who will be 18 by the November 4 General Gubernatorial Election, and therefore eligible to vote in the March 18 primary. We will also implement several new software applications to comply with HB 2418, an Election Omnibus bill signed by Governor Quinn on July 27, 2013. The provisions of 2418 include an online mail ballot application for the March 18 gubernatorial primary, and an online voter registration system, to be launched by July 1, 2014. Both should increase voter participation and will ultimately cut costs for the Election Division. Election authorities in other states report savings due to reduced errors and cuts in paper, postal and labor costs.

Fund Category	Appropriations (\$ thousands)		
	2012 Adopted	2013 Adjusted Appropriation	2014 Recommended
Election Fund	24,209.4	18,804.4	24,038.0
FTE Positions	129.0	129.0	129.0



Programs

Elections Planning and Preparation

This encompasses all activities related to preparation, programming, layout, testing and deployment of ballots, memory packs/results cartridges, and equipment for Early Voting and Election Day voting, as well as Election Night vote tabulation. This area also oversees candidate filling; the candidate database; certification of the candidates; referendum filing, including translation, proofing, and coordination with submitting jurisdictions; maintenance of the Internet voter's guide; and processing of Certificates of Nomination and Election. Other activities include administrative and legal support to the Legal Advisor for the Division and County Officers Electoral Board.

Election Judges and Equipment Managers

This area recruits, assigns, trains and manages nearly 10,000 election judges and equipment managers. Specific activities include working with the 60 township committeemen to place election judges; developing training curricula and materials; securing training sites; recruiting and training trainers; producing an election judge manual for each election; and overseeing our high school and college election judge and equipment manager recruitment programs.

Voter Services

This encompasses all activities related to pre-Election Day voting programs, including Early Voting, grace period registration and voting, mail voting military/overseas mailvoting and nursing home voting. This area also includes our field unit, which identifies and secures all polling places, conducts polling place accessibility surveys, and serves as liaison with township and municipal offices and officials. It is also responsible for Front Counter operations, all data entry, all election mailings, and coordinating motor voter registrations with the Secretary of State's Office.

DEPARTMENT OVERVIEW

524 COUNTY CLERK - ELECTIONS DIVISION FUND

Warehouse Operations

This encompasses maintenance, storage, repair, and pre-LAT (pre-election logic accuracy testing) of all election equipment, including touch screen machines, optical scanners, HAATs (Hybird Activator, Accumulator and Transmitters) voting supply carriers, voting booths and ancillary parts. Operations also produces, assembles and maintains all other voting materials and supplies used in the polling places, including all forms, envelopes, posters, applications, ballot marking pens, manuals, etc. The Hawthorne Distribution Center prepares, stages, and coordinates all voting supply carriers for shipment to the precincts before Election Day, as well as all equipment and materials to the Early Voting sites.

Research and Policy

Staff helps spearhead public policy initiatives at the state and local levels to improve elections administration. This area also reviews state and federal legislative proposals, and is frequently asked for input on proposed election legislation by federal, state and local officials and organizations. Also conducts research on various election-related best practices in other states.

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

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	5,535,437	7,051,883	7,211,740	7,211,740	159,857
120/501210 Overtime Compensation	289,146	339,500	381,096	381,096	41,596
124/501250 Employee Health Insurance Allotment	800	800			(800)
129/501300 Salaries and Wages of Seasonal Work Employees	562,849	718,825	983,782	983,782	264,957
133/501360 Per Diem Personnel	345,563	344,752	1,030,971	1,030,971	686,219
136/501400 Differential Pay	3,260	3,260	5,918	5,918	2,658
170/501510 Mandatory Medicare Costs	91,343	109,844	112,674	112,674	2,830
175/501590 Life Insurance Program	11,684	17,657	18,239	18,239	582
176/501610 Health Insurance	1,101,062	1,656,833	1,701,684	1,701,684	44,851
177/501640 Dental Insurance Plan	31,407	42,223	43,935	43,935	1,712
179/501690 Vision Care Insurance	10,788	14,991	15,294	15,294	303
183/501770 Seminars for Professional Employees	184	500	1,000	1,000	500
185/501810 Professional and Technical Membership Fees	4,800	5,000	10,000	10,000	5,000
186/501860 Training Programs for Staff Personnel	1,853	25,000	12,628	12,628	(12,372)
190/501970 Transportation and Other Travel Expenses for Employees	33,182	50,000	44,122	44,122	(5,878)
Personal Services Total	8,023,356	10,381,068	11,573,083	11,573,083	1,192,015
Contractual Services					
220/520150 Communication Services	110,304	231,559	238,720	238,720	7,161
225/520260 Postage	151,174	485,000	1,043,092	1,043,092	558,092
228/520280 Delivery Services	1,483	2,425	1,059	1,059	(1,366)
232/520350 Boarding and Lodging of Non-Employees	125	125			(125)
240/520490 External Graphics and Reproduction Services	430,942	455,698	1,400,000	1,400,000	944,302
241/520491 Internal Graphics and Reproduction Services	12,205	100,000	150,000	150,000	50,000
245/520610 Advertising For Specific Purposes	112,475	194,000	500,000	500,000	306,000
260/520830 Professional and Managerial Services	1,778,625	4,434,348	2,401,550	2,401,550	(2,032,798)
267/521010 Juror or Election Judge Fees	1,890,668	2,221,591	3,900,000	3,900,000	1,678,409
268/521030 Court Reporting, Stenographic, Transcribing, or Interpreter Services	2,537	29,100	35,846	35,846	6,746
Contractual Services Total	4,490,538	8,153,846	9,670,267	9,670,267	1,516,421
Supplies and Materials					
310/530010 Food Supplies	7,753	7,760	9,700	9,700	1,940
330/530160 Household, Laundry, Cleaning and Personal Care Supplies	1,128	14,550	14,550	14,550	
350/530600 Office Supplies	115,165	145,500	194,000	194,000	48,500
353/530640 Books, Periodicals, Publications, Archives and Data Services	1,689	20,000	25,290	25,290	5,290
355/530700 Photographic and Reproduction Supplies	3,272	14,550	14,550	14,550	
376/531630 Maint. Supplies for Election Equipment	85,390	145,500	73,500	73,500	(72,000)
388/531650 Computer Operation Supplies	168,348	291,000	463,638	463,638	172,638
Supplies and Materials Total	382,744	638,860	795,228	795,228	156,368
Operations and Maintenance					
430/540110 Moving Expenses & Minor Remodeling of County Facilities	1,023,929	1,140,949	1,649,000	1,649,000	508,051
440/540130 Maintenance and Repair of Office Equipment	4,103	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	2,938	4,892	4,250	4,250	(642)
445/540290 Operation of Automotive Equipment	2,153	29,100	11,640	11,640	(17,460)
Operations and Maintenance Total	1,033,122	1,204,941	1,694,890	1,694,890	489,949

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

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Capital Equipment and Improvements					
579/560450 Computer Equipment		159,420			(159,420)
Capital Equipment and Improvements Total		159,420			(159,420)
Rental and Leasing					
630/550010 Rental of Office Equipment	90,031	77,819	125,446	125,446	47,627
630/550018 County Wide Canon Photocopier Lease			24,910	24,910	24,910
634/550060 Rental of Automotive Equipment	19,288	29,100	57,400	57,400	28,300
660/550130 Rental of Facilities	190,772	245,000	375,000	375,000	130,000
Rental and Leasing Total	300,092	351,919	582,756	582,756	230,837
Contingency and Special Purposes					
814/580380 Appropriation Adjustments		320,814			(320,814)
819/580420 Appropriation Transfer for Reimbursement from Designated Fund		(3,366,364)	(278,185)	(278,185)	3,088,179
883/580260 Cook County Administration	719,909	959,879			(959,879)
Contingency and Special Purposes Total	719,909	(2,085,671)	(278,185)	(278,185)	1,807,486
Operating Funds Total	14,949,762	18,804,383	24,038,039	24,038,039	5,233,656
(717) New/Replacement Capital Equipment - 71700524					
521/560420 Institutional Equipment			175,800	175,800	175,800
549/560610 Vehicle Purchase			30,000		
579/560450 Computer Equipment			100,000	100,000	100,000
			305,800	275,800	275,800
Capital Equipment Request Total			305,800	275,800	275,800

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

DEPARTMENT 524 - COUNTY CLERK - ELECTIONS DIVISION FUND

Job Code	Title	Grade	2013 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	87,809	1.0	87,810	1.0	87,810
0655	Election Division Supervisor III	24	1.0	124,025	1.0	130,226	1.0	130,226
0043	Administrative Assistant to County Clerk	24	5.0	572,137	6.0	699,625	6.0	699,625
0067	Executive Assistant to the Director	23	4.0	409,006	4.0	372,765	4.0	372,765
0076	Administrative Assistant to County Clerk II	22	4.0	331,494	4.0	299,545	4.0	299,545
0075	Administrative Assistant to County Clerk I	21	1.0	74,224	1.0	75,776	1.0	75,776
0051	Administrative Assistant V	20	4.0	273,771	2.0	112,832	2.0	112,832
0658	Election Judges Supervisor	20	1.0	75,525	1.0	55,892	1.0	55,892
0050	Administrative Assistant IV	18	4.0	257,084	5.0	324,294	5.0	324,294
0653	Election Division Supervisor I	18	2.0	111,771	2.0	119,301	2.0	119,301
0048	Administrative Assistant III	16	2.0	108,877	2.0	116,718	2.0	116,718
0047	Administrative Assistant II	14	1.0	49,440	1.0	52,917	1.0	52,917
0936	Stenographer V	13	3.0	137,038	3.0	132,689	3.0	132,689
4842	Clerk V-County Clerk	13	3.0	128,890				
4840	Clerk IV- County Clerk/Sheriff	12			1.0	45,611	1.0	45,611
0907	Clerk V	11			1.0	45,611	1.0	45,611
4839	Clerk IV - County Clerk/Recorder of Deeds/Sheriff	11			1.0	44,544	1.0	44,544
			36.0	\$2,741,091	36.0	\$2,716,156	36.0	\$2,716,156
02 Voting Device Maintenance/Warehouse - 5240584								
0067	Executive Assistant to the Director	23	2.0	203,262	2.0	207,450	2.0	207,450
1108	Programmer IV	22	1.0	69,970	1.0	75,083	1.0	75,083
0653	Election Division Supervisor I	18	1.0	64,517	1.0	68,054	1.0	68,054
0048	Administrative Assistant III	16	1.0	57,367	1.0	62,696	1.0	62,696
4837	Administrative Assistant II - County Clerk	16	1.0	55,672	1.0	59,198	1.0	59,198
3144	Election Support Clerk V	15	1.0	43,632				
4834	Administrative Assistant I - County Clerk	15	1.0	52,102	1.0	55,401	1.0	55,401
4848	Stenographer V	15	1.0	53,499	1.0	58,073	1.0	58,073
0047	Administrative Assistant II	14	1.0	46,245	1.0	51,047	1.0	51,047
4835	Administrative Assistant I - County Clerk/Sheriff	14	1.0	46,244	1.0	52,303	1.0	52,303
4843	Clerk V-County Clerk/Sheriff	14	1.0	46,672	1.0	51,385	1.0	51,385
0936	Stenographer V	13	1.0	45,147	1.0	48,259	1.0	48,259
4833	Administrative Assistant I-County Clerk	13			1.0	45,874	1.0	45,874
4842	Clerk V-County Clerk	13	13.0	554,683	5.0	226,725	5.0	226,725
0046	Administrative Assistant I	12			2.0	93,503	2.0	93,503
4841	Clerk V-County Clerk/Recorder of Deeds/Sheriff	12			2.0	98,124	2.0	98,124
0907	Clerk V	11	1.0	31,730	4.0	143,659	4.0	143,659
4839	Clerk IV - County Clerk/Recorder of Deeds/Sheriff	11			1.0	44,013	1.0	44,013
0906	Clerk IV	10	1.0	32,220	1.0	35,857	1.0	35,857
			28.0	\$1,402,962	28.0	\$1,476,704	28.0	\$1,476,704
03 Voter Registration - 5240103								
0654	Election Division Supervisor II	24	1.0	99,194	1.0	101,673	1.0	101,673
0291	Administrative Analyst I	17	1.0	65,340	1.0	66,708	1.0	66,708
			2.0	\$164,534	2.0	\$168,381	2.0	\$168,381
02 Conduct of Elections								
01 Election and Registration Sites - 5240201								
0048	Administrative Assistant III	16	1.0	37,797	1.0	38,570	1.0	38,570

