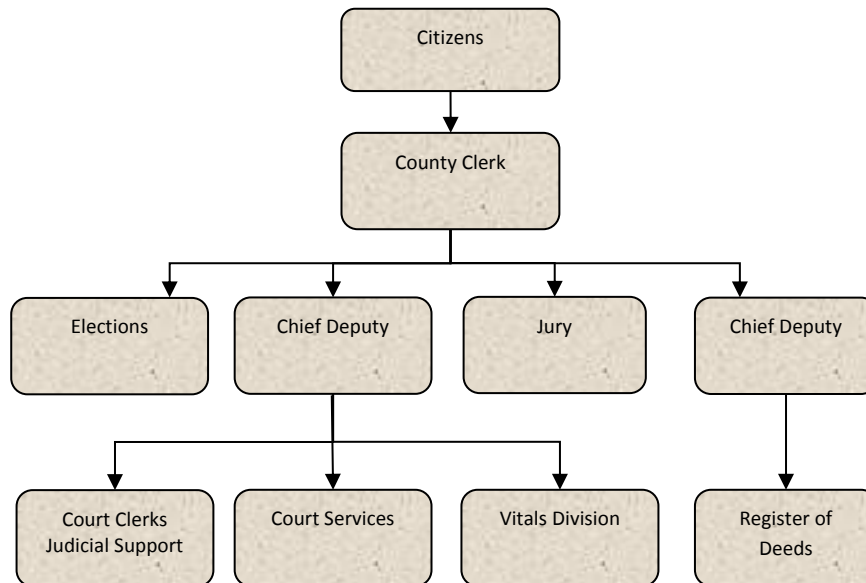




# County Clerk/Register of Deeds

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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

