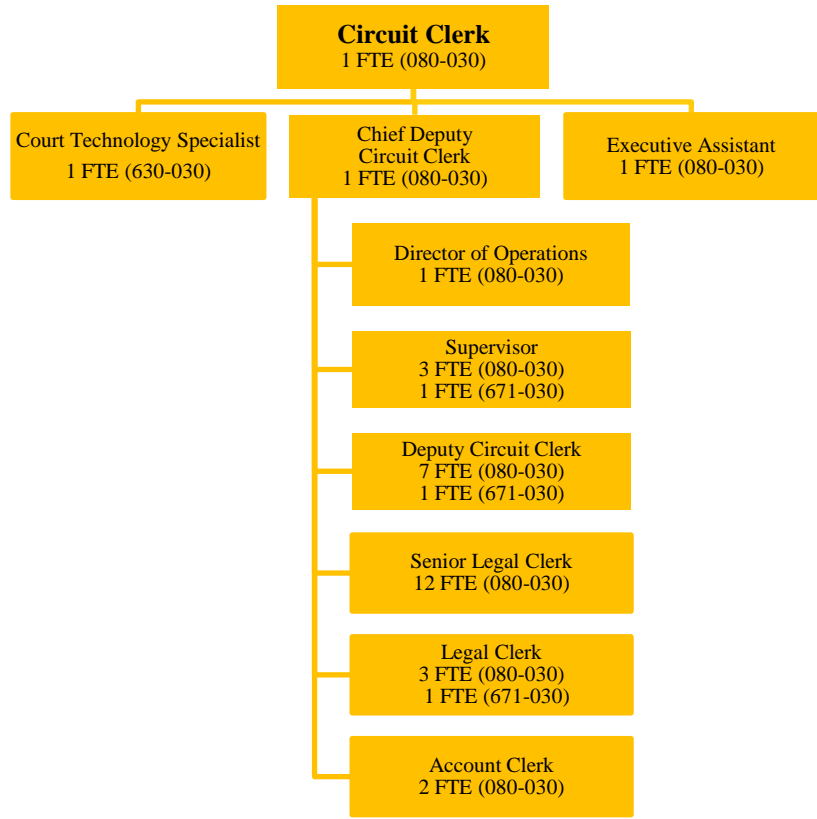


CIRCUIT CLERK

Fund 080-030



Section 18 of the Illinois Constitution requires the appointment of clerks of courts. The position and duties of the circuit clerk are statutorily defined in the Clerks of Courts Act (705 ILCS 105/).

Circuit Clerk (080-030) positions: 31 FTE
 Court Document Storage (671-030) positions: 3 FTE
 Circuit Clerk Operation and Administrative (630-030) positions: 1 FTE

MISSION STATEMENT

The mission of the Circuit Clerk’s office is to assist the Court system in providing access to justice for the Courthouse users. As the first office users see when they enter the Courthouse, the Clerk’s office provides information, direction, forms, resources, record searches, and other services designed to assist the public. The Clerk also performs community outreach through its website and social media in support of its mission.

BUDGET HIGHLIGHTS

From 2010 through 2020, Court Fines/Fees Revenues for 080-030 ranged from \$1.2 million to \$1.9 million dollars. An average of over \$500,000 from fund revenues fed into the General Fund at the end of each of those fiscal years.

However, revenue has become is a concern for the FY22 budget. In addition to the continuation of the Criminal Traffic Assessment Act, new legislation effective July 1, 2021 will have a further negative impact

on revenue with the loss of the 10% Clerk's fee from bail security deposits, and fines/fees from petty traffic offenses which will remain unpaid as the Secretary of State will no longer be suspending driver's licenses for unpaid traffic tickets. In civil cases, the new civil fee schedule has not yet been published, so I cannot project the impact on revenue that will have.

The legislature has not replaced this lost revenue with any other source of income for the Clerk's office.

What has the office done to enhance revenue this year? This year's first amnesty event was conducted May 10, 2021 to May 22, 2021. During that event we collected \$360,475.18, which was not only money for this office, but also for other county offices, such as the Jail, Court Services, the Public Defender, and the State's Attorney's office, and for victims to whom restitution was due. We will be conducting a second amnesty event in October 2021. We left the position of Executive Assistant unfilled. We have decreased spending for overtime to less than \$300 to date. We have decreased spending for office supplies, postage, operational supplies, and commodities through comparing prices from at least three vendors for most purchases. We have put into place an inventory control system to help us ensure that we are not over purchasing on items we already have.

We have also instituted cross training for staff to be more proficient in different areas of expertise, and to ensure that we have staff who can fill in and perform different functions when necessary.

We also submitted a grant request to the Access to Justice Division of the Administrative Office of the Illinois Courts in support of our expungement event. I am proud to announce that we were granted \$8,000 from our grant request of \$10,747.

Unfortunately, this reduction in spending in revenue was offset by the unexpected necessity of paying bills from the FY21 budget that should have been paid in incurred and funded in FY20. E.g.: \$5,045.6 for a fireproof Bradford cabinet for wills normally purchased every three years, but that was not purchased on schedule in FY2020. \$565.22 for 2400 Deluxe deposit slips that was unpaid and sent to collections in 2020. \$1,441.28 unpaid for FY2020 MS Teams licenses. \$3,073.14 was required to purchase additional files tamps that should have been available to assign to Circuit Clerk staff for processing court documents on December 1, 2020.

