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BUREAU SUMMARY
 RECORDER OF DEEDS

SUMMARY OF APPROPRIATIONS

Department and Title	Expenditures Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Corporate Fund					
130 - Recorder of Deeds	4,957,867.19	5,806,374	5,738,184	5,738,184	(68,190)
Corporate Fund Total	4,957,867.19	5,806,374	5,738,184	5,738,184	(68,190)
General Fund Total	4,957,867.19	5,806,374	5,738,184	5,738,184	(68,190)
Special Purpose Funds					
527 - County Recorder Document Storage System Fund	2,247,279.75	2,965,659	2,729,796	2,729,796	(235,863)
570 - GIS Fee Fund	1,785,163.91	2,176,575	2,504,892	2,504,892	328,317
571 - Rental Housing Support Fee Fund	444,673.28	479,617	482,591	482,591	2,974
Special Purpose Funds Total	4,477,116.94	5,621,851	5,717,279	5,717,279	95,428
Special Purpose Fund Total	4,477,116.94	5,621,851	5,717,279	5,717,279	95,428
Total Appropriations	9,434,984.13	11,428,225	11,455,463	11,455,463	27,238

SUMMARY OF POSITIONS

Department and Title	2011 Approved Positions	Department Request	President's Recommendation	Difference
Corporate Fund				
130 - Recorder of Deeds	128.0	122.0	122.0	(6.0)
Corporate Fund Total	128.0	122.0	122.0	(6.0)
General Fund Total	128.0	122.0	122.0	(6.0)
Special Purpose Funds				
527 - County Recorder Document Storage System Fund	28.0	32.0	32.0	4.0
570 - GIS Fee Fund	43.0	42.0	42.0	(1.0)
571 - Rental Housing Support Fee Fund	7.0			(7.0)
Special Purpose Funds Total	78.0	74.0	74.0	(4.0)
Special Purpose Fund Total	78.0	74.0	74.0	(4.0)
Total Positions	206.0	196.0	196.0	(10.0)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
RECORDER OF DEEDS

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	4,793,254.24	5,493,010	5,858,577	5,858,577	365,567
170/501510 Mandatory Medicare Costs	2,579.74				
185/501810 Professional and Technical Membership Fees	1,765.00	2,000	2,000	2,000	
Personal Services Total	4,797,598.98	5,495,010	5,860,577	5,860,577	365,567
Contractual Services					
214/520030 Armored Car Service	28,110.00	58,406	60,000	60,000	1,594
220/520150 Communication Services			5,310	5,310	5,310
225/520260 Postage	68,336.25	73,967	75,600	75,600	1,633
240/520490 External Graphics and Reproduction Services			3,000	3,000	3,000
250/520730 Premiums on Fidelity, Surety Bonds and Public Liability	1,476.00	3,874	4,000	4,000	126
260/520830 Professional and Managerial Services		23,750	25,000	25,000	1,250
261/520890 Legal Fees Regarding Labor Matters		3,800	4,000	4,000	200
Contractual Services Total	97,922.25	163,797	176,910	176,910	13,113
Supplies and Materials					
350/530600 Office Supplies	17,784.46	28,464	30,600	30,600	2,136
353/530640 Books, Periodicals, Publications, Archives and Data Services	642.90	2,575	2,700	2,700	125
353/530675 County Wide Lexis-Nexis Contract			131	131	131
355/530700 Photographic and Reproduction Supplies	3,097.17	3,680	3,710	3,710	30
388/531650 Computer Operation Supplies	3,485.11	3,915	5,500	5,500	1,585
Supplies and Materials Total	25,009.64	38,634	42,641	42,641	4,007
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	13,224.04	62,412	65,000	65,000	2,588
441/540170 Maintenance and Repair of Data Processing Equipment and Software		5,700	6,000	6,000	300
444/540250 Maintenance and Repair of Automotive Equipment	2,971.76	3,916	4,000	4,000	84
445/540290 Operation of Automotive Equipment	1,157.52				
Operations and Maintenance Total	17,353.32	72,028	75,000	75,000	2,972
Rental and Leasing					
630/550010 Rental of Office Equipment	19,983.00	36,905	36,905	36,905	
630/550018 County Wide Canon Photocopier Lease			17,363	17,363	17,363
Rental and Leasing Total	19,983.00	36,905	54,268	54,268	17,363
Contingency and Special Purposes					
819/580420 Appropriation Transfer for Corporate Fund/Reimbursement from Designated Fund			(471,212)	(471,212)	(471,212)
Contingency and Special Purposes Total			(471,212)	(471,212)	(471,212)
Operating Funds Total	4,957,867.19	5,806,374	5,738,184	5,738,184	(68,190)
(717) New/Replacement Capital Equipment					
549/560610 Vehicle Purchase			80,000	51,000	51,000
			80,000	51,000	51,000
Total Capital Equipment Request Total			80,000	51,000	51,000

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 RECORDER OF DEEDS - SPECIAL PURPOSE FUNDS

