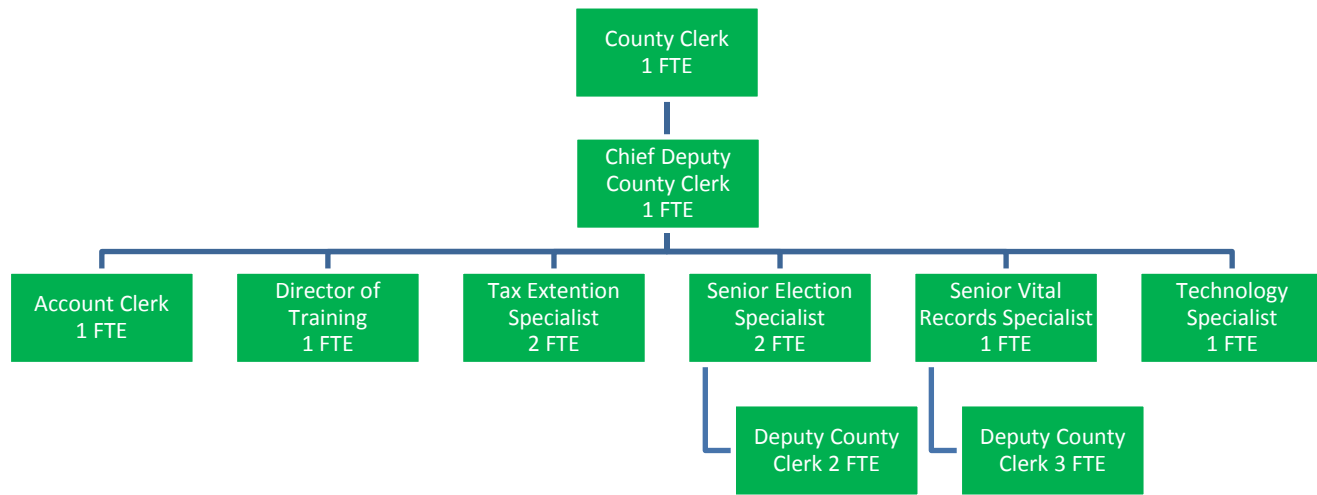


# COUNTY CLERK

## Fund 080-022



County Clerk (080-022) positions: 15 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 professional and accurate service to the public; to provide safe and secure maintenance of county records; to ensure elections in Champaign County are fair, free, and accessible; and to accurately and efficiently perform our statutory duties in all areas of the office.*

### BUDGET HIGHLIGHTS

FY2020 will have approximately 2.0 countywide elections for local offices. Our FY2020 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 mandated 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			2018 Actual	2019 Original	2019 Projected	2020 Budget
321	10	LIQUOR/ENTERTNMNT LICENSE	\$1,105	\$1,500	\$1,500	\$1,600
322	10	MARRIAGE LICENSES	\$69,930	\$80,000	\$78,000	\$80,000
322	15	CIVIL UNION LICENSES	\$770	\$140	\$140	\$140
		LICENSES AND PERMITS	\$71,805	\$81,640	\$79,640	\$81,740
334	81	IL ST BD ELECTIONS GRANT	\$0	\$0	\$71,571	\$0

