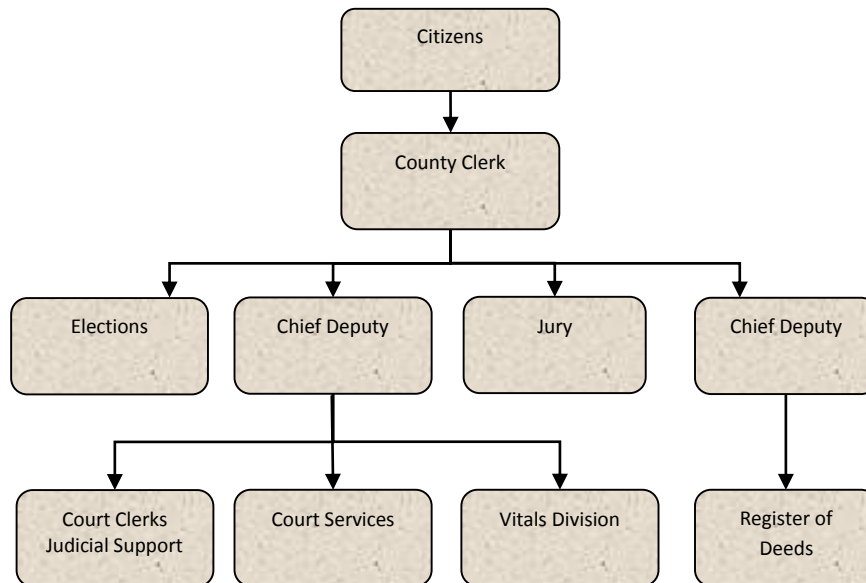




# County Clerk/Register of Deeds

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## Mission Statement

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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

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[County Clerk General](#)

[Jury Commission](#)

[Public Elections](#)

[Register of Deeds](#)

# County Clerk - General

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## 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

