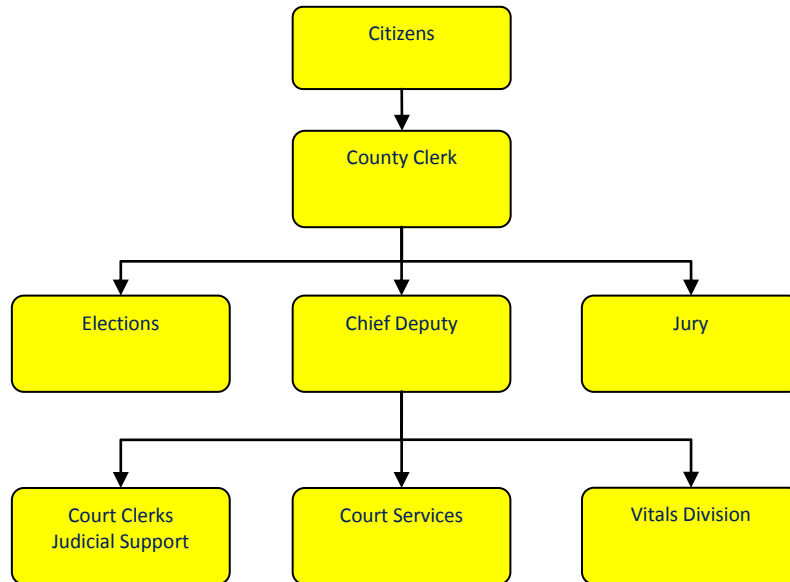


County Clerk - General



Activities

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

Strategic Plan Impact

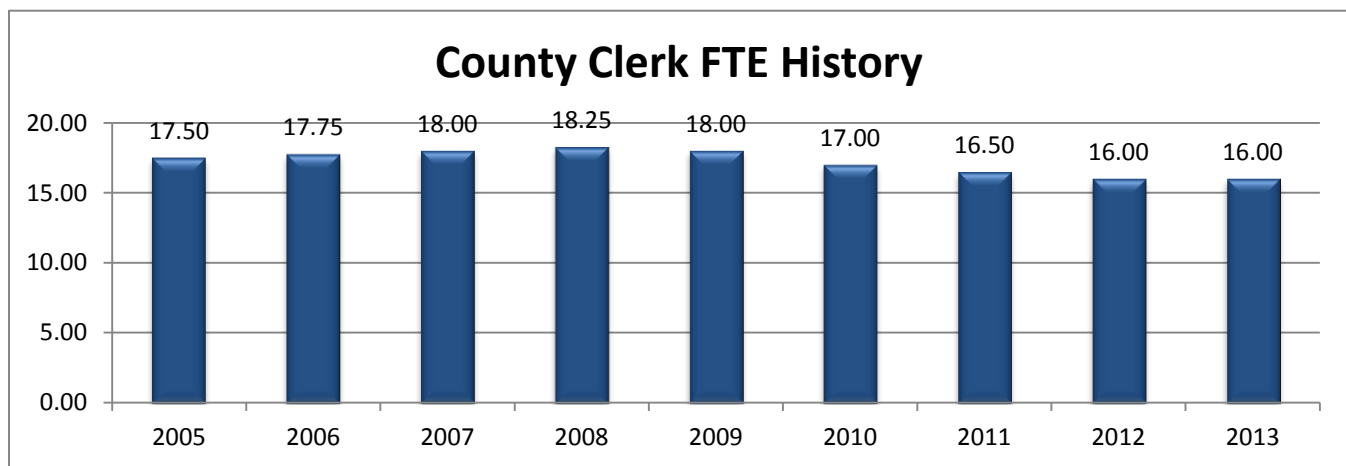
- ✓ Safe Community
The Clerk's Office supports the court system in creating a safe community.
- ✓ Economic Development
The Clerk's Office tends to be the initial point of contact for citizens opening a new business; whether it be to file a DBA, or for direction on what agencies to contact relating to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

- ✓ Implemented, as a pilot county, the State of Michigan's Electronic Death Certification System.
- ✓ Produced and provided Pro-Per Divorce Packets available for purchase by the Pro-Per Litigants.
- ✓ Implementation of State of Michigan Concealed Pistol License Portal.
- ✓ Streamlined CPL process by implementing the Identiphoto System, which increases efficiency and reduces the possibility of fraudulent licenses.

