



2014 COUNTY CLERK

ANNUAL REPORT



Submitted By:

MARGARET M. DUNLEAVY
LIVINGSTON COUNTY CLERK



Margaret M. Dunleavy
LIVINGSTON COUNTY CLERK

County Clerk
200 East Grand River
Howell, Michigan 48843-2399
517-546-0500

Circuit Court Clerk
204 S. Highlander Way, Suite 4
Howell, Michigan 48843-1953
517-546-9816

E-mail: mdunleavy@co.livingston.mi.us

TO: Livingston County Board of Commissioners

FROM: Margaret M. Dunleavy, Livingston County Clerk

DATE: March 10, 2015

RE: 2014 Annual Report

The office of the County Clerk is an elected position mandated by Article 7, Section 4 of the State Constitution. The office is elected by popular election on a partisan basis with a term of four years. It coincides with the normal election cycle of the primary and general elections in which the president is elected.

The County Clerk's Circuit Court Division continues to be a very active and vibrant division. This division continues to receive, process and maintain Circuit Court records. An emphasis is placed on high quality service to the public, attorneys and judges. I am once again grateful to report that I have an experienced and dedicated staff. We continue to review and refine our procedures. Please refer to the attached reports for a collections and caseload summary. (One of the clerk's that worked on collections retired and I believe that is reflected, in part, by a decrease in collections.)



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The Election Division performed all the necessary programming, testing and proofing of ballots, plus preparing memory cards and flash cards for the election equipment in Livingston County. Joan Runyan, Election Coordinator, continues to do an admirable job with the assistance of Arlene O'Rourke. There is a high level of attention to detail and the necessity to coordinate and communicate with local units. There were 753 Precinct Inspectors trained at sixteen (16) schools of instruction. Please refer to the attached report for more details of the election activities.

The Vital Records Division continues to be a high volume and intense public service office. Debbie Warden, Administrative Coordinator, does a commendable job of overseeing the functions of the Vital Records' Division. The Vital Records Division records all births and deaths that occur in Livingston County. Residents of Livingston County apply for their marriage licenses in this office. This division is also responsible for assigning Assumed Names, receiving applications for Concealed Pistol Permits, Notaries and accepting filings of military DD2 14s (discharge) papers. Please refer to the attached reports for complete details.

The County Clerk is the official record keeper for the County and is Clerk to the Board of Commissioners. All meetings were posted as required by the Open Meetings Act, and the minutes were duly recorded and posted to the website. A permanent record of the minutes, along with all resolutions, is kept in the Office of the County Clerk.

As FOIA coordinator for the County, the County Clerk's office received and placed on file all FOIA requests processed by various departments.



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Once again, I want to acknowledge my dedicated, hardworking, and talented staff. All of the activities that are reported here are accomplished because of their enthusiasm and commitment. I want to especially acknowledge my Chief Deputy, Laura Chafy-Rogers, whose efforts on my behalf are most appreciated. Her experience, work ethic and knowledge continue to benefit me and this county.

I continue to be grateful to the Board of Commissioners for their support and cooperation. I welcome your inquiries and invite you to visit any division of the County Clerk's office.

