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RECORDER OF DEEDS

Summary of Appropriations

DEPARTMENT AND TITLE	FY2008 EXPENDITURES	08 ADJUSTED APPROPRIATION	APPROVED & ADOPTED	DIFFERENCE
CORPORATE FUND				
130 Recorder of Deeds	8,214,180	8,352,405	8,054,885	(297,520)
CORPORATE FUND TOTAL	8,214,180	8,352,405	8,054,885	(297,520)
GENERAL FUND TOTAL	8,214,180	8,352,405	8,054,885	(297,520)
SPECIAL PURPOSE FUNDS				
527 County Recorder Document Storage System Fund	3,524,622	4,270,000	5,341,516	1,071,516
570 GIS Fee Fund			201,379	201,379
571 Rental Housing Support Fee Fund			136,978	136,978
SPECIAL PURPOSE FUNDS TOTAL	3,524,622	4,270,000	5,679,873	1,409,873
SPECIAL PURPOSE FUND TOTAL	3,524,622	4,270,000	5,679,873	1,409,873
TOTAL APPROPRIATIONS	\$11,738,802	\$12,622,405	\$13,734,758	1,112,353

Summary of Positions

DEPARTMENT AND TITLE	08 APPROVED POSITIONS	APPROVED & ADOPTED	DIFFERENCE
CORPORATE FUND			
130 Recorder of Deeds	181.0	167.6	(13.4)
CORPORATE FUND TOTAL	181.0	167.6	(13.4)
GENERAL FUND TOTAL	181.0	167.6	(13.4)
SPECIAL PURPOSE FUNDS			
527 County Recorder Document Storage System Fund	52.0	54.0	2.0
570 GIS Fee Fund		2.4	2.4
571 Rental Housing Support Fee Fund		1.7	1.7
SPECIAL PURPOSE FUNDS TOTAL	52.0	58.1	6.1
GENERAL FUND TOTAL	52.0	58.1	6.1
TOTAL POSITIONS	233.0	225.7	(7.3)

* The FY2008 Appropriation reflects the Appropriation As Adjusted column in the Appropriation Trial Balance

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

RECORDER OF DEEDS

ACCOUNT NUMBER AND TITLE	FY2008 EXPENDITURES	FY08 ADJUSTED* APPROPRIATION	APPROVED & ADOPTED	DIFFERENCE
PERSONAL SERVICES				
110 / 501010 Salaries and Wages of Regular Employees	7,912,299.46	7,912,300	7,747,971	(164,329)
120 / 501210 Overtime Compensation	8,557.51			
172 / 501540 Workers' Compensation			11,829	11,829
185 / 501810 Professional and Technical Membership Fees	1,620.00	1,940	2,000	60
TOTAL PERSONAL SERVICES	\$7,922,476.97	\$7,914,240	\$7,761,800	(\$152,440)
CONTRACTUAL SERVICES				
214 / 520030 Armored Car Service	34,787.50	48,500	60,000	11,500
225 / 520260 Postage	126,144.59	155,200	85,600	(69,600)
250 / 520730 Premiums on Fidelity, Surety Bonds and Public Liability	7,066.00	3,880	4,000	120
260 / 520830 Professional and Managerial Services		19,206	25,000	5,794
261 / 520890 Legal Fees Regarding Labor Matters	700.00	3,880	4,000	120
TOTAL CONTRACTUAL SERVICES	\$168,698.09	\$230,666	\$178,600	(\$52,066)
SUPPLIES AND MATERIALS				
350 / 530600 Office Supplies	31,060.94	52,650	29,100	(23,550)
353 / 530640 Books, Periodicals, Publications, Archives and Data Services	1,068.32	2,619	2,700	81
355 / 530700 Photographic and Reproduction Supplies		700	7,710	7,010
388 / 531650 Computer Operation Supplies	20,810.37	32,980	4,000	(28,980)
TOTAL SUPPLIES AND MATERIALS	\$52,939.63	\$88,949	\$43,510	(\$45,439)
OPERATION AND MAINTENANCE				
440 / 540130 Maintenance and Repair of Office Equipment	36,314.86	58,200	20,000	(38,200)
441 / 540170 Maintenance and Repair of Data Processing Equipment and Software	6,600.00	6,600	6,600	
444 / 540250 Maintenance and Repair of Automotive Equipment	3,382.72	6,910	4,000	(2,910)
445 / 540290 Operation of Automotive Equipment	4,060.97	5,700	7,685	1,985
TOTAL OPERATION AND MAINTENANCE	\$50,358.55	\$77,410	\$38,285	(\$39,125)
RENTAL AND LEASING				
630 / 550010 Rental of Office Equipment	19,707.00	41,140	32,690	(8,450)
TOTAL RENTAL AND LEASING	\$19,707.00	\$41,140	\$32,690	(\$8,450)
OPERATING FUNDS TOTAL	\$8,214,180.24	\$8,352,405	\$8,054,885	(297,520)
(717) NEW/REPLACEMENT CAPITAL EQUIPMENT				
521 / 560420 Institutional Equipment		80,000		(80,000)
530 / 560510 Office Furnishings and Equipment	126,601.31	195,262		(195,262)
549 / 560610 Vehicle Purchase	39,603.00	46,326		(46,326)
579 / 560450 Computer Equipment	561,735.00	711,886		(711,886)
	727,939.31	1,033,474		(1,033,474)
(715) MAJOR CAPITAL EQUIPMENT - LONG TERM PROJECTS				
579 / 560450 Computer Equipment	12,362,843.37	12,362,874		(12,362,874)
590 / 567020 Equipment or Improvements Not Otherwise Classified	4,000,000.00	4,000,000		(4,000,000)
	16,362,843.37	16,362,874		(16,362,874)
TOTAL CAPITAL EQUIPMENT REQUESTS	\$17,090,782.68	\$17,396,348		(17,396,348)

