

# 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	Expenditures Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<b>Corporate Fund</b>					
050 - Board of Review	5,932,549.67	6,520,154	7,911,856	7,003,904	483,750
Corporate Fund Total	5,932,549.67	6,520,154	7,911,856	7,003,904	483,750
General Fund Total	5,932,549.67	6,520,154	7,911,856	7,003,904	483,750
Total Appropriations	5,932,549.67	6,520,154	7,911,856	7,003,904	483,750

SUMMARY OF POSITIONS

Department and Title	2011 Approved Positions	Department Request	President's Recommendation	Difference
<b>Corporate Fund</b>				
050 - Board of Review	124.9	127.0	109.0	(15.9)
Corporate Fund Total	124.9	127.0	109.0	(15.9)
General Fund Total	124.9	127.0	109.0	(15.9)
Total Positions	124.9	127.0	109.0	(15.9)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
 BOARD OF REVIEW

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<b>Personal Services</b>					
110/501010 Salaries and Wages of Regular Employees	5,660,992.04	6,435,930	7,416,139	6,508,187	72,257
120/501210 Overtime Compensation	24,990.64	17,168	119,000	119,000	101,832
170/501510 Mandatory Medicare Costs	3,700.11				
185/501810 Professional and Technical Membership Fees	1,050.00	1,050	1,575	1,575	525
186/501860 Training Programs for Staff Personnel			4,900	4,900	4,900
190/501970 Transportation and Other Travel Expenses for Employees	2,949.17	3,474	1,849	1,849	(1,625)
<b>Personal Services Total</b>	<b>5,693,681.96</b>	<b>6,457,622</b>	<b>7,543,463</b>	<b>6,635,511</b>	<b>177,889</b>
<b>Contractual Services</b>					
225/520260 Postage	59,393.92	66,104	81,800	81,800	15,696
240/520490 External Graphics and Reproduction Services	62,990.97	91,221	72,700	72,700	(18,521)
241/520491 Internal Graphics and Reproduction Services			20,000	20,000	20,000
242/520550 Surveys, Operations and Reports	1,978.00	2,713	2,802	2,802	89
245/520610 Advertising For Specific Purposes	3,782.88	6,186	6,269	6,269	83
268/521030 Court Reporting, Stenographic, Transcribing, or Interpreter Services	177.95	653	1,100	1,100	447
<b>Contractual Services Total</b>	<b>128,323.72</b>	<b>166,877</b>	<b>184,671</b>	<b>184,671</b>	<b>17,794</b>
<b>Supplies and Materials</b>					
350/530600 Office Supplies	30,523.07	66,321	68,486	68,486	2,165
353/530640 Books, Periodicals, Publications, Archives and Data Services	18,716.79	22,471	25,300	25,300	2,829
354/530680 Data Services for PTAB	24,542.30	46,591	47,883	47,883	1,292
388/531650 Computer Operation Supplies	10,928.98	11,499	9,998	9,998	(1,501)
<b>Supplies and Materials Total</b>	<b>84,711.14</b>	<b>146,882</b>	<b>151,667</b>	<b>151,667</b>	<b>4,785</b>
<b>Operations and Maintenance</b>					
440/540130 Maintenance and Repair of Office Equipment	3,138.85	6,198	3,217	3,217	(2,981)
441/540172 County Wide Contract for Maintenance of Data Processing Equipment			7,612	7,612	7,612
<b>Operations and Maintenance Total</b>	<b>3,138.85</b>	<b>6,198</b>	<b>10,829</b>	<b>10,829</b>	<b>4,631</b>
<b>Rental and Leasing</b>					
630/550010 Rental of Office Equipment	22,694.00	22,694			(22,694)
630/550018 County Wide Canon Photocopier Lease			21,226	21,226	21,226
<b>Rental and Leasing Total</b>	<b>22,694.00</b>	<b>22,694</b>	<b>21,226</b>	<b>21,226</b>	<b>(1,468)</b>
<b>Contingency and Special Purposes</b>					
814/580380 Appropriation Adjustments		(280,119)			280,119
<b>Contingency and Special Purposes Total</b>		<b>(280,119)</b>			<b>280,119</b>
<b>Operating Funds Total</b>	<b>5,932,549.67</b>	<b>6,520,154</b>	<b>7,911,856</b>	<b>7,003,904</b>	<b>483,750</b>
<b>(717) New/Replacement Capital Equipment</b>					
530/560510 Office Furnishings and Equipment	19,575.00	38,964	12,400	12,400	(26,564)
579/560450 Computer Equipment	105,737.93	28,443	572,912	250,000	221,557
	125,312.93	67,407	585,312	262,400	194,993
<b>Total Capital Equipment Request Total</b>	<b>125,312.93</b>	<b>67,407</b>	<b>585,312</b>	<b>262,400</b>	<b>194,993</b>