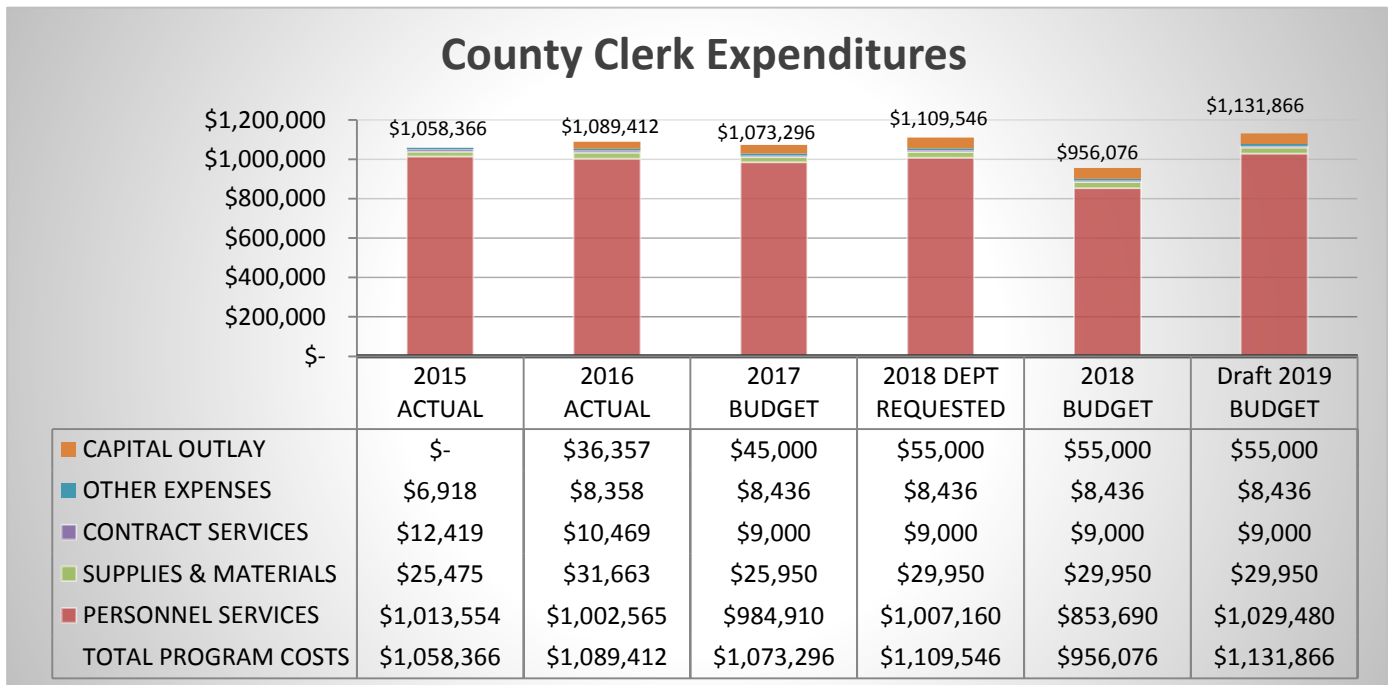
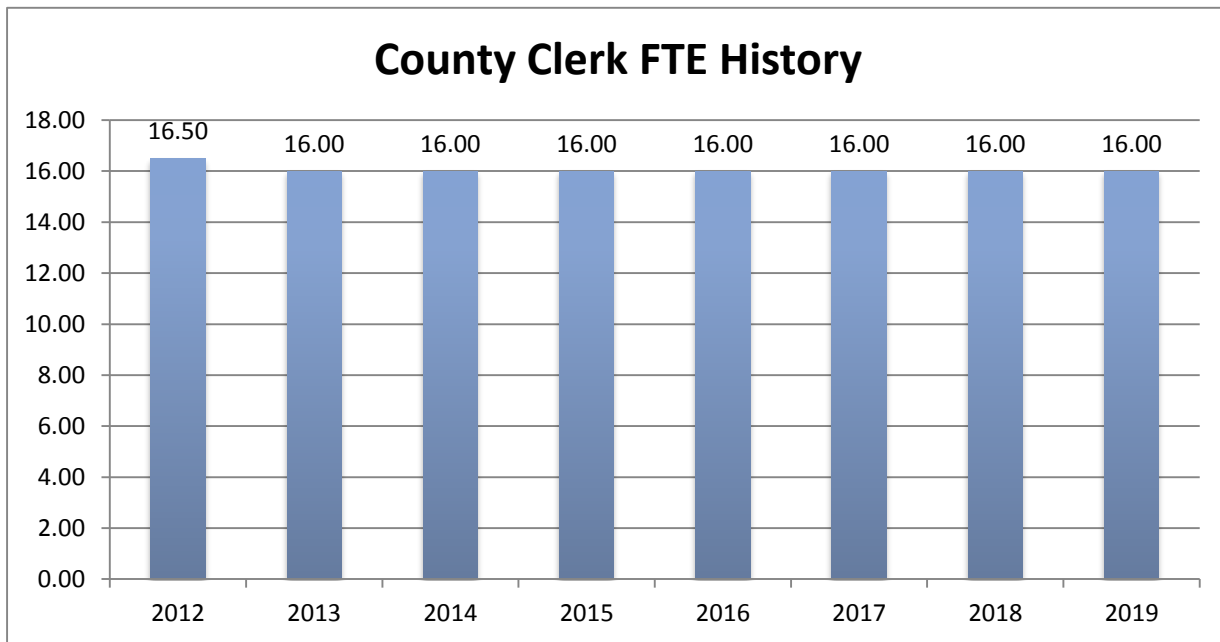
- ✓ Safe Community  
The Clerk's Office supports the court system in creating a safe community.
- ✓ Economic Development  
The Clerk's Office tends to be the initial point of contact for citizens opening a new business; whether it is to file a DBA, or to get direction on what agencies to contact relating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

- ✓ Remodeled office to make it more efficient for the public and employees
- ✓ Began imaging court records

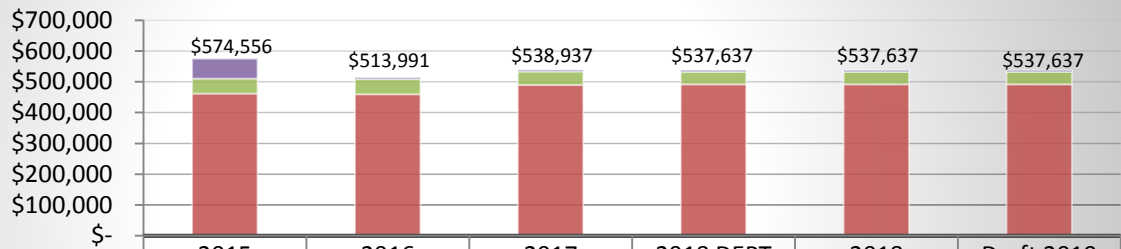
## Budget Adjustments

There were no significant budget adjustments made in 2016.



