

COUNTY CLERK

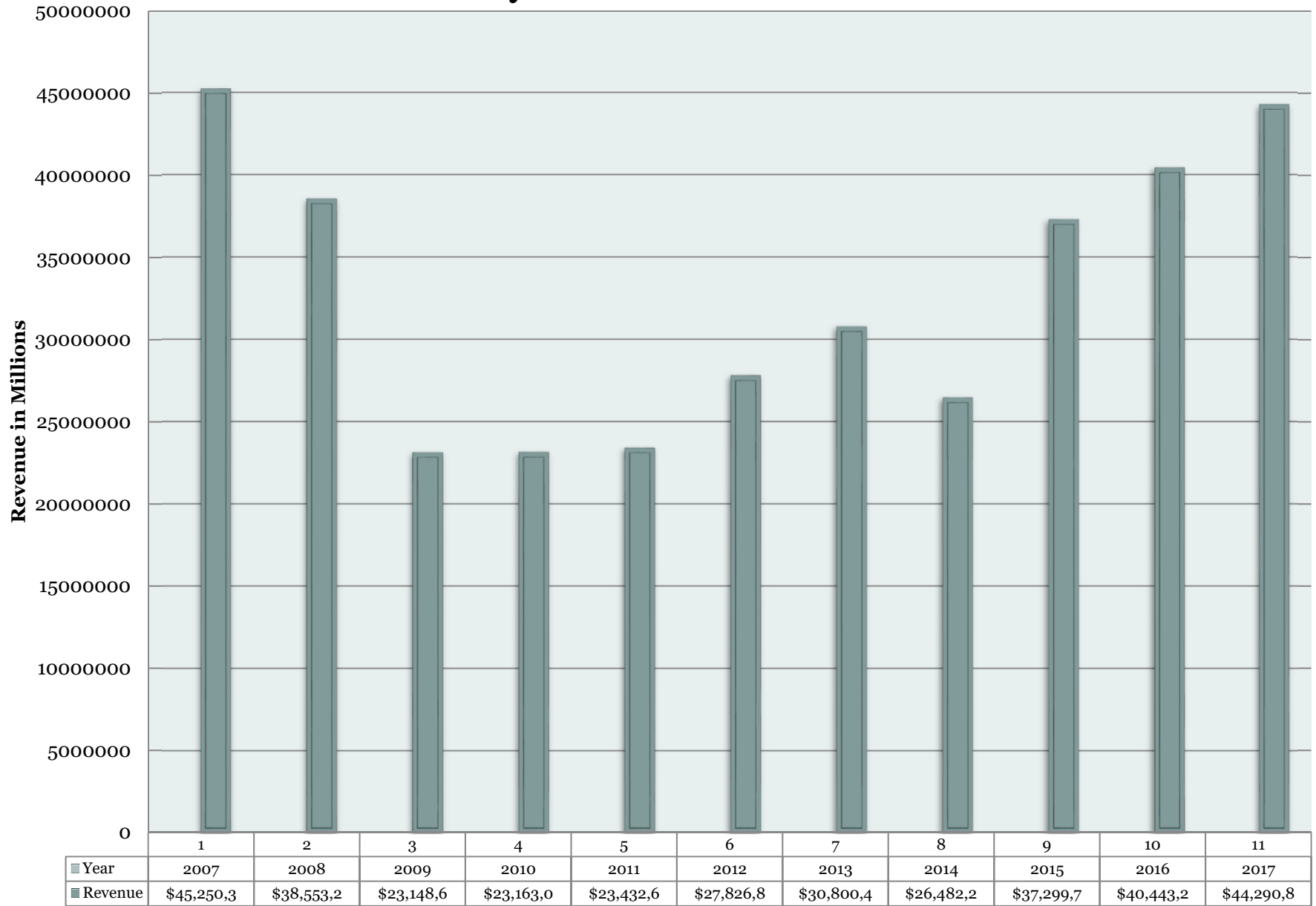
2018 Budget Presentation

2017 ACCOMPLISHMENTS COUNTY CLERK

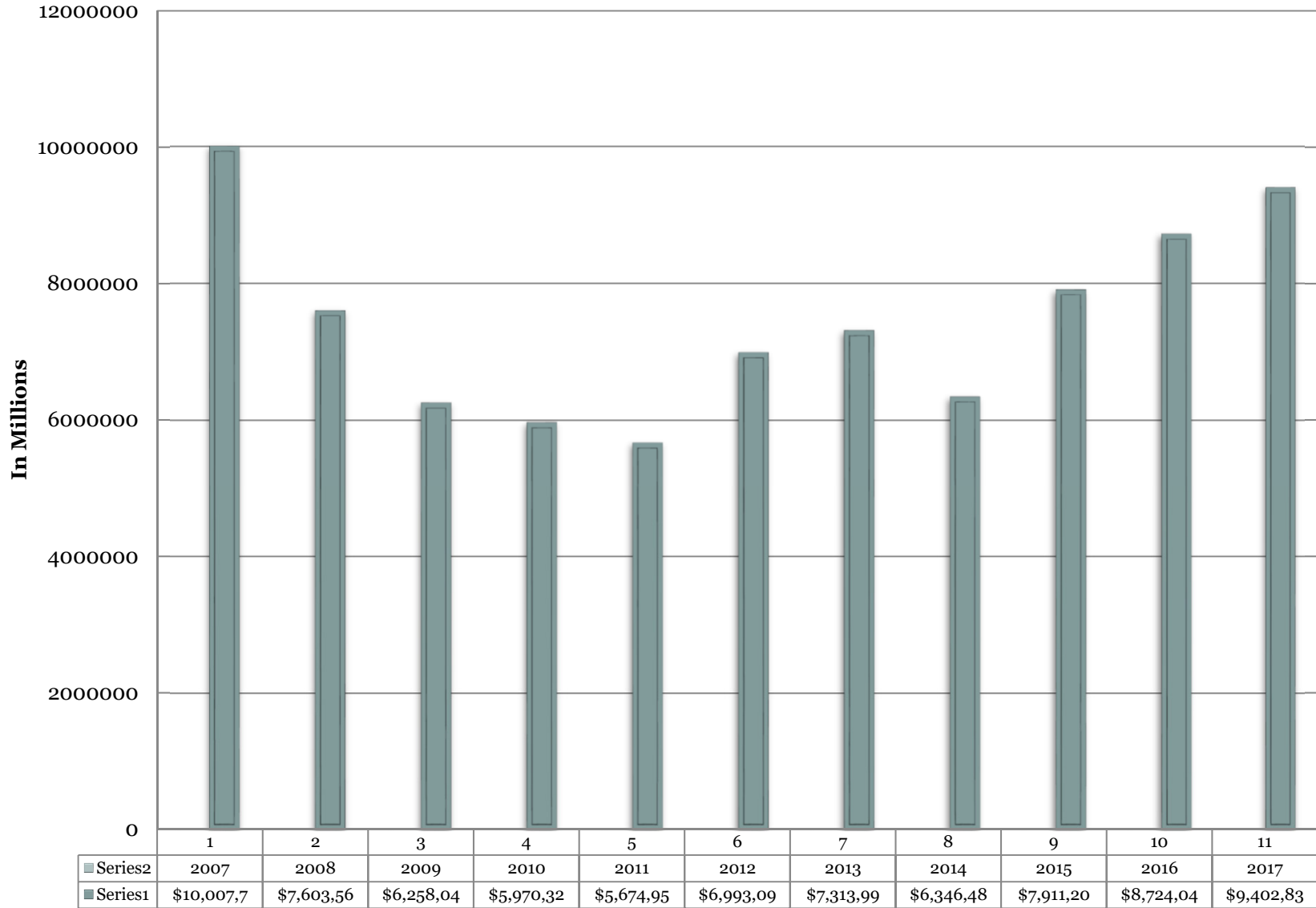
RECORDING DIVISION

- **Highest revenues in recording and real estate transfer fees to the County's general fund since 2007**
- **Additional \$60,000 in revenue derived from a new recording law which took effect on May 1, 2017**
- **Property Fraud Alert Notification Program continues to enroll subscribers to assist Union County property owners in detecting property fraud**
- **Significant increase in e-recording which saves time and money**
- **Expansion of e-recording with the addition of a 2nd e-recording vendor**
- **County Clerk's Property Search Website trafficked over 1.18 million property searches**
- **65 Mortgage and Deed books scanned in house and uploaded to the website for a complete 37 year title search**
- **Imaging, e-recording and microfilming functions were recertified by the NJ Division of Revenue Services**

