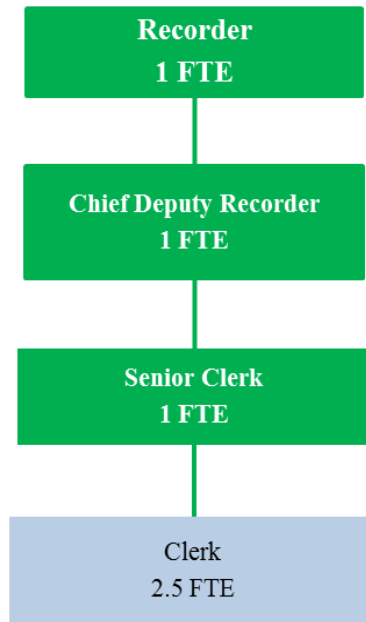


RECORDER

Fund 080-023



Recorder (080-023) positions: 3.0 FTE (Green)
Recorder Automation Fund (641-023) position: 2.5 FTE (Light Blue)

The functions, powers, and duties of the recorder are statutorily defined in the Illinois Counties Code (55 ILCS 5/3-5005).

MISSION STATEMENT

It is the mission of the Recorder to ensure the accurate and efficient recording and indexing of land records and miscellaneous documents within Champaign County; to act as the protector of your most important resource, your real property; to provide prompt and courteous service to all; and to provide assistance when needed.

BUDGET HIGHLIGHTS

There was a slight rebound of 3% in housing prices this year with next year's projections estimated to equal 2%. While housing prices are increasing, home sales have modestly increased. Interest rates have remained low, fluctuating only slightly from their all-time low. A combination of these two factors has led to a humble growth in Revenue Stamps in FY 2016. Revenue stamps are \$1.50 per every \$1,000 in sales price.

The County Board conducted a Cost Analysis Study in 2013, which resulted in FY 2014 fee increases. Recording fees increased from \$35 to \$53 and Plat fees increased from \$73 to \$91. These increases reflect the actual cost of providing services. Home prices rose slightly in 2016 but the market is volatile and influenced by many outside sources; such as interest rates and global security. Home sales have increased in Champaign County, but the cost of those properties that are selling remains the most active below 250,000. This influences the amount of revenue from document stamps negatively, but is positive for recording fees. Less expensive homes opens the markets to more buyers entering the marketplace, hence, more home sales.

The downside is that the property generally selling is not the high value property that brings in the greatest revenue.

FINANCIAL

Fund 080 Dept 023			2015 Actual	2016 Original	2016 Projected	2017 Budget
322	20	REVENUE STAMPS	\$1,381,582	\$1,200,000	\$1,350,000	\$1,300,000
		LICENSES AND PERMITS	\$1,381,582	\$1,200,000	\$1,350,000	\$1,300,000
335	71	STATE REV-SALARY STIPENDS	\$6,500	\$6,500	\$6,500	\$6,500
		FEDERAL, STATE & LOCAL SHARED REVENUE	\$6,500	\$6,500	\$6,500	\$6,500
341	33	RECORDING FEES	\$797,745	\$700,000	\$675,000	\$678,000
341	53	RENTAL HOUSNG SUPPORT FEE	\$207,557	\$150,000	\$150,000	\$150,000
		FEES AND FINES	\$1,005,302	\$850,000	\$825,000	\$828,000
369	90	OTHER MISC. REVENUE	\$7,787	\$4,500	\$4,500	\$4,500
		MISCELLANEOUS	\$7,787	\$4,500	\$4,500	\$4,500
REVENUE TOTALS			\$2,401,171	\$2,061,000	\$2,186,000	\$2,139,000
511	1	ELECTED OFFICIAL SALARY	\$86,328	\$86,328	\$86,328	\$89,954
511	3	REG. FULL-TIME EMPLOYEES	\$128,493	\$72,800	\$73,582	\$74,842
511	40	STATE-PAID SALARY STIPEND	\$6,500	\$6,500	\$6,500	\$6,500
		PERSONNEL	\$221,321	\$165,628	\$166,410	\$171,296
522	2	OFFICE SUPPLIES	\$189	\$300	\$300	\$300
522	50	PURCHASE DOCUMENT STAMPS	\$925,000	\$816,000	\$816,000	\$884,000
		COMMODITIES	\$925,189	\$816,300	\$816,300	\$884,300
533	12	JOB-REQUIRED TRAVEL EXP	\$772	\$800	\$785	\$785
533	33	TELEPHONE SERVICE	\$63	\$40	\$40	\$40
533	42	EQUIPMENT MAINTENANCE	\$0	\$250	\$250	\$250
533	51	EQUIPMENT RENTALS	\$0	\$125	\$125	\$125
533	93	DUES AND LICENSES	\$384	\$400	\$415	\$415
534	85	RENTAL HSG FEE REMITTANCE	\$196,470	\$135,000	\$135,000	\$135,000
		SERVICES	\$197,689	\$136,615	\$136,615	\$136,615
EXPENDITURE TOTALS			\$1,344,199	\$1,118,543	\$1,119,325	\$1,192,211

