

Financial and Administrative Committee

Recorder of Deeds

DEPARTMENT PURPOSE: The Recorder of Deeds Office records all documents as required by the Illinois Statutes and provides for the efficient and effective retrieval of recorded documents.

FINANCIAL SUMMARY:

Account	FY2018 Actuals	FY2019 Adopted Budget	FY2019 Modified Budget	FY2020 Budget	\$ Variance	% Variance
A46X Charges for Services	4,407,390	3,445,000	3,445,000	3,198,000	(247,000)	-7%
AH4X Total Revenue	4,407,390	3,445,000	3,445,000	3,198,000	(247,000)	-7%
AH5X Personnel	437,940	442,476	442,476	388,009	(54,468)	-12%
AH6X Commodities	2,949	8,100	8,100	6,600	(1,500)	-19%
AH74X Benefits	144,920	158,073	158,073	115,194	(42,879)	-27%
AH7X Contractuals	26,097	40,560	40,560	30,285	(10,275)	-25%
AHEX Total Expenses	611,906	649,210	649,210	540,088	(109,122)	-17%

STAFFING SUMMARY:

Position Type	FY2018 Budget	FY2019 Budget	FY2020 Budget
Full Time	8	8	5
Part Time	0	0	1

ACCOMPLISHMENTS:

- ❖ Collaborated with the Veteran's Assistance Commission to create and publish a veteran's services brochure mailer and a social media video of veteran's services and topics of importance to military veterans.
- ❖ Transferred property records to the new iasWorld (Tyler Tax) platform, essential to the successful completion of the project due there being more complete location data.
- ❖ Exceptional customer service: Answering every one of over 17,000 phone calls into the office by live staff.
- ❖ A 998 user increase in the number of users of the Property Check system to prevent fraud, bringing the total up to 7,006 in FY2018, leading to the mailing of 3,834 Quit Claim postcards, alerting users that a Quit Claim Deed was recorded against their property.
- ❖ 15 years of partnership with Christo Rey St. Martin College Prep school, mentoring Lake County students who work as interns.
- ❖ In 2018, 68.08% of all Real Estate Tax Filings were submitted electronically through the MYDEC system, the free to the user online program which allows users to process real property transfer tax declarations electronically.

GOALS:

- ❖ Continue to engage the community through social media, newsletters, radio, podcasts and in person.
- ❖ Continue shared services across departments with the Veteran's Assistance Commission and the Treasurer's Office, to include a shared staffing program with the Veteran's Assistance Commission.
- ❖ See that 41% of all documents are submitted via the e-recording system, up from 38.45% in FY2018.
- ❖ Increase the number of users of Property Check system from 7,006 in FY2018 to 8,000 in FY2020.

PERFORMANCE INFORMATION:

Measurement	FY2017 Actual	FY2018 Actual	FY2019 Projected	FY2020 Target
Documents Recorded	96,106	81,233	74,971	80,000
Documents Recorded Per Day	386	328	310	300
Documents Recorded Per FTE	9,153	8,123	7,947	7,692

Lake County Revenue Budget Comparison Report - Five Year History

F101 General Fund Recorder of Deeds_M22X

Acct Code	Account Description	Recognized Amount FY2016	Recognized Amount FY2017	Recognized Amount FY2018	Adopted Budget FY2019	Modified Budget FY2019	Y-T-D Recognized FY2019	Budget FY2020
A46010	Fees	5,171,560	4,417,829	4,326,669	3,380,000	3,380,000	3,443,806	3,120,000
A46930	GIS Fees	99,826	94,373	80,721	65,000	65,000	66,669	78,000
A46X Charges for Services		5,271,386	4,512,202	4,407,390	3,445,000	3,445,000	3,510,475	3,198,000
AH4X Total Revenue		5,271,386	4,512,202	4,407,390	3,445,000	3,445,000	3,510,475	3,198,000

Lake County Expense Budget Comparison Report - Five Year History

F101 General Fund Recorder of Deeds_M22X

Acct Code	Account Description	Recognized Amount FY2016	Recognized Amount FY2017	Recognized Amount FY2018	Adopted Budget FY2019	Modified Budget FY2019	Y-T-D Recognized FY2019	Budget FY2020
A51110	Regular Salaries And Wages	488,162	452,418	434,771	440,976	440,976	353,810	373,766
A51120	Permanent PT Salaries/Wages	-	-	-	-	-	4,854	18,242
A51135	Payroll Contingency	-	-	-	-	-	-	-7,000
A51140	Overtime Salaries And Wages	523	497	-	-	-	-	-
A51200	Temporary PT Salaries/Wages	527	3,215	54	-	-	-	-
A51220	Vacation payout	799	-	-	-	-	330	-
A51230	Sick Payout	4,113	-	-	-	-	-	-
A51240	Opt Out Premium	4,269	3,000	3,115	1,500	1,500	2,769	3,000
A51260	Incentive payments	-	14,815	-	-	-	-	-
AH5X Personnel		498,393	473,945	437,940	442,476	442,476	361,763	388,009
A61010	Office Supplies	3,414	4,551	2,949	5,100	5,100	3,816	5,100
A61040	Operational Supplies	-	-	-	3,000	3,000	-	1,500
AH6X Commodities		3,414	4,551	2,949	8,100	8,100	3,816	6,600
A74080	H/L/D Employee Benefits	69,993	73,261	70,012	95,031	95,031	51,677	48,226
A74100	Retirement Benefits/FICA	36,627	34,701	32,324	28,764	28,764	26,831	30,225
A74110	Retirement Benefits/IMRF	51,137	45,670	42,584	34,279	34,279	28,387	36,743
AH74X Benefits		157,757	153,632	144,920	158,073	158,073	106,895	115,194
A71450	Mileage Reimbursement	196	-	-	1,000	1,000	-	1,000
A71470	Employee Relations	-	-	-	350	350	-	350
A71500	Trips And Training	-	-	-	2,000	2,000	-	1,000
A71810	Dues And Subscriptions	792	1,486	962	1,275	1,275	1,091	1,275
A71950	Cellular Phones	709	483	-	1,800	1,800	-	1,800
A71970	Courier Services	20	78	-	360	360	11	360
A72280	Equipment Maintenance	790	830	850	3,000	3,000	-	1,500
A72520	Record Storage	12,831	11,831	14,437	12,000	12,000	13,965	12,000
A72530	Equipment Rental	4,785	3,589	4,349	6,375	6,375	2,884	5,000
A72830	Printing Services	-	3,957	3,622	7,300	7,300	4,882	3,800
A79950	All Other Miscellaneous	1,935	1,709	1,877	5,100	5,100	2,009	2,200
AH7X Contractuals		22,057	23,962	26,097	40,560	40,560	24,841	30,285
AH7X Total Expenses		681,621	656,091	611,906	649,210	649,210	497,315	540,088