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BUREAU SUMMARY
 RECORDER OF DEEDS

SUMMARY OF APPROPRIATIONS

Department and Title	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference
Corporate Fund				
130 - Recorder of Deeds	6,884,825.05	7,537,358	6,074,135	(1,463,223)
Corporate Fund Total	6,884,825.05	7,537,358	6,074,135	(1,463,223)
General Fund Total	6,884,825.05	7,537,358	6,074,135	(1,463,223)
Special Purpose Funds				
527 - County Recorder Document Storage System Fund	4,241,171.73	5,727,916	2,965,658	(2,762,258)
570 - GIS Fee Fund	160,912.17	212,902	2,176,575	1,963,673
571 - Rental Housing Support Fee Fund	140,299.14	149,204	479,617	330,413
Special Purpose Funds Total	4,542,383.04	6,090,022	5,621,850	(468,172)
Special Purpose Fund Total	4,542,383.04	6,090,022	5,621,850	(468,172)
Total Appropriations	11,427,208.09	13,627,380	11,695,985	(1,931,395)

SUMMARY OF POSITIONS

Department and Title	2010 Approved Positions	Approved & Adopted	Difference
Corporate Fund			
130 - Recorder of Deeds	157.0	128.0	(29.0)
Corporate Fund Total	157.0	128.0	(29.0)
General Fund Total	157.0	128.0	(29.0)
Special Purpose Funds			
527 - County Recorder Document Storage System Fund	59.0	28.0	(31.0)
570 - GIS Fee Fund	3.0	43.0	40.0
571 - Rental Housing Support Fee Fund	2.0	7.0	5.0
Special Purpose Funds Total	64.0	78.0	14.0
Special Purpose Fund Total	64.0	78.0	14.0
Total Positions	221.0	206.0	(15.0)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 RECORDER OF DEEDS

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference	
Personal Services					
110/501010	Salaries and Wages of Regular Employees	6,693,387.75	7,176,048	5,752,120	(1,423,928)
120/501210	Overtime Compensation	(.75)			
172/501540	Workers' Compensation		11,825		(11,825)
185/501810	Professional and Technical Membership Fees	235.00	2,000	2,000	
Personal Services Total		6,693,622.00	7,189,873	5,754,120	(1,435,753)
Contractual Services					
214/520030	Armored Car Service		60,000	60,000	
225/520260	Postage	85,235.41	85,600	75,600	(10,000)
250/520730	Premiums on Fidelity, Surety Bonds and Public Liability	150.00	4,000	4,000	
260/520830	Professional and Managerial Services	24,000.00	25,000	25,000	
261/520890	Legal Fees Regarding Labor Matters		4,000	4,000	
Contractual Services Total		109,385.41	178,600	168,600	(10,000)
Supplies and Materials					
350/530600	Office Supplies	26,125.48	29,100	29,100	
353/530640	Books, Periodicals, Publications, Archives and Data Services	2,543.55	2,700	2,700	
355/530700	Photographic and Reproduction Supplies	4,112.00	7,710	3,710	(4,000)
388/531650	Computer Operation Supplies	2,536.48	4,000	4,000	
Supplies and Materials Total		35,317.51	43,510	39,510	(4,000)
Operations and Maintenance					
440/540130	Maintenance and Repair of Office Equipment	38,725.36	75,000	65,000	(10,000)
441/540170	Maintenance and Repair of Data Processing Equipment and Software	596.67	6,000	6,000	
444/540250	Maintenance and Repair of Automotive Equipment	1,732.16	4,000	4,000	
445/540290	Operation of Automotive Equipment	3,789.94	7,685		(7,685)
Operations and Maintenance Total		44,844.13	92,685	75,000	(17,685)
Rental and Leasing					
630/550010	Rental of Office Equipment	1,656.00	32,690	17,690	(15,000)
630/550018	County Wide Canon Photocopier Lease			19,215	19,215
Rental and Leasing Total		1,656.00	32,690	36,905	4,215
Operating Funds Total		6,884,825.05	7,537,358	6,074,135	(1,463,223)
(717) New/Replacement Capital Equipment					
549/560610	Vehicle Purchase			80,000	80,000
Total Capital Equipment Request Total				80,000	80,000

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 RECORDER OF DEEDS - SPECIAL PURPOSE FUNDS