# County Clerk/Register of Deeds

## County Clerk Revenues



|                       | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>BUDGET | 2018 DEPT<br>REQUESTED | 2018<br>BUDGET | Draft 2019<br>BUDGET |
|-----------------------|----------------|----------------|----------------|------------------------|----------------|----------------------|
| LICENSES & PERMITS    | \$64,106       | \$5,650        | \$5,575        | \$5,575                | \$5,575        | \$5,575              |
| OTHER                 | \$48,857       | \$48,528       | \$44,000       | \$40,000               | \$40,000       | \$40,000             |
| CHARGES/FEES          | \$461,593      | \$459,813      | \$489,362      | \$492,062              | \$492,062      | \$492,062            |
| TOTAL PROGRAM REVENUE | \$574,556      | \$513,991      | \$538,937      | \$537,637              | \$537,637      | \$537,637            |

## Strategic Outcomes

| Indicator  | 2011<br>Actual | 2013<br>Actual | 2014<br>Actual | 2015<br>Target | 2016<br>Target | 2017<br>Target |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
| Percent of respondents who say their overall feeling of safety in Jackson County is excellent or good. | -              | 49%            | ND             | 55%            | -              | 55%            |
| Percent of respondents who say they feel very or somewhat safe in their neighborhood during the day.   | 84%            | 92%            | ND             | 93%            | -              | 94%            |

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



| Other Key Indicators  |               |               |               |               |               |               |               |
|---|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Indicator   | 2011          | 2012          | 2013          | 2014          | 2015          | 2016          | 2017          |
|   | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> | <u>Target</u> | <u>Target</u> | <u>Target</u> |
| Circuit Court/Juvenile Cases Initiated                                    | 4645          | 5417          | 5510          | 5080          | 5100          | 5100          | 5100          |
| Circuit Court/Juvenile Cases Disposed                                     | 4936          | 5213          | 5363          | 4284          | 4900          | 4900          | 4900          |
| Vitals/Public Services Registrations/<br>Applications Processed           | 6666          | 6583          | 7602          | 7200          | 7300          | 7300          | 7300          |
| Number of Court Service Clerks Processing Cases                           | 4.75          | 4.75          | 4.75          | 4.75          | 4.75          | 4.75          | 4.75          |
| Number of Court Clerks Handling Cases for Judges                          | 5             | 5             | 5             | 5             | 5             | 5             | 5             |
| Number of Vital Statistic Clerks Processing<br>Registrations/Applications | 2.75          | 2.75          | 2.75          | 2.75          | 2.75          | 2.75          | 2.75          |
| Number of cases handled per clerk   | 978           | 1140          | 1160          | 1069          | 1100          | 1100          | 1100          |
| Number of cases handled per court clerk                                   | 987           | 1043          | 1073          | 965           | 1000          | 1000          | 1000          |
| Number of registrations/applications handled per<br>clerk                 | 2424          | 2394          | 2764          | 2618          | 2655          | 2655          | 2655          |



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# Jury Commission

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## 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 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. Return all juror voice mails and emails. Pay jurors for their service, as well as balance and replenish the cash drawer. Make a nightly recording on the Juror Call-In Line regarding reporting instructions.

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. Keep Jury Board Members updated of statute changes regarding juror procedures.

