



Office of the County Treasurer

FY2021 Mid-Year Budget Review

County Treasurer

Objective: Update on FY2021 Goals and Objectives, review FY2021 YTD budget, FY2020 year-end projections and operational lessons learned in the midst of the COVID-19 public health crisis.

I. Update on FY2021 Initiatives and Goals

- **FY2021 Initiative/Goal #1: # of Online Payments**
 - Current Status of Initiative/Goal
 - **CCTO Answer:** On target.
 - Provide impact on any key performance indicators.
 - **CCTO Answer:** We had a goal of 600,000 online payments collected by fiscal year end and we are currently at 455,949 payments through 7/5/2021. We expect to meet or surpass 600,000 online payments after our second installment collections.
 - *For OUP Only: How does this align with the Policy Roadmap.*
 - **CCTO Answer:** N/A
- **FY2021 Initiative/Goal #2: # of Days for Printing, Folding, and Inserting Property Tax Bills per Installment**
 - Current Status of Initiative/Goal
 - **CCTO Answer:** On target.
 - Provide impact on any key performance indicators.
 - **CCTO Answer:** We had a goal of 9 days per installment. During our first installment, we met that target by completing this process in 9 days.
 - *For OUP Only: How does this align with the Policy Roadmap.*
 - **CCTO Answer:** N/A

II. FY2021 Revenue (for revenue generating offices)

Comparison of YTD budget (as of 5/31/2021) vs YTD actual revenue with explanations for major variances and corrective action steps. Final unaudited actuals for May 31, 2021 will be reported in the upcoming monthly Revenue and Expense report.

Revenue	FY2021 YTD Budget	FY2021 YTD Actuals	\$ Variance	% Variance
County Treasurer	\$17,916,338	\$22,838,445	\$4,922,107	27.5%

- Explanation of variances greater than 1% and \$1 million
 - **CCTO Answer:** There has been a higher than expected number of taxpayers paying delinquent taxes.
- What corrective action will be taken?
 - **CCTO Answer:** No corrective action needed.

FY2021 Mid-Year Budget Review

III. FY2021 Expenditure Projections

Comparison of YTD budget (as of 5/31/2021) vs YTD actual expenses with explanations for major variances and corrective action steps. Final unaudited actuals for May 31, 2021 will be reported in the upcoming monthly Revenue and Expense report.

Operating Expenses	FY2021 YTD Budget	FY2021 YTD Actuals	\$ Variance	% Variance
Personnel	\$ 332,754	\$ 267,022	\$ 65,732	19.8%
Contractual Services	\$ 28,123	\$ 11,700	\$ 16,423	58.4%
Supplies and Materials	\$ 1,795	\$ 1,095	\$ 700	39.0%
Operations and Maintenance	\$ 4,794	\$ 4,378	\$ 415	8.7%
Capital Expenditures	-	-	-	-
Rental and Leasing	-	-	-	-
Contingencies and Special Purposes	-	-	-	-
Total	\$ 367,466	\$ 284,195	\$ 83,271	22.7%

- Explanation of variances greater than 1% and \$1 million
 - **CCTO Answer:** The majority of the \$83,271 we are under budget is a result of not filling the three open positions we hold on the corporate budget. Regarding the remaining line items, invoices have come in later than expected. We expect to use the majority of the funds before the end of the year. We will not go over budget on any of the above accounts.
- What corrective action will be taken if required?
 - **CCTO Answer:** No corrective action is needed.

IV. Status of FY2021 Hiring

Please provide a status (as of 5/31/21) on the office's hiring efforts to date and planned through the end of the year. This section applies to only operating fund positions. For OUP, please provide responses at the Bureau-level. For all other elected/appointed offices, please provide responses at the office/department-level.

Bureau/Department*	# of FY2021 Appropriated FTE	# of Filled Positions	# of Vacant Positions
County Treasurer	7	4	3

FY2021 Mid-Year Budget Review

- If your office has vacant positions, please provide an indication of what percentage of vacancies are anticipated to be filled by fiscal year-end and what actions are currently in place to help achieve that goal.
 - **CCTO Answer:** We do not expect to fill these three vacant positions in FY21.
- To the extent your agency has positions vacant as of 5/31/21, please provide the Board information on what, if any, challenges your office has faced in filling the positions.
 - **CCTO Answer:** We have not experienced any challenges with filling positions when needed.