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference	
Personal Services					
110/501010	Salaries and Wages of Regular Employees	3,134,604.68	3,379,755	4,062,847	683,092
129/501300	Salaries and Wages of Seasonal Work Employees	11,352.38	40,393		(40,393)
170/501510	Mandatory Medicare Costs	39,359.43	162,788	26,155	(136,633)
175/501590	Life Insurance Program	8,548.16	12,167	6,530	(5,637)
176/501610	Health Insurance	632,452.25	845,422	403,440	(441,982)
177/501640	Dental Insurance Plan	17,374.74	18,995	10,783	(8,212)
179/501690	Vision Care Insurance	4,503.09	7,006	3,710	(3,296)
183/501770	Seminars for Professional Employees	1,780.00	10,804	3,804	(7,000)
185/501810	Professional and Technical Membership Fees	1,470.00	3,500	1,500	(2,000)
186/501860	Training Programs for Staff Personnel		19,500	7,500	(12,000)
190/501970	Transportation and Other Travel Expenses for Employees	9,198.01	30,000	15,000	(15,000)
Personal Services Total		3,860,642.74	4,530,330	4,541,269	10,939
Contractual Services					
225/520260	Postage	2,981.00	3,000	1,500	(1,500)
240/520490	Printing and Publishing	21,378.80	53,500	27,000	(26,500)
242/520550	Surveys, Operations and Reports		40,000		(40,000)
245/520610	Advertising For Specific Purposes			3,500	3,500
246/520650	Imaging of Records		250,000	60,000	(190,000)
260/520830	Professional and Managerial Services	99,000.00	311,000	150,000	(161,000)
Contractual Services Total		123,359.80	657,500	242,000	(415,500)
Supplies and Materials					
320/530100	Wearing Apparel	4,968.51	5,000	5,000	
350/530600	Office Supplies	15,092.42	19,000	6,000	(13,000)
355/530700	Photographic and Reproduction Supplies	1,092.56	2,400		(2,400)
388/531650	Computer Operation Supplies	56,510.40	76,500	45,000	(31,500)
Supplies and Materials Total		77,663.89	102,900	56,000	(46,900)
Operations and Maintenance					
445/540290	Operation of Automotive Equipment		15,000	10,000	(5,000)
Operations and Maintenance Total			15,000	10,000	(5,000)
Capital Equipment and Improvements					
530/560510	Office Furnishings and Equipment	53,607.27	220,000	40,000	(180,000)
579/560450	Computer Equipment	175,853.34	273,036	140,000	(133,036)
Capital Equipment and Improvements Total		229,460.61	493,036	180,000	(313,036)
Rental and Leasing					
630/550010	Rental of Office Equipment		40,000	20,000	(20,000)
Rental and Leasing Total			40,000	20,000	(20,000)
Contingency and Special Purposes					
883/580260	Cook County Administration	251,256.00	251,256	572,581	321,325
Contingency and Special Purposes Total		251,256.00	251,256	572,581	321,325
Operating Funds Total		4,542,383.04	6,090,022	5,621,850	(468,172)

DEPARTMENT OVERVIEW
130 RECORDER OF DEEDS

Department Mission

We exist to preserve a high level of customer service to land owners, while providing reliable and current data to the Title and Mortgage Banker Industries. The most important role of the Recorder's Office is dictated by state statutes. In such, the law requires the office to record land records and make them available in perpetuity, in order to provide access to public records for public retrieval and private utilization. So that our mission, will include granting access to "public" record through a variety of media outlets that facilitates data consumption in a real time environment is consistent with trending technology upgrades including data access through the use of hand held devices.

Goals and Objectives

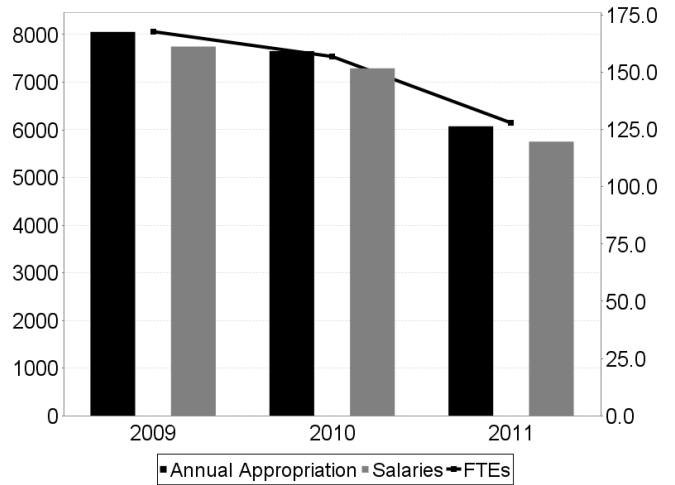
- Continue to work with other county departments to integrate software
- Link land records with Geographical Information System (GIS)
- Continue recording all document types & indexing data
- Increase & enhanced level of data indexing proficiency
- Perform 90-95% quality assurance of data entered
- Attached full legal descriptions to every parcel that has an image
- Develop customized technology solutions for customers
- Increase revenue using new technology and developing new products
- Protect homeowners by providing updates on fraud and document submittal

Summary of Operations

The Cook County Recorder of Deeds Office is a repository for land records and other public information. The CCRD is responsible for assessing fees in the acceptance, compilation, maintenance of a database. The CCRD also records liens, military discharge documents, UCC documents, municipal annexation and municipal incorporations. CCRD accepts over 125 different document types while maintaining a microfilm library of several million historical land records.

Moreover, CCRD collects all transfer taxes from those engaged in a land transaction. This includes collecting the transfer tax for the county, state and monitoring the tax for sixty-plus municipalities. CCRD staff are required to collect the Rental Housing Support fee and perform extensive data services for the Cook County Treasurer and the Cook County Assessor's Office.