* The FY2008 Appropriation reflects the Appropriation As Adjusted column in the Appropriation Trial Balance

** Capital equipment requests for bonded capital funds (717, 715, 714) represent the amount(s) for 'New' equipment funding in FY2009. Capital equipment expenditures and appropriations represent charges against current and prior year funding.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

RECORDER OF DEEDS - SPECIAL PURPOSE FUNDS

ACCOUNT NUMBER AND TITLE	FY2008 EXPENDITURES	FY08 ADJUSTED* APPROPRIATION	APPROVED & ADOPTED	DIFFERENCE
PERSONAL SERVICES				
110 / 501010 Salaries and Wages of Regular Employees	1,975,156.20	2,313,700	2,809,556	495,856
115 / 501170 Appropriation Adjustment for Personal Services		25,000	3,619	(21,381)
120 / 501210 Overtime Compensation	14,437.50			
129 / 501300 Salaries and Wages of Seasonal Work Employees	51,668.70	33,700	218,594	184,894
170 / 501510 Mandatory Medicare Costs	24,801.05	31,000	40,204	9,204
175 / 501590 Life Insurance Program	5,967.02	8,900	10,392	1,492
176 / 501610 Health Insurance	408,168.66	524,500	523,493	(1,007)
177 / 501640 Dental Insurance Plan	13,304.94	16,000	12,819	(3,181)
179 / 501690 Vision Care Insurance	3,144.61	6,000	7,595	1,595
183 / 501770 Seminars for Professional Employees	2,499.00	2,500	10,804	8,304
185 / 501810 Professional and Technical Membership Fees			3,500	3,500
186 / 501860 Training Programs for Staff Personnel	70.00	9,000	19,500	10,500
190 / 501970 Transportation and Other Travel Expenses for Employees	6,781.70	20,000	30,000	10,000
TOTAL PERSONAL SERVICES	\$2,505,999.38	\$2,990,300	\$3,690,076	\$699,776
CONTRACTUAL SERVICES				
225 / 520260 Postage			3,000	3,000
240 / 520490 Printing and Publishing	10,042.05	55,000	53,500	(1,500)
242 / 520550 Surveys, Operations and Reports	39,199.63	50,000	40,000	(10,000)
246 / 520650 Imaging of Records	12,491.50	240,000	250,000	10,000
260 / 520830 Professional and Managerial Services	48,500.00	120,000	311,000	191,000
TOTAL CONTRACTUAL SERVICES	\$110,233.18	\$465,000	\$657,500	\$192,500
SUPPLIES AND MATERIALS				
320 / 530100 Wearing Apparel	2,585.62	5,000	5,000	
350 / 530600 Office Supplies	12,913.77	27,000	19,000	(8,000)
355 / 530700 Photographic and Reproduction Supplies			2,400	2,400
388 / 531650 Computer Operation Supplies	49,906.37	65,000	76,500	11,500
TOTAL SUPPLIES AND MATERIALS	\$65,405.76	\$97,000	\$102,900	\$5,900
OPERATION AND MAINTENANCE				
445 / 540290 Operation of Automotive Equipment			15,000	15,000
TOTAL OPERATION AND MAINTENANCE			\$15,000	\$15,000
CAPITAL OUTLAY				
530 / 560510 Office Furnishings and Equipment	11,925.19	35,000	68,000	33,000
579 / 560450 Computer Equipment	658,358.25	475,000	717,000	242,000
TOTAL CAPITAL OUTLAY	\$670,283.44	\$510,000	\$785,000	\$275,000
RENTAL AND LEASING				
630 / 550010 Rental of Office Equipment		35,000	40,000	5,000
TOTAL RENTAL AND LEASING		\$35,000	\$40,000	\$5,000
CONTINGENCY				
883 / 580260 Cook County Administration	172,700.00	172,700	389,397	216,697
TOTAL CONTINGENCY	\$172,700.00	\$172,700	\$389,397	\$216,697
OPERATING FUNDS TOTAL	\$3,524,621.76	\$4,270,000	\$5,679,873	1,409,873

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130 RECORDER OF DEEDS

OVERVIEW

DEPARTMENT MISSION

The mission of Cook County Recorder of Deeds office is multi-faceted. The primary responsibilities are dictated by state statute. To serve the land owners, 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.

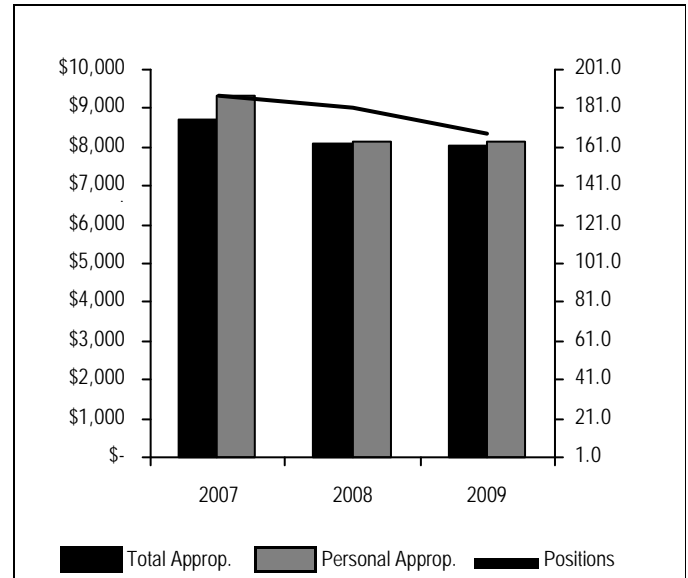
GOALS AND OBJECTIVES

- Integrate software systems to link Land records with Geographical Information Systems (GIS) files.
- 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.