## DEPARTMENT OVERVIEW

### 050 BOARD OF REVIEW

#### Mission

The Mission of the Board of Review ("BOR") is to comply with its statutory mandate and the oath taken by each Commissioner to perform all duties of the office 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 made by the Board of Review, 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.
- The BOR provides a forum for taxpayers to challenge the assessment of their property.
- The BOR accepts applications for exemptions and provides a recommendation to the Illinois Department of Revenue.
- The BOR collects evidence submitted for appeals and examines the uniformity of a property's assessment in order to determine a fair and just assessed value.
- The BOR transmits the decisions to the Assessor so that the record reflects the accurate assessed value.
- Each Commissioner's staff reviews every appeal and a majority vote is needed to affect a decision.
- If a taxpayer or taxing body files an appeal with the Illinois Property Tax Appeal Board, the BOR is required to defend its decision.

#### Discussion of 2011 Activities and 2012 Initiatives

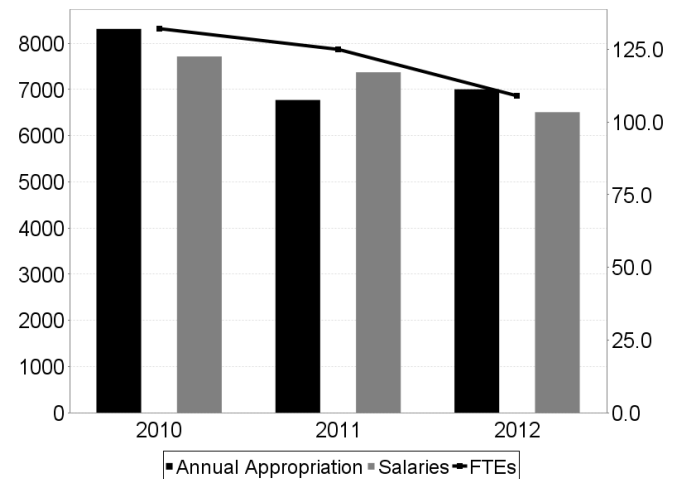
2011 marked the beginning of a new and exciting season at the BOR with the addition of two new Commissioners.

On September 6, 2011 the BOR launched its new online filing process. Working together with various Cook County Departments including the Cook County Assessor, Bureau of Technology and MIS Department, the BOR was able to implement an online filing system without adding additional costs to the taxpayer.

Also in 2011, the BOR translated its complaint forms into Spanish, Polish and Chinese languages to better serve the diverse communities throughout Cook County.

2012 initiatives involve monitoring the online filing process and further developing its features and services. As the system is newly developed it will need to be monitored and modified for efficiency and top performance.

Appropriations (\$ thousands)			
Fund Category	2010 Adopted	2011 Adopted	2012 Recommended
General	8,311.1	6,771.9	7,003.9
<b>Total</b>	<b>8,311.1</b>	<b>6,771.9</b>	<b>7,003.9</b>
	<b>Adopted</b>	<b>Adopted</b>	<b>Recommended</b>
FTE Positions	132.0	124.9	109.0



#### S.T.A.R. Goals/Key Performance Indicators

- Ensure efficient and timely appeals process – The 2011 target was to hear and close all appeals in 321 days and the BOR exceeded this target by closing in 320 days.
- Improve access and awareness of appeals process – In 2011 the BOR launched the online filing process. To date 2205 parcels have been filed online.
- Improve taxpayer communication and trust - In 2011 the BOR established a FOIA page on its website.

