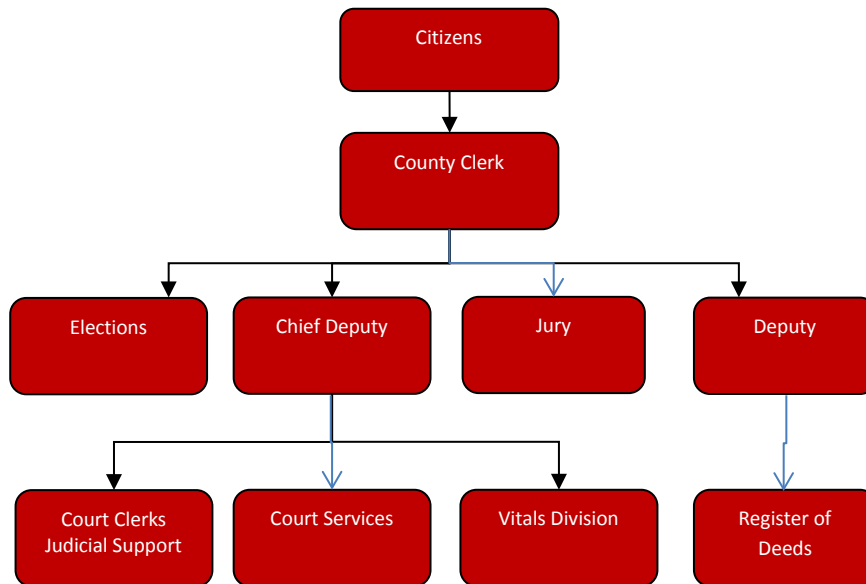


County Clerk/Register of Deeds



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 General](#)

[Jury Commission](#)

[Public Elections](#)

[Register of Deeds](#)

County Clerk - General

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.

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.

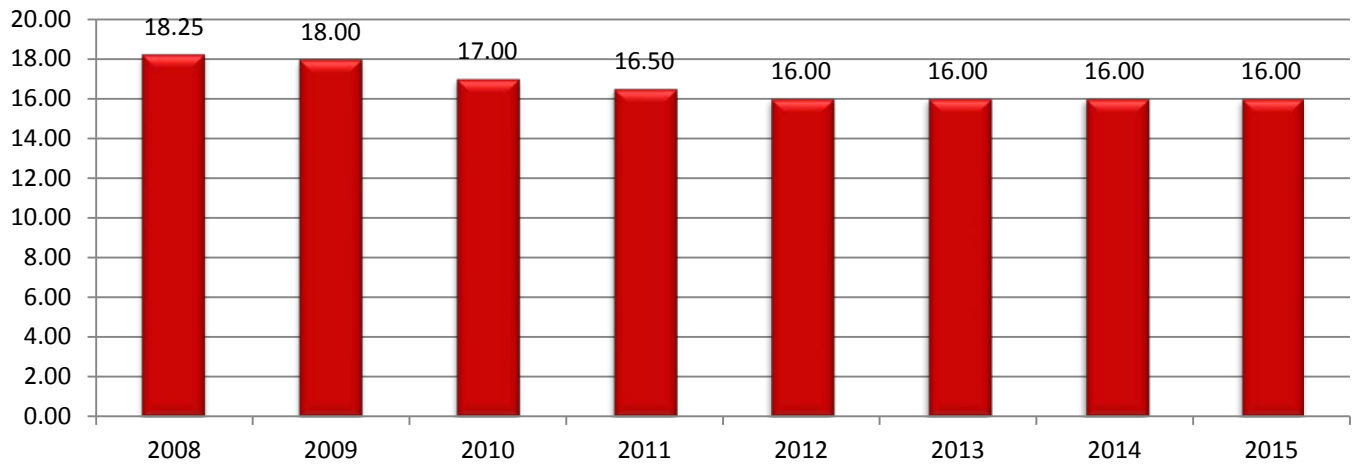
Accomplishments

- ✓ Began mailing approved CPLs
- ✓ Began issuing photo ID cards to Veterans.

Budget Adjustments

There were no significant budget adjustments made in 2015.

