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BUREAU SUMMARY  
 RECORDER OF DEEDS

SUMMARY OF APPROPRIATIONS

Department and Title	Expenditures Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<b>Corporate Fund</b>					
130 - Recorder of Deeds	6,252,897	8,054,885	7,652,140	7,652,140	(402,745)
Corporate Fund Total	6,252,897	8,054,885	7,652,140	7,652,140	(402,745)
General Fund Total	6,252,897	8,054,885	7,652,140	7,652,140	(402,745)
<b>Special Purpose Funds</b>					
527 - County Recorder Document Storage System Fund	2,612,608	5,601,816	5,727,916	5,727,916	126,100
570 - GIS Fee Fund		201,379	212,902	212,902	11,523
571 - Rental Housing Support Fee Fund		136,978	149,204	149,204	12,226
Special Purpose Funds Total	2,612,608	5,940,173	6,090,022	6,090,022	149,849
Special Purpose Fund Total	2,612,608	5,940,173	6,090,022	6,090,022	149,849
Total Appropriations	8,865,505	13,995,058	13,742,162	13,742,162	(252,896)

SUMMARY OF POSITIONS

Department and Title	2009 Approved Positions	Department Request	President's Recommendation	Difference
<b>Corporate Fund</b>				
130 - Recorder of Deeds	167.6	157.0	157.0	(10.6)
Corporate Fund Total	167.6	157.0	157.0	(10.6)
General Fund Total	167.6	157.0	157.0	(10.6)
<b>Special Purpose Funds</b>				
527 - County Recorder Document Storage System Fund	54.0	59.0	59.0	5.0
570 - GIS Fee Fund	2.4	3.0	3.0	0.6
571 - Rental Housing Support Fee Fund	1.7	2.0	2.0	0.3
Special Purpose Funds Total	58.1	64.0	64.0	5.9
Special Purpose Fund Total	58.1	64.0	64.0	5.9
Total Positions	225.7	221.0	221.0	(4.7)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
 RECORDER OF DEEDS

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<b>Personal Services</b>					
110/501010 Salaries and Wages of Regular Employees	5,980,005	7,747,971	7,290,830	7,290,830	(457,141)
120/501210 Overtime Compensation	77,428				
170/501510 Mandatory Medicare Costs	3,459				
172/501540 Workers' Compensation	11,829	11,829	11,825	11,825	(4)
185/501810 Professional and Technical Membership Fees	520	2,000	2,000	2,000	
<b>Personal Services Total</b>	<b>6,073,241</b>	<b>7,761,800</b>	<b>7,304,655</b>	<b>7,304,655</b>	<b>(457,145)</b>
<b>Contractual Services</b>					
214/520030 Armored Car Service	47,606	60,000	60,000	60,000	
225/520260 Postage	78,852	85,600	85,600	85,600	
250/520730 Premiums on Fidelity, Surety Bonds and Public Liability	2	4,000	4,000	4,000	
260/520830 Professional and Managerial Services		25,000	25,000	25,000	
261/520890 Legal Fees Regarding Labor Matters	2,369	4,000	4,000	4,000	
<b>Contractual Services Total</b>	<b>128,829</b>	<b>178,600</b>	<b>178,600</b>	<b>178,600</b>	
<b>Supplies and Materials</b>					
350/530600 Office Supplies	25,376	29,100	29,100	29,100	
353/530640 Books, Periodicals, Publications, Archives and Data Services	1,602	2,700	2,700	2,700	
355/530700 Photographic and Reproduction Supplies		7,710	7,710	7,710	
388/531650 Computer Operation Supplies	4,716	4,000	4,000	4,000	
<b>Supplies and Materials Total</b>	<b>31,694</b>	<b>43,510</b>	<b>43,510</b>	<b>43,510</b>	
<b>Operations and Maintenance</b>					
440/540130 Maintenance and Repair of Office Equipment	13,456	20,000	75,000	75,000	55,000
441/540170 Maintenance and Repair of Data Processing Equipment and Software	583	6,600	6,000	6,000	(600)
444/540250 Maintenance and Repair of Automotive Equipment	3,744	4,000	4,000	4,000	
445/540290 Operation of Automotive Equipment	1,350	7,685	7,685	7,685	
<b>Operations and Maintenance Total</b>	<b>19,133</b>	<b>38,285</b>	<b>92,685</b>	<b>92,685</b>	<b>54,400</b>
<b>Rental and Leasing</b>					
630/550010 Rental of Office Equipment		32,690	32,690	32,690	
<b>Rental and Leasing Total</b>		<b>32,690</b>	<b>32,690</b>	<b>32,690</b>	
<b>Operating Funds Total</b>	<b>6,252,897</b>	<b>8,054,885</b>	<b>7,652,140</b>	<b>7,652,140</b>	<b>(402,745)</b>

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
 RECORDER OF DEEDS - SPECIAL PURPOSE FUNDS