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. Recording of liens, military discharge documents, UCC documents, municipal annexations and municipal incorporations; moreover, collecting all transfer taxes from those engaged in a land transaction. This includes collecting the transfer tax for the county, state, and the corresponding municipalities. Our office also collects all fees for the Rental Housing Support Act and performs extensive data services for the Cook County Treasurer and the Cook County Assessor's office.

Fund Category	Appropriations (\$thousands)		
	2007 Adopted	2008 Adopted	2009 Adopted
General	8,690.2	8,100.3	8,054.9
Total	8,690.2	8,100.3	8,054.9
	Adopted	Adopted	Adopted
FTE Positions	188.0	181.0	167.6



MAJOR ACCOMPLISHMENTS

- 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.
- Upgraded the cashiering software and initiated new fee collection schedules pursuant to County Ordinances.
- Installed new cashiering database cluster servers and 40 TB redundant SAN with fiber channel storage devices.

KEY BUDGET INITIATIVES

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

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

Department 130 Recorder of Deeds

ACCOUNT NUMBER AND TITLE	FY2008 EXPENDITURES	FY08 ADJUSTED* APPROPRIATION	APPROVED & ADOPTED	DIFFERENCE
PERSONAL SERVICES				
110 / 501010 Salaries and Wages of Regular Employees	7,912,299.46	7,912,300	7,747,971	(164,329)
120 / 501210 Overtime Compensation	8,557.51			
172 / 501540 Workers' Compensation			11,829	11,829
185 / 501810 Professional and Technical Membership Fees	1,620.00	1,940	2,000	60
PERSONAL SERVICES TOTAL	\$7,922,476.97	\$7,914,240	\$7,761,800	(152,440)
CONTRACTUAL SERVICES				
214 / 520030 Armored Car Service	34,787.50	48,500	60,000	11,500
225 / 520260 Postage	126,144.59	155,200	85,600	(69,600)
250 / 520730 Premiums on Fidelity, Surety Bonds and Public Liability	7,066.00	3,880	4,000	120
260 / 520830 Professional and Managerial Services		19,206	25,000	5,794
261 / 520890 Legal Fees Regarding Labor Matters	700.00	3,880	4,000	120
CONTRACTUAL SERVICES TOTAL	\$168,698.09	\$230,666	\$178,600	(52,066)
SUPPLIES AND MATERIALS				
350 / 530600 Office Supplies	31,060.94	52,650	29,100	(23,550)
353 / 530640 Books, Periodicals, Publications, Archives and Data Services	1,068.32	2,619	2,700	81
355 / 530700 Photographic and Reproduction Supplies		700	7,710	7,010
388 / 531650 Computer Operation Supplies	20,810.37	32,980	4,000	(28,980)
SUPPLIES AND MATERIALS TOTAL	\$52,939.63	\$88,949	\$43,510	(45,439)
OPERATION AND MAINTENANCE				
440 / 540130 Maintenance and Repair of Office Equipment	36,314.86	58,200	20,000	(38,200)
441 / 540170 Maintenance and Repair of Data Processing Equipment and Software	6,600.00	6,600	6,600	
444 / 540250 Maintenance and Repair of Automotive Equipment	3,382.72	6,910	4,000	(2,910)
445 / 540290 Operation of Automotive Equipment	4,060.97	5,700	7,685	1,985
OPERATION AND MAINTENANCE TOTAL	\$50,358.55	\$77,410	\$38,285	(39,125)
RENTAL AND LEASING				
630 / 550010 Rental of Office Equipment	19,707.00	41,140	32,690	(8,450)
RENTAL AND LEASING TOTAL	\$19,707.00	\$41,140	\$32,690	(8,450)
OPERATING FUNDS TOTAL	\$8,214,180.24	\$8,352,405	\$8,054,885	(297,520)
(717) NEW/REPLACEMENT CAPITAL EQUIPMENT - 71700130				
521 / 560420 Institutional Equipment		80,000		(80,000)
530 / 560510 Office Furnishings and Equipment	126,601.31	195,262		(195,262)
549 / 560610 Vehicle Purchase	39,603.00	46,326		(46,326)
579 / 560450 Computer Equipment	561,735.00	711,886		(711,886)
	727,939.31	1,033,474		(1,033,474)
(715) MAJOR CAPITAL EQUIPMENT - LONG TERM PROJECTS - 71520280				
579 / 560450 Computer Equipment	4,342,629.00	4,342,660		(4,342,660)
	4,342,629.00	4,342,660		(4,342,660)
(715) MAJOR CAPITAL EQUIPMENT - LONG TERM PROJECTS - 71520340				
579 / 560450 Computer Equipment	4,656,000.00	4,656,000		(4,656,000)
	4,656,000.00	4,656,000		(4,656,000)
(715) MAJOR CAPITAL EQUIPMENT - LONG TERM PROJECTS - 71520390				
590 / 567020 Equipment or Improvements Not Otherwise Classified	4,000,000.00	4,000,000		(4,000,000)
	4,000,000.00	4,000,000		(4,000,000)
(715) MAJOR CAPITAL EQUIPMENT - LONG TERM PROJECTS - 71520410				
579 / 560450 Computer Equipment	3,364,214.37	3,364,214		(3,364,214)
	3,364,214.37	3,364,214		(3,364,214)
TOTAL CAPITAL EQUIPMENT REQUESTS	\$17,090,782.68	\$17,396,348		(17,396,348)

* The FY2008 Appropriation reflects the Appropriation As Adjusted column in the Appropriation Trial Balance

** Capital equipment requests for bonded capital funds (717, 715, 714) represent the amount(s) for 'New' equipment funding in FY2009. Capital equipment expenditures and appropriations represent charges against current and prior year funding.

