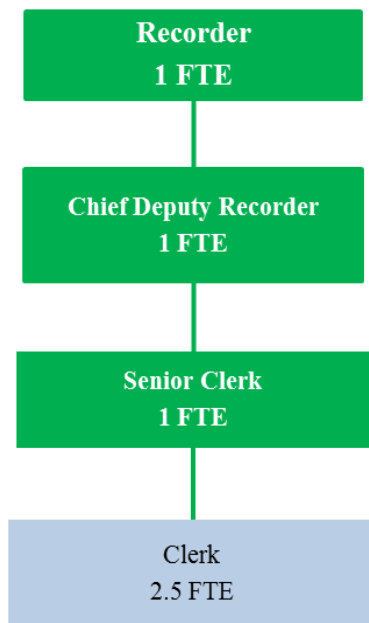


RECORDER
Fund 080-023



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

The housing market in Champaign County has remained fairly steady the last few years. Commercial transactions, which generate higher Real Estate Transfer Tax amounts, have been up in 2018.

FINANCIAL

Fund 080 Dept 023			2017 Actual	2018 Original	2018 Projected	2019 Budget
322	20	REVENUE STAMPS	\$1,423,759	\$1,400,000	\$1,500,000	\$1,500,000
		LICENSES AND PERMITS	\$1,423,759	\$1,400,000	\$1,500,000	\$1,500,000
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	\$771,731	\$740,000	\$740,000	\$740,000
FY2019 Budget					148	
Champaign County, Illinois					Recorder General Fund 080-023	

341	53	RENTAL HOUSNG SUPPORT FEE	\$203,133	\$200,000	\$200,000	\$200,000
		FEEES AND FINES	\$974,864	\$940,000	\$940,000	\$940,000
369	90	OTHER MISC. REVENUE	\$5,969	\$4,500	\$5,500	\$5,500
		MISCELLANEOUS	\$5,969	\$4,500	\$5,500	\$5,500
		REVENUE TOTALS	\$2,411,092	\$2,351,000	\$2,452,000	\$2,452,000
511	1	ELECTED OFFICIAL SALARY	\$89,954	\$91,612	\$91,612	\$91,612
511	3	REG. FULL-TIME EMPLOYEES	\$74,841	\$76,813	\$76,813	\$77,811
511	40	STATE-PAID SALARY STIPEND	\$6,500	\$6,500	\$6,500	\$6,500
		PERSONNEL	\$171,295	\$174,925	\$174,925	\$175,923
522	2	OFFICE SUPPLIES	\$306	\$300	\$300	\$300
522	50	PURCHASE DOCUMENT STAMPS	\$874,963	\$933,333	\$1,000,000	\$1,000,000
		COMMODITIES	\$875,269	\$933,633	\$1,000,300	\$1,000,300
533	12	JOB-REQUIRED TRAVEL EXP	\$0	\$500	\$400	\$500
533	33	TELEPHONE SERVICE	\$3	\$40	\$40	\$40
533	42	EQUIPMENT MAINTENANCE	\$0	\$250	\$250	\$250
533	51	EQUIPMENT RENTALS	\$0	\$125	\$125	\$125
533	93	DUES AND LICENSES	\$385	\$415	\$415	\$415
534	85	RENTAL HSG FEE REMITTANCE	\$192,447	\$180,000	\$180,000	\$180,000
		SERVICES	\$192,835	\$181,330	\$181,230	\$181,330
		EXPENDITURE TOTALS	\$1,239,399	\$1,289,888	\$1,356,455	\$1,357,553

***EXPENSE PER CAPITA and FULL TIME EMPLOYEE HISTORY** information is included in the General Corporate Fund Budget Summary.*

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
9. Increase the use of electronic recording.

PERFORMANCE INDICATORS

Indicator	2017 Actual	2018 Projected	2019 Budgeted
Revenue generated for General Corporate Fund through recording fees/revenue stamps/misc. revenue	2,195,490	\$2,240,000	\$2,240,000
Documents recorded annually	24,243	24,000	24,000