#### Programs

##### Outreach

The BOR presents outreach workshops throughout the County to increase awareness of the property tax appeal process. Each Commissioner leads an active outreach program bringing access to the BOR's appeal process to all and especially those communities that are underserved, to the citizens that lack access to the internet or ready transportation, and to the elderly. This year outreach is critical because of the integration of online filing.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
DEPARTMENT 050 - BOARD OF REVIEW

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<b>Personal Services</b>					
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<b>(717) New/Replacement Capital Equipment - 71700050</b>					
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PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
DEPARTMENT 050 - BOARD OF REVIEW

Job Code	Title	Grade	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
<b>01 Executive Division</b>								
<b>01 Hearings - 0501254</b>								
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	98,449	1.0	73,960		
0324	Administrative Assistant to Commissioners II (Board of Appeals)	23	3.0	274,250	4.0	365,769	4.0	365,769
0383	Deputy in Charge-Complaints	23	1.0	66,606	1.0	92,109		
0065	Administrative Assistant to Commissioner Board of Appeals	22	2.0	154,337	1.0	92,569	1.0	92,569
0051	Administrative Assistant V	20	4.0	216,353	4.0	221,184	3.0	167,481
0366	Appeals Analyst II	19	1.0	47,924	1.0	48,889		
0365	Appeals Analyst I	18	1.0	59,034	1.0	60,281	1.0	60,281
			19.0	\$1,610,521	19.0	\$1,648,329	15.0	\$1,379,668
<b>02 Real Estate Tax Analytical Section - 0501411</b>								
0295	Administrative Analyst V	23	4.0	282,325	4.0	300,291	4.0	299,831
0324	Administrative Assistant to Commissioners II (Board of Appeals)	23	1.0	66,606	1.0	67,949	1.0	67,949
1114	Systems Analyst V	23		1	0.5	33,303	1.0	66,606
1137	Manager-Systems Development	23	1.0	66,606	1.0	67,949	1.0	67,949
0065	Administrative Assistant to Commissioner Board of Appeals	22	4.0	254,728	4.0	259,860	3.0	194,895
0338	Assessment Analyst IV	22	2.0	157,674	2.0	161,292	2.0	161,292
0342	Assessment Analyst III	21	1.0	79,846	3.0	200,313	3.0	200,313
0051	Administrative Assistant V	20	6.0	373,597	5.0	328,740	5.0	328,740
0145	Accountant V	19	2.0	108,591	2.0	110,692	2.0	110,692
0366	Appeals Analyst II	19	2.0	130,266	1.0	66,275	1.0	66,275
0050	Administrative Assistant IV	18	1.0	43,809	1.0	44,691		
0365	Appeals Analyst I	18	3.0	160,450	4.5	230,204	5.0	252,108
0389	Deputy Member III	18	3.0	171,406	3.0	175,930	2.0	131,239
			30.0	\$1,895,905	32.0	\$2,047,489	30.0	\$1,947,889
<b>03 Administrative and Clerical - 0501256</b>								
0387	Secretary Board of Appeals	23	1.0	82,131	1.0	83,783	1.0	83,783
0253	Business Manager III	22	1.0	63,682	1.0	64,966		
0051	Administrative Assistant V	20	1.0	53,287	1.0	54,834	1.0	54,834
1103	Computer Operator III	16	1.0	38,098	1.0	38,674	1.0	38,674
0384	Deputy Member I	14	1.0	46,133	1.0	47,685	1.0	47,685
0906	Clerk IV	9	0.9	24,836	1.0	22,905		1
			5.9	\$308,167	6.0	\$312,847	4.0	\$224,977
<b>04 PTAB Administrative Review Section - 0501257</b>								
0324	Administrative Assistant to Commissioners II (Board of Appeals)	23	1.0	66,606	1.0	67,995		
0050	Administrative Assistant IV	18				1		1
0365	Appeals Analyst I	18	3.0	166,589	3.0	179,536	3.0	179,536
0048	Administrative Assistant III	16	1.0	44,339	1.0	45,594	1.0	45,594
1103	Computer Operator III	16	1.0	51,339	1.0	52,425		
			6.0	\$328,873	6.0	\$345,551	4.0	\$225,131
<b>02 Administrative Service Division</b>								
<b>01 Supervisory and Clerical - 0501258</b>								
0382	Chief Clerk Board of Appeals	23	1.0	82,131	1.0	83,783	1.0	83,783
0366	Appeals Analyst II	19	2.0	118,769	3.0	170,014	1.0	72,500
0365	Appeals Analyst I	18	2.0	112,581	1.0	66,276	1.0	66,276

