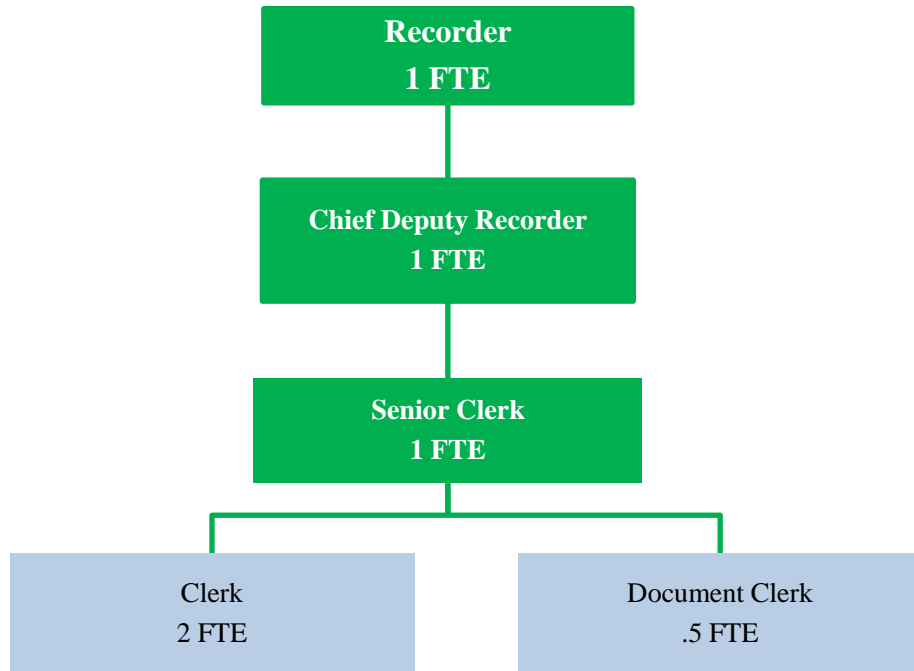


RECORDER
Fund 080-023



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

Fund 080 Dept 023			2018	2019	2019	2020
			Actual	Original	Projected	Budget
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
REVENUE TOTALS			\$2,876,493	\$2,452,000	\$2,391,500	\$2,391,500
511	1	ELECTED OFFICIAL SALARY	\$91,612	\$91,612	\$91,612	\$91,612
511	3	REG. FULL-TIME EMPLOYEES	\$76,820	\$77,811	\$77,811	\$80,664
511	40	STATE-PAID SALARY STIPEND	\$6,500	\$6,500	\$6,500	\$6,500
		PERSONNEL	\$174,932	\$175,923	\$175,923	\$178,776
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
EXPENDITURE TOTALS			\$1,643,051	\$1,357,553	\$1,338,698	\$1,342,406

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.

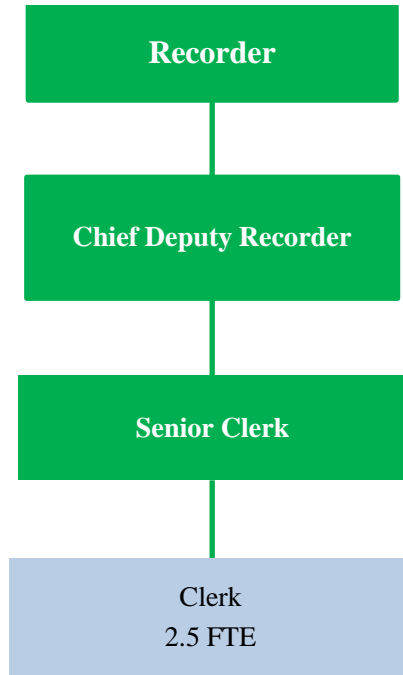
OBJECTIVES

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

Indicator	2018 Actual	2019 Projected	2020 Budgeted
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