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

DEPARTMENT 524 - COUNTY CLERK - ELECTIONS DIVISION FUND

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
3144	Election Support Clerk V	15	2.0	97,145	2.0	105,578	2.0	105,578
4842	Clerk V-County Clerk	13	3.0	127,371	2.0	90,671	2.0	90,671
4845	Election Field Coordinator II	13	3.0	141,835	3.0	150,827	3.0	150,827
0907	Clerk V	11			1.0	45,682	1.0	45,682
			9.0	\$404,148	9.0	\$431,328	9.0	\$431,328
02 Election Judges - 5240202								
4848	Stenographer V	15	1.0	55,091	1.0	58,665	1.0	58,665
0047	Administrative Assistant II	14	1.0	51,439	1.0	44,661	1.0	44,661
4843	Clerk V-County Clerk/Sheriff	14	1.0	46,245	1.0	51,385	1.0	51,385
0936	Stenographer V	13	2.0	92,533	2.0	98,164	2.0	98,164
4842	Clerk V-County Clerk	13	3.0	129,909	2.0	94,458	2.0	94,458
0907	Clerk V	11	1.0	34,596	2.0	80,858	2.0	80,858
			9.0	\$409,813	9.0	\$428,191	9.0	\$428,191
03 Absentee Voting - 5240203								
0653	Election Division Supervisor I	18	1.0	68,916	1.0	69,496	1.0	69,496
3144	Election Support Clerk V	15	1.0	55,301	1.0	58,665	1.0	58,665
0047	Administrative Assistant II	14	1.0	38,206	1.0	42,616	1.0	42,616
4842	Clerk V-County Clerk	13	2.0	82,897	1.0	49,334	1.0	49,334
0907	Clerk V	11	1.0	31,730	2.0	80,858	2.0	80,858
			6.0	\$277,050	6.0	\$300,969	6.0	\$300,969
03 Registration of Voters								
01 Registration of Voters - 5240301								
0067	Executive Assistant to the Director	23	1.0	105,837	1.0	108,004	1.0	108,004
0048	Administrative Assistant III	16	1.0	53,582	1.0	56,443	1.0	56,443
0936	Stenographer V	13	1.0	46,489	2.0	86,056	2.0	86,056
4842	Clerk V-County Clerk	13	2.0	83,392	2.0	90,942	2.0	90,942
			5.0	\$289,300	6.0	\$341,445	6.0	\$341,445
02 Changes in Registration of Voters - 5240302								
0047	Administrative Assistant II	14	1.0	48,437	1.0	51,385	1.0	51,385
4842	Clerk V-County Clerk	13	1.0	46,488	1.0	49,317	1.0	49,317
			2.0	\$94,925	2.0	\$100,702	2.0	\$100,702
04 Record Processing								
01 Ballot Consolidation - 5240401								
0051	Administrative Assistant V	20	1.0	82,058	1.0	82,122	1.0	82,122
			1.0	\$82,058	1.0	\$82,122	1.0	\$82,122
02 Support Services - 5240402								
0043	Administrative Assistant to County Clerk	24	1.0	104,253	1.0	104,253	1.0	104,253
0067	Executive Assistant to the Director	23	1.0	109,721	1.0	70,658	1.0	70,658
0076	Administrative Assistant to County Clerk II	22	2.0	170,186	2.0	138,924	2.0	138,924
0075	Administrative Assistant to County Clerk I	21	1.0	88,509	1.0	90,358	1.0	90,358
0050	Administrative Assistant IV	18	2.0	121,916	1.0	69,445	1.0	69,445
0653	Election Division Supervisor I	18	1.0	63,366	1.0	64,955	1.0	64,955
0048	Administrative Assistant III	16	2.0	112,494	3.0	169,973	3.0	169,973
3144	Election Support Clerk V	15	1.0	55,301	1.0	58,665	1.0	58,665
4836	Administrative Assistant II - County Clerk/Recorder of Deeds/Sheriff	15	1.0	52,694	1.0	56,389	1.0	56,389
0936	Stenographer V	13	1.0	47,895	1.0	50,809	1.0	50,809
4842	Clerk V-County Clerk	13	1.0	43,633				
0907	Clerk V	11	1.0	39,240		1		1
4839	Clerk IV - County Clerk/Recorder of Deeds/Sheriff	11			1.0	45,611	1.0	45,611

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

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
			15.0	\$1,009,208	14.0	\$920,041	14.0	\$920,041
03 Data Entry and Voter Verification - 5240403								
0076	Administrative Assistant to County Clerk II	22	1.0	88,440				
0653	Election Division Supervisor I	18			1.0	80,691	1.0	80,691
3144	Election Support Clerk V	15	1.0	53,155	1.0	56,932	1.0	56,932
0047	Administrative Assistant II	14	1.0	49,931	1.0	52,968	1.0	52,968
4847	Stenographer V-County Clerk	14	1.0	39,207	1.0	43,677	1.0	43,677
0936	Stenographer V	13	2.0	94,189	2.0	100,126	2.0	100,126
4842	Clerk V-County Clerk	13	10.0	426,276	2.0	92,434	2.0	92,434
0907	Clerk V	11			8.0	357,631	8.0	357,631
			16.0	\$751,198	16.0	\$784,459	16.0	\$784,459
Total Salaries and Positions			129.0	\$7,626,287	129.0	\$7,750,498	129.0	\$7,750,498
Turnover Adjustment				(564,322)		(538,758)		(538,758)
Operating Funds Total			129.0	\$7,061,965	129.0	\$7,211,740	129.0	\$7,211,740

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

Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
24	9.0	987,418	10.0	1,123,587	10.0	1,123,587
23	8.0	827,826	8.0	758,877	8.0	758,877
22	8.0	660,090	7.0	513,552	7.0	513,552
21	2.0	162,733	2.0	166,134	2.0	166,134
20	6.0	431,354	4.0	250,846	4.0	250,846
18	11.0	687,570	12.0	796,236	12.0	796,236
17	1.0	65,340	1.0	66,708	1.0	66,708
16	8.0	425,789	9.0	503,598	9.0	503,598
15	10.0	517,920	9.0	508,368	9.0	508,368
14	10.0	462,066	10.0	494,344	10.0	494,344
13	51.0	2,228,665	30.0	1,406,685	30.0	1,406,685
12			5.0	237,238	5.0	237,238
11	4.0	137,296	21.0	888,468	21.0	888,468
10	1.0	32,220	1.0	35,857	1.0	35,857
Total Salaries and Positions	129.0	\$7,626,287	129.0	\$7,750,498	129.0	\$7,750,498
Turnover Adjustment		(564,322)		(538,758)		(538,758)
Operating Funds Total	129.0	\$7,061,965	129.0	\$7,211,740	129.0	\$7,211,740

DEPARTMENT OVERVIEW

533 COUNTY CLERK - AUTOMATION FUND

Mission

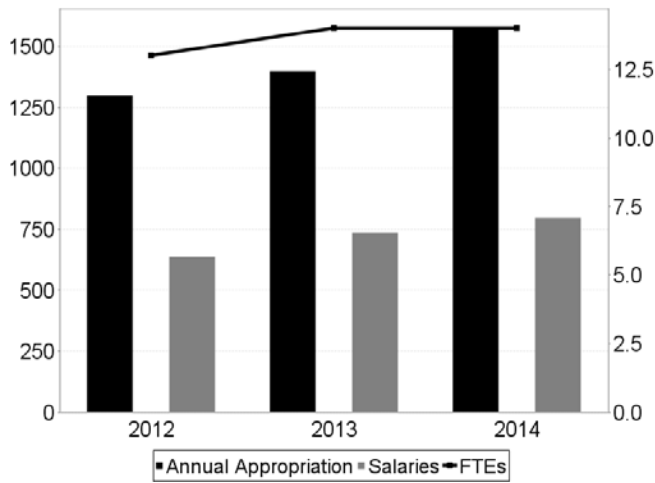
The County Clerk Automation Fund provides funding to develop, upgrade and maintain automated services in Tax Services, Vital Records, Clerk of the Board and Ethics to reduce costs, improve services and increase productivity. Revenues are derived from fees and license charges for record retrieving and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

Mandates and Key Activities

- Sec.2-173. Cook County Automation Fee.

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.

Appropriations (\$ thousands)			
Fund Category	2012 Adopted	2013 Adjusted Appropriation	2014 Recommended
Special Purpose Fund	1,297.3	1,398.1	1,573.3
	Adopted	Adopted	Recommended
FTE Positions	13.0	14.0	14.0



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

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	557,043	728,330	795,899	795,899	67,569
120/501210 Overtime Compensation	870	5,148			(5,148)
124/501250 Employee Health Insurance Allotment	800	800			(800)
136/501400 Differential Pay	1,606	1,446			(1,446)
170/501510 Mandatory Medicare Costs	7,518	10,727	12,051	12,051	1,324
174/501570 Pension	40,952	54,602	54,602	54,602	
175/501590 Life Insurance Program	1,164	1,726	1,940	1,940	214
176/501610 Health Insurance	101,127	160,508	175,723	175,723	15,215
177/501640 Dental Insurance Plan	2,286	3,644	4,171	4,171	527
179/501690 Vision Care Insurance	1,198	1,528	1,614	1,614	86
186/501860 Training Programs for Staff Personnel		12,500	12,500	12,500	
Personal Services Total	714,563	980,959	1,058,500	1,058,500	77,541
Contractual Services					
240/520490 External Graphics and Reproduction Services		124,936	108,800	108,800	(16,136)
260/520830 Professional and Managerial Services	126,425	203,700	275,000	275,000	71,300
Contractual Services Total	126,425	328,636	383,800	383,800	55,164
Supplies and Materials					
350/530600 Office Supplies		8,730	9,000	9,000	270
353/530640 Books, Periodicals, Publications, Archives and Data Services		2,000	2,100	2,100	100
388/531650 Computer Operation Supplies	21,570	44,727	46,110	46,110	1,383
Supplies and Materials Total	21,570	55,457	57,210	57,210	1,753
Operations and Maintenance					
441/540170 Maintenance and Repair of Data Processing Equipment and Software		120,000	100,000	100,000	(20,000)
Operations and Maintenance Total		120,000	100,000	100,000	(20,000)
Rental and Leasing					
630/550010 Rental of Office Equipment	29,612	29,612	31,000	31,000	1,388
630/550018 County Wide Canon Photocopier Lease			24,295	24,295	24,295
Rental and Leasing Total	29,612	29,612	55,295	55,295	25,683
Contingency and Special Purposes					
814/580380 Appropriation Adjustments		11,817			(11,817)
819/580420 Appropriation Transfer for Reimbursement from Designated Fund		(173,224)	(191,407)	(191,407)	(18,183)
883/580260 Cook County Administration	33,600	44,800	109,902	109,902	65,102
Contingency and Special Purposes Total	33,600	(116,607)	(81,505)	(81,505)	35,102
Operating Funds Total	925,770	1,398,057	1,573,300	1,573,300	175,243

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

Job Code	Title	Grade	2013 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	70,305	1.0	75,446	1.0	75,446
0050	Administrative Assistant IV	18	5.0	315,596	5.0	339,035	5.0	339,035
0048	Administrative Assistant III	16	1.0	59,100	1.0	62,696	1.0	62,696
4851	Tax Examiner V-County Clerk	16	1.0	38,206	1.0	50,266	1.0	50,266
0047	Administrative Assistant II	14	1.0	45,147	1.0	52,154	1.0	52,154
0936	Stenographer V	13	1.0	46,045	1.0	37,750	1.0	37,750
4842	Clerk V-County Clerk	13	1.0	49,206	1.0	47,712	1.0	47,712
0907	Clerk V	11	1.0	31,024	1.0	39,618	1.0	39,618
			12.0	\$654,629	12.0	\$704,677	12.0	\$704,677
02 Vital Statistics								
01 Suburban Offices - 5331457								
4842	Clerk V-County Clerk	13	2.0	84,763	1.0	45,611	1.0	45,611
0907	Clerk V	11			1.0	45,611	1.0	45,611
			2.0	\$84,763	2.0	\$91,222	2.0	\$91,222
Total Salaries and Positions			14.0	\$739,392	14.0	\$795,899	14.0	\$795,899
Turnover Adjustment				(3,668)				
Operating Funds Total			14.0	\$735,724	14.0	\$795,899	14.0	\$795,899

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

Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
23	1.0	70,305	1.0	75,446	1.0	75,446
18	5.0	315,596	5.0	339,035	5.0	339,035
16	2.0	97,306	2.0	112,962	2.0	112,962
14	1.0	45,147	1.0	52,154	1.0	52,154
13	4.0	180,014	3.0	131,073	3.0	131,073
11	1.0	31,024	2.0	85,229	2.0	85,229
Total Salaries and Positions	14.0	\$739,392	14.0	\$795,899	14.0	\$795,899
Turnover Adjustment		(3,668)				
Operating Funds Total	14.0	\$735,724	14.0	\$795,899	14.0	\$795,899

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BUREAU SUMMARY
 RECORDER OF DEEDS

SUMMARY OF APPROPRIATIONS

Department and Title	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Corporate Fund					
130 - Recorder of Deeds	3,971,949	5,744,524	5,686,120	5,686,120	(58,404)
Corporate Fund Total	3,971,949	5,744,524	5,686,120	5,686,120	(58,404)
Special Purpose Fund					
527 - County Recorder Document Storage System Fund	2,364,795	3,231,719	4,771,195	4,771,195	1,539,476
570 - GIS Fee Fund	2,032,468	2,638,445	3,599,488	3,599,488	961,043
571 - Rental Housing Support Fee Fund	183,173	346,506	576,867	576,867	230,361
Special Purpose Fund Total	4,580,436	6,216,670	8,947,550	8,947,550	2,730,880
Total Appropriations	8,552,385	11,961,194	14,633,670	14,633,670	2,672,476

SUMMARY OF POSITIONS

Department and Title	2013 Approved Positions	Department Request	President's Recommendation	Difference
Corporate Fund				
130 - Recorder of Deeds	123.5	108.0	108.0	(15.5)
Corporate Fund Total	123.5	108.0	108.0	(15.5)
Special Purpose Fund				
527 - County Recorder Document Storage System Fund	33.0	44.0	44.0	11.0
570 - GIS Fee Fund	40.0	38.0	38.0	(2.0)
Special Purpose Fund Total	73.0	82.0	82.0	9.0
Total Positions	196.5	190.0	190.0	(6.5)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
RECORDER OF DEEDS