## Strategic Plan Impact

- ✓ Safe Community

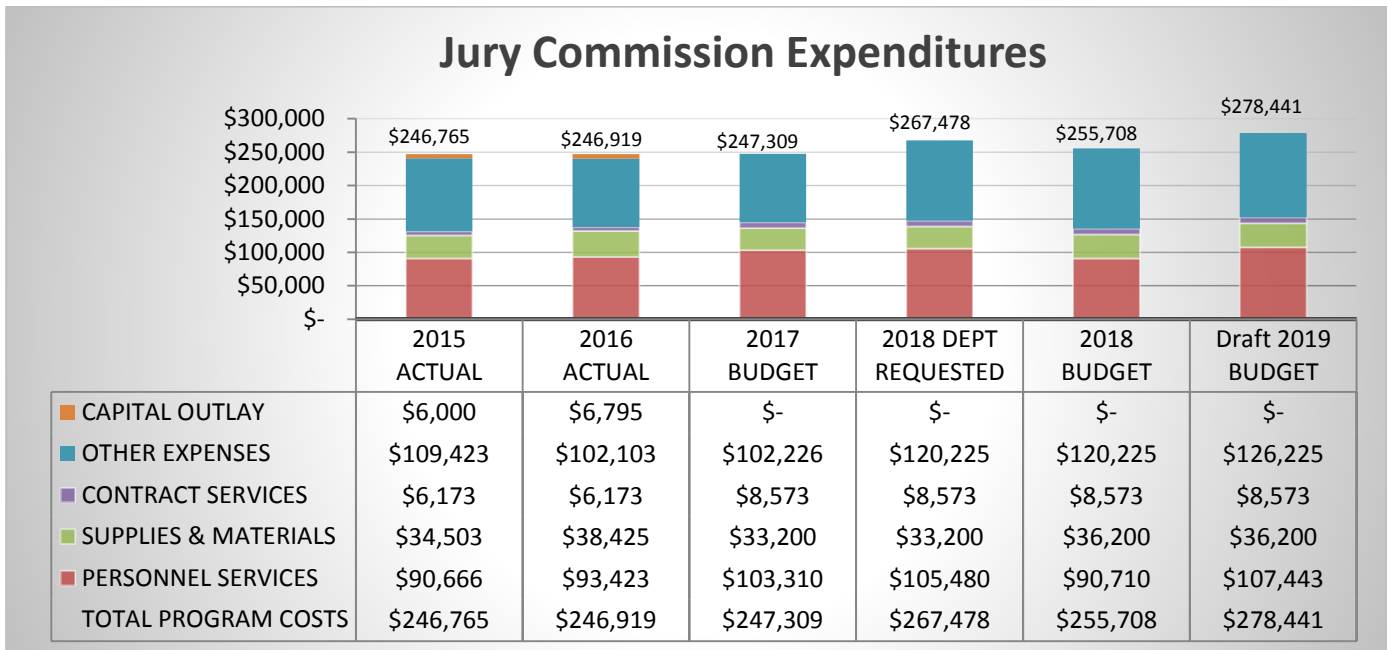
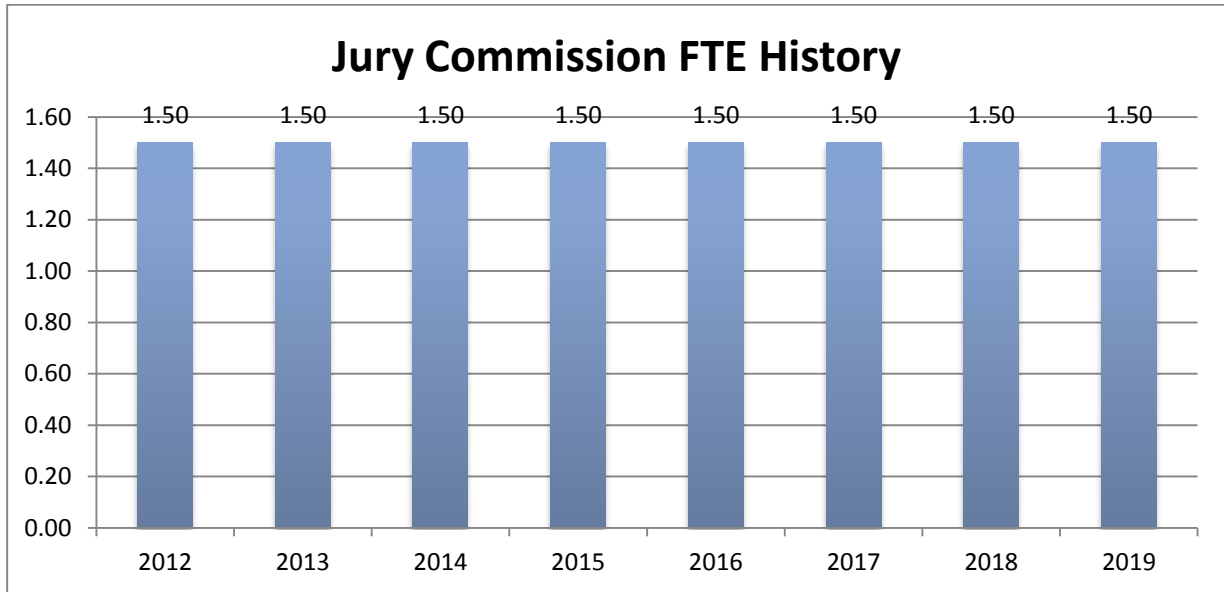
The Jury Commission contributes to the safe community strategy by ensuring the constitutional right to trial by jury.

## Accomplishments

- ✓ Jury is moving forward with the implementation of a program that will allow jurors to complete questionnaires, request postponements or excuses, and check their status online. The imaging portion of the software program will allow questionnaires that are returned via mail to be scanned, eliminating the need to enter the data by hand. Attorneys will also be able to view the actual questionnaire that was completed by the juror which will contain more information than the previous report format.
- ✓ The jury process is changing from a 2-step, to a 1-step process, which allows the questionnaire and summons to be sent at the same time. The qualification of a juror will now be determined at the summons level.
- ✓ The questionnaire, summons, and juror handbook are each being updated to reflect the changes.