COUNTY CLERK

ELECTED

M. DUNLEAVY

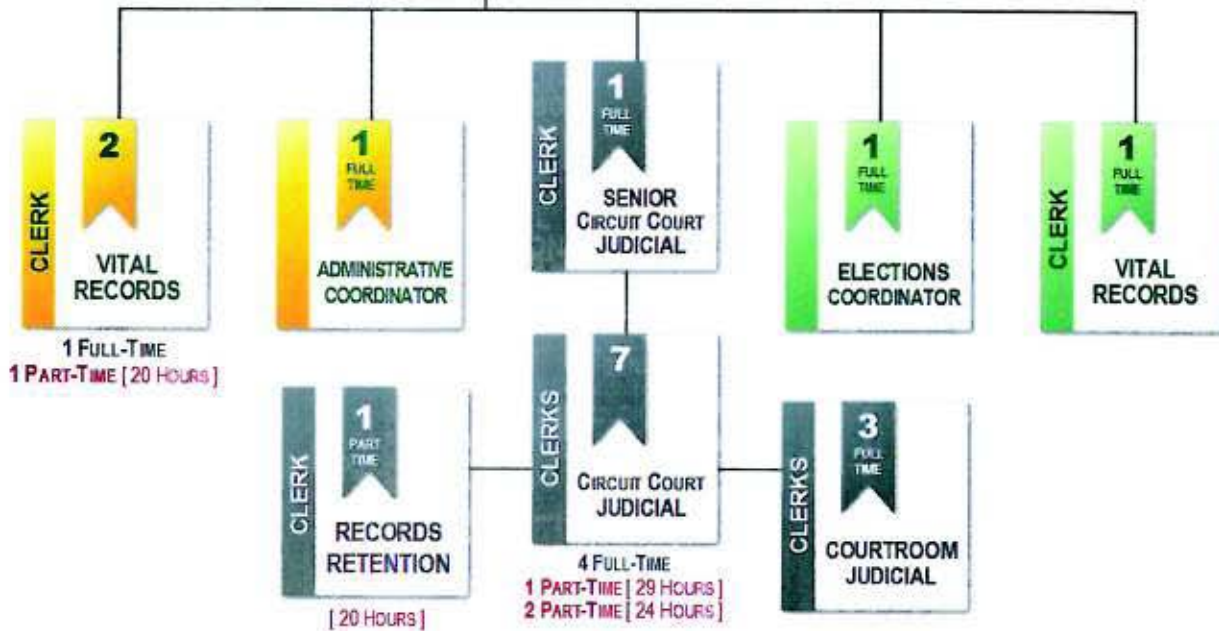


COUNTY CLERK

CHIEF DEPUTY



LEGAL DIVISION SUPERVISOR



FTE COMPARISON	
Administrative Coordinator	1.00
Chief Deputy/Legal Div. Supvr	1.00
County Clerk	1.00
Circuit Court Judicial Clerk	5.93
Courtroom Judicial Clerk	3.00
Elections Coordinator	1.00
Records Retention Clerk	0.50
Sr. Circuit Court Judicial Clerk	1.00
Vital Records Clerk	2.50
2015 FTEs:	16.93
2005 FTEs:	22.00

OFFICE OF THE LIVINGSTON COUNTY CLERK
Margaret M. Dunleavy

Annual Activities and Statistical Report for the Year ending 12-31-14

CIRCUIT COURT CLERK'S OFFICE

Civil Cases Filed	527
Domestic Cases Filed	1004
Criminal Cases Filed	719
Reopened Cases	122
Appeals	72
PPO's Filed	429

TOTAL CASES OPENED 2873

Cases Pending January 1, 2013	831
Cases Closed in 2013	2798
Cases Pending December 31, 2013	906

Circuit Court Collections \$ 968,452.73

COUNTY CLERK JURISDICTIONS

Writs Issued	582
Attorneys at Law Registered	6
Notary Commissions Issued, Bonds Filed	424
Concealed Weapon Permits Issued	2,974
Assumed Names/Co-Partnerships and Dissolutions Filed	1,042
Marriage Licenses Issued and Filed	1,110
Births Recorded and Filed	23
Deaths Recorded and Filed	1022
Elections and Recounts Canvassed	3
Election Inspectors Schools of Instruction	16
Number of Precinct Inspectors Trained	753
Campaign Finance Statements Filed	39
Voter Registrations Sent to Township & City Clerks	4,971

**2014 YEAR END TOTALS
COLLECTIONS FOR COURT ORDERED PAYABLES**

January 1, 2014 through December 31, 2014

MISCELLANEOUS TOTAL:	\$ 67,371.16	* <u>General Fund Accounts</u>
-DNA Fees County	\$ 35.00	*13100-607017
-DNA Sheriff	\$ 87.28	*35100-607017
-DNA State	\$ 227.52	
-Forensic Fees County	\$ 191.40	*21599-607004
-Forensic Fees State	\$ 1,084.60	
-OUIL Reim Prosecutor	\$ 8,534.00	*21599-676011
-OUIL State Police	\$ 1,500.00	
-OUIL Local Agencies	\$ 7,211.55	
-OUIL DNR	\$ 0.00	
-Extradition Reimbursement	\$ 1,126.30	*26700-676009
-Drug Court	\$ 11,624.00	
-20% Late Fee Assessment	\$ 35,483.15	*21599-607024
-Old Probation Fees	\$ 180.36	*21599-606004
-Bench Warrant Reimbursement	\$ 86.00	

CRIME VICTIMS:	\$ 55,947.22	
-State	\$ 50,351.00	
-County	\$ 5,596.22	*21599-607004

ATTORNEY FEES:	\$ 187,874.09	*13100-607006
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COSTS:	\$ 303,114.14	
-State	\$ 49,833.68	
-County	\$ 253,280.46	*21599-606000

