Livingston County Clerk

2022 Annual Report

Livingston County Clerk
Elizabeth Hundley
Integrity • Dedication

FUNCTIONS & DUTIES OF THE CLERK

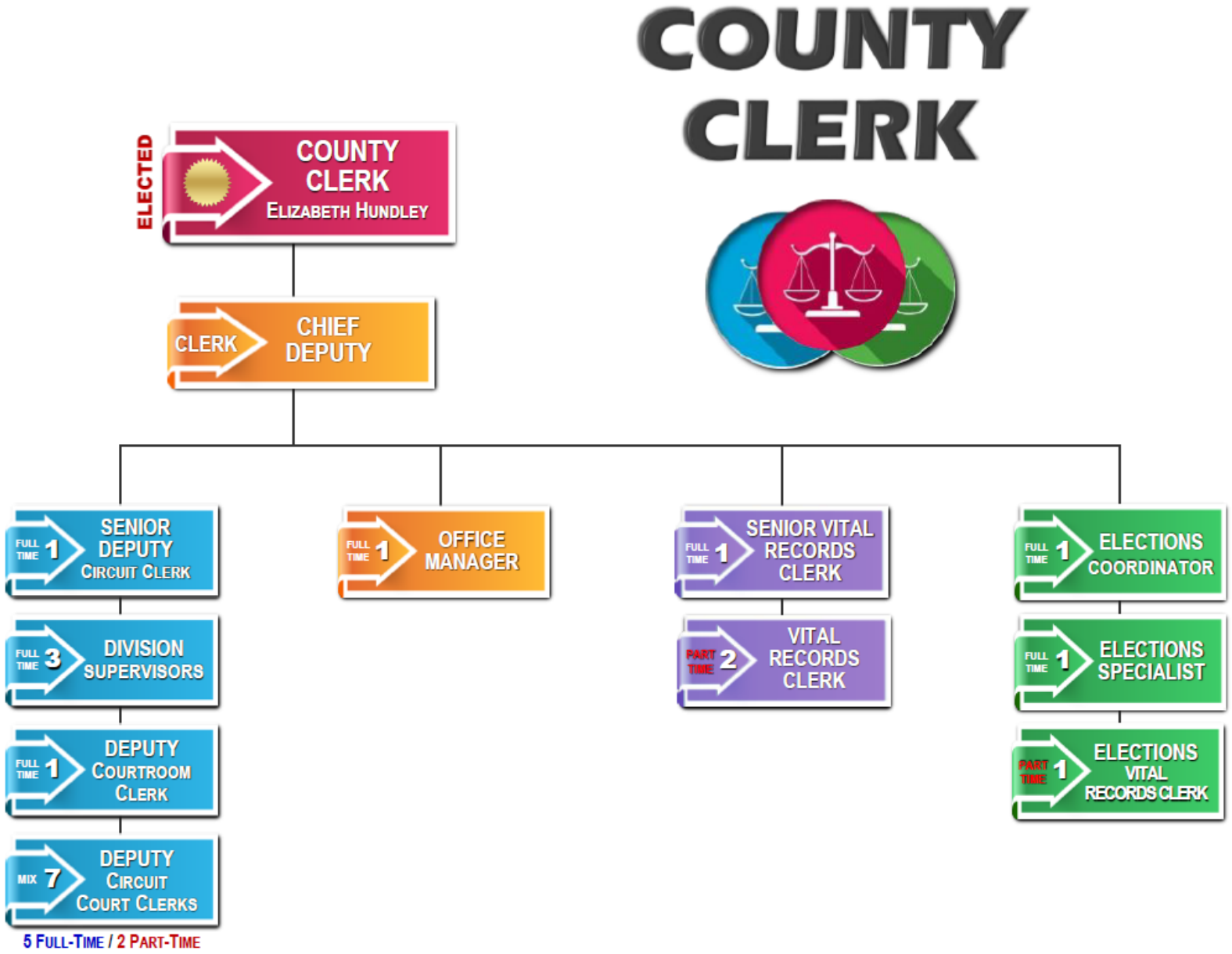
The County Clerk is Livingston County's Keeper of the Records. The responsibilities of the Clerk include:

- Clerk of the Court
- Chief Election Official of the County
- Clerk of the County Board of Canvassers
- Clerk of the County Board of Commissioners
- Clerk of the County Apportionment Commission
- Clerk of the County Election Commission
- Clerk of the County Plat Board
- Clerk of the County Tax Allocation Board
- County FOIA Coordinator
- Vital Record Registrar