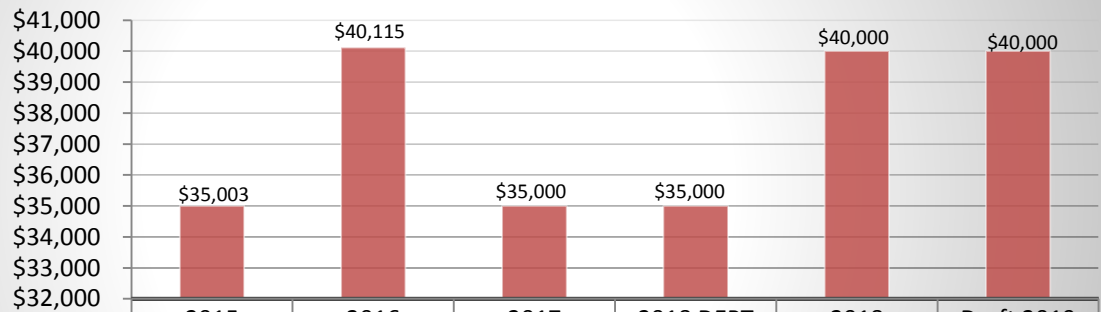
## Budget Adjustments

- ✓ There are no significant budget adjustments to the Jury Commission program.





### Jury Commission Revenues



|                       | 2015 ACTUAL | 2016 ACTUAL | 2017 BUDGET | 2018 DEPT REQUESTED | 2018 BUDGET | Draft 2019 BUDGET |
|-----------------------|-------------|-------------|-------------|---------------------|-------------|-------------------|
| ■ INTERGOVERNMENTAL   | \$35,003    | \$40,115    | \$35,000    | \$35,000            | \$40,000    | \$40,000          |
| TOTAL PROGRAM REVENUE | \$35,003    | \$40,115    | \$35,000    | \$35,000            | \$40,000    | \$40,000          |

### Strategic Outcomes

| Indicator  | 2012 Actual | 2013 Actual | 2014 Actual | 2015 Target | 2016 Target | 2017 Target |
|--|-------------|-------------|-------------|-------------|-------------|-------------|
| Percent of respondents who say they feel very or somewhat safe from violent crime. | *           | 92%         | ND          | 100%        | 100%        | 100%        |

# County Clerk/Register of Deeds

| Other Key Indicators   |                       |                       |                       |                       |                       |                       |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Indicator  | 2012<br><u>Actual</u> | 2013<br><u>Actual</u> | 2014<br><u>Actual</u> | 2015<br><u>Target</u> | 2016<br><u>Target</u> | 2017<br><u>Target</u> |
| Number of Cases per year   | 52                    | 42                    | 40                    | 100                   | 100                   | 100                   |
| Summons mailed per year  | 7,500                 | 7,650                 | 7,700                 | 7,500                 | 13,000                | 13,000                |
| Questionnaires mailed per year                                       | 18,000                | 18,000                | 17,000                | 18,000                | 13,000                | 13,000                |
| Juror voice-mail calls returned per year                             | 3,000                 | 3,000                 | 3,000                 | 3,000                 | 4,000                 | 4,000                 |
| Total dollars paid out to jurors per year                            | 77,025                | 70,722                | 105,235               | 100,000               | 100,000               | 100,000               |
| Jury Coordinator & Admin. Asst.<br>(shared w/Elections Dept.)        | 1.375                 | 1.375                 | 1.375                 | 1.375                 | 1.375                 | 1.375                 |
| Number of Jurors Summoned per year                                   | 7,500                 | 7,650                 | 7,700                 | 7,500                 | 7,500                 | 7,500                 |
| Number of Jurors:<br>Postponed/Excused/FTA letters mailed            | 3,500                 | 3,000                 | 2,760                 | 3,500                 | 3,500                 | 3,500                 |
| Jurors Show Caused (Not appearing when Summoned)                     | 90                    | 112                   | 65                    | 125                   | 200                   | 200                   |
| Juror Show Caused (not completing and returning Juror questionnaire) | n/a                   | 100                   | 0                     | 300                   | n/a                   | n/a                   |



# Public Elections

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## 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

