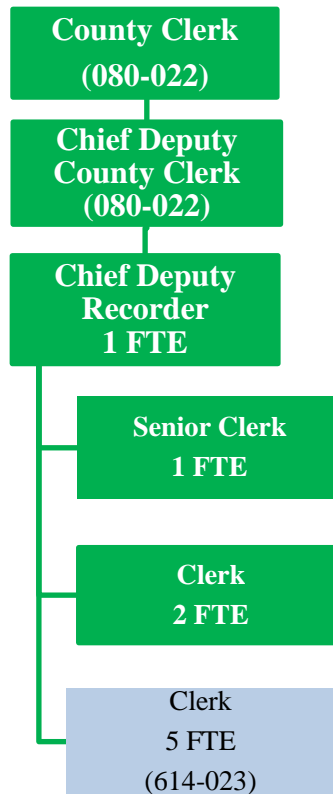


COUNTY CLERK/RECORDER

Fund 080-023



Recorder (080-023) positions: 4.0 FTE (Green)

Recorder Automation Fund (614-023) position: .5 FTE (Light Blue)

The functions, powers, and duties of the recording office are statutorily defined in the IL Counties Code (55 ILCS 5/3-5005).

MISSION STATEMENT

It is the mission of the recording office to ensure the accurate and efficient recording and indexing of land records and other miscellaneous documents within Champaign County; to act as the protector of your real property and its history; to provide prompt and courteous service to all; and to aid when needed.

BUDGET HIGHLIGHTS

Interest rates have continued to drive an outsized amount of home refinances, while the year has also seen a massive housing boom. Recording fees have increased and we may see a year with 30,000 documents recorded. In 2022 the office will remain in place but be overseen by the County Clerk/Recorder, as voters passed by referendum the elimination of the separated Recorder of Deeds position.

FINANCIAL

Fund 080 Dept 023			2020 Actual	2021 Original	2021 Projected	2022 Budget
322	20	REVENUE STAMPS	\$1,692,405	\$1,500,000	\$1,900,000	\$1,500,000
		LICENSES AND PERMITS	\$1,692,405	\$1,500,000	\$1,900,000	\$1,500,000
332	38	CURE PROGRAM	\$8,231	\$0	\$0	\$0
335	71	STATE REV-SALARY STIPENDS	\$6,500	\$6,500	\$6,500	\$0
		FEDERAL, STATE & LOCAL SHARED REVENUE	\$14,731	\$6,500	\$6,500	\$0
341	33	RECORDING FEES	\$920,131	\$750,000	\$1,000,000	\$800,000
341	53	RENTAL HOUSNG SUPPORT FEE	\$239,885	\$195,000	\$210,000	\$205,000
		FEES AND FINES	\$1,160,016	\$945,000	\$1,210,000	\$1,005,000
369	90	OTHER MISC. REVENUE	\$2,444	\$5,000	\$9,000	\$8,000
		MISCELLANEOUS	\$2,444	\$5,000	\$9,000	\$8,000
REVENUE TOTALS			\$2,869,596	\$2,456,500	\$3,125,500	\$2,513,000
511	1	ELECTED OFFICIAL SALARY	\$95,161	\$91,983	\$91,983	\$0
511	3	REG. FULL-TIME EMPLOYEES	\$81,882	\$83,938	\$83,938	\$155,600
511	40	STATE-PAID SALARY STIPEND	\$6,500	\$6,500	\$6,500	\$0
		PERSONNEL	\$183,543	\$182,421	\$182,421	\$155,600
522	2	OFFICE SUPPLIES	\$112	\$300	\$300	\$0
522	50	PURCHASE DOCUMENT STAMPS	\$1,121,621	\$1,000,000	\$1,266,666	\$1,000,000
		COMMODITIES	\$1,121,733	\$1,000,300	\$1,266,966	\$1,000,000
533	12	JOB-REQUIRED TRAVEL EXP	\$0	\$500	\$500	\$500
533	42	EQUIPMENT MAINTENANCE	\$0	\$50	\$50	\$50
533	93	DUES AND LICENSES	\$770	\$780	\$780	\$780
533	95	CONFERENCES & TRAINING	\$0	\$0	\$0	\$500
534	85	RENTAL HSG FEE REMITTANCE	\$211,536	\$175,500	\$189,000	\$184,500
		SERVICES	\$212,306	\$176,830	\$190,330	\$186,330
EXPENDITURE TOTALS			\$1,517,582	\$1,359,551	\$1,639,717	\$1,341,930

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
- 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
- Work with administration and the county board to provide all needed documents pertaining to county ordinances, plans and emergency response

- Work with other county depts to implement 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 and public area

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 & GIS with needed information from recording 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 recording office’s primary function is the receipt, approval, and recordation of land records and other miscellaneous documents, as well as the indexing and archiving of recorded documents. These documents are to be retained forever and are used for the maintenance of title to property in Champaign County. The main goal of the recording 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 county’s vault available (and searchable) online.