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
108/501035 Furlough Day Adjustment			(24,023)	(24,023)	(24,023)
110/501010 Salaries and Wages of Regular Employees	4,241,818	5,702,607	5,753,416	5,753,416	50,809
130/501320 Salaries and Wages of Extra Employees	12,870	8,580			(8,580)
169/501490 Reclassification of Position Adjustments		15,000	10,000	10,000	(5,000)
170/501510 Mandatory Medicare Costs	2,675				
182/501750 Employee Tuition Refund		10,000	15,000	15,000	5,000
183/501770 Seminars for Professional Employees		10,000	5,000	5,000	(5,000)
185/501810 Professional and Technical Membership Fees	2,134	2,500	2,500	2,500	
186/501860 Training Programs for Staff Personnel	3,500	13,000	15,000	15,000	2,000
190/501970 Transportation and Other Travel Expenses for Employees	10,379	15,000	10,000	10,000	(5,000)
Personal Services Total	4,273,376	5,776,687	5,786,893	5,786,893	10,206
Contractual Services					
214/520030 Armored Car Service		58,200	20,000	20,000	(38,200)
220/520150 Communication Services	4,499	5,151	7,000	7,000	1,849
225/520260 Postage	60,065	73,332	75,600	75,600	2,268
240/520490 External Graphics and Reproduction Services	13,767	14,550	15,000	15,000	450
245/520610 Advertising For Specific Purposes	3,726	19,400	10,000	10,000	(9,400)
250/520730 Premiums on Fidelity, Surety Bonds and Public Liability	2,604	5,000	3,000	3,000	(2,000)
260/520830 Professional and Managerial Services	89,169	291,000	200,000	200,000	(91,000)
261/520890 Legal Fees Regarding Labor Matters		4,850	5,000	5,000	150
263/520930 Legal Fees		90,000	90,000	90,000	
298/521310 Special or Cooperative Programs	2,000	2,000			(2,000)
Contractual Services Total	175,831	563,483	425,600	425,600	(137,883)
Supplies and Materials					
350/530600 Office Supplies	30,162	35,410	36,350	36,350	940
353/530640 Books, Periodicals, Publications, Archives and Data Services	1,084	3,500	2,500	2,500	(1,000)
353/530675 County Wide Lexis-Nexis Contract			134	134	134
355/530700 Photographic and Reproduction Supplies	3,506	3,880	4,000	4,000	120
388/531650 Computer Operation Supplies	9,409	14,550	12,900	12,900	(1,650)
Supplies and Materials Total	44,161	57,340	55,884	55,884	(1,456)
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	49,493	65,000	65,000	65,000	
441/540170 Maintenance and Repair of Data Processing Equipment and Software	680	11,000	1,000	1,000	(10,000)
444/540250 Maintenance and Repair of Automotive Equipment	2,943	3,880	4,000	4,000	120
Operations and Maintenance Total	53,115	79,880	70,000	70,000	(9,880)
Rental and Leasing					
630/550010 Rental of Office Equipment	18,639	23,640	25,000	25,000	1,360
630/550018 County Wide Canon Photocopier Lease			18,359	18,359	18,359
Rental and Leasing Total	18,639	23,640	43,359	43,359	19,719
Contingency and Special Purposes					
819/580420 Appropriation Transfer for Reimbursement from Designated Fund	(593,173)	(756,506)	(695,616)	(695,616)	60,890
Contingency and Special Purposes Total	(593,173)	(756,506)	(695,616)	(695,616)	60,890
Operating Funds Total	3,971,949	5,744,524	5,686,120	5,686,120	(58,404)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 RECORDER OF DEEDS

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
(717) New/Replacement Capital Equipment					
521/560420 Institutional Equipment			30,000		
530/560510 Office Furnishings and Equipment	21,266		20,000		
549/560610 Vehicle Purchase	68,083		28,000	28,000	28,000
	89,349		78,000	28,000	28,000
Total Capital Equipment Request Total	89,349		78,000	28,000	28,000

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 RECORDER OF DEEDS - SPECIAL PURPOSE FUNDS

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	2,796,343	3,593,676	4,111,943	4,111,943	518,267
124/501250 Employee Health Insurance Allotment	1,267	2,494			(2,494)
170/501510 Mandatory Medicare Costs	39,178	56,032	40,232	40,232	(15,800)
174/501570 Pension	379,375	505,833	554,900	554,900	49,067
175/501590 Life Insurance Program	5,907	9,043	6,522	6,522	(2,521)
176/501610 Health Insurance	565,174	1,069,782	911,502	911,502	(158,280)
177/501640 Dental Insurance Plan	15,767	30,180	21,306	21,306	(8,874)
179/501690 Vision Care Insurance	5,811	10,999	8,641	8,641	(2,358)
183/501770 Seminars for Professional Employees	6,062	10,000	10,000	10,000	
185/501810 Professional and Technical Membership Fees	1,150	1,500	1,500	1,500	
186/501860 Training Programs for Staff Personnel		20,000	20,000	20,000	
190/501970 Transportation and Other Travel Expenses for Employees	931	8,000	8,000	8,000	
Personal Services Total	3,816,965	5,317,539	5,694,546	5,694,546	377,007
Contractual Services					
225/520260 Postage		1,455	1,500	1,500	45
240/520490 External Graphics and Reproduction Services	4,899	9,603	11,000	11,000	1,397
241/520491 Internal Graphics and Reproduction Services	6,056	30,000	20,000	20,000	(10,000)
245/520610 Advertising For Specific Purposes	2,115	3,395	3,500	3,500	105
246/520650 Imaging of Records		58,200	20,000	20,000	(38,200)
260/520830 Professional and Managerial Services	99,308	145,500	1,350,000	1,350,000	1,204,500
Contractual Services Total	112,378	248,153	1,406,000	1,406,000	1,157,847
Supplies and Materials					
320/530100 Wearing Apparel	4,657	8,730	15,000	15,000	6,270
350/530600 Office Supplies	4,341	4,850	13,000	13,000	8,150
388/531650 Computer Operation Supplies	44,648	53,350	50,000	50,000	(3,350)
Supplies and Materials Total	53,646	66,930	78,000	78,000	11,070
Operations and Maintenance					
445/540290 Operation of Automotive Equipment	4,274	9,700	10,000	10,000	300
Operations and Maintenance Total	4,274	9,700	10,000	10,000	300
Capital Equipment and Improvements					
579/560450 Computer Equipment			61,500	61,500	61,500
Capital Equipment and Improvements Total			61,500	61,500	61,500
Rental and Leasing					
630/550010 Rental of Office Equipment		5,000	5,000	5,000	
Rental and Leasing Total		5,000	5,000	5,000	
Contingency and Special Purposes					
814/580380 Appropriation Adjustments		9,117			(9,117)
818/580033 Reimbursement to Designated Fund	593,173	756,506	695,616	695,616	(60,890)
819/580420 Appropriation Transfer for Reimbursement from Designated Fund		(196,275)	(75,275)	(75,275)	121,000
883/580260 Cook County Administration			1,072,163	1,072,163	1,072,163
Contingency and Special Purposes Total	593,173	569,348	1,692,504	1,692,504	1,123,156
Operating Funds Total	4,580,436	6,216,670	8,947,550	8,947,550	2,730,880

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 RECORDER OF DEEDS - SPECIAL PURPOSE FUNDS

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<u>(717) New/Replacement Capital Equipment</u>					
510/560410 Fixed Plant Equipment			400,000	400,000	400,000
521/560420 Institutional Equipment			600,000		
			1,000,000	400,000	400,000
Total Capital Equipment Request Total			1,000,000	400,000	400,000

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. Our staff works to provide access to this information in an efficient and courteous manner, both in our physical offices and online.

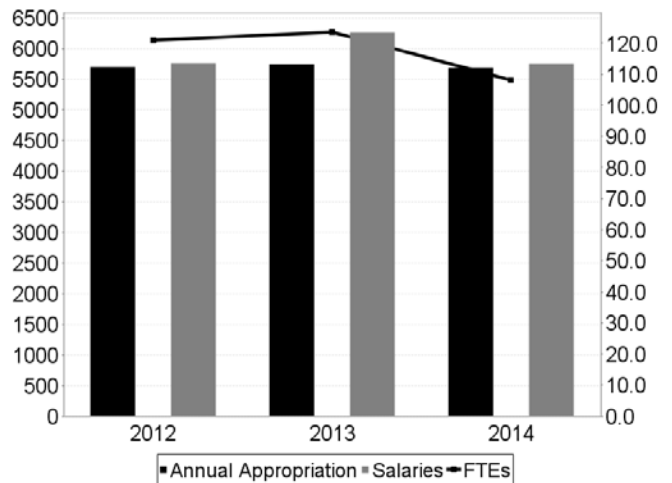
Mandates and Key Activities

- Recorder’s Office operates pursuant to Illinois State Statute 55ILCS 5/3-5001
- Responsible for recording documents, collecting fees, creating a property index database with a historical perspective, and implementing new legislation.
- Imaging every document and maintaining it in an electronic format and making them available, at an authorized cost, to public & private entities.
- Working with law enforcement and victims of property fraud pursuant to Public Act 98-99.
- Mailing postcard notifications to property owners when a “Quitclaim Deed” affecting ownership of property is recorded.
- Safeguarding DD-214 military discharge records and protecting them from public view.
- Operating satellite offices across Cook County for customer convenience.
- Operating satellite offices across Cook County for customer convenience.
- Collecting Transfer Stamp fees and remitting to
- Extracting relevant data from recorded documents for a computer-searchable property index database that makes public records easy to find and use.
- Converting older records from unstable microfilm to digitized images to preserve them.
- Ensuring network access to the Recorder’s database for county departments requesting private access
- Maintaining an online records database that allows remote access and purchasing.

Discussion of 2013 Activities and 2014 Initiatives

The new CCRD Administration is focused on accuracy, efficiency and advocacy. As one of the largest revenue generators for the County, the Office is proud to be revenue-positive with a streamlined workforce, and is exceeding 2013 revenue projections. In 2013, the focus is on prioritizing appropriated funding to update badly outdated equipment and analyzing workflows to achieve greater efficiencies. The CCRD website has been revamped, resulting in greater visibility of programs that help homeowners. CCRD passed a three-bill anti-fraud legislative agenda to enable the office to assist victims of property and recording fraud, and to monitor private sector threats to County revenue, such as MERS. Moving into 2014, the focus will remain on improving technology, as well as increasing “e-recording” of documents and increasing internet purchases of documents.

Appropriations (\$ thousands)			
Fund Category	2012 Adopted	2013 Adjusted Appropriation	2014 Recommended
Corporate Fund	5,695.4	5,744.5	5,686.1
FTE Positions	121.0	123.5	108.0



STAR Goals/Key Performance Indicators

- ★ Ensure all recordation is efficient and accurate – The indexing lag from recordation to public availability has been reduced from 11 days to three. Q1 revenue was 33% above projections, and Q2 was 24% above projections.
- ★ Increase the availability of recording data— Based on historical data, e-recording is increasing every year. For the current year, CCRD was 26% ahead of the goal for Q2, and was ahead in Q1 as well. Internet purchases for Q2 were almost 60% above the projected goal.
- ★ Ensure customers are satisfied with service and data—“Phone calls received” is a good indicator of service satisfaction. A reduced number could indicate greater satisfaction, as well as a reduced need to call for information due to a more informative website. For both Quarters thus far, calls received are down, exceeding our goals.

STAR Performance Data			
Performance Indicator	FY 2012	FY 2013 Projected YE	FY 2014 Target
Number of days to index a document	6	3	2
Number of e-recordings	182,138	244,000	275,000
Phone calls received	62,629	55,000	50,000

Programs

Free Property Fraud Alert

Property owners can register their property to receive a phone call or email alert whenever a document is recorded in the future. This will help prevent property fraud and identity theft.

Veterans Service Office

CCRD is a statutorily sanctioned repository for DD-214 discharge records for veterans. Veterans can record this document for free and receive a free certified copy. The VSO ensures they receive dedicated and attentive service when visiting the Downtown Office.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 130 - RECORDER OF DEEDS

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
108/501035 Furlough Day Adjustment			(24,023)	(24,023)	(24,023)
110/501010 Salaries and Wages of Regular Employees	4,241,818	5,702,607	5,753,416	5,753,416	50,809
130/501320 Salaries and Wages of Extra Employees	12,870	8,580			(8,580)
169/501490 Reclassification of Position Adjustments		15,000	10,000	10,000	(5,000)
170/501510 Mandatory Medicare Costs	2,675				
182/501750 Employee Tuition Refund		10,000	15,000	15,000	5,000
183/501770 Seminars for Professional Employees		10,000	5,000	5,000	(5,000)
185/501810 Professional and Technical Membership Fees	2,134	2,500	2,500	2,500	
186/501860 Training Programs for Staff Personnel	3,500	13,000	15,000	15,000	2,000
190/501970 Transportation and Other Travel Expenses for Employees	10,379	15,000	10,000	10,000	(5,000)
Personal Services Total	4,273,376	5,776,687	5,786,893	5,786,893	10,206
Contractual Services					
214/520030 Armored Car Service		58,200	20,000	20,000	(38,200)
220/520150 Communication Services	4,499	5,151	7,000	7,000	1,849
225/520260 Postage	60,065	73,332	75,600	75,600	2,268
240/520490 External Graphics and Reproduction Services	13,767	14,550	15,000	15,000	450
245/520610 Advertising For Specific Purposes	3,726	19,400	10,000	10,000	(9,400)
250/520730 Premiums on Fidelity, Surety Bonds and Public Liability	2,604	5,000	3,000	3,000	(2,000)
260/520830 Professional and Managerial Services	89,169	291,000	200,000	200,000	(91,000)
261/520890 Legal Fees Regarding Labor Matters		4,850	5,000	5,000	150
263/520930 Legal Fees		90,000	90,000	90,000	
298/521310 Special or Cooperative Programs	2,000	2,000			(2,000)
Contractual Services Total	175,831	563,483	425,600	425,600	(137,883)
Supplies and Materials					
350/530600 Office Supplies	30,162	35,410	36,350	36,350	940
353/530640 Books, Periodicals, Publications, Archives and Data Services	1,084	3,500	2,500	2,500	(1,000)
353/530675 County Wide Lexis-Nexis Contract			134	134	134
355/530700 Photographic and Reproduction Supplies	3,506	3,880	4,000	4,000	120
388/531650 Computer Operation Supplies	9,409	14,550	12,900	12,900	(1,650)
Supplies and Materials Total	44,161	57,340	55,884	55,884	(1,456)
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	49,493	65,000	65,000	65,000	
441/540170 Maintenance and Repair of Data Processing Equipment and Software	680	11,000	1,000	1,000	(10,000)
444/540250 Maintenance and Repair of Automotive Equipment	2,943	3,880	4,000	4,000	120
Operations and Maintenance Total	53,115	79,880	70,000	70,000	(9,880)
Rental and Leasing					
630/550010 Rental of Office Equipment	18,639	23,640	25,000	25,000	1,360
630/550018 County Wide Canon Photocopier Lease			18,359	18,359	18,359
Rental and Leasing Total	18,639	23,640	43,359	43,359	19,719
Contingency and Special Purposes					
819/580420 Appropriation Transfer for Reimbursement from Designated Fund	(593,173)	(756,506)	(695,616)	(695,616)	60,890
Contingency and Special Purposes Total	(593,173)	(756,506)	(695,616)	(695,616)	60,890
Operating Funds Total	3,971,949	5,744,524	5,686,120	5,686,120	(58,404)
(717) New/Replacement Capital Equipment - 71700130					
521/560420 Institutional Equipment			30,000		

