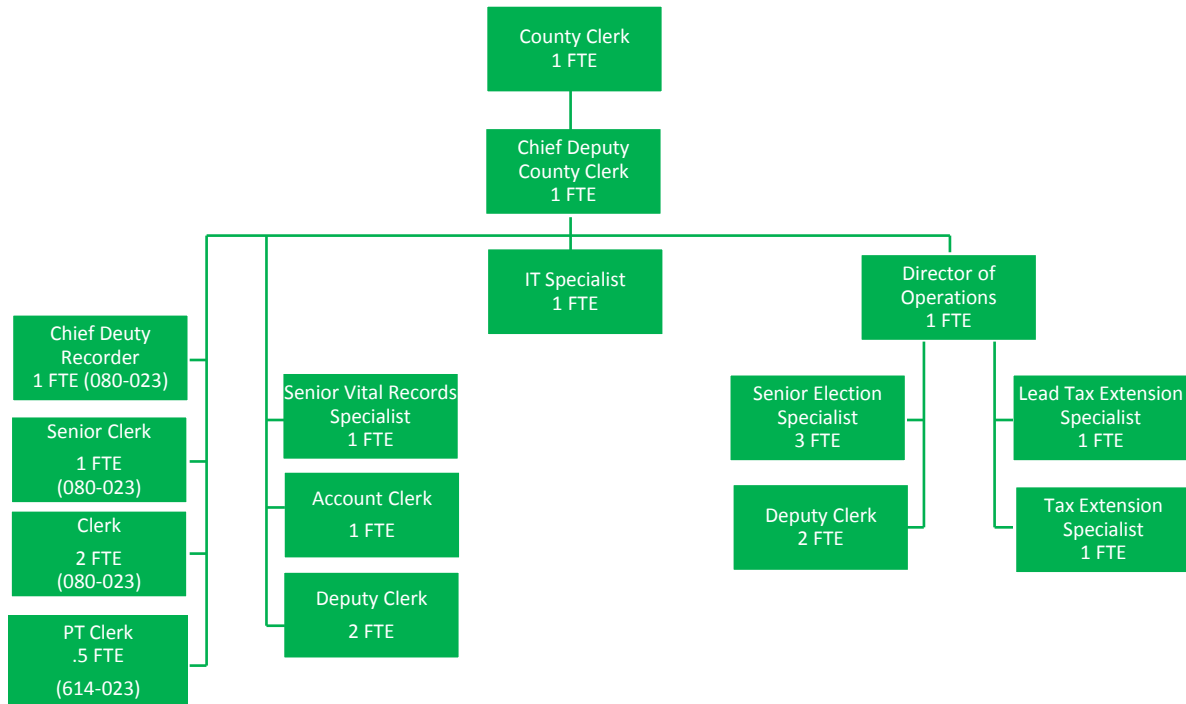


COUNTY CLERK

Fund 080-022



County Clerk (080-022) positions: 15 FTE
 Recorder (080-023) positions: 4 FTE
 Recorder (614-023) positions: .5 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

FY 2022 will have 2 elections: a gubernatorial primary and general elections. Our FY2022 budget reflects the costs of compliance with 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. The Clerk’s office has a goal of expanding the physical space of the office by building an outbuilding connected to the office and utilizing the space in the courtyard that is currently open and unoccupied. Our taxes and vitals divisions, in addition to their day-to-day work, are updating procedures and processes in an effort to create efficient and effective service for the taxpayers. The County Clerk’s office is looking ahead to digitization of records in the Clerk and Recorders office to create revenue streams.

