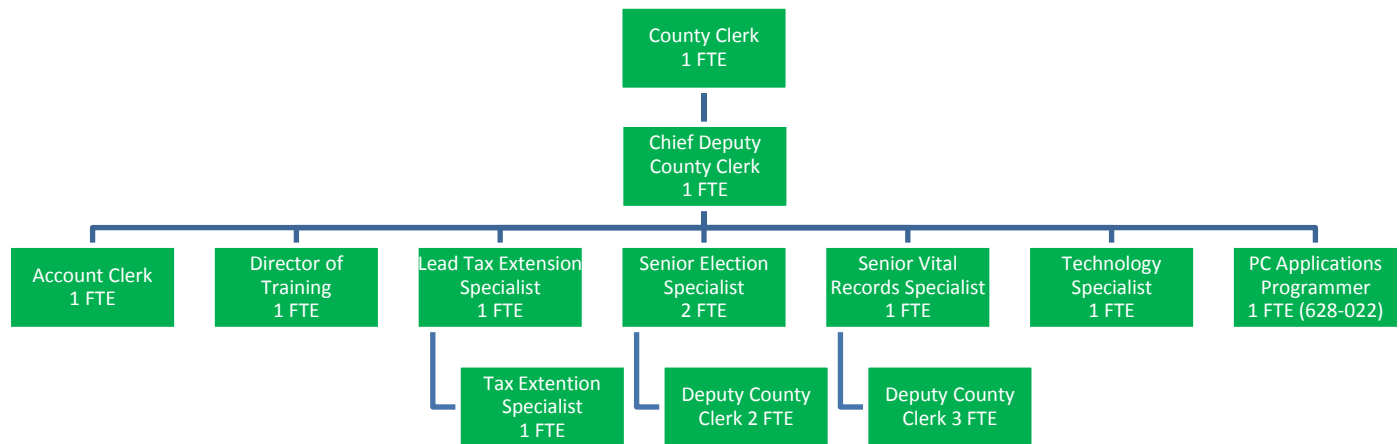


COUNTY CLERK

Fund 080-022



County Clerk (080-022) positions: 15 FTE
 Elections Assistance/Accessibility Grant (628-022) positions: 1 FTE

The position, functions, powers, and duties of the county clerk are statutorily defined in the Illinois Counties Code (55 ILCS 5/3-2).

MISSION STATEMENT

To provide friendly and honest service to the public; to provide safe and secure maintenance of county records; to ensure the integrity and fairness of elections in Champaign County; and to accurately and efficiently perform our statutory duties in all areas of the office.

BUDGET HIGHLIGHTS

FY2019 will have approximately 1.75 countywide elections for local offices. Our FY2019 budget reflects the increased costs of compliance with new state mandates for election administration, including election day registration, automatic voter registration and expanding early and by-mail voting, in addition to the traditional expenses for election administration, voter education, Election judges and mandate compliance. Our Taxes and Vitals departments will continue to provide excellent service while utilizing technology to promote efficiency and convenience.

FINANCIAL

Fund 080 Dept 022			2017 Actual	2018 Original	2018 Projected	2019 Budget
321	10	LIQUOR/ENTERTNMNT LICENSE	\$1,364	\$1,500	\$1,500	\$1,500
322	10	MARRIAGE LICENSES	\$77,000	\$80,000	\$80,000	\$80,000
FY2019 Budget			133	County Clerk		
Champaign County, Illinois				General Fund 080-022		

322	15	CIVIL UNION LICENSES	\$790	\$0	\$140	\$140
		LICENSES AND PERMITS	\$79,154	\$81,500	\$81,640	\$81,640
335	60	STATE REIMBURSEMENT	\$23,040	\$47,000	\$47,000	\$26,500
335	71	STATE REV-SALARY STIPENDS	\$6,500	\$6,500	\$6,500	\$6,500
		FEDERAL, STATE & LOCAL SHARED REVENUE	\$29,540	\$53,500	\$53,500	\$33,000
341	32	COUNTY CLERK FEES	\$329,221	\$350,000	\$350,000	\$350,000
		FEES AND FINES	\$329,221	\$350,000	\$350,000	\$350,000
361	10	INVESTMENT INTEREST	\$361	\$150	\$150	\$350
369	90	OTHER MISC. REVENUE	\$51	\$0	\$0	\$0
		MISCELLANEOUS	\$412	\$150	\$150	\$350
371	77	FROM ELECTION GRNT FND628	\$0	\$20,000	\$15,671	\$0
		INTERFUND REVENUE	\$0	\$20,000	\$15,671	\$0
		REVENUE TOTALS	\$438,327	\$505,150	\$500,961	\$464,990
511	1	ELECTED OFFICIAL SALARY	\$92,084	\$93,781	\$93,781	\$93,781
511	3	REG. FULL-TIME EMPLOYEES	\$543,970	\$587,153	\$565,000	\$594,630
511	5	TEMP. SALARIES & WAGES	\$32,693	\$40,000	\$50,000	\$15,000
511	9	OVERTIME	\$4,526	\$25,000	\$18,000	\$7,500
511	40	STATE-PAID SALARY STIPEND	\$6,500	\$6,500	\$6,500	\$6,500
		PERSONNEL	\$679,773	\$752,434	\$733,281	\$717,411
522	1	STATIONERY & PRINTING	\$41,282	\$40,000	\$40,000	\$40,000
522	2	OFFICE SUPPLIES	\$5,193	\$5,000	\$5,000	\$5,000
522	3	BOOKS, PERIODICALS & MAN.	\$130	\$1,750	\$2,360	\$1,250
522	6	POSTAGE, UPS, FED EXPRESS	\$7,807	\$150	\$150	\$150
522	15	GASOLINE & OIL	\$183	\$500	\$500	\$500
522	44	EQUIPMENT LESS THAN \$5000	\$8,065	\$10,000	\$9,000	\$10,000
522	94	ELECTION SUPPLIES	\$9,394	\$15,000	\$15,000	\$15,000
		COMMODITIES	\$72,054	\$72,400	\$72,010	\$71,900
533	7	PROFESSIONAL SERVICES	\$521	\$0	\$800	\$800
533	12	JOB-REQUIRED TRAVEL EXP	\$0	\$0	\$305	\$300
533	33	TELEPHONE SERVICE	\$2	\$0	\$0	\$0
533	40	AUTOMOBILE MAINTENANCE	\$30	\$0	\$0	\$0
533	42	EQUIPMENT MAINTENANCE	\$65,840	\$65,000	\$65,650	\$67,410
533	64	ELECTION JUDGES & WORKERS	\$104,403	\$200,000	\$200,000	\$130,000
533	65	VOTER REGISTRATION EXP.	\$4,260	\$0	\$416	\$0
533	66	REGISTRARS-BIRTH & DEATH	\$5,092	\$5,250	\$5,250	\$5,250
533	70	LEGAL NOTICES,ADVERTISING	\$10,075	\$20,000	\$20,000	\$20,000
533	84	BUSINESS MEALS/EXPENSES	\$7,797	\$0	\$0	\$8,000
533	93	DUES AND LICENSES	\$365	\$500	\$500	\$500
533	95	CONFERENCES & TRAINING	\$2,198	\$0	\$1,500	\$1,500
534	37	FINANCE CHARGES,BANK FEES	\$267	\$100	\$100	\$100
534	62	ELECTION MILEAGE,PHONE RM	\$2,043	\$7,000	\$6,695	\$5,000
534	64	ELECTION SERVICES	\$6,937	\$25,000	\$22,024	\$25,000
		SERVICES	\$209,830	\$322,850	\$323,240	\$263,860
544	38	ELECTION/VOTER REG EQUIP	\$0	\$0	\$0	\$59,490