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 130 - RECORDER OF DEEDS

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
530/560510 Office Furnishings and Equipment	21,266		20,000		
549/560610 Vehicle Purchase	68,083		28,000	28,000	28,000
	89,349		78,000	28,000	28,000
Capital Equipment Request Total	89,349		78,000	28,000	28,000

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 130 - RECORDER OF DEEDS

Job Code	Title	Grade	2013 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	116,349	1.0	116,349
0406	Chief Deputy Recorder	24			1.0	130,493	1.0	130,493
0042	Administrative Assistant to County Recorder	23	2.0	221,057	3.0	310,601	3.0	310,601
5936	Compliance Officer (ROD)	23			1.0	70,658	1.0	70,658
0051	Administrative Assistant V	20			3.0	185,059	3.0	185,059
1112	Systems Analyst III	20			1.0	85,213	1.0	85,213
0292	Administrative Analyst II	19	1.0	83,455	1.0	83,455	1.0	83,455
0050	Administrative Assistant IV	18			2.0	93,419	2.0	93,419
0048	Administrative Assistant III	16			1.0	62,696	1.0	62,696
0703	Personnel Analyst II	15				1		1
0047	Administrative Assistant II	14			1.0	51,385	1.0	51,385
			4.0	\$409,512	16.0	\$1,294,329	16.0	\$1,294,329
02 Clerical - 1301155								
0047	Administrative Assistant II	14	1.0	48,949	1.0	51,793	1.0	51,793
0238	Cashier III (Recorder)	13				1		1
			1.0	\$48,949	1.0	\$51,794	1.0	\$51,794
03 Accounting - 1301156								
0042	Administrative Assistant to County Recorder	23	1.0	110,690	1.0	115,120	1.0	115,120
0110	Director of Financial Control I	20	1.0	84,989	1.0	86,765	1.0	86,765
0144	Accountant IV	17	3.0	151,607	3.0	162,957	3.0	162,957
			5.0	\$347,286	5.0	\$364,842	5.0	\$364,842
04 Purchasing - 1301157								
0042	Administrative Assistant to County Recorder	23	1.0	110,690	1.0	115,120	1.0	115,120
0047	Administrative Assistant II	14	1.0	53,712	1.0	54,567	1.0	54,567
4841	Clerk V-County Clerk/Recorder of Deeds/Sheriff	12	1.0	42,853	1.0	45,461	1.0	45,461
4855	Clerk IV-Recorder of Deeds	10	1.0	35,311				
6097	Inventory Control Coordinator	10			1.0	38,668	1.0	38,668
			4.0	\$242,566	4.0	\$253,816	4.0	\$253,816
06 Legal - 1301159								
0398	Chief Legal Advisor-Recorder	24	1.0	107,947	1.0	115,195	1.0	115,195
0403	Examiner of Titles I	20			1.0	92,218	1.0	92,218
0047	Administrative Assistant II	14	1.0	51,439		1		1
			2.0	\$159,386	2.0	\$207,414	2.0	\$207,414
02 Customer Service Division								
01 Special Services - 1301160								
0050	Administrative Assistant IV	18	2.0	143,529	1.0	71,723	1.0	71,723
0048	Administrative Assistant III	16	1.0	62,186				
0047	Administrative Assistant II	14	1.0	46,245				
4854	Cashier III (Recorder)	14			1.0	54,567	1.0	54,567
0238	Cashier III (Recorder)	13	1.0	47,895	1.0	50,809	1.0	50,809
4858	Real Estate Indexer I	12			1.0	44,589	1.0	44,589
0907	Clerk V	11	1.0	33,804	1.0	38,037	1.0	38,037
4839	Clerk IV - County Clerk/Recorder of Deeds/Sheriff	11	1.0	40,024	1.0	42,460	1.0	42,460
4855	Clerk IV-Recorder of Deeds	10	6.0	223,120	3.0	118,218	3.0	118,218
			13.0	\$596,803	9.0	\$420,403	9.0	\$420,403

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

DEPARTMENT 130 - RECORDER OF DEEDS

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
03 Security - 1301161								
0800	Safety Inspector II	15	1.0	58,461	1.0	58,665	1.0	58,665
0047	Administrative Assistant II	14	1.0	49,069	1.0	51,915	1.0	51,915
4859	Security Officer I(Recorder)	10	2.5	75,459	5.0	164,717	5.0	164,717
			4.5	\$182,989	7.0	\$275,297	7.0	\$275,297
03 Recording Operations Division								
01 Document Maintenance - 1301162								
0401	Deputy Recorder	24	1.0	117,663				
0051	Administrative Assistant V	20	1.0	67,248				
0143	Accountant III	15	1.0	53,698				
0238	Cashier III (Recorder)	13	1.0	47,895				
4855	Clerk IV-Recorder of Deeds	10	1.0	37,538	1.0	39,822	1.0	39,822
			5.0	\$324,042	1.0	\$39,822	1.0	\$39,822
02 Document Pricing - 1301163								
0415	Recording Division Supervisor	22	1.0	93,714				
4854	Cashier III (Recorder)	14	1.0	49,479				
0237	Cashier II (Recorder)	12	2.0	83,305				
0227	Cashier II	10	1.0	28,919				
4855	Clerk IV-Recorder of Deeds	10	2.0	74,290				
			7.0	\$329,707				
03 Cashiers - 1301164								
0048	Administrative Assistant III	16	1.0	63,581				
4854	Cashier III (Recorder)	14		1				
0238	Cashier III (Recorder)	13	1.0	46,045				
0237	Cashier II (Recorder)	12	1.0	42,031	1.0	45,461	1.0	45,461
0236	Cashier I (Recorder)	11	1.0	39,240				
0227	Cashier II	10	1.0	33,521				
			5.0	\$224,419	1.0	\$45,461	1.0	\$45,461
04 Mail - 1301165								
6020	Director of Security	20			1.0	64,853	1.0	64,853
0050	Administrative Assistant IV	18	1.0	66,071				
0048	Administrative Assistant III	16	3.0	170,340	2.0	125,392	2.0	125,392
4854	Cashier III (Recorder)	14	3.0	154,317				
0238	Cashier III (Recorder)	13	1.0	46,045				
0237	Cashier II (Recorder)	12	1.0	43,281				
4841	Clerk V-County Clerk/Recorder of Deeds/Sheriff	12			1.0	35,246	1.0	35,246
0907	Clerk V	11	3.0	124,902	4.0	175,349	4.0	175,349
4839	Clerk IV - County Clerk/Recorder of Deeds/Sheriff	11			1.0	42,460	1.0	42,460
4855	Clerk IV-Recorder of Deeds	10	5.0	185,799	3.0	118,635	3.0	118,635
			17.0	\$790,755	12.0	\$561,935	12.0	\$561,935
06 Public Information/UCC - 1301166								
0048	Administrative Assistant III	16				1		1
0907	Clerk V	11	1.0	41,634	1.0	44,165	1.0	44,165
4839	Clerk IV - County Clerk/Recorder of Deeds/Sheriff	11			1.0	42,460	1.0	42,460
4855	Clerk IV-Recorder of Deeds	10		1	2.0	78,813	2.0	78,813
			1.0	\$41,635	4.0	\$165,439	4.0	\$165,439
08 Title Express - 1301168								
4836	Administrative Assistant II - County Clerk/Recorder of Deeds/Sheriff	15	1.0	55,301				

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

DEPARTMENT 130 - RECORDER OF DEEDS

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
5436	Cashier V (Recorder of Deeds)	15	1.0	52,102				
0047	Administrative Assistant II	14	1.0	51,439				
4854	Cashier III (Recorder)	14	3.0	154,317				
0238	Cashier III (Recorder)	13	1.0	47,895				
0237	Cashier II (Recorder)	12		1				
4841	Clerk V-County Clerk/Recorder of Deeds/Sheriff	12	1.0	43,281				
4857	Microfilm Operator III (Recorder)	11	1.0	40,024				
0227	Cashier II	10	1.0	36,450				
			10.0	\$480,810				
09 Declaration & Revenue Stamp Review - 1301169								
0050	Administrative Assistant IV	18			1.0	72,274	1.0	72,274
0907	Clerk V	11	2.0	74,305	4.0	177,145	4.0	177,145
4839	Clerk IV - County Clerk/Recorder of Deeds/Sheriff	11	1.0	40,024				
4857	Microfilm Operator III (Recorder)	11			1.0	42,460	1.0	42,460
4860	Microfilm Operator II-Recorder	11			1.0	42,460	1.0	42,460
4855	Clerk IV-Recorder of Deeds	10	1.0	36,903	4.0	159,633	4.0	159,633
			4.0	\$151,232	11.0	\$493,972	11.0	\$493,972
10 Mapping - 1301170								
0907	Clerk V	11	1.0	41,634	1.0	44,165	1.0	44,165
			1.0	\$41,634	1.0	\$44,165	1.0	\$44,165
12 Real Estate Indexing - 1301171								
0050	Administrative Assistant IV	18	1.0	71,008				
0048	Administrative Assistant III	16	1.0	63,629				
			2.0	\$134,637				
04 Information Retrieval Division								
01 Tract - 1301172								
0051	Administrative Assistant V	20	1.0	57,780				
0048	Administrative Assistant III	16			1.0	62,696	1.0	62,696
4839	Clerk IV - County Clerk/Recorder of Deeds/Sheriff	11	1.0	39,240	2.0	84,085	2.0	84,085
0906	Clerk IV	10		1				
4855	Clerk IV-Recorder of Deeds	10	1.0	38,649	4.0	158,040	4.0	158,040
			3.0	\$135,670	7.0	\$304,821	7.0	\$304,821
02 Document Processing - 1301173								
0048	Administrative Assistant III	16			1.0	60,477	1.0	60,477
4839	Clerk IV - County Clerk/Recorder of Deeds/Sheriff	11	1.0	39,240	2.0	84,085	2.0	84,085
4860	Microfilm Operator II-Recorder	11	1.0	40,024				
4855	Clerk IV-Recorder of Deeds	10	1.0	37,145	1.0	39,406	1.0	39,406
			3.0	\$116,409	4.0	\$183,968	4.0	\$183,968
03 Microfilm Reproduction - 1301174								
4839	Clerk IV - County Clerk/Recorder of Deeds/Sheriff	11	1.0	39,240	1.0	42,460	1.0	42,460
4855	Clerk IV-Recorder of Deeds	10	1.0	37,145	1.0	39,406	1.0	39,406
			2.0	\$76,385	2.0	\$81,866	2.0	\$81,866
04 Microfilm Library/Retrieval - 1301175								
0048	Administrative Assistant III	16			1.0	58,665	1.0	58,665
0047	Administrative Assistant II	14	1.0	52,405	1.0	52,968	1.0	52,968
4839	Clerk IV - County Clerk/Recorder of Deeds/Sheriff	11	4.0	158,528				
4860	Microfilm Operator II-Recorder	11	1.0	39,240				

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 130 - RECORDER OF DEEDS

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
4855	Clerk IV-Recorder of Deeds	10	5.0	185,725	1.0	39,406	1.0	39,406
			11.0	\$435,898	3.0	\$151,039	3.0	\$151,039
05 Satellite Division								
01 Rolling Meadows - 1301176								
0145	Accountant V	19		1		1		1
0048	Administrative Assistant III	16			1.0	60,657	1.0	60,657
4854	Cashier III (Recorder)	14	1.0	48,965				
0237	Cashier II (Recorder)	12	1.0	42,457	1.0	45,461	1.0	45,461
			2.0	\$91,423	2.0	\$106,119	2.0	\$106,119
02 Markham - 1301177								
0050	Administrative Assistant IV	18	1.0	62,046	1.0	64,853	1.0	64,853
4854	Cashier III (Recorder)	14	1.0	51,439	1.0	54,567	1.0	54,567
0237	Cashier II (Recorder)	12		1		1		1
			2.0	\$113,486	2.0	\$119,421	2.0	\$119,421
03 Bridgeview - 1301178								
0050	Administrative Assistant IV	18	1.0	72,662	1.0	72,274	1.0	72,274
4854	Cashier III (Recorder)	14	1.0	51,439	1.0	54,567	1.0	54,567
0237	Cashier II (Recorder)	12			1.0	45,914	1.0	45,914
			2.0	\$124,101	3.0	\$172,755	3.0	\$172,755
04 Skokie - 1301179								
0403	Examiner of Titles I	20	1.0	84,061				
0050	Administrative Assistant IV	18			1.0	72,274	1.0	72,274
0237	Cashier II (Recorder)	12	1.0	37,436	1.0	41,730	1.0	41,730
0236	Cashier I (Recorder)	11	1.0	40,024				
			3.0	\$161,521	2.0	\$114,004	2.0	\$114,004
05 Maywood - 1301180								
0291	Administrative Analyst I	17	1.0	65,355	1.0	64,955	1.0	64,955
0237	Cashier II (Recorder)	12	2.0	85,706	2.0	91,375	2.0	91,375
			3.0	\$151,061	3.0	\$156,330	3.0	\$156,330
15 Special Purpose Fund								
01 Rental Housing Support Fee Fund - 1301571								
6114	Director of Communications	23			1.0	90,218	1.0	90,218
0294	Administrative Analyst IV	22	2.0	207,095		1		1
0051	Administrative Assistant V	20			2.0	142,607	2.0	142,607
1111	Systems Analyst II	18	2.0	111,089	2.0	108,328	2.0	108,328
3639	Investigator II	16			1.0	42,978	1.0	42,978
0238	Cashier III (Recorder)	13	1.0	47,895				
0936	Stenographer V	13	1.0	46,045				
4857	Microfilm Operator III (Recorder)	11	1.0	40,024				
			7.0	\$452,148	6.0	\$384,132	6.0	\$384,132
Total Salaries and Positions			123.5	\$6,364,464	108.0	\$5,993,144	108.0	\$5,993,144
Turnover Adjustment				(101,132)		(239,728)		(239,728)
Operating Funds Total			123.5	\$6,263,332	108.0	\$5,753,416	108.0	\$5,753,416

