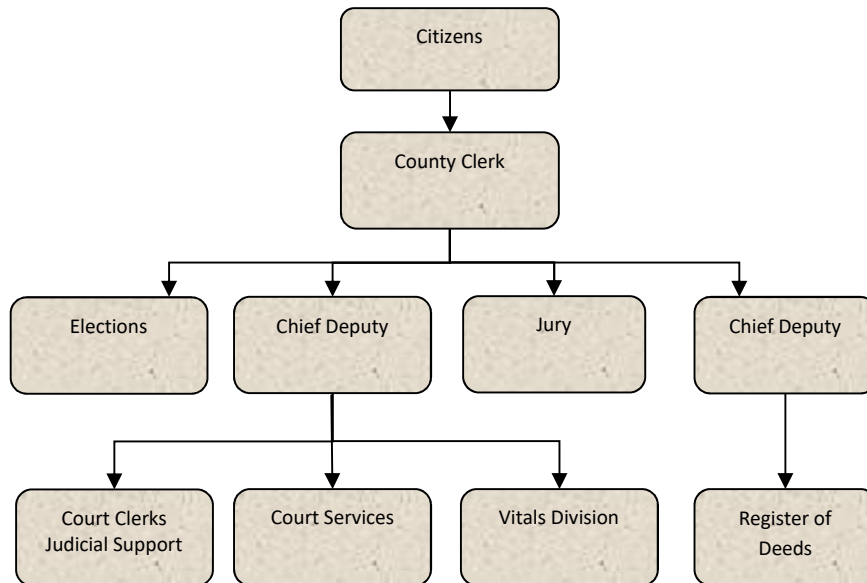


County Clerk



Activities

Vital Statistics: Birth and death certificates, marriage licenses, DBA's military discharges, passports, concealed pistol licenses, passport & CPL photos, and genealogy.

Court Services: Accepts filings and processes paperwork in all Circuit Court cases, including filing fees, fines, court costs, restitution, docketing, preparing and monitoring orders, submitting reports to the State Court Administrator's Office (SCAO), and paying witnesses for the Prosecutor's Office and District Court.

Court Clerks: digitally record all court proceedings, docket court events, create a register of actions, swear in all witnesses and jurors, submit abstracts to SOS, prepare and mail orders, and submit reports to SCAO.



Mission Statement

To improve and promote cooperation between the citizen and the courts which will enhance a more positive attitude of the public toward the court system in particular and the county government in general

Programs

[County Clerk](#)

[Jury Commission](#)

[Public Elections](#)

[Register of Deeds](#)

County Clerk

Strategic Plan Impact

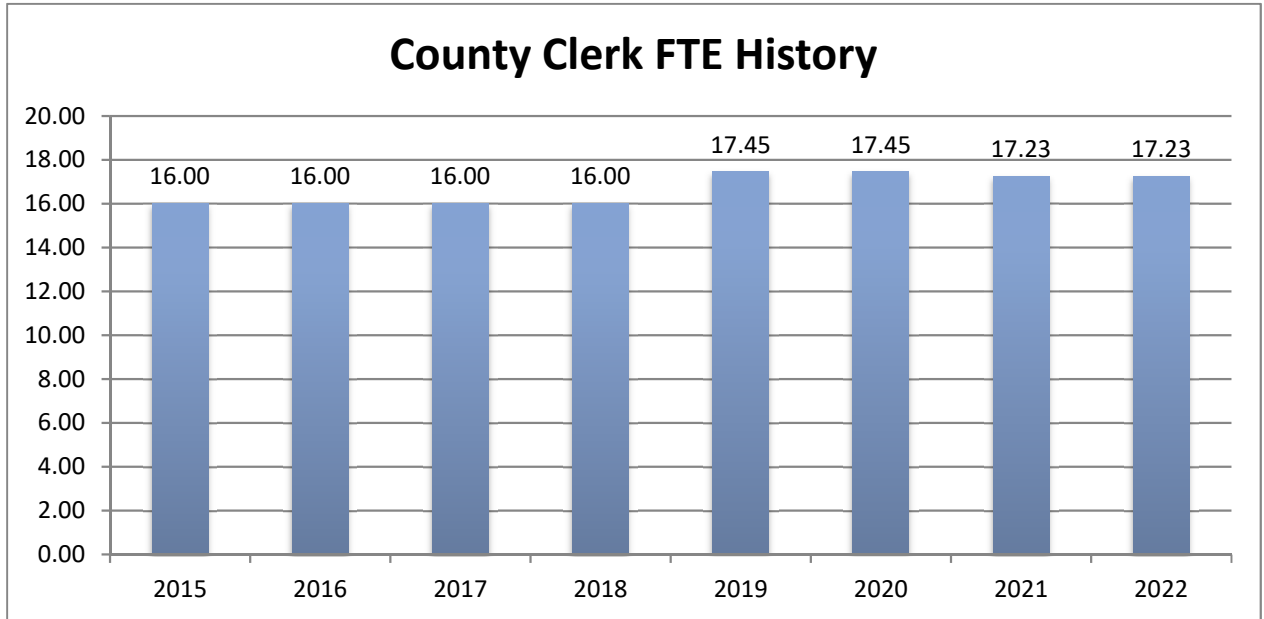
- ✓ Safe Community
The Clerk's Office supports the court system in creating a safe community.
- ✓ Economic Development
The Clerk's Office tends to be the initial point of contact for citizens opening a new business; whether it is to file a DBA, or to get direction on what agencies to contact relating to their specific needs.
- ✓ Healthy Community
The Clerk's office provides outside agencies with death-related statistics to advance the overall goal of healthy community.