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, to integrate our office records with other county and governmental organizations, and to increase access to documents and data within our office. 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. Our revenues have increased due in large part to a better web presence and increased digital offerings available to our Laredo customers. This current budget year we will still be in the red but more nearly balanced due to some cost saving measures. We continue to look for ways to integrate our office with other offices to improve efficiency. On the positive side, we are actually under budget for our in-house archival/digitization project in-house

FINANCIAL

Fund 614 Dept 023			2018	2019	2019	2020
			Actual	Original	Projected	Budget
341	33	RECORDING FEES	\$184,056	\$180,000	\$175,000	\$175,000
		FEES AND FINES	\$184,056	\$180,000	\$175,000	\$175,000
361	10	INVESTMENT INTEREST	\$7,214	\$1,000	\$6,000	\$5,000
		MISCELLANEOUS	\$7,214	\$1,000	\$6,000	\$5,000
REVENUE TOTALS			\$191,270	\$181,000	\$181,000	\$180,000
511	3	REG. FULL-TIME EMPLOYEES	\$57,544	\$58,256	\$58,256	\$60,522
511	4	REG. PART-TIME EMPLOYEES	\$16,247	\$16,830	\$16,830	\$13,278
511	5	TEMP. SALARIES & WAGES	\$7,804	\$21,000	\$21,000	\$10,000
513	1	SOCIAL SECURITY-EMPLOYER	\$1,840	\$2,894	\$2,894	\$1,781
513	2	IMRF - EMPLOYER COST	\$1,326	\$996	\$996	\$971
513	4	WORKERS' COMPENSATION INS	\$136	\$246	\$246	\$254
513	5	UNEMPLOYMENT INSURANCE	\$384	\$496	\$496	\$466
		PERSONNEL	\$85,281	\$100,718	\$100,718	\$87,272
522	1	STATIONERY & PRINTING	\$1,126	\$1,600	\$2,000	\$2,000
522	2	OFFICE SUPPLIES	\$1,318	\$5,000	\$2,500	\$5,000
522	44	EQUIPMENT LESS THAN \$5000	\$7,041	\$10,000	\$7,000	\$7,000
		COMMODITIES	\$9,485	\$16,600	\$11,500	\$14,000
533	7	PROFESSIONAL SERVICES	\$26,816	\$32,000	\$30,000	\$30,000
533	12	JOB-REQUIRED TRAVEL EXP	\$0	\$0	\$100	\$100
533	29	COMPUTER/INF TCH SERVICES	\$32,298	\$32,000	\$30,000	\$30,000
533	33	TELEPHONE SERVICE	\$0	\$100	\$100	\$100
533	42	EQUIPMENT MAINTENANCE	\$1,437	\$1,000	\$500	\$500
533	51	EQUIPMENT RENTALS	\$8,999	\$8,000	\$693	\$0
533	71	BLUEPRINT,FILM PROCESSING	\$21,509	\$5,200	\$5,000	\$10,000
533	95	CONFERENCES & TRAINING	\$1,628	\$500	\$1,500	\$500
534	37	FINANCE CHARGES,BANK FEES	\$7	\$0	\$0	\$0
		SERVICES	\$92,694	\$78,800	\$67,893	\$71,200
544	33	OFFICE EQUIPMENT & FURNIS	\$52,200	\$52,200	\$59,600	\$59,600
		CAPITAL	\$52,200	\$52,200	\$59,600	\$59,600
EXPENDITURE TOTALS			\$239,660	\$248,318	\$239,711	\$232,072

FUND BALANCE

FY2018 Actual	FY2019 Projected	FY2020 Budgeted
\$502,047	\$443,336	\$391,264

The fund balance continues to drop, but cash flow is not currently a problem and shouldn't be for the next ten 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

FY2016	FY2017	FY2018	FY2019	FY2020
2.5	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

Indicator	2018 Actual	2019 Projected	2020 Budgeted
Number of documents recorded & filed electronically	4,848	6,000	8,000
Number of old documents converted to digital format	10,000	100,000	100,000
Error Corrections	0	1,000	5,000
Number of documents back indexed	20,000	25,000	30,000