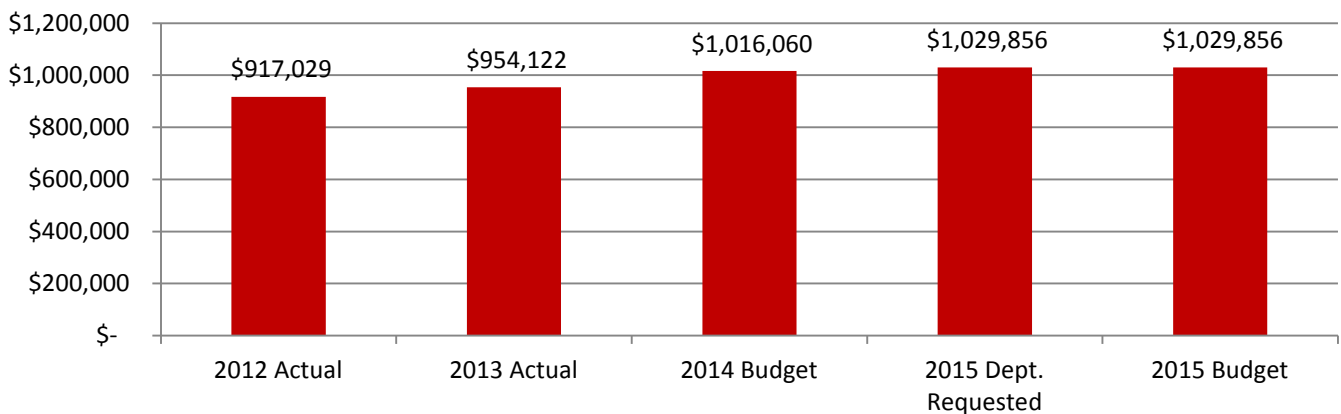
County Clerk FTE History



Expenditure History

	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	2015 DEPT <u>REQUESTED</u>	2015 <u>BUDGET</u>
PERSONNEL SERVICES	867,215	905,395	964,366	983,650	983,650
SUPPLIES & MATERIALS	29,229	31,461	28,950	28,950	28,950
CONTRACT SERVICES	11,711	9,077	14,488	9,000	9,000
OTHER EXPENSES	8,874	8,189	8,256	8,256	8,256
TOTAL PROGRAM COST	\$917,029	\$954,122	\$1,016,060	\$1,029,856	\$1,029,856

COUNTY CLERK

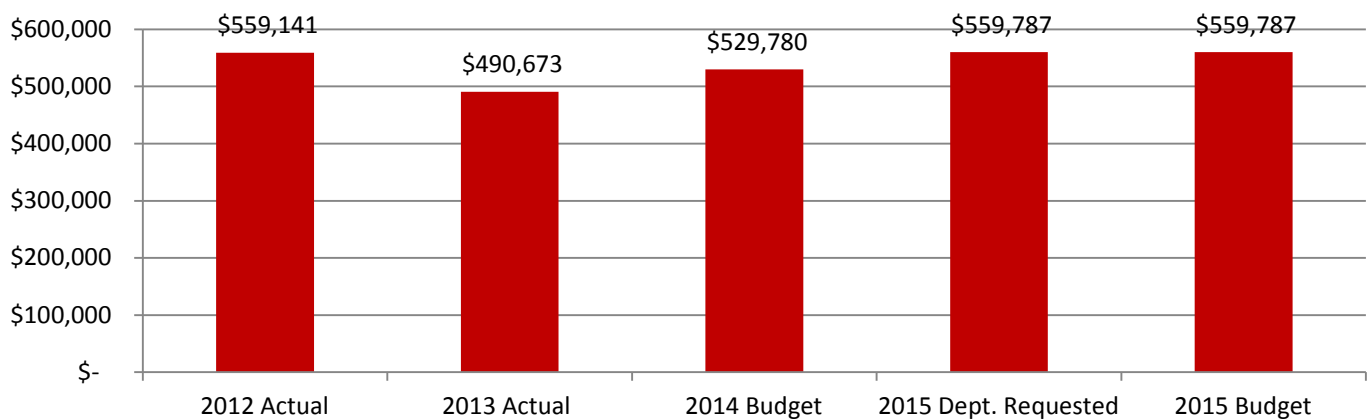


County Clerk/Register of Deeds

Revenue History

	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	2015 DEPT <u>REQUESTED</u>	2015 <u>BUDGET</u>
CHARGES/FEES	384,426	380,202	445,238	464,862	464,862
LICENSES/PERMITS	40,033	65,248	40,275	49,925	49,925
OTHER	134,682	45,223	44,267	45,000	45,000
TOTAL PROGRAM COST	\$559,141	\$490,673	\$529,780	\$559,787	\$559,787

