Livingston County Clerk

2017 ANNUAL REPORT

Livingston County Clerk
INTEGRITY • DEDICATION

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A Message From Your Livingston County Clerk

March 30, 2018

I, along with the dedicated staff in the Clerk's Office, would like to present our 2017 Annual Report. Our goal remains to provide excellence in the preservation of our public records along with excellent customer service to the residents of Livingston County. The annual report is a two-fold effort to provide a concise description of the duties and functions of the County Clerk as well as reflect on the accomplishments of the year. It is an honor and privilege to serve as your County Clerk.

Sincerely,

Elizabeth Hundley

Livingston County Clerk
Livingston County, Michigan

Elizabeth Hundley
Livingston County Clerk

The Clerk's Office is one of the most diverse in County Government and is governed by nearly 600 statutes

FUNCTIONS AND DUTIES OF THE CLERK

The Office of the County Clerk is an elected position mandated by Article VII, Section 4 of the State Constitution. This position serves as Clerk to the Board of Commissioners as well as Clerk of the Circuit Court. The Clerk is elected by the people of Livingston County by popular vote on a partisan basis for a term of 4 years.

The Clerk's Office is one of the most diverse in county government and is governed by nearly 600 statutes. The Clerk is responsible for the management of five separate budgets and numerous Trust and Agency Accounts. The Clerk's Office has four primary divisions: Vital Records Division, Elections Division, Official Record Keeper and Clerk to the Board of Commissioners, and Clerk of the Circuit Court.

THE VITAL RECORDS DIVISION

Division Overview

The Vital Records Division assists Livingston County residents with the filing of and obtaining birth certificates, death certificates, applications for marriage licenses, marriage certificates and genealogy research. Certified copies can be obtained by visiting our office located in the Historic Courthouse, by mail, or by use of our online request system.

In addition, the Vital Records Division assists with applications for concealed pistol license applications (CPL's), recording home births, Notary applications, and business registrations (DBA's).

Home Births

For a variety of reasons parents are opting for home births. After the baby's arrival, the parents must visit our office to file the required paperwork to obtain the child's Birth Certificate. There were 14 home births recorded and filed during 2017.

Business Registration

The Vital Records Division also administers and oversees business registrations for all of Livingston County. The law requires a business that opens in Livingston County to register with our office unless it is a corporation, limited liability company, or limited liability partnership. We assisted 782 business owners who registered their businesses during 2017.

Notary Public

A notary public is an officer commissioned by the Michigan Secretary of State to serve as an unbiased and impartial witness. Notarization on a document certifies that the person whose signature is entered on the document personally appeared before the notary, established his or her identity, and personally signed the document in the presence of the notary.

The Vital Records Division is responsible for administering an oath to each notary applicant, along with filing and managing the required surety bond. The surety bond protects the public from a notary's misconduct or negligence. Attorneys in good standing with the State Bar of Michigan are only required to file an oath with the county; no bond is required. We processed 295 notary applications during 2017.

Military Discharge Record (DD-214)

Our office records military discharge documents (DD-214) free of charge for veterans residing in Livingston County. Certified copies are available at no charge if needed in the future. Military discharge documents are confidential and not viewable by the public. The individual, with proper ID, or a family member with a death certificate and proof of relationship, may obtain copies. Our office assisted 72 veterans with recording their DD-214 during 2017.

In addition, Livingston County Veterans are eligible to purchase a Veterans ID Card that identifies them as eligible for discounts offered by various businesses within the county. Our office processed and issued 71 Veterans ID cards during 2017.

Oaths of Office

An Oath of Office is required for certain individuals prior to serving in their elected or appointed capacity. Our Vital Records Division prepares and files the required Oaths of Office for Livingston County.

"You have an exceptional staff. Thank you for being so wonderful!"
– December 6, 2017