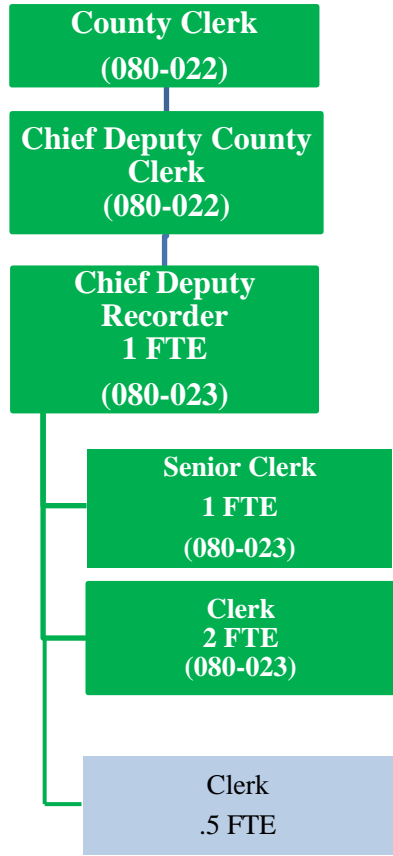
OBJECTIVES

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	2020 Actual	2021 Projected	2022 Budgeted
Net revenue generated after state transfer for General Corporate Fund through recording fees/revenue stamps/misc.	\$1,521,707	\$1,819,000	\$1,327,500
Documents recorded annually	22,077	30,000	22,000

RECORDER AUTOMATION
Fund 614-023



Recorder Automation Fund position: .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

In FY2021 two full time staff members were moved back to the General Fund. Revenues have continued to increase due in large part to a better web presence and increased digital offerings available to our Laredo customers. This current budget year is balanced due to the movement of personnel out of the fund. We continue to look for ways to integrate our office with other offices to improve efficiency.

FINANCIAL

Fund 614 Dept 023			2020	2021	2021	2022
			Actual	Original	Projected	Budget
341	33	RECORDING FEES	\$225,559	\$175,000	\$200,000	\$180,000
		FEES AND FINES	\$225,559	\$175,000	\$200,000	\$180,000
361	10	INVESTMENT INTEREST	\$1,483	\$5,000	\$130	\$5,000
		MISCELLANEOUS	\$1,483	\$5,000	\$130	\$5,000
REVENUE TOTALS			\$227,042	\$180,000	\$200,130	\$185,000
511	3	REG. FULL-TIME EMPLOYEES	\$58,243	\$62,621	\$62,621	\$0
511	4	REG. PART-TIME EMPLOYEES	\$745	\$15,629	\$15,629	\$15,611
511	5	TEMP. SALARIES & WAGES	\$16,596	\$13,403	\$0	\$10,000
513	1	SOCIAL SECURITY-EMPLOYER	\$1,327	\$2,221	\$2,221	\$2,220
513	2	IMRF - EMPLOYER COST	\$53	\$1,074	\$1,074	\$822
513	4	WORKERS' COMPENSATION INS	\$274	\$263	\$263	\$273
513	5	UNEMPLOYMENT INSURANCE PERSONNEL	\$401 \$77,639	\$466 \$95,677	\$466 \$82,274	\$468 \$29,394
522	1	STATIONERY & PRINTING	\$1,392	\$2,000	\$2,000	\$2,500
522	2	OFFICE SUPPLIES	\$2,281	\$5,000	\$5,000	\$5,000
522	44	EQUIPMENT LESS THAN \$5000 COMMODITIES	\$5,831 \$9,504	\$7,000 \$14,000	\$7,000 \$14,000	\$10,000 \$17,500
533	7	PROFESSIONAL SERVICES	\$31,209	\$32,000	\$32,000	\$32,000
533	12	JOB-REQUIRED TRAVEL EXP	\$0	\$100	\$100	\$200
533	29	COMPUTER/INF TCH SERVICES	\$27,285	\$35,000	\$35,000	\$35,000
533	33	TELEPHONE SERVICE	\$0	\$100	\$0	\$100
533	36	WASTE DISPOSAL & RECYCLNG	\$39	\$0	\$0	\$0
533	42	EQUIPMENT MAINTENANCE	\$179	\$500	\$500	\$500
533	51	EQUIPMENT RENTALS	\$0	\$500	\$500	\$500
533	70	LEGAL NOTICES,ADVERTISING	\$0	\$100	\$0	\$100
533	71	BLUEPRINT,FILM PROCESSING	\$13,891	\$5,000	\$8,000	\$8,000
533	95	CONFERENCES & TRAINING	\$70	\$50	\$50	\$200
534	37	FINANCE CHARGES,BANK FEES SERVICES	\$78 \$72,751	\$0 \$73,350	\$0 \$76,150	\$0 \$76,600

544	33	OFFICE EQUIPMENT & FURNIS	\$55,600	\$55,600	\$55,600	\$55,600
		CAPITAL	\$55,600	\$55,600	\$55,600	\$55,600
		EXPENDITURE TOTALS	\$215,494	\$238,627	\$228,024	\$179,094

FUND BALANCE

FY2020 Actual	FY2021 Projected	FY2022 Budgeted
\$490,996	\$463,102	\$469,008

Fund balance is used for expenditures per statute.

FY2018	FY2019	FY2020	FY2021	FY2022
2.5	2.5	2.5	2.5	0.5

DESCRIPTION

The automation fund makes possible various new software products that improve our efficiency and accuracy. Development of an online error reporting system is still being worked on. We continue to make progress on our digitizing and back indexing efforts.

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	2020 Actual	2021 Projected	2022 Budgeted
Number of documents recorded & filed electronically	12,230	20,000	17,500
Number of old documents converted to digital format	25,000	25,000	100,000
Error Corrections	250	250	500
Number of documents back indexed	20,000	20,000	20,000