Elizabeth Hundley

Livingston County Clerk

COUNTY CLERK ORGANIZATION



VITAL RECORDS DIVISION - OVERVIEW

The Vital Records Division is responsible for:

- Recording, indexing & issuing certified copies of:
  - ✓ Birth certificates
  - ✓ Death certificates
  - ✓ Marriage certificates
- Issuing marriage licenses
- Concealed pistol licenses (CPL)
  - ✓ Process applications (new & renewals)
  - ✓ Fingerprint new applicants
  - ✓ Issue licenses
- FOIA Coordinator
- Board of Commissioner Clerk
  - ✓ Attending meetings
  - ✓ Preparing & recording official minutes
- Process Notary applications
  - ✓ Review application & administer oath
  - ✓ Record & index Notary bond
- Business registrations (DBA's)
  - ✓ New, renewals & dissolutions
- Oaths of Office
  - ✓ Administers oaths
  - ✓ Maintains County's Official oath records
- Military Discharge Record (DD-214)
  - ✓ Issue Veteran ID cards
- Maintains County Directory

VITAL RECORDS DIVISION - OVERVIEW

Vital Records Comparison

(2016 - 2024 Projected)

	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Estimated	2024 Projected
Deaths Recorded & Filed	1,401	1,142	1,141	1,135	1,389	1,387	1,354	1,200	1,200
Births Recorded & Filed	30	14	24*	23*	34	23	39	25	25
Marriage Licenses Issued & Filed	1,011	1,104	1,103	969	930	1,030	1,086	900	900
Assumed Names Filings	872	782	531	509	548	601	562	550	550
Concealed Pistol License Applications	4,244	3,562	3,420	3,754	5,712	4,776	3,925	3,300	3,300
Notary Commissions Issued, Bonds Filed	310	295	501	468	389	432	403	400	400
FOIA Requests	601	739	865	932	968	1,400	1,300	1,200	1,200
Military Discharge Recording	89	72	76	160	47	50	63	55	55

*Home births recorded after annual report prepared.

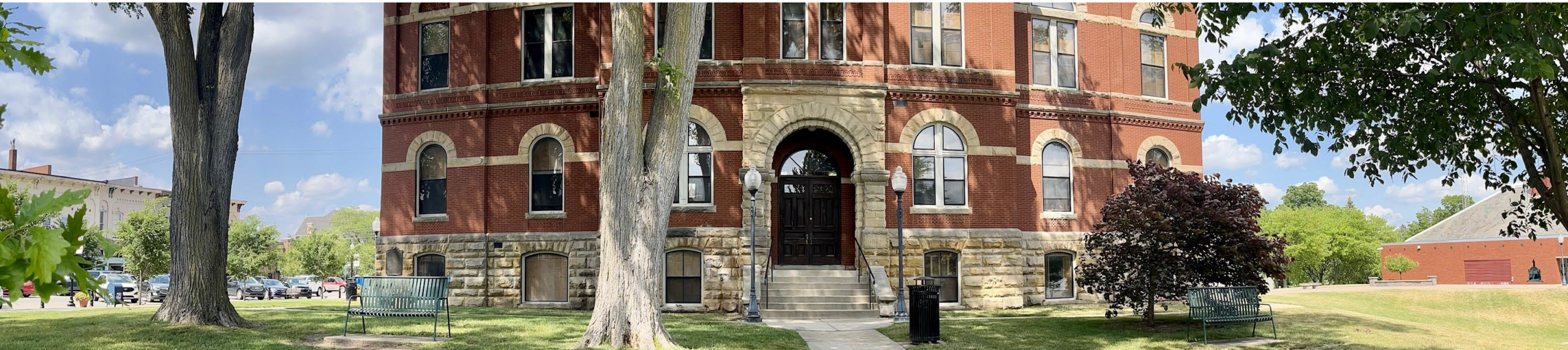
VITAL RECORDS DIVISION – ACCOMPLISHMENTS & GOALS

ACCOMPLISHMENTS

- Implemented Fidlar Apex software for indexing and imaging vital records
- Office reconfiguration to enhance customer service – Required for Apex launch
- Launched Online Marriage License Application – Streamlined process for staff & public
- Julie Teggerdine was named a 4th Quarter 2022 Employee Recognition winner

GOALS

- Vital Records remodel project (massive remodel project – while providing services)
- Staffing
- Improve/streamline public experience