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<b>Personal Services</b>					
110/501010 Salaries and Wages of Regular Employees	1,964,080	2,809,556	3,379,755	3,379,755	570,199
115/501170 Appropriation Adjustment for Personal Services		3,619			(3,619)
120/501210 Overtime Compensation	281				
129/501300 Salaries and Wages of Seasonal Work Employees	29,951	218,594	40,393	40,393	(178,201)
170/501510 Mandatory Medicare Costs	24,141	40,204	162,788	162,788	122,584
175/501590 Life Insurance Program	4,698	10,392	12,167	12,167	1,775
176/501610 Health Insurance	308,786	523,493	845,422	845,422	321,929
177/501640 Dental Insurance Plan	7,619	12,819	18,995	18,995	6,176
179/501690 Vision Care Insurance	5,482	7,595	7,006	7,006	(589)
183/501770 Seminars for Professional Employees	725	10,804	10,804	10,804	
185/501810 Professional and Technical Membership Fees		3,500	3,500	3,500	
186/501860 Training Programs for Staff Personnel	390	19,500	19,500	19,500	
190/501970 Transportation and Other Travel Expenses for Employees	7,100	30,000	30,000	30,000	
<b>Personal Services Total</b>	<b>2,353,253</b>	<b>3,690,076</b>	<b>4,530,330</b>	<b>4,530,330</b>	<b>840,254</b>
<b>Contractual Services</b>					
225/520260 Postage		3,000	3,000	3,000	
240/520490 Printing and Publishing	6,742	53,500	53,500	53,500	
242/520550 Surveys, Operations and Reports	39,200	40,000	40,000	40,000	
246/520650 Imaging of Records		250,000	250,000	250,000	
260/520830 Professional and Managerial Services	143,500	961,000	311,000	311,000	(650,000)
<b>Contractual Services Total</b>	<b>189,442</b>	<b>1,307,500</b>	<b>657,500</b>	<b>657,500</b>	<b>(650,000)</b>
<b>Supplies and Materials</b>					
320/530100 Wearing Apparel	4,291	5,000	5,000	5,000	
350/530600 Office Supplies	10,647	19,000	19,000	19,000	
355/530700 Photographic and Reproduction Supplies		2,400	2,400	2,400	
388/531650 Computer Operation Supplies	29,332	76,500	76,500	76,500	
<b>Supplies and Materials Total</b>	<b>44,270</b>	<b>102,900</b>	<b>102,900</b>	<b>102,900</b>	
<b>Operations and Maintenance</b>					
445/540290 Operation of Automotive Equipment		15,000	15,000	15,000	
<b>Operations and Maintenance Total</b>		<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	
<b>Capital Equipment and Improvements</b>					
530/560510 Office Furnishings and Equipment	24,738	68,000	220,000	220,000	152,000
579/560450 Computer Equipment		327,300	263,036	263,036	(64,264)
579/560452 Computer Equip.-Minor			10,000	10,000	10,000
<b>Capital Equipment and Improvements Total</b>	<b>24,738</b>	<b>395,300</b>	<b>493,036</b>	<b>493,036</b>	<b>97,736</b>
<b>Rental and Leasing</b>					
630/550010 Rental of Office Equipment	905	40,000	40,000	40,000	
<b>Rental and Leasing Total</b>	<b>905</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	
<b>Contingency and Special Purposes</b>					
883/580260 Cook County Administration		389,397	251,256	251,256	(138,141)
<b>Contingency and Special Purposes Total</b>		<b>389,397</b>	<b>251,256</b>	<b>251,256</b>	<b>(138,141)</b>
<b>Operating Funds Total</b>	<b>2,612,608</b>	<b>5,940,173</b>	<b>6,090,022</b>	<b>6,090,022</b>	<b>149,849</b>

DEPARTMENT OVERVIEW  
130 RECORDER OF DEEDS

Department Mission

The mission of the Cook County Recorder of Deeds office is multi-faceted. The primary responsibilities are dictated by state statute. To serve the landowners, title industry and veterans as it relates to the recordation of property records, liens and UCC documents. Through various media, the Recorder creates and stores data for public and private retrieval. We are required to maintain land records in perpetuity.

Goals and Objectives

- Continue recording and indexing procedures with an enhanced level of proficiency & professionalism. Perform 80-90% quality assurance and attach legal descriptions to every parcel that is a part of the imaging project.
- Integrate software systems to link Land records with Geographical Information Systems (GIS) files.

Summary of Operations

The Cook County Recorder of Deeds Office is a repository for land records and other public information. The Recorder of Deeds is responsible for assessing fees for the acceptance, compiling and maintaining of a database and microfilm library of historical land records. Functions also include the recording of liens, military discharge documents, UCC documents, municipal annexations and municipal incorporations; collecting the transfer tax for the county, state, and the corresponding municipalities from those engaged in a land transaction; collecting fees for the Rental Housing Support Act; and performing extensive data services for the Cook County Treasurer's and the Cook County Assessor's Offices.

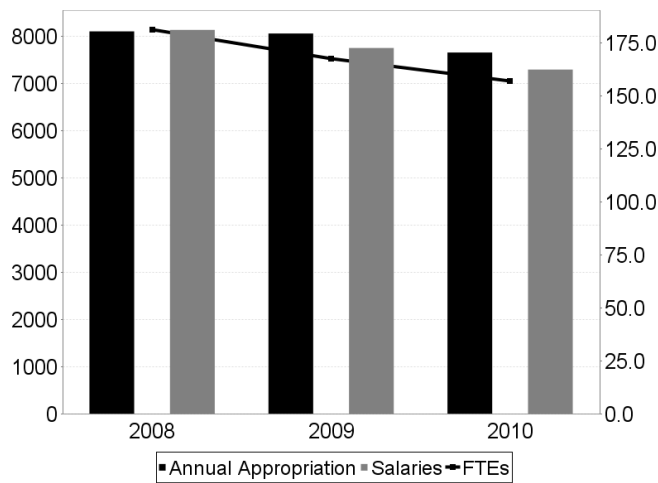
Major Accomplishments

- Installed new cashiering database cluster servers and 40 TB redundant SAN with fiber channel storage devices.
- Upgraded the cashiering software and initiated new fee collection schedules pursuant to County Ordinances.
- Trained staff on procedures for being in compliance with the Illinois Predatory Lending Law. Cashiers are now required to review deeds to ensure that "Certificates of Compliance" or "Exempt" status documentation is attached to all deeds prior to recording.

Key Initiatives

- Maximize staff potential with the aid of technology.
- Pursue technology solutions that include the integration of software that will link land records with Geographical Information Systems (GIS) files.
- Contract with vendors to perform redaction services on all documents in our database that contain sensitive data.
- Re-design the Recorder of Deeds website.
- Administer the Mortgage Fraud Program.
- Administer the Rental Housing Support Program.