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	3,051,813.98	4,061,919	3,509,693	3,509,693	(552,226)
120/501210 Overtime Compensation	2,423.59	928			(928)
170/501510 Mandatory Medicare Costs	39,003.86	26,155	53,599	53,599	27,444
174/501570 Pension			383,063	383,063	383,063
175/501590 Life Insurance Program	6,601.96	6,530	8,592	8,592	2,062
176/501610 Health Insurance	575,629.30	403,440	877,239	877,239	473,799
177/501640 Dental Insurance Plan	12,214.07	10,783	21,123	21,123	10,340
179/501690 Vision Care Insurance	5,632.68	3,710	7,783	7,783	4,073
183/501770 Seminars for Professional Employees	1,484.00	3,804			(3,804)
185/501810 Professional and Technical Membership Fees	475.00	1,500	1,500	1,500	
186/501860 Training Programs for Staff Personnel	716.00	7,500			(7,500)
190/501970 Transportation and Other Travel Expenses for Employees	9,156.85	15,000	13,000	13,000	(2,000)
Personal Services Total	3,705,151.29	4,541,269	4,875,592	4,875,592	334,323
Contractual Services					
225/520260 Postage		1,500	1,500	1,500	
240/520490 External Graphics and Reproduction Services	11,851.70	27,000	24,000	24,000	(3,000)
245/520610 Advertising For Specific Purposes		3,500	3,500	3,500	
246/520650 Imaging of Records		60,000	60,000	60,000	
260/520830 Professional and Managerial Services	87,200.00	150,000	150,000	150,000	
Contractual Services Total	99,051.70	242,000	239,000	239,000	(3,000)
Supplies and Materials					
320/530100 Wearing Apparel	1,567.73	5,000	5,000	5,000	
350/530600 Office Supplies	4,506.62	6,000	4,500	4,500	(1,500)
388/531650 Computer Operation Supplies	41,406.22	45,000	43,500	43,500	(1,500)
Supplies and Materials Total	47,480.57	56,000	53,000	53,000	(3,000)
Operations and Maintenance					
445/540290 Operation of Automotive Equipment	3,835.39	10,000	10,000	10,000	
Operations and Maintenance Total	3,835.39	10,000	10,000	10,000	
Capital Equipment and Improvements					
530/560510 Office Furnishings and Equipment	8,838.58	40,000			(40,000)
579/560450 Computer Equipment	(59,860.00)	140,000			(140,000)
Capital Equipment and Improvements Total	(51,021.42)	180,000			(180,000)
Rental and Leasing					
630/550010 Rental of Office Equipment		20,000	20,000	20,000	
Rental and Leasing Total		20,000	20,000	20,000	
Contingency and Special Purposes					
818/580033 Reimbursement to Designated Fund			482,591	482,591	482,591
819/580420 Appropriation Transfer for Corporate Fund/Reimbursement from Designated Fund			(196,229)	(196,229)	(196,229)
883/580260 Cook County Administration	672,619.41	572,582	233,325	233,325	(339,257)
Contingency and Special Purposes Total	672,619.41	572,582	519,687	519,687	(52,895)
Operating Funds Total	4,477,116.94	5,621,851	5,717,279	5,717,279	95,428

DEPARTMENT OVERVIEW
130 RECORDER OF DEEDS

Mission

The mission of CCRD is to establish & maintain a high level of customer service to land owners, while providing reliable and current data to the Title & Mortgage Banker Industries.

Follow state statute that requires the office to record land records information and make it available in perpetuity, so that access to land records data is retrievable for public and private utilization. Thus, our mission includes granting access to "public records through a variety of media outlets that facilitates data consumption in an electronic environment that is consistent with trending technology upgrades including data access through the use of mobile devices.

Mandates and Key Activities

- Recorder's Office operates pursuant to Illinois State Statute 55ILCS 5/3-5001
- Responsible for recording documents, collecting fees, creating a data base with a historical perspective, implementing new legislation: that includes verification of predatory lending data compliance, collecting designated fees, mailing post cards to owners of records where filing of "Quit Claim Deeds" effect ownership of property, collecting Transfer Stamp fees and remitting to the Illinois State Department of Revenue, and the County Treasurer.
- Collecting rental housing Support fees , segregating the fees for Cook County and the state of Illinois
- Extract relevant data from documents and develop an indexing system that allows access and consumption.
- Image every document and maintain it in an electronic format and make available, at an authorized cost, to public & private entities.
- Move towards full implementation of "electronic stamp delivery."
- Continue "in house" efforts to convert micro-film to digitized images.
- Ensuring network access to the Recorder's data base for county departments requesting private access
- Maintain E-Commerce web site

Discussion of 2011 Activities and 2012 Initiatives

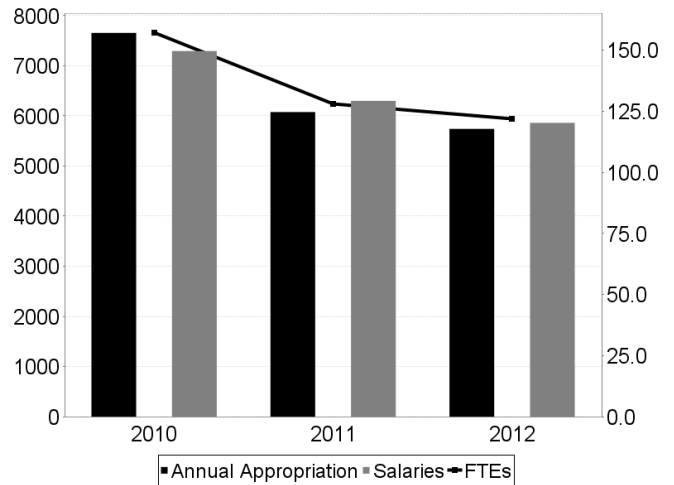
The Recorder's Office has been intricately involved in monitoring fraudulent conveyance, revenue losses based on failure to record & pay actions by MERS. Additionally, the office is seeking development partners to create a new website.

In 2011 the Recorder's Office rolled out EZ Dec, a web based solution that allows the office to review the sale of electronic transfer stamps. The office has been working with the vendor to upgrade and make changes to the system that necessitates ease of operation and compliance with Illinois Department of Revenue money wire transfers. The Recorder's Office also implemented full GIS usage that allows for electronic creation of new sub-divisions, as well as updated PIN application, new procedures that previously required the usage of Sidwell Books.

2012 Initiatives include:

- Development of customized technology solutions for customers
- Increase usage & sale of electronic land records data
- Enhance relationships with other county elected officials increase utilization of GIS & Recorder's data. Providing technical assistance to other elected officials

Appropriations (\$ thousands)			
Fund Category	2010 Adopted	2011 Adopted	2012 Recommended
General	7,652.1	6,074.1	5,738.2
Total	7,652.1	6,074.1	5,738.2
FTE Positions			
	157.0	128.0	122.0



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

- The office continues to work with President Preckwinkle to present STAR goals and identify measurable performance indicators,
- 2011 Goal # 1 – The office was to continue working with other county departments to integrate usage of Recorders data to ensure faster delivery of services or information to Cook County residents. To date we offer data base access to the County Assessor, Recorder's staff also index data from the Transfer Dec forms and uploads that data to the Assessor, we also grant access to the Board of Review, the State's Attorney, the Sheriff & the President's Office of Technology. CCRD technical staff also provide updated address information in a "mail to electronic data file" to Treasurer. CCRD Staff conduct periodic queries on data files presented by the treasurer.
- 2011 Goal # 2 was to link land records with the Geographical Information System & implement usage within our daily operation. The goal was achieved in 2011. 2012 goals include enhancement of recorder's data via usage of GIS system.
- 2011 Goal #3 – Attach full legal description to documents that date range from 1970-1985 They were converted from film to digital images. A key performance indicator would note that due to the massive amount of images requiring attachment of a legal description. This is a long-term goal that will require several years of active work prior to the project being completed. The Recorder's Office will continue to pursue this goal because it adds value to the data.

