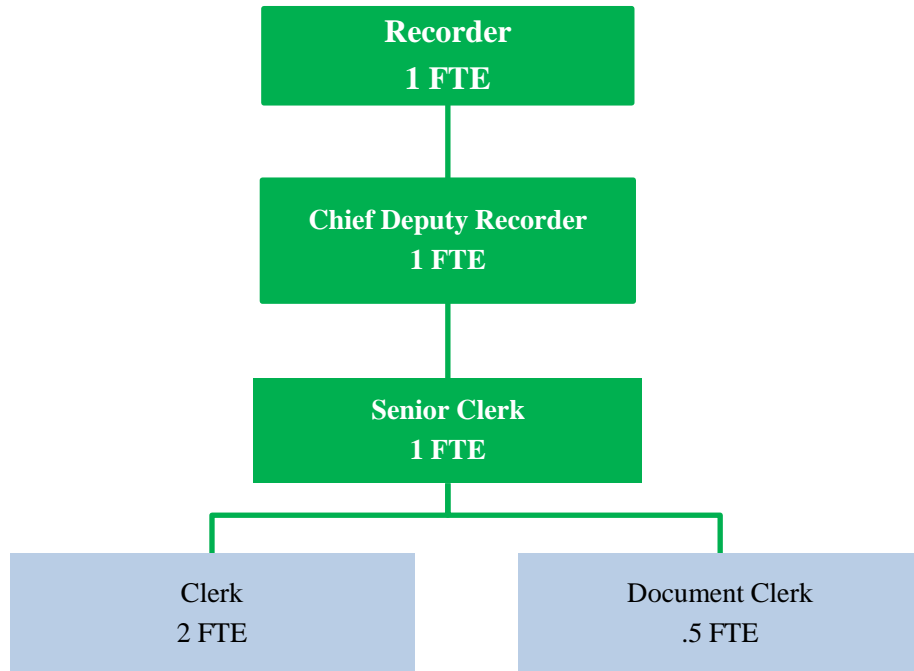


RECORDER
Fund 080-023



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 has maintained strength and the refinancing of mortgages has been very strong. Together, those have increased our recording fees substantially. To date, large real estate transactions have not shown the strength that they have in the last couple of years, likely leading to a reduction in real estate transfer taxes.

FINANCIAL

Fund 080 Dept 023			2019	2020	2020	2021
			Actual	Original	Projected	Budget
322	20	REVENUE STAMPS	\$1,439,439	\$1,500,000	\$1,410,000	\$1,500,000
		LICENSES AND PERMITS	\$1,439,439	\$1,500,000	\$1,410,000	\$1,500,000
FY2021 Budget			150			Recorder
Champaign County, Illinois						General Fund 080-023

Fund 080 Dept 023			2019	2020	2020	2021
			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	\$711,977	\$700,000	\$840,000	\$750,000
341	53	RENTAL HOUSNG SUPPORT FEE	\$185,441	\$180,000	\$210,000	\$195,000
		FEES AND FINES	\$897,418	\$880,000	\$1,050,000	\$945,000
369	90	OTHER MISC. REVENUE	\$4,948	\$5,000	\$5,000	\$5,000
		MISCELLANEOUS	\$4,948	\$5,000	\$5,000	\$5,000
REVENUE TOTALS			\$2,348,305	\$2,391,500	\$2,471,500	\$2,456,500
511	1	ELECTED OFFICIAL SALARY	\$91,612	\$91,631	\$91,631	\$91,983
511	3	REG. FULL-TIME EMPLOYEES	\$79,045	\$81,882	\$81,882	\$83,938
511	40	STATE-PAID SALARY STIPEND	\$6,500	\$6,500	\$6,500	\$6,500
		PERSONNEL	\$177,157	\$180,013	\$180,013	\$182,421
522	1	STATIONERY & PRINTING	\$632	\$0	\$0	\$0
522	2	OFFICE SUPPLIES	\$196	\$300	\$0	\$300
522	50	PURCHASE DOCUMENT STAMPS	\$959,626	\$1,000,000	\$940,000	\$1,000,000
		COMMODITIES	\$960,454	\$1,000,300	\$940,000	\$1,000,300
533	12	JOB-REQUIRED TRAVEL EXP	\$0	\$500	\$0	\$500
533	33	TELEPHONE SERVICE	\$0	\$30	\$0	\$0
533	42	EQUIPMENT MAINTENANCE	\$0	\$250	\$0	\$50
533	51	EQUIPMENT RENTALS	\$0	\$100	\$0	\$0
533	70	LEGAL NOTICES,ADVERTISING	\$73	\$0	\$0	\$0
533	93	DUES AND LICENSES	\$0	\$450	\$780	\$780
534	85	RENTAL HSG FEE REMITTANCE	\$175,662	\$162,000	\$189,000	\$175,500
		SERVICES	\$175,735	\$163,330	\$189,780	\$176,830
EXPENDITURE TOTALS			\$1,313,346	\$1,343,643	\$1,309,793	\$1,359,551

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 a 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 forever, and are used for the maintenance of title to property in Champaign County. The main goal of the Recorder’s Office has expanded from streamlining recording and indexing new documents, to also 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	2019 Actual	2020 Projected	2021 Budgeted
Net revenue generated after state transfer for General Corporate Fund through recording fees/revenue stamps/misc. revenue	\$1,198,698	\$1,350,000	\$1,200,000
Documents recorded annually	21,879	25,000	24,000