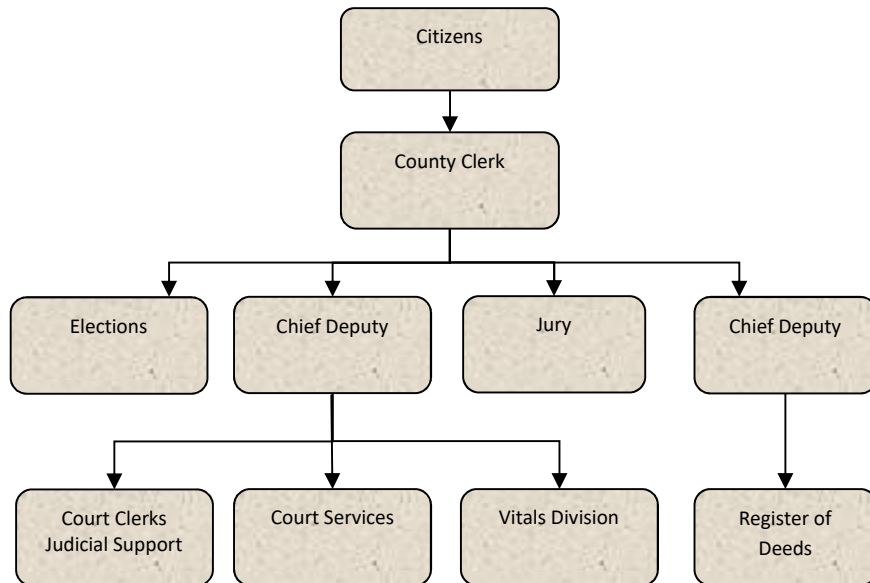


County Clerk



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

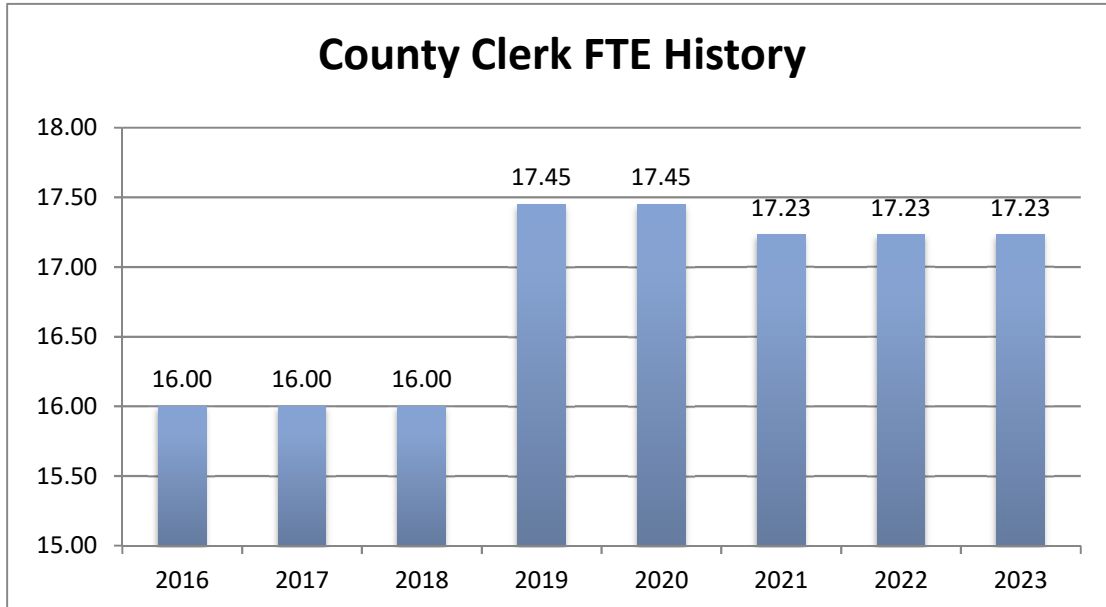
- ✓ Safe Community
The Clerk's Office supports the court system in creating a safe community.
- ✓ Economic Development
The Clerk's Office tends to be the initial point of contact for citizens opening a new business; whether it is to file a DBA, or to get direction on what agencies to contact relating 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

- ✓ Provided de-escalation training to staff to better serve the public.