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

Grade	2013 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	2.0	225,610	3.0	362,037	3.0	362,037
23	4.0	442,437	7.0	701,717	7.0	701,717
22	3.0	300,809		1		1
20	4.0	294,078	9.0	656,715	9.0	656,715
19	1.0	83,456	1.0	83,456	1.0	83,456
18	8.0	526,405	9.0	555,145	9.0	555,145
17	4.0	216,962	4.0	227,912	4.0	227,912
16	6.0	359,736	8.0	473,562	8.0	473,562
15	4.0	219,562	1.0	58,666	1.0	58,666
14	17.0	863,215	8.0	426,330	8.0	426,330
13	7.0	329,715	1.0	50,810	1.0	50,810
12	10.0	420,352	9.0	395,238	9.0	395,238
11	23.0	911,151	21.0	901,791	21.0	901,791
10	29.5	1,065,976	26.0	994,764	26.0	994,764
Total Salaries and Positions	123.5	\$6,364,464	108.0	\$5,993,144	108.0	\$5,993,144
Turnover Adjustment		(101,132)		(239,728)		(239,728)
Operating Funds Total	123.5	\$6,263,332	108.0	\$5,753,416	108.0	\$5,753,416

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

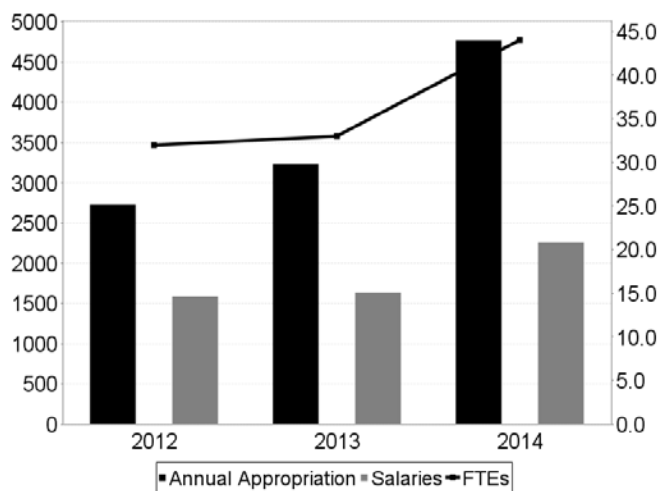
The County Recorder shall in addition to the fees provided therein charge an additional fee as set out in Section 32-1 for the filing of every instrument, paper or notice for record

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.

Discussion of 2013 Activities and 2014 Initiatives

Appropriations (\$ thousands)			
Fund Category	2012 Adopted	2013 Adjusted Appropriation	2014 Recommended
Special Purpose Fund	2,729.8	3,231.7	4,771.2
	Adopted	Adopted	Recommended
FTE Positions	32.0	33.0	44.0



DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 527 - COUNTY RECORDER DOCUMENT STORAGE SYSTEM FUND

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	1,472,763	1,903,954	2,259,882	2,259,882	355,928
124/501250 Employee Health Insurance Allotment	467	894			(894)
170/501510 Mandatory Medicare Costs	20,679	30,348	13,553	13,553	(16,795)
174/501570 Pension	205,475	273,967	304,967	304,967	31,000
175/501590 Life Insurance Program	3,087	4,898	2,198	2,198	(2,700)
176/501610 Health Insurance	302,542	571,763	514,029	514,029	(57,734)
177/501640 Dental Insurance Plan	7,771	13,659	12,815	12,815	(844)
179/501690 Vision Care Insurance	3,431	5,215	4,821	4,821	(394)
183/501770 Seminars for Professional Employees	3,926	5,000	5,000	5,000	
186/501860 Training Programs for Staff Personnel		20,000	20,000	20,000	
190/501970 Transportation and Other Travel Expenses for Employees	931	5,000	5,000	5,000	
Personal Services Total	2,021,071	2,834,698	3,142,265	3,142,265	307,567
Contractual Services					
240/520490 External Graphics and Reproduction Services	2,130	5,723	6,000	6,000	277
241/520491 Internal Graphics and Reproduction Services	6,056	30,000	20,000	20,000	(10,000)
246/520650 Imaging of Records		58,200	20,000	20,000	(38,200)
260/520830 Professional and Managerial Services	99,308	145,500	950,000	950,000	804,500
Contractual Services Total	107,494	239,423	996,000	996,000	756,577
Supplies and Materials					
320/530100 Wearing Apparel	4,657	8,730	15,000	15,000	6,270
350/530600 Office Supplies	2,599	2,910	8,000	8,000	5,090
388/531650 Computer Operation Supplies	23,974	29,100	25,000	25,000	(4,100)
Supplies and Materials Total	31,230	40,740	48,000	48,000	7,260
Capital Equipment and Improvements					
579/560450 Computer Equipment			61,500	61,500	61,500
Capital Equipment and Improvements Total			61,500	61,500	61,500
Rental and Leasing					
630/550010 Rental of Office Equipment		5,000	5,000	5,000	
Rental and Leasing Total		5,000	5,000	5,000	
Contingency and Special Purposes					
814/580380 Appropriation Adjustments		7,737			(7,737)
818/580033 Reimbursement to Designated Fund	205,000	205,000	64,873	64,873	(140,127)
819/580420 Appropriation Transfer for Reimbursement from Designated Fund		(100,879)	(75,275)	(75,275)	25,604
883/580260 Cook County Administration			528,832	528,832	528,832
Contingency and Special Purposes Total	205,000	111,858	518,430	518,430	406,572
Operating Funds Total	2,364,795	3,231,719	4,771,195	4,771,195	1,539,476
(717) New/Replacement Capital Equipment - 71700527					
510/560410 Fixed Plant Equipment			400,000	400,000	400,000
521/560420 Institutional Equipment			600,000		
			1,000,000	400,000	400,000
Capital Equipment Request Total			1,000,000	400,000	400,000

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

Job Code	Title	Grade	2013 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	120,487	1.0	120,487
0401	Deputy Recorder	24	1.0	117,663	1.0	116,349	1.0	116,349
0406	Chief Deputy Recorder	24	1.0	136,032				
0042	Administrative Assistant to County Recorder	23	1.0	111,794				
0415	Recording Division Supervisor	22				1		1
5937	Director of Satellite Offices	22			1.0	76,580	1.0	76,580
0051	Administrative Assistant V	20	3.0	195,653	1.0	65,794	1.0	65,794
6223	Director of Information Retrieval	20			1.0	72,805	1.0	72,805
0050	Administrative Assistant IV	18	1.0	53,437	1.0	53,479	1.0	53,479
0048	Administrative Assistant III	16	4.0	227,823	1.0	62,696	1.0	62,696
0703	Personnel Analyst II	15		1				
0047	Administrative Assistant II	14	2.0	100,879	2.0	107,535	2.0	107,535
4854	Cashier III (Recorder)	14	1.0	51,439				
0046	Administrative Assistant I	12	2.0	85,706	1.0	45,462	1.0	45,462
0237	Cashier II (Recorder)	12	3.0	128,559	2.0	87,921	2.0	87,921
0907	Clerk V	11	10.0	383,140	2.0	84,608	2.0	84,608
4839	Clerk IV - County Clerk/Recorder of Deeds/Sheriff	11	1.0	41,625				
0227	Cashier II	10			1.0	38,668	1.0	38,668
4855	Clerk IV-Recorder of Deeds	10	3.0	111,659	3.0	118,218	3.0	118,218
4856	Microfilm Operator II(Recorder)	10			1.0	36,941	1.0	36,941
			33.0	\$1,745,410	19.0	\$1,087,544	19.0	\$1,087,544
02 Title Express - 5271164								
0050	Administrative Assistant IV	18			1.0	72,274	1.0	72,274
4854	Cashier III (Recorder)	14			4.0	215,821	4.0	215,821
0238	Cashier III (Recorder)	13			2.0	98,517	2.0	98,517
0936	Stenographer V	13			1.0	49,317	1.0	49,317
0237	Cashier II (Recorder)	12			3.0	136,065	3.0	136,065
0236	Cashier I (Recorder)	11			2.0	69,986	2.0	69,986
4855	Clerk IV-Recorder of Deeds	10			1.0	39,406	1.0	39,406
					14.0	\$681,386	14.0	\$681,386
03 Cashiers - 5271168								
4836	Administrative Assistant II - County Clerk/Recorder of Deeds/Sheriff	15			1.0	58,665	1.0	58,665
5436	Cashier V (Recorder of Deeds)	15			1.0	56,544	1.0	56,544
0999	Title Express Supervisor	14			1.0	69,622	1.0	69,622
4854	Cashier III (Recorder)	14			4.0	216,429	4.0	216,429
0238	Cashier III (Recorder)	13			1.0	50,809	1.0	50,809
0237	Cashier II (Recorder)	12				1		1
4857	Microfilm Operator III (Recorder)	11			1.0	42,460	1.0	42,460
0227	Cashier II	10			1.0	35,637	1.0	35,637
4859	Security Officer I(Recorder)	10			1.0	30,678	1.0	30,678
					11.0	\$560,845	11.0	\$560,845
Total Salaries and Positions			33.0	\$1,745,410	44.0	\$2,329,775	44.0	\$2,329,775
Turnover Adjustment				(106,442)		(69,893)		(69,893)
Operating Funds Total			33.0	\$1,638,968	44.0	\$2,259,882	44.0	\$2,259,882

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

Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
24	2.0	253,695	2.0	236,836	2.0	236,836
23	1.0	111,794				
22			1.0	76,581	1.0	76,581
20	3.0	195,653	2.0	138,599	2.0	138,599
18	1.0	53,437	2.0	125,753	2.0	125,753
16	4.0	227,823	1.0	62,696	1.0	62,696
15		1	2.0	115,209	2.0	115,209
14	3.0	152,318	11.0	609,407	11.0	609,407
13			4.0	198,643	4.0	198,643
12	5.0	214,265	6.0	269,449	6.0	269,449
11	11.0	424,765	5.0	197,054	5.0	197,054
10	3.0	111,659	8.0	299,548	8.0	299,548
Total Salaries and Positions	33.0	\$1,745,410	44.0	\$2,329,775	44.0	\$2,329,775
Turnover Adjustment		(106,442)		(69,893)		(69,893)
Operating Funds Total	33.0	\$1,638,968	44.0	\$2,259,882	44.0	\$2,259,882

DEPARTMENT OVERVIEW

570 GIS FEE FUND

Mission

The GIS Fee fund was established to fund the Recorder of Deeds Mortgage Fraud Prevention Program to assist property owners with maintaining ownership of their properties by offering early warning notification to property owners whenever documents are filed that may affect ownership.

Mandates and Key Activities

- Sec.2-214. GIS Fee

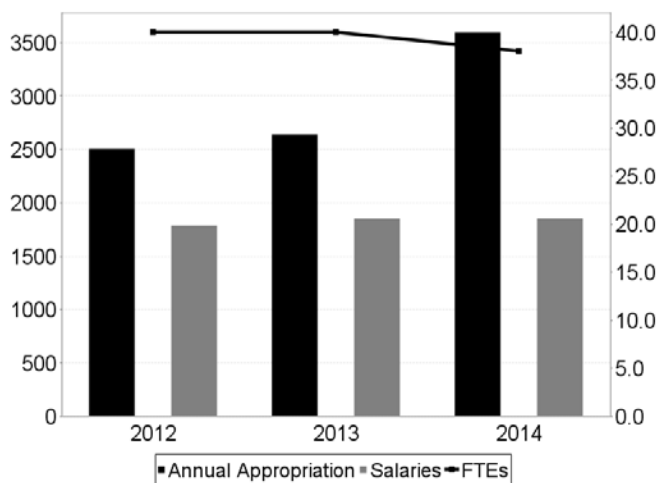
Additional charge is a charge as set out in Section 32-1, which is added to the existing fees imposed by the Cook County Board of Commissioners for the filing of every instrument, paper, or notice of record.

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.