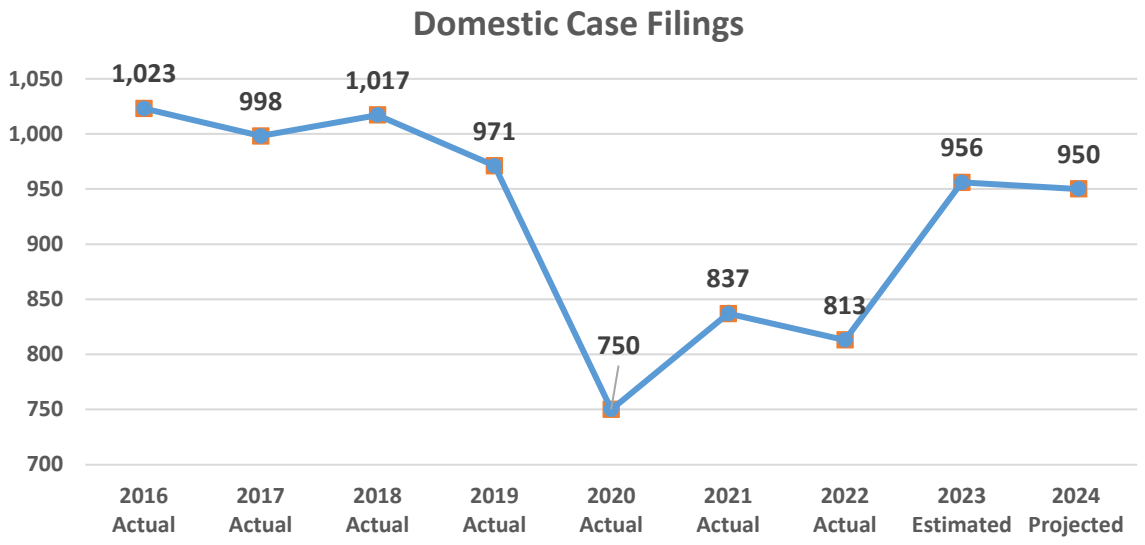


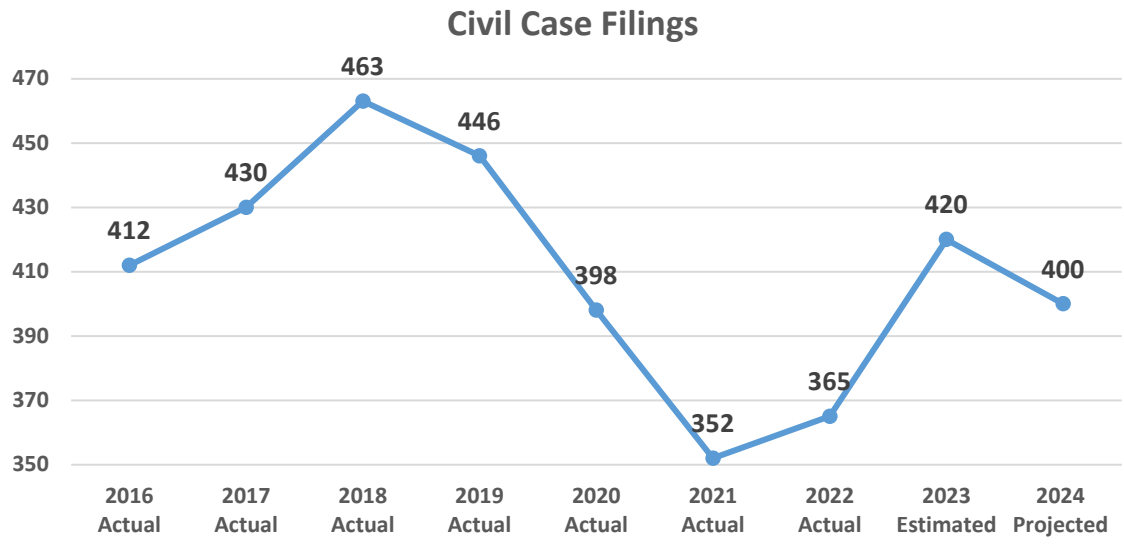
CLERK OF THE CIRCUIT COURT OVERVIEW

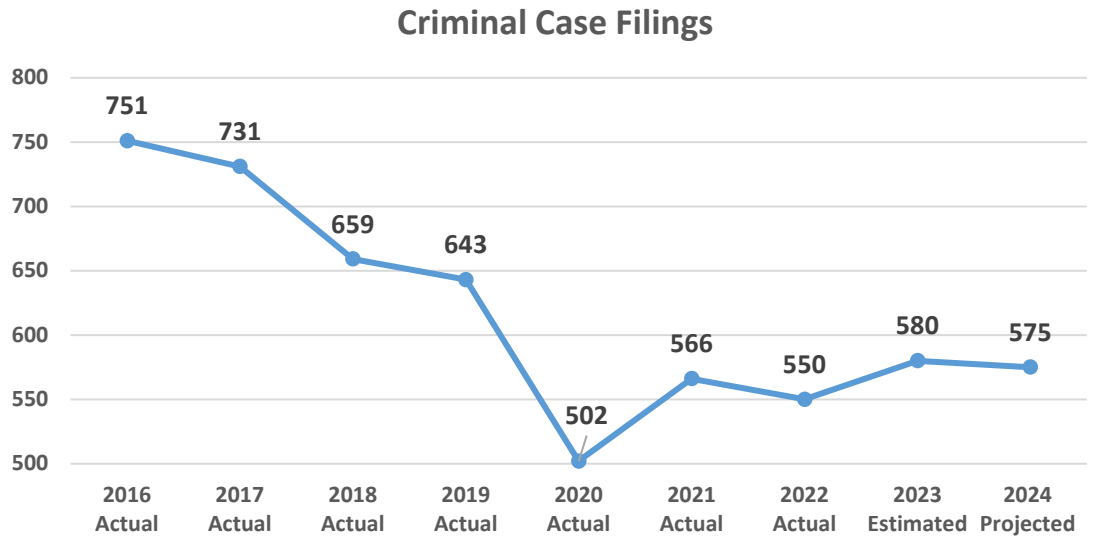
The Circuit Court Clerk handles:

- Felony criminal cases
- Domestic relations cases