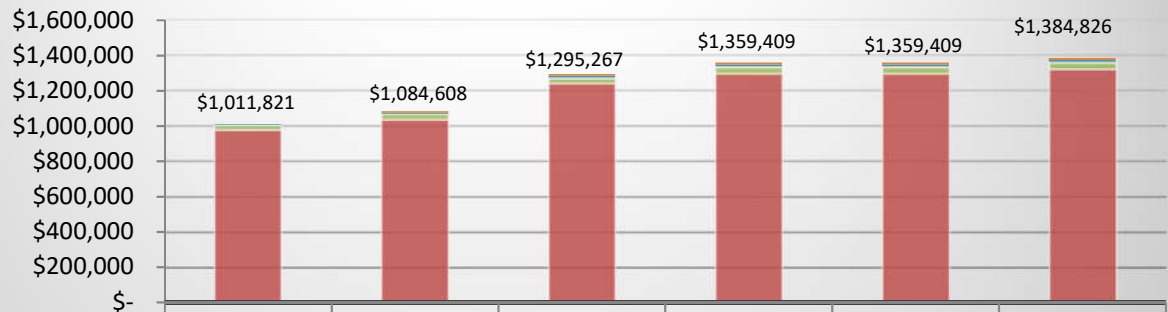
Budget Adjustments

There were no significant budget adjustments.



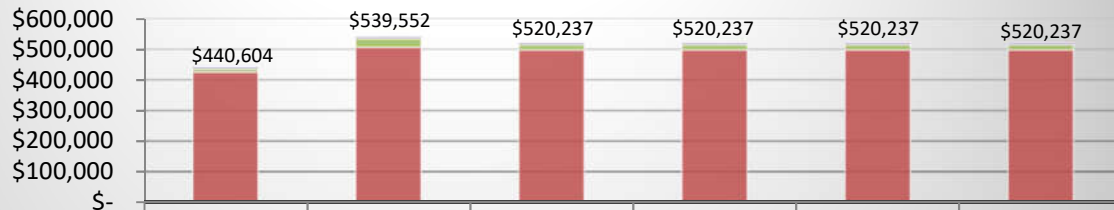
County Clerk

County Clerk Expenditures



	2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	2023 DEPT REQUESTED	2023 BUDGET	Draft 2024 BUDGET
CAPITAL OUTLAY	\$-	\$9,025	\$10,000	\$10,000	\$10,000	\$10,000
OTHER EXPENSES	\$4,826	\$6,251	\$8,436	\$9,305	\$9,305	\$9,305
CONTRACT SERVICES	\$3,151	\$1,804	\$9,000	\$9,000	\$9,000	\$9,000
SUPPLIES & MATERIALS	\$27,257	\$33,037	\$27,950	\$36,950	\$36,950	\$36,950
PERSONNEL SERVICES	\$976,587	\$1,034,491	\$1,239,881	\$1,294,154	\$1,294,154	\$1,319,571
TOTAL PROGRAM COSTS	\$1,011,821	\$1,084,608	\$1,295,267	\$1,359,409	\$1,359,409	\$1,384,826

County Clerk Revenues



	2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	2023 DEPT REQUESTED	2023 BUDGET	DRAFT 2024 BUDGET
LICENSES & PERMITS	\$4,325	\$5,235	\$5,375	\$5,375	\$5,375	\$5,375
OTHER	\$10,985	\$27,943	\$16,600	\$16,600	\$16,600	\$16,600
CHARGES/FEES	\$425,294	\$506,374	\$498,262	\$498,262	\$498,262	\$498,262
TOTAL PROGRAM REVENUE	\$440,604	\$539,552	\$520,237	\$520,237	\$520,237	\$520,237