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

Department 130 Recorder of Deeds

JOB CODE AND TITLE	GRADE	2008 APPROPRIATION		APPROVED & ADOPTED	
		FTE POS.	SALARIES	FTE POS.	SALARIES
01 ADMINISTRATIVE DIVISION					
01 EXECUTIVE - 1301154					
0014 Recorder	S	1.0	\$105,000	1.0	\$105,000
0401 Deputy Recorder	24	1.0	\$117,664	1.0	\$118,199
0406 Chief Deputy Recorder	24	1.0	\$129,538	1.0	\$129,948
0042 Administrative Assistant To County Recorder	23	2.0	\$186,110	2.0	\$189,547
0253 Business Manager III	22	1.0	\$84,573	1.0	\$85,250
0294 Administrative Analyst IV	22	1.0	\$88,645	1.0	\$89,612
0051 Administrative Assistant V	20	1.0	\$75,573	0.2	\$14,542
0292 Administrative Analyst II	19	1.0	\$68,669	1.0	\$69,327
		9.0	\$855,772	8.2	\$801,425
02 CLERICAL - 1301155					
0047 Administrative Assistant II	14	1.0	\$44,002	1.0	\$44,028
		1.0	\$44,002	1.0	\$44,028
03 ACCOUNTING - 1301156					
0042 Administrative Assistant To County Recorder	23	1.0	\$95,372	1.0	\$95,383
0110 Director of Financial Control I	20	1.0	\$74,655	1.0	\$75,433
0144 Accountant IV	17	2.0	\$99,534	2.0	\$100,807
4852 Accountant I	12			1.0	\$42,031
0141 Accountant I	11	2.0	\$81,343		\$1
		6.0	\$350,904	5.0	\$313,655
04 PURCHASING - 1301157					
0042 Administrative Assistant To County Recorder	23	1.0	\$95,372	1.0	\$95,383
0047 Administrative Assistant II	14	1.0	\$46,091	1.0	\$47,090
4841 Clerk V	12			1.0	\$40,169
0907 Clerk V	11	1.0	\$40,169		
4855 Clerk IV	10			1.0	\$38,649
0906 Clerk IV	09	1.0	\$38,648		
		4.0	\$220,280	4.0	\$221,291
05 PAYROLL - 1301158					
0042 Administrative Assistant To County Recorder	23	1.0	\$94,432	1.0	\$94,437
0051 Administrative Assistant V	20	1.0	\$70,150	1.0	\$71,214
		2.0	\$164,582	2.0	\$165,651
06 LEGAL - 1301159					
0398 Chief Legal Advisor - Recorder of Deeds	24	1.0	\$107,948	1.0	\$108,048
0047 Administrative Assistant II	14	1.0	\$51,438	1.0	\$51,439
		2.0	\$159,386	2.0	\$159,487
02 CUSTOMER SERVICE DIVISION					
01 SPECIAL SERVICES - 1301160					
0050 Administrative Assistant IV	18	2.0	\$125,855	2.0	\$127,419
0048 Administrative Assistant III	16	1.0	\$54,583	1.0	\$55,157
0238 Cashier III (Recorder)	13	1.0	\$47,894	1.0	\$47,895
0046 Administrative Assistant I	12	1.0	\$36,450	1.0	\$38,256
4839 Clerk IV	11			1.0	\$39,240
0907 Clerk V	11	1.0	\$41,633	1.0	\$41,634
4855 Clerk IV	10			6.0	\$217,910
0906 Clerk IV	09	8.0	\$283,009	1.0	\$26,997
		14.0	\$589,424	14.0	\$594,508

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

Department 130 Recorder of Deeds

JOB CODE AND TITLE	GRADE	2008 APPROPRIATION		APPROVED & ADOPTED	
		FTE POS.	SALARIES	FTE POS.	SALARIES
03 SECURITY - 1301161					
2261 Tract Section Supervisor	15			1.0	\$47,447
0800 Safety Inspector II	15	1.0	\$47,347		
0047 Administrative Assistant II	14	1.0	\$44,002	1.0	\$44,028
4859 Security Officer I	10			1.0	\$36,450
2416 Security Officer I	09	2.0	\$65,389		\$1
0906 Clerk IV	09	1.0	\$31,023	1.0	\$31,225
		5.0	\$187,762	4.0	\$159,151
03 RECORDING OPERATIONS DIVISION					
01 DOCUMENT MAINTENANCE - 1301162					
0401 Deputy Recorder	24	1.0	\$117,664	1.0	\$118,199
0051 Administrative Assistant V	20	1.0	\$77,648		\$1
0048 Administrative Assistant III	16	2.0	\$113,682	2.0	\$114,342
0143 Accountant III	15	1.0	\$53,697	1.0	\$53,698
0238 Cashier III (Recorder)	13	1.0	\$46,488	1.0	\$46,488
4855 Clerk IV	10			1.0	\$37,145
0906 Clerk IV	09	1.0	\$37,145		
		7.0	\$446,324	6.0	\$369,873
02 DOCUMENT PRICING - 1301163					
0415 Recording Division Supervisor	22	1.0	\$84,573	1.0	\$84,621
4854 Cashier III (Recorder)	14			1.0	\$51,439
0238 Cashier III (Recorder)	13	1.0	\$51,438		
0237 Cashier II (Recorder)	12	1.0	\$42,852	1.0	\$43,161
4853 Cashier II (Recorder)	11			1.0	\$39,240
0227 Cashier II	10	1.0	\$39,239		
4855 Clerk IV	10			2.0	\$71,751
0906 Clerk IV	09	2.0	\$71,271		
		6.0	\$289,374	6.0	\$290,212
03 CASHIERS - 1301164					
0048 Administrative Assistant III	16	1.0	\$56,235	1.0	\$56,497
4854 Cashier III (Recorder)	14			2.0	\$99,371
0238 Cashier III (Recorder)	13	3.0	\$146,261	1.0	\$47,895
0236 Cashier I (Recorder)	11	2.0	\$71,693	2.0	\$70,826
0907 Clerk V	11	1.0	\$38,189		\$1
0227 Cashier II	10	1.0	\$34,821	1.0	\$34,822
4855 Clerk IV	10			1.0	\$36,450
0906 Clerk IV	09	1.0	\$36,450		
		9.0	\$383,650	8.0	\$345,862
04 MAIL - 1301165					
0050 Administrative Assistant IV	18	1.0	\$58,165	1.0	\$58,647
0410 Title Officer Supervisor	16			1.0	\$54,288
0048 Administrative Assistant III	16	3.0	\$160,917	2.0	\$107,123
4854 Cashier III (Recorder)	14			3.0	\$152,809
0238 Cashier III (Recorder)	13	4.0	\$195,801	1.0	\$42,994
0237 Cashier II (Recorder)	12	1.0	\$42,852	1.0	\$42,853
4841 Clerk V	12			1.0	\$42,809
0907 Clerk V	11	6.0	\$247,718	5.0	\$205,690
4855 Clerk IV	10			6.0	\$217,331
0906 Clerk IV	09	8.0	\$267,513		\$2
		23.0	\$972,966	21.0	\$924,546