Union County Clerk's Office - Total Revenue



Total Revenue Returned to Union County



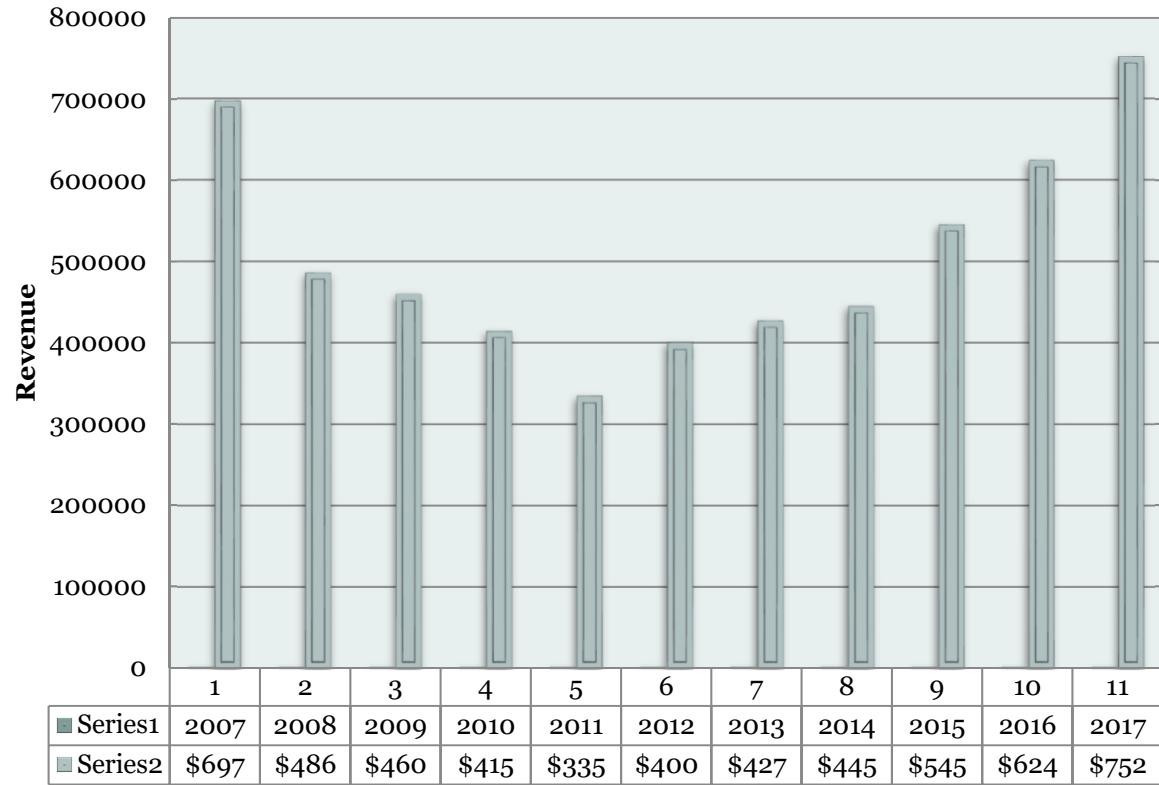
ELECTIONS DIVISION

- **Three elections held in 2017: Primary Election in June; General Election in November and a Special Run-Off Election in December for Hillside Mayor**
- **A challenge for two late nominating School Board petitions was made and the Court ordered the candidates to be placed on the ballot.**
- **Two recounts were conducted after the General Election: one for the Union Township Board of Education and one for Berkeley Heights.**
- **A recount in Roselle, Ward 1 and Ward 3 for Council was held June 28th and there was no change in the certification.**
- **Union County Votes App re-designed and upgraded with new functions. Over 3,000 downloads.**
- **Handicapped accessible voting pods were purchased and set up for voters voting by mail in both Elizabeth and Westfield.**
- **Annual election brochure and calendar designed and printed in house were made available to the public again in 2017**

BUSINESS DIVISION

- Revenues are the highest since 2007, topping \$730,000.
- Two educational notary seminars held for over 90 prospective and current notaries.
- All Passport Acceptance Agents have been recertified, as required annually by the National Passport Center

Total Revenue: Business Office



2018 GOALS & OBJECTIVES COUNTY CLERK

RECORDING DIVISION

- **Expand current e-recording system to include additional document types (Federal Tax Liens, Lis Pendens and Lis Pendens Foreclosure).**
- **Reconfigure and renovate the Recording Division to better serve the public by providing a more efficient use of space and greater security.**
- **Continue preservation efforts by re-canvassing old, damaged books in the Public Records Room.**
- **Continue back-scanning of mortgages and deeds to provide public access to these documents via the County Clerk's Property Search Website.**

ELECTION DIVISION

- **Union County Votes App will continue to be updated for the upcoming Federal Elections. Additionally the public outreach campaigns will continue.**