DEPARTMENT OVERVIEW
130 RECORDER OF DEEDS

Programs

The Recorder's Office doesn't monitor or have programs in place. We operate in accordance with state statute & county ordinance. However, the office established a Fraud Unit (2010), that interacts with public and private entities and Community based organizations. Essentially, staff provide information and resources that assist homeowners with efforts to prevent them from becoming a victim of fraud. The office has established a "Property Fraud Alert Notification System." The Recorder's Office also established a hotline for homeowners that either have been victimized or think they have been a victim of property/mortgage fraud. The Fraud unit interacts with the Cook County Sheriff and the Cook County State's Attorney, the FBI, Homeland Security, Postal Inspectors, and the Chicago Police Department. The unit attends community sponsored events and offers access to land records information "on site." Additionally the Fraud unit conducted a comprehensive forensic audit of recorded documents and determined, based on known factors, that a high percentage of those records indicated "fraud" on its face.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 130 - RECORDER OF DEEDS

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	4,793,254.24	5,493,010	5,858,577	5,858,577	365,567
170/501510 Mandatory Medicare Costs	2,579.74				
185/501810 Professional and Technical Membership Fees	1,765.00	2,000	2,000	2,000	
Personal Services Total	4,797,598.98	5,495,010	5,860,577	5,860,577	365,567
Contractual Services					
214/520030 Armored Car Service	28,110.00	58,406	60,000	60,000	1,594
220/520150 Communication Services			5,310	5,310	5,310
225/520260 Postage	68,336.25	73,967	75,600	75,600	1,633
240/520490 External Graphics and Reproduction Services			3,000	3,000	3,000
250/520730 Premiums on Fidelity, Surety Bonds and Public Liability	1,476.00	3,874	4,000	4,000	126
260/520830 Professional and Managerial Services		23,750	25,000	25,000	1,250
261/520890 Legal Fees Regarding Labor Matters		3,800	4,000	4,000	200
Contractual Services Total	97,922.25	163,797	176,910	176,910	13,113
Supplies and Materials					
350/530600 Office Supplies	17,784.46	28,464	30,600	30,600	2,136
353/530640 Books, Periodicals, Publications, Archives and Data Services	642.90	2,575	2,700	2,700	125
353/530675 County Wide Lexis-Nexis Contract			131	131	131
355/530700 Photographic and Reproduction Supplies	3,097.17	3,680	3,710	3,710	30
388/531650 Computer Operation Supplies	3,485.11	3,915	5,500	5,500	1,585
Supplies and Materials Total	25,009.64	38,634	42,641	42,641	4,007
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	13,224.04	62,412	65,000	65,000	2,588
441/540170 Maintenance and Repair of Data Processing Equipment and Software		5,700	6,000	6,000	300
444/540250 Maintenance and Repair of Automotive Equipment	2,971.76	3,916	4,000	4,000	84
445/540290 Operation of Automotive Equipment	1,157.52				
Operations and Maintenance Total	17,353.32	72,028	75,000	75,000	2,972
Rental and Leasing					
630/550010 Rental of Office Equipment	19,983.00	36,905	36,905	36,905	
630/550018 County Wide Canon Photocopier Lease			17,363	17,363	17,363
Rental and Leasing Total	19,983.00	36,905	54,268	54,268	17,363
Contingency and Special Purposes					
819/580420 Appropriation Transfer for Corporate Fund/Reimbursement from Designated Fund			(471,212)	(471,212)	(471,212)
Contingency and Special Purposes Total			(471,212)	(471,212)	(471,212)
Operating Funds Total	4,957,867.19	5,806,374	5,738,184	5,738,184	(68,190)
(717) New/Replacement Capital Equipment - 71700130					
549/560610 Vehicle Purchase			80,000	51,000	51,000
			80,000	51,000	51,000
Total Capital Equipment Request Total			80,000	51,000	51,000

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

Job Code	Title	Grade	2011 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
0042	Administrative Assistant to County Recorder	23	2.0	200,853	2.0	206,470	2.0	206,470
0292	Administrative Analyst II	19	1.0	73,961	1.0	76,971	1.0	76,971
			4.0	\$379,814	4.0	\$388,441	4.0	\$388,441
02 Clerical - 1301155								
0047	Administrative Assistant II	14	1.0	45,220	1.0	46,138	1.0	46,138
			1.0	\$45,220	1.0	\$46,138	1.0	\$46,138
03 Accounting - 1301156								
0042	Administrative Assistant to County Recorder	23	1.0	102,280	1.0	104,342	1.0	104,342
0110	Director of Financial Control I	20	1.0	78,534	1.0	80,105	1.0	80,105
0144	Accountant IV	17	3.0	149,672	2.0	107,049	2.0	107,049
			5.0	\$330,486	4.0	\$291,496	4.0	\$291,496
04 Purchasing - 1301157								
0042	Administrative Assistant to County Recorder	23	1.0	102,280	1.0	104,342	1.0	104,342
0047	Administrative Assistant II	14	1.0	49,634	1.0	50,625	1.0	50,625
4841	Clerk V-County Clerk/Recorder of Deeds/Sheriff	12	1.0	42,031	1.0	42,534	1.0	42,534
4855	Clerk IV-Recorder of Deeds	10	1.0	30,694	1.0	32,157	1.0	32,157
			4.0	\$224,639	4.0	\$229,658	4.0	\$229,658
06 Legal - 1301159								
0398	Chief Legal Advisor-Recorder	24	1.0	107,947	1.0	107,947	1.0	107,947
0047	Administrative Assistant II	14	1.0	51,439	1.0	51,439	1.0	51,439
			2.0	\$159,386	2.0	\$159,386	2.0	\$159,386
02 Customer Service Division								
01 Special Services - 1301160								
0050	Administrative Assistant IV	18	2.0	132,602	2.0	133,935	2.0	133,935
0048	Administrative Assistant III	16	1.0	57,451	1.0	58,615	1.0	58,615
0238	Cashier III (Recorder)	13	1.0	47,895	1.0	47,895	1.0	47,895
0046	Administrative Assistant I	12	1.0	42,031	1.0	42,031	1.0	42,031
0907	Clerk V	11	2.0	72,862	1.0	32,228	1.0	32,228
4839	Clerk IV - County Clerk/Recorder of Deeds/Sheriff	11	1.0	40,024	1.0	40,024	1.0	40,024
4855	Clerk IV-Recorder of Deeds	10	6.0	221,338	6.0	222,653	6.0	222,653
			14.0	\$614,203	13.0	\$577,381	13.0	\$577,381
03 Security - 1301161								
0800	Safety Inspector II	15	1.0	48,733	1.0	49,721	1.0	49,721
0047	Administrative Assistant II	14	1.0	45,811	1.0	46,244	1.0	46,244
4859	Security Officer I(Recorder)	10	3.0	102,810	2.0	66,989	2.0	66,989
			5.0	\$197,354	4.0	\$162,954	4.0	\$162,954
03 Recording Operations Division								
01 Document Maintenance - 1301162								
0401	Deputy Recorder	24	1.0	117,663		1		1
0051	Administrative Assistant V	20	1.0	62,170	1.0	63,387	1.0	63,387
0143	Accountant III	15	1.0	53,698	1.0	53,698	1.0	53,698
0238	Cashier III (Recorder)	13	1.0	47,895	1.0	47,895	1.0	47,895
4855	Clerk IV-Recorder of Deeds	10	1.0	37,145	1.0	37,538	1.0	37,538
			5.0	\$318,571	4.0	\$202,519	4.0	\$202,519
02 Document Pricing - 1301163								
0415	Recording Division Supervisor	22	1.0	86,577	1.0	88,334	1.0	88,334