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

Department 130 Recorder of Deeds

JOB CODE AND TITLE	GRADE	2008 APPROPRIATION		APPROVED & ADOPTED	
		FTE POS.	SALARIES	FTE POS.	SALARIES
06 PUBLIC INFORMATION/UCC - 1301166					
0907 Clerk V	11	1.0	\$41,633	1.0	\$41,634
4855 Clerk IV	10			1.0	\$34,965
0906 Clerk IV	09	1.0	\$34,029		
		2.0	\$75,662	2.0	\$76,599
08 TITLE EXPRESS - 1301168					
4836 Admin Assistant II	15			1.0	\$53,698
0047 Administrative Assistant II	14	2.0	\$105,136	1.0	\$51,439
4854 Cashier III (Recorder)	14			3.0	\$151,301
0238 Cashier III (Recorder)	13	6.0	\$288,232	3.0	\$127,602
0237 Cashier II (Recorder)	12	1.0	\$42,123		\$1
4841 Clerk V	12			1.0	\$42,853
4857 Microfilm Oper III	11			1.0	\$39,240
0907 Clerk V	11	1.0	\$42,852		
0227 Cashier II	10	2.0	\$70,928	1.0	\$28,919
0906 Clerk IV	09	2.0	\$59,451	2.0	\$59,452
		14.0	\$608,721	13.0	\$554,505
09 DECLARATION & REVENUE STAMP REVIEW - 1301169					
4839 Clerk IV	11			1.0	\$37,347
0907 Clerk V	11	4.0	\$164,923	4.0	\$164,926
4855 Clerk IV	10			1.0	\$35,863
0906 Clerk IV	09	2.0	\$72,168		
		6.0	\$237,091	6.0	\$238,136
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 Director	24	1.0	\$98,257	1.0	\$98,280
0050 Administrative Assistant IV	18	1.0	\$62,878	1.0	\$63,471
0048 Administrative Assistant III	16	1.0	\$56,235	1.0	\$56,497
0047 Administrative Assistant II	14	2.0	\$97,683	2.0	\$97,684
0562 Real Estate Indexer II	13	3.0	\$138,122	3.0	\$139,346
4858 Real Estate Indexer I	12			8.0	\$333,246
4839 Clerk IV	11			1.0	\$31,884
0563 Real Estate Indexer I	11	16.0	\$605,725	7.0	\$238,707
4855 Clerk IV	10			1.0	\$37,538
0906 Clerk IV	09	2.0	\$68,561		
		26.0	\$1,127,462	25.0	\$1,096,653
04 INFORMATION RETRIEVAL DIVISION					
01 TRACT - 1301172					
0997 Record Production Supervisor I	14	1.0	\$47,041	1.0	\$47,212
4839 Clerk IV	11			1.0	\$37,347
4855 Clerk IV	10			1.0	\$37,538
0906 Clerk IV	09	3.0	\$104,478	1.0	\$30,454
		4.0	\$151,520	4.0	\$152,551
02 DOCUMENT PROCESSING - 1301173					
4839 Clerk IV	11			1.0	\$37,347
4860 Microfilm Operator II	11			1.0	\$39,240
0907 Clerk V	11	1.0	\$40,519	1.0	\$41,634
4855 Clerk IV	10			2.0	\$72,900