- **Reconfigure the Elections Office to allow for queuing of customers and a more efficient work area for the administration of elections.**

2018 GOALS & OBJECTIVES COUNTY CLERK

BUSINESS DIVISION

- **Two additional notary seminars are planned for the spring and fall of 2018.**
- **Renovation of the Elizabeth Passport Office to allow for more efficient use of space including more privacy for customers, queuing of lines, a photo area and a children's corner.**
- **Increased revenue due to the increase of the Passport Acceptance Fee collected by the County Clerk's Office effective April 2018.**

County Clerk				
Description	2017 Adopted Budget	2017 Modified Budget	2017 Expenditures	2018 Budget Request
Salaries	2,205,399	2,205,399	2,002,956.98	2,346,326
Overtime	66,000	66,000	91,160.83	60,000
Seasonal	20,000	20,000	12,695.70	20,000
Other Expenses	166,200	166,200	114,585.68	163,200
Total	2,457,599	2,457,599	2,221,399.19	2,589,526
Request for new positions			1	85,000
Promotions			10	39,146
Office re-org				10,000

Promotions include request to increase hours of current employees: 2 employees from 35/week to 37.5/week and one employee from 35/week to 40/week totaling \$17,000.

Request to Increase Hours to Decrease Over Time

- **We have three employees who consistently work a total of over 1,400 hours of overtime.**
- **These hours are required by the County Clerk to efficiently and effectively operate the Recording and Passport Divisions. The employee will benefit by this time being applied to their base salary for the purposes of calculating their pension upon retirement.**
- **Two employees will increase hours from 35/ week to 37.5 / week.**
- **One employee will increase hours from 35 / week to 40 / week.**
- **This will decrease overtime by 520 hours or save approximately \$27,600 in the first year of operation.**

County Clerk-Elections

Description	2017 Adopted Budget	2017 Modified Budget	2017 Expenditures	2018 Budget Request
Salaries	148,620	148,620	146,381.43	148,702
Overtime	16,000	16,000	13,455.07	12,000
Seasonal	13,500	13,500	-	13,500
Other Expenses	1,126,350	1,126,350	784,017.46	1,126,850
Total	1,304,470	1,304,470	943,853.96	1,301,052