County Clerk

Other Key Indicators

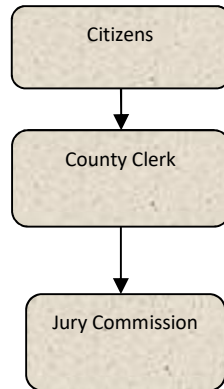
Indicator	2018 <u>Actual</u>	2019 <u>Actual</u>	2020 <u>Actual</u>	2021 <u>Actual</u>	2022 <u>Target</u>	2023 <u>Target</u>	2024 <u>Target</u>
Circuit Court/Juvenile Cases Initiated *	4274	4344	3468	3755	4500	4500	4500
Circuit Court/Juvenile Cases Disposed *	4028	4161	3458	3713	4300	4300	4300
Vitals/Public Services Registrations/ Applications Processed	7538	7371	8809	8209	7700	7700	7700
Number of Court Service Clerks Processing Cases	4.75	4.75	5.75	6.75	6.75	6.75	6.75
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	900	755	603	556	667	667	667
Number of cases handled per court clerk	806	832	692	743	860	860	860
Number of registrations/applications handled per clerk	2741	2680	3203	2985	2800	2800	2800

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



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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

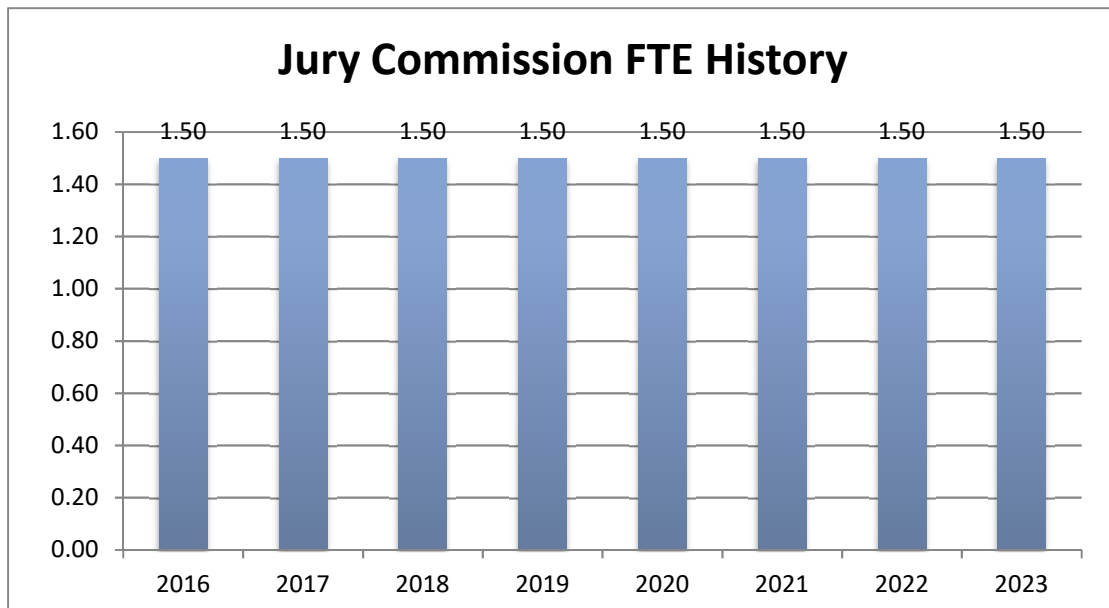
The Jury Commission contributes to the safe community strategy by ensuring the constitutional right to trial by jury.

Accomplishments

- ✓ Secured a lease with the Commonwealth Commerce Center for jury assembly that allowed for proper social distancing of jurors.