COUNTY CLERK



Strategic Outcomes

<u>Indicator</u>	2010 <u>Actual</u>	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Actual</u>	2014 <u>Target</u>	2015 <u>Target</u>
Percent of respondents who say they feel very or somewhat safe from violent crime.	*	51%	*	49%		

Other Key Indicators

Indicator	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Target	2015 Target
Circuit Court/Juvenile Cases Initiated	4,902	4645	5417	6767	6767	6767
Circuit Court/Juvenile Cases Disposed	5,315	4936	5213	5500	5500	5500
Vitals/Public Services Registrations/ Applications Processed	7,363	6666	6583	7597	7597	7597
Number of Court Service Clerks Processing Cases	6.75	4.75	4.75	4.75	4.75	4.75
Number of Court Clerks Handling Cases for Judges	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
Number of cases handled per clerk	700	978	1140	1425	1425	1425
Number of cases handled per court clerk	1,063	987	1043	1100	1100	1100
Number of registrations/applications handled per clerk	2,945	2424	2394	2763	2764	2764



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Jury Commission

Activities

Maintain and coordinate jury information from the Michigan Department of State with 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 in to serve their jury duty. Prepare, print and mail all juror correspondence, including qualification questionnaires, summonses, postponements and excuse letters, failure to appear letters, show cause orders and bench warrants. Return all juror voice mails and emails. Make the nightly recording for juror's calling in for service every week.

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 as directed by their decision 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.

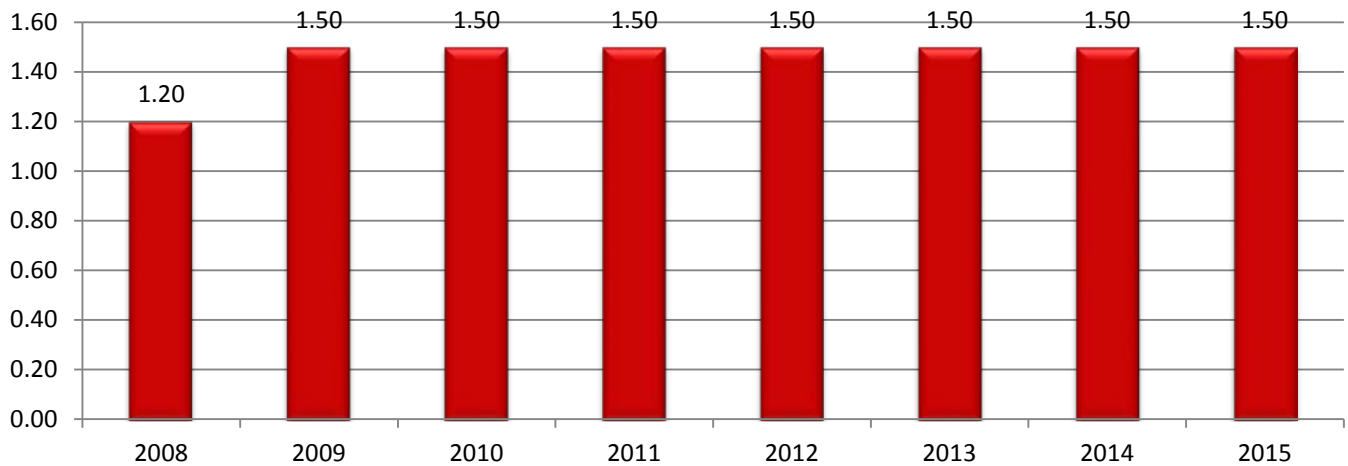
Accomplishments

- ✓ Provided cards for jurors to comment on their experience.
- ✓ Completed minor remodel of Juror Assembly Room using all recycled furniture. Allows for better traffic flow and provided more room for jurors.
- ✓ Added QR code to juror pamphlet.
- ✓ 2013- approval of new software to be implemented this year
- ✓ 2013- show cause Juror's that did not complete and return their Juror questionnaire.

Budget Adjustments

- ✓ There are no significant budget adjustments to the Jury Commission program.
- ✓ 2014- Increasing the Service Contract to cover the maintenance for new software.