- Personal protection orders
- General civil actions involving claims of $25,000 or more
- Cases appealed from the lower courts
- Other miscellaneous matters

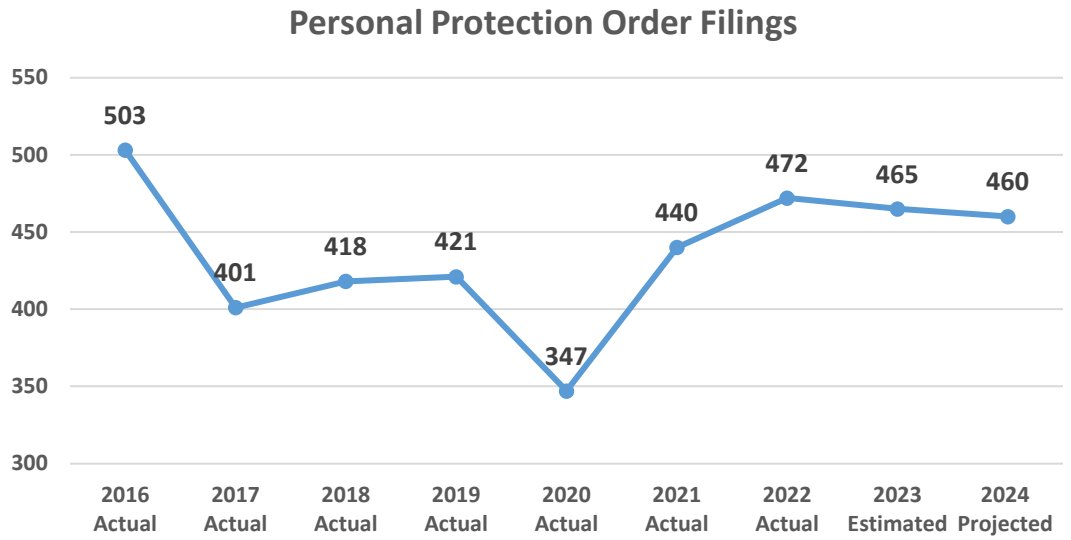
CLERK OF THE CIRCUIT COURT ANNUAL CASE FILINGS