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

Job Code	Title	Grade	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0144	Accountant IV	17	1.0	56,692	1.0	57,925	1.0	57,925
0388	Deputy Member II	15	1.0	53,322	1.0	54,834	1.0	54,834
0047	Administrative Assistant II	14	1.0	32,968	1.0	33,632	1.0	33,632
0936	Stenographer V	13	2.0	79,388	2.0	77,490	1.0	46,746
0907	Clerk V	11	2.0	70,946	2.0	72,255	1.0	38,098
0906	Clerk IV	9	1.0	25,688	1.0	22,905		1
			13.0	\$632,485	13.0	\$639,114	8.0	\$453,795
02 Property Exemption Section - 0501259								
0324	Administrative Assistant to Commissioners II (Board of Appeals)	23	2.0	178,911	2.0	184,051	2.0	184,051
0051	Administrative Assistant V	20	1.0	52,687	1.0	53,750		
0145	Accountant V	19	1.0	70,888	1.0	53,750		
0050	Administrative Assistant IV	18	1.0	43,809	1.0	44,692	1.0	44,692
1103	Computer Operator III	16	1.0	55,328	1.0	56,498	1.0	56,498
			6.0	\$401,623	6.0	\$392,741	4.0	\$285,241
03 Computer Section - 0501412								
0065	Administrative Assistant to Commissioner Board of Appeals	22	1.0	97,082	1.0	99,761	1.0	99,761
0050	Administrative Assistant IV	18	1.0	66,276	1.0	67,610	1.0	67,610
0046	Administrative Assistant I	12	1.0	40,327	1.0	41,469	1.0	41,469
0907	Clerk V	11	1.0	38,712	1.0	39,649	1.0	39,649
			4.0	\$242,397	4.0	\$248,489	4.0	\$248,489
04 Field Investigation Section - 0501261								
0051	Administrative Assistant V	20	1.0	52,758	1.0	53,750	1.0	53,750
0047	Administrative Assistant II	14	1.0	35,576	1.0	36,609	1.0	36,609
0936	Stenographer V	13	1.0	44,395	1.0	45,821	1.0	45,821
			3.0	\$132,729	3.0	\$136,180	3.0	\$136,180
05 Taxpayer Assistance Section - 0501262								
0051	Administrative Assistant V	20	1.0	52,687	2.0	107,499	2.0	107,319
0145	Accountant V	19	1.0	47,924	1.0	55,938	1.0	55,938
0365	Appeals Analyst I	18	3.0	139,717	3.0	142,130	3.0	142,130
0389	Deputy Member III	18	1.0	43,809	1.0	44,692	1.0	44,692
0048	Administrative Assistant III	16	1.0	56,826	1.0	58,214	1.0	58,214
0143	Accountant III	15	1.0	50,853				
0384	Deputy Member I	14	1.0	48,305	1.0	49,134	1.0	49,134
1235	STOREKEEPER V	14	1.0	44,174	1.0	45,593	1.0	45,593
0906	Clerk IV	9	1.0	34,809	1.0	35,352	1.0	35,352
			11.0	\$519,104	11.0	\$538,552	11.0	\$538,372
06 Pre-Hearing - 0501263								
0295	Administrative Analyst V	23	1.0	67,987	1.0	67,949	1.0	67,949
0389	Deputy Member III	18	1.0	57,735	1.0	59,386	1.0	59,386
0384	Deputy Member I	14	1.0	48,939	1.0	49,627	1.0	49,627
0046	Administrative Assistant I	12	1.0	42,168	1.0	43,374	1.0	43,374
			4.0	\$216,829	4.0	\$220,336	4.0	\$220,336
07 Computer Entry Section - 0501264								
0051	Administrative Assistant V	20			1.0	66,606	1.0	66,606
0145	Accountant V	19	1.0	71,483	1.0	73,226	1.0	73,226
0050	Administrative Assistant IV	18	1.0	65,077	1.0	66,939	1.0	66,939
1103	Computer Operator III	16	1.0	55,545				
0047	Administrative Assistant II	14	2.0	87,443	2.0	89,989	2.0	89,989
0384	Deputy Member I	14	2.0	96,916	2.0	98,309	2.0	98,309
0936	Stenographer V	13	1.0	45,554	1.0	46,977	1.0	46,977