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

Department 130 Recorder of Deeds

JOB CODE AND TITLE	GRADE	2008 APPROPRIATION		APPROVED & ADOPTED	
		FTE POS.	SALARIES	FTE POS.	SALARIES
0906 Clerk IV	09	4.0	\$137,715		\$1
0983 Microfilm Operator II	09	1.0	\$39,239		
		6.0	\$217,473	5.0	\$191,122
03 MICROFILM REPRODUCTION - 1301174					
4839 Clerk IV	11			1.0	\$37,347
0907 Clerk V	11	1.0	\$30,194		\$1
4855 Clerk IV	10			1.0	\$36,450
0906 Clerk IV	09	3.0	\$106,105		\$1
		4.0	\$136,299	2.0	\$73,799
04 MICROFILM LIBRARY/RETRIEVAL - 1301175					
0047 Administrative Assistant II	14	1.0	\$47,041		
0999 Title Express Supervisor	14			1.0	\$47,212
4839 Clerk IV	11			4.0	\$145,170
4860 Microfilm Operator II	11			1.0	\$37,347
4855 Clerk IV	10			5.0	\$182,250
0906 Clerk IV	09	9.0	\$326,525		
0983 Microfilm Operator II	09	1.0	\$37,346		
		11.0	\$410,912	11.0	\$411,979
05 SATELLITE DIVISION					
01 ROLLING MEADOWS - 1301176					
0145 Accountant V	19	1.0	\$70,747	1.0	\$71,068
4854 Cashier III (Recorder)	14			1.0	\$49,931
0238 Cashier III (Recorder)	13	1.0	\$49,930		
0237 Cashier II (Recorder)	12	1.0	\$40,169	1.0	\$40,169
		3.0	\$160,846	3.0	\$161,168
02 MARKHAM - 1301177					
0419 Director of Satellite Offices	24	1.0	\$88,631	1.0	\$88,950
0231 Cashier Division Supervisor II	16	1.0	\$54,061	1.0	\$54,288
0048 Administrative Assistant III	16	1.0	\$42,971	1.0	\$52,165
4854 Cashier III (Recorder)	14			1.0	\$49,931
0238 Cashier III (Recorder)	13	1.0	\$49,930		
0237 Cashier II (Recorder)	12	1.0	\$44,597	1.0	\$44,598
		5.0	\$280,191	5.0	\$289,932
03 BRIDGEVIEW - 1301178					
0050 Administrative Assistant IV	18	1.0	\$64,821	1.0	\$65,802
0047 Administrative Assistant II	14	1.0	\$37,183	0.2	\$9,089
4854 Cashier III (Recorder)	14			1.0	\$49,931
0238 Cashier III (Recorder)	13	1.0	\$49,930		
0237 Cashier II (Recorder)	12	1.0	\$43,404	1.0	\$44,598
		4.0	\$195,339	3.2	\$169,420
04 SKOKIE - 1301179					
0403 Examiner of Titles I	20			1.0	\$75,452
0051 Administrative Assistant V	20	1.0	\$75,379		
4854 Cashier III (Recorder)	14			1.0	\$51,439
0238 Cashier III (Recorder)	13	1.0	\$51,438		
0237 Cashier II (Recorder)	12	1.0	\$43,281	1.0	\$43,281
0236 Cashier I (Recorder)	11	1.0	\$34,632	0.2	\$7,380
		4.0	\$204,730	3.2	\$177,552

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

Department 130 Recorder of Deeds

JOB CODE AND TITLE	GRADE	2008 APPROPRIATION		APPROVED & ADOPTED	
		FTE POS.	SALARIES	FTE POS.	SALARIES
05 MAYWOOD - 1301180					
0291 Administrative Analyst I	17	1.0	\$57,140	1.0	\$57,348
0237 Cashier II (Recorder)	12	2.0	\$84,061	2.0	\$84,619
		<u>3.0</u>	<u>\$141,201</u>	<u>3.0</u>	<u>\$141,967</u>
TOTAL SALARIES AND POSITIONS		181.0	\$8,653,600	167.6	\$8,166,706
TURNOVER ADJUSTMENT			(\$522,600)		(\$418,735)
OPERATING FUNDS TOTAL		181.0	\$8,131,000	167.6	\$7,747,971

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE

Department 130 Recorder of Deeds

GRADE	2008 APPROPRIATION		APPROVED & ADOPTED	
	FTE POS.	SALARIES	FTE POS.	SALARIES
S	1.0	\$105,000	1.0	\$105,000
24	6.0	\$659,701	6.0	\$661,624
23	5.0	\$471,286	5.0	\$474,750
22	3.0	\$257,791	3.0	\$259,483
20	5.0	\$373,406	3.2	\$236,642
19	2.0	\$139,416	2.0	\$140,395
18	5.0	\$311,719	5.0	\$315,339
17	3.0	\$156,674	3.0	\$158,155
16	10.0	\$538,685	10.0	\$550,357
15	2.0	\$101,044	3.0	\$154,843
14	11.0	\$519,618	22.2	\$1,095,373
13	23.0	\$1,115,467	10.0	\$452,220
12	10.0	\$419,789	21.0	\$882,644
11	39.0	\$1,522,857	36.2	\$1,374,817
10	4.0	\$144,988	32.0	\$1,156,931
09	52.0	\$1,816,066	5.0	\$148,133
TOTAL SALARIES AND POSITIONS	181.0	\$8,653,600	167.6	\$8,166,706
TURNOVER ADJUSTMENT		(522,600)		(418,735)
OPERATING FUNDS TOTAL	181.0	\$8,131,000	167.6	\$7,747,971

