



## REAL ESTATE AND TAX SERVICE

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**To:** Honorable John P. Daley, *Chairman*  
Cook County Board of Commissioners, Finance Committee  
**From:** Carolyn Wilhight, CPA *Carolyn Wilhight CW*  
Deputy Clerk  
Cook County Clerk Office  
**CC:** Annette C.M. Guzman, *Budget Director*  
Department of Budget & Management Services  
**Date:** November 9, 2020  
**Re:** Request for Information from FY2021 Department Budget Hearing

The following information is provided in response to questions posed at our department's hearing held on November 6, 2020 to discuss the FY2021 Executive Budget Recommendation.

### I. Request ID# 1110-01

Commissioner Degnen asked where in the Clerk's FY21 budget the amounts for microfilm digitization and records preservation are budgeted? Please provide the total amounts broken out across all funds.

#### Response:

Fund	Description	Image Capture Project	
11000	Corporate	520650-Media Storage Services - Budget Entry	\$10,000
11314	Document Storage	520650-Media Storage Services - Budget Entry	\$815,000
11259	GIS	520830-Professional Imaging Services	\$250,000
Total			\$1,075,000

### II. Request ID# 1110-02

Commissioner Degnen asked for an explanation of the increase in professional services from \$175,826 in FY20 to \$1,157,000 in FY21 and detail whether or not these are one-year costs or will they continue across multiple years?

#### Response:

Fund	Using Group	2020	2021	Purpose of Funds
11000	10155-Administration	\$ 175,826	\$ 72,000	Assumption of Duties Consultant-ICL \$72,000
11000	18675-Recording Operations	\$ -	\$ 90,000	Current POS Provider-Maintenance Contract for continuous maintenance support for 20/20 Cashiering/Collection System.

11000	35610-Tax Services Administration	\$ -	\$ 895,000	Vitals Security Paper, Accounting & General Ledger Upgrade contract services.
11000	35655-Vital Records Administration	\$ -	\$ 100,000	Additional enhancement/Proof of Concept to the Vitals Point of Sale System-\$100,0000 to track security paper allocation and usage for internal control measures.
	Total 520830-Professional Services - Budget Entry	\$ 175,826	\$ 1,157,000	

### III. Request ID# 1110-03

Commissioner Degnen asked for an explanation of the difference in personnel costs in the Clerk plus Recorder's budget in FY20 vs. the Clerk's budget in FY21 (minus the Election Fund) and why it went down by 10% vs. the reduction in FTEs by 15.47%?

#### Response:

Salary, wage and benefit costs are valued differently than pure FTE count. The value of health benefits shifted from the Recorder of Deeds office based on the methodology used by the County to determine annual benefit costs. Also, overall health benefits increase on an annual basis based on increases in plan rates. Thus, there was an increase in the budgeted amount of \$373,196. In addition, recording functions and operations have been reconceived to ensure greater efficiencies, which required the development of new positions. Generally, new positions have been budgeted at an entry level rate. However, it is anticipated that many current Recorder of Deeds employees will prevail in obtaining these positions through the open interview process. If an existing employee in the Recorder of Deeds Office is successful in obtaining a recorder position within the Clerk's office, that employee is entitled to receive compensation in line with their existing compensation rates, per our compensation schedules. Therefore, we have budgeted an amount in reserve to allow for increases and will adjust our budget where necessary, to make the employee whole should any positions be offered to an existing employee of the Recorder of Deeds Office.

### IV. Request ID# 1110-04

Commissioner Daley asked if the Clerk's office can provide a response to all the questions submitted by the League of Women's Voters?

#### Response:

*See Additional Attachment.*

### V. Request ID# 1110-05

Commissioner Degnen asked if the Clerk's office can provide an updated organizational chart for the consolidated office?

#### Response:

*See Attached Organizational Chart.*

### VI. Request ID# 1110-06

Commissioner Degnen asked if the Clerk's office can provide target dates for the completion of projects related to the Clerk's assumption of the Recorder's duties and identify which projects are one-time costs vs. multi-year costs?

**Response:**

There are a number of non-personnel initiatives included in the FY 21 budget. Please see below for a list of these initiatives:

<b>FY21 Budgeted Amount</b>	<b>FY21 Initiatives</b>	<b>Timeline Completion Date</b>
\$90,000	Current POS Provider-Maintenance Contract/Project (ongoing)	1 <sup>st</sup> Qtr
\$895,000	Vitals Security Paper, Accounting & General Ledger Upgrade (new, one time)	2 <sup>nd</sup> Qtr
\$815,000	Image Capture Project (document storage fund) (new one time)	4thQtr
\$100,000	Enhancement/Proof of Concept to the Vitals Point of Sale System (new one time)	1 <sup>st</sup> Qtr
\$80,000	Legal Counsel for multiple Clerk-Office Needs: Labor negotiations and Shakman (new, one-time)	On-Going
\$413,000	Cashier System Licenses/Accounting System Licenses (ongoing)	3 <sup>rd</sup> Qtr
\$250,000	Contract with US Imaging for imaging the old records to get rid of the microfilm. (GIS fund) (ongoing)	4thQtr
\$150,000	Digitization of Recording Records operating capital request (new, one time)	4thQtr
<b>\$2,793,000</b>	<b>Total</b>	

**VII. Request ID# 1110-07**

Commissioner Degnen asked why are the number of FTEs for the Election Fund going up by 5 in FY21?

**Response:**

The Clerk made corrections to inadequately placed positions that impacted the Corporate Budget by placing them in the appropriate fund according to the respective program and duties. Thus, such positions were appropriately applied to the Election Fund.

As always, please let us know if you have any additional questions.

Cc: Karen A. Yarbrough, Cook County Clerk  
Cedric Giles, Chief Deputy Clerk  
Sisavanh Baker, Legal Counsel  
Jeron Bland, DBMS