Appropriations (\$ thousands)			
Fund Category	2009 Adopted	2010 Adopted	2011 Approved and Adopted
General	8,054.9	7,652.1	6,074.1
Total	8,054.9	7,652.1	6,074.1
	Adopted	Adopted	Adopted
FTE Positions	167.6	157.0	128.0



Major Accomplishments

- Installed new cashing database cluster servers and 40 TB redundant SAN with fiber channel storage devices.
- Upgraded the cashing 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.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 130 - RECORDER OF DEEDS

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference	
Personal Services					
110/501010	Salaries and Wages of Regular Employees	6,693,387.75	7,176,048	5,752,120	(1,423,928)
120/501210	Overtime Compensation	(.75)			
172/501540	Workers' Compensation		11,825		(11,825)
185/501810	Professional and Technical Membership Fees	235.00	2,000	2,000	
Personal Services Total		6,693,622.00	7,189,873	5,754,120	(1,435,753)
Contractual Services					
214/520030	Armored Car Service		60,000	60,000	
225/520260	Postage	85,235.41	85,600	75,600	(10,000)
250/520730	Premiums on Fidelity, Surety Bonds and Public Liability	150.00	4,000	4,000	
260/520830	Professional and Managerial Services	24,000.00	25,000	25,000	
261/520890	Legal Fees Regarding Labor Matters		4,000	4,000	
Contractual Services Total		109,385.41	178,600	168,600	(10,000)
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Operations and Maintenance Total		44,844.13	92,685	75,000	(17,685)
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630/550018	County Wide Canon Photocopier Lease			19,215	19,215
Rental and Leasing Total		1,656.00	32,690	36,905	4,215
Operating Funds Total		6,884,825.05	7,537,358	6,074,135	(1,463,223)
(717) New/Replacement Capital Equipment - 71700130					
549/560610	Vehicle Purchase			80,000	80,000
Total Capital Equipment Request Total				80,000	80,000

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

Job Code	Title	Grade	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
01 Administrative Division						
01 Executive - 1301154						
0014	Recorder	SEL	1.0	105,000	1.0	105,000
0042	Administrative Assistant To County Recorder	23	2.0	199,584	2.0	200,853
0253	Business Manager III	22	1.0	63,682		
0051	Administrative Assistant V	20		1		
0292	Administrative Analyst II	19	1.0	73,960	1.0	73,961
			5.0	\$442,227	4.0	\$379,814
02 Clerical - 1301155						
0047	Administrative Assistant II	14	1.0	44,913	1.0	45,220
			1.0	\$44,913	1.0	\$45,220
03 Accounting - 1301156						
0042	Administrative Assistant To County Recorder	23	1.0	102,279	1.0	102,280
0110	Director of Financial Control I	20	1.0	77,742	1.0	78,534
0144	Accountant IV	17	3.0	147,784	3.0	149,672
0141	Accountant I	11		1		
			5.0	\$327,806	5.0	\$330,486
04 Purchasing - 1301157						
0042	Administrative Assistant To County Recorder	23	1.0	102,279	1.0	102,280
0047	Administrative Assistant II	14	1.0	49,133	1.0	49,634
4841	Clerk V-CNTY CLK/ROD/SHERIFF	12	1.0	42,030	1.0	42,031
4855	Clerk IV-Recorder of Deeds	10	1.0	30,268	1.0	30,694
			4.0	\$223,710	4.0	\$224,639
06 Legal - 1301159						
0398	Chief Legal Advisor - Recorder of Deeds	24	1.0	107,947	1.0	107,947
0047	Administrative Assistant II	14	1.0	51,438	1.0	51,439
			2.0	\$159,385	2.0	\$159,386
02 Customer Service Division						
01 Special Services - 1301160						
0050	Administrative Assistant IV	18	2.0	131,239	2.0	132,602
0048	Administrative Assistant III	16	1.0	57,062	1.0	57,451
0238	Cashier III (Recorder)	13	1.0	47,894	1.0	47,895
0046	Administrative Assistant I	12	1.0	40,168	1.0	42,031
0907	Clerk V	11	1.0	41,633	2.0	72,862
4839	Clerk IV-CNTY CLK/ROD/SHERIFF	11	1.0	40,023	1.0	40,024
4855	Clerk IV-Recorder of Deeds	10	6.0	220,783	6.0	221,338
0906	Clerk IV	09	1.0	31,023		
			14.0	\$609,825	14.0	\$614,203
03 Security - 1301161						
0800	Safety Inspector II	15			1.0	48,733
2261	Tract Section Supervisor	14	1.0	48,403		
0047	Administrative Assistant II	14	1.0	44,913	1.0	45,811
4859	Security Officer I(Recorder)	10	1.0	37,144	3.0	102,810
0906	Clerk IV	09	1.0	36,449		
2416	Security Officer I	09		28,918		
			4.0	\$195,827	5.0	\$197,354
03 Recording Operations Division						
01 Document Maintenance - 1301162						
0401	Deputy Recorder	24	1.0	117,663	1.0	117,663
0051	Administrative Assistant V	20	1.0	61,803	1.0	62,170