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

Department 527 County Recorder Document Storage System Fund

ACCOUNT NUMBER AND TITLE	FY2008 EXPENDITURES	FY08 ADJUSTED* APPROPRIATION	APPROVED & ADOPTED	DIFFERENCE
PERSONAL SERVICES				
110 / 501010 Salaries and Wages of Regular Employees	1,975,156.20	2,313,700	2,613,939	300,239
115 / 501170 Appropriation Adjustment for Personal Services		25,000	3,619	(21,381)
120 / 501210 Overtime Compensation	14,437.50			
129 / 501300 Salaries and Wages of Seasonal Work Employees	51,668.70	33,700	218,594	184,894
170 / 501510 Mandatory Medicare Costs	24,801.05	31,000	36,655	5,655
175 / 501590 Life Insurance Program	5,967.02	8,900	9,501	601
176 / 501610 Health Insurance	408,168.66	524,500	523,493	(1,007)
177 / 501640 Dental Insurance Plan	13,304.94	16,000	11,619	(4,381)
179 / 501690 Vision Care Insurance	3,144.61	6,000	6,395	395
183 / 501770 Seminars for Professional Employees	2,499.00	2,500	2,304	(196)
186 / 501860 Training Programs for Staff Personnel	70.00	9,000	9,000	
190 / 501970 Transportation and Other Travel Expenses for Employees	6,781.70	20,000	20,000	
PERSONAL SERVICES TOTAL	\$2,505,999.38	\$2,990,300	\$3,455,119	464,819
CONTRACTUAL SERVICES				
240 / 520490 Printing and Publishing	10,042.05	55,000	40,000	(15,000)
242 / 520550 Surveys, Operations and Reports	39,199.63	50,000	40,000	(10,000)
246 / 520650 Imaging of Records	12,491.50	240,000	240,000	
260 / 520830 Professional and Managerial Services	48,500.00	120,000	300,000	180,000
CONTRACTUAL SERVICES TOTAL	\$110,233.18	\$465,000	\$620,000	155,000
SUPPLIES AND MATERIALS				
320 / 530100 Wearing Apparel	2,585.62	5,000	5,000	
350 / 530600 Office Supplies	12,913.77	27,000	12,000	(15,000)
388 / 531650 Computer Operation Supplies	49,906.37	65,000	65,000	
SUPPLIES AND MATERIALS TOTAL	\$65,405.76	\$97,000	\$82,000	(15,000)
CAPITAL OUTLAY				
530 / 560510 Office Furnishings and Equipment	11,925.19	35,000	55,000	20,000
579 / 560450 Computer Equipment	658,358.25	475,000	700,000	225,000
CAPITAL OUTLAY TOTAL	\$670,283.44	\$510,000	\$755,000	245,000
RENTAL AND LEASING				
630 / 550010 Rental of Office Equipment		35,000	40,000	5,000
RENTAL AND LEASING TOTAL		\$35,000	\$40,000	5,000
CONTINGENCY				
883 / 580260 Cook County Administration	172,700.00	172,700	389,397	216,697
CONTINGENCY TOTAL	\$172,700.00	\$172,700	\$389,397	216,697
OPERATING FUNDS TOTAL	\$3,524,621.76	\$4,270,000	\$5,341,516	1,071,516

* The FY2008 Appropriation reflects the Appropriation As Adjusted column in the Appropriation Trial Balance

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

Department 527 County Recorder Document Storage System Fund

JOB CODE AND TITLE	GRADE	2008 APPROPRIATION		APPROVED & ADOPTED	
		FTE POS.	SALARIES	FTE POS.	SALARIES
01 TECHNICAL SERVICES DIVISION					
01 COMPUTER ADMINISTRATION - 5270582					
1114 Systems Analyst V	23	1.0	\$80,814	1.0	\$81,327
1135 Project Leader- Data Systems	22	1.0	\$89,945	1.0	\$90,291
0253 Business Manager III	22	1.0	\$69,509	1.0	\$70,151
0294 Administrative Analyst IV	22	1.0	\$84,573	1.0	\$84,663
1112 Systems Analyst III	20	4.0	\$269,241	6.0	\$386,774
0051 Administrative Assistant V	20	2.0	\$140,300	2.0	\$141,666
0050 Administrative Assistant IV	18	2.0	\$105,163	2.0	\$106,503
0048 Administrative Assistant III	16	4.0	\$204,783	4.0	\$208,320
1014 Torrens Title Transcriber IV	15			1.0	\$52,687
0703 Personnel Analyst II	15	1.0	\$52,618		
0047 Administrative Assistant II	14	3.0	\$144,458	3.0	\$144,779
4854 Cashier III (Recorder)	14			1.0	\$49,931
0561 Real Estate Indexer III	14	3.0	\$141,685	3.0	\$142,345
0238 Cashier III (Recorder)	13	3.0	\$145,719	2.0	\$95,790
0237 Cashier II (Recorder)	12	3.0	\$120,405	3.0	\$120,406
0046 Administrative Assistant I	12	2.0	\$80,338	2.0	\$82,361
4841 Clerk V	12			1.0	\$42,179
4839 Clerk IV	11			1.0	\$37,347
4857 Microfilm Oper III	11			1.0	\$40,394
0563 Real Estate Indexer I	11	7.0	\$237,106	7.0	\$240,314
0907 Clerk V	11	5.0	\$203,734	4.0	\$162,072
0227 Cashier II	10	1.0	\$40,394		
4855 Clerk IV	10			3.0	\$110,045
4856 Microfilm Oper II/ Clerk IV	10			1.0	\$37,145
4613 Internship Clerk	09	1.0	\$27,215	1.0	\$26,997
0906 Clerk IV	09	6.0	\$216,990		
0983 Microfilm Operator II	09	1.0	\$26,996	2.0	\$59,452
		<u>52.0</u>	<u>\$2,481,986</u>	<u>54.0</u>	<u>\$2,613,939</u>
TOTAL SALARIES AND POSITIONS		52.0	\$2,482,000	54.0	\$2,613,939
TURNOVER ADJUSTMENT			(\$86,400)		
OPERATING FUNDS TOTAL		52.0	\$2,395,600	54.0	\$2,613,939

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE

Department 527 County Recorder Document Storage System Fund

GRADE	2008 APPROPRIATION		APPROVED & ADOPTED	
	FTE POS.	SALARIES	FTE POS.	SALARIES
23	1.0	\$80,814	1.0	\$81,327
22	3.0	\$244,027	3.0	\$245,105
20	6.0	\$409,542	8.0	\$528,440
18	2.0	\$105,163	2.0	\$106,503
16	4.0	\$204,783	4.0	\$208,320
15	1.0	\$52,618	1.0	\$52,687
14	6.0	\$286,144	7.0	\$337,055
13	3.0	\$145,719	2.0	\$95,790
12	5.0	\$200,743	6.0	\$244,946
11	12.0	\$440,840	13.0	\$480,127
10	1.0	\$40,394	4.0	\$147,190
09	8.0	\$271,201	3.0	\$86,449
TOTAL SALARIES AND POSITIONS	52.0	\$2,482,000	54.0	\$2,613,939
TURNOVER ADJUSTMENT		(86,400)		
OPERATING FUNDS TOTAL	52.0	\$2,395,600	54.0	\$2,613,939