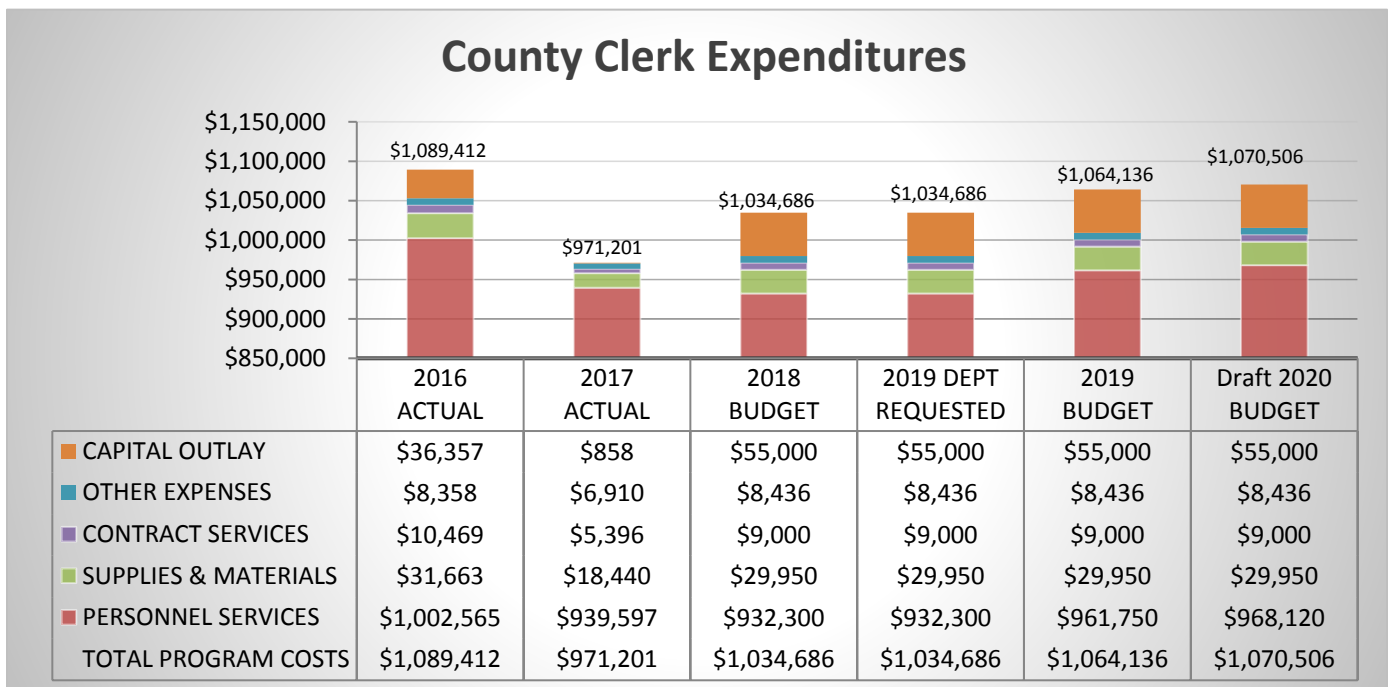
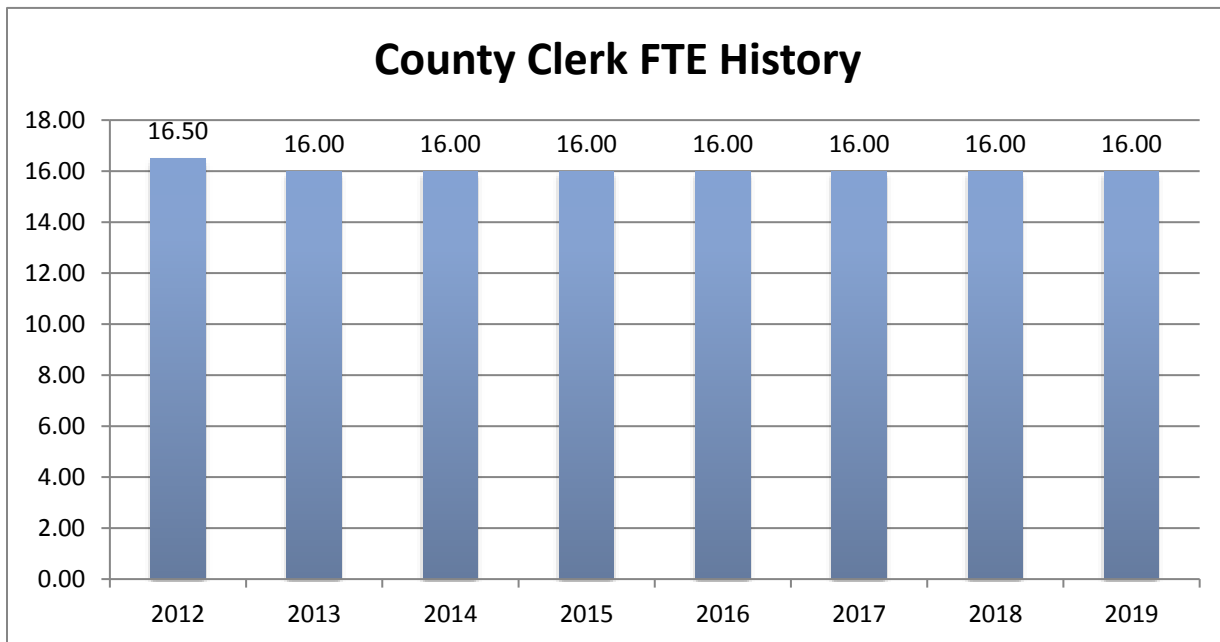
- ✓ Safe Community  
The Clerk's Office supports the court system in creating a safe community.
- ✓ Economic Development  
The Clerk's Office tends to be the initial point of contact for citizens opening a new business; whether it is to file a DBA, or to get direction on what agencies to contact relating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

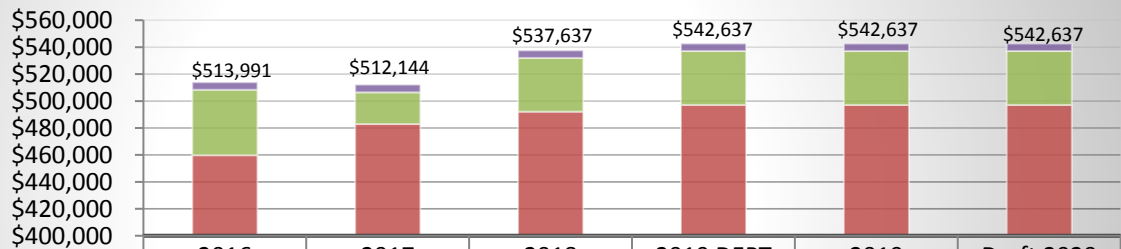
## Budget Adjustments

There were no significant budget adjustments made in 2016.