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

Job Code	Title	Grade	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
0048	Administrative Assistant III	16		2		
0143	Accountant III	15	1.0	53,697	1.0	53,698
0238	Cashier III (Recorder)	13	1.0	47,894	1.0	47,895
4855	Clerk IV-Recorder of Deeds	10	1.0	37,144	1.0	37,145
			5.0	\$318,203	5.0	\$318,571
02 Document Pricing - 1301163						
0415	Recording Division Supervisor	22	1.0	86,322	1.0	86,577
4854	Cashier III (Recorder)	14	1.0	51,438	1.0	48,468
0237	Cashier II (Recorder)	12	1.0	43,280	1.0	43,280
4853	Cashier II (Recorder)	11	1.0	39,239	1.0	39,657
4855	Clerk IV-Recorder of Deeds	10	2.0	73,594	2.0	73,595
			6.0	\$293,873	6.0	\$291,577
03 Cashiers - 1301164						
0048	Administrative Assistant III	16	1.0	57,634	1.0	58,741
4854	Cashier III (Recorder)	14	2.0	99,370	1.0	50,725
0238	Cashier III (Recorder)	13	1.0	47,894	1.0	46,045
0236	Cashier I (Recorder)	11	1.0	35,585	1.0	35,706
0907	Clerk V	11		1		
0227	Cashier II	10	1.0	36,449	1.0	36,450
4855	Clerk IV-Recorder of Deeds	10		1		
			6.0	\$276,934	5.0	\$227,667
04 Mail - 1301165						
0050	Administrative Assistant IV	18	1.0	60,582	1.0	61,042
0410	Title Officer Supervisor	24	1.0	54,288		
0048	Administrative Assistant III	16	2.0	109,281	3.0	165,297
4854	Cashier III (Recorder)	14	3.0	154,315	3.0	153,603
0238	Cashier III (Recorder)	13	1.0	42,993	1.0	42,993
0237	Cashier II (Recorder)	12	1.0	42,852	1.0	42,853
4841	Clerk V-CNTY CLK/ROD/SHERIFF	12	1.0	42,852		1
0907	Clerk V	11	5.0	205,687	4.0	165,510
4855	Clerk IV-Recorder of Deeds	10	6.0	220,088	5.0	184,034
0906	Clerk IV	09	1.0	26,998		
			22.0	\$959,936	18.0	\$815,333
06 Public Information/UCC - 1301166						
0907	Clerk V	11	1.0	41,633	1.0	41,634
4855	Clerk IV-Recorder of Deeds	10	1.0	34,964	1.0	34,964
			2.0	\$76,597	2.0	\$76,598
08 Title Express - 1301168						
4836	Admin Assistant II-CC/ROD/SHF	15	1.0	55,300	1.0	55,301
5436	Cashier V (Recorder of Deeds)	15			1.0	49,762
0047	Administrative Assistant II	14	1.0	51,438	1.0	51,439
4854	Cashier III (Recorder)	14	3.0	152,807	3.0	153,289
0238	Cashier III (Recorder)	13	3.0	145,550	2.0	95,790
0237	Cashier II (Recorder)	12	1.0	42,852		1
4841	Clerk V-CNTY CLK/ROD/SHERIFF	12	1.0	42,852	1.0	42,853
0907	Clerk V	11			2.0	67,064
4857	Microfilm Oper III/Cashier II	11	1.0	40,023	1.0	40,024
0227	Cashier II	10	1.0	34,821	1.0	34,822
0906	Clerk IV	09	2.0	66,607		
			14.0	\$632,250	13.0	\$590,345
09 Declaration & Revenue Stamp Review - 1301169						