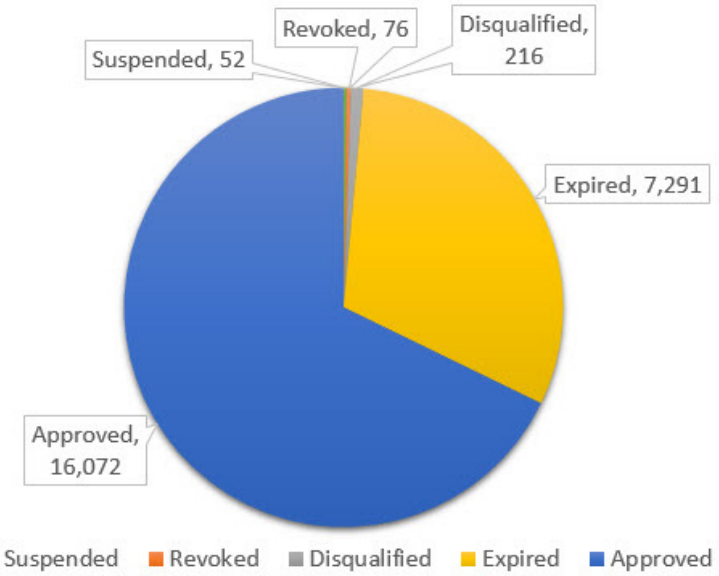
"The employee went the extra mile for us. I appreciate her services."
– April 4, 2017

Concealed Pistol Licenses (CPL)

The Vital Records Division accepts and processes CPL applications for residents of Livingston County. Michigan State Police became responsible for performing the background checks on all applicants effective December 1, 2015. However, the County Clerk is still responsible for storing and maintaining all records; issuing the license; and issuing statutory disqualifications, notices of suspensions and revocations.

In 2017, a total of 3,562 concealed pistol licenses were issued. This is compared to 2016 when 4,244 were issued.

Livingston County CPL Applications By Status
(As of 1/2/2018)



"So very friendly. Thank you for your help and service!"
– May 24, 2017

Plat Board

The Plat Board is a statutory committee consisting of the County Register of Deeds, County Treasurer, and County Clerk. The Board reviews preliminary subdivision plan presented by engineers and approves final plats.

The Board approved one preliminary and one final plat during 2017.

FOIA Coordinator

The County Clerk also serves as the County's FOIA Coordinator. Our office received and placed on file 739 FOIA requests received by various county departments during 2017.

Vital Records Comparison
(2015 - 2017)

	2017	2016	2015
Deaths Recorded & Filed	1,142	1,401	1,024
Births Recorded & Filed	14	30	18
Marriage Licenses Issued & Filed	1,104	1,011	1,042
Assumed Names Filings	782	872	932
Concealed Pistol License Applications	3,562	4,244	3,405
Notary Commissions Issued, Bonds Filed	295	310	338

THE ELECTIONS DIVISION

Division Overview

The County Clerk is the chief election official within Livingston County. Local jurisdictions conduct many of the day-to-day operations of elections. However, the Elections Division is responsible for the proper administration of elections, accumulation of countywide results, and maintenance of the permanent elections records.

The Division administered three elections during the 2017 cycle: the May Special Election, the August Special Election and the November City General Elections and Special Election.

Livingston County transitioned to new election equipment during 2017. Selection of the specific election system to be used in each county was made by the County Clerk in consultation with the local clerks. The Election Division dedicated many hours to researching and learning about each of the three systems that were approved to select from. Hart InterCivic was selected as the vendor of choice for Livingston County.

Acceptance of the new equipment for the entire county took place late in July and early August. Each piece of equipment was tested to verify it functioned properly. Once cataloged, the devices were distributed to the appropriate local jurisdictions. This was a large project that took considerable effort to organize and conduct. First use of the new equipment took place on November 7, 2017.

New Election Equipment
First Used November 7, 2017

BALLOT ICONOGRAPHY BILL

County Clerk Elizabeth Hundley and Elections Coordinator Joan Runyan joined State Representative Hank Vaupel for a ceremonial bill singing by Governor Rick Snyder on Tuesday, September 19th. The Governor signed the bill that was initiated and led by Joan Runyan and the Clerk's Association. The goal of the bill was to remove the political vignettes, or icons, from future ballots. Political vignettes began appearing on ballots in Michigan in the 1890s and were considered a tool to help voters identify candidates by their party affiliation. In current times, these icons are proving to be more of a hindrance. Ballots have become longer and complex and thus, the vignettes have been reduced in size to the point where it is often difficult to recognize what they are portraying. These icons are now causing confusion and some voters have circled them thinking they were casting a straight ticket ballot. A mistake like this has caused votes like this to not count, which is a serious problem. The bill took effect immediately, so the icons were not seen on the November 2017 ballots.