Appropriations (\$ thousands)			
Fund Category	2008 Adopted	2009 Adopted	2010 Recommended
General	8,100.3	8,054.9	7,652.1
Total	8,100.3	8,054.9	7,652.1
	Adopted	Adopted	Recommended
FTE Positions	181.0	167.6	157.0



DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
DEPARTMENT 130 - RECORDER OF DEEDS

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<b>Personal Services</b>					
110/501010 Salaries and Wages of Regular Employees	5,980,005	7,747,971	7,290,830	7,290,830	(457,141)
120/501210 Overtime Compensation	77,428				
170/501510 Mandatory Medicare Costs	3,459				
172/501540 Workers' Compensation	11,829	11,829	11,825	11,825	(4)
185/501810 Professional and Technical Membership Fees	520	2,000	2,000	2,000	
<b>Personal Services Total</b>	<b>6,073,241</b>	<b>7,761,800</b>	<b>7,304,655</b>	<b>7,304,655</b>	<b>(457,145)</b>
<b>Contractual Services</b>					
214/520030 Armored Car Service	47,606	60,000	60,000	60,000	
225/520260 Postage	78,852	85,600	85,600	85,600	
250/520730 Premiums on Fidelity, Surety Bonds and Public Liability	2	4,000	4,000	4,000	
260/520830 Professional and Managerial Services		25,000	25,000	25,000	
261/520890 Legal Fees Regarding Labor Matters	2,369	4,000	4,000	4,000	
<b>Contractual Services Total</b>	<b>128,829</b>	<b>178,600</b>	<b>178,600</b>	<b>178,600</b>	
<b>Supplies and Materials</b>					
350/530600 Office Supplies	25,376	29,100	29,100	29,100	
353/530640 Books, Periodicals, Publications, Archives and Data Services	1,602	2,700	2,700	2,700	
355/530700 Photographic and Reproduction Supplies		7,710	7,710	7,710	
388/531650 Computer Operation Supplies	4,716	4,000	4,000	4,000	
<b>Supplies and Materials Total</b>	<b>31,694</b>	<b>43,510</b>	<b>43,510</b>	<b>43,510</b>	
<b>Operations and Maintenance</b>					
440/540130 Maintenance and Repair of Office Equipment	13,456	20,000	75,000	75,000	55,000
441/540170 Maintenance and Repair of Data Processing Equipment and Software	583	6,600	6,000	6,000	(600)
444/540250 Maintenance and Repair of Automotive Equipment	3,744	4,000	4,000	4,000	
445/540290 Operation of Automotive Equipment	1,350	7,685	7,685	7,685	
<b>Operations and Maintenance Total</b>	<b>19,133</b>	<b>38,285</b>	<b>92,685</b>	<b>92,685</b>	<b>54,400</b>
<b>Rental and Leasing</b>					
630/550010 Rental of Office Equipment		32,690	32,690	32,690	
<b>Rental and Leasing Total</b>		<b>32,690</b>	<b>32,690</b>	<b>32,690</b>	
<b>Operating Funds Total</b>	<b>6,252,897</b>	<b>8,054,885</b>	<b>7,652,140</b>	<b>7,652,140</b>	<b>(402,745)</b>

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

Job Code	Title	Grade	2009 Current		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	117,663				
0406	Chief Deputy Recorder	24	1.0	129,538				
0042	Administrative Assistant To County Recorder	23	2.0	192,686	2.0	194,352	2.0	194,352
0253	Business Manager III	22	1.0	84,572	1.0	63,682	1.0	63,682
0294	Administrative Analyst IV	22	1.0	88,949				
0051	Administrative Assistant V	20	0.2	14,542		1		1
0292	Administrative Analyst II	19	1.0	70,362	1.0	71,164	1.0	71,164
			8.2	\$803,312	5.0	\$434,199	5.0	\$434,199
02 Clerical - 1301155								
0047	Administrative Assistant II	14	1.0	44,027	1.0	45,218	1.0	45,218
			1.0	\$44,027	1.0	\$45,218	1.0	\$45,218
03 Accounting - 1301156								
0042	Administrative Assistant To County Recorder	23	1.0	95,382	1.0	97,280	1.0	97,280
0110	Director of Financial Control I	20	1.0	76,207	1.0	76,957	1.0	76,957
0144	Accountant IV	17	2.0	101,707	3.0	146,662	3.0	146,662
4852	Accountant I	12	1.0	43,157				
0141	Accountant I	11		1		1		1
			5.0	\$316,454	5.0	\$320,900	5.0	\$320,900
04 Purchasing - 1301157								
0042	Administrative Assistant To County Recorder	23	1.0	95,382	1.0	97,280	1.0	97,280
0047	Administrative Assistant II	14	1.0	48,162	1.0	48,637	1.0	48,637
4841	Clerk V	12	1.0	42,030	1.0	42,031	1.0	42,031
4855	Clerk IV	10	1.0	28,918	1.0	38,649	1.0	38,649
			4.0	\$214,492	4.0	\$226,597	4.0	\$226,597
05 Payroll - 1301158								
0042	Administrative Assistant To County Recorder	23	1.0	94,436				
0051	Administrative Assistant V	20	1.0	72,140				
			2.0	\$166,576				
06 Legal - 1301159								
0398	Chief Legal Advisor - Recorder of Deeds	24	1.0	107,947	1.0	107,947	1.0	107,947
0047	Administrative Assistant II	14	1.0	51,438	1.0	51,439	1.0	51,439
			2.0	\$159,385	2.0	\$159,386	2.0	\$159,386
02 Customer Service Division								
01 Special Services - 1301160								
0050	Administrative Assistant IV	18	2.0	127,386	2.0	129,976	2.0	129,976
0048	Administrative Assistant III	16	1.0	55,937	1.0	56,314	1.0	56,314
0238	Cashier III (Recorder)	13	1.0	47,894	1.0	47,895	1.0	47,895
0046	Administrative Assistant I	12	1.0	38,205	1.0	40,221	1.0	40,221
0907	Clerk V	11	1.0	41,633	1.0	41,634	1.0	41,634
4839	Clerk IV	11	1.0	39,239	1.0	39,713	1.0	39,713
4855	Clerk IV	10	6.0	217,904	6.0	218,569	6.0	218,569
0906	Clerk IV	09	1.0	26,996	1.0	28,224	1.0	28,224
			14.0	\$595,194	14.0	\$602,546	14.0	\$602,546
03 Security - 1301161								
2261	Tract Section Supervisor	15	1.0	47,446	1.0	48,730	1.0	48,730
0047	Administrative Assistant II	14	1.0	44,027	1.0	44,903	1.0	44,903
4859	Security Officer I	10	1.0	36,449	1.0	37,082	1.0	37,082