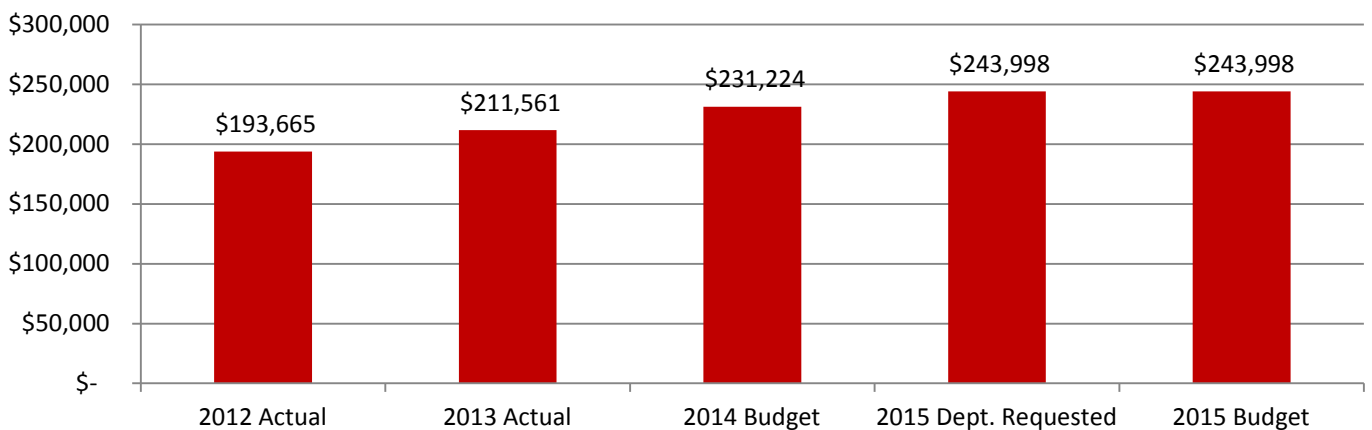
Jury Commission FTE History



Expenditure History

	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	2015 DEPT <u>REQUESTED</u>	2015 <u>BUDGET</u>
PERSONNEL SERVICES	78,857	81,061	91,099	100,000	100,000
SUPPLIES & MATERIALS	32,784	35,138	33,200	33,200	33,200
CONTRACT SERVICES	4,633	4,633	4,700	8,573	8,573
OTHER EXPENSES	77,391	90,729	102,225	102,225	102,225
TOTAL PROGRAM COST	\$193,665	211,561	\$231,224	243,998	243,998

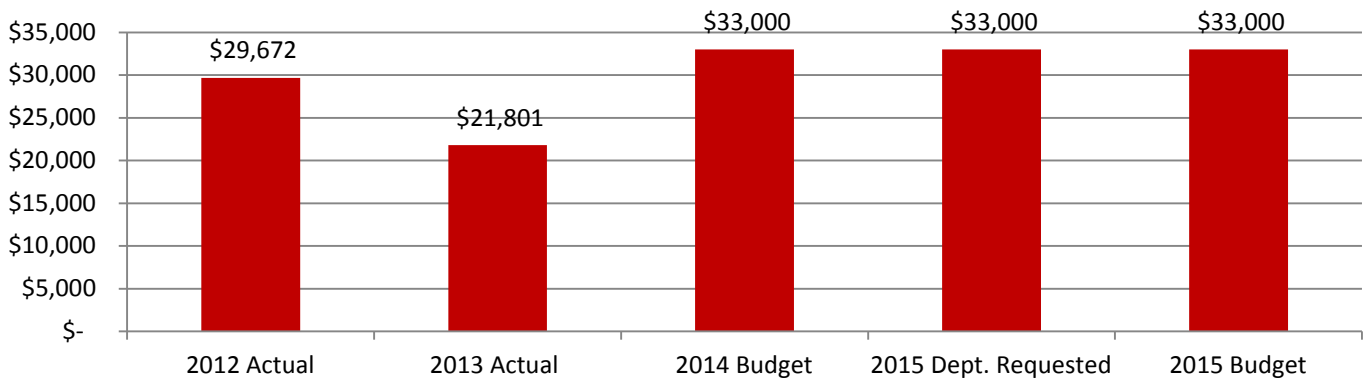
JURY COMMISSION



Revenue History

	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	2015 DEPT <u>REQUESTED</u>	2015 <u>BUDGET</u>
INTERGOVERNMENTAL	29,672	21,332	33,000	33,000	33,000
TOTAL PROGRAM COST	\$29,672	\$21,332	\$33,000	\$33,000	\$33,000

JURY COMMISSION



Strategic Outcomes

<u>Indicator</u>	2010 <u>Actual</u>	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Actual</u>	2014 <u>Target</u>	2015 <u>Target</u>
Percent of respondents who say they feel very or somewhat safe from violent crime.	*	75%	*	49%		