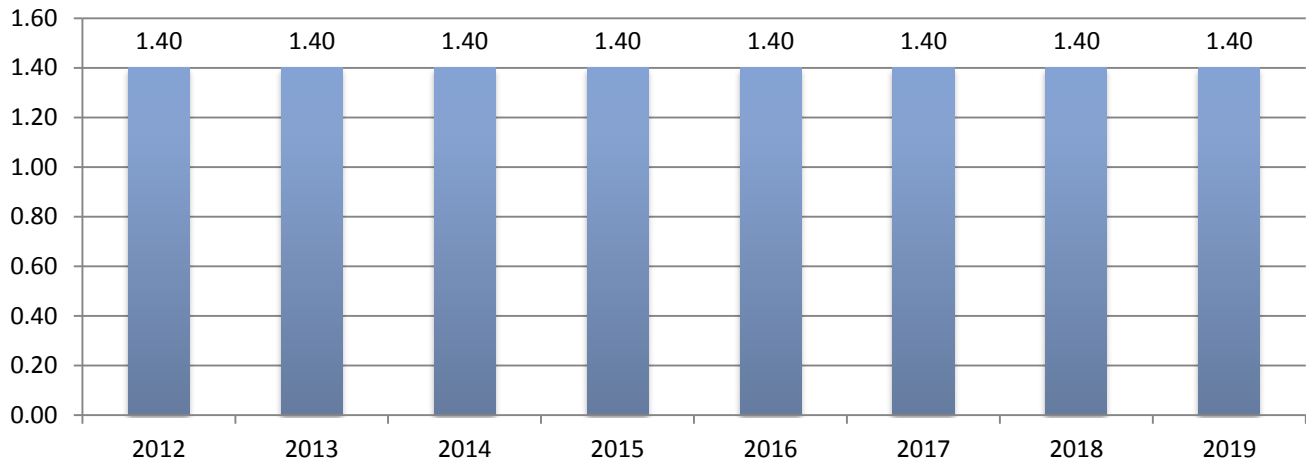
- ✓ Election management systems are scheduled to be updated statewide in 2016 and 2017.

## Budget Adjustments

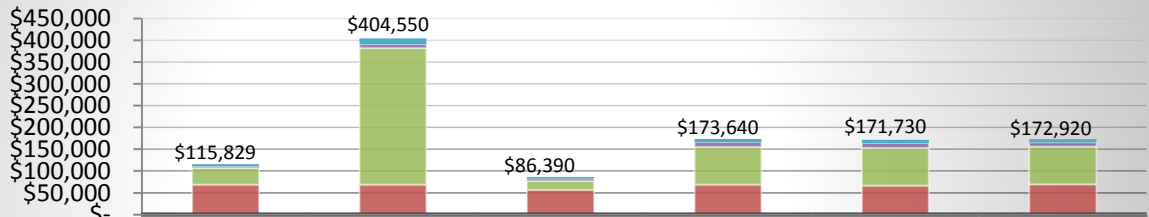
Fewer elections are anticipated for 2017, which accounts for the variation in expenses from 2016 to 2017.

# County Clerk/Register of Deeds

## Public Elections FTE History



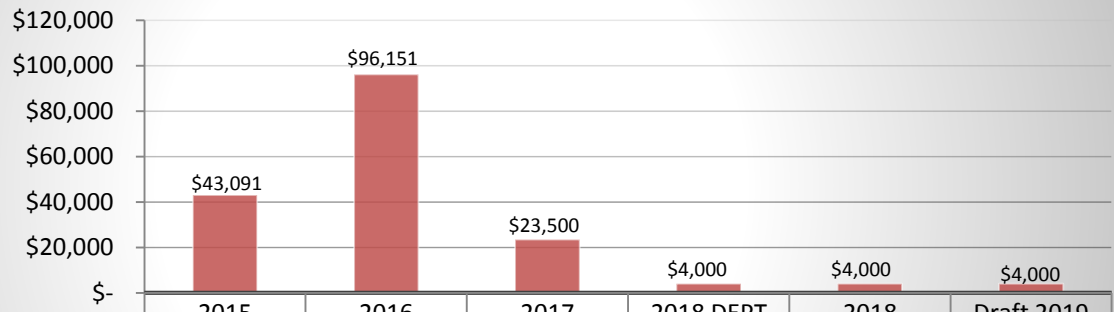
## Public Elections Expenditures



|                            | 2015<br>ACTUAL   | 2016<br>ACTUAL   | 2017<br>BUDGET  | 2018 DEPT<br>REQUESTED | 2018<br>BUDGET   | Draft 2019<br>BUDGET |
|----------------------------|------------------|------------------|-----------------|------------------------|------------------|----------------------|
| OTHER EXPENSES             | \$4,712          | \$13,172         | \$3,300         | \$7,300                | \$7,300          | \$7,300              |
| CONTRACT SERVICES          | \$3,995          | \$8,938          | \$6,200         | \$11,200               | \$11,200         | \$9,200              |
| SUPPLIES & MATERIALS       | \$38,382         | \$313,701        | \$20,000        | \$86,700               | \$86,700         | \$86,700             |
| PERSONNEL SERVICES         | \$68,740         | \$68,739         | \$56,890        | \$68,440               | \$66,530         | \$69,720             |
| <b>TOTAL PROGRAM COSTS</b> | <b>\$115,829</b> | <b>\$404,550</b> | <b>\$86,390</b> | <b>\$173,640</b>       | <b>\$171,730</b> | <b>\$172,920</b>     |



### Public Elections Revenues



|                        |          |          |          |         |         |         |
|------------------------|----------|----------|----------|---------|---------|---------|
| ■ CHARGES FOR SERVICES | \$43,091 | \$96,151 | \$23,500 | \$4,000 | \$4,000 | \$4,000 |
| TOTAL PROGRAM REVENUE  | \$43,091 | \$96,151 | \$23,500 | \$4,000 | \$4,000 | \$4,000 |