The Elections Division saw a change in leadership as Ms. Kathryn Joan Runyan retired after 16 years of service as the Elections Coordinator. Ms. Runyan's attention to detail, expertise, and dedication benefited all who have interacted with the Elections Division. She will be missed by all who had the pleasure of working with her.

Livingston County Voters

As of the November 7, 2017 City General Elections and Special Election, Livingston County had 141,610 registered voters. The Elections Division processed 3,269 new voter registration records in 2017.

Campaign Finance

All candidates, political action committees and ballot question committees at the county and local level are required to report the revenues and expenditures of their campaign by filing campaign finance reports with the Office of the County Clerk. These documents are kept on file with the Elections Division and help to maintain the accuracy, integrity and openness of the elections process. The Division processed 17 campaign finance filings during 2017.

Election Commission

The Livingston County Election Commission is composed of the County Clerk, the Judge of the Probate Court, and the County Treasurer. The Commission is responsible for approving ballots for use at federal, state and countywide elections held within Livingston County. In addition, Commission members are responsible for holding hearings to determine the factualness/clarity of the wording used on recall petitions filed against certain county and local-level officials.

The Livingston County Election Commission met 4 times during the 2017 election cycle.

Precinct Inspector Training

Michigan election law requires the County Clerk to conduct training schools for precinct election inspectors within the county. The County Clerk must train inspectors for all cities and townships within Livingston County with a population of less than 10,000. Election inspectors must be certified every 2 years.

Precinct inspector trainings were conducted in October for the new election equipment. A total of 48 inspectors were trained on the new election equipment for November.

Board of Canvassers

The County Board of Canvassers is composed of two Democratic members and two Republican members. The County Clerk serves as clerk of the Board and is responsible for taking notes and preparing minutes of each Board meeting. The Canvassers' principal responsibility is to canvass and certify all elections held in the county.

The Board of Canvassers canvassed and certified the three elections during 2017.

Members of the Board of Canvassers are appointed by the Livingston County Board of Commissioners to a 4-year term. Two terms expired on October 31, 2017 (one Democrat and one Republican). Ms. Ruth Munzel honorably served the residents of Livingston County as a Canvass Member since 1985, and retired after 32 years of service. Her experience, knowledge, and attention to detail will be greatly missed. Ms. Judy Williams was appointed to represent the Democratic Party and Mr. Russ Spencer was appointed to represent the Republican Party to terms that will expire on October 31, 2021.

CLERK OF THE BOARD OF COMMISSIONERS

Division Overview

The County Clerk serves as the Clerk to the Board of Commissioners and is the keeper of all official Board records. The primary responsibility of the Clerk in this capacity is to record and prepare the minutes for the Board of Commissioners. Though we do not print or distribute the agendas, we do attend all Board meetings.

Regular meetings begin at 7:30 p.m. and are generally held on the first and third Monday of each month. The meetings are open to the public and are normally held in the Board Chambers located on the second floor of the Administration Building at 304 E. Grand River Avenue in downtown Howell.

County Directory

The Clerk's Office is responsible for updating the County Directory. The directory is a resource guide published to assist the residents of Livingston County in communicating with government offices and agencies, as well as elected and appointed officials at the local, state and federal levels. A great deal of staff hours was put into collecting information and gathering data for this directory. The directory is available on-line at the County Clerk's website. In addition, funding was granted that allowed a printed copy of the directory to be available during 2017.

"They went above and beyond to help us out at the last minute" – October 30, 2017

CLERK OF THE CIRCUIT COURT

Division Overview

The Circuit Court has jurisdiction over felony criminal cases, civil cases with alleged damages totaling over $25,000, and all Family Court cases including divorce, custody, support, and related cases, and all Juvenile Court cases. The County Clerk's Circuit Court Division is responsible for maintaining all civil, criminal, and family division records. An emphasis is placed on providing high quality service to the public, judges, and attorneys.

The County Clerk's Circuit Court Division continues the use of OnBase, an electronic imaging system currently being utilized within the Domestic docket. The success of this project relies on joint cooperation among Judges, Friend of the Court, County Clerk and Information Technology.

In addition to the following chart, please refer to the attached reports for a caseload and collections summary.

