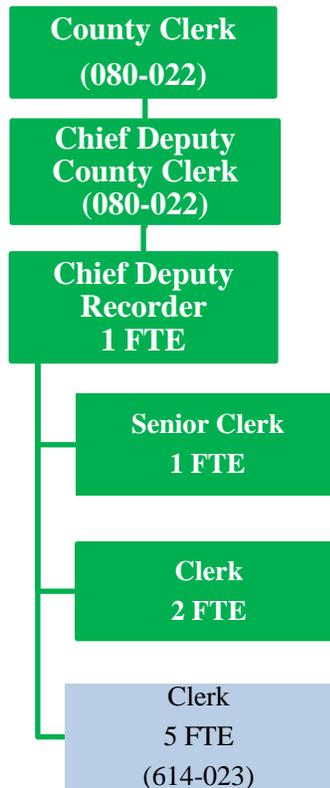


COUNTY CLERK/RECORDER

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