Accomplishments

- ✓ Switched to G2G Solutions to process credit cards, which allows for payments to be made online
- ✓ Provided mandated services to the public safely throughout 2020

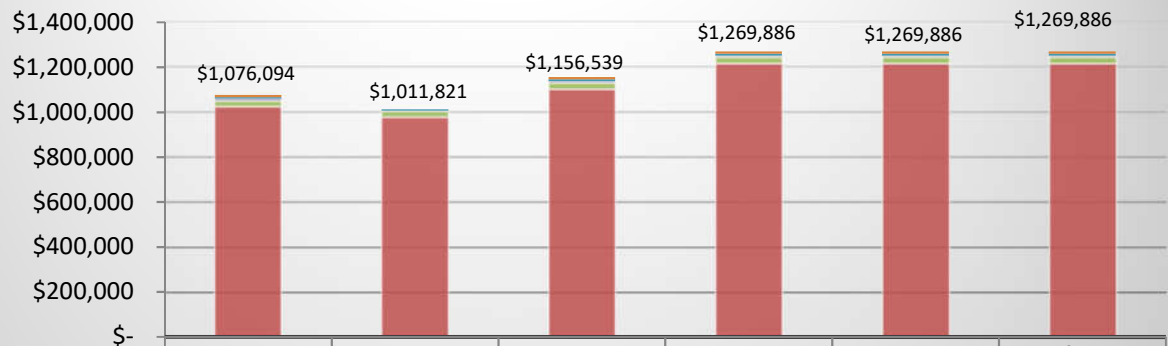
Budget Adjustments

There were no significant budget adjustments.



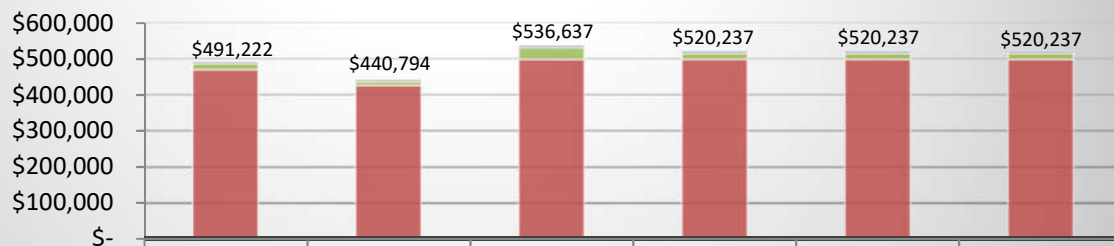
County Clerk

County Clerk Expenditures



	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 Dept Requested	2022 BUDGET	Draft 2023 BUDGET
<ul style="list-style-type: none"> ■ CAPITAL OUTLAY ■ OTHER EXPENSES ■ CONTRACT SERVICES ■ SUPPLIES & MATERIALS ■ PERSONNEL SERVICES 	\$9,550	\$-	\$10,000	\$10,000	\$10,000	\$10,000
	\$6,432	\$4,826	\$8,436	\$8,436	\$8,436	\$8,436
	\$11,394	\$3,151	\$9,000	\$9,000	\$9,000	\$9,000
	\$25,606	\$27,257	\$27,950	\$27,950	\$27,950	\$27,950
	\$1,023,112	\$976,587	\$1,101,153	\$1,214,500	\$1,214,500	\$1,214,500
TOTAL PROGRAM COSTS	\$1,076,094	\$1,011,821	\$1,156,539	\$1,269,886	\$1,269,886	\$1,269,886