Case Load Comparision
(2016 - 2017)

Circuit Court County Clerk's Office	2017 Cases	2016 Cases	Actual Change	Increase / Decrease
Civil Cases Filed	431	412	+19	+4.5%
Domestic Cases Filed	1,035	1,023	+12	+1.16%
Criminal Cases Filed	726	741	-15	-2.02%
Reopened Cases	91	103	-12	-11.65%
Appeals	51	51	0	0%
PPO's Filed	401	474	-73	-15.40%
Total Cases Opened	**2,735**	**2,804**	**-69**	**-2.52%**

Trial Court Caseload Data Report

The County Clerk's Circuit Court Division annually provides the State Court Administrator's Office a caseload report that includes important data, such as the number of cases filed each year and the age of all cases completed in that year. This data is used to determine the level of service being provided to the public and identify areas for improvement. The Clerk's Office works with Circuit Court staff to implement improvements.

Financial Accounting

The Clerk's Office is responsible for receipting all payments made to the 44th Circuit Court. The Clerk's Office receipted $1,726,466.06 during 2017, which include $445,010.62 of General Fund revenues. The total amount receipted includes filing fees, court ordered fines, costs, restitution and bonds among other receipts.

Improving circuit court collections is a high priority. I look forward to reporting on our success in the future.

Reports to State Agencies

The Clerk's Office is also tasked with reporting all convictions of felonies, high court misdemeanors, and probation violations to the Secretary of State, State Police, and Department of Corrections. This assists in creating accurate records at the State level, which are then accessible by agencies and the public. And finally, all cases involving motor vehicles are abstracted to the Secretary of State.

In addition to statistical reports, there are financial reports which include reports to the Crime Victim Services Commission concerning restitution assessed and collected; and the State of Michigan, concerning the monies collected.

All of these reports are critical and their accuracy is of the utmost importance to our office. This information is relied upon by every agency and level. We take our role as the Court's record keeper seriously and strive to provide reliable information. In this vein, we have set some goals for improvement in the area of collections and abstract reporting. We are pleased to announce that we have already been making great strides in these areas and look forward to this year's results.

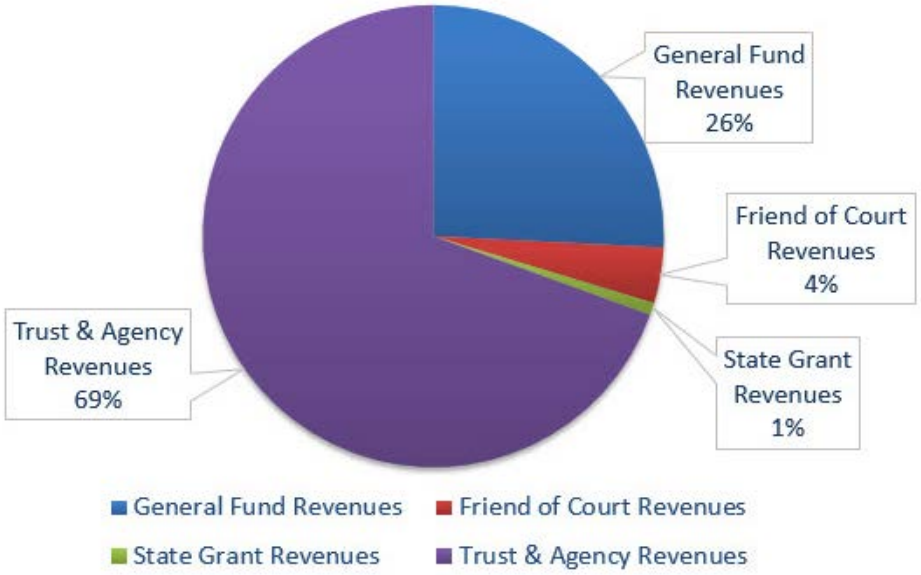
CONCLUSION

The County Clerk's Office interacts with almost every department within the county, all local municipalities and many residents. I am grateful to my staff for their hard work and dedication to providing excellent customer service. Their knowledge and skills are crucial to our success, and I thank each and every member of my staff.

Many thanks to our Board of Commissioners and the Administrative team. We could not do the work we do without the cooperation and support you provide. It is a privilege to serve as your County Clerk.