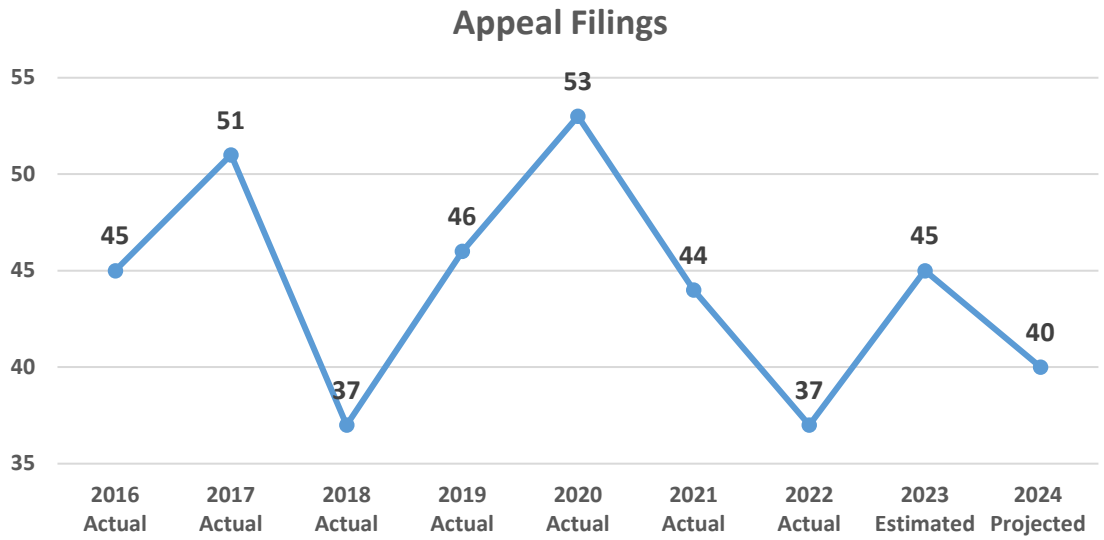


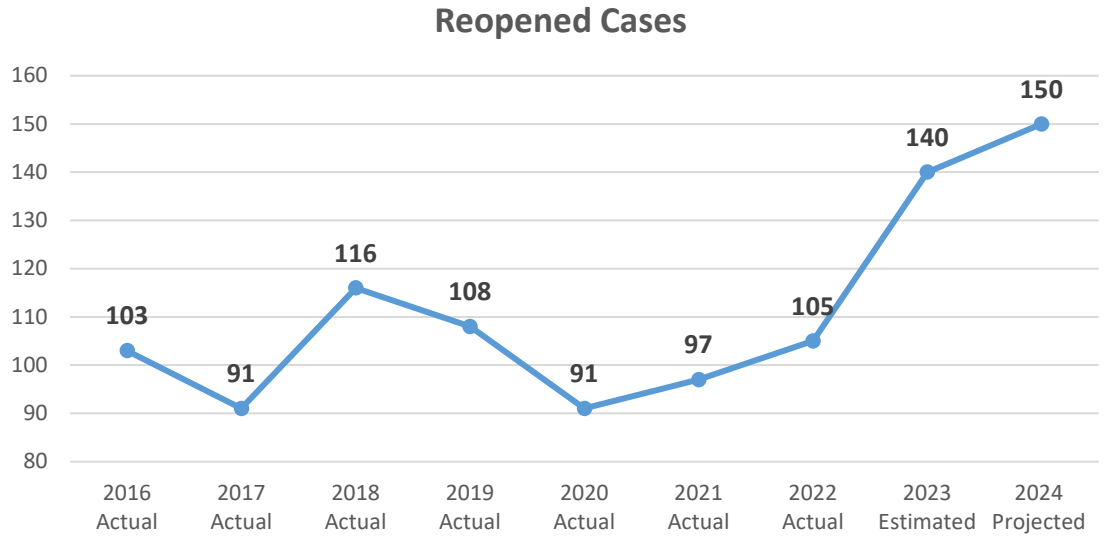




CLERK OF THE CIRCUIT COURT ANNUAL CASE FILINGS







TAX GARNISHMENTS

Tax Year	Total Garns.	Amount Received	Cost
2009	50	$6,554	$300
2010	81	$9,619	$486
2011	125	$9,749.39	$750
2012	125	$10,042.64	$750
2013	125	$7,189.59	$750
2014	0	None Sent	- 0 -
2015	0	None Sent	- 0 -

**As of 9/6/2023

Tax Year	Total Garns.	Amount Received	Cost	General Fund	Trust & Agency	Restitution
2016	125	$4,831.34	$750	Unknown	Unknown	- 0 -
		** Average of $32.65 per garnishment net				
2017	500	$10,654.29	$3,000	$9,498.09	$1,156.20	- 0 -
		** Average of $15.31 per garnishment net				
2018	1,000	$23,523.01	$6,000	$17,385.91	$3,474.50	$2,662.60
		** Average of $17.52 per garnishment net				
2019	1,000	$43,057.79	$6,000	$31,600.06	$6,390.18	$5,067.55
		** Average of $37.05 per garnishment net				
2020	1,000	$111,920.47	$6,000	$74,705.01	$19,339.13	$16,783.33
		** Average of $88.19 per garnishment net				
2021	1,000	$149,176.69	$9,000	$123,196.85	$4,319.26	$11,449.98
		** Average of $75.52 per garnishment net				
2022	1,551	$134,334.97	$7,775	$93.458.84	$12,690.61	$28,185.52
		** Average of $81.61 per garnishment net				