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

DEPARTMENT 130 - RECORDER OF DEEDS

Job Code	Title	Grade	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
4854	Cashier III (Recorder)	14	1.0	48,468	1.0	48,473	1.0	48,473
0237	Cashier II (Recorder)	12	1.0	43,280	2.0	83,305	2.0	83,305
4853	Cashier II (Recorder)	11	1.0	39,657				
4855	Clerk IV-Recorder of Deeds	10	2.0	73,595	2.0	73,860	2.0	73,860
			6.0	\$291,577	6.0	\$293,972	6.0	\$293,972
03 Cashiers - 1301164								
0048	Administrative Assistant III	16	1.0	58,741	1.0	58,798	1.0	58,798
4854	Cashier III (Recorder)	14	1.0	50,725		1		1
0238	Cashier III (Recorder)	13	1.0	46,045	1.0	46,045	1.0	46,045
0236	Cashier I (Recorder)	11	1.0	35,706	1.0	37,347	1.0	37,347
0227	Cashier II	10	1.0	36,450	1.0	36,450	1.0	36,450
			5.0	\$227,667	4.0	\$178,641	4.0	\$178,641
04 Mail - 1301165								
0050	Administrative Assistant IV	18	1.0	61,042	1.0	62,279	1.0	62,279
0048	Administrative Assistant III	16	3.0	165,297	3.0	168,037	3.0	168,037
4854	Cashier III (Recorder)	14	3.0	153,603	3.0	154,317	3.0	154,317
0238	Cashier III (Recorder)	13	1.0	42,993	1.0	46,045	1.0	46,045
0237	Cashier II (Recorder)	12	1.0	42,853	2.0	76,079	2.0	76,079
4841	Clerk V-County Clerk/Recorder of Deeds/Sheriff	12		1				
0907	Clerk V	11	4.0	165,510	3.0	124,902	3.0	124,902
4855	Clerk IV-Recorder of Deeds	10	5.0	184,034	6.0	221,227	6.0	221,227
			18.0	\$815,333	19.0	\$852,886	19.0	\$852,886
06 Public Information/UCC - 1301166								
0907	Clerk V	11	1.0	41,634	1.0	41,634	1.0	41,634
4855	Clerk IV-Recorder of Deeds	10	1.0	34,964		1		1
			2.0	\$76,598	1.0	\$41,635	1.0	\$41,635
08 Title Express - 1301168								
4836	Administrative Assistant II - County Clerk/Recorder of Deeds/Sheriff	15	1.0	55,301	1.0	55,301	1.0	55,301
5436	Cashier V (Recorder of Deeds)	15	1.0	49,762	1.0	52,102	1.0	52,102
0047	Administrative Assistant II	14	1.0	51,439	1.0	51,439	1.0	51,439
4854	Cashier III (Recorder)	14	3.0	153,289	3.0	154,317	3.0	154,317
0238	Cashier III (Recorder)	13	2.0	95,790	1.0	47,896	1.0	47,896
0237	Cashier II (Recorder)	12		1		1		1
4841	Clerk V-County Clerk/Recorder of Deeds/Sheriff	12	1.0	42,853	1.0	42,853	1.0	42,853
0907	Clerk V	11	2.0	67,064				
4857	Microfilm Operator III (Recorder)	11	1.0	40,024	1.0	40,024	1.0	40,024
0227	Cashier II	10	1.0	34,822	1.0	36,450	1.0	36,450
			13.0	\$590,345	10.0	\$480,383	10.0	\$480,383
09 Declaration & Revenue Stamp Review - 1301169								
0907	Clerk V	11	4.0	166,145	2.0	84,864	2.0	84,864
4839	Clerk IV - County Clerk/Recorder of Deeds/Sheriff	11	1.0	39,240	1.0	39,240	1.0	39,240
4855	Clerk IV-Recorder of Deeds	10	1.0	36,450	1.0	36,450	1.0	36,450
			6.0	\$241,835	4.0	\$160,554	4.0	\$160,554
10 Mapping - 1301170								
0907	Clerk V	11	1.0	41,634	1.0	41,634	1.0	41,634
			1.0	\$41,634	1.0	\$41,634	1.0	\$41,634
12 Real Estate Indexing - 1301171								
1128	Electronic Information Director	24	1.0	98,258	1.0	98,257	1.0	98,257