— Elizabeth Hundley

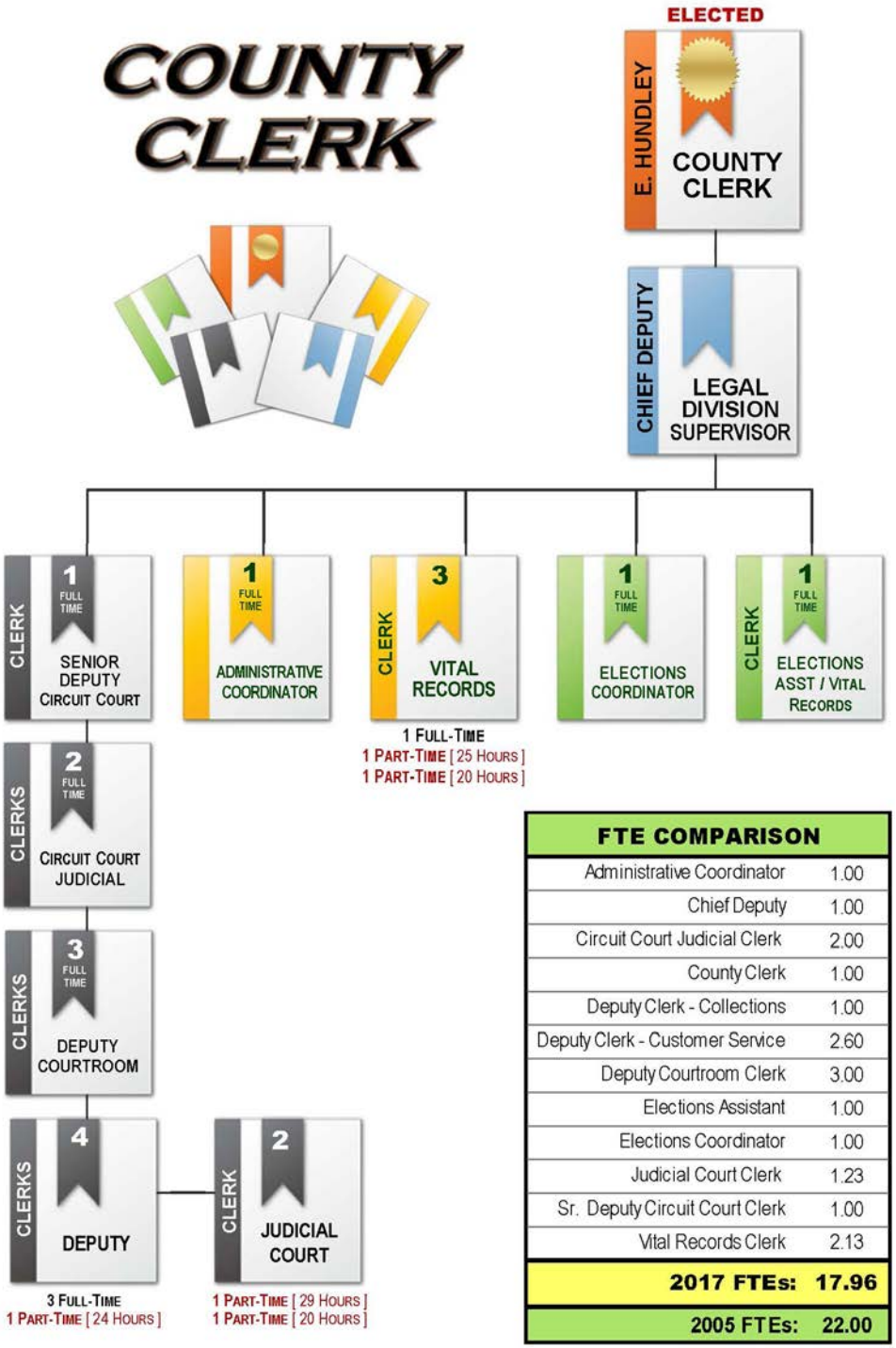
Total 2017 44th Circuit Court Revenues
($1,726,466.06)



Holiday Decorating Contest 2017

Employee Service Award

A Service Awards reception was held at the Judicial Center in November recognizing employees for their service to Livingston County. Lynne Schickling was recognized for her 5 years of service to the Livingston County Clerk's Office. Lynne's knowledge and skills are exceptional and she is a valuable asset to our team!