CLERK OF THE CIRCUIT COURT – CHALLENGES & GOALS

CHALLENGES & ACCOMPLISHMENTS

- As of April 1, 2022, new court rules to protect personal identifying information became effective. This requires all records to be examined prior to dissemination to the public.
- Our new case management system went live on December 6, 2022. This required months of preparation and training to prepare for it and months of troubleshooting once it went live.
- Auto Set Aside legislation went into effect April 11, 2023. This caused thousands of files to become non-public within a 24-hour period. Several months were spent preparing for this unfunded mandate.

GOALS

- We continue to move toward streamlining procedures to increase efficiency and transparency. With the assistance of ARPA funds, we will be converting our microfilm records to digital records so they may be added to our electronic file storage system for quick and convenient retrieval.
- We will be participating in a new program through the Michigan State Police that will allow us to eliminate the six to eight-week waiting period for background checks on name change petitions.
- Implement an organized and methodical process to address set aside files pursuant to the requirements of the statutes.

ELECTIONS DIVISION OVERVIEW

The County Clerk is the chief election official within Livingston County

- Provides guidance and instruction to the local jurisdictions
- Voter registration maintenance
- Maintain permanent election records

Responsibilities of the Elections Division:

- Candidate filings
- Precinct Delegate Filings
- Campaign Finance
- Ballot programming
- Order and supply ballots
- Order elections supplies to distribute to local jurisdictions
- Election Inspector Training
- Accumulate election results
- Canvass & certify election results
- Post-elections audits

ELECTIONS DIVISION – ELECTION PREPARATIONS

Election Inspector Training

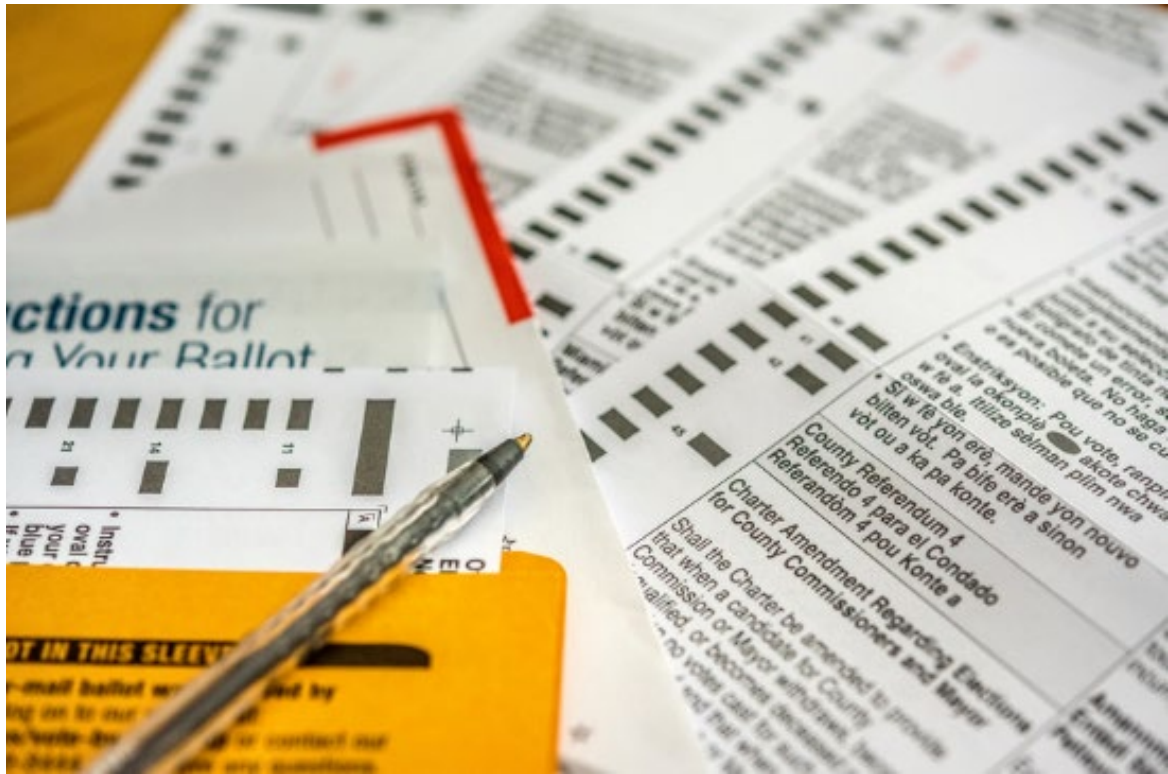
- The County Clerk is required to provide election inspector training before each election
- We provide Two-Year Certification training to election inspectors in even numbered years