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

Job Code	Title	Grade	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0050	Administrative Assistant IV	18	1.0	65,602	1.0	66,932	1.0	66,932
0048	Administrative Assistant III	16	1.0	58,785	1.0	58,798	1.0	58,798
			3.0	\$222,645	3.0	\$223,987	3.0	\$223,987
04 Information Retrieval Division								
01 Tract - 1301172								
0051	Administrative Assistant V	20			1.0	54,434	1.0	54,434
0048	Administrative Assistant III	16	1.0	49,332				
0906	Clerk IV	9		1		1		1
4839	Clerk IV - County Clerk/Recorder of Deeds/Sheriff	11	1.0	39,240	1.0	39,240	1.0	39,240
4855	Clerk IV-Recorder of Deeds	10	1.0	38,649	1.0	38,649	1.0	38,649
			3.0	\$127,222	3.0	\$132,324	3.0	\$132,324
02 Document Processing - 1301173								
4839	Clerk IV - County Clerk/Recorder of Deeds/Sheriff	11	1.0	39,240	1.0	39,240	1.0	39,240
4860	Microfilm Operator II-Recorder	11	1.0	39,240	1.0	40,024	1.0	40,024
4855	Clerk IV-Recorder of Deeds	10	1.0	36,450	1.0	36,822	1.0	36,822
			3.0	\$114,930	3.0	\$116,086	3.0	\$116,086
03 Microfilm Reproduction - 1301174								
4839	Clerk IV - County Clerk/Recorder of Deeds/Sheriff	11	1.0	39,240	1.0	39,240	1.0	39,240
4855	Clerk IV-Recorder of Deeds	10	1.0	37,145	1.0	37,145	1.0	37,145
			2.0	\$76,385	2.0	\$76,385	2.0	\$76,385
04 Microfilm Library/Retrieval - 1301175								
0999	Title Express Supervisor	14	1.0	48,416	1.0	49,398	1.0	49,398
4839	Clerk IV - County Clerk/Recorder of Deeds/Sheriff	11	4.0	155,067	4.0	156,151	4.0	156,151
4860	Microfilm Operator II-Recorder	11	1.0	39,240	1.0	39,240	1.0	39,240
4855	Clerk IV-Recorder of Deeds	10	5.0	183,749	5.0	185,615	5.0	185,615
			11.0	\$426,472	11.0	\$430,404	11.0	\$430,404
05 Satellite Division								
01 Rolling Meadows - 1301176								
0145	Accountant V	19	1.0	73,326		1		1
4854	Cashier III (Recorder)	14	1.0	46,245	1.0	47,332	1.0	47,332
0237	Cashier II (Recorder)	12	1.0	42,031	1.0	42,031	1.0	42,031
			3.0	\$161,602	2.0	\$89,364	2.0	\$89,364
02 Markham - 1301177								
0050	Administrative Assistant IV	18	1.0	57,335	1.0	58,459	1.0	58,459
4854	Cashier III (Recorder)	14	1.0	51,439	1.0	51,439	1.0	51,439
0237	Cashier II (Recorder)	12	1.0	44,598		1		1
			3.0	\$153,372	2.0	\$109,899	2.0	\$109,899
03 Bridgeview - 1301178								
0050	Administrative Assistant IV	18	1.0	67,147	1.0	67,611	1.0	67,611
4854	Cashier III (Recorder)	14	1.0	50,642	1.0	51,439	1.0	51,439
0237	Cashier II (Recorder)	12	1.0	44,598		1		1
			3.0	\$162,387	2.0	\$119,051	2.0	\$119,051
04 Skokie - 1301179								
0403	Examiner of Titles I	20	1.0	77,677	1.0	79,188	1.0	79,188
0237	Cashier II (Recorder)	12	1.0	34,122	1.0	35,692	1.0	35,692
0236	Cashier I (Recorder)	11	1.0	40,024	1.0	40,024	1.0	40,024
			3.0	\$151,823	3.0	\$154,904	3.0	\$154,904

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

Job Code	Title	Grade	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
05 Maywood - 1301180								
0291	Administrative Analyst I	17	1.0	60,393	1.0	61,589	1.0	61,589
0237	Cashier II (Recorder)	12	2.0	85,634	2.0	85,706	2.0	85,706
			3.0	\$146,027	3.0	\$147,295	3.0	\$147,295
15 Special Purpose Fund								
01 Rental Housing Support Fee Fund - 1301571								
0294	Administrative Analyst IV	22			2.0	188,784	2.0	188,784
1111	Systems Analyst II	18			2.0	99,952	2.0	99,952
0238	Cashier III (Recorder)	13			1.0	47,894	1.0	47,894
0936	Stenographer V	13			1.0	46,045	1.0	46,045
4857	Microfilm Operator III (Recorder)	11			1.0	40,023	1.0	40,023
					7.0	\$422,698	7.0	\$422,698
Total Salaries and Positions			128.0	\$6,297,527	122.0	\$6,130,075	122.0	\$6,130,075
Turnover Adjustment						(271,498)		(271,498)
Operating Funds Total			128.0	\$6,297,527	122.0	\$5,858,577	122.0	\$5,858,577

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

Grade	2011 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
9		1		1		1
24	3.0	323,868	2.0	206,205	2.0	206,205
23	4.0	405,413	4.0	415,154	4.0	415,154
22	1.0	86,577	3.0	277,118	3.0	277,118
20	3.0	218,381	4.0	277,114	4.0	277,114
19	2.0	147,287	1.0	76,972	1.0	76,972
18	6.0	383,728	8.0	489,168	8.0	489,168
17	4.0	210,065	3.0	168,638	3.0	168,638
16	7.0	389,606	6.0	344,248	6.0	344,248
15	4.0	207,494	4.0	210,822	4.0	210,822
14	17.0	846,370	16.0	802,601	16.0	802,601
13	6.0	280,618	7.0	329,715	7.0	329,715
12	11.0	464,033	11.0	450,234	11.0	450,234
11	29.0	1,140,791	23.0	915,079	23.0	915,079
10	30.0	1,088,295	29.0	1,062,006	29.0	1,062,006
Total Salaries and Positions	128.0	\$6,297,527	122.0	\$6,130,075	122.0	\$6,130,075
Turnover Adjustment				(271,498)		(271,498)
Operating Funds Total	128.0	\$6,297,527	122.0	\$5,858,577	122.0	\$5,858,577