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

Job Code	Title	Grade	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
0907	Clerk V	11	4.0	166,142	4.0	166,145
4839	Clerk IV-CNTY CLK/ROD/SHERIFF	11	1.0	39,239	1.0	39,240
4855	Clerk IV-Recorder of Deeds	10	1.0	36,449	1.0	36,450
			6.0	\$241,830	6.0	\$241,835
10 Mapping - 1301170						
0907	Clerk V	11	1.0	41,633	1.0	41,634
			1.0	\$41,633	1.0	\$41,634
12 Real Estate Indexing - 1301171						
1128	Electronic Information Direc.	24	1.0	98,257	1.0	98,258
0050	Administrative Assistant IV	18	1.0	64,319	1.0	65,602
0048	Administrative Assistant III	16	1.0	57,634	1.0	58,785
0047	Administrative Assistant II	14	2.0	99,875		
0562	Real Estate Indexer II	13	3.0	140,870		
4858	Real Estate Indexer I	12	8.0	334,165		
0563	Real Estate Indexer I	11	7.0	253,231		
4839	Clerk IV-CNTY CLK/ROD/SHERIFF	11	1.0	33,997		
4855	Clerk IV-Recorder of Deeds	10		1		
			24.0	\$1,082,349	3.0	\$222,645
04 Information Retrieval Division						
01 Tract - 1301172						
0048	Administrative Assistant III	16	1.0	48,403	1.0	49,332
4839	Clerk IV-CNTY CLK/ROD/SHERIFF	11	1.0	39,239	1.0	39,240
4855	Clerk IV-Recorder of Deeds	10	1.0	38,648	1.0	38,649
0906	Clerk IV	09	1.0	31,887		1
			4.0	\$158,177	3.0	\$127,222
02 Document Processing - 1301173						
0907	Clerk V	11		1		
4839	Clerk IV-CNTY CLK/ROD/SHERIFF	11	1.0	39,239	1.0	39,240
4860	Microfilm Operator II-Recorder	11	1.0	39,239	1.0	39,240
4855	Clerk IV-Recorder of Deeds	10	2.0	73,594	1.0	36,450
0906	Clerk IV	09		1		
			4.0	\$152,074	3.0	\$114,930
03 Microfilm Reproduction - 1301174						
0907	Clerk V	11		1		
4839	Clerk IV-CNTY CLK/ROD/SHERIFF	11	1.0	39,239	1.0	39,240
4855	Clerk IV-Recorder of Deeds	10	1.0	37,144	1.0	37,145
0906	Clerk IV	09		1		
			2.0	\$76,385	2.0	\$76,385
04 Microfilm Library/Retrieval - 1301175						
0999	Title Express Supervisor	14	1.0	48,162	1.0	48,416
4839	Clerk IV-CNTY CLK/ROD/SHERIFF	11	4.0	153,171	4.0	155,067
4860	Microfilm Operator II-Recorder	11	1.0	39,239	1.0	39,240
4855	Clerk IV-Recorder of Deeds	10	5.0	182,944	5.0	183,749
			11.0	\$423,516	11.0	\$426,472
05 Satellite Division						
01 Rolling Meadows - 1301176						
0145	Accountant V	19	1.0	72,500	1.0	73,326
4854	Cashier III (Recorder)	14	1.0	46,244	1.0	46,245
0237	Cashier II (Recorder)	12	1.0	42,030	1.0	42,031
			3.0	\$160,774	3.0	\$161,602

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

Job Code	Title	Grade	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
02 Markham - 1301177						
0419	Director of Satellite Offices	24		1		
0050	Administrative Assistant IV	18	1.0	56,779	1.0	57,335
0048	Administrative Assistant III	16		1		
4854	Cashier III (Recorder)	14	1.0	51,438	1.0	51,439
0237	Cashier II (Recorder)	12	1.0	44,597	1.0	44,598
			3.0	\$152,816	3.0	\$153,372
03 Bridgeview - 1301178						
0050	Administrative Assistant IV	18	1.0	66,275	1.0	67,147
0047	Administrative Assistant II	14		1		
4854	Cashier III (Recorder)	14	1.0	49,930	1.0	50,642
0237	Cashier II (Recorder)	12	1.0	44,597	1.0	44,598
			3.0	\$160,803	3.0	\$162,387
04 Skokie - 1301179						
0403	Examiner of Titles I	20	1.0	76,970	1.0	77,677
4854	Cashier III (Recorder)	14		1		
0237	Cashier II (Recorder)	12	1.0	43,280	1.0	34,122
0236	Cashier I (Recorder)	11	1.0	40,023	1.0	40,024
			3.0	\$160,274	3.0	\$151,823
05 Maywood - 1301180						
0291	Administrative Analyst I	17	1.0	59,683	1.0	60,393
0237	Cashier II (Recorder)	12	2.0	84,882	2.0	85,634
			3.0	\$144,565	3.0	\$146,027
Total Salaries and Positions			157.0	\$7,516,682	128.0	\$6,297,527
Turnover Adjustment						(545,407)
Operating Funds Total			157.0	\$7,516,682	128.0	\$5,752,120

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

Grade	2010 Appropriation		Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
SEL	1.0	105,000	1.0	105,000
24	4.0	378,156	3.0	323,868
23	4.0	404,142	4.0	405,413
22	2.0	150,004	1.0	86,577
20	3.0	216,516	3.0	218,381
19	2.0	146,460	2.0	147,287
18	6.0	379,194	6.0	383,728
17	4.0	207,467	4.0	210,065
16	6.0	330,017	7.0	389,606
15	2.0	108,997	4.0	207,494
14	21.0	1,043,819	17.0	846,370
13	10.0	473,095	6.0	280,618
12	21.0	890,437	11.0	464,033
11	35.0	1,367,458	29.0	1,140,791
10	30.0	1,094,036	30.0	1,088,295
09	6.0	221,884		1
Total Salaries and Positions	157.0	\$7,516,682	128.0	\$6,297,527
Turnover Adjustment				(545,407)
Operating Funds Total	157.0	\$7,516,682	128.0	\$5,752,120

DEPARTMENT OVERVIEW

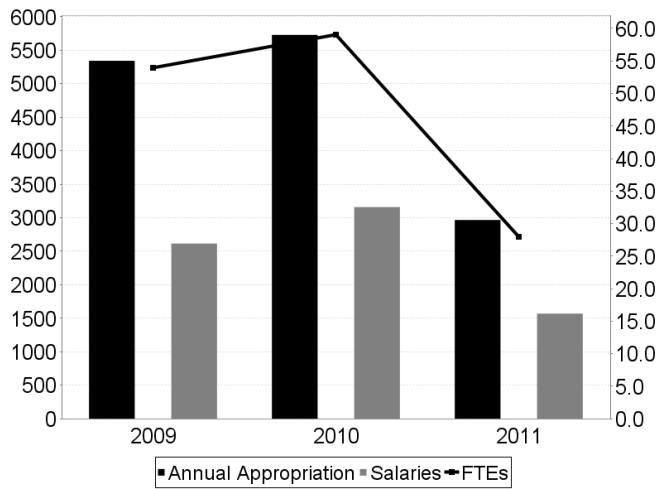
527 COUNTY RECORDER DOCUMENT STORAGE SYSTEM FUND