# County Clerk/Register of Deeds

## County Clerk Revenues



	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2019 DEPT REQUESTED	2019 BUDGET	Draft 2020 BUDGET
LICENSES & PERMITS	\$5,650	\$5,625	\$5,575	\$5,575	\$5,575	\$5,575
OTHER	\$48,528	\$23,515	\$40,000	\$40,000	\$40,000	\$40,000
CHARGES/FEES	\$459,813	\$483,004	\$492,062	\$497,062	\$497,062	\$497,062
<b>TOTAL PROGRAM REVENUE</b>	<b>\$513,991</b>	<b>\$512,144</b>	<b>\$537,637</b>	<b>\$542,637</b>	<b>\$542,637</b>	<b>\$542,637</b>

## Strategic Outcomes

Indicator	2011 <u>Actual</u>	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Target</u>	2016 <u>Target</u>	2017 <u>Target</u>
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/ 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 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 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

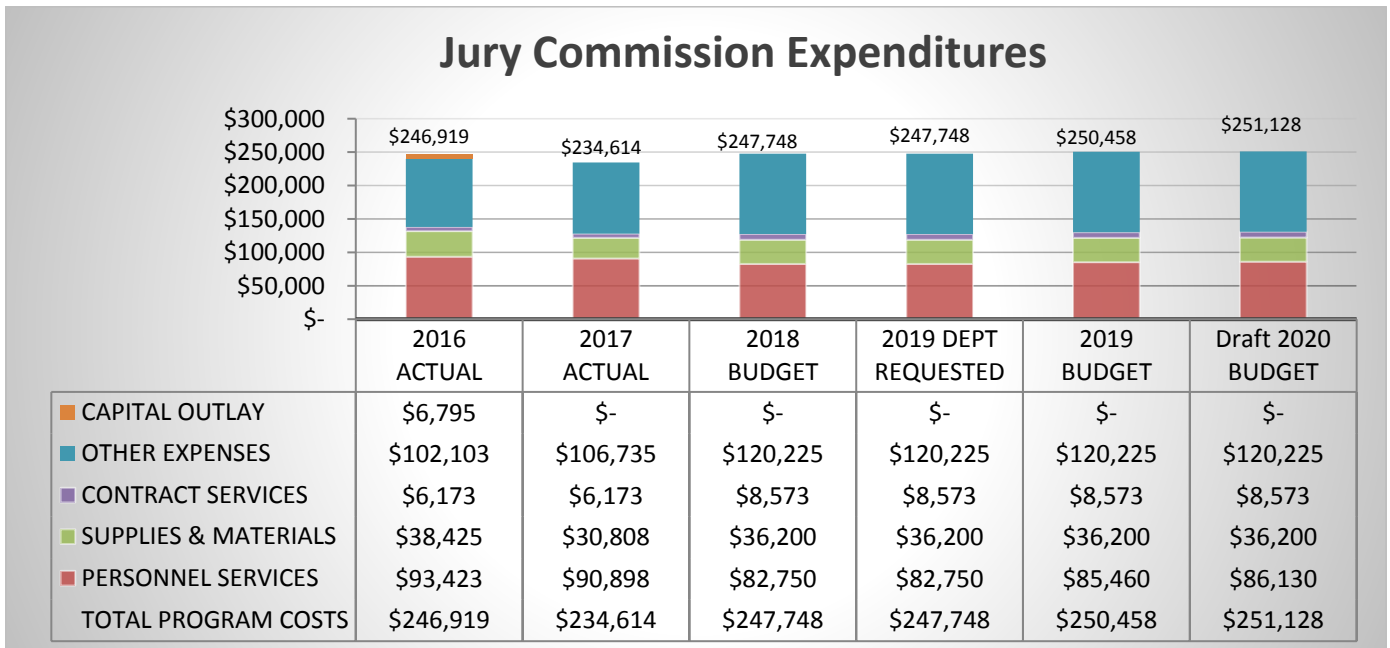
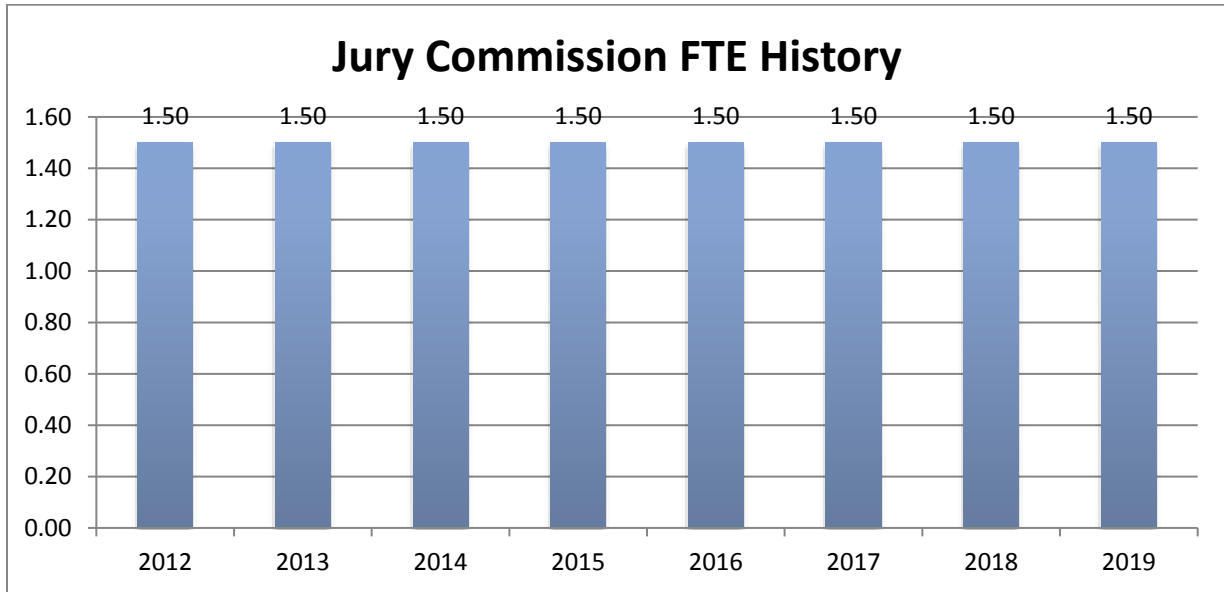
The Jury Commission contributes to the safe community strategy by ensuring the constitutional right to trial by jury.