DEPARTMENT OVERVIEW

527 COUNTY RECORDER DOCUMENT STORAGE SYSTEM FUND

Mission

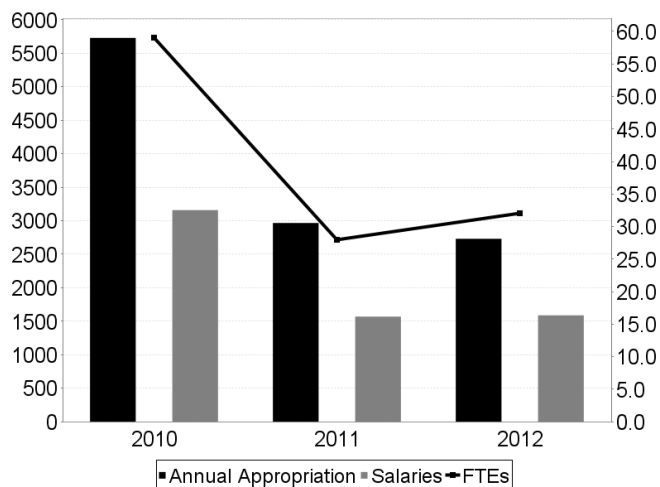
The Document Storage Fund was created to assist the Recorder of Deeds Office in its efforts to establish, promote, and maintain various technology initiatives that allow the Office to gather data and make it available for public review and corporate consumption.

Mandates and Key Activities

- Sec.2-213. Filing Fee
- (a) The County Recorder shall in addition to the fees provided therein charge an additional fee as set out in Section 32-1 for the filling of every instrument, paper or notice for record.
- (b) Each such fee collected shall be placed in a special fund to be held by the Treasurer of the County
- (c) Such monies collected and placed in such special fund shall be used by the Recorder to defray the cost of converting the document storage system of the Recorder to computer digitized images and such monies shall be used solely for a document storage system to provide the equipment, material and necessary expense and costs incurred in the implementing and maintaining of such a document records system.

Discussion of 2011 Activities and 2012 Initiatives

Appropriations (\$ thousands)			
Fund Category	2010 Adopted	2011 Adopted	2012 Recommended
General	5,727.9	2,965.7	2,729.8
Total	5,727.9	2,965.7	2,729.8
	Adopted	Adopted	Recommended
FTE Positions	59.0	28.0	32.0



DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 527 - COUNTY RECORDER DOCUMENT STORAGE SYSTEM FUND

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	1,215,285.77	1,568,133	1,587,226	1,587,226	19,093
120/501210 Overtime Compensation	1,496.04				
170/501510 Mandatory Medicare Costs	22,386.56	22,752	22,977	22,977	225
174/501570 Pension			383,063	383,063	383,063
175/501590 Life Insurance Program	3,620.19	5,683	3,690	3,690	(1,993)
176/501610 Health Insurance	292,657.22	335,880	351,021	351,021	15,141
177/501640 Dental Insurance Plan	6,562.95	8,101	8,346	8,346	245
179/501690 Vision Care Insurance	4,154.59	3,087	3,105	3,105	18
183/501770 Seminars for Professional Employees	464.00	2,304			(2,304)
186/501860 Training Programs for Staff Personnel	716.00	4,500			(4,500)
190/501970 Transportation and Other Travel Expenses for Employees	7,411.18	10,000	10,000	10,000	
Personal Services Total	1,554,754.50	1,960,440	2,369,428	2,369,428	408,988
Contractual Services					
240/520490 External Graphics and Reproduction Services	7,114.40	20,000	20,000	20,000	
246/520650 Imaging of Records		60,000	60,000	60,000	
260/520830 Professional and Managerial Services	87,200.00	150,000	150,000	150,000	
Contractual Services Total	94,314.40	230,000	230,000	230,000	
Supplies and Materials					
320/530100 Wearing Apparel	1,567.73	5,000	5,000	5,000	
350/530600 Office Supplies	2,237.87	2,500	2,500	2,500	
388/531650 Computer Operation Supplies	36,877.45	40,000	40,000	40,000	
Supplies and Materials Total	40,683.05	47,500	47,500	47,500	
Capital Equipment and Improvements					
530/560510 Office Furnishings and Equipment	8,838.58	40,000			(40,000)
579/560450 Computer Equipment	(59,860.00)	140,000			(140,000)
Capital Equipment and Improvements Total	(51,021.42)	180,000			(180,000)
Rental and Leasing					
630/550010 Rental of Office Equipment		20,000	20,000	20,000	
Rental and Leasing Total		20,000	20,000	20,000	
Contingency and Special Purposes					
819/580420 Appropriation Transfer for Corporate Fund/Reimbursement from Designated Fund			(141,230)	(141,230)	(141,230)
883/580260 Cook County Administration	608,549.22	527,719	204,098	204,098	(323,621)
Contingency and Special Purposes Total	608,549.22	527,719	62,868	62,868	(464,851)
Operating Funds Total	2,247,279.75	2,965,659	2,729,796	2,729,796	(235,863)

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

Job Code	Title	Grade	2011 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	1.0	117,663
0406	Chief Deputy Recorder	24	1.0	136,032	1.0	136,032	1.0	136,032
0042	Administrative Assistant to County Recorder	23	1.0	101,265	1.0	103,306	1.0	103,306
0051	Administrative Assistant V	20	3.0	221,967	2.0	150,933	2.0	150,933
0050	Administrative Assistant IV	18	1.0	49,732	1.0	50,369	1.0	50,369
0048	Administrative Assistant III	16	4.0	213,176	4.0	218,009	4.0	218,009
0703	Personnel Analyst II	15	1.0	54,698		1		1
0047	Administrative Assistant II	14	2.0	100,751	2.0	100,879	2.0	100,879
4854	Cashier III (Recorder)	14	1.0	51,308	1.0	51,439	1.0	51,439
0046	Administrative Assistant I	12	2.0	84,062	2.0	85,256	2.0	85,256
0237	Cashier II (Recorder)	12	3.0	125,053	3.0	126,728	3.0	126,728
0907	Clerk V	11	4.0	162,446	10.0	397,518	10.0	397,518
4839	Clerk IV - County Clerk/Recorder of Deeds/Sheriff	11	1.0	39,240	1.0	39,240	1.0	39,240
4855	Clerk IV-Recorder of Deeds	10	3.0	110,740	3.0	111,165	3.0	111,165
			28.0	\$1,568,133	32.0	\$1,688,538	32.0	\$1,688,538
Total Salaries and Positions			28.0	\$1,568,133	32.0	\$1,688,538	32.0	\$1,688,538
Turnover Adjustment						(101,312)		(101,312)
Operating Funds Total			28.0	\$1,568,133	32.0	\$1,587,226	32.0	\$1,587,226