### Strategic Outcomes

| Indicator                         | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Actual | 2015 Target | 2016 Target | 2017 Target |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Number of elections held per year | 4           | 4           | 5           | 3           | 4           | 3           | 3           | 3           |

# County Clerk/Register of Deeds

| Other Key Indicators   |                |                |                |                |                |                |                |                |
|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Indicator  | 2010<br>Actual | 2011<br>Actual | 2012<br>Actual | 2013<br>Actual | 2014<br>Actual | 2015<br>Target | 2016<br>Target | 2017<br>Target |
| Total number of elected office positions on the ballot(including nominations from primary elections) | 419            | 44             | 1,046          | 5              | 162            | 6              | 1,046          | 5              |
| Total number of candidates(filings) appearing on the ballot  | 602            | 73             | 671            | 12             | 261            | 17             | 671            | 12             |
| Total number of ballot issues  | 25             | 20             | 26             | 8              | 34             | 10             | 26             | 8              |
| Total number of voter registrations processed by the County Elections Department                     | 8,093          | 7,570          | 8,633          | 6,676          | 4,923          | 3,000          | 4,000          | 3,000          |
| 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                                     | 8,093          | 7,570          | 8,633          | 6,676          | 4,923          | 3,000          | 4,000          | 3,000          |



# Register of Deeds

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## 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

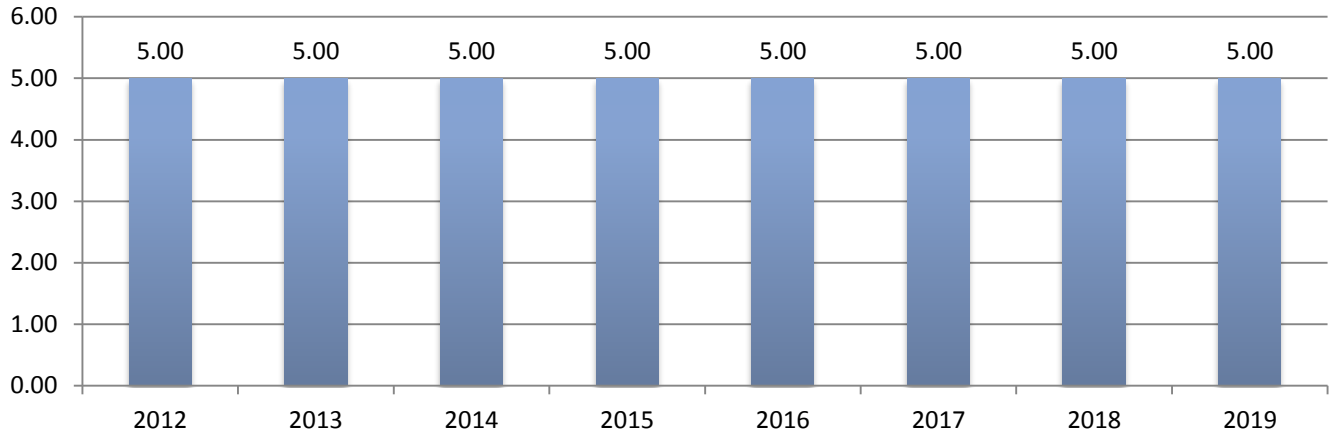
- ✓ Scanned and uploaded 430,000 images of historical Mortgages, Discharge of Mortgages and Assignment of Mortgages. Customers have the ability to print these images online using a credit card. This will also help preserve historical books and be a means of disaster recovery.
- ✓ We are now eRecording from outside sources all non-conveyance document types. Since starting in August of 2014, we have increased to 36% of our recordings being submitted thru eRecording process.