County Clerk Revenues



	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 Dept Requested	2022 BUDGET	DRAFT 2023 BUDGET
<ul style="list-style-type: none"> ■ LICENSES & PERMITS ■ OTHER ■ CHARGES/FEES 	\$4,735	\$4,325	\$5,375	\$5,375	\$5,375	\$5,375
	\$17,192	\$10,985	\$33,000	\$16,600	\$16,600	\$16,600
	\$469,295	\$425,484	\$498,262	\$498,262	\$498,262	\$498,262
TOTAL PROGRAM REVENUE	\$491,222	\$440,794	\$536,637	\$520,237	\$520,237	\$520,237

County Clerk

Strategic Outcomes

Indicator	2017	2018	2019	2020	2021	2022
	Target	Target	Target	Target	Target	Target
Percent of respondents who say their overall feeling of safety in Jackson County is excellent or good.	55%	55%	-	55%	-	-
Percent of respondents who say they feel very or somewhat safe in their neighborhood during the day.	94%	93%	-	94%	-	-

ND – Data for the citizen satisfaction survey is only collected in odd years.

Other Key Indicators

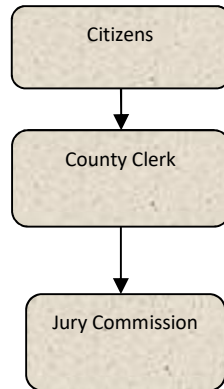
Indicator	2017	2018	2019	2020	2021	2022	2023
	Actual	Actual	Actual	Actual	Target	Target	Target
Circuit Court/Juvenile Cases Initiated *	4126	4274	4344	3468	4500	4500	4500
Circuit Court/Juvenile Cases Disposed *	4083	4028	4161	3458	4300	4300	4300
Vitals/Public Services Registrations/ Applications Processed	7708	7538	7371	8809	7700	7700	7700
Number of Court Service Clerks Processing Cases	4.75	4.75	4.75	5.75	5.75	5.75	5.75
Number of Court Clerks Handling Cases for Judges	5	5	5	5	5	5	5
Number of Vital Statistic Clerks Processing Registrations/Applications	2.75	2.75	2.75	2.75	2.75	2.75	2.75
Number of cases handled per clerk	869	900	755	603	783	783	783
Number of cases handled per court clerk	817	806	832	692	860	860	860
Number of registrations/applications handled per clerk	2803	2741	2680	3203	2800	2800	2800

*Totals do not include Abuse and Neglect cases/petitions.



This page intentionally left blank.

Jury Commission



Activities

Maintain and coordinate jury information from the Michigan Department of State and Jackson County database of potential jurors.

Provide information to county residents, court officials, attorneys, employers and other government units on all aspects of the jury process. Orientate jurors when they report to serve their jury duty. Prepare, print and mail all juror correspondence, including qualification questionnaires, summons, postponements and excusal letters, failure to appear letters, show cause orders and bench warrants.

Coordinate Jury Board meetings, secure room for questionnaire review and serve as clerk to maintain their attendance records, minutes, and reimbursement pay. Qualify and disqualify prospective jurors according to the law. Inform and update Jury Board Members with statute changes for juror procedures.



Strategic Plan Impact

- ✓ Safe Community

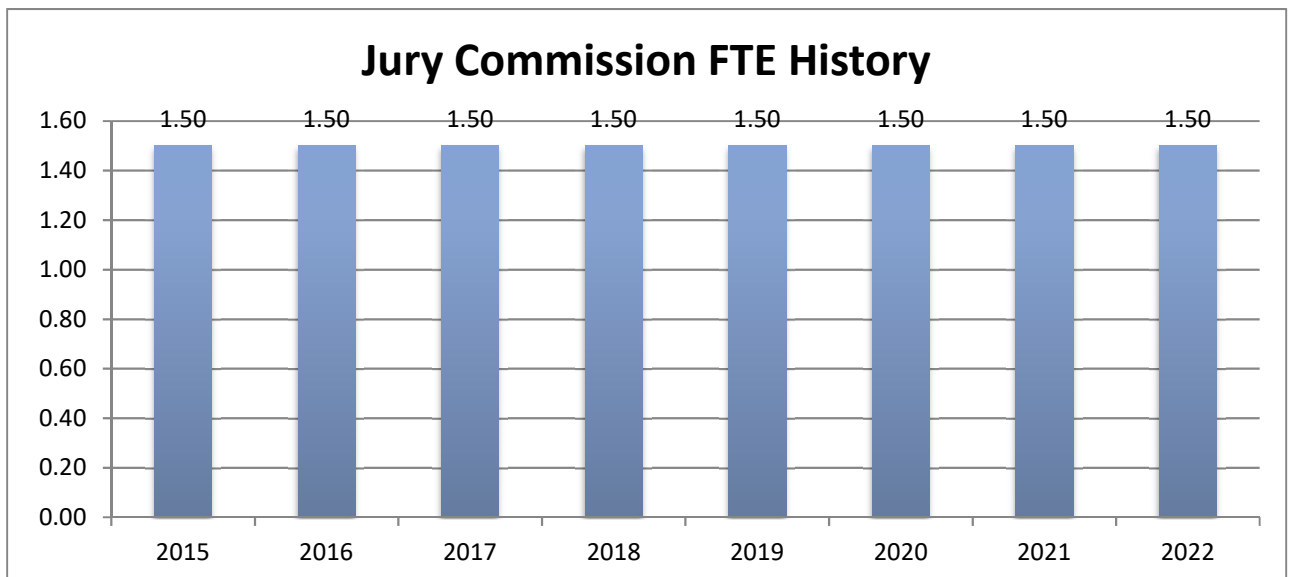
The Jury Commission contributes to the safe community strategy by ensuring the constitutional right to trial by jury.