Discussion of 2013 Activities and 2014 Initiatives

Appropriations (\$ thousands)			
Fund Category	2012 Adopted	2013 Adjusted Appropriation	2014 Recommended
Special Purpose Fund	2,504.9	2,638.4	3,599.5
	Adopted	Adopted	Recommended
FTE Positions	40.0	40.0	38.0



DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 570 - GIS FEE FUND

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	1,323,581	1,689,722	1,852,061	1,852,061	162,339
124/501250 Employee Health Insurance Allotment	800	1,600			(1,600)
170/501510 Mandatory Medicare Costs	18,499	25,684	26,679	26,679	995
174/501570 Pension	173,900	231,866	249,933	249,933	18,067
175/501590 Life Insurance Program	2,820	4,145	4,324	4,324	179
176/501610 Health Insurance	262,632	498,019	397,473	397,473	(100,546)
177/501640 Dental Insurance Plan	7,997	16,521	8,491	8,491	(8,030)
179/501690 Vision Care Insurance	2,380	5,784	3,820	3,820	(1,964)
183/501770 Seminars for Professional Employees	2,135	5,000	5,000	5,000	
185/501810 Professional and Technical Membership Fees	1,150	1,500	1,500	1,500	
190/501970 Transportation and Other Travel Expenses for Employees		3,000	3,000	3,000	
Personal Services Total	1,795,894	2,482,841	2,552,281	2,552,281	69,440
Contractual Services					
225/520260 Postage		1,455	1,500	1,500	45
240/520490 External Graphics and Reproduction Services	2,769	3,880	5,000	5,000	1,120
245/520610 Advertising For Specific Purposes	2,115	3,395	3,500	3,500	105
260/520830 Professional and Managerial Services			400,000	400,000	400,000
Contractual Services Total	4,884	8,730	410,000	410,000	401,270
Supplies and Materials					
350/530600 Office Supplies	1,741	1,940	5,000	5,000	3,060
388/531650 Computer Operation Supplies	20,674	24,250	25,000	25,000	750
Supplies and Materials Total	22,415	26,190	30,000	30,000	3,810
Operations and Maintenance					
445/540290 Operation of Automotive Equipment	4,274	9,700	10,000	10,000	300
Operations and Maintenance Total	4,274	9,700	10,000	10,000	300
Contingency and Special Purposes					
814/580380 Appropriation Adjustments		1,380			(1,380)
818/580033 Reimbursement to Designated Fund	205,000	205,000	53,876	53,876	(151,124)
819/580420 Appropriation Transfer for Reimbursement from Designated Fund		(95,396)			95,396
883/580260 Cook County Administration			543,331	543,331	543,331
Contingency and Special Purposes Total	205,000	110,984	597,207	597,207	486,223
Operating Funds Total	2,032,468	2,638,445	3,599,488	3,599,488	961,043

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

Job Code	Title	Grade	2013 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								
1114	Systems Analyst V	23	1.0	91,613	1.0	93,534	1.0	93,534
1135	Project Leader- Data Systems	22	1.0	101,610	1.0	101,692	1.0	101,692
2276	Technical Service Supervisor	21			1.0	70,309	1.0	70,309
4738	Legal Assistant	21		1				
1112	Systems Analyst III	20	3.0	256,248	1.0	85,213	1.0	85,213
0050	Administrative Assistant IV	18	2.0	137,554	2.0	135,770	2.0	135,770
0048	Administrative Assistant III	16			1.0	55,838	1.0	55,838
3639	Investigator II	16	2.0	83,793	1.0	40,415	1.0	40,415
0143	Accountant III	15			1.0	58,665	1.0	58,665
0047	Administrative Assistant II	14	2.0	108,256	2.0	115,448	2.0	115,448
0561	Real Estate Indexer III	14	1.0	51,439	1.0	54,567	1.0	54,567
0999	Title Express Supervisor	14	1.0	66,638				
0238	Cashier III (Recorder)	13			1.0	50,809	1.0	50,809
0562	Real Estate Indexer II	13	3.0	142,278	3.0	152,427	3.0	152,427
4858	Real Estate Indexer I	12	7.0	299,765	6.0	274,532	6.0	274,532
0563	Real Estate Indexer I	11	14.0	519,405	11.0	429,420	11.0	429,420
0907	Clerk V	11			1.0	37,599	1.0	37,599
4839	Clerk IV - County Clerk/Recorder of Deeds/Sheriff	11	1.0	37,347	2.0	70,821	2.0	70,821
4860	Microfilm Operator II-Recorder	11			1.0	42,460	1.0	42,460
4856	Microfilm Operator II(Recorder)	10	2.0	72,543	1.0	39,822	1.0	39,822
			40.0	\$1,968,490	38.0	\$1,909,341	38.0	\$1,909,341
Total Salaries and Positions			40.0	\$1,968,490	38.0	\$1,909,341	38.0	\$1,909,341
Turnover Adjustment				(118,109)		(57,280)		(57,280)
Operating Funds Total			40.0	\$1,850,381	38.0	\$1,852,061	38.0	\$1,852,061

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

Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
23	1.0	91,613	1.0	93,534	1.0	93,534
22	1.0	101,610	1.0	101,692	1.0	101,692
21		1	1.0	70,309	1.0	70,309
20	3.0	256,248	1.0	85,213	1.0	85,213
18	2.0	137,554	2.0	135,770	2.0	135,770
16	2.0	83,793	2.0	96,253	2.0	96,253
15			1.0	58,665	1.0	58,665
14	4.0	226,333	3.0	170,015	3.0	170,015
13	3.0	142,278	4.0	203,236	4.0	203,236
12	7.0	299,765	6.0	274,532	6.0	274,532
11	15.0	556,752	15.0	580,300	15.0	580,300
10	2.0	72,543	1.0	39,822	1.0	39,822
Total Salaries and Positions	40.0	\$1,968,490	38.0	\$1,909,341	38.0	\$1,909,341
Turnover Adjustment		(118,109)		(57,280)		(57,280)
Operating Funds Total	40.0	\$1,850,381	38.0	\$1,852,061	38.0	\$1,852,061

DEPARTMENT OVERVIEW

571 RENTAL HOUSING SUPPORT FEE FUND

Mission

The Rental Housing Support Fee Fund was established to assist property owners with maintaining ownership of their properties by offering early warning notification to property owners whenever documents are filed that may affect ownership.

Mandates and Key Activities

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

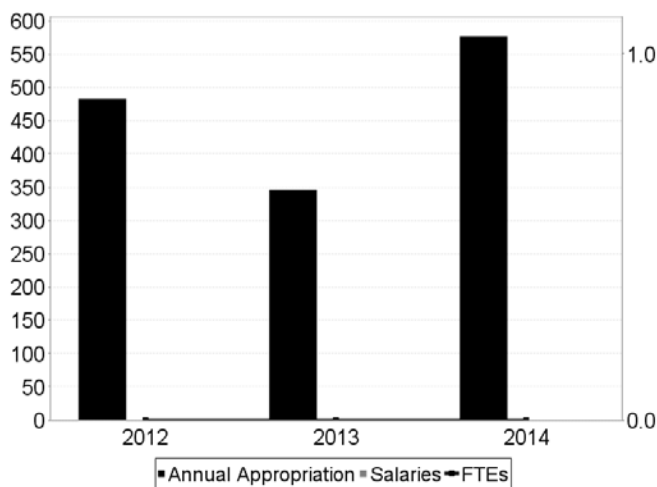
The recorder shall collect a fee, the Rental Housing Support Program State surcharge for the recordation of any real estate-related document. Payment of the Rental Housing Support Program State surcharge shall be evidenced by a receipt that shall be marked upon or otherwise affixed to the real estate-related 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 2013 Activities and 2014 Initiatives

Appropriations (\$ thousands)			
Fund Category	2012 Adopted	2013 Adjusted Appropriation	2014 Recommended
Special Purpose Fund	482.6	346.5	576.9
	Adopted	Adopted	Recommended
FTE Positions	0	0	0



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

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Contingency and Special Purposes					
818/580033 Reimbursement to Designated Fund	183,173	346,506	576,867	576,867	230,361
Contingency and Special Purposes Total	183,173	346,506	576,867	576,867	230,361
Operating Funds Total	183,173	346,506	576,867	576,867	230,361



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

060 - County Treasurer

T - 4

534 - County Treasurer - Tax Sales Automation Fund

T - 10

BUREAU SUMMARY
 COUNTY TREASURER

SUMMARY OF APPROPRIATIONS

Department and Title	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Corporate Fund					
060 - County Treasurer	3,176,169	3,906,208	1,952,814	1,952,814	(1,953,394)
Corporate Fund Total	3,176,169	3,906,208	1,952,814	1,952,814	(1,953,394)
Special Purpose Fund					
534 - County Treasurer - Tax Sales Automation Fund	6,917,932	9,749,966	9,605,533	9,605,533	(144,433)
Special Purpose Fund Total	6,917,932	9,749,966	9,605,533	9,605,533	(144,433)
Total Appropriations	10,094,100	13,656,174	11,558,347	11,558,347	(2,097,827)

SUMMARY OF POSITIONS

Department and Title	2013 Approved Positions	Department Request	President's Recommendation	Difference
Corporate Fund				
060 - County Treasurer	34.0	26.0	26.0	(8.0)
Corporate Fund Total	34.0	26.0	26.0	(8.0)
Special Purpose Fund				
534 - County Treasurer - Tax Sales Automation Fund	71.2	66.0	66.0	(5.2)
Special Purpose Fund Total	71.2	66.0	66.0	(5.2)
Total Positions	105.2	92.0	92.0	(13.2)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
COUNTY TREASURER

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
108/501035 Furlough Day Adjustment			(9,411)	(9,411)	(9,411)
110/501010 Salaries and Wages of Regular Employees	1,509,895	2,065,937	1,737,562	1,737,562	(328,375)
115/501170 Appropriation Adjustment for Personal Services		50,000			(50,000)
120/501210 Overtime Compensation	708				
129/501300 Salaries and Wages of Seasonal Work Employees		6,000	6,000	6,000	
170/501510 Mandatory Medicare Costs	1,071				
185/501810 Professional and Technical Membership Fees	1,834	1,900	2,750	2,750	850
186/501860 Training Programs for Staff Personnel	298	1,500	1,500	1,500	
190/501970 Transportation and Other Travel Expenses for Employees		100	100	100	
Personal Services Total	1,513,806	2,125,437	1,738,501	1,738,501	(386,936)
Contractual Services					
214/520030 Armored Car Service	3,418	3,500	3,500	3,500	
217/520100 Transportation for Specific Activities and Purposes		97	100	100	3
220/520150 Communication Services	10,461	22,864	23,571	23,571	707
225/520260 Postage	1,517,177	1,581,100			(1,581,100)
228/520280 Delivery Services		97			(97)
242/520550 Surveys, Operations and Reports	8,144	9,215	7,500	7,500	(1,715)
245/520610 Advertising For Specific Purposes	639	1,940	1,500	1,500	(440)
246/520650 Imaging of Records		97	100	100	3
250/520730 Premiums on Fidelity, Surety Bonds and Public Liability	11,678	12,500	30,500	30,500	18,000
261/520890 Legal Fees Regarding Labor Matters		29,100	30,000	30,000	900
Contractual Services Total	1,551,517	1,660,510	96,771	96,771	(1,563,739)
Supplies and Materials					
320/530100 Wearing Apparel	2,490	2,910	2,700	2,700	(210)
350/530600 Office Supplies	14,807	14,491	15,000	15,000	509
353/530640 Books, Periodicals, Publications, Archives and Data Services	1,876	4,700	3,600	3,600	(1,100)
353/530675 County Wide Lexis-Nexis Contract			1,331	1,331	1,331
355/530700 Photographic and Reproduction Supplies		291	300	300	9
388/531650 Computer Operation Supplies	295	970	500	500	(470)
Supplies and Materials Total	19,468	23,362	23,431	23,431	69
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	7,863	9,800	9,800	9,800	
441/540170 Maintenance and Repair of Data Processing Equipment and Software		160	60	60	(100)
441/540172 County Wide Contract for Maintenance of Data Processing Equipment			7,500	7,500	7,500
445/540290 Operation of Automotive Equipment	6,991	9,700	6,908	6,908	(2,792)
Operations and Maintenance Total	14,854	19,660	24,268	24,268	4,608
Rental and Leasing					
630/550010 Rental of Office Equipment	76,523	77,042	63,000	63,000	(14,042)
630/550018 County Wide Canon Photocopier Lease			6,843	6,843	6,843
634/550060 Rental of Automotive Equipment		97			(97)
Rental and Leasing Total	76,523	77,139	69,843	69,843	(7,296)
Contingency and Special Purposes					
881/580240 County Government Public Programs and Events		100			(100)
Contingency and Special Purposes Total		100			(100)
Operating Funds Total	3,176,169	3,906,208	1,952,814	1,952,814	(1,953,394)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
COUNTY TREASURER - SPECIAL PURPOSE FUNDS

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	3,860,370	5,349,424	5,075,834	5,075,834	(273,590)
115/501170 Appropriation Adjustment for Personal Services		60,000			(60,000)
120/501210 Overtime Compensation	2,545	9,700	10,000	10,000	300
129/501300 Salaries and Wages of Seasonal Work Employees	111,414	150,000	229,200	229,200	79,200
170/501510 Mandatory Medicare Costs	56,591	83,782	79,829	79,829	(3,953)
174/501570 Pension	555,389	740,519	705,579	705,579	(34,940)
175/501590 Life Insurance Program	7,912	13,473	12,837	12,837	(636)
176/501610 Health Insurance	523,604	970,887	868,875	868,875	(102,012)
177/501640 Dental Insurance Plan	20,339	33,777	30,375	30,375	(3,402)
179/501690 Vision Care Insurance	7,756	8,488	7,591	7,591	(897)
183/501770 Seminars for Professional Employees		2,000	2,000	2,000	
185/501810 Professional and Technical Membership Fees	(5)	1,500	3,215	3,215	1,715
186/501860 Training Programs for Staff Personnel	30,652	71,250	35,000	35,000	(36,250)
190/501970 Transportation and Other Travel Expenses for Employees		100	100	100	
Personal Services Total	5,176,567	7,494,900	7,060,435	7,060,435	(434,465)
Contractual Services					
240/520490 External Graphics and Reproduction Services	468,719	530,000	530,000	530,000	
245/520610 Advertising For Specific Purposes		3,395	3,500	3,500	105
260/520830 Professional and Managerial Services	449,679	487,000	785,000	785,000	298,000
Contractual Services Total	918,398	1,020,395	1,318,500	1,318,500	298,105
Supplies and Materials					
350/530600 Office Supplies	10,070	20,079	21,000	21,000	921
353/530640 Books, Periodicals, Publications, Archives and Data Services	3,351	5,000	5,000	5,000	
388/531650 Computer Operation Supplies	48,368	140,650	149,500	149,500	8,850
Supplies and Materials Total	61,789	165,729	175,500	175,500	9,771
Operations and Maintenance					
441/540170 Maintenance and Repair of Data Processing Equipment and Software	341,044	531,900	463,538	463,538	(68,362)
441/540172 County Wide Contract for Maintenance of Data Processing Equipment			25,000	25,000	25,000
Operations and Maintenance Total	341,044	531,900	488,538	488,538	(43,362)
Capital Equipment and Improvements					
530/560510 Office Furnishings and Equipment			10,000	10,000	10,000
570/560440 Telecommunications Equipment			16,200	16,200	16,200
579/560450 Computer Equipment	228,084	260,493	273,450	273,450	12,957
Capital Equipment and Improvements Total	228,084	260,493	299,650	299,650	39,157
Rental and Leasing					
630/550010 Rental of Office Equipment		7,050			(7,050)
630/550018 County Wide Canon Photocopier Lease			6,843	6,843	6,843
Rental and Leasing Total		7,050	6,843	6,843	(207)
Contingency and Special Purposes					
814/580380 Appropriation Adjustments		13,432			(13,432)
818/580033 Reimbursement to Designated Fund		1,405,170			(1,405,170)
819/580420 Appropriation Transfer for Reimbursement from Designated Fund		(1,405,170)			1,405,170
883/580260 Cook County Administration	192,050	256,067	256,067	256,067	
Contingency and Special Purposes Total	192,050	269,499	256,067	256,067	(13,432)
Operating Funds Total	6,917,932	9,749,966	9,605,533	9,605,533	(144,433)

DEPARTMENT OVERVIEW
060 COUNTY TREASURER

Mission

The Treasurer’s Office collects, safeguards, invests and disburses property tax funds.