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

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0906	Clerk IV	09	1.0	31,023	1.0	32,675	1.0	32,675
2416	Security Officer I	09		1		1		1
			4.0	\$158,946	4.0	\$163,391	4.0	\$163,391
03 Recording Operations Division								
01 Document Maintenance - 1301162								
0401	Deputy Recorder	24	1.0	117,663	1.0	117,663	1.0	117,663
0051	Administrative Assistant V	20		58,797	1.0	58,798	1.0	58,798
0048	Administrative Assistant III	16	2.0	114,342		2		2
0143	Accountant III	15	1.0	53,697	1.0	53,698	1.0	53,698
0238	Cashier III (Recorder)	13	1.0	46,488	1.0	46,488	1.0	46,488
4855	Clerk IV	10	1.0	37,144	1.0	37,145	1.0	37,145
			6.0	\$428,131	5.0	\$313,794	5.0	\$313,794
02 Document Pricing - 1301163								
0415	Recording Division Supervisor	22	1.0	84,620	1.0	86,572	1.0	86,572
4854	Cashier III (Recorder)	14	1.0	51,438	1.0	51,439	1.0	51,439
0237	Cashier II (Recorder)	12	1.0	43,280	1.0	43,281	1.0	43,281
4853	Cashier II (Recorder)	11	1.0	39,239	1.0	39,240	1.0	39,240
4855	Clerk IV	10	2.0	72,898	2.0	73,106	2.0	73,106
			6.0	\$291,475	6.0	\$293,638	6.0	\$293,638
03 Cashiers - 1301164								
0048	Administrative Assistant III	16	1.0	56,496	1.0	57,620	1.0	57,620
4854	Cashier III (Recorder)	14	2.0	99,369	2.0	99,371	2.0	99,371
0238	Cashier III (Recorder)	13	1.0	47,894	1.0	47,895	1.0	47,895
0236	Cashier I (Recorder)	11	2.0	72,256	1.0	33,999	1.0	33,999
0907	Clerk V	11		1		1		1
0227	Cashier II	10	1.0	34,821	1.0	35,555	1.0	35,555
4855	Clerk IV	10	1.0	36,450		1		1
			8.0	\$347,287	6.0	\$274,442	6.0	\$274,442
04 Mail - 1301165								
0050	Administrative Assistant IV	18	1.0	59,386	1.0	59,833	1.0	59,833
0048	Administrative Assistant III	16	2.0	107,121	2.0	108,095	2.0	108,095
0410	Title Officer Supervisor	16	1.0	54,288	1.0	55,671	1.0	55,671
4854	Cashier III (Recorder)	14	3.0	154,314	3.0	154,317	3.0	154,317
0238	Cashier III (Recorder)	13	1.0	42,993	1.0	43,962	1.0	43,962
0237	Cashier II (Recorder)	12	1.0	42,852	1.0	42,853	1.0	42,853
4841	Clerk V	12	1.0	42,852	1.0	42,853	1.0	42,853
0907	Clerk V	11	5.0	205,685	5.0	205,690	5.0	205,690
4855	Clerk IV	10	6.0	217,761	6.0	220,178	6.0	220,178
0906	Clerk IV	09		1	1.0	26,998	1.0	26,998
			21.0	\$927,253	22.0	\$960,450	22.0	\$960,450
06 Public Information/UCC - 1301166								
0907	Clerk V	11	1.0	41,633	1.0	41,634	1.0	41,634
4855	Clerk IV	10	1.0	34,964	1.0	34,965	1.0	34,965
			2.0	\$76,597	2.0	\$76,599	2.0	\$76,599
08 Title Express - 1301168								
4836	Admin Assistant II	15	1.0	53,697	1.0	55,301	1.0	55,301
0047	Administrative Assistant II	14	1.0	51,438	1.0	51,439	1.0	51,439
4854	Cashier III (Recorder)	14	3.0	151,298	3.0	152,809	3.0	152,809
0238	Cashier III (Recorder)	13	3.0	139,084	3.0	140,475	3.0	140,475
0237	Cashier II (Recorder)	12		42,852	1.0	42,853	1.0	42,853
4841	Clerk V	12	1.0	42,852	1.0	42,853	1.0	42,853