EXPENSE PER CAPITA (IN ACTUAL DOLLARS)

FY2013	FY2014	FY2015	FY2016	FY2017
\$5.99	\$6.46	\$6.04	\$5.56	\$5.93

FTE HISTORY

FY2013	FY2014	FY2015	FY2016	FY2017
5	5	5	3	3

2.5 Clerk positions are budgeted for in the Recorder Automation Fund Budget.

ALIGNMENT to STRATEGIC PLAN

County Board Goal 1 – Champaign County is committed to being a high performing, open and transparent local government organization

- Maintain efficient operations within the revenue generated at current and statutory fee levels
- Constantly monitor office practices to update and refine operating techniques to conserve our assets
- Offer any support for upgrading County software
- Create an office culture that puts citizens first
- Create an environment where information is received and shared in a timely manner
- Work with administration and the County Board to provide all needed documents pertaining to County ordinances, plans and emergency response

County Board Goal 2 – Champaign County maintains high quality public facilities and highways and provides a safe rural transportation system and infrastructure

- Maintain an accurate and updated website
- Assess and implement office changes with the Automation Fund while continuing to make the Recorder's office ADA compliant and friendly
- Participate in appropriate facility upgrades

County Board Goal 3 – Champaign County promotes a safe, just and healthy community

- Promote a safe and healthy work environment

County Board Goal 4 – Champaign County is a county that supports balanced, planned growth to balance economic growth with preservation of our natural resources

- Regularly review facility needs and provide information to County administration regarding energy reduction plans
- Work to make sure that all plats and annexations fit within County and State policies

DESCRIPTION

The Recorder's primary function is the receipt, approval, and recordation of land records and other miscellaneous documents, as well as, the indexing and archiving recorded documents. These documents are retained indefinitely, and are used for the maintenance of title to property in Champaign County. The main goal of the Recorder's Office has shifted from streamlining recording and indexing new documents, to imaging and indexing past documents. Eventually, the office plans to have all records within the office available, and searchable, online.

OBJECTIVES

1. Record and return documents at the time of recording
2. Continue the ongoing project of back indexing images for the purpose of making them searchable online
3. Continued conversion of microfilm images to digital images for the purpose of making them searchable online

4. Centralization of microfilm and preserving the integrity of deteriorating film
5. Upgrade technology to meet changing Windows standards
6. Identify new sources of revenue
7. Work to integrate our information seamlessly with GIS and the Supervisor of Assessments
8. Continue the preservation of indexes and plats

PERFORMANCE INDICATORS

Indicator	2015 Actual	2016 Projected	2017 Budgeted
Revenue generated for General Corporate Fund through recording fees/revenue stamps/misc. revenue	\$2,401,170	\$2,186,000	\$2,136,000
Documents recorded annually	24,231	24,000	26,000