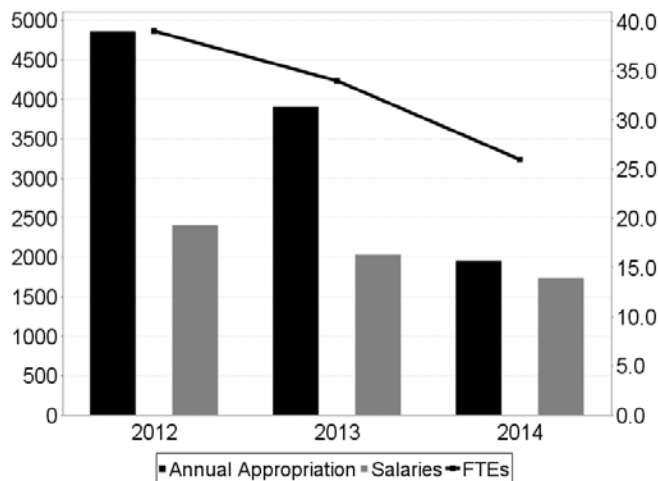
Mandates and Key Activities

- Print and Mail Property Tax Bills (Current & Prior)
- Collect Property Tax Payments (Current & Prior)
- Distribute Property Taxes to approximately 2,200 Taxing Bodies
- Collect and Safeguard Court Ordered Deposits
- Conduct Tax Sale for Delinquent Taxes (Annual & Scavenger)
- Collect Delinquent Special Assessments
- Refund Duplicate/Overpayments on Property Taxes
- Process Court Ordered Refunds
- Disclose Taxing District Debts

Discussion of 2013 Activities and 2014 Initiatives

- Re-design of 1st & 2nd Installment tax Bills – Include Taxing District debts on 1st installment tax bills allowing taxpayers to track government spending. Re-design the 2nd installment tax bill to include additional useful information.
- Document Scanning & Indexing - Scan documents to enable staff to access electronically and reduce paper.
- Infrastructure Platform Administration – Upgrade existing server environment on a new platform.
- Electronic Warrant Book – Creation of electronic warrant books to replace physical books.
- Central Repository – Create an internal Central Repository for all PIN related information.
- Cook County Tax Portal – enhancements to www.cookcountypropertyinfo.com

Appropriations (\$ thousands)			
Fund Category	2012 Adopted	2013 Adjusted Appropriation	2014 Recommended
Corporate Fund	4,860.4	3,906.2	1,952.8
	Adopted	Adopted	Recommended
FTE Positions	39.0	34.0	26.0



STAR Goals/Key Performance Indicators

- ★Decrease Headcount- In FY13 the Treasurer’s Office decreased the number of full time equivalent (FTE) employees from 250 in 1998 to 106 a decrease of 58%. To continue cost-savings measures, the Treasurer’s office will decrease the FTE count to 92 in FY2014 as savings of 63%.
- ★Decrease the number of duplicate and overpayments due to STOPS- STOPS was designed to prevent duplicate and overpayments by ensuring that only the legally responsible party submits payment. To date the measure prevented approximately 41,000 payments from being double paid, normally resulting in refunds. STOPS will ultimately educate the taxpayer and we will see a reduction in the quantity of STOPS, and double-paid property taxes.
- ★Increase Taxpayer Convenience- By providing taxpayers with the option to pay online, at nearby Chase Bank, or at participating Community Bank locations, they no longer have to mail in payments, or come to our location and make a payment.

STAR Performance Data			
Performance Indicator	FY 2012	FY 2013 Projected YE	FY 2014 Target
Decrease Headcount	109	106	92
Duplicate payments intercepted before they were accepted as a result of STOPS	6,941	18,500	16,000
Online Taxpayer Payments	312,863	400,000	405,000

Programs

Taxpayer Convenience – Payments

- Nearly 400 Chase Branches
- Online Payments
- Community Banking Program – 194 Community bank branches

Web site – cookcountytreasurer.com

- Check payment status, search for a refund and check 3-year exemption history.
- Download forms, applications and brochures.

Automated Phone System – English • Spanish • Polish – 312.443.5100

- Check payment status, search for a refund and get information.

E-Mail System – Customer Relationship Management System

- Email responses to Taxpayer inquiries

Outreach Program

- Treasurer’s Outreach Program informs taxpayers about the property-tax system. Several informational brochures are currently available in English and 23 languages.

DEPARTMENT OVERVIEW

060 COUNTY TREASURER

Debt Disclosure Ordinance – Transparency in Government

•The Debt Disclosure Ordinance requires every local taxing district to annually submit an electronic copy of the agency's most recent financial statement, debts/liabilities, gross tax levy, revenue, pension liability and unfunded pension liability.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 060 - COUNTY TREASURER

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
108/501035 Furlough Day Adjustment			(9,411)	(9,411)	(9,411)
110/501010 Salaries and Wages of Regular Employees	1,509,895	2,065,937	1,737,562	1,737,562	(328,375)
115/501170 Appropriation Adjustment for Personal Services		50,000			(50,000)
120/501210 Overtime Compensation	708				
129/501300 Salaries and Wages of Seasonal Work Employees		6,000	6,000	6,000	
170/501510 Mandatory Medicare Costs	1,071				
185/501810 Professional and Technical Membership Fees	1,834	1,900	2,750	2,750	850
186/501860 Training Programs for Staff Personnel	298	1,500	1,500	1,500	
190/501970 Transportation and Other Travel Expenses for Employees		100	100	100	
Personal Services Total	1,513,806	2,125,437	1,738,501	1,738,501	(386,936)
Contractual Services					
214/520030 Armored Car Service	3,418	3,500	3,500	3,500	
217/520100 Transportation for Specific Activities and Purposes		97	100	100	3
220/520150 Communication Services	10,461	22,864	23,571	23,571	707
225/520260 Postage	1,517,177	1,581,100			(1,581,100)
228/520280 Delivery Services		97			(97)
242/520550 Surveys, Operations and Reports	8,144	9,215	7,500	7,500	(1,715)
245/520610 Advertising For Specific Purposes	639	1,940	1,500	1,500	(440)
246/520650 Imaging of Records		97	100	100	3
250/520730 Premiums on Fidelity, Surety Bonds and Public Liability	11,678	12,500	30,500	30,500	18,000
261/520890 Legal Fees Regarding Labor Matters		29,100	30,000	30,000	900
Contractual Services Total	1,551,517	1,660,510	96,771	96,771	(1,563,739)
Supplies and Materials					
320/530100 Wearing Apparel	2,490	2,910	2,700	2,700	(210)
350/530600 Office Supplies	14,807	14,491	15,000	15,000	509
353/530640 Books, Periodicals, Publications, Archives and Data Services	1,876	4,700	3,600	3,600	(1,100)
353/530675 County Wide Lexis-Nexis Contract			1,331	1,331	1,331
355/530700 Photographic and Reproduction Supplies		291	300	300	9
388/531650 Computer Operation Supplies	295	970	500	500	(470)
Supplies and Materials Total	19,468	23,362	23,431	23,431	69
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	7,863	9,800	9,800	9,800	
441/540170 Maintenance and Repair of Data Processing Equipment and Software		160	60	60	(100)
441/540172 County Wide Contract for Maintenance of Data Processing Equipment			7,500	7,500	7,500
445/540290 Operation of Automotive Equipment	6,991	9,700	6,908	6,908	(2,792)
Operations and Maintenance Total	14,854	19,660	24,268	24,268	4,608
Rental and Leasing					
630/550010 Rental of Office Equipment	76,523	77,042	63,000	63,000	(14,042)
630/550018 County Wide Canon Photocopier Lease			6,843	6,843	6,843
634/550060 Rental of Automotive Equipment		97			(97)
Rental and Leasing Total	76,523	77,139	69,843	69,843	(7,296)
Contingency and Special Purposes					
881/580240 County Government Public Programs and Events		100			(100)
Contingency and Special Purposes Total		100			(100)
Operating Funds Total	3,176,169	3,906,208	1,952,814	1,952,814	(1,953,394)

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

DEPARTMENT 060 - COUNTY TREASURER

Job Code	Title	Grade	2013 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
0285	Assistant to County Treasurer	22	1.0	67,557				
			2.0	\$172,557	1.0	\$105,000	1.0	\$105,000
03 Taxpayers' Assistance Section - 0601407								
0370	Tax Examiner V	15	1.0	52,102				
			1.0	\$52,102				
02 Finance Division								
01 Administration - 0601231								
0108	Deputy County Treasurer	24	1.0	151,131	1.0	151,131	1.0	151,131
0292	Administrative Analyst II	19	1.0	70,877	1.0	72,364	1.0	72,364
0370	Tax Examiner V	15	1.0	37,690				
			3.0	\$259,698	2.0	\$223,495	2.0	\$223,495
04 General Office Supplies - 0601234								
0291	Administrative Analyst I	17	2.0	131,880	2.0	134,635	2.0	134,635
4803	File Manager II	15	1.0	50,487	1.0	55,272	1.0	55,272
			3.0	\$182,367	3.0	\$189,907	3.0	\$189,907
03 Collection Division								
01 Administrative - 0601239								
0291	Administrative Analyst I	17	1.0	53,174				
			1.0	\$53,174				
03 Budget and Purchasing - 0601241								
0202	Budget Analyst II	17	1.0	60,935	1.0	62,208	1.0	62,208
			1.0	\$60,935	1.0	\$62,208	1.0	\$62,208
05 Office Services Division								
02 Taxpayer Assistance - 0601251								
0291	Administrative Analyst I	17	1.0	64,532	1.0	65,893	1.0	65,893
0048	Administrative Assistant III	16	4.0	226,032	4.0	241,671	4.0	241,671
0852	Information Supervisor	16	1.0	60,788	1.0	60,836	1.0	60,836
4692	Tax Information Representative III	15	1.0	55,301	1.0	58,665	1.0	58,665
4694	Tax Services Supervisor II	15	1.0	42,994	1.0	47,381	1.0	47,381
0369	Tax Examiner IV	13	1.0	46,045				
			9.0	\$495,692	8.0	\$474,446	8.0	\$474,446
04 Refunds - 0601253								
0048	Administrative Assistant III	16	4.0	237,348	4.0	257,068	4.0	257,068
4694	Tax Services Supervisor II	15	2.0	105,729	2.0	112,237	2.0	112,237
0047	Administrative Assistant II	14	1.0	49,931				
1102	Computer Operator II	14	1.0	49,931				
0369	Tax Examiner IV	13	1.0	46,488				
			9.0	\$489,427	6.0	\$369,305	6.0	\$369,305
06 Legal Division								
01 Administration - 0600616								
0057	Director of Communications	24	1.0	119,000	1.0	119,000	1.0	119,000
			1.0	\$119,000	1.0	\$119,000	1.0	\$119,000
03 Legal Department - 0600618								
0050	Administrative Assistant IV	18	1.0	70,298	1.0	71,727	1.0	71,727
0048	Administrative Assistant III	16			1.0	60,275	1.0	60,275
0370	Tax Examiner V	15	1.0	45,105				
			2.0	\$115,403	2.0	\$132,002	2.0	\$132,002

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

Job Code	Title	Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
07 Outreach Program and Services (TOPS)								
02 Ethnic Affairs/Senior Citizens Outreach Program - 0600702								
0852	Information Supervisor	16	1.0	61,472	1.0	62,762	1.0	62,762
			1.0	\$61,472	1.0	\$62,762	1.0	\$62,762
03 Community Programs - 0600703								
4692	Tax Information Representative III	15	1.0	52,114	1.0	53,175	1.0	53,175
			1.0	\$52,114	1.0	\$53,175	1.0	\$53,175
Total Salaries and Positions			34.0	\$2,113,941	26.0	\$1,791,300	26.0	\$1,791,300
Turnover Adjustment				(78,594)		(53,738)		(53,738)
Operating Funds Total			34.0	\$2,035,347	26.0	\$1,737,562	26.0	\$1,737,562

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

Grade	2013 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	2.0	270,131	2.0	270,131	2.0	270,131
22	1.0	67,557				
19	1.0	70,877	1.0	72,364	1.0	72,364
18	1.0	70,298	1.0	71,727	1.0	71,727
17	5.0	310,521	4.0	262,736	4.0	262,736
16	10.0	585,640	11.0	682,612	11.0	682,612
15	9.0	441,522	6.0	326,730	6.0	326,730
14	2.0	99,862				
13	2.0	92,533				
Total Salaries and Positions	34.0	\$2,113,941	26.0	\$1,791,300	26.0	\$1,791,300
Turnover Adjustment		(78,594)		(53,738)		(53,738)
Operating Funds Total	34.0	\$2,035,347	26.0	\$1,737,562	26.0	\$1,737,562

DEPARTMENT OVERVIEW

534 COUNTY TREASURER - TAX SALES AUTOMATION FUND

Mission

The Treasurer's Office collects, safeguards, invests and disburses property tax funds.