Accomplishments

- ✓ Set up the American 1 Event Center for jury selection that allowed for proper social distancing of jurors, attorneys, court staff, and judges.

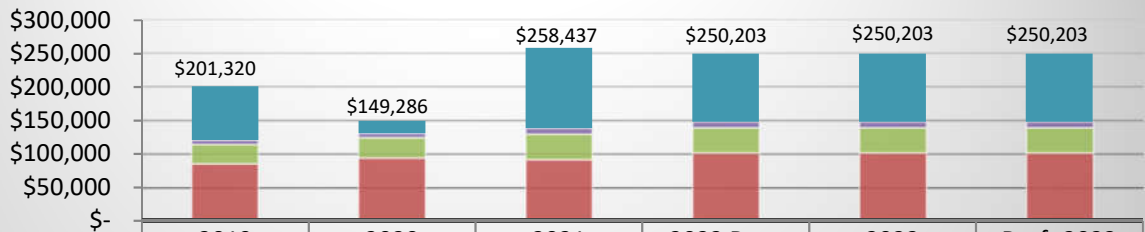
Budget Adjustments

- ✓ The budget for the Jury Commission program was reduced since jury trials were suspended due to COVID-19.



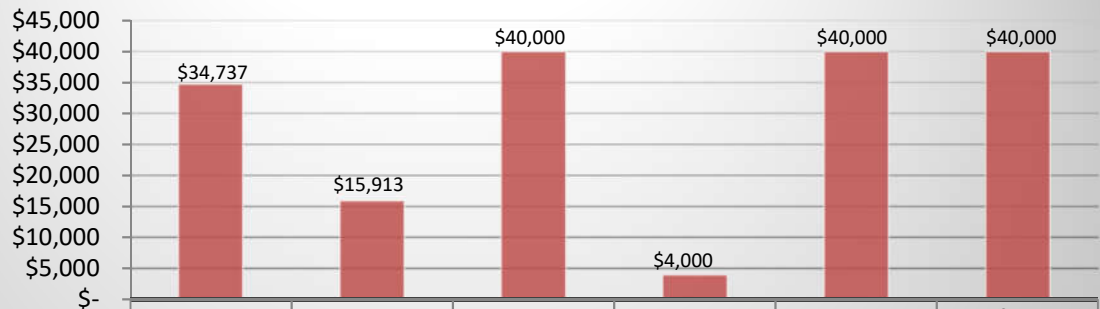
County Clerk

Jury Commission Expenditures



	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 Dept Requested	2022 BUDGET	Draft 2023 Budget
CAPITAL OUTLAY	\$-	\$-	\$-		\$-	\$-
OTHER EXPENSES	\$80,727	\$18,336	\$120,225	\$102,225	\$102,225	\$102,225
CONTRACT SERVICES	\$6,173	\$6,173	\$8,573	\$8,573	\$8,573	\$8,573
SUPPLIES & MATERIALS	\$28,513	\$30,605	\$37,500	\$37,500	\$37,500	\$37,500
PERSONNEL SERVICES	\$85,907	\$94,172	\$92,139	\$101,905	\$101,905	\$101,905
TOTAL PROGRAM COSTS	\$201,320	\$149,286	\$258,437	\$250,203	\$250,203	\$250,203

Jury Commission Revenues



	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 Dept Requested	2022 BUDGET	Draft 2023 BUDGET
INTERGOVERNMENTAL	\$34,737	\$15,913	\$40,000	\$4,000	\$40,000	\$40,000
TOTAL PROGRAM REVENUE	\$34,737	\$15,913	\$40,000	\$4,000	\$40,000	\$40,000