Other Key Indicators

Indicator	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Target	2015 Target
Number of Cases per year	74	79	52	42	100	100
Summons mailed per year	7,500	7,500	7,500	7650	7,500	7500
Questionnaires mailed per year	17,000	17,000	18,000	18,000	18,000	18,000
Juror voice-mail calls returned per year	2,392	4,000	3,000	3,000	3,000	3,000
Total dollars paid out to jurors per year	\$97,932	105,600	77,025	70,722	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 Summoned per year	7,500	7,500	7,500	7,650	7,500	7,500
Number of Jurors: Postponed/Excused/FTA letters mailed	3,497	2,375	3,500	3,000	3,000	3,500
Jurors Show Caused (Not appearing when Summoned)	105	87	90	112	100	125
Juror Show Caused (not completing and returning Juror questionnaire)	n/a	n/a	n/a	100	300	300

Public Elections

Activities

The Public Elections Office coordinates and administers Federal, state, township, village, and school elections conducted in Jackson County.

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)

Additionally, the Public Elections Office acts 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; and 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.

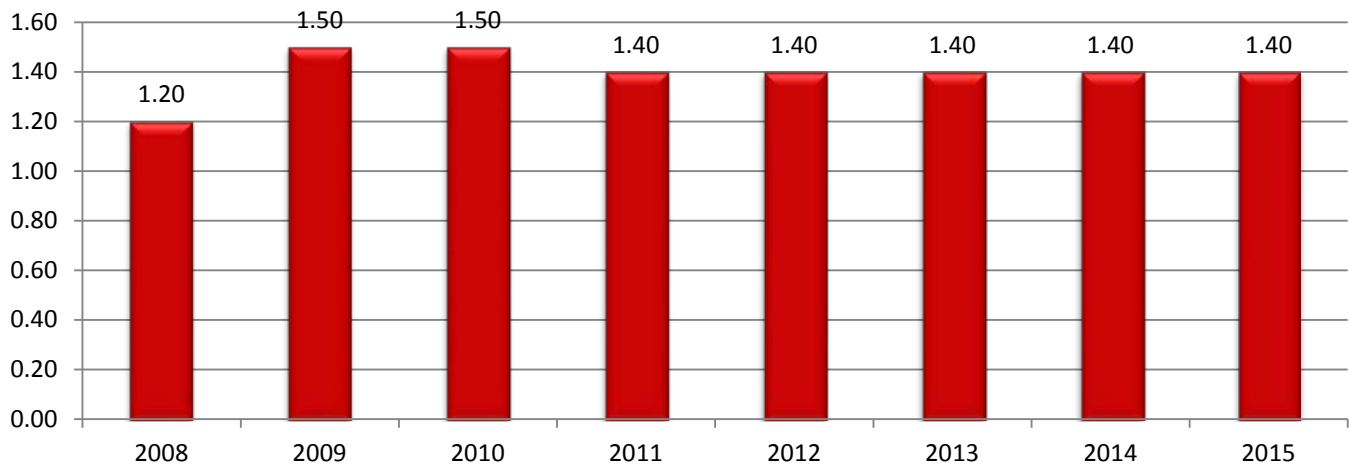
Accomplishments

- ✓ Added QR codes to required Election notices in the Citizen Patriot.

Budget Adjustments

Fewer elections are anticipated for 2015, which accounts for the variation in expenses from 2014 to 2015.

