

RECORDER OF DEEDS DEPARTMENT

Mission Statement

To provide timely and state-of-the-art recordation, scanning, indexing, releasing, copy and inquiry services for the business community and the general public; to provide record preservation and timely retrieval services for Executive/Legislative Branch Departments and other Agencies of Jackson County and to comply with statutory regulations in the issuance of State of Missouri Marriage Licenses and recording of documents.

Goals

1. Provide cross-trained staffing and system support in order to meet customer expectations of mortgage/title insurance firms, marriage applicants and the general public in timely recordation, copy services and marriage license issuance.
2. Utilize both technology and E-Government opportunities/solutions in order to provide timely inquiry and copy/search/retrieval services for businesses, taxpayers and County agencies.

Objectives

1. Maintain three-day or less document production standards for each employee per process responsibility including recording, indexing, verification and digitization.
2. Seek to attain a 75% participation level in Electronic Recording by the end of 2019.
3. Upgrade Thomson Reuter existing recording software from Anthem to Aumentum Recorder.
4. Continue back-indexing project, whereby all digitalized records dating back to the start of Jackson County in 1826 are fully indexed and retrievable by grantor, grantee, legal description and other pertinent indexes. Amend/correct index database regarding older subdivision listings, grantor/grantee indexes, etc. as time is available.
5. Initiate long-range discussions with Executive, Judicial and Legislative branches of government regarding future operations of the Jackson County Records Center. NOTE: The current five-year lease, per legislative approval, expires 12-31-2020. County-wide efforts should continue to focus on improved records management, hard copy reduction and digitization.

Performance Measures

1. Daily production is monitored and supervised on a real-time basis and workload assigned and completed based on department standards. (Supports OBJ 1)
2. Use all means applicable including information letters, release inserts and state/national opportunities to encourage E-recording at various Property Record Industry Association meetings, Property Records Education Partner Chapter forums and Recorders Association of Missouri conferences/web sites. (Supports OBJ 2)
3. Working in partnership with the Information Technology Department, initiate data conversion, migration and staff training processes for new recording system. (Supports OBJ 3)
4. Index microfilmed documents, from 1826 to 1961, as time permits. (Supports OBJ 4)
5. Work with Executive Management regarding hard copy storage. (Supports OBJ 5)

Recorder of Deeds

FTE (Full Time Equivalent) by Home Department

Position	2018 Adopted FTEs	2019 Recommended FTEs
Director - Recorder of Deeds	1.0	1.0
Lead Records Rep.	1.0	1.0
Operations Administrator	1.0	1.0
Operations Coordinator	1.0	1.0
Recorder of Deeds Supervisor	3.0	3.0
Records Center Facility Coord	1.0	1.0
Records Maintenance Tech.	1.0	1.0
Records Representative	11.0	11.0
	20.0	20.0

BUDGET OVERVIEW RECORDER OF DEEDS

<u>Account Type</u>	2017 Actual	2018 Adopted	Exp. as of 11/15/2018	2019 Rec.
Salaries	900,603	1,079,922	843,925	1,042,889
Contractual Services	202,584	316,041	157,901	228,334
Supplies	9,978	11,992	10,927	13,722
Capital Outlay	1,897	17,971	10,118	48,400
	<u>\$ 1,115,061</u>	<u>\$ 1,425,926</u>	<u>\$ 1,022,871</u>	<u>\$ 1,333,345</u>
 <u>Department</u>				
Recorder of Deeds	897,693	1,096,903	864,688	1,072,592
Records Center	217,368	329,023	158,183	260,753
	<u>\$ 1,115,061</u>	<u>\$ 1,425,926</u>	<u>\$ 1,022,871</u>	<u>\$ 1,333,345</u>
 <u>Fund</u>				
General Fund	798,679	973,889	757,297	949,673
Recorder Technology Fund	99,014	123,014	107,391	122,919
Recorders Fees	217,368	329,023	158,183	260,753
	<u>\$ 1,115,061</u>	<u>\$ 1,425,926</u>	<u>\$ 1,022,871</u>	<u>\$ 1,333,345</u>