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	2009 Adopted	2010 Adopted	2011 Approved and Adopted
General	5,341.5	5,727.9	2,965.7
Total	5,341.5	5,727.9	2,965.7
	Adopted	Adopted	Adopted
FTE Positions	54.0	59.0	28.0



DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 527 - COUNTY RECORDER DOCUMENT STORAGE SYSTEM FUND

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference	
Personal Services					
110/501010	Salaries and Wages of Regular Employees	2,926,377.55	3,158,017	1,568,133	(1,589,884)
129/501300	Salaries and Wages of Seasonal Work Employees	11,352.38	40,393		(40,393)
170/501510	Mandatory Medicare Costs	36,447.19	159,570	22,752	(136,818)
175/501590	Life Insurance Program	8,502.74	11,367	5,683	(5,684)
176/501610	Health Insurance	579,092.46	825,422	335,880	(489,542)
177/501640	Dental Insurance Plan	16,663.25	18,665	8,101	(10,564)
179/501690	Vision Care Insurance	4,503.09	6,886	3,087	(3,799)
183/501770	Seminars for Professional Employees	1,655.00	2,304	2,304	
186/501860	Training Programs for Staff Personnel		9,000	4,500	(4,500)
190/501970	Transportation and Other Travel Expenses for Employees	7,233.61	20,000	10,000	(10,000)
Personal Services Total		3,591,827.27	4,251,624	1,960,440	(2,291,184)
Contractual Services					
240/520490	Printing and Publishing	15,903.52	40,000	20,000	(20,000)
242/520550	Surveys, Operations and Reports		40,000		(40,000)
246/520650	Imaging of Records		240,000	60,000	(180,000)
260/520830	Professional and Managerial Services	99,000.00	300,000	150,000	(150,000)
Contractual Services Total		114,903.52	620,000	230,000	(390,000)
Supplies and Materials					
320/530100	Wearing Apparel	4,968.51	5,000	5,000	
350/530600	Office Supplies	9,901.53	12,000	2,500	(9,500)
388/531650	Computer Operation Supplies	48,082.29	65,000	40,000	(25,000)
Supplies and Materials Total		62,952.33	82,000	47,500	(34,500)
Capital Equipment and Improvements					
530/560510	Office Furnishings and Equipment	53,607.27	220,000	40,000	(180,000)
579/560450	Computer Equipment	166,625.34	263,036	140,000	(123,036)
Capital Equipment and Improvements Total		220,232.61	483,036	180,000	(303,036)
Rental and Leasing					
630/550010	Rental of Office Equipment		40,000	20,000	(20,000)
Rental and Leasing Total			40,000	20,000	(20,000)
Contingency and Special Purposes					
883/580260	Cook County Administration	251,256.00	251,256	527,718	276,462
Contingency and Special Purposes Total		251,256.00	251,256	527,718	276,462
Operating Funds Total		4,241,171.73	5,727,916	2,965,658	(2,762,258)

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

Job Code	Title	Grade	2010 Appropriation		Approved & Adopted	
			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	136,032	1.0	136,032
0042	Administrative Assistant To County Recorder	23	1.0	101,264	1.0	101,265
1114	Systems Analyst V	23	1.0	84,200		
0253	Business Manager III	22	1.0	63,681		
0294	Administrative Analyst IV	22	2.0	183,447		
1135	Proj. Ldr. - Da. Syst.	22	1.0	92,108		
0051	Administrative Assistant V	20	3.0	220,045	3.0	221,967
1112	Systems Analyst III	20	6.0	420,656		
0050	Administrative Assistant IV	18	3.0	184,751	1.0	49,732
0048	Administrative Assistant III	16	4.0	212,553	4.0	213,176
0703	Personnel Analyst II	15	1.0	53,749	1.0	54,698
0047	Administrative Assistant II	14	3.0	148,749	2.0	100,751
0561	Real Estate Indexer III	14	2.0	89,643		
4854	Cashier III (Recorder)	14	1.0	49,930	1.0	51,308
0936	Stenographer V	13	2.0	95,788		
0046	Administrative Assistant I	12	2.0	84,061	2.0	84,062
0237	Cashier II (Recorder)	12	3.0	125,051	3.0	125,053
4841	Clerk V-CNTY CLK/ROD/SHERIFF	12	1.0	42,852		
0563	Real Estate Indexer I	11	7.0	250,837		
0907	Clerk V	11	4.0	162,443	4.0	162,446
4839	Clerk IV-CNTY CLK/ROD/SHERIFF	11	1.0	39,239	1.0	39,240
4857	Microfilm Oper III/Cashier II	11	1.0	40,393		
4855	Clerk IV-Recorder of Deeds	10	3.0	110,739	3.0	110,740
4856	Microfilm Oper II/ Clerk IV	10	1.0	37,144		
0983	Microfilm Operator II	09	2.0	62,722		
4613	Internship Clerk	09	1.0	16,318		
			59.0	\$3,226,058	28.0	\$1,568,133
Total Salaries and Positions			59.0	\$3,226,058	28.0	\$1,568,133