## Budget Adjustments

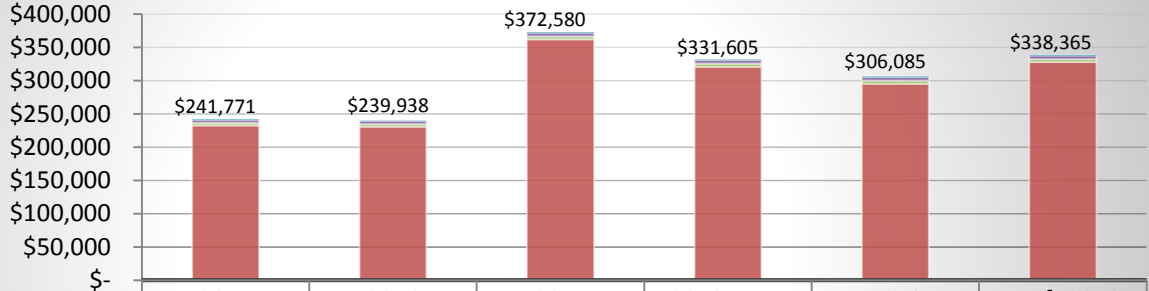
# County Clerk/Register of Deeds



## Register of Deeds FTE History



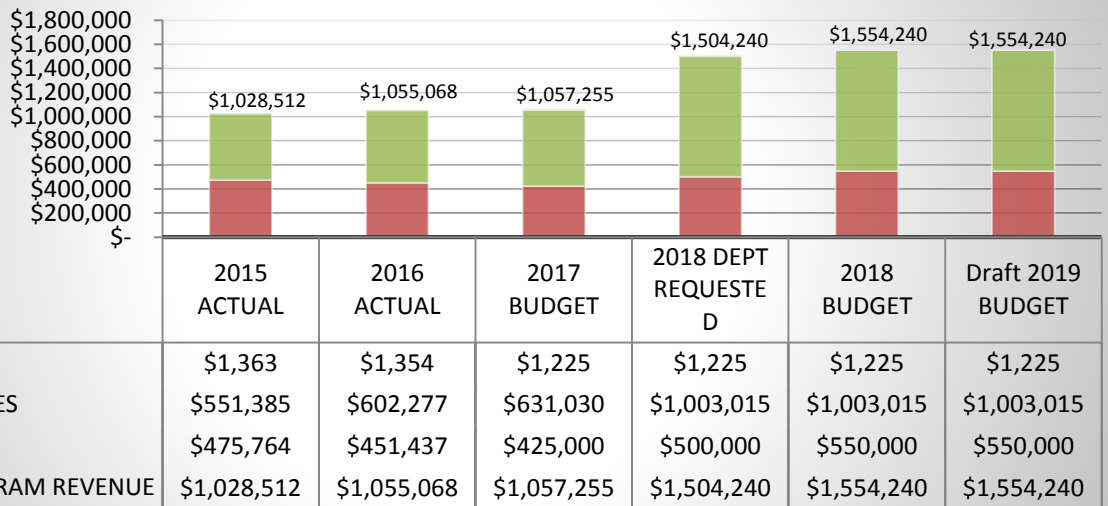
## Register of Deeds Expenditures



|                            | 2015<br>ACTUAL   | 2016<br>ACTUAL   | 2017<br>BUDGET   | 2018 DEPT<br>REQUESTED | 2018<br>BUDGET   | Draft 2019<br>BUDGET |
|----------------------------|------------------|------------------|------------------|------------------------|------------------|----------------------|
| OTHER EXPENSES             | \$708            | \$662            | \$750            | \$710                  | \$710            | \$710                |
| CONTRACT SERVICES          | \$4,590          | \$4,843          | \$5,450          | \$5,475                | \$5,475          | \$5,475              |
| SUPPLIES & MATERIALS       | \$3,759          | \$3,826          | \$4,200          | \$4,450                | \$4,450          | \$4,450              |
| PERSONNEL SERVICES         | \$232,714        | \$230,607        | \$362,180        | \$320,970              | \$295,450        | \$327,730            |
| <b>TOTAL PROGRAM COSTS</b> | <b>\$241,771</b> | <b>\$239,938</b> | <b>\$372,580</b> | <b>\$331,605</b>       | <b>\$306,085</b> | <b>\$338,365</b>     |



### Register of Deeds Revenues



### Strategic Outcomes

| Indicator                          | 2012 Actual | 2013 Actual | 2014 Actual | 2015 Target | 2016 Target | 2017 Target |
|------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Total number of documents recorded | 32,093      | 32,024      | 28,355      | 29,000      | 29,500      | 30,000      |
| Total number of documents rejected | 750         | 650         | 600         | 500         | 500         | 475         |

### Other Key Indicators

| Indicator  | 2012 Actual | 2013 Actual | 2014 Actual | 2015 Target | 2016 Target | 2017 Target |
|--|-------------|-------------|-------------|-------------|-------------|-------------|
| Total number of documents received-recorded and rejected | 32,843      | 32,674      | 28,955      | 29,500      | 30,000      | 30,475      |
| Total number of documents verified                       | 32,024      | 32,500      | 28,355      | 29,000      | 29,500      | 30,000      |
| Per Employee- recording and rejecting documents          | 11,348      | 10891       | 9,652       | 9,833       | 10,000      | 10,158      |
| Per Employee -verifying documents                        | 32,093      | 32024       | 28,355      | 29,000      | 29,500      | 30,000      |
| Recording  | same day    | Same Day    | Same day    | Same Day    | Same Day    | Same Day    |



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