## 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

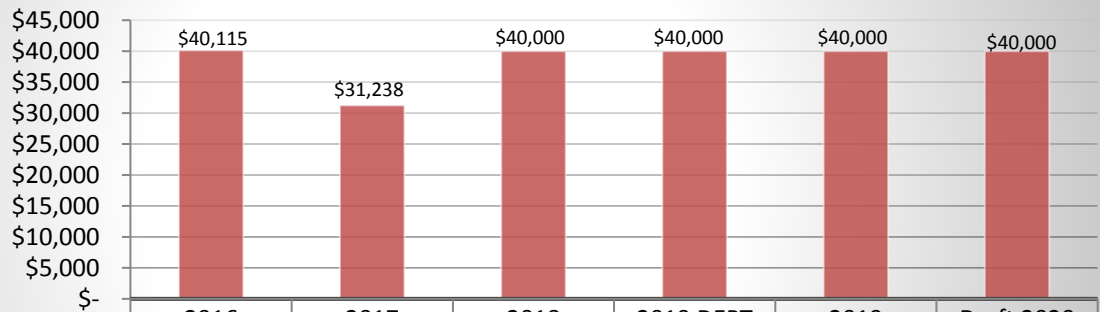
- ✓ There are no significant budget adjustments to the Jury Commission program.







### Jury Commission Revenues



	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2019 DEPT REQUESTED	2019 BUDGET	Draft 2020 BUDGET
■ INTERGOVERNMENTAL	\$40,115	\$31,238	\$40,000	\$40,000	\$40,000	\$40,000
TOTAL PROGRAM REVENUE	\$40,115	\$31,238	\$40,000	\$40,000	\$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 <u>Actual</u>	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Target</u>	2016 <u>Target</u>	2017 <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. (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: 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.