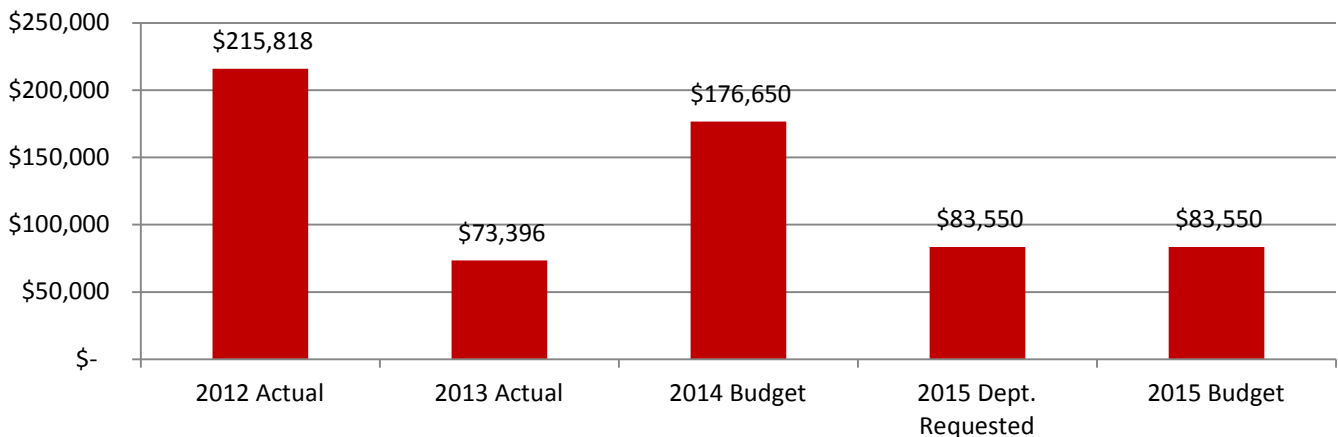
Public Elections FTE History



Expenditure History

	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	2015 DEPT <u>REQUESTED</u>	2015 <u>BUDGET</u>
PERSONNEL SERVICES	62,758	64,628	68,578	54,950	54,950
SUPPLIES & MATERIALS	129,776	994	86,200	20,000	20,000
CONTRACT SERVICES	9,900	3,730	11,497	4,000	4,000
OTHER EXPENSES	13,384	4,044	10,375	4,600	4,600
TOTAL PROGRAM COST	\$ 215,818	\$ 73,396	\$ 176,650	\$ 83,550	\$ 83,550

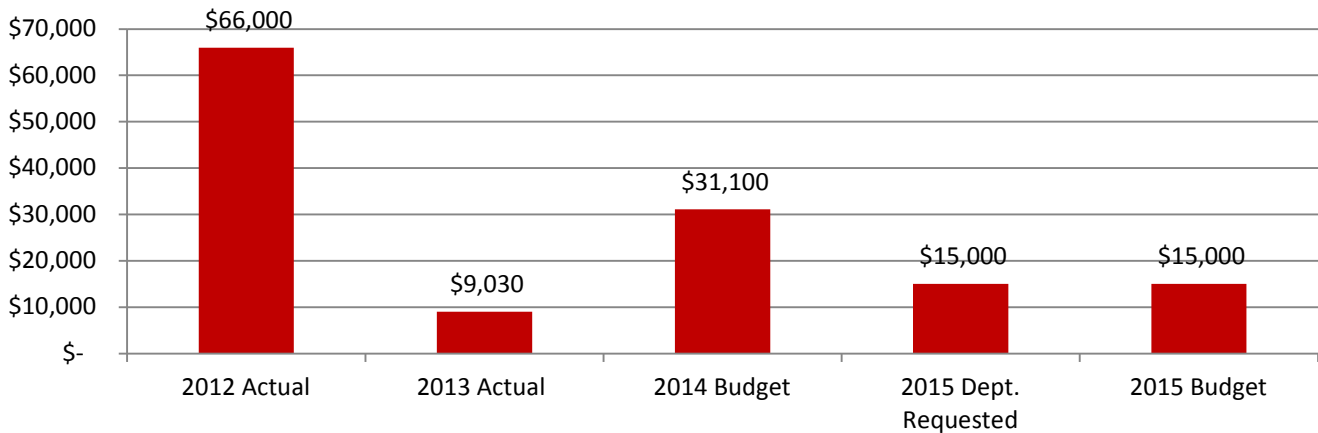
PUBLIC ELECTIONS



Revenue History

	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	2015 DEPT <u>REQUESTED</u>	2015 <u>BUDGET</u>
CHARGES/FEES	66,000	9,030	31,100	15,000	15,000
TOTAL PROGRAM COST	\$66,000	\$9,030	\$31,100	\$15,000	\$15,000

PUBLIC ELECTIONS



Strategic Outcomes

<u>Indicator</u>	2010 <u>Actual</u>	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Actual</u>	2014 <u>Target</u>	2015 <u>Target</u>
Number of elections held per year	4	4	5	3	4	4