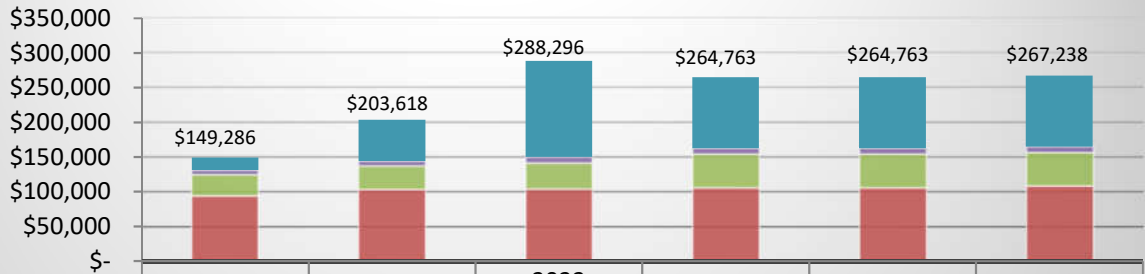
Budget Adjustments

- ✓ There were no significant budget adjustments.



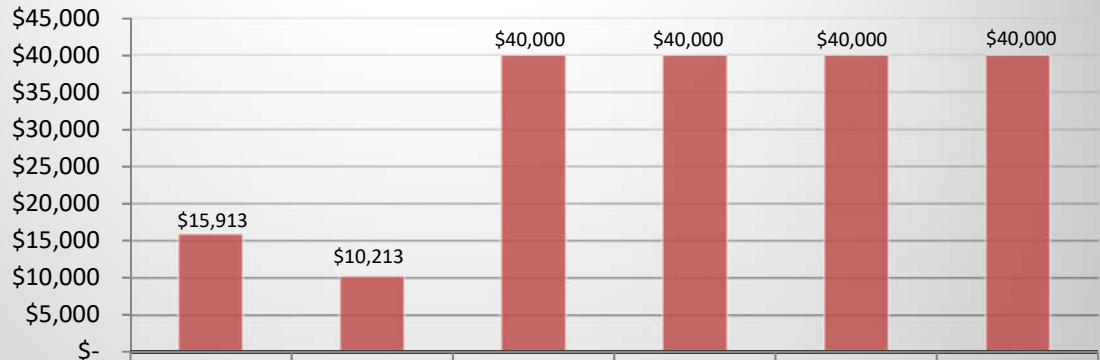
County Clerk

Jury Commission Expenditures



	2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	2023 DEPT REQUESTED	2023 BUDGET	Draft 2024 Budget
CAPITAL OUTLAY		\$-	\$-	\$-	\$-	\$-
OTHER EXPENSES	\$18,336	\$59,388	\$138,225	\$102,225	\$102,225	\$102,225
CONTRACT SERVICES	\$6,173	\$7,081	\$8,573	\$8,573	\$8,573	\$8,573
SUPPLIES & MATERIALS	\$30,605	\$33,633	\$37,500	\$48,000	\$48,000	\$48,000
PERSONNEL SERVICES	\$94,172	\$103,516	\$103,998	\$105,965	\$105,965	\$108,440
TOTAL PROGRAM COSTS	\$149,286	\$203,618	\$288,296	\$264,763	\$264,763	\$267,238

Jury Commission Revenues



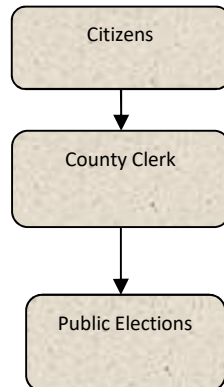
	2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	2023 DEPT REQUEST	2023 BUDGET	Draft 2024 BUDGET
INTERGOVERNMENTAL	\$15,913	\$10,213	\$40,000	\$40,000	\$40,000	\$40,000
TOTAL PROGRAM REVENUE	\$15,913	\$10,213	\$40,000	\$40,000	\$40,000	\$40,000