Accept Candidate Filings

- Accepted filings for State Representative, County Commissioner, Precinct Delegates, Villages, School Board, and Library Board candidates
- Provided required ballot proofs to candidates

Voter Registrations

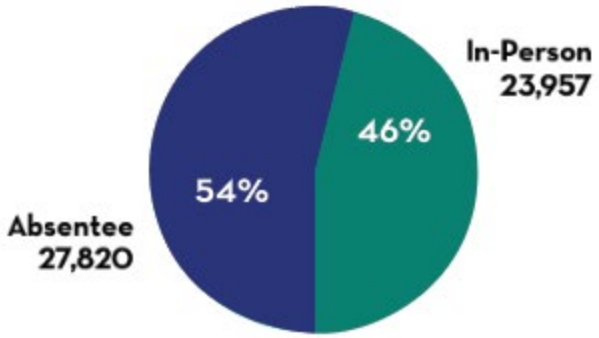
- Our office initiates the cancellation of voters in the qualified voter file **(MCL 168.510)**



ELECTIONS DIVISION – 2022 ELECTION RUNDOWN

August 2, 2022 Primary Election

How Were Ballots Cast?

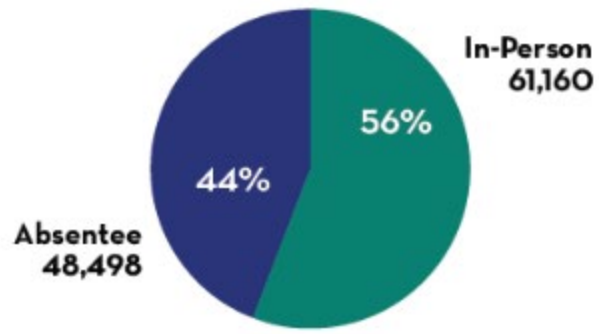


51,777
Ballots Cast

Voter Turnout
▼ 31.7%

November 8, 2022 General Election

How Were Ballots Cast?



109,658
Ballots Cast

Voter Turnout
▼ 66.9%

ELECTIONS DIVISION - ACCOMPLISHMENTS

Conducted Two Elections in 2022

- 163,093 & 164,009 registered voters (respectively)
- August 2, 2022 Primary Election – County is responsible for the cost of this election
- November 8, 2022 General Election – County is responsible for the cost of this election
    - Major costs include ballots, precinct supplies, applications to vote, etc.

Two Recounts

- 16,864 ballots – State recount (December 7, 2022)
- 16,358 ballots – Hartland Schools recount (December 9, 2022)

County Board of Canvassers

- Canvassed all elections conducted in Livingston County during 2022
    - Canvass can take up to 14 days for each election
- Approved all ballot containers within Livingston County
    - Every 4 years Michigan Election Law requires Canvassers to inspect and approve all containers local clerks use to store voted ballots
- Attended training classes conducted by Bureau of Elections staff
- Held multiple recall hearings

Other Accomplishments

- Office Relocation/Renovation - Moved into new space in June 2022

ELECTIONS DIVISION - GOALS

Conduct Three Elections in 2023

Campaign Finance Filing

- Implement new online filing system

Renew CERA (Certified Election Registration Administrator) Accreditation

- Joe Bridgman 2023
- Elizabeth Hundley 2024

Implementation of Proposal 22-2

- Fundamental right to vote
- Minimum of 9 days of early voting
- Counting postmarked absentee ballots of military and oversea voters received after Election Day
- Photo ID or signed affidavit to verify voter
- Created a permanent absent voter ballot list
- State funded prepaid ballot postage
- State funded ballot tracking notification system
- Requires state funded drop boxes for absentee ballots
- Allows donations to fund elections

ELECTIONS DIVISION – LEGISLATIVE CHALLENGES

Presidential Primary date	PA 2 of 2023	(SB 13)
Early Voting	PA 81 of 2023	(SB 367)
Omnibus Budget Bill	*PA 119 of 2023*	*(HB 4437)*
Prepaid postage/signature cure	PA 82 of 2023	(SB 370)
Early voting penalties	PA 83 of 2023	(HB 4696)
Ballot tracking	PA 84 of 2023	(SB 339)
Drop boxes	PA 85 of 2023	(HB 4697)
Permanent mail ballot list	PA 86 of 2023	(HB 4699)
Election ID definition	PA 87 of 2023	(SB 373)
Precinct size	PA 88 of 2023	(HB 4702)