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

Grade	2011 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
24	2.0	253,695	2.0	253,695	2.0	253,695
23	1.0	101,265	1.0	103,306	1.0	103,306
20	3.0	221,967	2.0	150,933	2.0	150,933
18	1.0	49,732	1.0	50,369	1.0	50,369
16	4.0	213,176	4.0	218,009	4.0	218,009
15	1.0	54,698		1		1
14	3.0	152,059	3.0	152,318	3.0	152,318
12	5.0	209,115	5.0	211,984	5.0	211,984
11	5.0	201,686	11.0	436,758	11.0	436,758
10	3.0	110,740	3.0	111,165	3.0	111,165
Total Salaries and Positions	28.0	\$1,568,133	32.0	\$1,688,538	32.0	\$1,688,538
Turnover Adjustment				(101,312)		(101,312)
Operating Funds Total	28.0	\$1,568,133	32.0	\$1,587,226	32.0	\$1,587,226

DEPARTMENT OVERVIEW

570 GIS FEE FUND

Mission

The GIS Fee Fund was created to assist County Government with the on-going cost associated with establishing and maintaining computer based technology solutions. The Recorder of Deeds Office maintains a portion of the fee (\$3.00) which helps to supplement and cover expenditures related to purchasing, leasing, and or financing of software, hardware, materials, and other necessary expenses incurred in implementing and maintaining a computerized data base system related to a geographic information system.

Mandates and Key Activities

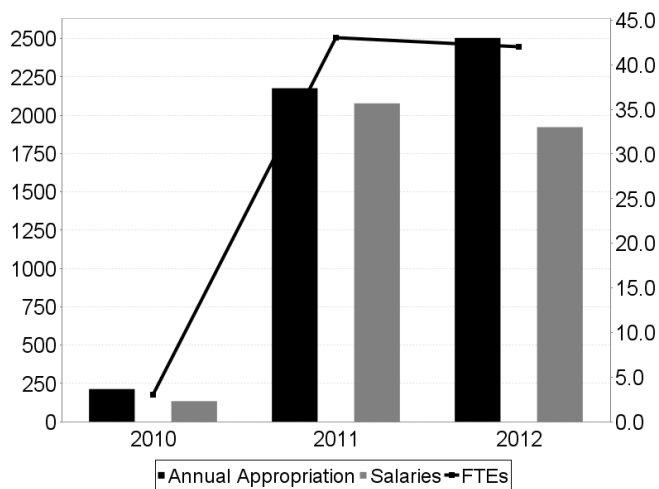
- Sec.2-214. GIS Fee
- Additional charge is a charge as set out in Section 32-1, which is added to the existing fees imposed by the Cook County Board of Commissioners for the filing of every instrument, paper, or notice of record.

Countywide map is a parcel based map of the County which includes all the supporting Geographic Information System

Geographic information system is an organized collection of computer hardware, software, and geographic data designed to efficiently capture, store, update, manipulate, and display all forms of geographically referenced information...

Discussion of 2011 Activities and 2012 Initiatives

Appropriations (\$ thousands)			
Fund Category	2010 Adopted	2011 Adopted	2012 Recommended
General	212.9	2,176.6	2,504.9
Total	212.9	2,176.6	2,504.9
	Adopted	Adopted	Recommended
FTE Positions	3.0	43.0	42.0



DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 570 - GIS FEE FUND

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	1,497,778.56	2,076,808	1,922,467	1,922,467	(154,341)
120/501210 Overtime Compensation	927.55	928			(928)
170/501510 Mandatory Medicare Costs	13,334.83	1,981	30,622	30,622	28,641
175/501590 Life Insurance Program	2,430.64	493	4,902	4,902	4,409
176/501610 Health Insurance	231,805.22	37,116	526,218	526,218	489,102
177/501640 Dental Insurance Plan	4,601.09	1,203	12,777	12,777	11,574
179/501690 Vision Care Insurance	1,125.69	347	4,678	4,678	4,331
183/501770 Seminars for Professional Employees		1,500			(1,500)
185/501810 Professional and Technical Membership Fees	475.00	1,500	1,500	1,500	
186/501860 Training Programs for Staff Personnel		1,500			(1,500)
190/501970 Transportation and Other Travel Expenses for Employees	1,745.67	3,000	3,000	3,000	
Personal Services Total	1,754,224.25	2,126,376	2,506,164	2,506,164	379,788
Contractual Services					
225/520260 Postage		1,500	1,500	1,500	
240/520490 External Graphics and Reproduction Services	3,173.95	4,000	4,000	4,000	
245/520610 Advertising For Specific Purposes		3,500	3,500	3,500	
Contractual Services Total	3,173.95	9,000	9,000	9,000	
Supplies and Materials					
350/530600 Office Supplies	1,370.02	2,000	2,000	2,000	
388/531650 Computer Operation Supplies	3,286.08	3,500	3,500	3,500	
Supplies and Materials Total	4,656.10	5,500	5,500	5,500	
Operations and Maintenance					
445/540290 Operation of Automotive Equipment	3,835.39	10,000	10,000	10,000	
Operations and Maintenance Total	3,835.39	10,000	10,000	10,000	
Contingency and Special Purposes					
819/580420 Appropriation Transfer for Corporate Fund/Reimbursement from Designated Fund			(54,999)	(54,999)	(54,999)
883/580260 Cook County Administration	19,274.22	25,699	29,227	29,227	3,528
Contingency and Special Purposes Total	19,274.22	25,699	(25,772)	(25,772)	(51,471)
Operating Funds Total	1,785,163.91	2,176,575	2,504,892	2,504,892	328,317