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

Department 570 GIS Fee Fund

ACCOUNT NUMBER AND TITLE	FY2008 EXPENDITURES	FY08 ADJUSTED* APPROPRIATION	APPROVED & ADOPTED	DIFFERENCE
PERSONAL SERVICES				
110 / 501010 Salaries and Wages of Regular Employees			118,353	118,353
170 / 501510 Mandatory Medicare Costs			2,147	2,147
175 / 501590 Life Insurance Program			539	539
177 / 501640 Dental Insurance Plan			720	720
179 / 501690 Vision Care Insurance			720	720
183 / 501770 Seminars for Professional Employees			3,000	3,000
185 / 501810 Professional and Technical Membership Fees			3,500	3,500
186 / 501860 Training Programs for Staff Personnel			3,000	3,000
190 / 501970 Transportation and Other Travel Expenses for Employees			6,000	6,000
PERSONAL SERVICES TOTAL			\$137,979	137,979
CONTRACTUAL SERVICES				
225 / 520260 Postage			3,000	3,000
240 / 520490 Printing and Publishing			8,500	8,500
246 / 520650 Imaging of Records			5,000	5,000
260 / 520830 Professional and Managerial Services			6,000	6,000
CONTRACTUAL SERVICES TOTAL			\$22,500	22,500
SUPPLIES AND MATERIALS				
350 / 530600 Office Supplies			2,000	2,000
355 / 530700 Photographic and Reproduction Supplies			2,400	2,400
388 / 531650 Computer Operation Supplies			6,500	6,500
SUPPLIES AND MATERIALS TOTAL			\$10,900	10,900
OPERATION AND MAINTENANCE				
445 / 540290 Operation of Automotive Equipment			15,000	15,000
OPERATION AND MAINTENANCE TOTAL			\$15,000	15,000
CAPITAL OUTLAY				
530 / 560510 Office Furnishings and Equipment			8,000	8,000
579 / 560450 Computer Equipment			7,000	7,000
CAPITAL OUTLAY TOTAL			\$15,000	15,000
OPERATING FUNDS TOTAL			\$201,379	201,379

* The FY2008 Appropriation reflects the Appropriation As Adjusted column in the Appropriation Trial Balance

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

Department 570 GIS Fee Fund

JOB CODE AND TITLE	GRADE	2008 APPROPRIATION		APPROVED & ADOPTED	
		FTE POS.	SALARIES	FTE POS.	SALARIES
01 GIS FEE FUND					
01 GIS FEE FUND - 5700801					
4738 Legal Assistant - Sheriff	21			0.8	\$51,137
3639 Investigator II	16			1.6	\$67,216
				<u>2.4</u>	<u>\$118,353</u>
TOTAL SALARIES AND POSITIONS				2.4	\$118,353
TURNOVER ADJUSTMENT					
OPERATING FUNDS TOTAL				<u>2.4</u>	<u>\$118,353</u>

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE

Department 570 GIS Fee Fund

GRADE	2008 APPROPRIATION		APPROVED & ADOPTED	
	FTE POS.	SALARIES	FTE POS.	SALARIES
21			0.8	\$51,137
16			1.6	\$67,216
TOTAL SALARIES AND POSITIONS			2.4	\$118,353
TURNOVER ADJUSTMENT				
OPERATING FUNDS TOTAL			2.4	\$118,353

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

Department 571 Rental Housing Support Fee Fund

ACCOUNT NUMBER AND TITLE	FY2008 EXPENDITURES	FY08 ADJUSTED* APPROPRIATION	APPROVED & ADOPTED	DIFFERENCE
PERSONAL SERVICES				
110 / 501010 Salaries and Wages of Regular Employees			77,264	77,264
170 / 501510 Mandatory Medicare Costs			1,402	1,402
175 / 501590 Life Insurance Program			352	352
177 / 501640 Dental Insurance Plan			480	480
179 / 501690 Vision Care Insurance			480	480
183 / 501770 Seminars for Professional Employees			5,500	5,500
186 / 501860 Training Programs for Staff Personnel			7,500	7,500
190 / 501970 Transportation and Other Travel Expenses for Employees			4,000	4,000
PERSONAL SERVICES TOTAL			\$96,978	96,978
CONTRACTUAL SERVICES				
240 / 520490 Printing and Publishing			5,000	5,000
246 / 520650 Imaging of Records			5,000	5,000
260 / 520830 Professional and Managerial Services			5,000	5,000
CONTRACTUAL SERVICES TOTAL			\$15,000	15,000
SUPPLIES AND MATERIALS				
350 / 530600 Office Supplies			5,000	5,000
388 / 531650 Computer Operation Supplies			5,000	5,000
SUPPLIES AND MATERIALS TOTAL			\$10,000	10,000
CAPITAL OUTLAY				
530 / 560510 Office Furnishings and Equipment			5,000	5,000
579 / 560450 Computer Equipment			10,000	10,000
CAPITAL OUTLAY TOTAL			\$15,000	15,000
OPERATING FUNDS TOTAL			\$136,978	136,978

* The FY2008 Appropriation reflects the Appropriation As Adjusted column in the Appropriation Trial Balance

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

Department 571 Rental Housing Support Fee Fund

JOB CODE AND TITLE	GRADE	2008 APPROPRIATION		APPROVED & ADOPTED	
		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
				1.7	\$77,264
TOTAL SALARIES AND POSITIONS				1.7	\$77,264
TURNOVER ADJUSTMENT					
OPERATING FUNDS TOTAL				1.7	\$77,264

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE

Department 571 Rental Housing Support Fee Fund

GRADE	2008 APPROPRIATION		APPROVED & ADOPTED	
	FTE POS.	SALARIES	FTE POS.	SALARIES
18			1.7	\$77,264
TOTAL SALARIES AND POSITIONS			1.7	\$77,264
TURNOVER ADJUSTMENT				
OPERATING FUNDS TOTAL			1.7	\$77,264

