

COUNTY CLERK

2023 Budget Presentation

2022 ACCOMPLISHMENTS COUNTY CLERK

- Preservation of older books continued in 2022 to re-canvass 20 book binders in Record Room while new recordings continued to be digitized and uploaded to the property website.
- Major construction and renovation project began early in 2021 in five phases. A men and women's room with disabled accessibility in the Recording Section was completed, and a new Map Room adjacent to the Public Record Room, providing greater accessibility to records, was completed.

Business Division

- On-line appointment system continued in 2022 with great success in Elizabeth and Westfield. Revenue for business office is estimated at \$680,000, an increase of nearly \$100,000 and the highest in three years.
- A Notary Seminar was hosted by the Clerk in October with 50 people attending.

Election Division

- A Primary, General and Kenilworth Special School Election were held during the year along with one petition challenge.
- New legislation passed in 2022 mandating tallies by district starting in the General Election. New software program was used to accomplish this. The Clerk initiated a new Primary Ballot to include County Committee elections.

2022 ACCOMPLISHMENTS COUNTY CLERK

- **Early Voting, initiated last year, continued in the Primary and General Election. The Clerk also produced an informational step-by-step video in English and Spanish on how to vote using a Vote-by-Mail ballot. At the Westfield office both the Primary and General elections assisted voters with Ballots on Demand, thus eliminating the need for 864 different paper ballots for the Primary and 432 paper ballots for the General. Additionally, the Clerk spoke to community, senior and church groups on Vote-by-Mail voting. An ad campaign for the free Union County votes App was also conducted.**
- **The Primary and General Election Ballots were collated in-house by staff, a massive labor-intensive process, necessitated by security and concern for accuracy. A 2022 Election Calendar celebrating Union County Olympians was published including election dates and deadlines. The Annual Election Date Brochure was also published and distributed widely.**

2023 GOALS & OBJECTIVES

Recording Division

- Major construction and renovation project will continue for the Passport, Elections and Recording Divisions.
- The book preservation project will continue re-canvassing 30 book binders.

Business Division

- A recent Notary Law requires the state to provide education opportunities; in its absence the Clerk will continue to offer free Notary Seminars and plans on two during the year.

Election Division

- A renovated Election Office will be completed by April with a larger service area.
- The 2023 Election Calendar honoring Union County Inventors was distributed and provided a Vote-by-Mail application form as well as information and deadline dates all elections. The 2023 Election Dates Brochure and Election Calendar were distributed. The Westfield School Board has changed their elections to April beginning this year.
- A new collating area for ballots will be established in the Union County Jail which offers greater security, storage area and collating areas. The area will be used starting in the 2023 Primary.

County Clerk				
Description	2022 Adopted Budget	2022 Modified Budget	2022 Expenditures	2023 Budget Request
Salaries & Wages	2,408,704	2,408,704	2,330,922.43	2,497,677
Overtime	50,000	50,000	41,007.04	50,000
Seasonal	20,000	20,000	3,762.00	12,000
Other Expenses	191,000	191,000	167,065.56	189,700
Total	2,669,704	2,669,704	2,542,757.03	2,749,377

County Clerk-Elections				
Description	2022 Adopted Budget	2022 Modified Budget	2022 Expenditures	2023 Budget Request
Salaries & Wages	172,013	172,013	169,038.12	174,411
Overtime	50,000	50,000	55,057.18	50,000
Seasonal	60,000	60,000	24,376.00	60,000
Other Expenses	1,158,100	1,158,100	1,076,532.74	1,158,100
Total	1,440,113	1,440,113	1,325,004.04	1,442,511