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

Grade	2010 Appropriation		Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
24	2.0	253,695	2.0	253,695
23	2.0	185,464	1.0	101,265
22	4.0	339,236		
20	9.0	640,701	3.0	221,967
18	3.0	184,751	1.0	49,732
16	4.0	212,553	4.0	213,176
15	1.0	53,749	1.0	54,698
14	6.0	288,322	3.0	152,059
13	2.0	95,788		
12	6.0	251,964	5.0	209,115
11	13.0	492,912	5.0	201,686
10	4.0	147,883	3.0	110,740
09	3.0	79,040		
Total Salaries and Positions	59.0	\$3,226,058	28.0	\$1,568,133

DEPARTMENT OVERVIEW

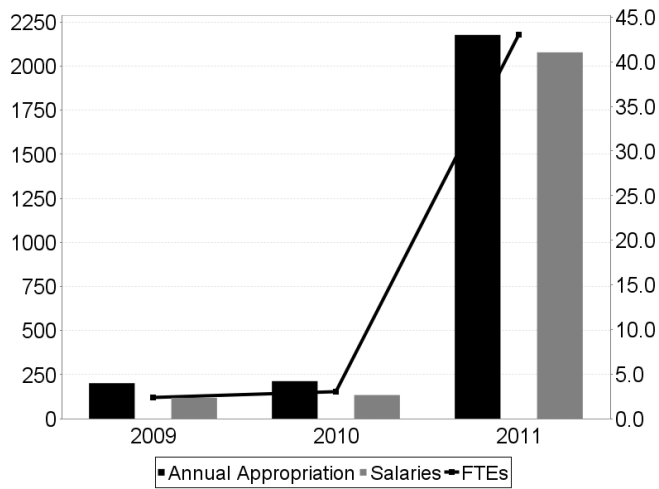
570 GIS FEE FUND

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	2009 Adopted	2010 Adopted	2011 Approved and Adopted
General	201.4	212.9	2,176.6
Total	201.4	212.9	2,176.6
	Adopted	Adopted	Adopted
FTE Positions	2.4	3.0	43.0



DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 570 - GIS FEE FUND

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference
Personal Services				
110/501010 Salaries and Wages of Regular Employees	112,037.34	134,120	2,077,736	1,943,616
170/501510 Mandatory Medicare Costs	1,548.72	1,946	1,981	35
175/501590 Life Insurance Program	26.51	486	493	7
176/501610 Health Insurance	28,097.81	12,000	37,116	25,116
177/501640 Dental Insurance Plan	506.24	330	1,203	873
179/501690 Vision Care Insurance		120	347	227
183/501770 Seminars for Professional Employees	125.00	3,000	1,500	(1,500)
185/501810 Professional and Technical Membership Fees	1,470.00	3,500	1,500	(2,000)
186/501860 Training Programs for Staff Personnel		3,000	1,500	(1,500)
190/501970 Transportation and Other Travel Expenses for Employees	1,581.35	6,000	3,000	(3,000)
Personal Services Total	145,392.97	164,502	2,126,376	1,961,874
Contractual Services				
225/520260 Postage	2,981.00	3,000	1,500	(1,500)
240/520490 Printing and Publishing	5,475.28	8,500	4,000	(4,500)
245/520610 Advertising For Specific Purposes			3,500	3,500
246/520650 Imaging of Records		5,000		(5,000)
260/520830 Professional and Managerial Services		6,000		(6,000)
Contractual Services Total	8,456.28	22,500	9,000	(13,500)
Supplies and Materials				
350/530600 Office Supplies	1,448.68	2,000	2,000	
355/530700 Photographic and Reproduction Supplies	1,092.56	2,400		(2,400)
388/531650 Computer Operation Supplies	4,521.68	6,500	3,500	(3,000)
Supplies and Materials Total	7,062.92	10,900	5,500	(5,400)
Operations and Maintenance				
445/540290 Operation of Automotive Equipment		15,000	10,000	(5,000)
Operations and Maintenance Total		15,000	10,000	(5,000)
Contingency and Special Purposes				
883/580260 Cook County Administration			25,699	25,699
Contingency and Special Purposes Total			25,699	25,699
Operating Funds Total	160,912.17	212,902	2,176,575	1,963,673