V. FY2021 Contracts

Please provide a list of your office's existing and anticipated contracts for FY2021 in the format provided below. (Feel free to attach this list separately if more room is needed)

Vendor Name	Department	Contract Purpose	Contract Amount	Contract Start Date	Contract End Date	Contract Status*
Millennium Parking Garages LLC	1060-County Treasurer	Parking	\$9,720	12/15/2017	12/19/2021	Extended in FY22
Davis Bancorp	1060-County Treasurer	Armored Car	\$70,200	4/1/2018	3/31/2022	Extended in FY22

- *For any contract that is expiring this year, please indicate:
 - Whether the contract will be renewed, extended or re-bid.
 - If re-bid, the status of the procurement.

VI. Capital Equipment Updates

Please provide a list of your office's FY2021 capital equipment projects and the status of projects in the format provided below. (Feel free to attach this list separately if more room is needed)

Capital Equipment Project	Project Status (Not Started/Started/Delayed/Completed)	Please provide an update on the project, reasons for any delays and the expected completion date of the project
Computer Equipment Replacement	Started	We continually replace computers when they are determined to be no longer serviceable by our IT department.
Increase & Improve Data Storage Capacity	Started	Our IT department continually replaces server hardware as they reach end of life.

VII. Grant Funding

Grant Name	Department	Award Amount	Award State Date	Award End Date	Grant Set Up Status
N/A					

FY2021 Mid-Year Budget Review

- Please detail your office's efforts this year to seek out new sources of grant funding.
 - N/A
- How many full-time or part-time staff members in your office are responsible for the administration of grants? (*Indicate how many are full-time and how many are part-time*)
 - N/A

VIII. COVID-19 Operational Impacts

Please respond to each question below and provide details and take-aways about your operations as it relates to the COVID-19 public health crisis.

- Describe any initiatives you have implemented that have resulted in greater efficiencies within your operations and how such initiatives can or will be carried forward into your operations as we transition back to full operation.
 - **CCTO Answer:** During FY21, we were able to purchase two vans in order to re-purpose our customer service employees to enable them to serve taxpayers at their communities instead of taxpayers coming into our building. The need for vehicles as a mobile arm of the Treasurer's Office always has been substantial but now has become overwhelming and urgent because of the pandemic. The need has grown as my office traffic has plunged. Thousands of our constituents are reluctant to leave their homes to visit the County Building in downtown Chicago because they fear COVID-19, and it appears that these people are predominantly senior citizens and from our minority communities.
 - In addition, the Treasurer's Office has an outreach program in place wherein we go out into the community and setup tables at events, churches, festivals, etc. and assist property tax payers with tax related issues. Our employees lookup properties and check for tax delinquencies, over-payments, missed exemptions, incorrect mailing information, etc. Most services that a taxpayer would expect to happen at the office are offered by our staff at these events. The outreach program has proven successful in that we have refunded millions of dollars in tax refunds to taxpayers that would otherwise not find without our assistance.
 - Are there additional cost-saving or efficiency-saving measures you envision incorporating into your operations as a result of lessons learned during the pandemic?
 - **CCTO Answer:** This office is always looking for new cost-saving or efficiency-saving measures. The various technological advances my office has made throughout the years is the reason why we were able to seamlessly adjust to life during the pandemic and continue to provide all of our services to our taxpayers.
- How did you incorporate technology and digital access into your processes in the midst of COVID-19?
 - **CCTO Answer:** It has always been the goal of the office to provide our services digitally. On my webpage a taxpayer is able to get their questions answered digitally, look up and apply for refunds digitally, and pay for their taxes digitally. We made this possible before the pandemic and it has allowed us to transition into life during the pandemic and still provide the services required of this office digitally.

FY2021 Mid-Year Budget Review

- Are you contemplating implementing more innovative/transformational technological initiatives to systematically transform operations within your office and improve public accessibility?
 - **CCTO Answer:** As you know this office is always looking to implement more innovative/transformational technological initiatives. As we identify those areas, we will make the board aware of those advancements.
 - How can your office accelerate these improvements and what impact would that have on your budgets?
 - **CCTO Answer:** As we continue our pursuit of technological initiatives, we will continue to draw less on the general fund until we are no longer funded by the general fund. You have witnessed this trend over my last 20 budgets.

IX. FY2022 Preliminary Forecast

FY2022 Budget Target	\$808,218
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- Please provide preliminary ideas of how your office is planning to meet your budget target for FY2022.
 - **CCTO Answer:** As we continue to improve and initiate our technological initiatives, we will continue to fund more of our office through our special purpose fund, which is not funded by taxpayer dollars. Based on the initial projections from the FY22 Preliminary Budget for our office has already met the target.