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

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
4857	Microfilm Oper III	11	1.0	39,239	1.0	39,382	1.0	39,382
0227	Cashier II	10	1.0	31,688	1.0	33,226	1.0	33,226
0906	Clerk IV	09	2.0	59,450	2.0	61,669	2.0	61,669
			13.0	\$611,598	14.0	\$620,007	14.0	\$620,007
09 Declaration & Revenue Stamp Review - 1301169								
0907	Clerk V	11	4.0	164,922	4.0	164,926	4.0	164,926
4839	Clerk IV	11	1.0	39,239	1.0	39,240	1.0	39,240
4855	Clerk IV	10	1.0	36,449	1.0	36,450	1.0	36,450
			6.0	\$240,610	6.0	\$240,616	6.0	\$240,616
10 Mapping - 1301170								
0907	Clerk V	11	1.0	41,633	1.0	41,634	1.0	41,634
			1.0	\$41,633	1.0	\$41,634	1.0	\$41,634
12 Real Estate Indexing - 1301171								
1128	Electronic Information Director	24	1.0	98,257	1.0	98,257	1.0	98,257
0050	Administrative Assistant IV	18	1.0	63,048	1.0	64,303	1.0	64,303
0048	Administrative Assistant III	16	1.0	56,496	1.0	57,620	1.0	57,620
0047	Administrative Assistant II	14	2.0	97,682	2.0	98,670	2.0	98,670
0562	Real Estate Indexer II	13	3.0	140,426	3.0	140,628	3.0	140,628
4858	Real Estate Indexer I	12	8.0	333,735	8.0	336,962	8.0	336,962
0563	Real Estate Indexer I	11	7.0	242,607	7.0	248,126	7.0	248,126
4839	Clerk IV	11	1.0	32,454	1.0	33,386	1.0	33,386
4855	Clerk IV	10	1.0	37,538		1		1
			25.0	\$1,102,243	24.0	\$1,077,953	24.0	\$1,077,953
04 Information Retrieval Division								
01 Tract - 1301172								
0048	Administrative Assistant III	16			1.0	49,329	1.0	49,329
0997	Record Production Supervisor I	14	1.0	48,403				
4839	Clerk IV	11	1.0	37,346	1.0	37,907	1.0	37,907
4855	Clerk IV	10	1.0	37,537	1.0	37,538	1.0	37,538
0906	Clerk IV	09	1.0	31,023	1.0	31,887	1.0	31,887
			4.0	\$154,309	4.0	\$156,661	4.0	\$156,661
02 Document Processing - 1301173								
0907	Clerk V	11	1.0	41,634		1		1
4839	Clerk IV	11	1.0	37,346	1.0	37,835	1.0	37,835
4860	Microfilm Operator II	11	1.0	39,239	1.0	39,240	1.0	39,240
4855	Clerk IV	10	2.0	72,898	2.0	73,399	2.0	73,399
0906	Clerk IV	09		1		1		1
			5.0	\$191,118	4.0	\$150,476	4.0	\$150,476
03 Microfilm Reproduction - 1301174								
0907	Clerk V	11		1		1		1
4839	Clerk IV	11	1.0	37,346	1.0	37,907	1.0	37,907
4855	Clerk IV	10	1.0	36,449	1.0	36,843	1.0	36,843
0906	Clerk IV	09		1		1		1
			2.0	\$73,797	2.0	\$74,752	2.0	\$74,752
04 Microfilm Library/Retrieval - 1301175								
0999	Title Express Supervisor	14	1.0	47,211	1.0	48,414	1.0	48,414
4839	Clerk IV	11	4.0	145,860	4.0	150,734	4.0	150,734
4860	Microfilm Operator II	11	1.0	37,346	1.0	38,198	1.0	38,198
4855	Clerk IV	10	5.0	182,245	5.0	182,456	5.0	182,456
			11.0	\$412,662	11.0	\$419,802	11.0	\$419,802

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

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
05 Satellite Division								
01 Rolling Meadows - 1301176								
0145	Accountant V	19	1.0	71,067	1.0	71,877	1.0	71,877
4854	Cashier III (Recorder)	14	1.0	49,930	1.0	49,931	1.0	49,931
0237	Cashier II (Recorder)	12	1.0	40,168	1.0	40,649	1.0	40,649
			3.0	\$161,165	3.0	\$162,457	3.0	\$162,457
02 Markham - 1301177								
0419	Director of Satellite Offices	24	1.0	88,950		1		1
0050	Administrative Assistant IV	18			1.0	56,163	1.0	56,163
0048	Administrative Assistant III	16	1.0	52,165		1		1
0231	Cashier Division Supervisor II	16	1.0	55,658				
4854	Cashier III (Recorder)	14	1.0	49,930	1.0	49,931	1.0	49,931
0237	Cashier II (Recorder)	12	1.0	44,597	1.0	44,598	1.0	44,598
			5.0	\$291,300	3.0	\$150,694	3.0	\$150,694
03 Bridgeview - 1301178								
0050	Administrative Assistant IV	18	1.0	64,964	1.0	65,805	1.0	65,805
0047	Administrative Assistant II	14	0.2	9,089		1		1
4854	Cashier III (Recorder)	14	1.0	49,930	1.0	49,931	1.0	49,931
0237	Cashier II (Recorder)	12	1.0	44,597	1.0	44,598	1.0	44,598
			3.2	\$168,580	3.0	\$160,335	3.0	\$160,335
04 Skokie - 1301179								
0403	Examiner of Titles I	20	1.0	75,452	1.0	77,649	1.0	77,649
4854	Cashier III (Recorder)	14	1.0	51,439		1		1
0237	Cashier II (Recorder)	12	1.0	43,280	1.0	43,281	1.0	43,281
0236	Cashier I (Recorder)	11	0.2	40,023	1.0	40,024	1.0	40,024
			3.2	\$210,194	3.0	\$160,955	3.0	\$160,955
05 Maywood - 1301180								
0291	Administrative Analyst I	17	1.0	58,504	1.0	59,171	1.0	59,171
0237	Cashier II (Recorder)	12	2.0	84,882	2.0	84,884	2.0	84,884
			3.0	\$143,386	3.0	\$144,055	3.0	\$144,055
<b>Total Salaries and Positions</b>			<b>167.6</b>	<b>\$8,331,724</b>	<b>157.0</b>	<b>\$7,431,557</b>	<b>157.0</b>	<b>\$7,431,557</b>
Turnover Adjustment						(140,727)		(140,727)
<b>Operating Funds Total</b>			<b>167.6</b>	<b>\$8,331,724</b>	<b>157.0</b>	<b>\$7,290,830</b>	<b>157.0</b>	<b>\$7,290,830</b>

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

Grade	2009 Current		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	6.0	660,018	3.0	323,868	3.0	323,868
23	5.0	477,886	4.0	388,912	4.0	388,912
22	3.0	258,141	2.0	150,254	2.0	150,254
20	3.2	297,138	3.0	213,405	3.0	213,405
19	2.0	141,429	2.0	143,041	2.0	143,041
18	5.0	314,784	6.0	376,080	6.0	376,080
17	3.0	160,211	4.0	205,833	4.0	205,833
16	10.0	552,503	7.0	384,652	7.0	384,652
15	3.0	154,840	3.0	157,729	3.0	157,729
14	22.2	1,099,125	20.0	996,451	20.0	996,451
13	10.0	464,779	10.0	467,343	10.0	467,343
12	21.0	929,339	21.0	891,917	21.0	891,917
11	36.2	1,415,922	35.0	1,350,453	35.0	1,350,453
10	32.0	1,152,113	30.0	1,095,163	30.0	1,095,163
09	5.0	148,496	6.0	181,456	6.0	181,456
<b>Total Salaries and Positions</b>	<b>167.6</b>	<b>\$8,331,724</b>	<b>157.0</b>	<b>\$7,431,557</b>	<b>157.0</b>	<b>\$7,431,557</b>
<b>Turnover Adjustment</b>				<b>(140,727)</b>		<b>(140,727)</b>
<b>Operating Funds Total</b>	<b>167.6</b>	<b>\$8,331,724</b>	<b>157.0</b>	<b>\$7,290,830</b>	<b>157.0</b>	<b>\$7,290,830</b>