FINANCIAL

Fund 080 Dept 022			2020	2021	2021	2022
			Actual	Original	Projected	Budget
321	10	LIQUOR/ENTERTNMNT LICENSE	\$965	\$1,500	\$500	\$1,500
322	10	MARRIAGE LICENSES	\$57,710	\$80,000	\$65,000	\$80,000
322	15	CIVIL UNION LICENSES	\$280	\$1,500	\$200	\$400
		LICENSES AND PERMITS	\$58,955	\$83,000	\$65,700	\$81,900
331	11	ELEC CMMSN-HELP AMER VOTE	\$1,101	\$0	\$0	\$0
332	38	CURE PROGRAM	\$19,088	\$0	\$0	\$0
334	90	CTCL GRANT - CTY CLERK	\$159,600	\$0	\$0	\$0
335	60	STATE REIMBURSEMENT	\$33,345	\$15,615	\$17,595	\$45,315
335	71	STATE REV-SALARY STIPENDS	\$6,500	\$6,500	\$6,500	\$6,500
		FEDERAL, STATE & LOCAL SHARED REVENUE	\$219,634	\$22,115	\$24,095	\$51,815
341	32	COUNTY CLERK FEES	\$279,281	\$340,000	\$340,000	\$340,000
		FEES AND FINES	\$279,281	\$340,000	\$340,000	\$340,000
361	10	INVESTMENT INTEREST	\$337	\$400	\$200	\$200
369	42	WORKER'S COMP. REIMB.	\$2,739	\$0	\$0	\$0
369	90	OTHER MISC. REVENUE	\$5	\$20	\$20	\$20
		MISCELLANEOUS	\$3,081	\$420	\$220	\$220
		REVENUE TOTALS	\$560,951	\$445,535	\$430,015	\$473,935
511	1	ELECTED OFFICIAL SALARY	\$97,604	\$95,816	\$95,816	\$99,003
511	3	REG. FULL-TIME EMPLOYEES	\$578,103	\$613,893	\$623,893	\$642,205
511	5	TEMP. SALARIES & WAGES	\$101,110	\$65,000	\$75,000	\$80,000
511	9	OVERTIME	\$24,405	\$7,500	\$7,500	\$25,000
511	40	STATE-PAID SALARY STIPEND	\$6,500	\$6,500	\$6,500	\$6,500
		PERSONNEL	\$807,722	\$788,709	\$808,709	\$852,708
522	1	STATIONERY & PRINTING	\$28,265	\$40,000	\$31,000	\$43,000
522	2	OFFICE SUPPLIES	\$4,882	\$5,193	\$5,193	\$5,200
522	3	BOOKS,PERIODICALS & MAN.	\$149	\$1,250	\$1,250	\$120
522	6	POSTAGE, UPS, FED EXPRESS	\$556	\$2,500	\$7,630	\$2,500
522	15	GASOLINE & OIL	\$415	\$500	\$500	\$500
522	44	EQUIPMENT LESS THAN \$5000	\$20,872	\$8,500	\$8,500	\$8,500
522	94	ELECTION SUPPLIES	\$26,181	\$10,000	\$10,000	\$12,000
		COMMODITIES	\$81,320	\$67,943	\$64,073	\$71,820
533	5	COURT REPORTING	\$0	\$130	\$130	\$130
533	7	PROFESSIONAL SERVICES	\$13,746	\$800	\$4,790	\$10,000
533	12	JOB-REQUIRED TRAVEL EXP	\$412	\$1,700	\$1,700	\$1,700
533	29	COMPUTER/INF TCH SERVICES	\$61,523	\$1,040	\$16,540	\$16,540
533	40	AUTOMOBILE MAINTENANCE	\$30	\$30	\$91	\$90
533	42	EQUIPMENT MAINTENANCE	\$20,342	\$67,410	\$67,410	\$100,000
533	64	ELECTION JUDGES & WORKERS	\$167,074	\$140,000	\$111,095	\$212,089
533	65	VOTER REGISTRATION EXP.	\$145	\$4,259	\$4,259	\$4,200

Fund 080 Dept 022			2020	2021	2021	2022
			Actual	Original	Projected	Budget
533	66	REGISTRARS-BIRTH & DEATH	\$5,133	\$5,400	\$5,400	\$5,400
533	70	LEGAL NOTICES,ADVERTISING	\$28,386	\$25,000	\$26,000	\$30,000
533	84	BUSINESS MEALS/EXPENSES	\$0	\$9,500	\$9,500	\$9,500
533	89	PUBLIC RELATIONS	\$0	\$30	\$30	\$30
533	93	DUES AND LICENSES	\$790	\$1,500	\$1,500	\$1,500
533	95	CONFERENCES & TRAINING	\$661	\$2,500	\$2,500	\$2,500
534	33	ELEC SUP BLDG REPAIR-MNT	\$0	\$6,500	\$6,500	\$6,500
534	37	FINANCE CHARGES,BANK FEES	\$154	\$150	\$150	\$250
534	62	ELECTION MILEAGE,PHONE RM	\$5,221	\$3,500	\$3,500	\$5,000
534	64	ELECTION SERVICES	\$25,462	\$10,573	\$10,573	\$21,000
		SERVICES	\$329,079	\$280,022	\$271,668	\$426,429
544	38	ELECTION/VOTER REG EQUIP	\$615,685	\$85,000	\$98,415	\$225,000
		CAPITAL	\$615,685	\$85,000	\$98,415	\$225,000
EXPENDITURE TOTALS			\$1,833,806	\$1,221,674	\$1,242,865	\$1,575,957

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

Indicator	FY2020 Actual	FY2021 Projected	FY2022 Budgeted
Voter registrations processed	20,000	18,000	25,000
Early Voting	55,000	10,000	40,000
Voters voting on Election Day	33,038	15,000	25,000
Vote by Mail	31,650	20,000	40,000

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	FY2020 Actual	FY2021 Projected	FY2022 Budgeted
Date tax extensions completed	April 15	April 17	April 15

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	FY2020 Actual	FY2021 Projected	FY2022 Budgeted
Birth certificate searches performed	5,057	5,980	6,200
Death certificate searches performed	1,317	1,200	1,200
Marriage/civil union licenses issued	2,014	1,654	1,800