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

Job Code	Title	Grade	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0907	Clerk V	11	3.0	104,889	3.0	108,048	3.0	108,048
			11.0	\$526,907	11.0	\$550,094	11.0	\$550,094
08 PTAB Clerical Section - 0501413								
0338	Assessment Analyst IV	22	1.0	65,378	1.0	67,273	1.0	67,273
0365	Appeals Analyst I	18	1.0	63,175	1.0	64,965	1.0	64,965
0388	Deputy Member II	15	1.0	51,918	1.0	52,687	1.0	52,687
1102	Computer Operator II	14	2.0	93,228	2.0	94,906	2.0	94,906
0907	Clerk V	11	2.0	57,689	2.0	58,732	1.0	31,998
			7.0	\$331,388	7.0	\$338,563	6.0	\$311,829
03 Branch Offices								
01 Markham Branch - 0501267								
0047	Administrative Assistant II	14	1.0	49,444	1.0	50,625	1.0	50,625
			1.0	\$49,444	1.0	\$50,625	1.0	\$50,625
02 Bridgeview Branch - 0501268								
0384	Deputy Member I	14	1.0	48,416	1.0	49,134	1.0	49,134
			1.0	\$48,416	1.0	\$49,134	1.0	\$49,134
03 Maywood Branch - 0501269								
0384	Deputy Member I	14	1.0	49,014	1.0	49,627	1.0	49,627
			1.0	\$49,014	1.0	\$49,627	1.0	\$49,627
05 Skokie - 0501271								
0907	Clerk V	11	2.0	78,811	2.0	80,896	2.0	80,896
			2.0	\$78,811	2.0	\$80,896	2.0	\$80,896
Total Salaries and Positions			124.9	\$7,372,613	127.0	\$7,648,567	109.0	\$6,752,283
Turnover Adjustment						(232,428)		(244,096)
Operating Funds Total			124.9	\$7,372,613	127.0	\$7,416,139	109.0	\$6,508,187

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

Grade	2011 Current		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
9	2.9	85,333	3.0	81,162	1.0	35,354
24	3.0	393,568	3.0	393,568	3.0	393,568
23	17.0	1,332,609	18.5	1,488,891	16.0	1,287,670
22	11.0	792,881	10.0	745,721	8.0	615,790
21	1.0	79,846	3.0	200,313	3.0	200,313
20	14.0	801,369	15.0	886,363	13.0	778,730
19	10.0	595,845	10.0	578,784	6.0	378,631
18	22.0	1,193,467	22.5	1,247,333	21.0	1,179,855
17	1.0	56,692	1.0	57,925	1.0	57,925
16	6.0	301,475	5.0	251,405	4.0	198,980
15	3.0	156,093	2.0	107,521	2.0	107,521
14	15.0	680,556	15.0	694,870	15.0	694,870
13	4.0	169,337	4.0	170,288	3.0	139,544
12	2.0	82,495	2.0	84,843	2.0	84,843
11	10.0	351,047	10.0	359,580	8.0	298,689
<b>Total Salaries and Positions</b>	<b>124.9</b>	<b>\$7,372,613</b>	<b>127.0</b>	<b>\$7,648,567</b>	<b>109.0</b>	<b>\$6,752,283</b>
<b>Turnover Adjustment</b>				<b>(232,428)</b>		<b>(244,096)</b>
<b>Operating Funds Total</b>	<b>124.9</b>	<b>\$7,372,613</b>	<b>127.0</b>	<b>\$7,416,139</b>	<b>109.0</b>	<b>\$6,508,187</b>