County Clerk

Other Key Indicators

Indicator	2019 <u>Actual</u>	2020 <u>Actual</u>	2021 <u>Actual</u>	2022 <u>Target</u>	2023 <u>Target</u>	2024 <u>Target</u>
Number of Cases per year	42	6	22	46	60	60
Summons mailed per year	12,500	15,000	13,200	20,000	20,000	20,000
Juror voice-mail calls returned per year	4,000	6,000	6,000	6,000	6,000	6,000
Total dollars paid out to jurors per year	80,201	17,526	44,442	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	671	89	606	918	800	800
Number of Jurors Postponed, Excused, or FTA letters mailed	4,256	3,115	3,699	5,000	5,000	5,000
Jurors Show Caused (Not appearing when Summoned)	284	0	0	500	300	300
Bench warrants issued	104	0	0	100	90	90

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

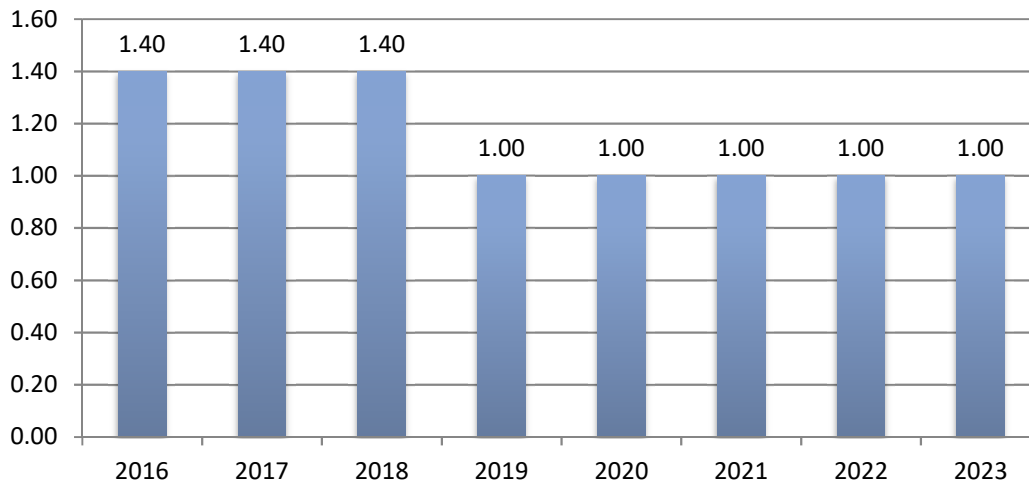
- ✓ Successfully administered three elections.
- ✓ Held in-person training sessions for precinct inspectors in April, June, and October. 54 precinct inspectors were certified.
- ✓ Post-election process audits of randomly selected precincts occurred in May and November. Each process audit included a hand-count 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.
- ✓ Continually expanding local Clerk and Precinct Inspector training programs.
- ✓ The Secretary of State implemented the CARS system, which allows voter registrations processed by an SOS branch to be transmitted to local clerks electronically, reducing the number of voter registrations processed by the Elections Division. This has reduced paper and mailing costs significantly.

Budget Adjustments

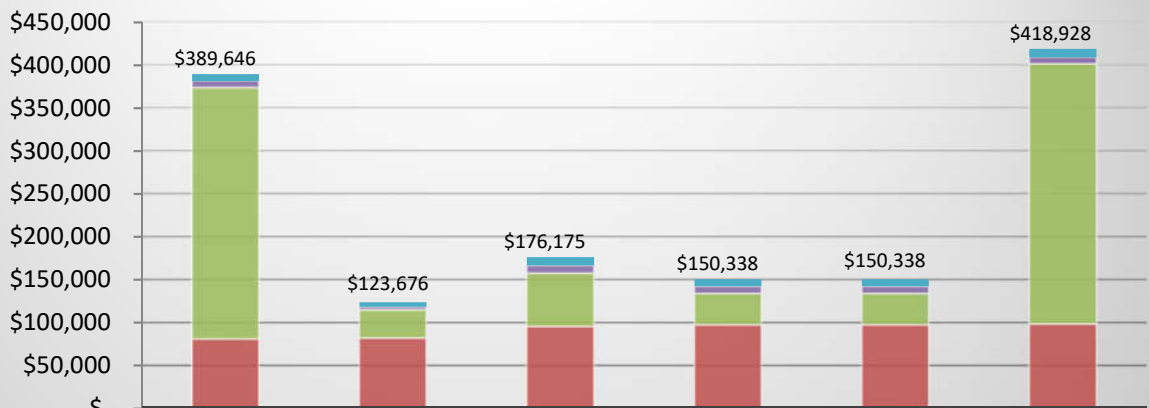
There were no significant budget adjustments.