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

Job Code	Title	Grade	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
01 GIS Fee Fund						
01 GIS Fee Fund - 5700801						
1114	Systems Analyst V	23			1.0	84,642
1135	Proj. Ldr. - Da. Syst.	22			1.0	93,875
4738	Legal Assistant-Sheriff	21	1.0	59,090	1.0	59,128
1112	Systems Analyst III	20			5.0	368,154
0050	Administrative Assistant IV	18			3.0	186,919
3639	Investigator II	16	2.0	76,964	2.0	77,424
0047	Administrative Assistant II	14			2.0	100,360
0561	Real Estate Indexer III	14			1.0	51,439
0562	Real Estate Indexer II	13			3.0	141,550
4858	Real Estate Indexer I	12			7.0	297,782
0563	Real Estate Indexer I	11			14.0	513,843
4839	Clerk IV-CNTY CLK/ROD/SHERIFF	11			1.0	35,003
4856	Microfilm Oper II/ Clerk IV	10			2.0	67,617
			3.0	\$136,054	43.0	\$2,077,736
Total Salaries and Positions			3.0	\$136,054	43.0	\$2,077,736

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

Grade	2010 Appropriation		Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
23			1.0	84,642
22			1.0	93,875
21	1.0	59,090	1.0	59,128
20			5.0	368,154
18			3.0	186,919
16	2.0	76,964	2.0	77,424
14			3.0	151,799
13			3.0	141,550
12			7.0	297,782
11			15.0	548,846
10			2.0	67,617
Total Salaries and Positions	3.0	\$136,054	43.0	\$2,077,736

DEPARTMENT OVERVIEW

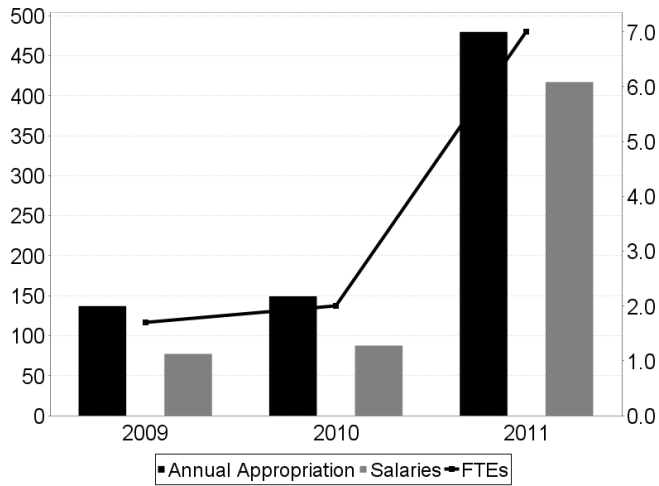
571 RENTAL HOUSING SUPPORT FEE FUND

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	2009 Adopted	2010 Adopted	2011 Approved and Adopted
General	137.0	149.2	479.6
Total	137.0	149.2	479.6
	Adopted	Adopted	Adopted
FTE Positions	1.7	2.0	7.0



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

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference
Personal Services				
110/501010 Salaries and Wages of Regular Employees	96,189.79	87,618	416,978	329,360
170/501510 Mandatory Medicare Costs	1,363.52	1,272	1,422	150
175/501590 Life Insurance Program	18.91	314	354	40
176/501610 Health Insurance	25,261.98	8,000	30,444	22,444
177/501640 Dental Insurance Plan	205.25		1,479	1,479
179/501690 Vision Care Insurance			276	276
183/501770 Seminars for Professional Employees		5,500		(5,500)
186/501860 Training Programs for Staff Personnel		7,500	1,500	(6,000)
190/501970 Transportation and Other Travel Expenses for Employees	383.05	4,000	2,000	(2,000)
Personal Services Total	123,422.50	114,204	454,453	340,249
Contractual Services				
240/520490 Printing and Publishing		5,000	3,000	(2,000)
246/520650 Imaging of Records		5,000		(5,000)
260/520830 Professional and Managerial Services		5,000		(5,000)
Contractual Services Total		15,000	3,000	(12,000)
Supplies and Materials				
350/530600 Office Supplies	3,742.21	5,000	1,500	(3,500)
388/531650 Computer Operation Supplies	3,906.43	5,000	1,500	(3,500)
Supplies and Materials Total	7,648.64	10,000	3,000	(7,000)
Capital Equipment and Improvements				
579/560450 Computer Equipment	9,228.00	10,000		(10,000)
Capital Equipment and Improvements Total	9,228.00	10,000		(10,000)
Contingency and Special Purposes				
883/580260 Cook County Administration			19,164	19,164
Contingency and Special Purposes Total			19,164	19,164
Operating Funds Total	140,299.14	149,204	479,617	330,413

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

Job Code	Title	Grade	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
01 Rental Housing Support Fee Fund						
01 Rental Housing Support Fee Fund - 5710801						
0294	Administrative Analyst IV	22			2.0	185,047
1111	Systems Analyst II	18	2.0	97,905	2.0	97,967
0238	Cashier III (Recorder)	13			1.0	47,895
0936	Stenographer V	13			1.0	46,045
4857	Microfilm Oper III/Cashier II	11			1.0	40,024
			2.0	\$97,905	7.0	\$416,978
Total Salaries and Positions			2.0	\$97,905	7.0	\$416,978

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

Grade	2010 Appropriation		Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
22			2.0	185,047
18	2.0	97,905	2.0	97,967
13			2.0	93,940
11			1.0	40,024
Total Salaries and Positions	2.0	\$97,905	7.0	\$416,978