

STATUS REPORT

KANE COUNTY RECORDER'S OFFICE

SANDY WEGMAN

NOVEMBER 30, 2006

INTRODUCTION

The Recorder's office protects the Constitutional right and freedom of individuals to own property in their own name. The mission of this office is to insure this freedom by permanently recording all original documents pertaining to property ownership and real property transactions within Kane County. These recordings provide the official court record of ownership and title for Kane County property. Therefore, our goal is to properly record, store and provide information that is accurate, legible and easily retrievable for public and private use.

This report is designed to provide the public with an overview of the operation of the Kane County Recorder's Office in the hope that the reader would have a better understanding of the services provided by this office.

As your Kane County Recorder, I am committed to provide the residents of Kane County with courteous, professional service while maintaining strict standards of accountability and fiscal responsibility. Our goal is to operate this office effectively and efficiently and process documents as expeditiously as possible.

The Recorder's Office respectfully requests your continued support as we strive to serve all the residents of Kane County. Should you have any questions or would like a tour of our office, please call me at (630) 232-5935.

Sincerely,

Sandy Wegman

Kane County Recorder

ACCOMPLISHMENTS

- Performed the duties of the Recorder's Office effectively and efficiently while staying within the established approved Kane County budget.
- Improved the computerization of the Recorder's office with a goal of improving efficiency and accuracy. New hardware and software have been installed that improve the tracking and retrieval process of documents.
- Network infrastructure has been rebuilt from the ground up.
- Continued to strengthen our management team by increasing communications, expecting greater accountability, implementing continued training programs, reassigning staff and encouraging greater participation in the planning for the office's future.
- New procedures allow many documents to be returned to their owners at the time of presentation.
- Customer Service remained as a primary focal point for all the employees in the Recorder's Office with a continued goal of maximizing service to our citizens.
- Through November, 2006, on-line access to Kane County's land records at www.kanecountyrecorder.net has resulted in over 500,000 searches. Dial-in clients now use our web-based program, which is faster and is free of charge.
- The Kane County Recorder's office has installed surveillance cameras for added security for both our staff and members of the public.
- Through the Kane County Recorder's technology recycling program, we have once again provided used computer equipment to several township offices, Aurora Township Youth and Community Services, Ecker Center and Family Services in Elgin and CASA .

HISTORICAL ANALYSIS

	2005	2006
Total Collected for General Fund	\$5,566,639.16	\$5,540,802.28
Total County Tax Revenue	\$2,703,223.25	\$2,915,922.42
Fees Collected & Paid to County	\$2,863,415.91	\$2,624,879.86
Recording Fees (Gen. Fund)	\$2,541,605.95	\$2,258,387.21
Financing Statement Fees	\$ 7,810.00	\$ 9,290.00
UCC Search	\$ 0	\$ 40.00
Photo Copies	\$ 269,819.73	\$ 223,241.01
Report Charges	\$ 0	\$ 0
RHSPS-County	\$ 42,459.00	\$ 130,967.00
Total State Tax Revenue	\$5,593,096.50	\$5,831,844.83
Total Collected For Record Fund	\$1,027,748.20	\$ 573,657.60
RRF @ Fees	\$ 70,106.00	\$ 427,503.00
Computer Generated Income	\$ 400,940.20	\$ 3,653.60
GIS	\$ 156,702.00	\$ 142,501.00

Statistics

Total Documents Recorded-Filed	156,997	142,642
Real Estate Docs Recorded	156,226	141,969
Financing Statements Filed	476	532
Deeds w/Declarations for Rev. Stamp	16,390	15,459
Number of Docs Recorded w/o fee	295	141
Average Number of Daily Documents	633	577

DEPARTMENTS WITHIN THE RECORDER'S OFFICE

The Kane County Recorder's Office consists of several divisions of responsibilities. While duties vary from one department to another, every department within the Recorder's Office shares the common goal of providing courteous, professional service to you, our customers. The public most frequently works with the following departments when visiting our office.

REAL ESTATE

This department records all documents filed with the Recorder's office, from deeds for residential property to the registration of papers of incorporation and liens. This department handles the sale of state and county transfer stamps. For information on how to properly record a document, please contact our office at (630)232-5935.

PUBLIC RESEARCH

This department assists individuals and businesses seeking information concerning the historical and current status of property located in Kane County. The general public, as well as professional title searchers are welcome to search the property records, which date back to 1837.

The computer system offers abstract information that includes a full document search from a number of different fields. The system further allows researchers to view document images on the abstract on either a full screen or split screen. Regular or certified copies of any recorded instrument may be obtained for a nominal charge upon request.

TECHNOLOGY

The world we live in is changing rapidly and much of this change is being driven by emergent technologies. The Kane County Recorder's office is experiencing the same pressures to adapt to new technology. This office is constantly upgrading software and modifying programs that help store and retrieve documents. We view these changes as an opportunity to improve the level of service to the public.

The work done in 2005 in updating the computer systems paid off in 2006; our systems were more stable, performed better, and required less upkeep. In January, we rolled out a new web-based application called LRS (Land Records System) to allow the public to easily access and search recorded documents over the Internet with just a web browser. Our attention was then turned to decreasing the long-term cost of technology ownership and improving the efficiency of our employees. In the first half of 2006, an in-depth evaluation and analysis of the entire operation, policies, work flow, and technology systems supporting the operation of the office was done. We identified and corrected bottlenecks in our operation, reduced or eliminated error-prone steps and increased data integrity through a much improved verification process.

A new custom software application was then designed that would integrate all of these procedural changes into software rules. The new application, called RECORD-IT! efficiently records, images, and indexes the documents. It was built using Microsoft's SQL Server and web-based technologies. This provides for superior scalability, performance, and efficient operation. This software is fully customizable, so we will be able to make changes to it as our future needs change. As we now own the license to use and modify this software, we eliminated the significant recurrent licensing fees we were paying for the previous software.

At the beginning of November, we successfully rolled out Phase 1 of the RECORD-IT! application, and immediately realized a big reduction in the number of data entry errors in recorded documents.



Sandy Wegman

Kane County Recorder of Deeds

Recording Fee Cost Breakdown