**Recorder of Deeds
1801**

	Previous Year	Current Year		Budget Year	
	2017 Actual	2018 Adopted	Exp. as of 12/31/2018	2019 Request	2019 Rec.
ALL FUNDS					
Line Item Description					
5010 Regular Salaries	\$ 558,608	\$ 637,187	\$ 516,181	\$ 637,187	\$ 615,500
5030 Over Time Salaries	1,911	2,000	1,356	2,000	2,000
5040 FICA Taxes	39,383	48,898	37,107	48,898	47,239
5050 Pension Contributions	56,402	57,526	47,938	57,526	55,575
5060 Insurance Benefits	116,890	197,446	128,135	197,446	197,446
5061 Insurance Fixed Cost and Dental	-	-	13	-	-
5062 HSA Contribution	-	-	-	-	-
5063 Insurance Admin Fee	-	-	687	-	-
Total Salaries	773,194	943,057	731,417	943,057	917,760
6080 Other Professional Services	-	-	-	-	-
6110 Postage	4,326	6,000	3,293	4,000	4,000
6120 Car Allowance & Mileage	4,344	5,180	4,234	5,000	6,081
6140 Travel Expense	794	2,000	759	2,000	2,000
6160 Meeting Expense	1,581	1,000	1,672	2,000	2,000
6165 Coffee Service	750	680	531	800	800
6230 Printing	4,626	4,000	5,283	5,000	5,000
6643 Mobile Phone/Pager Rental	-	-	-	-	-
6710 Dues & Memberships	645	850	565	850	850
6790 Other Contractual Services	-	800	-	60	60
6520 Maint & Repair - Heavy Equip	\$ 1,026	-	-	-	-
6530 Maint & Repair - Auto Equip	-	-	-	-	-
6540 Maint & Repair - Office Equip	6,785	11,723	6,896	7,500	7,500
6641 Copier Rental/Maintenance	3,102	5,250	2,596	3,300	3,300
6661 Software Purchases	-	-	-	-	-
6662 Software Maintenance	73,397	74,490	77,469	80,568	80,568
6770 Administration Service Fees	12,808	13,580	10,312	13,580	13,580
6791 Microfilm/Microfiche Services	-	-	-	-	-
6795 Alarm/Security Services	-	-	-	-	-
Total Contractual Services	114,181	125,553	113,610	124,658	125,739
7010 Office Supplies	6,525	9,672	8,437	9,672	9,672
7021 Newspaper/Mag Subscriptions	1,232	650	476	650	650
7230 Other Operating Supplies	663	-	631	800	800
7601 Computers and Printers	-	-	-	-	-
Total Supplies	8,421	10,322	9,544	11,122	11,122
8170 Other Equipment	1,646	-	-	-	-
8171 Personal Computer/Accessories	-	17,971	10,118	17,971	17,971
8172 Printers	251	-	-	-	-

**Recorder of Deeds
1801**

	Previous Year	Current Year		Budget Year	
	2017 Actual	2018 Adopted	Exp. as of 12/31/2018	2019 Request	2019 Rec.
Total Capital Outlay	1,897	17,971	10,118	17,971	17,971
Total Recorder of Deeds	\$ 897,693	\$ 1,096,903	\$ 864,688	\$ 1,096,808	\$ 1,072,592

Recorder of Deeds

1801

Line Item Description	Previous Year	Current Year		Budget Year	
	2017 Actual	2018 Adopted	Exp. as of 12/31/2018	2019 Request	2019 Rec.
General Fund					
5010 Regular Salaries	\$ 558,608	\$ 637,187	\$ 516,181	\$ 637,187	\$ 615,500
5030 Over Time Salaries	1,911	2,000	1,356	2,000	2,000
5040 FICA Taxes	39,383	48,898	37,107	48,898	47,239
5050 Pension Contributions	56,402	57,526	47,938	57,526	55,575
5060 Insurance Benefits	116,890	197,446	128,135	197,446	197,446
5061 Insurance Fixed Cost and Dental	-	-	13	-	-
5062 HSA Contribution	-	-	-	-	-
5063 Insurance Admin Fee	-	-	687	-	-
Total Salaries	773,194	943,057	731,417	943,057	917,760
6080 Other Professional Services	-	-	-	-	-
6110 Postage	4,326	6,000	3,293	4,000	4,000
6120 Car Allowance & Mileage	4,344	5,180	4,234	5,000	6,081
6140 Travel Expense	794	2,000	759	2,000	2,000
6160 Meeting Expense	1,581	1,000	1,672	2,000	2,000
6165 Coffee Service	750	680	531	800	800
6230 Printing	4,626	4,000	5,283	5,000	5,000
6643 Mobile Phone/Pager Rental	-	-	-	-	-
6710 Dues & Memberships	645	850	565	850	850
6790 Other Contractual Services	-	800	-	60	60
Total Contractual Services	17,065	20,510	16,336	19,710	20,791
7010 Office Supplies	6,525	9,672	8,437	9,672	9,672
7021 Newspaper/Mag Subscriptions	1,232	650	476	650	650
7230 Other Operating Supplies	663	-	631	800	800
Total Supplies	8,421	10,322	9,544	11,122	11,122
8170 Other Equipment	-	-	-	-	-
8171 Personal Computer/Accessories	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-
Total General Fund	\$ 798,679	\$ 973,889	\$ 757,297	\$ 973,889	\$ 949,673
Recorder Technology Fund					
6520 Maint & Repair - Heavy Equip	\$ 1,026	-	-	-	-
6530 Maint & Repair - Auto Equip	-	-	-	-	-
6540 Maint & Repair - Office Equip	6,785	11,723	6,896	7,500	7,500
6641 Copier Rental/Maintenance	3,102	5,250	2,596	3,300	3,300
6661 Software Purchases	-	-	-	-	-

