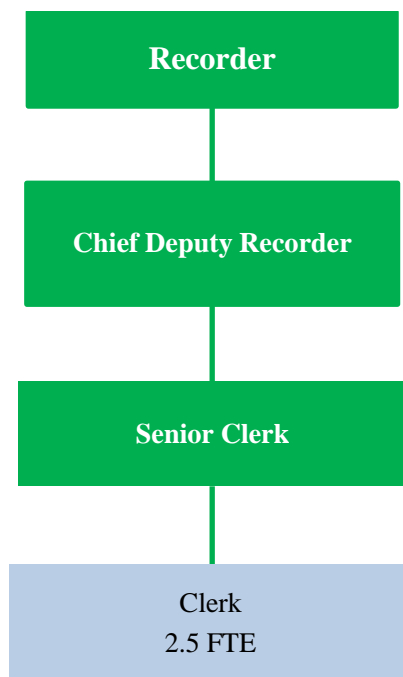


## RECORDER AUTOMATION

### Fund 614-023



Recorder Automation Fund position: 2.5 FTE

The Recorder Automation Fund was established pursuant to Public Act 83-1321 to be used for: (1) a document storage system to provide the equipment, materials and necessary expenses incurred to help defray the cost of implementing and maintaining such a document records system; and (2) a system to provide electronic access to those records. The statutory authority for the county board to impose the fee is defined in Division 4-4 – County Clerk Fees – First and Second Class Counties – of the Counties Code (55 ILCS 5/).

#### **MISSION STATEMENT**

*The accurate and efficient recording and indexing of land records and miscellaneous documents recorded within Champaign County, and to provide prompt and courteous service, as well as, a helping hand whenever needed. To continually work to update archival records to new technology while maintaining their historical integrity.*

#### **BUDGET HIGHLIGHTS**

The Automation fund balance is steadily decreasing due to the move in 2015 of two full time staff members to the fund. Ongoing expenses charged to the fund exceed revenue and likely will for the foreseeable future. We are examining ways to increase revenues through some integration with GIS but this will fall short of balancing the budget. We are currently developing a long range plan for the fund that will ensure that the security of documents, increase the indexing of documents, and improving the accuracy of current and past work. We also are looking for ways to integrate our office with GIS and other offices to improve efficiency. On the positive side, we have brought an archival/digitization project in-house, obviating a \$500,000 expenditure which had been part of the long term goal of the fund.

**FINANCIAL**

Fund 614 Dept 023			2017 Actual	2018 Original	2018 Projected	2019 Budget
341	33	RECORDING FEES FEES AND FINES	\$179,548 \$179,548	\$150,000 \$150,000	\$180,000 \$180,000	\$180,000 \$180,000
361	10	INVESTMENT INTEREST	\$3,730	\$500	\$2,000	\$1,000
369	90	OTHER MISC. REVENUE MISCELLANEOUS	\$20 \$3,750	\$0 \$500	\$0 \$2,000	\$0 \$1,000
<b>REVENUE TOTALS</b>			<b>\$183,298</b>	<b>\$150,500</b>	<b>\$182,000</b>	<b>\$181,000</b>
511	3	REG. FULL-TIME EMPLOYEES	\$56,512	\$58,256	\$58,256	\$58,256
511	4	REG. PART-TIME EMPLOYEES	\$16,359	\$16,829	\$16,829	\$16,830
511	5	TEMP. SALARIES & WAGES	\$0	\$15,000	\$21,000	\$21,000
513	1	SOCIAL SECURITY-EMPLOYER	\$1,251	\$2,435	\$2,435	\$2,894
513	2	IMRF - EMPLOYER COST	\$1,381	\$1,387	\$1,387	\$996
513	4	WORKERS' COMPENSATION INS	\$90	\$175	\$175	\$246
513	5	UNEMPLOYMENT INSURANCE PERSONNEL	\$165 \$75,758	\$496 \$94,578	\$496 \$100,578	\$496 \$100,718
522	1	STATIONERY & PRINTING	\$0	\$600	\$1,100	\$1,600
522	2	OFFICE SUPPLIES	\$806	\$5,000	\$1,000	\$5,000
522	44	EQUIPMENT LESS THAN \$5000 COMMODITIES	\$19,835 \$20,641	\$19,000 \$24,600	\$7,500 \$9,600	\$10,000 \$16,600
533	7	PROFESSIONAL SERVICES	\$27,437	\$50,000	\$30,000	\$32,000
533	12	JOB-REQUIRED TRAVEL EXP	\$398	\$1,000	\$0	\$0
533	29	COMPUTER/INF TCH SERVICES	\$24,939	\$14,000	\$30,000	\$32,000
533	33	TELEPHONE SERVICE	\$0	\$0	\$100	\$100
533	42	EQUIPMENT MAINTENANCE	\$1,010	\$1,000	\$250	\$1,000
533	51	EQUIPMENT RENTALS	\$7,982	\$8,000	\$8,000	\$8,000
533	71	BLUEPRINT,FILM PROCESSING	\$4,990	\$0	\$11,000	\$5,200
533	95	CONFERENCES & TRAINING	\$872	\$0	\$1,500	\$500
534	37	FINANCE CHARGES,BANK FEES SERVICES	\$0 \$67,628	\$0 \$74,000	\$7 \$80,857	\$0 \$78,800
544	33	OFFICE EQUIPMENT & FURNIS CAPITAL	\$52,200 \$52,200	\$60,000 \$60,000	\$55,000 \$55,000	\$52,200 \$52,200
<b>EXPENDITURE TOTALS</b>			<b>\$216,227</b>	<b>\$253,178</b>	<b>\$246,035</b>	<b>\$248,318</b>

**FUND BALANCE**

FY2017 Actual	FY2018 Projected	FY2019 Budgeted
\$550,437	\$486,402	\$419,084

The fund balance continues to drop, but cash flow is not currently a problem and shouldn't be for the next five years at least. Most of our expenses are now coming from our automation fund and without some shift back to general corp the fund will be exhausted in 10-15 years.

### ***FULL TIME EMPLOYEE HISTORY***

<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>
0.5	2.5	2.5	2.5	2.5

### ***DESCRIPTION***

The automation fund makes possible various new software products that improve our efficiency and accuracy. This year we have implemented a new version of AVID and also brought in an indexing tool that will hopefully increase productivity and improve accuracy.

### ***OBJECTIVES***

- Increase the documents recorded and filed electronically
- Update past recorded documents to digital format, continuing until all documents back to 1975 are digitized and indexed
- Digitize and index all county plats
- Make the Grantor and Grantee Indexes more easily searchable by computer, to protect over usage of the original books
- Increase number of paid users of the internet program and Monarch, our new bulk copy program
- Continue to enhance, through technology, the delivery of information and documents to the public

### ***PERFORMANCE INDICATORS***

<b>Indicator</b>	<b>2017 Actual</b>	<b>2018 Projected</b>	<b>2019 Budgeted</b>
Number of documents recorded & filed electronically	3,100	4,000	5,000
Number of old documents converted to digital format	0	40,000	40,000
Error Corrections	0	1,000	5,000
Number of documents back indexed	10,000	10,000	15000