FTE COMPARISON	
Administrative Coordinator	1.00
Chief Deputy	1.00
Circuit Court Judicial Clerk	2.00
County Clerk	1.00
Deputy Clerk - Collections	1.00
Deputy Clerk - Customer Service	2.60
Deputy Courtroom Clerk	3.00
Elections Assistant	1.00
Elections Coordinator	1.00
Judicial Court Clerk	1.23
Sr. Deputy Circuit Court Clerk	1.00
Vital Records Clerk	2.13
2017 FTEs:	**17.96**
2005 FTEs:	**22.00**

2017 ANNUAL ACTIVITIES & STATISTICAL REPORT

OFFICE OF THE LIVINGSTON COUNTY CLERK

CIRCUIT COURT CLERK'S OFFICE

Civil Cases Filed	431
Domestic Cases Filed	1,035
Criminal Cases Filed	726
Reopened Cases	91
Appeals	51
PPO's Filed	401
Total Cases Opened	**2,735**

Cases Pending January 1, 2017	822
Cases Closed in 2017	2,336
Cases Pending December 31, 2017	842

CIRCUIT COURT COLLECTIONS

General Fund Revenues	$445,010.62
Friend of Court Revenues	$67,360.00
State Grant Revenue	$14,538.89
Trust & Agency Revenues	$1,199,556.55

COUNTY CLERK SUMMARY

Writs Issued	1
Attorneys at Law Registered	5
Notary Commissions Issued/Bonds Filed	295
Concealed Weapon Permits Issued	3,562
Assumed Names/Co-Partnerships & Dissolutions Filed	782
Marriage Licenses Issued and Filed	1,104
Births Recorded and Filed	14
Deaths Recorded and Filed	1,142
Number of FOIAs Processed	739
Elections and Recounts Canvassed	3
Election Inspectors Schools of Instruction	8
Number of Precinct Inspectors Trained	48
Campaign Finance Statements Filed	17
Voter Registrations sent to Township and City Clerks	3,399

ADDENDUM TO ANNUAL ACTIVITIES & STATISTICAL REPORT

Office of the Livingston County Clerk - Elections Division
GEMS Programming Revenue (May & August) for 2017

May 2, 2017 Special Election
(Unadilla Township & Hartland Schools)
10 Polling Precincts @ $275 GEMS Programming: $2,750
3 AVCB Precincts @ $275 GEMS Programming: $825
* * * * * * * * * * * * * *
Total: $3,575

August 8, 2017 Special Election
(Byron, Dexter, Morrice Schools)
3 Polling Precincts @ $275 GEMS Programming: $825
* * * * * * * * * * * * * *
Total: $825

2017 Grand Total GEMS Programming Revenue: $4,400

November 7, 2017 General/Special Election
(City of Brighton, City of Howell, Linden Schools, WISD)
12 Polling Precincts @ $225: $2,700
1 AVCB Precinct @ $225: $225
* * * * * * * * * * * * * *
Total: $2,925

2017 Grand Total HART Programming Revenue: $2,925

Filing Fees & Miscellaneous Revenues for 2017
* * * * * * * * * * * * * *
1 Qualified Voter File/Election Data Request: $42.50

2017 ELECTIONS DIVISION ANNUAL ACTIVITIES & STATISTICAL REPORT

ELECTIONS CANVASSED: 3

May 2	Special Election for Unadilla Township and Hartland Consolidated Schools
August 8	Special Election for Byron Area Schools, Dexter Community Schools, and Morrice Area Schools
November 7	City General Elections (Brighton and Howell) and Special Election (Linden Community Schools and Washtenaw Intermediate School District)

ELECTION REIMBURSEMENTS: 3

MAY 2
7 Townships
10 Polling Precincts
3 AVCB Precincts
3 Combined Precincts
10 Ballot Styles
Proposals: Unadilla Township (3) And School District
Election Reimbursement
$8,011.25

AUGUST 8
3 Townships
3 Polling Precincts
1 Split Precinct
1 Folded-in Precinct
3 Ballot Styles
Proposals: 3 School Districts
Election Reimbursement
$2,670.23

NOVEMBER 7
2 Cities
12 Polling Precincts
2 Combined Precincts
4 Townships
1 AVCB Precinct
1 Ballot styles
Proposals: Washtenaw Intermediate School District; Linden Community Schools
City General Election: City of Howell and City of Brighton
Election Reimbursement: **$6,202.16**

ELECTION INSPECTOR SCHOOLS OF INSTRUCTION
8 New Equipment Inspector Trainings

NUMBER OF PRECINCT INSPECTORS TRAINED: 48

CAMPAIGN FINANCE STATEMENTS FILED: 17

VOTER REGISTRATIONS SENT TO CITY, TOWNSHIP, AND OUT-COUNTY CLERKS: 3,399