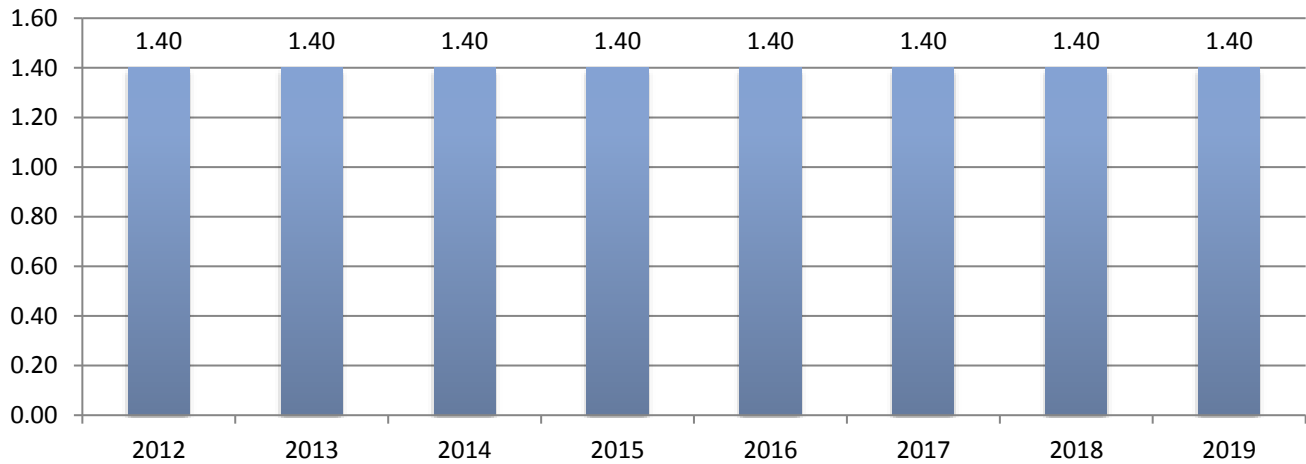
## Budget Adjustments

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

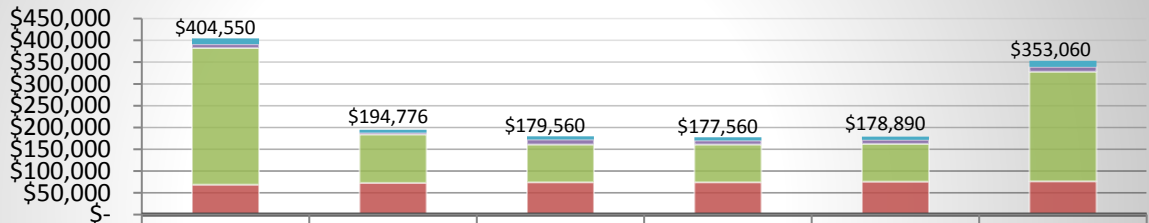
# County Clerk/Register of Deeds



## Public Elections FTE History



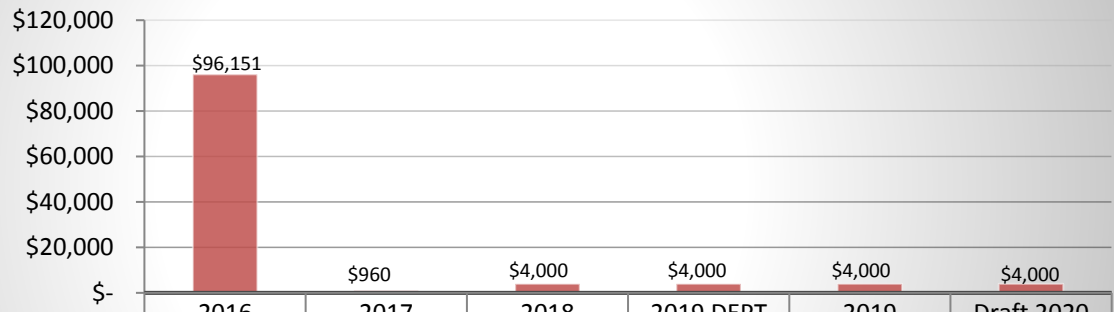
## Public Elections Expenditures



	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2019 DEPT REQUESTED	2019 BUDGET	Draft 2020 BUDGET
OTHER EXPENSES	\$13,172	\$6,741	\$7,300	\$7,300	\$7,300	\$13,800
CONTRACT SERVICES	\$8,938	\$3,985	\$11,200	\$9,200	\$9,200	\$11,200
SUPPLIES & MATERIALS	\$313,701	\$111,201	\$86,700	\$86,700	\$86,700	\$251,700
PERSONNEL SERVICES	\$68,739	\$72,849	\$74,360	\$74,360	\$75,690	\$76,360
<b>TOTAL PROGRAM COSTS</b>	<b>\$404,550</b>	<b>\$194,776</b>	<b>\$179,560</b>	<b>\$177,560</b>	<b>\$178,890</b>	<b>\$353,060</b>



