

# **COUNTY CLERK**

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## **2019 Budget Presentation**

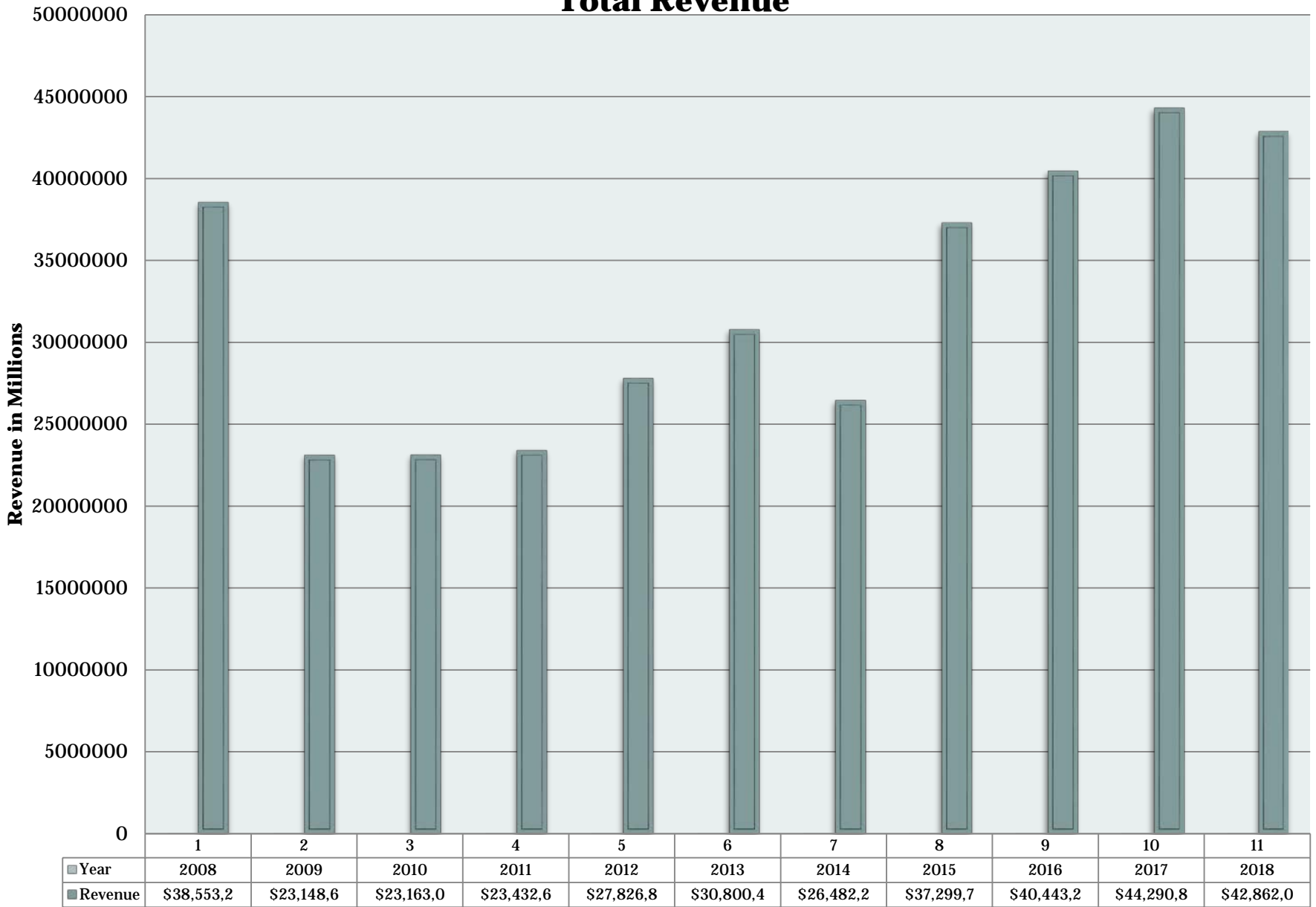
# 2018 ACCOMPLISHMENTS

## COUNTY CLERK

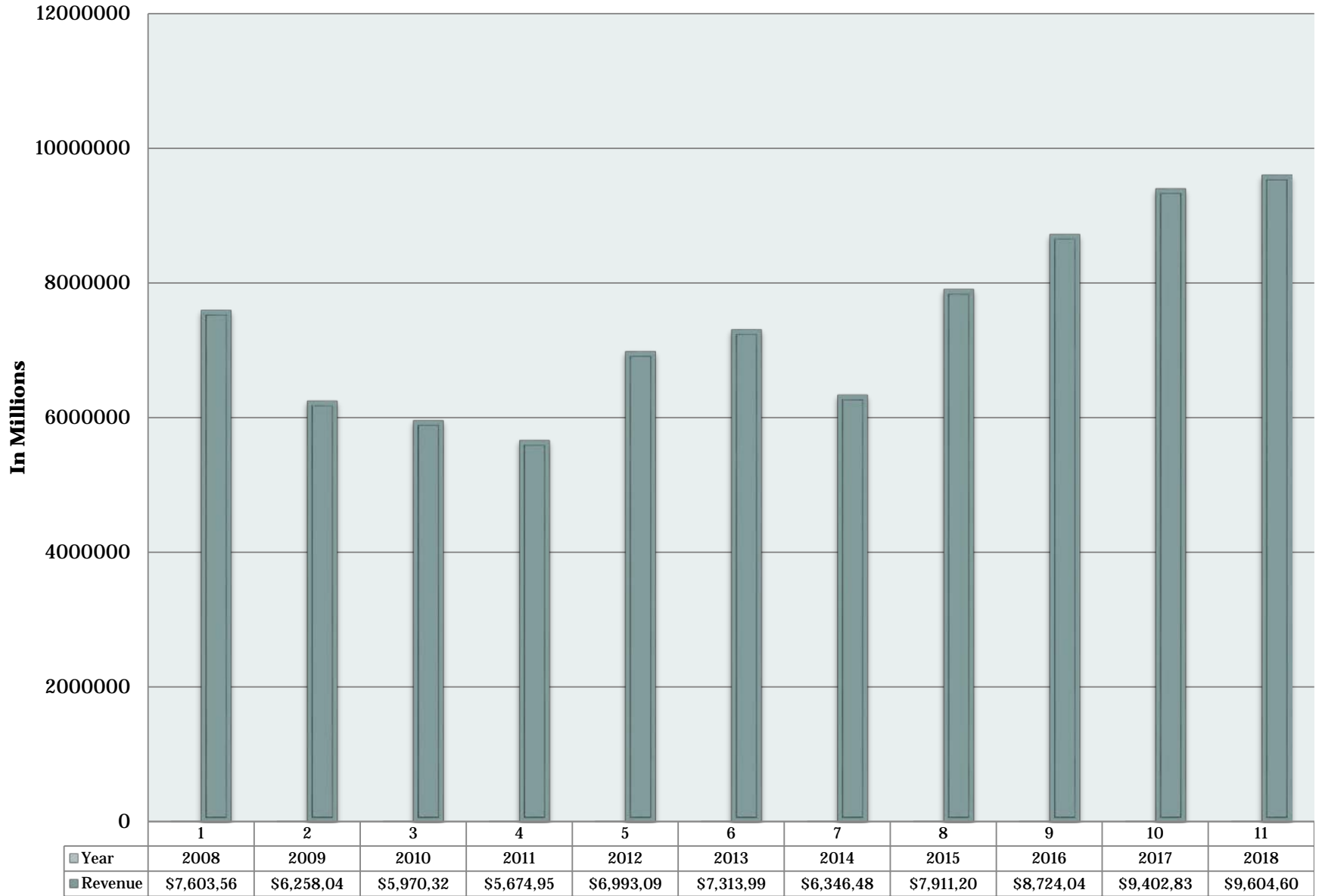
### RECORDING DIVISION

- **Second highest revenues in recording and real estate transfer fees to the County's general fund, totaling \$42 million.**
- **An 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 - Over 20% of documents are recorded electronically. Saves envelopes & postage.**
- **E-recording expanded with the addition of a 2<sup>nd</sup> e-recording vendor.**
- **County Clerk's Property Search Website trafficked over 1.05 million property searches.**
- **70 Mortgage and Deed books scanned in house and uploaded to the website for a complete 38 year title search; a total 856 books archived to date.**
- **Imaging, e-recording and microfilming functions were recertified by the NJ Division of Revenue Services.**

# Union County Clerk's Office Total Revenue



# Union County Clerk's Office Total Revenue Returned to Union County



## ELECTIONS DIVISION

- **Two elections held in 2018: Primary Election in June; General Election in November.**
- **Two challenges on nominating petitions were held, one for the local School Board and one for an independent candidate.**
- **Applied new Vote By Mail Law to all 2016 voters resulting in contacting 12,300 voters, swelling permanent Vote By Mail voters to 20,000 from 8,500.**
- **Two new functions added to the Union County Votes App; new Vote By Mail Law and early voting. Over 5,000 downloads.**
- **App received Innovator Award** from International Government Officials (IGO).
- **Westfield office served close to 4,000 voters in the Primary & General Elections.**
- **Saved more than \$32,000** on sample ballot postage for both Primary & General elections.
- **New ES&S Express Vote XL voting machine were used in General Election in Westfield as a pilot program.**
- **Annual election brochure and calendar designed and printed in house were made available to the public again in 2018.**