***NOT** given immediate effect*

Effective 90 days after *sine die* (the date the legislature adjourns for the year)

ELECTIONS DIVISION – LEGISLATIVE CHALLENGES: Additional Responsibilities

2024 Presidential Primary: February 27, 2024

(pending immediate effect or early *sine die* adjournment)

SEP 25, 2023

155 days before: County clerk notifies municipal clerks whether county intends to conduct EV through county agreement

SEP 30, 2023

150 days before: Municipal clerks notify county clerk whether municipality will conduct EV as a single municipality, enter into a municipal agreement, or enter into a county agreement

OCT 25, 2023

125 days before: Municipal agreements and county agreements must be finalized and signed (90 days before a special statewide or federal election)

OCT 30, 2023

120 days before: EV plans prepared (single municipalities and municipal agreements file with county clerk; county clerk that is party to a county plan prepares plan)

ELECTIONS DIVISION – LEGISLATIVE CHALLENGES: Additional Responsibilities

2024 Presidential Primary: February 27, 2024

(pending immediate effect or early *sine die* adjournment)

NOV 9, 2023

<u>110 days before</u>: County clerks submit countywide EV plan to SOS

NOV 29, 2023

<u>90 days before</u>: Configuration finalized for those participating in municipal or county agreements

DEC 29, 2023

<u>60 days before</u>: EV locations finalized

FEB 27, 2024

Presidential Primary

(Presidential primary will be March 12, 2024 if PA 2 of 2023 does not take effect in time)

CUSTOMER SATISFACTION

279 Public Comment Cards were submitted in 2022

98.92% indicated excellent customer service

"Most efficient government agency I've dealt with so far."
- March 25, 2022

"Great customer service. Fast and friendly. Thank you!"
- June 13, 2022

"Everyone was helpful and friendly. Process was made easy and enjoyable."
- June 27, 2022

"The staff were friendly, very helpful and made the process easy."
- August 9, 2022

"Keep up the good work. We love Livingston County."
- August 24, 2022

"They're great here. Very kind, knowledgeable, and helpful."
- September 22, 2022

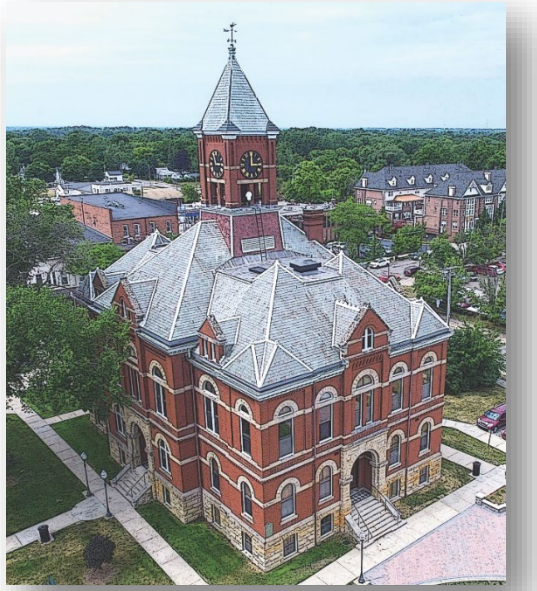
"Your staff is amazing, quick, and very friendly!"
- November 16, 2022

"Wonderful people. Easy experience."
- December 12, 2022

QUESTIONS & CONTACT US

Elizabeth Hundley

Livingston County Clerk



Livingston County Clerk
Historic Courthouse
200 E. Grand River Ave.
Howell, MI 48843

Monday - Friday
8 a.m. – 5 p.m.

Phone: (517) 546-0500
Fax: (517) 548-4354

Email: countyclerk@livgov.com

Livingston County Clerk Elections
Historic Courthouse
200 E. Grand River Ave.
Howell, MI 48843

Monday - Friday
8 a.m. – 5 p.m.

Phone: (517) 546-8177
Fax: (517) 548-4354

Email: countyclerk@livgov.com

Livingston County Clerk
Circuit Court Clerk
204 S Highlander Way, Suite 4
Howell, MI 48843

Monday - Friday
8 a.m. – 5 p.m.

Phone: (517) 546-9816
Fax: (517) 548-4219

Email: circuitcourtclerk@livgov.com