County Clerk

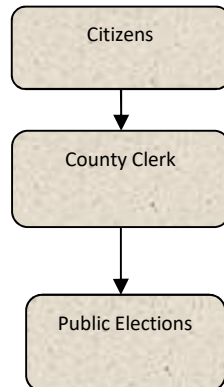
Strategic Outcomes

Indicator	2017 Actual	2018 Actual	2019 Target	2020 Target	2021 Target	2022 Target
Percent of respondents who say they feel very or somewhat safe from violent crime.			100%	100%	100%	100%

Other Key Indicators

Indicator	2018 Actual	2019 Actual	2020 Actual	2021 Target	2022 Target	2023 Target
Number of Cases per year	43	42	7	50	50	50
Summons mailed per year	12,500	12,500	7,100	12,400	12,500	12,500
Juror voice-mail calls returned per year	4,000	4,000	4,000	5,000	5,000	5,000
Total dollars paid out to jurors per year	90,941	80,201	17,256	100,000	100,000	100,000
Jury Coordinator & Admin. Asst. (shared w/Elections Dept.)	1.375	1.375	1.375	1.375	1.375	1.375
Number of Jurors Failed to Appear	787	671	100	1,200	1,200	1,200
Number of Jurors Postponed, Excused, or FTA letters mailed	4,785	4,256	3,828	5,500	5,500	5,500
Jurors Show Caused (Not appearing when Summoned)	224	284	0	0	215	215
Bench warrants issued	78	104	0	0	100	110

Public Elections



Activities

Coordinates and administers Federal, State, township, village and school elections conducted in Jackson County of Jackson

Responsibilities include but are not limited to: ordering proofing and distribution of ballots and election supplies; training and certifying election inspectors; clerk for the Board of County Canvassers; compiling election returns; contact for petition and recall drives; and maintaining the state mandated Qualified Voter File (QVF)

Act as a liaison between the State Bureau of Elections and Local Township, city, village and school election officials

Maintains voter registration, voter history, precinct lists and street index through the County for 12 townships, 12 school districts and 6 villages.

Monitors candidates for compliance with Campaign Finance Laws and eligibility to be placed on the ballot



Strategic Plan Impact

- ✓ Intergovernmental Cooperation

The public elections function is a necessary and state mandated function of county government. The county elections office provides for the democratic election of all elected offices within Jackson County, which include local governments, school districts, and other special districts.

Accomplishments

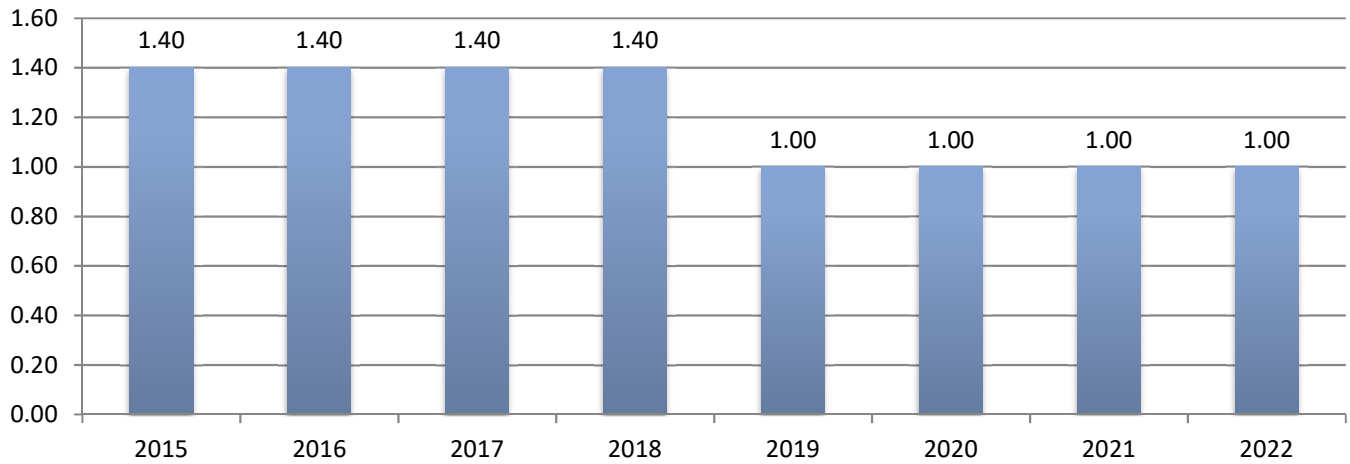
- ✓ Successfully administered four elections, three of which were during the pandemic.
- ✓ Held in-person training sessions for precinct inspectors in January and February 2020. Additional sessions were conducted via Zoom in July, September, and October 2020. 637 precinct inspectors were certified.
- ✓ Post-election process audits of randomly selected precincts occurred in March, August, and November. Each process audit included a hand-count of a race on the ballot. Each hand-count confirmed that the Dominion Voting Machines performed accurately. The audits also showed the successes and opportunities for our jurisdictions.
- ✓ With the passage of Proposal 18-3, the State is required to perform an audit of election results for one race after Federal elections, called a Risk Limiting Audit (RLA). For the RLA, randomly selected jurisdictions are required to pull a randomly selected ballot and those votes are reported to the Bureau of Elections (BOE). The BOE compiles the results and determines if the hand-count of ballots statistically matches the results published on election night. In March, we participated in a trial run of the RLA for the Presidential Primary race. In November, we participated in another RLA for the Presidential race. For both races, the BOE determined that the hand-count results matched the results reported on election night.