**Recorder of Deeds
1801**

	Previous Year	Current Year		Budget Year	
	2017 Actual	2018 Adopted	Exp. as of 12/31/2018	2019 Request	2019 Rec.
6662 Software Maintenance	73,397	74,490	77,469	80,568	80,568
6770 Administration Service Fees	12,808	13,580	10,312	13,580	13,580
6790 Other Contractual Services	-	-	-	-	-
6791 Microfilm/Microfiche Services	-	-	-	-	-
6795 Alarm/Security Services	-	-	-	-	-
Total Contractual Services	97,117	105,043	97,273	104,948	104,948
7601 Computers and Printers	-	-	-	-	-
Total Supplies	-	-	-	-	-
8170 Other Equipment	1,646	-	-	-	-
8171 Personal Computer/Accessories	-	17,971	10,118	17,971	17,971
8172 Printers	251	-	-	-	-
Total Capital Outlay	1,897	17,971	10,118	17,971	17,971
Total Recorder Technology Fund	\$ 99,014	\$ 123,014	\$ 107,391	\$ 122,919	\$ 122,919
Total Recorder of Deeds	\$ 897,693	\$ 1,096,903	\$ 864,688	\$ 1,096,808	\$ 1,072,592

**Records Center
1804**

	Previous Year		Current Year		Budget Year	
	2017 Actual	2018 Adopted	Exp. as of 12/31/2018	2019 Request	2019 Rec.	
Recorders Fees						
Line Item Description						
5010 Regular Salaries	\$ 90,344	\$ 92,813	\$ 79,215	\$ 92,813	\$ 83,253	
5030 Over Time Salaries	-	1,000	-	1,000	1,000	
5040 FICA Taxes	6,765	7,176	5,926	7,176	6,445	
5050 Pension Contributions	15,206	13,207	11,006	13,207	11,762	
5060 Insurance Benefits	12,810	18,161	14,382	18,161	18,161	
5061 Insurance Fixed Cost and Dental	-	-	4	-	-	
5063 Insurance Admin Fee	-	-	71	-	-	
5070 Unemployment Insurance	439	439	366	439	439	
5090 Salary Adjustments	-	-	-	-	-	
5110 Workmen's Compensation	1,406	1,406	1,172	1,406	1,406	
5130 Vacation Payout	-	1,112	-	1,112	1,112	
5140 Sick Leave Pay Out	-	1,112	-	1,112	1,112	
5150 Long Term Disability	439	439	366	439	439	
Total Salaries	127,408	136,865	112,508	136,865	125,129	
6120 Car Allowance & Mileage	1,683	1,664	1,552	1,788	1,810	
6140 Travel Expense	200	3,220	293	700	700	
6160 Meeting Expense	1,290	1,529	1,312	4,000	4,000	
6165 Coffee Service	151	200	106	200	200	
6360 Life Insurance	38	121	27	121	121	
6420 Electricity	42,572	49,000	33,424	45,000	45,000	
6460 Refuse Collection	93	300	112	300	300	
6520 Maint & Repair - Heavy Equip	-	-	1,576	2,000	2,000	
6530 Maint & Repair - Auto Equip	-	-	-	1,000	1,000	
6540 Maint & Repair - Office Equip	-	-	-	1,000	1,000	
6675 Rent - Uniforms	333	300	217	300	300	
6730 Janitor & Exterminating Svcs	421	610	278	610	610	
6790 Other Contractual Services	35,153	126,529	593	36,554	36,554	
6791 Microfilm/Microfiche Services	6,468	7,015	4,802	9,000	9,000	
6795 Alarm/Security Services	-	-	-	-	-	
6830 Contingency Fund	-	-	-	-	-	
Total Contractual Services	88,402	190,488	44,292	102,573	102,595	
7010 Office Supplies	1,369	1,170	1,170	1,400	1,400	
7110 Gasoline	144	200	44	200	200	
7190 Wearing Apparel	-	-	50	-	-	
7230 Other Operating Supplies	-	100	75	400	400	
7490 Tires	44	100	44	500	500	
7510 Small Tools/Minor Equipment	-	100	-	100	100	
Total Supplies	1,557	1,670	1,383	2,600	2,600	

**Records Center
1804**

	Previous Year	Current Year		Budget Year	
	2017 Actual	2018 Adopted	Exp. as of 12/31/2018	2019 Request	2019 Rec.
8150 Office Furniture & Fixtures	-	-	-	16,400	16,400
8171 Personal Computer/Accessories	-	-	-	14,029	14,029
Total Capital Outlay	-	-	-	30,429	30,429
Total Records Fees	\$ 217,368	\$ 329,023	\$ 158,183	\$ 272,467	\$ 260,753
Total Records Center	\$ 217,368	\$ 329,023	\$ 158,183	\$ 272,467	\$ 260,753

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