Fund 080 Dept 022			2018 Actual	2019 Original	2019 Projected	2020 Budget
335	60	STATE REIMBURSEMENT	\$45,315	\$26,500	\$15,615	\$48,645
335	71	STATE REV-SALARY STIPENDS	\$6,500	\$6,500	\$6,500	\$6,500
		FEDERAL, STATE & LOCAL SHARED REVENUE	\$51,815	\$33,000	\$93,686	\$55,145
341	32	COUNTY CLERK FEES	\$323,950	\$350,000	\$0	\$350,000
		FEES AND FINES	\$323,950	\$350,000	\$0	\$350,000
361	10	INVESTMENT INTEREST	\$108	\$350	\$350	\$370
369	90	OTHER MISC. REVENUE	\$61	\$0	\$0	\$0
		MISCELLANEOUS	\$169	\$350	\$350	\$370
371	77	FROM ELECTION GRNT FND628	\$10,186	\$0	\$0	\$0
		INTERFUND REVENUE	\$10,186	\$0	\$0	\$0
<b>REVENUE TOTALS</b>			<b>\$457,925</b>	<b>\$464,990</b>	<b>\$173,676</b>	<b>\$487,255</b>
511	1	ELECTED OFFICIAL SALARY	\$93,781	\$93,781	\$93,781	\$93,938
511	3	REG. FULL-TIME EMPLOYEES	\$598,420	\$594,630	\$594,630	\$585,520
511	5	TEMP. SALARIES & WAGES	\$55,337	\$15,000	\$15,000	\$65,000
511	9	OVERTIME	\$20,691	\$7,500	\$7,500	\$35,000
511	40	STATE-PAID SALARY STIPEND	\$6,500	\$6,500	\$6,500	\$6,500
		PERSONNEL	\$774,729	\$717,411	\$717,411	\$785,958
522	1	STATIONERY & PRINTING	\$30,749	\$40,000	\$40,000	\$40,000
522	2	OFFICE SUPPLIES	\$7,635	\$5,000	\$5,000	\$8,000
522	3	BOOKS,PERIODICALS & MAN.	\$679	\$1,250	\$158	\$1,250
522	6	POSTAGE, UPS, FED EXPRESS	\$391	\$150	\$2,750	\$2,500
522	15	GASOLINE & OIL	\$465	\$500	\$500	\$500
522	44	EQUIPMENT LESS THAN \$5000	\$2,396	\$10,000	\$2,237	\$10,000
522	94	ELECTION SUPPLIES	\$7,752	\$15,000	\$616	\$15,000
		COMMODITIES	\$50,067	\$71,900	\$51,261	\$77,250
533	5	COURT REPORTING	\$0	\$0	\$130	\$130
533	7	PROFESSIONAL SERVICES	\$1,090	\$800	\$89,806	\$800
533	12	JOB-REQUIRED TRAVEL EXP	\$336	\$300	\$700	\$700
533	29	COMPUTER/INF TCH SERVICES	\$764	\$0	\$209	\$1,040
533	40	AUTOMOBILE MAINTENANCE	\$30	\$0	\$30	\$30
533	42	EQUIPMENT MAINTENANCE	\$67,385	\$67,410	\$64,045	\$67,410
533	64	ELECTION JUDGES & WORKERS	\$212,809	\$130,000	\$85,497	\$230,000
533	65	VOTER REGISTRATION EXP.	\$494	\$0	\$610	\$1,000
533	66	REGISTRARS-BIRTH & DEATH	\$4,959	\$5,250	\$5,250	\$5,400
533	70	LEGAL NOTICES,ADVERTISING	\$16,161	\$20,000	\$10,000	\$22,000
533	84	BUSINESS MEALS/EXPENSES	\$409	\$8,000	\$8,000	\$8,000
533	89	PUBLIC RELATIONS	\$0	\$0	\$29	\$30
533	93	DUES AND LICENSES	\$365	\$500	\$500	\$1,500
533	95	CONFERENCES & TRAINING	\$1,632	\$1,500	\$1,500	\$1,500
534	33	ELEC SUP BLDG REPAIR-MNT	\$0	\$0	\$6,100	\$6,500
534	37	FINANCE CHARGES,BANK FEES	\$197	\$100	\$100	\$150

Fund 080 Dept 022			2018	2019	2019	2020
			Actual	Original	Projected	Budget
534	62	ELECTION MILEAGE,PHONE RM	\$6,296	\$5,000	\$2,809	\$7,000
534	64	ELECTION SERVICES	\$20,539	\$25,000	\$9,184	\$25,000
534	75	FINES AND PENALTIES	\$80	\$0	\$0	\$0
		SERVICES	\$333,546	\$263,860	\$284,499	\$378,190
544	38	ELECTION/VOTER REG EQUIP	\$0	\$59,490	\$84,490	\$483,140
		CAPITAL	\$0	\$59,490	\$84,490	\$483,140
571	77	TO ELECTION GRANT FND 628	\$0	\$25,000	\$71,571	\$0
		INTERFUND EXPENDITURE	\$0	\$25,000	\$71,571	\$0
<b>EXPENDITURE TOTALS</b>			<b>\$1,158,342</b>	<b>\$1,137,661</b>	<b>\$1,209,232</b>	<b>\$1,724,538</b>

### ***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 3 – Champaign County promotes a safe, just and healthy community.*

- 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, security, and transparency as possible with the election process
2. Process voter registrations and vote by mail 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***

<b>Indicator</b>	<b>FY2018 Actual</b>	<b>FY2019 Projected</b>	<b>FY2020 Budgeted</b>
Voter registrations processed	49,703	45,000	56,000
Voters voting prior to Election Day	23,623	9,000	28,000
Voters voting on Election Day	46,922	19,000	48,000

### ***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 1<sup>st</sup> 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***

<b>Indicator</b>	<b>FY2018 Actual</b>	<b>FY2019 Projected</b>	<b>FY2020 Budgeted</b>
Date tax extensions completed	April 5	May 17	April 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***

<b>Indicator</b>	<b>FY2018 Actual</b>	<b>FY2019 Projected</b>	<b>FY2020 Budgeted</b>
Birth certificate searches performed	5,790	6,200	6,200
Death certificate searches performed	1,423	1,100	1,500
Marriage/civil union licenses issued	1,017	1,100	1,100