Budget Adjustments

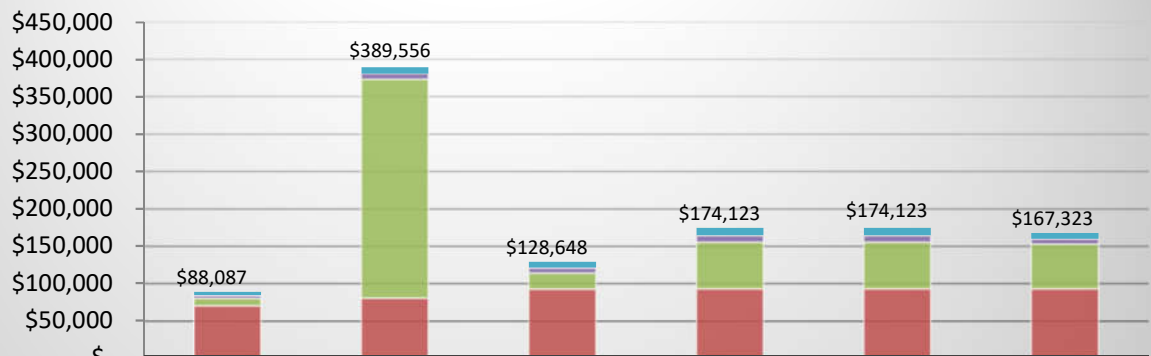
There were no significant budget adjustments.

County Clerk

Public Elections FTE History



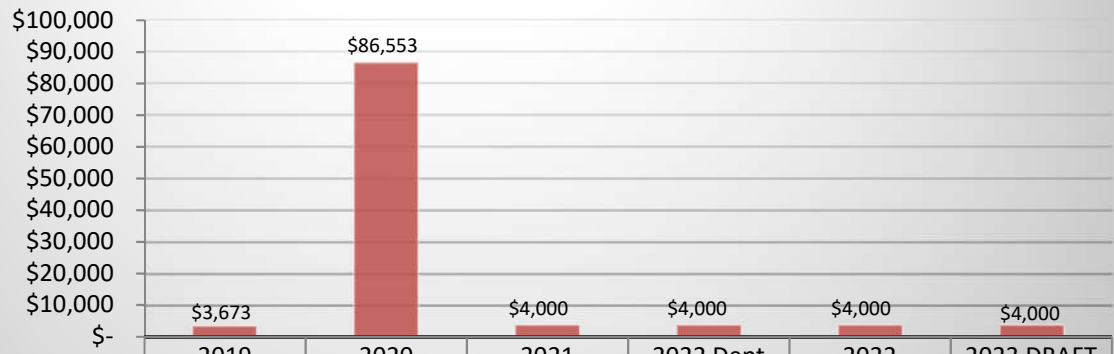
Public Elections Expenditures



	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 Dept Requested	2022 BUDGET	Draft 2023 BUDGET
OTHER EXPENSES	\$4,311	\$8,287	\$8,000	\$9,800	\$9,800	\$8,000
CONTRACT SERVICES	\$3,570	\$7,855	\$6,200	\$8,700	\$8,700	\$6,200
SUPPLIES & MATERIALS	\$9,958	\$292,519	\$21,700	\$62,200	\$62,200	\$59,700
PERSONNEL SERVICES	\$70,248	\$80,895	\$92,748	\$93,423	\$93,423	\$93,423
TOTAL PROGRAM COSTS	\$88,087	\$389,556	\$128,648	\$174,123	\$174,123	\$167,323