County Clerk/Register of Deeds

Other Key Indicators

<u>Indicator</u>	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Target</u>	<u>2015 Target</u>
Total number of elected office positions on the ballot(including nominations from primary elections)	419	44	1046	5	420	5
Total number of candidates(filings) appearing on the ballot	602	73	671	12	600	15
Total number of ballot issues	25	20	26	8	25	10
Total number of voter registrations processed by the County Elections Department	8093	7570	8633	6676	8500	7000
Election Director	1	1	1	1	1	1
Assistant (part-time employee shared with Jury)	.375	.375	.375	.375	.375	.375
Voter registrations processed by the PT Assistant shared w/ Jury	8093	7570	8633	6676	8500	7000

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 estate in the county. Recordings include deeds, mortgages, discharges, assignments, death certificates, court orders, tax liens, releases, leases, affidavits, land contract and other miscellaneous documents. We also are responsible for collecting state and county transfer tax. Additionally, 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). We also help customers search our 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**

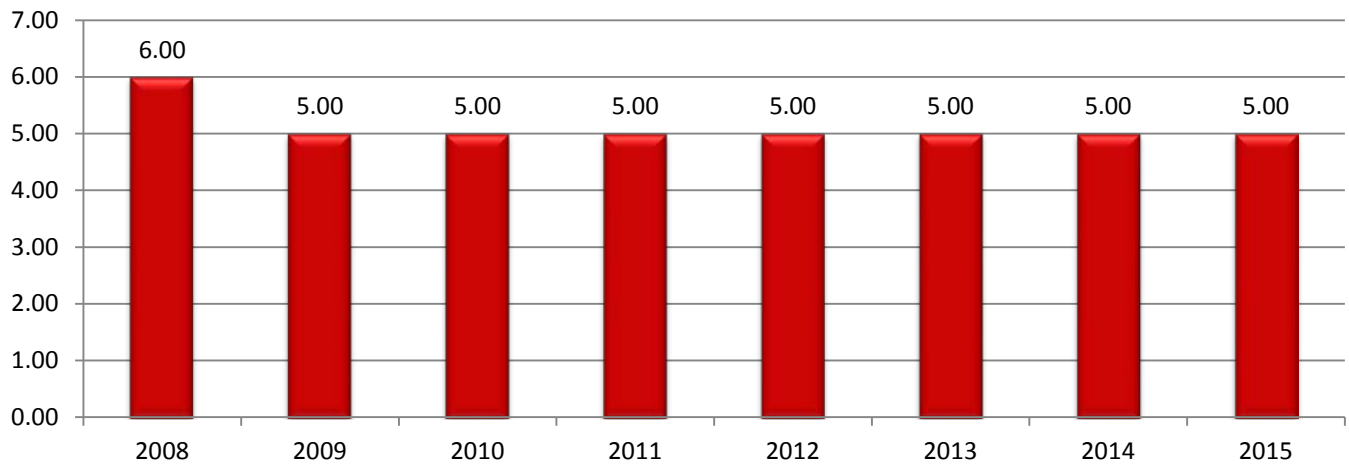
The maintenance and transfer of property records supports the economic development vision to promote a diverse and vibrant economy.

Accomplishments

- ✓ All three departments on the 2nd floor, along with IT, worked together on the setup and installation of a Kiosk module to direct customers to correct departments on the 2nd floor. With this we have a Q-Flow System which allows us to keep track of the number of customers and services we have provided for future benchmarking.
- ✓ A computerized Grantor/Grantee search from 1964 back to 1800's. Scanned and uploaded over 88,000 historical images with the ability to print these images online using a credit card. This will help preserve historical books and be a means of disaster recovery.
- ✓ E-recording of the Treasurer's foreclosure documents. Our goal is to begin accepting E-recordings from outside sources such as Banking Institutions, Attorneys, and Title Companies.
- ✓ With the combination of the County Clerk and Register of Deeds offices, elected officials and staff worked together to make a smooth transition.