County Clerk

Public Elections FTE History



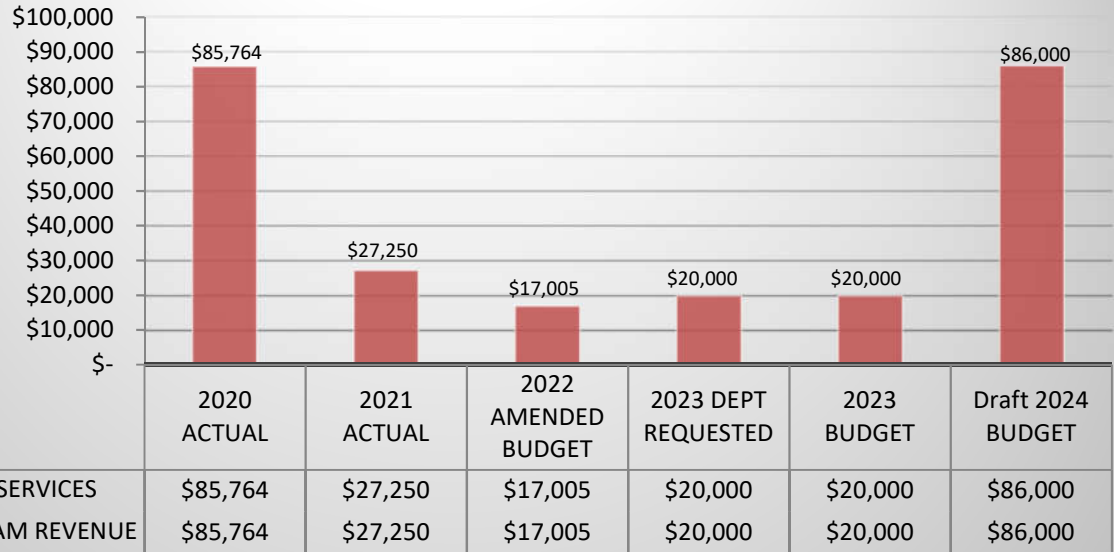
Public Elections Expenditures



	2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	2023 DEPT REQUESTED BUDGET	2023 BUDGET	Draft 2024 BUDGET
OTHER EXPENSES	\$8,287	\$5,190	\$9,800	\$8,000	\$8,000	\$9,800
CONTRACT SERVICES	\$7,855	\$3,606	\$8,700	\$8,200	\$8,200	\$8,200
SUPPLIES & MATERIALS	\$292,519	\$32,777	\$62,200	\$36,700	\$36,700	\$302,200
PERSONNEL SERVICES	\$80,985	\$82,103	\$95,475	\$97,438	\$97,438	\$98,728
TOTAL PROGRAM COSTS	\$389,646	\$123,676	\$176,175	\$150,338	\$150,338	\$418,928

County Clerk

Public Elections Revenues



Strategic Outcomes

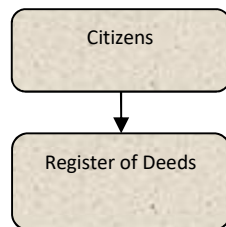
Indicator	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Target	2023 Target	2024 Target
Number of elections held per year	3	3	3	4	3	3	3	4