DEPARTMENT OVERVIEW

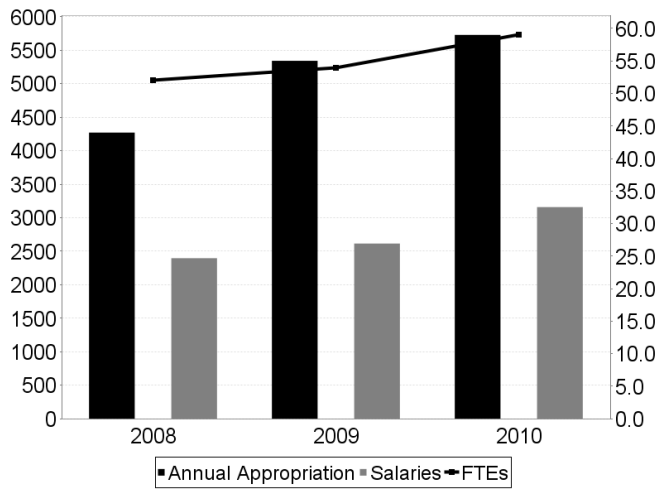
527 COUNTY RECORDER DOCUMENT STORAGE SYSTEM FUND

Department 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.

Summary of Operations

Appropriations (\$ thousands)			
Fund Category	2008 Adopted	2009 Adopted	2010 Recommended
General	4,270.0	5,341.5	5,727.9
Total	4,270.0	5,341.5	5,727.9
	Adopted	Adopted	Recommended
FTE Positions	52.0	54.0	59.0



DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 527 - COUNTY RECORDER DOCUMENT STORAGE SYSTEM FUND

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<b>Personal Services</b>					
110/501010 Salaries and Wages of Regular Employees	1,964,080	2,613,939	3,158,017	3,158,017	544,078
115/501170 Appropriation Adjustment for Personal Services		3,619			(3,619)
120/501210 Overtime Compensation	281				
129/501300 Salaries and Wages of Seasonal Work Employees	29,951	218,594	40,393	40,393	(178,201)
170/501510 Mandatory Medicare Costs	24,141	36,655	159,570	159,570	122,915
175/501590 Life Insurance Program	4,698	9,501	11,367	11,367	1,866
176/501610 Health Insurance	308,786	523,493	825,422	825,422	301,929
177/501640 Dental Insurance Plan	7,619	11,619	18,665	18,665	7,046
179/501690 Vision Care Insurance	5,482	6,395	6,886	6,886	491
183/501770 Seminars for Professional Employees	725	2,304	2,304	2,304	
186/501860 Training Programs for Staff Personnel	390	9,000	9,000	9,000	
190/501970 Transportation and Other Travel Expenses for Employees	7,100	20,000	20,000	20,000	
<b>Personal Services Total</b>	<b>2,353,253</b>	<b>3,455,119</b>	<b>4,251,624</b>	<b>4,251,624</b>	<b>796,505</b>
<b>Contractual Services</b>					
240/520490 Printing and Publishing	6,742	40,000	40,000	40,000	
242/520550 Surveys, Operations and Reports	39,200	40,000	40,000	40,000	
246/520650 Imaging of Records		240,000	240,000	240,000	
260/520830 Professional and Managerial Services	143,500	950,000	300,000	300,000	(650,000)
<b>Contractual Services Total</b>	<b>189,442</b>	<b>1,270,000</b>	<b>620,000</b>	<b>620,000</b>	<b>(650,000)</b>
<b>Supplies and Materials</b>					
320/530100 Wearing Apparel	4,291	5,000	5,000	5,000	
350/530600 Office Supplies	10,647	12,000	12,000	12,000	
388/531650 Computer Operation Supplies	29,332	65,000	65,000	65,000	
<b>Supplies and Materials Total</b>	<b>44,270</b>	<b>82,000</b>	<b>82,000</b>	<b>82,000</b>	
<b>Capital Equipment and Improvements</b>					
530/560510 Office Furnishings and Equipment	24,738	55,000	220,000	220,000	165,000
579/560450 Computer Equipment		310,300	263,036	263,036	(47,264)
<b>Capital Equipment and Improvements Total</b>	<b>24,738</b>	<b>365,300</b>	<b>483,036</b>	<b>483,036</b>	<b>117,736</b>
<b>Rental and Leasing</b>					
630/550010 Rental of Office Equipment	905	40,000	40,000	40,000	
<b>Rental and Leasing Total</b>	<b>905</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	
<b>Contingency and Special Purposes</b>					
883/580260 Cook County Administration		389,397	251,256	251,256	(138,141)
<b>Contingency and Special Purposes Total</b>		<b>389,397</b>	<b>251,256</b>	<b>251,256</b>	<b>(138,141)</b>
<b>Operating Funds Total</b>	<b>2,612,608</b>	<b>5,601,816</b>	<b>5,727,916</b>	<b>5,727,916</b>	<b>126,100</b>

