

Fiscal Year 2009/2010 Budget Highlights and Goals

County Recorder

FY2009 Highlights

A 2-day turnaround time was maintained on the return of original documents, 363,847 new images were scanned, 65,141 new paper and electronic documents were recorded, indexed and verified.

An ongoing *Microfilm Conversion Project* was completed *under budget*. Original microfilm dating back to 1839 was converted to digital image, cleaned-up and enhanced for clarity. Recording information will be indexed through our *Backfile Conversion Project* which completed year 1948 making over 60 years of recording information available on our internal and external ("free" search, Laredo, Tapestry) land records search programs. This allows the public and staff optimum efficiency in searching records.

The *Deed Notification Program* (mailed postcards) continued to alert property owners of a change of ownership *or* change of title on their property and to help protect against forged deeds. Social security numbers were redacted to help prevent identity theft and block out personal information. The free *Property Fraud Alert Program* grew with new subscribers desiring personal notification when a document is recorded in their name.

The Sheriff's Department joined seven other County offices (GIS, Assessor, Treasurer, P&D, Health, Transportation, and State's Attorney) in receiving complimentary access to our Laredo Program, saving time, labor, and volumes of paper for each office.

Training videos, monthly meetings between supervisors and staff were held for efficiency and enhanced customer service. Progressive technology, cross-training, goal-setting, long-term planning, business continuity, and teamwork continued.

The office generated approximately \$5.1M in revenue; collecting \$627,000 for McHenry County Geographic Information System (GIS) and \$510,309 for the Rental Housing Support Program (RHSP).

FY2010 Goals

Broaden eRecording Program to include supplementary customers and document types; hold a seminar/training event for the general public. Possibly expand the Deed Notification Program to include "power of attorney" documents. Continue educating the public on services offered i.e. first-rate customer service, "free" search program, Laredo, Tapestry, eRecording, and Property Fraud Alert.

Work toward completion of Backfile indexing and verification on documents recorded prior to 1948. Test new software, AVID (Audio Visual Interactive Document), designed by our software technology vendor for recording, indexing, and the backfile conversion of documents.

Finalize online and paper version of a Recorder Handbook to serve as a reference guide to help customers better understand the recording process and also eliminate rejected documents. Update Business Continuity/Disaster Recovery Plan, as needed.

Work with Human Resources to reclassify positions in conjunction with the McHenry County Job Classification System to retain highly-trained, qualified staff.

Impress upon supervisors and staff importance of monthly meetings for training and review; continue practice of Spanish language, updating of office procedures, various lists, and plans; track State of Illinois legislation linked to office. Maintain teamwork and emphasize the value and importance of each and every staff member.