What will the office do to enhance revenue in FY22? Continue with the savings initiatives started in 2020. Continue to identify time and money saving workflows and tools. Focus on training and cross-training staff to develop a more flexible and responsive team.

However, the Circuit Clerk needs assistance from the County Board. Instead of asking the County to fund these needs from fines, fees, or levies, or to reinvest General Fund monies back into the department, the Circuit Clerk has submitted a proposal to the County Executive and the Board requesting \$439,362 in several one-time purchases allowable under the American Rescue Plan Act funds that would greatly improve the workspace for Circuit Clerk employees, improve workplace safety for employees, improve workflow efficiency, and reduce ongoing equipment maintenance costs.

OBJECTIVES

Working with the legislature, the Supreme Court, and our local judiciary to address our revenue needs

Assisting the public in how they can handle the needs that bring them to the Courthouse

Assisting the public in accessing other resources available to them in addition to the Clerk’s office

Continuing to work on the transition from paper files to electronic files in coordination with the Supreme Court and our circuit

Improving the working environment for the staff

Continuing cross-training for the staff

FINANCIAL

Fund 080 Dept 030			2020 Actual	2021 Original	2021 Projected	2022 Budget
332	38	CURE PROGRAM	\$126,186	\$0	\$0	\$0
335	71	STATE REV-SALARY STIPENDS	\$6,500	\$6,500	\$6,500	\$6,500
		FEDERAL, STATE & LOCAL SHARED REVENUE	\$132,686	\$6,500	\$6,500	\$6,500
341	36	CIRCUIT CLERK FEES	\$1,248,417	\$1,500,000	\$1,349,707	\$1,278,670
		FEES AND FINES	\$1,248,417	\$1,500,000	\$1,349,707	\$1,278,670
361	10	INVESTMENT INTEREST	\$19,475	\$26,000	\$3,000	\$0
369	90	OTHER MISC. REVENUE	\$0	\$0	\$0	\$8,000
		MISCELLANEOUS	\$19,475	\$26,000	\$3,000	\$8,000
REVENUE TOTALS			\$1,400,578	\$1,532,500	\$1,359,207	\$1,293,170
511	1	ELECTED OFFICIAL SALARY	\$97,538	\$95,816	\$95,816	\$97,569
511	3	REG. FULL-TIME EMPLOYEES	\$998,507	\$1,162,795	\$1,162,795	\$1,104,864
511	5	TEMP. SALARIES & WAGES	\$0	\$5,000	\$0	\$0
511	9	OVERTIME	\$948	\$2,500	\$500	\$2,500
511	40	STATE-PAID SALARY STIPEND	\$6,500	\$6,500	\$6,500	\$6,500
		PERSONNEL	\$1,103,493	\$1,272,611	\$1,265,611	\$1,211,433
522	1	STATIONERY & PRINTING	\$1,253	\$1,750	\$0	\$0
522	2	OFFICE SUPPLIES	\$0	\$250	\$0	\$11,000
522	3	BOOKS,PERIODICALS & MAN.	\$204	\$2,424	\$0	\$0
522	19	UNIFORMS	\$4,000	\$3,840	\$0	\$0
522	44	EQUIPMENT LESS THAN \$5000	\$105	\$350	\$350	\$0
		COMMODITIES	\$5,562	\$8,614	\$350	\$11,000
533	7	PROFESSIONAL SERVICES	\$0	\$250	\$8,000	\$10,500
533	33	TELEPHONE SERVICE	\$379	\$300	\$400	\$800
533	42	EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$10,500
533	70	LEGAL NOTICES,ADVERTISING	\$22,206	\$19,000	\$26,000	\$22,873

Fund 080 Dept 030			2020	2021	2021	2022
			Actual	Original	Projected	Budget
533	75	COURT-ORDERED COSTS	\$0	\$2,500	\$0	\$2,500
533	84	BUSINESS MEALS/EXPENSES	\$145	\$0	\$0	\$0
533	90	CLOTHING ALLOWANCE	\$0	\$0	\$4,000	\$4,000
533	93	DUES AND LICENSES	\$908	\$725	\$625	\$625
533	95	CONFERENCES & TRAINING	\$0	\$0	\$555	\$1,110
534	37	FINANCE CHARGES,BANK FEES	\$1,413	\$1,500	\$1,400	\$1,500
		SERVICES	\$25,051	\$24,275	\$40,980	\$54,408
EXPENDITURE TOTALS			\$1,134,106	\$1,305,500	\$1,306,941	\$1,276,841

PERFORMANCE INDICATORS

Indicator	FY2020 Actual	FY2021 Projected	FY2022 Budgeted
Revenue collected on behalf of County	\$3,148,092	\$2,565,335	\$2,308,801
Revenue collected on behalf of other entities	\$2,505,989	\$2,500,000	\$2,300,000
Total cases opened	22,283	21,335	21,000

The amount collected on behalf of County represents monies collected for this office, the Courts, Court Services, the Public Defender, Sheriff, the State’s Attorney’s Office, and other County funds such as County Ordinances. The FY21 projections are based on actual revenue collections through July 31, 2021.