FINES:	\$ 25,311.93	*21599-655000
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RESTITUTION:	\$ 328,834.19	
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YEAR END TOTAL COLLECTIONS: \$ 968,452.73

Bond Forfeiture \$ 0 21599-655002 * (\$ 517,700.19 G/F)

YEAR END TOTALS	<u>2012</u>	<u>2013</u>
Miscellaneous:	\$ 89,455.75	\$ 85,537.59
Crime Victims:	\$ 56,834.40	\$ 53,700.88
Attorney Fees:	\$ 217,615.51	\$ 197,146.38
Costs:	\$ 433,505.87	\$ 387,649.50
Fines:	\$ 29,572.11	\$ 39,798.35
Restitution:	\$ 376,147.84	\$ 384,650.94
Total	\$1,203,131.48	\$1,148,483.64
	\$ 759,559.01 (2012 G/F Total)	\$ 642,900.33 (2013 G/F Total)

**OFFICE OF THE LIVINGSTON COUNTY CLERK – ELECTIONS DIVISION
ANNUAL ACTIVITIES AND STATISTICAL REPORT
FOR THE YEAR ENDING DECEMBER 31, 2014**

ELECTIONS CANVASSED: 3

May 6 - Special Election for Fenton, Hartland, Pinckney, and Stockbridge Schools
August 5 – Primary Election
November 4 – General Election

ELECTIONS PROGRAMMED (GEMS AND AutoMARK): 3

May 6:
9 Townships
20 Polling Precincts
2 AVCB Precincts
4 School Districts
22 Ballot Styles
1 Split Precinct; 3 Folded-In Precincts, and 6 Combined Precincts

**Election Reimbursement:
\$14,164.63**

August 5:
2 Cities and 16 Townships
79 Polling Precincts
19 AVCB Precincts
2 Library Districts, 1 School District, and 1 Village
88 Ballot Styles
9 Split Precincts

**Election Reimbursement:
\$29,120.38**

November 4:
2 Cities and 16 Townships
79 Polling Precincts
20 AVCB Precincts
4 Library Districts, 2 Villages, 14 School Districts, and 3 Community Colleges
19 Split Precincts
55 Ballot Styles

**Election Reimbursement:
\$28,836.50**

ELECTION INSPECTOR SCHOOLS OF INSTRUCTION: 16

June 6, 9, 10 11, 16, 20, 23, 25, 27, and 30
July 1, 7, 9, 11, and 14
October 15

NUMBER OF INSPECTORS TRAINED: 753

CAMPAIGN FINANCE STATEMENTS FILED: 39
(#158467 - #158505)

VOTER REGISTRATIONS SENT TO CITY, TOWNSHIP, AND OUT-COUNTY CLERKS: 4,971

**ADDENDUM TO ANNUAL ACTIVITIES AND STATISTICAL REPORT
OFFICE OF THE LIVINGSTON COUNTY CLERK – ELECTIONS DIVISION
PROGRAMMING REVENUE
FOR THE YEAR ENDING DECEMBER 31, 2014**

May 6, 2014 Special Election
Fenton, Hartland, Pinckney, and Stockbridge School Districts
20 Polling Precincts @ \$275.00 GEMS Programming: \$5,500.00
2 AVCB Precincts @ \$275.00 GEMS Programming: \$550.00
20 Polling Precincts @ \$50.00 AIMS Programming: \$1,000.00
Total: \$7,050.00

August 5, 2014 Primary Election
79 Polling Precincts @ \$275.00 GEMS Programming: \$21,725.00
19 AVCB Precincts @ \$275.00 GEMS Programming: \$5,225.00
Total: \$26,950.00

November 4, 2014 General Election
79 Polling Precincts @ \$275.00 GEMS Programming: \$21,725.00
20 AVCB Precincts @ \$275.00 GEMS Programming: \$5,500.00
Total: \$27,225.00

2012 Grand Total Programming Revenue: \$61,225.00

Candidate Filing Fees for the Year Ending December 31, 2014

Late Campaign Finance Filing Fees: \$125.00
State Representative Candidates: \$900.00
County Commissioner Candidates: \$1,800.00
School Board Candidates: \$1,300.00
Library Board Candidates: \$400.00
Refundable Filing Fees: \$2,300.00/Non-Refundable Filing Fees: \$2,100.00
Total 2014 Candidate Filing Fees: \$4,400.00