### Public Elections Revenues



	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2019 DEPT REQUESTED	2019 BUDGET	Draft 2020 BUDGET
■ CHARGES FOR SERVICES	\$96,151	\$960	\$4,000	\$4,000	\$4,000	\$4,000
TOTAL PROGRAM REVENUE	\$96,151	\$960	\$4,000	\$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 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Target	2016 Target	2017 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**

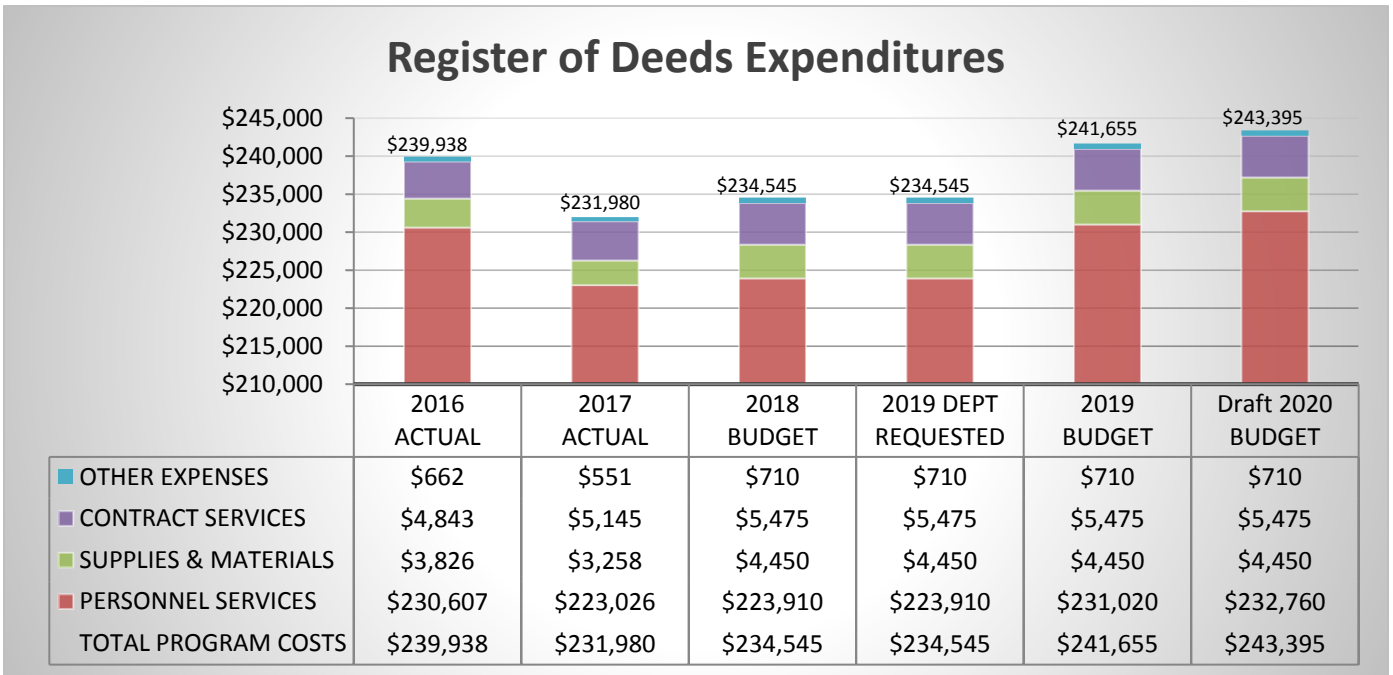
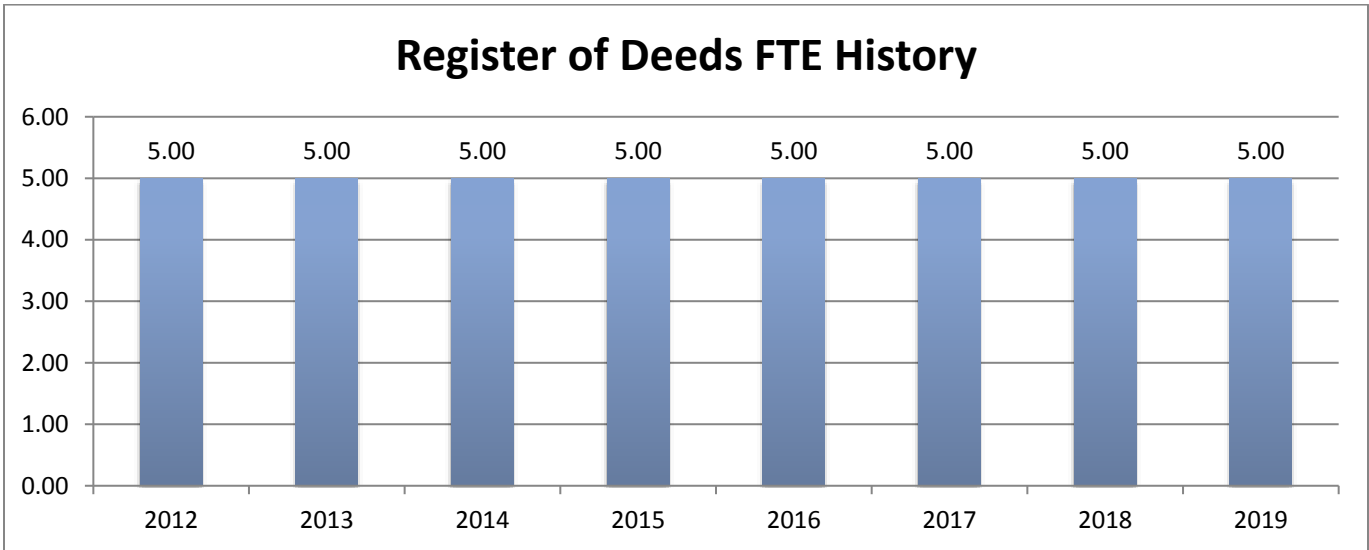
The maintenance and transfer of property records supports the economic development vision to promote a diverse and vibrant economy.