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

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Technical Services Division								
01 Computer Administration - 5270582								
0401	Deputy Recorder	24			1.0	117,663	1.0	117,663
0406	Chief Deputy Recorder	24			1.0	129,538	1.0	129,538
0042	Administrative Assistant To County Recorder	23			1.0	96,313	1.0	96,313
1114	Systems Analyst V	23	1.0	82,540	1.0	82,969	1.0	82,969
0253	Business Manager III	22	1.0		1.0	63,681	1.0	63,681
0294	Administrative Analyst IV	22	1.0	84,620	2.0	176,746	2.0	176,746
1135	Project Leader- Data Systems	22	1.0	90,290	1.0	92,015	1.0	92,015
0051	Administrative Assistant V	20	2.0	142,142	3.0	217,546	3.0	217,546
1112	Systems Analyst III	20	6.0	356,195	6.0	411,697	6.0	411,697
0050	Administrative Assistant IV	18	2.0	123,176	3.0	182,832	3.0	182,832
0048	Administrative Assistant III	16	4.0	163,734	4.0	192,203	4.0	192,203
0703	Personnel Analyst II	15			1.0	53,613	1.0	53,613
1014	Torrens Title Transcriber IV	15	1.0	52,686				
0047	Administrative Assistant II	14	3.0	146,580	3.0	147,066	3.0	147,066
0561	Real Estate Indexer III	14	3.0	142,820	2.0	89,644	2.0	89,644
4854	Cashier III (Recorder)	14	1.0	49,930	1.0	49,931	1.0	49,931
0238	Cashier III (Recorder)	13	2.0	95,788				
0936	Stenographer V	13			2.0	95,790	2.0	95,790
0046	Administrative Assistant I	12	2.0	84,060	2.0	84,062	2.0	84,062
0237	Cashier II (Recorder)	12	3.0	120,403	3.0	121,091	3.0	121,091
4841	Clerk V	12	1.0	42,030	1.0	42,931	1.0	42,931
0563	Real Estate Indexer I	11	7.0	242,447	7.0	245,022	7.0	245,022
0907	Clerk V	11	4.0	162,072	4.0	162,101	4.0	162,101
4839	Clerk IV	11	1.0	37,346	1.0	38,053	1.0	38,053
4857	Microfilm Oper III	11	1.0	40,393	1.0	40,394	1.0	40,394
4855	Clerk IV	10	3.0	110,042	3.0	110,517	3.0	110,517
4856	Microfilm Oper II/ Clerk IV	10	1.0	37,144	1.0	37,145	1.0	37,145
0983	Microfilm Operator II	09	2.0	59,450	2.0	61,136	2.0	61,136
4613	Internship Clerk	09	1.0		1.0	16,318	1.0	16,318
			54.0	\$2,465,888	59.0	\$3,158,017	59.0	\$3,158,017
<b>Total Salaries and Positions</b>			<b>54.0</b>	<b>\$2,465,888</b>	<b>59.0</b>	<b>\$3,158,017</b>	<b>59.0</b>	<b>\$3,158,017</b>

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

Grade	2009 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
24			2.0	247,201	2.0	247,201
23	1.0	82,540	2.0	179,282	2.0	179,282
22	3.0	174,910	4.0	332,442	4.0	332,442
20	8.0	498,337	9.0	629,243	9.0	629,243
18	2.0	123,176	3.0	182,832	3.0	182,832
16	4.0	163,734	4.0	192,203	4.0	192,203
15	1.0	52,686	1.0	53,613	1.0	53,613
14	7.0	339,330	6.0	286,641	6.0	286,641
13	2.0	95,788	2.0	95,790	2.0	95,790
12	6.0	246,493	6.0	248,084	6.0	248,084
11	13.0	482,258	13.0	485,570	13.0	485,570
10	4.0	147,186	4.0	147,662	4.0	147,662
09	3.0	59,450	3.0	77,454	3.0	77,454
<b>Total Salaries and Positions</b>	<b>54.0</b>	<b>\$2,465,888</b>	<b>59.0</b>	<b>\$3,158,017</b>	<b>59.0</b>	<b>\$3,158,017</b>

DEPARTMENT OVERVIEW

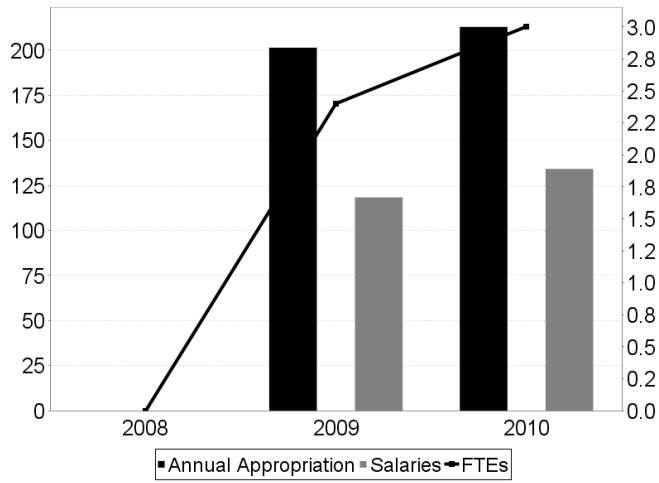
570 GIS FEE FUND

Department 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.

Summary of Operations

Appropriations (\$ thousands)			
Fund Category	2008 Adopted	2009 Adopted	2010 Recommended
General	0	201.4	212.9
Total	0	201.4	212.9
	Adopted	Adopted	Recommended
FTE Positions	0	2.4	3.0



DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
DEPARTMENT 570 - GIS FEE FUND

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<b>Personal Services</b>					
110/501010	Salaries and Wages of Regular Employees	118,353	134,120	134,120	15,767
170/501510	Mandatory Medicare Costs	2,147	1,946	1,946	(201)
175/501590	Life Insurance Program	539	486	486	(53)
176/501610	Health Insurance		12,000	12,000	12,000
177/501640	Dental Insurance Plan	720	330	330	(390)
179/501690	Vision Care Insurance	720	120	120	(600)
183/501770	Seminars for Professional Employees	3,000	3,000	3,000	
185/501810	Professional and Technical Membership Fees	3,500	3,500	3,500	
186/501860	Training Programs for Staff Personnel	3,000	3,000	3,000	
190/501970	Transportation and Other Travel Expenses for Employees	6,000	6,000	6,000	
<b>Personal Services Total</b>		<b>137,979</b>	<b>164,502</b>	<b>164,502</b>	<b>26,523</b>
<b>Contractual Services</b>					
225/520260	Postage	3,000	3,000	3,000	
240/520490	Printing and Publishing	8,500	8,500	8,500	
246/520650	Imaging of Records	5,000	5,000	5,000	
260/520830	Professional and Managerial Services	6,000	6,000	6,000	
<b>Contractual Services Total</b>		<b>22,500</b>	<b>22,500</b>	<b>22,500</b>	
<b>Supplies and Materials</b>					
350/530600	Office Supplies	2,000	2,000	2,000	
355/530700	Photographic and Reproduction Supplies	2,400	2,400	2,400	
388/531650	Computer Operation Supplies	6,500	6,500	6,500	
<b>Supplies and Materials Total</b>		<b>10,900</b>	<b>10,900</b>	<b>10,900</b>	
<b>Operations and Maintenance</b>					
445/540290	Operation of Automotive Equipment	15,000	15,000	15,000	
<b>Operations and Maintenance Total</b>		<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	
<b>Capital Equipment and Improvements</b>					
530/560510	Office Furnishings and Equipment	8,000			(8,000)
579/560450	Computer Equipment	7,000			(7,000)
<b>Capital Equipment and Improvements Total</b>		<b>15,000</b>			<b>(15,000)</b>
<b>Operating Funds Total</b>		<b>201,379</b>	<b>212,902</b>	<b>212,902</b>	<b>11,523</b>