County Clerk

Other Key Indicators								
Indicator	2017 <u>Actual</u>	2018 <u>Actual</u>	2019 <u>Actual</u>	2020 <u>Actual</u>	2021 <u>Actual</u>	2022 <u>Target</u>	2023 <u>Target</u>	2024 <u>Target</u>
Total number of elected office positions on the ballot(including nominations from primary elections)	5	872	5	1,114	5	872	5	1,114
Total number of candidates(filings) appearing on the ballot	14	333	11	634	9	333	11	634
Total number of ballot issues	12	28	12	20	14	25	20	25
*Total number of voter registrations processed by the County Elections Department	5,503	3,753	3,747	3,769	974	500	500	500
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	500	500	500
*Voter registrations processed by Election Coordinator due to COVID-19 Layoff of PT Assistant or other absence of PT Assistant	0	0	0	0	13	0	0	0

*Note: this number has gone down significantly due to the SOS branches transmitting registration information directly to local clerks and due to automatic voter registration at SOS branches. 500 is a high estimation.

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.

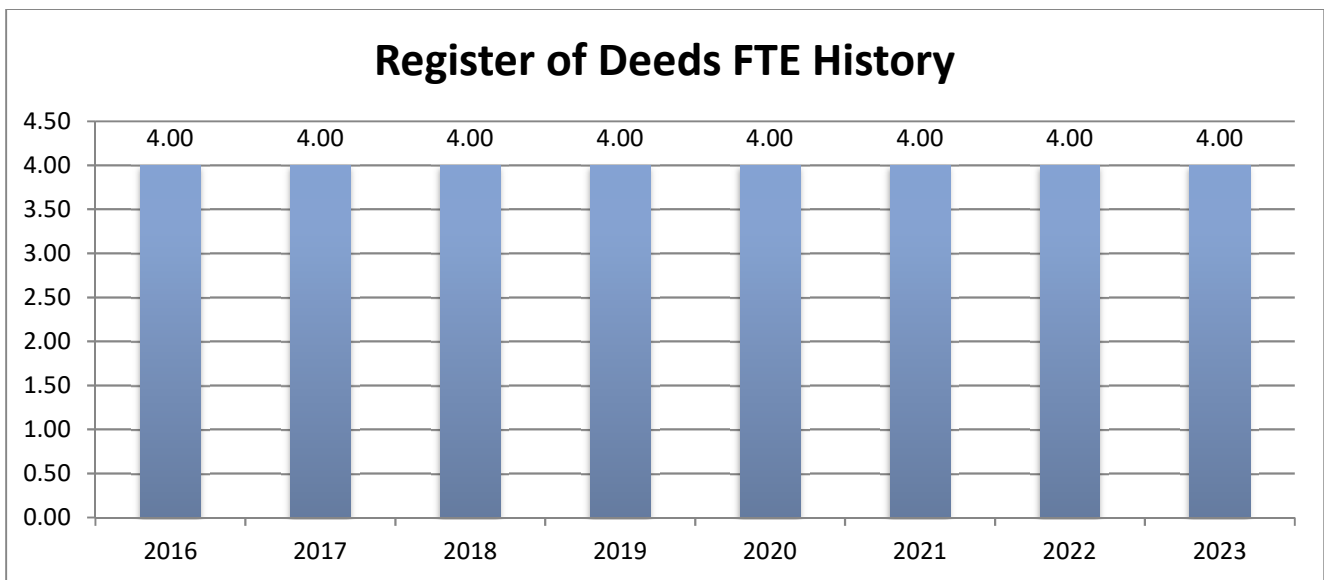
Accomplishments

✓ Tract book scanning project is now completed. At the present, a customer can do a search by legal description back to 1965. Our goal is to upload the images from our tract index to our software system allowing them to search by legal description back to the 1800s. This will also help preserve the historical books and be a means of disaster recovery

✓ Drain maps are being scanned using Automation funds. When the scanning is complete, the images will be uploaded to our system for online access. This will preserve the maps and be a means of disaster recovery.

