



**ADAM GARDINER**  
**COUNTY COUNCIL PRESENTATION**  
**August 21, 2018**

# MISSION STATEMENT

- The mission of the Salt Lake County Recorder's Office is to record and protect the citizen's right to hold and own real property by maintaining comprehensive, accurate and searchable records of all property transactions, and ensuring a permanent chain of title. We strive to provide great customer service to the public and other County agencies.

# 2018 Review

- DARWin Interface
- Tax Administration Weekly Group Meetings
- Credit Cards for In-office Transactions
- Implemented Office Communication Tools
- Trainings for Industry and County Offices
- Survey Implementation
- Implemented Google Analytics
- Shared Code and Backups with I.S.
- Case Management System
- Mailing Label Application
- Office Security Upgrade
- Passed Legislation for Online Payment Transactions
- Date Down Application
- 14 out of 20 In-house Servers Moved or De-commissioned.
- New Office Policies and Procedures based on Auditor Recommendations
- Partnership with the State of Utah for Processing of Microfilm
- Work Output Indicators and Document Tracking

# 2018 and 2019 Revenue and Expenditures

## General Fund

**2018**

FTEs

19

3 Temporary

Revenue Budgeted

\$5,300,000

Expenses Budgeted

\$3,331,143

\*Does not Include Mayors Salary Recommendations or New Project Request

**2019**

19

3 Temporary

\$5,300,000

\$3,297,143\*

## Tax Administration Fund

**2018**

FTEs

24.75

Expenses Budgeted

\$3,062,299

\*Does not Include Mayors Salary Recommendations

**2019**

24.75

\$3,016,799\*

# Annual Budget/Revenue Summary

Salt Lake County Recorder's Office Annual Budget/Revenue Summary						
Document Count	Document Fees	Plat Fees	Misc Fees	Data Services Fees	Total Revenue	Year
230,899	4,206,692	11,941	90,384	840,031	5,149,035	2013
185,743	3,253,076	8,348	66,752	826,531	4,154,267	2014
227,735	4,071,892	7,725	64,290	953,743	5,097,638	2015
247,245	4,513,236	7,225	76,141	979,959	5,576,552	2016
243,230	4,335,017	6,780	65,643	960,233	5,367,700	2017
136,450	2,441,900	4,095	38,649	498,027	2,982,632	2018*
*2018 revenue YTD through August 8, 2018						

# 2019 Budget New Requests

General Fund

Recording Software System	\$750,000
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Replacement of current Recording Software system. Our recording legacy system (Cashpro) is at its end of life and is no longer being supported. We will need a replacement by the year 2020 in time for the next Microsoft Windows update to ensure compatibility of software. Contracting, development, and implementation will take at least 1 year to 18 months. This request is vital to the Tax System. The new system is responsible for Recording documents, imaging, eRecording, entry assignments, endorsements, workflow, payments, accounting reports, document abstracting and indexing. This is a critical system for the Recorder's office and Tax Administration.

As a point of clarification, the Document Abstract Recorder Window (DARWin) is a database. DARWin allows for staff to input real-time data, while providing a searchable and logical process, through a user interface, from which to read the data. It does not provide the functionality of the requested Recording Software System.

# 2019 Challenges and Goals

Maintain the number of recorded documents of approximate 1,000 each day

Maintain the revenue of the Recorder's Office of \$5,300,000

Strategic plan to transfer servers to County Information Services

Increase customer services satisfaction to the public and County partners

Staffing and Competitive Pay

Compression Pay

Provide a Query System for Internal County Entities

Digitize Remaining Historical Records – Intent to have a no-cost County solution by fourth quarter

# Thank You

In 2018 the Mayor and the Council funded Compression pay increases and a Temporary/Overtime budget for the Recorder's Office.