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

Job Code	Title	Grade	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 GIS Fee Fund								
01 GIS Fee Fund - 5700801								
1114	Systems Analyst V	23	1.0	84,642	1.0	86,355	1.0	86,355
1135	Project Leader- Data Systems	22	1.0	93,875	1.0	95,777	1.0	95,777
4738	Legal Assistant-Sheriff	21	1.0	59,128		1		1
1112	Systems Analyst III	20	5.0	368,154	5.0	376,380	5.0	376,380
0050	Administrative Assistant IV	18	3.0	186,919	3.0	191,053	3.0	191,053
3639	Investigator II	16	2.0	77,424	2.0	78,963	2.0	78,963
0047	Administrative Assistant II	14	2.0	100,360	2.0	101,104	2.0	101,104
0561	Real Estate Indexer III	14	1.0	51,439	1.0	51,439	1.0	51,439
0562	Real Estate Indexer II	13	3.0	141,550	3.0	142,278	3.0	142,278
4858	Real Estate Indexer I	12	7.0	297,782	7.0	298,060	7.0	298,060
0563	Real Estate Indexer I	11	14.0	513,843	14.0	525,618	14.0	525,618
4839	Clerk IV - County Clerk/Recorder of Deeds/Sheriff	11	1.0	35,003	1.0	36,662	1.0	36,662
4856	Microfilm Operator II(Recorder)	10	2.0	67,617	2.0	69,007	2.0	69,007
			43.0	\$2,077,736	42.0	\$2,052,697	42.0	\$2,052,697
Total Salaries and Positions			43.0	\$2,077,736	42.0	\$2,052,697	42.0	\$2,052,697
Turnover Adjustment						(130,230)		(130,230)
Operating Funds Total			43.0	\$2,077,736	42.0	\$1,922,467	42.0	\$1,922,467

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

Grade	2011 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
23	1.0	84,642	1.0	86,355	1.0	86,355
22	1.0	93,875	1.0	95,777	1.0	95,777
21	1.0	59,128		1		1
20	5.0	368,154	5.0	376,380	5.0	376,380
18	3.0	186,919	3.0	191,053	3.0	191,053
16	2.0	77,424	2.0	78,963	2.0	78,963
14	3.0	151,799	3.0	152,543	3.0	152,543
13	3.0	141,550	3.0	142,278	3.0	142,278
12	7.0	297,782	7.0	298,060	7.0	298,060
11	15.0	548,846	15.0	562,280	15.0	562,280
10	2.0	67,617	2.0	69,007	2.0	69,007
Total Salaries and Positions	43.0	\$2,077,736	42.0	\$2,052,697	42.0	\$2,052,697
Turnover Adjustment				(130,230)		(130,230)
Operating Funds Total	43.0	\$2,077,736	42.0	\$1,922,467	42.0	\$1,922,467

DEPARTMENT OVERVIEW

571 RENTAL HOUSING SUPPORT FEE FUND

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.

Mandates and Key Activities

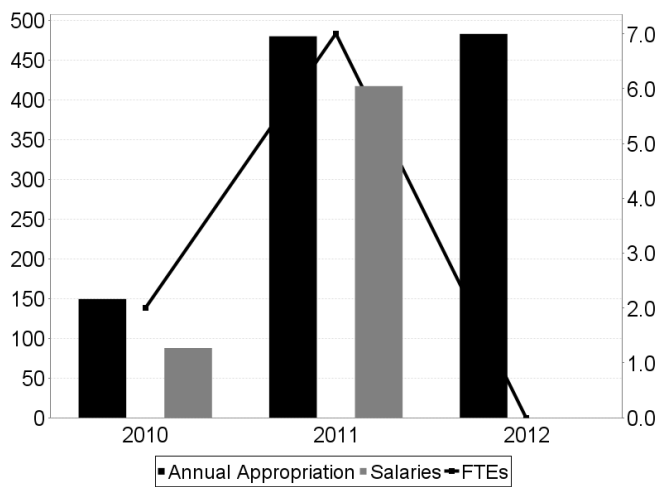
- 55 ILCS 5/4-12002 (from Ch.34, par. 4-12002)
- The recorder shall collect a Rental Housing Support Program State surcharge for the recordation of any real estate-related document. Payment of the Rental Housing Support Program State surcharge shall be evidenced by a receipt that shall be marked upon or otherwise affixed to the real estate-related document by the recorder.

The form of this receipt shall be prescribed by the Department of Revenue and the receipts shall be issued by the Department of Revenue to each county recorder. The recorder shall not collect the Rental Housing Support Program State surcharge from any State agency, any unit of local government or any school district.

A portion of the fee is retained by the county in which it was collected to offset expenditures.

Discussion of 2011 Activities and 2012 Initiatives

Appropriations (\$ thousands)			
Fund Category	2010 Adopted	2011 Adopted	2012 Recommended
General	149.2	479.6	482.6
Total	149.2	479.6	482.6
	Adopted	Adopted	Recommended
FTE Positions	2.0	7.0	0



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

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010 Salaries and Wages of Regular Employees	338,749.65	416,978			(416,978)
170/501510 Mandatory Medicare Costs	3,282.47	1,422			(1,422)
175/501590 Life Insurance Program	551.13	354			(354)
176/501610 Health Insurance	51,166.86	30,444			(30,444)
177/501640 Dental Insurance Plan	1,050.03	1,479			(1,479)
179/501690 Vision Care Insurance	352.40	276			(276)
183/501770 Seminars for Professional Employees	1,020.00				
186/501860 Training Programs for Staff Personnel		1,500			(1,500)
190/501970 Transportation and Other Travel Expenses for Employees		2,000			(2,000)
Personal Services Total	396,172.54	454,453			(454,453)
Contractual Services					
240/520490 External Graphics and Reproduction Services	1,563.35	3,000			(3,000)
Contractual Services Total	1,563.35	3,000			(3,000)
Supplies and Materials					
350/530600 Office Supplies	898.73	1,500			(1,500)
388/531650 Computer Operation Supplies	1,242.69	1,500			(1,500)
Supplies and Materials Total	2,141.42	3,000			(3,000)
Contingency and Special Purposes					
818/580033 Reimbursement to Designated Fund			482,591	482,591	482,591
883/580260 Cook County Administration	44,795.97	19,164			(19,164)
Contingency and Special Purposes Total	44,795.97	19,164	482,591	482,591	463,427
Operating Funds Total	444,673.28	479,617	482,591	482,591	2,974

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

Job Code	Title	Grade	2011 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								
0294	Administrative Analyst IV	22	2.0	185,047				
1111	Systems Analyst II	18	2.0	97,967				
0238	Cashier III (Recorder)	13	1.0	47,895				
0936	Stenographer V	13	1.0	46,045				
4857	Microfilm Operator III (Recorder)	11	1.0	40,024				
			7.0	\$416,978				
Total Salaries and Positions			7.0	\$416,978				

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

Grade	2011 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
22	2.0	185,047				
18	2.0	97,967				
13	2.0	93,940				
11	1.0	40,024				
Total Salaries and Positions	7.0	\$416,978				