County Clerk

Public Elections Revenues



	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 Dept Requested	2022 BUDGET	2023 DRAFT BUDGET
■ CHARGES FOR SERVICES	\$3,673	\$86,553	\$4,000	\$4,000	\$4,000	\$4,000
TOTAL PROGRAM REVENUE	\$3,673	\$86,553	\$4,000	\$4,000	\$4,000	\$4,000

Strategic Outcomes

Indicator	2016 <u>Actual</u>	2017 <u>Actual</u>	2018 <u>Actual</u>	2019 <u>Actual</u>	2020 <u>Target</u>	2021 <u>Target</u>	2022 <u>Target</u>	2023 <u>Target</u>
Number of elections held per year	4	3	3	3	4	4	3	3

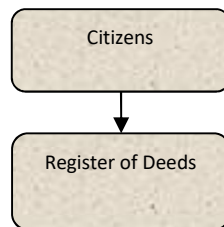
Other Key Indicators

Indicator	2016 <u>Actual</u>	2017 <u>Actual</u>	2018 <u>Actual</u>	2019 <u>Actual</u>	2020 <u>Actual</u>	2021 <u>Target</u>	2022 <u>Target</u>	2023 <u>Target</u>
Total number of elected office positions on the ballot(including nominations from primary elections)	1,003	5	872	5	1,114	5	872	5
Total number of candidates(filings) appearing on the ballot	446	14	333	11	634	11	333	11
Total number of ballot issues	19	12	28	12	20	20	25	20

County Clerk

Total number of voter registrations processed by the County Elections Department	5,503	3,753	3,747	3,769	3,529	3,750	3,750	3,750
Election Director	1	1	1	1	1	1	1	1
Assistant (part-time employee shared with Jury)	.375	.375	.375	.375	.375	.375	.375	.375
Voter registrations processed by the PT Assistant shared w/ Jury	5,503	3,753	3,747	3,769	5,500	3,750	3,750	3,750
*Voter registrations processed by Election Coordinator due to COVID-19 Layoff of PT Assistant or other absence of PT Assistant	0	0	0	0	694	300	0	0

Register of Deeds



Activities

The register of deeds office is responsible for recording all documents pertaining to real estate in the county. These recordings become permanent record of the history of ownership of all real state in the county. Recordings include deeds, mortgages, discharges, assignments, death certificates, court orders, tax liens, releases, affidavits, land contract and other miscellaneous documents.

Responsible for collecting state and county transfer tax.

Plats, condominiums, corners and surveys are recorded

Service includes searches of state and federal tax liens and providing copies and certified copies of documents (for a fee).

Help customers search records by either name or legal description



Strategic Plan Impact

✓ **Mandated Service**

The registering of deeds and maintenance of land records is a mandated function of county government.

✓ **Economic Development**

The maintenance and transfer of property records supports the economic development vision to promote a diverse and vibrant economy.