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

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 GIS Fee Fund								
01 GIS Fee Fund - 5700801								
4738	Legal Assistant - Sheriff	21	0.8	51,137	1.0	57,924	1.0	57,924
3639	Investigator II	16	1.6	33,608	2.0	76,196	2.0	76,196
			2.4	\$84,745	3.0	\$134,120	3.0	\$134,120
<b>Total Salaries and Positions</b>			<b>2.4</b>	<b>\$84,745</b>	<b>3.0</b>	<b>\$134,120</b>	<b>3.0</b>	<b>\$134,120</b>

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

Grade	2009 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
21	0.8	51,137	1.0	57,924	1.0	57,924
16	1.6	33,608	2.0	76,196	2.0	76,196
<b>Total Salaries and Positions</b>	<b>2.4</b>	<b>\$84,745</b>	<b>3.0</b>	<b>\$134,120</b>	<b>3.0</b>	<b>\$134,120</b>

DEPARTMENT OVERVIEW

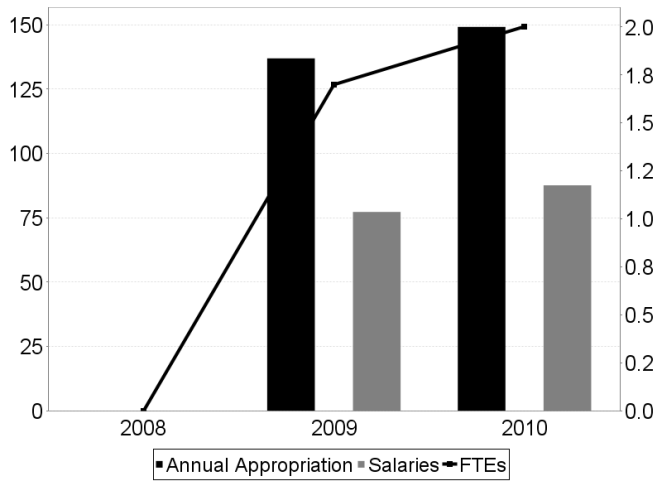
571 RENTAL HOUSING SUPPORT FEE FUND

Department 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.

Summary of Operations

Appropriations (\$ thousands)			
Fund Category	2008 Adopted	2009 Adopted	2010 Recommended
General	0	137.0	149.2
Total	0	137.0	149.2
	Adopted	Adopted	Recommended
FTE Positions	0	1.7	2.0



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

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<b>Personal Services</b>					
110/501010	Salaries and Wages of Regular Employees	77,264	87,618	87,618	10,354
170/501510	Mandatory Medicare Costs	1,402	1,272	1,272	(130)
175/501590	Life Insurance Program	352	314	314	(38)
176/501610	Health Insurance		8,000	8,000	8,000
177/501640	Dental Insurance Plan	480			(480)
179/501690	Vision Care Insurance	480			(480)
183/501770	Seminars for Professional Employees	5,500	5,500	5,500	
186/501860	Training Programs for Staff Personnel	7,500	7,500	7,500	
190/501970	Transportation and Other Travel Expenses for Employees	4,000	4,000	4,000	
<b>Personal Services Total</b>		<b>96,978</b>	<b>114,204</b>	<b>114,204</b>	<b>17,226</b>
<b>Contractual Services</b>					
240/520490	Printing and Publishing	5,000	5,000	5,000	
246/520650	Imaging of Records	5,000	5,000	5,000	
260/520830	Professional and Managerial Services	5,000	5,000	5,000	
<b>Contractual Services Total</b>		<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	
<b>Supplies and Materials</b>					
350/530600	Office Supplies	5,000	5,000	5,000	
388/531650	Computer Operation Supplies	5,000	5,000	5,000	
<b>Supplies and Materials Total</b>		<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	
<b>Capital Equipment and Improvements</b>					
530/560510	Office Furnishings and Equipment	5,000			(5,000)
579/560450	Computer Equipment	10,000			(10,000)
579/560452	Computer Equip.-Minor		10,000	10,000	10,000
<b>Capital Equipment and Improvements Total</b>		<b>15,000</b>	<b>10,000</b>	<b>10,000</b>	<b>(5,000)</b>
<b>Operating Funds Total</b>		<b>136,978</b>	<b>149,204</b>	<b>149,204</b>	<b>12,226</b>

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
 DEPARTMENT 571 - RENTAL HOUSING SUPPORT FEE FUND

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Rental Housing Support Fee Fund								
01 Rental Housing Support Fee Fund - 5710801								
1111	Systems Analyst II	18	1.7	77,264	2.0	87,618	2.0	87,618
			1.7	\$77,264	2.0	\$87,618	2.0	\$87,618
<b>Total Salaries and Positions</b>			<b>1.7</b>	<b>\$77,264</b>	<b>2.0</b>	<b>\$87,618</b>	<b>2.0</b>	<b>\$87,618</b>

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE  
 DEPARTMENT 571 - RENTAL HOUSING SUPPORT FEE FUND

Grade	2009 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
18	1.7	77,264	2.0	87,618	2.0	87,618
<b>Total Salaries and Positions</b>	<b>1.7</b>	<b>\$77,264</b>	<b>2.0</b>	<b>\$87,618</b>	<b>2.0</b>	<b>\$87,618</b>