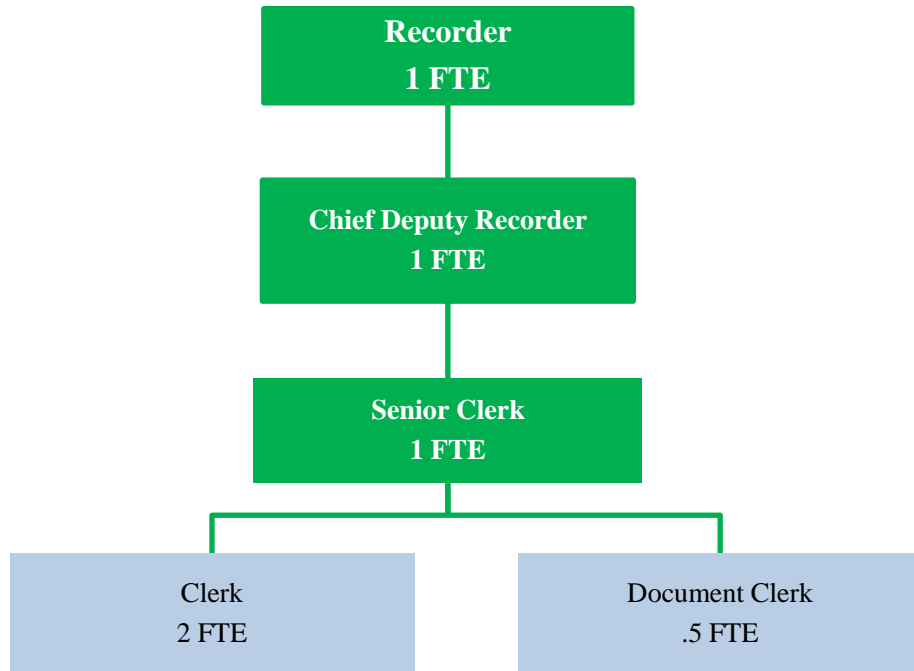


**RECORDER**  
**Fund 080-023**



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, were up considerably in 2018. In 2019 we've returned more to the levels experienced in 2016 and 2017.

**FINANCIAL**

Fund 080 Dept 023			2018	2019	2019	2020
			Actual	Original	Projected	Budget
322	20	REVENUE STAMPS	\$1,956,992	\$1,500,000	\$1,500,000	\$1,500,000
		LICENSES AND PERMITS	\$1,956,992	\$1,500,000	\$1,500,000	\$1,500,000

<b>Fund 080 Dept 023</b>			<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
			<b>Actual</b>	<b>Original</b>	<b>Projected</b>	<b>Budget</b>
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	\$720,997	\$740,000	\$700,000	\$700,000
341	53	RENTAL HOUSNG SUPPORT FEE	\$185,931	\$200,000	\$180,000	\$180,000
		FEES AND FINES	\$906,928	\$940,000	\$880,000	\$880,000
369	90	OTHER MISC. REVENUE	\$6,073	\$5,500	\$5,000	\$5,000
		MISCELLANEOUS	\$6,073	\$5,500	\$5,000	\$5,000
<b>REVENUE TOTALS</b>			<b>\$2,876,493</b>	<b>\$2,452,000</b>	<b>\$2,391,500</b>	<b>\$2,391,500</b>
511	1	ELECTED OFFICIAL SALARY	\$91,612	\$91,612	\$91,612	\$91,631
511	3	REG. FULL-TIME EMPLOYEES	\$76,820	\$77,811	\$77,811	\$81,882
511	40	STATE-PAID SALARY STIPEND	\$6,500	\$6,500	\$6,500	\$6,500
		PERSONNEL	\$174,932	\$175,923	\$175,923	\$180,013
522	2	OFFICE SUPPLIES	\$149	\$300	\$250	\$300
522	50	PURCHASE DOCUMENT STAMPS	\$1,291,831	\$1,000,000	\$1,000,000	\$1,000,000
		COMMODITIES	\$1,291,980	\$1,000,300	\$1,000,250	\$1,000,300
533	12	JOB-REQUIRED TRAVEL EXP	\$0	\$500	\$0	\$500
533	33	TELEPHONE SERVICE	\$0	\$40	\$0	\$30
533	42	EQUIPMENT MAINTENANCE	\$0	\$250	\$0	\$250
533	51	EQUIPMENT RENTALS	\$0	\$125	\$0	\$100
533	70	LEGAL NOTICES,ADVERTISING	\$0	\$0	\$75	\$0
533	93	DUES AND LICENSES	\$0	\$415	\$450	\$450
534	85	RENTAL HSG FEE REMITTANCE	\$176,139	\$180,000	\$162,000	\$162,000
		SERVICES	\$176,139	\$181,330	\$162,525	\$163,330
<b>EXPENDITURE TOTALS</b>			<b>\$1,643,051</b>	<b>\$1,357,553</b>	<b>\$1,338,698</b>	<b>\$1,343,643</b>

***ALIGNMENT to STRATEGIC PLAN***

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

- Create an office culture that puts citizens first
- 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
- Create an environment where information is received and shared in a timely manner so as to increase service levels to citizens
- Work with administration and the County Board to provide all needed documents pertaining to County ordinances, plans and emergency response

- *Work cooperatively with other county departments to implement an Local Government Electronic Notification program*

*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
- Continue to make advances in technology to reduce the need for office space and parking

*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

*County Board Goal 5 - maintain safe and accurate county records and perform county administrative, governance, election and taxing functions for county residents*

- Provide Supervisor of Assessments and GIS with needed information from the Recorder’s office
- Increase the use of digital communications as possible
- Increase the number of documents available digitally
- Work to pass legislation for the digital submission of plat maps

**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***

<b>Indicator</b>	<b>2018 Actual</b>	<b>2019 Projected</b>	<b>2020 Budgeted</b>
Net revenue generated after state transfer for General Corporate Fund through recording fees/revenue stamps/misc. revenue	\$1,395,949	\$1,200,000	\$1,200,000
Documents recorded annually	22,138	21,500	21,500