		CAPITAL	\$0	\$0	\$0	\$59,490
571	77	TO ELECTION GRANT FND 628	\$0	\$0	\$0	\$25,000
		INTERFUND EXPENDITURE	\$0	\$0	\$0	\$25,000
		EXPENDITURE TOTALS	\$961,657	\$1,147,684	\$1,128,531	\$1,137,661

EXPENSE PER CAPITA and FULL TIME EMPLOYEE HISTORY information is included in the *General Corporate Fund Budget Summary*.

ALIGNMENT to STRATEGIC PLAN

CB Goal 1 – Champaign County is committed to being a high-performing, open and transparent local government organization.

- Utilize technology for efficiency in operations and convenience in service
- Identify and implement savings through all possible collaborations with other County departments
- To provide a work environment focusing on the delivery of courteous and timely services
- To promote open, transparent, and ethical behavior to ensure the integrity and fairness of elections in Champaign County
- To develop and implement a plan for employee training to provide optimum performance and delivery of services by County Clerk staff
- To maintain a continuously updated and accurate web site as a vehicle to provide the public with information
- To develop and enhance the access to services online

CB Goal 2 – Champaign County maintains high quality public facilities and highways and provides a safe rural transportation system and infrastructure.

- To consider accessibility for all persons in the delivery of all services

CB Goal 4 – Champaign County is a county that supports balanced, planned growth to balance economic growth with preservation of our natural resources.

- To account for demographics and population changes in the planning of operations and services, especially election services

COUNTY CLERK - ELECTIONS DESCRIPTION

The County Clerk's Office administers all elections in Champaign County, including but not limited to registering voters, receiving candidate petitions, training election judges, setting up polling places, and tabulating election results.

OBJECTIVES

1. Maintain the highest level of integrity and transparency possible with the election process
2. Process voter registrations in a timely fashion
3. Provide a high level of access to voter registration and voting opportunities
4. Provide assistance to all units of government with their election responsibilities
5. Accurately and transparently tabulate and report election results

PERFORMANCE INDICATORS

Indicator	FY2017 Actual	FY2018 Projected	FY2019 Budgeted
Voter registrations processed	46,616	55,000	45,000
Voters voting prior to Election Day	5,918	22,011	9,000
Voters voting on Election Day	20,947	43,740	19,000

DESCRIPTION - TAXES

The County Clerk's Office extends property taxes for all taxing districts in the County, maintains drainage assessment rolls, and handles delinquent taxes.

OBJECTIVES

1. Provide tax extensions to Treasurer by May 1st of each year
2. Provide accurate and friendly service to the public
3. Provide a high level of service to the public on our website
4. Use imaging to reduce our need for storage and to provide easier access to documents

PERFORMANCE INDICATORS

Indicator	FY2017 Actual	FY2018 Projected	FY2019 Budgeted
Date tax extensions completed	May 1	April 20	May 1

DESCRIPTION- VITALS

The County Clerk's Office retains vital records such as marriage licenses, birth certificates, and death certificates. It maintains and issues assumed business names, notaries, and other documents. It maintains the minutes of county board meetings as well as all ordinances and resolutions. Many intergovernmental agreements are filed in the office as well as numerous other miscellaneous documents.

OBJECTIVE

1. Provide accurate and friendly service to the public
2. Provide a high level of service to the public on our website
3. Use imaging to reduce our need for storage and to provide easier access to documents
4. Use technology to serve customers more conveniently and perform repetitive tasks more efficiently

PERFORMANCE INDICATORS

Indicator	FY2017 Actual	FY2018 Projected	FY2019 Budgeted
Birth certificate searches performed	6,120	6,196	6,200
Death certificate searches performed	1,374	1,084	1,100
Marriage/civil union licenses issued	1,107	985	1,100