## Union County Clerk's Office Total Revenue: Business Office

### BUSINESS DIVISION

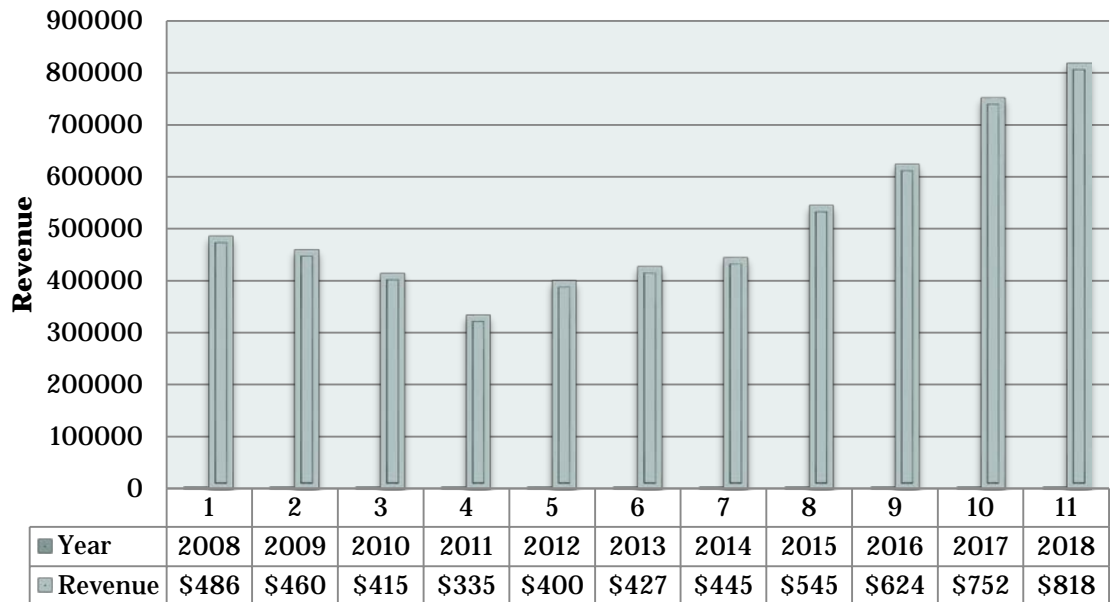
- **Revenues** are the **highest** in history of the office, **topping \$770,000**.
- **Increased revenue** aided by Passport fee increase resulting in **\$136,700** rise.
- Two educational notary seminars held for over 90 prospective and current notaries.
- All Passport Acceptance Agents have been recertified, as required annually by the National Passport Center
- **Initiated the Gold Star ID card** for immediate family of military service members

-Over 6666 more transaction over 2017

-Over \$66,000 over 2017

-Nights & Weekends very popular. Lines begin before we are open on Saturday

-Based on applications for Jan-Feb 25 2018  
2,939 passport - \$130,755



# 2019 GOALS & OBJECTIVES

## COUNTY CLERK

### RECORDING DIVISION

- Reconfigure and renovate the Recording Division to better serve the public by providing a more efficient use of space and greater security.
- Reconfigure Record Room for more efficient use of space.
- Continue back-scanning of mortgages and deeds to provide public access to these documents via the County Clerk's Property Search Website. Index starts at 1977 and records to 1985.
- Continue cross training new personal for better coverage.

### ELECTION DIVISION

- Union County Votes App will continue to be updated for the upcoming 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.
- Continue full election service at Westfield office for Primary & General Elections.
- Expansion of permanent Vote By Mail list through 2016 and 2017 voters.

# 2019 GOALS & OBJECTIVES

## COUNTY CLERK

### BUSINESS DIVISION

- Two additional notary seminars are planned for the spring and fall of 2019. **March 29 & September 6.**
- Renovation of the Elizabeth Passport Office to allow for more efficient use of space including more privacy for customers, queuing of lines, a proper photo area and a children's corner.
- Increase revenue due to the increase of the Passport Acceptance Fee collected by the County Clerk's Office effective April 2018.



<b>County Clerk</b>				
<b>Description</b>	<b>2018 Adopted Budget</b>	<b>2018 Modified Budget</b>	<b>2018 Expenditures</b>	<b>2019 Budget Request</b>
Salaries	2,221,180	2,221,180	2,054,943.12	2,254,139
Overtime	60,000	60,000	70,280.15	60,000
Seasonal	20,000	20,000	9,099.20	20,000
Other Expenses	163,200	163,200	105,042.97	162,000
<b>Total</b>	<b>2,464,380</b>	<b>2,464,380</b>	<b>2,239,365.44</b>	<b>2,496,139</b>
<b>Request for Promotions 9 employees</b>			Total	20,596

## County Clerk-Elections

Description	2018 Adopted Budget	2018 Modified Budget	2018 Expenditures	2019 Budget Request
Salaries	148,702	223,702	147,437.08	154,409
Overtime	12,000	12,000	65,377.23	40,000
Seasonal	13,500	13,500	1,980.00	13,500
Other Expenses	1,126,850	1,051,850	898,983.08	1,206,850
<b>Total</b>	<b>1,301,052</b>	<b>1,301,052</b>	<b>1,113,777.39</b>	<b>1,414,759</b>
<b>Request for Promotion for 1 employee</b>			Total	1,991