Budget Adjustments

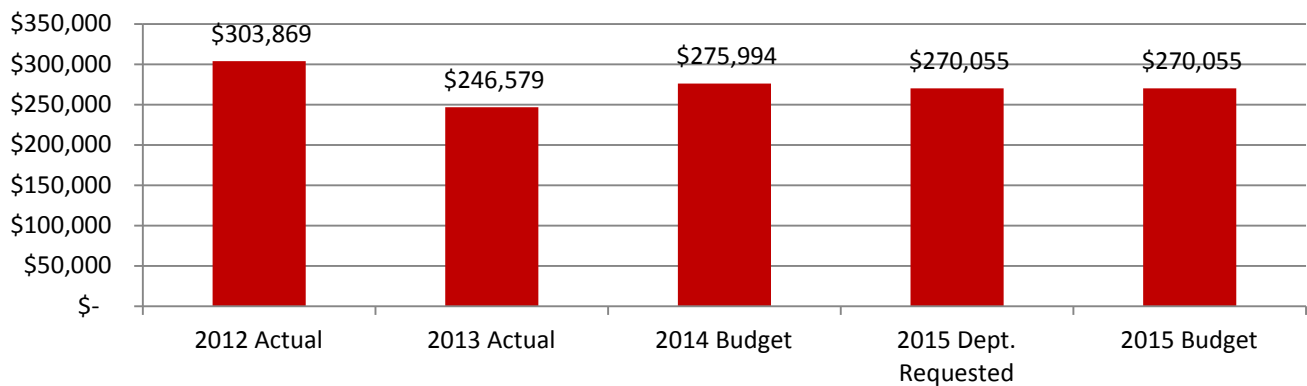
Register of Deeds FTE History



Expenditure History

	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	2015 DEPT <u>REQUESTED</u>	2015 <u>BUDGET</u>
PERSONNEL SERVICES	292,759	234,130	263,979	259,390	259,390
SUPPLIES & MATERIALS	5,063	6,306	5,550	4,200	4,200
CONTRACT SERVICES	5,312	5,525	5,485	5,485	5,485
OTHER EXPENSES	735	618	980	980	980
TOTAL PROGRAM COST	\$303,869	\$246,579	\$275,994	\$270,055	\$270,055

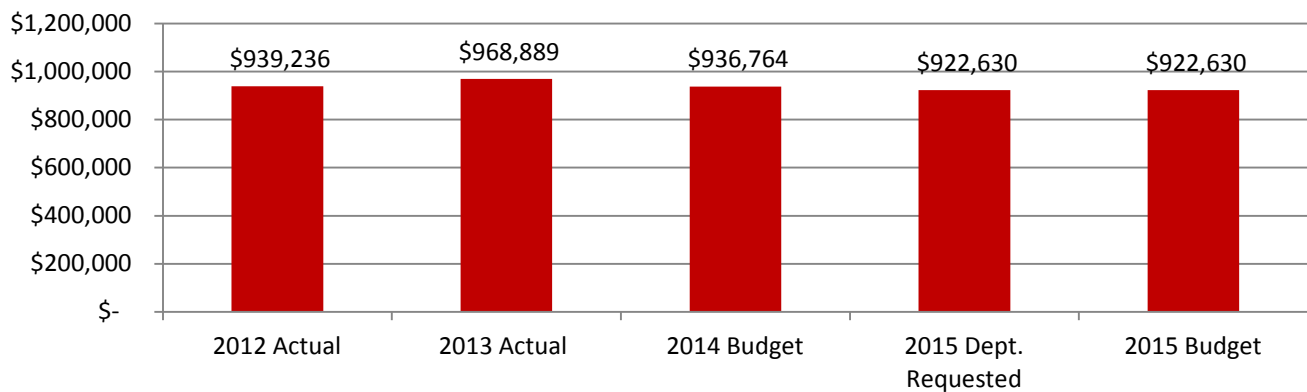
REGISTER OF DEEDS



Revenue History

	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	2015 DEPT <u>REQUESTED</u>	2015 <u>BUDGET</u>
CHARGES/FEES	643,704	644,885	647,000	631,030	631,030
OTHER REVENUE	1,450	1,516	1,600	1,600	1,600
TAXES	294,082	322,488	288,164	290,000	290,000
TOTAL PROGRAM COST	\$939,236	\$968,889	\$936,764	\$922,630	\$922,630

REGISTER OF DEEDS



Strategic Outcomes

<u>Indicator</u>	2010 <u>Actual</u>	2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Actual</u>	2014 <u>Target</u>	2015 <u>Target</u>
Total number of documents recorded	27,801	26,657	32,093	32,024	32,500	33,000
Total number of documents rejected	1,461	452	750	650	600	500

Other Key Indicators

<u>Indicator</u>	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Target</u>	<u>2015 Target</u>
Total number of documents received- recorded and rejected	29,262	27,109	32,843	32,674	33,100	33,500
Total number of documents verified	27,801	26,657	32,024	32,500	32,500	33,000
Per Employee- recording and rejecting documents	9,754	9,397	11,348	10,891	11,333	11,167
Per Employee -verifying documents	27,801	26,657	32,093	32,024	32,500	33,000
Recording	same day	same day	same day	Same Day	Same day	Same Day