Budget Adjustments

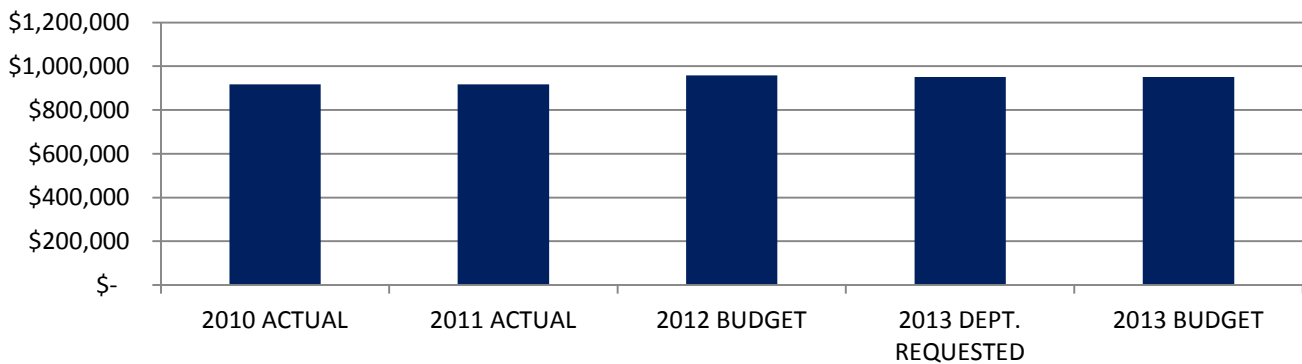
One half of an FTE is reduced from the Clerk's budget.



Expenditure History

	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 DEPT <u>REQUESTED</u>	2013 <u>BUDGET</u>
PERSONNEL SERVICES	870,476	868,161	906,824	900,053	900,053
SUPPLIES & MATERIALS	28,710	30,037	28,954	28,950	28,950
CONTRACT SERVICES	10,927	10,525	14,488	14,488	14,488
OTHER EXPENSES	6,510	7,833	7,956	7,956	7,956
TOTAL PROGRAM COST	\$916,623	\$916,556	\$958,222	\$951,447	\$951,447

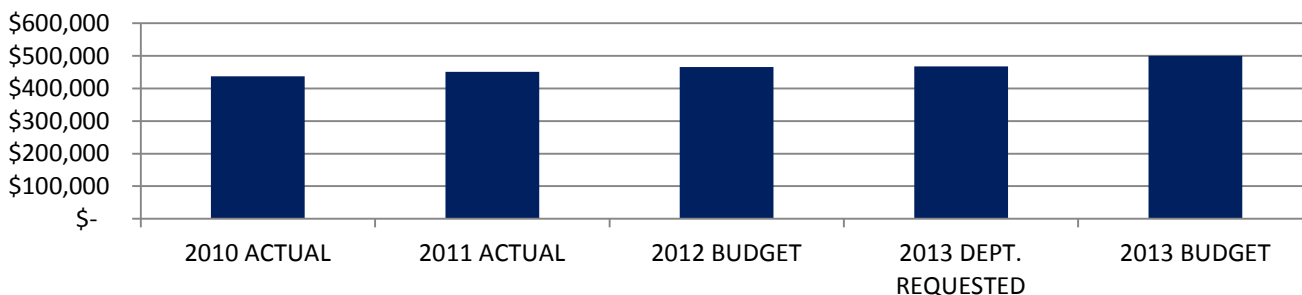
County Clerk Expenditures



Revenue History

	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 DEPT <u>REQUESTED</u>	2013 <u>BUDGET</u>
CHARGES/FEES	412,528	382,594	398,285	389,645	389,645
LICENSES/PERMITS	41,847	35,242	33,553	37,695	37,695
OTHER	(17,357)	33,011	33,900	39,611	39,611
TOTAL PROGRAM COST	\$437,018	\$450,847	\$465,738	\$466,951	\$466,951

County Clerk Revenues



Strategic Outcomes

<u>Indicator</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Target</u>	<u>2012 Target</u>
Percent of respondents who say they feel very or somewhat safe from violent crime.	N/A	N/A	50%	N/D	51%	55%

Other Key Indicators

<u>Indicator</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Target</u>	<u>2012 Target</u>
Circuit Court/Juvenile Cases Initiated	5,158	5,147	4,902	4,967	5,122	5122
Circuit Court/Juvenile Cases Disposed	5,165	5,417	5,315	5,498	5,365	5365
Vitals/Public Services Registrations/ Applications Processed	8,305	7,469	7,363	7,404	7,872	7872
Number of Court Service Clerks Processing Cases	7.75	6.75	6.75	5.75	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	645	735	700	864	854	854
Number of cases handled per court clerk	1,033	1,083	1,063	1,040	1,073	1073
Number of registrations/applications handled per clerk	3,322	2,988	2,945	2,692	3,149	3149