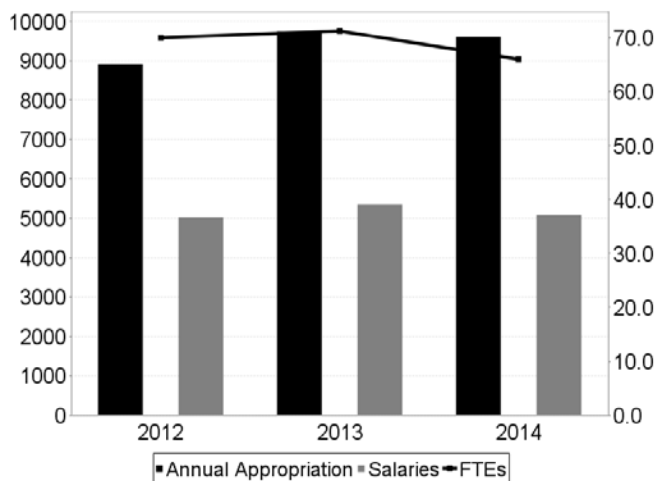
Mandates and Key Activities

- Print and Mail Property Tax Bills (Current & Prior)
- Collect Property Tax Payments (Current & Prior)
- Distribute Property Taxes to approximately 2,200 Taxing Bodies
- Collect and Safeguard Court Ordered Deposits
- Conduct Tax Sale for Delinquent Taxes (Annual & Scavenger)
- Collect Delinquent Special Assessments
- Refund Duplicate/Overpayments on Property Taxes
- Process Court Ordered Refunds
- Disclose Taxing District Debts

Discussion of 2013 Activities and 2014 Initiatives

- Re-design of 1st & 2nd Installment tax Bills – Include Taxing District debts on 1st installment tax bills allowing taxpayers to track government spending. Re-design the 2nd installment tax bill to include additional useful information.
- Document Scanning & Indexing - Scan documents to enable staff to access electronically and reduce paper.
- Infrastructure Platform Administration – Upgrade existing server environment on a new platform.
- Electronic Warrant Book – Creation of electronic warrant books to replace physical books.
- Central Repository – Create an internal Central Repository for all PIN related information.
- Cook County Tax Portal – enhancements to www.cookcountypropertyinfo.com

Appropriations (\$ thousands)			
Fund Category	2012 Adopted	2013 Adjusted Appropriation	2014 Recommended
Special Purpose Fund	8,913.0	9,750.0	9,605.5
	Adopted	Adopted	Recommended
FTE Positions	70.0	71.2	66.0



STAR Goals/Key Performance Indicators

- ★ Decrease Headcount- In FY13 the Treasurer's Office decreased the number of full time equivalent (FTE) employees from 250 in 1998 to 106 a decrease of 58%. To continue cost-savings measures, the Treasurer's office will decrease the FTE count to 92 in FY2014 as savings of 63%.
- ★ Decrease the number of duplicate and overpayments due to STOPS- STOPS was designed to prevent duplicate and overpayments by ensuring that only the legally responsible party submits payment. To date the measure prevented approximately 41,000 payments from being double paid, normally resulting in refunds. STOPS will ultimately educate the taxpayer and we will see a reduction in the quantity of STOPS, and double-paid property taxes.
- ★ Increase Taxpayer Convenience- By providing taxpayers with the option to pay online, at nearby Chase Bank, or at participating Community Bank locations, they no longer have to mail in payments, or come to our location and make a payment.

STAR Performance Data			
Performance Indicator	FY 2012	FY 2013 Projected YE	FY 2014 Target
Decrease Headcount	109	106	92
Duplicate payments intercepted before they were accepted as a result of STOPS	6,941	18,500	16,000
Online Taxpayer Payments	312,863	400,000	405,000

Programs

Taxpayer Convenience – Payments

- Nearly 400 Chase Branches
- Online Payments
- Community Banking Program – 194 Community bank branches

Web site – cookcountytreasurer.com

- Check payment status, search for a refund and check 3-year exemption history.
- Download forms, applications and brochures.

Automated Phone System – English • Spanish • Polish – 312.443.5100

- Check payment status, search for a refund and get information.

E-Mail System – Customer Relationship Management System

- Email responses to Taxpayer inquiries

Outreach Program

- Treasurer's Outreach Program informs taxpayers about the property-tax system. Several informational brochures are currently available in English and 23 other languages.

DEPARTMENT OVERVIEW

534 COUNTY TREASURER - TAX SALES AUTOMATION FUND

Debt Disclosure Ordinance – Transparency in Government

•The Debt Disclosure Ordinance requires every local taxing district to annually submit an electronic copy of the agency's most recent financial statement, debts/liabilities, gross tax levy, revenue, pension liability and unfunded pension liability.

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

Account	2013 Expend. As Of 09-27-13	2013 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	3,860,370	5,349,424	5,075,834	5,075,834	(273,590)
115/501170 Appropriation Adjustment for Personal Services		60,000			(60,000)
120/501210 Overtime Compensation	2,545	9,700	10,000	10,000	300
129/501300 Salaries and Wages of Seasonal Work Employees	111,414	150,000	229,200	229,200	79,200
170/501510 Mandatory Medicare Costs	56,591	83,782	79,829	79,829	(3,953)
174/501570 Pension	555,389	740,519	705,579	705,579	(34,940)
175/501590 Life Insurance Program	7,912	13,473	12,837	12,837	(636)
176/501610 Health Insurance	523,604	970,887	868,875	868,875	(102,012)
177/501640 Dental Insurance Plan	20,339	33,777	30,375	30,375	(3,402)
179/501690 Vision Care Insurance	7,756	8,488	7,591	7,591	(897)
183/501770 Seminars for Professional Employees		2,000	2,000	2,000	
185/501810 Professional and Technical Membership Fees	(5)	1,500	3,215	3,215	1,715
186/501860 Training Programs for Staff Personnel	30,652	71,250	35,000	35,000	(36,250)
190/501970 Transportation and Other Travel Expenses for Employees		100	100	100	
Personal Services Total	5,176,567	7,494,900	7,060,435	7,060,435	(434,465)
Contractual Services					
240/520490 External Graphics and Reproduction Services	468,719	530,000	530,000	530,000	
245/520610 Advertising For Specific Purposes		3,395	3,500	3,500	105
260/520830 Professional and Managerial Services	449,679	487,000	785,000	785,000	298,000
Contractual Services Total	918,398	1,020,395	1,318,500	1,318,500	298,105
Supplies and Materials					
350/530600 Office Supplies	10,070	20,079	21,000	21,000	921
353/530640 Books, Periodicals, Publications, Archives and Data Services	3,351	5,000	5,000	5,000	
388/531650 Computer Operation Supplies	48,368	140,650	149,500	149,500	8,850
Supplies and Materials Total	61,789	165,729	175,500	175,500	9,771
Operations and Maintenance					
441/540170 Maintenance and Repair of Data Processing Equipment and Software	341,044	531,900	463,538	463,538	(68,362)
441/540172 County Wide Contract for Maintenance of Data Processing Equipment			25,000	25,000	25,000
Operations and Maintenance Total	341,044	531,900	488,538	488,538	(43,362)
Capital Equipment and Improvements					
530/560510 Office Furnishings and Equipment			10,000	10,000	10,000
570/560440 Telecommunications Equipment			16,200	16,200	16,200
579/560450 Computer Equipment	228,084	260,493	273,450	273,450	12,957
Capital Equipment and Improvements Total	228,084	260,493	299,650	299,650	39,157
Rental and Leasing					
630/550010 Rental of Office Equipment		7,050			(7,050)
630/550018 County Wide Canon Photocopier Lease			6,843	6,843	6,843
Rental and Leasing Total		7,050	6,843	6,843	(207)
Contingency and Special Purposes					
814/580380 Appropriation Adjustments		13,432			(13,432)
818/580033 Reimbursement to Designated Fund		1,405,170			(1,405,170)
819/580420 Appropriation Transfer for Reimbursement from Designated Fund		(1,405,170)			1,405,170
883/580260 Cook County Administration	192,050	256,067	256,067	256,067	
Contingency and Special Purposes Total	192,050	269,499	256,067	256,067	(13,432)
Operating Funds Total	6,917,932	9,749,966	9,605,533	9,605,533	(144,433)

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

Job Code	Title	Grade	2013 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	151,130	1.0	151,130	1.0	151,130
0107	First Deputy Treasurer	24			1.0	116,242	1.0	116,242
0108	Deputy County Treasurer	24	1.0	151,130	1.0	151,130	1.0	151,130
0118	Financial Control Officer	24	2.0	275,083				
0120	Chief Financial Officer	24			1.0	145,083	1.0	145,083
0186	Cash Management Director	24	1.0	145,083	1.0	145,083	1.0	145,083
0193	Data Services Administrator	24			1.0	125,000	1.0	125,000
0708	Director	24	1.0	103,257				
0745	Chief General Counsel	24			1.0	151,130	1.0	151,130
1034	Chief Legal Counsel - Treasurer	24	1.0	120,000				
1035	Deputy Chief Legal Counsel - Treasurer	24			1.0	130,000	1.0	130,000
1055	Project Director V	24	1.0	151,130				
0813	Project Leader-Midrange Systems	23	4.0	373,216	4.0	340,664	4.0	340,664
0113	Director Financial Control IV	24	1.0	125,000	1.0	133,000	1.0	133,000
0112	Director of Financial Control III	23	1.0	70,658	1.0	96,265	1.0	96,265
1114	Systems Analyst V	23	10.0	938,585	9.0	823,169	9.0	823,169
1137	Application Developer	23	1.0	114,341	1.0	114,341	1.0	114,341
4696	Special Assistant to Department Head - Attorney	23			1.0	103,743	1.0	103,743
1108	Programmer IV	22	1.0	68,028	1.0	69,453	1.0	69,453
1135	Project Leader- Data Systems	22	1.0	88,879	1.0	90,670	1.0	90,670
0111	Director of Financial Control II	21	1.0	96,265				
0293	Administrative Analyst III	21	1.0	90,597	2.0	178,760	2.0	178,760
1113	Systems Analyst IV	21	2.0	180,978	2.0	182,624	2.0	182,624
0051	Administrative Assistant V	20	1.0	76,903	1.0	78,512	1.0	78,512
0110	Director of Financial Control I	20	1.0	55,892	1.0	58,170	1.0	58,170
1112	Systems Analyst III	20	1.0	79,676	1.0	81,344	1.0	81,344
0145	Accountant V	19	3.0	202,387	2.0	122,695	2.0	122,695
0292	Administrative Analyst II	19	3.0	229,497	2.0	124,773	2.0	124,773
1115	System Software Programmer II	19	1.0	77,145	2.0	155,826	2.0	155,826
0050	Administrative Assistant IV	18	2.0	135,232	2.0	138,315	2.0	138,315
0251	Business Manager I	18	1.0	73,905				
0144	Accountant IV	17	2.0	121,418	1.0	61,221	1.0	61,221
0291	Administrative Analyst I	17	6.0	366,887	5.0	316,316	5.0	316,316
0380	Divisions Supervisor II	17	1.0	67,191	1.0	68,595	1.0	68,595
0705	Personnel Analyst III	17	1.0	63,659	1.0	64,991	1.0	64,991
0048	Administrative Assistant III	16	6.2	354,436	8.0	454,131	8.0	454,131
0231	Cashier Division Supervisor II	16	1.0	63,581	1.0	63,632	1.0	63,632
0361	Tax Collection Supervisor III	16	1.0	44,153	1.0	46,840	1.0	46,840
0143	Accountant III	15	4.0	192,549	4.0	207,670	4.0	207,670
0370	Tax Examiner V	15	2.0	104,648	2.0	109,305	2.0	109,305
0047	Administrative Assistant II	14	2.0	90,879				
0230	Cashier Division Supervisor I	14	1.0	49,440				
			71.2	\$5,692,838	66.0	\$5,399,823	66.0	\$5,399,823
Total Salaries and Positions			71.2	\$5,692,838	66.0	\$5,399,823	66.0	\$5,399,823
Turnover Adjustment				(343,414)		(323,989)		(323,989)
Operating Funds Total			71.2	\$5,349,424	66.0	\$5,075,834	66.0	\$5,075,834

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

Grade	2013 Approved & Adopted		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
24	9.0	1,221,813	9.0	1,247,798	9.0	1,247,798
23	16.0	1,496,800	16.0	1,478,182	16.0	1,478,182
22	2.0	156,907	2.0	160,123	2.0	160,123
21	4.0	367,840	4.0	361,384	4.0	361,384
20	3.0	212,471	3.0	218,026	3.0	218,026
19	7.0	509,029	6.0	403,294	6.0	403,294
18	3.0	209,137	2.0	138,315	2.0	138,315
17	10.0	619,155	8.0	511,123	8.0	511,123
16	8.2	462,170	10.0	564,603	10.0	564,603
15	6.0	297,197	6.0	316,975	6.0	316,975
14	3.0	140,319				
Total Salaries and Positions	71.2	\$5,692,838	66.0	\$5,399,823	66.0	\$5,399,823
Turnover Adjustment		(343,414)		(323,989)		(323,989)
Operating Funds Total	71.2	\$5,349,424	66.0	\$5,075,834	66.0	\$5,075,834