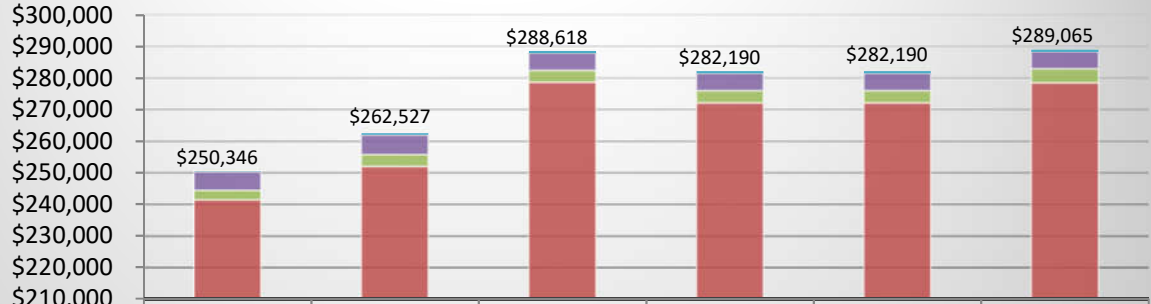
Budget Adjustments

There are no significant budget adjustments



County Clerk

Register of Deeds Expenditures



	2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	2023 DEPT REQUESTED	2023 BUDGET	Draft 2024 BUDGET
OTHER EXPENSES	\$8	\$519	\$710	\$710	\$710	\$710
CONTRACT SERVICES	\$5,873	\$6,237	\$5,500	\$5,500	\$5,500	\$5,475
SUPPLIES & MATERIALS	\$3,013	\$3,791	\$3,800	\$3,800	\$3,800	\$4,450
PERSONNEL SERVICES	\$241,452	\$251,980	\$278,608	\$272,180	\$272,180	\$278,430
TOTAL PROGRAM COSTS	\$250,346	\$262,527	\$288,618	\$282,190	\$282,190	\$289,065

Register of Deeds Revenues



	2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDGET	2023 DEPT REQUESTED	2023 BUDGET	Draft 2024 BUDGET
OTHER	\$1,066	\$1,745	\$1,225	\$1,225	\$1,225	\$1,225
CHARGES/FEES	\$849,673	\$968,049	\$863,000	\$863,000	\$863,000	\$863,000
TAXES	\$650,864	\$878,365	\$650,000	\$650,000	\$650,000	\$650,000
TOTAL PROGRAM REVENUE	\$1,501,603	\$1,848,159	\$1,514,225	\$1,514,225	\$1,514,225	\$1,514,225

County Clerk

Strategic Outcomes

<u>Indicator</u>	2019 <u>Actual</u>	2020 <u>Actual</u>	2021 <u>Actual</u>	2022 <u>Target</u>	2023 <u>Target</u>	2024 <u>Target</u>
Total number of documents recorded	27,137	29,524	33,974	33,974	33,974	33,974
Total number of documents rejected	890	1,349	1,880	1,880	1,880	1,880

Other Key Indicators

<u>Indicator</u>	2019 <u>Actual</u>	2020 <u>Actual</u>	2021 <u>Actual</u>	2022 <u>Target</u>	2023 <u>Target</u>	2024 <u>Target</u>
Total number of documents received- recorded and rejected	28,027	30,873	35,854	35,854	35,854	35,854
Total number of documents verified	27,137	29,524	33,974	33,974	33,974	33,974
Per Employee- recording and rejecting documents	9,342	10,291	11,324	11,324	11,324	11,324
Per Employee -verifying documents	27,137	29,524	33,974	33,974	33,974	33,974
Recording	Same Day	Same Day	Same Day	Same Day	Same Day	Same Day



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