## 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

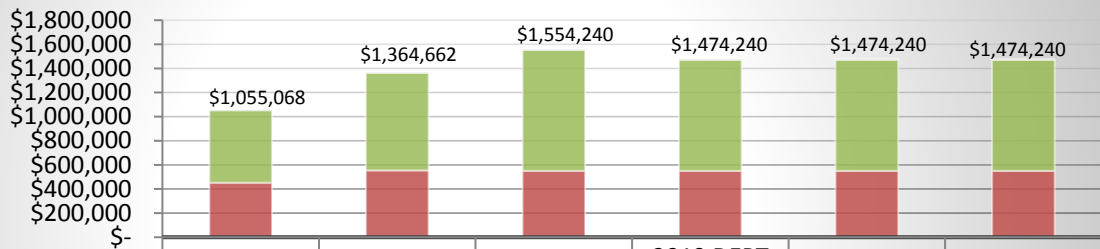
# County Clerk/Register of Deeds







### Register of Deeds Revenues



	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2019 DEPT REQUESTED	2019 BUDGET	Draft 2020 BUDGET
OTHER	\$1,354	\$1,378	\$1,225	\$1,225	\$1,225	\$1,225
CHARGES/FEES	\$602,277	\$808,474	\$1,003,015	\$923,015	\$923,015	\$923,015
TAXES	\$451,437	\$554,810	\$550,000	\$550,000	\$550,000	\$550,000
<b>TOTAL PROGRAM REVENUE</b>	<b>\$1,055,068</b>	<b>\$1,364,662</b>	<b>\$1,554,240</b>	<b>\$1,474,240</b>	<b>\$1,474,240</b>	<b>\$1,474,240</b>

### Strategic Outcomes

Indicator	2012 <u>Actual</u>	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Target</u>	2016 <u>Target</u>	2017 <u>Target</u>
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 <u>Actual</u>	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Target</u>	2016 <u>Target</u>	2017 <u>Target</u>
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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