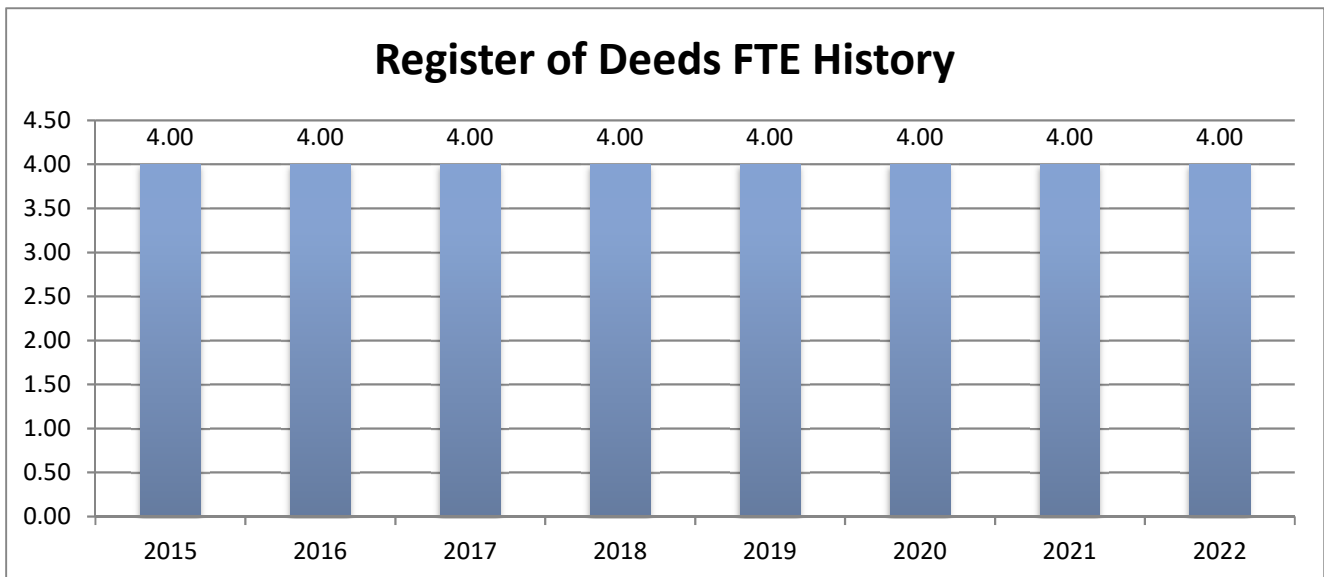
Accomplishments

✓ eRecordings have continually increased since we began accepting in August 2014. Total of recordings submitted through the eRecording process are currently at 53%.

✓ With Automation funds we have started to scan drain maps. Since the pandemic began, we haven't been able to do any scanning, but hope to start again soon. Once they are uploaded to our system, the public will have access to them online. This will preserve the maps and be a means of disaster recovery.

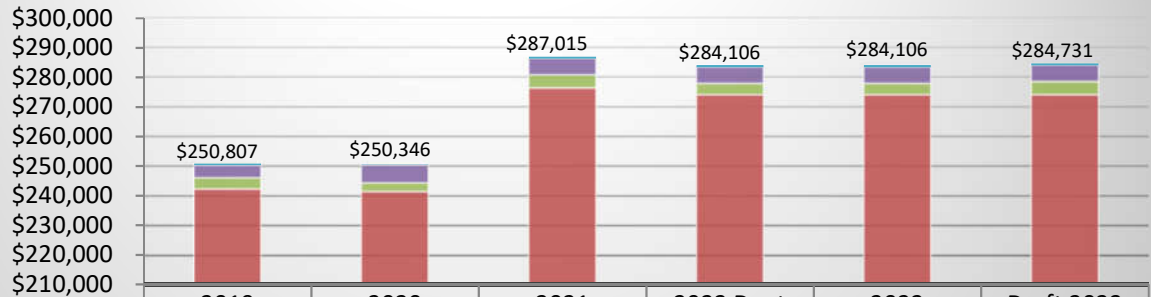
Budget Adjustments

There are no significant budget adjustments



County Clerk

Register of Deeds Expenditures



	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 Dept Requested	2022 BUDGET	Draft 2023 BUDGET
OTHER EXPENSES	\$519	\$8	\$710	\$710	\$710	\$710
CONTRACT SERVICES	\$4,094	\$5,873	\$5,475	\$5,500	\$5,500	\$5,475
SUPPLIES & MATERIALS	\$3,809	\$3,013	\$4,450	\$3,800	\$3,800	\$4,450
PERSONNEL SERVICES	\$242,385	\$241,452	\$276,380	\$274,096	\$274,096	\$274,096
TOTAL PROGRAM COSTS	\$250,807	\$250,346	\$287,015	\$284,106	\$284,106	\$284,731

Register of Deeds Revenues



	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 Dept Requested	2022 BUDGET	Draft 2023 BUDGET
OTHER	\$1,273	\$1,066	\$1,225	\$1,225	\$1,225	\$1,225
CHARGES/FEES	\$786,124	\$849,673	\$841,000	\$863,000	\$863,000	\$841,000
TAXES	\$674,839	\$650,864	\$650,000	\$650,000	\$650,000	\$650,000
TOTAL PROGRAM REVENUE	\$1,462,236	\$1,501,603	\$1,492,225	\$1,514,225	\$1,514,225	\$1,492,225

County Clerk

Strategic Outcomes

	2018	2019	2020	2021	2022	2023
<u>Indicator</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Target</u>	<u>Target</u>	<u>Target</u>
Total number of documents recorded	26,808	27,137	29,530	30,000	30,000	30,000
Total number of documents rejected	726	890	1,200	1,000	1,000	1,000

Other Key Indicators

	2018	2019	2020	2021	2022	2023
<u>Indicator</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Target</u>	<u>Target</u>	<u>Target</u>
Total number of documents received-recorded and rejected	27,534	28,027	30,730	40,000	40,000	40,000
Total number of documents verified	26,808	27,137	29,530	30,000	30,000	30,000
Per Employee- recording and rejecting documents	9,178	9,342	10,243	13,333	13,333	13,333
Per Employee -verifying documents	26,808	27,137	29,530	30,000	30,000	30,000
Recording	Same Day	Same Day	Same Day	Same Day	Same Day	Same Day



This page intentionally left blank.