

LIVINGSTON COUNTY, MICHIGAN

COUNTY CLERK

2015 ANNUAL REPORT





ELIZABETH HUNDLEY 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
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E-mail: ehundley@livgov.com

TO: Livingston County Board of Commissioners
FROM: Elizabeth Hundley, Livingston County Clerk
DATE: February 24, 2016
RE: 2015 Annual Report

A MESSAGE FROM YOUR LIVINGSTON COUNTY CLERK

I am thankful for the opportunity to serve as the Livingston County Clerk. Striving to improve the level of service to our customers will remain a priority. 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. I am proud to report on the success the Clerk's Office had during 2015.

Sincerely,

Elizabeth Hundley
Livingston County Clerk
Livingston County, Michigan

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. The Clerk is not only the Clerk of the Circuit Court, but also Clerk to the Board of Commissioners. 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 diversified 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: Official Record Keeper and Clerk to the Board of Commissioners, Clerk of the Circuit Court, Vital Records Division, and the Elections Division.

CLERK TO THE BOARD OF COMMISSIONERS

The Clerk is the official record keeper for the County and is Clerk to the Board of Commissioners. The primary responsibility of the Clerk in this capacity is to record and prepare the minutes for the Board of Commissioners. Regular meetings begin at 7:30 PM and are generally held on the first and third Monday of each month and other such times as necessary. The meetings, which are open to the public, are normally held in the Board Chambers located on the second floor of the Administration Building at 304 E. Grand River Avenue, Howell, Michigan.

All meetings were posted as required by the Open Meetings Act and the minutes were duly recorded. The Clerk's Office attended and recorded the minutes of 48 Board of Commissioner meetings, one Special Board Meeting, two Work Sessions, 12 Gun Board Meetings and four Tax Allocation Meetings.

The Clerk is also the FOIA coordinator for the County. The County Clerk's Office received and placed on file all FOIA requests received and processed by various departments.

CLERK OF THE CIRCUIT COURT

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.

This year the Clerk's Circuit Court staff has devoted significant time and energy to develop and build the practices and procedures needed to implement the OnBase electronic imaging system for the Circuit Court domestic cases. We continue to work toward full implementation.

Additionally, the County Clerk's Circuit Court Division put in effect a newly revised Family Court Plan implemented by the Circuit Court in late September. This required the Clerk to effectuate the reassignment of cases and judges as well as update many forms to reflect and accommodate the changes in the revised plan.

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

CASE LOAD COMPARISON
FOR CALENDAR YEARS 2015 & 2014

Circuit Court County Clerk's Office	2015 Cases	2014 Cases	Actual Change	Increase/ Decrease
Civil Cases Filed	371	527	-156	-29.6%
Domestic Cases Filed	982	1,004	-22	-2.2%
Criminal Cases Filed	765	719	46	+6.4%
Reopened Cases	103	122	-19	-15.6%
Appeals	45	72	-27	-37.5%
PPO's Filed	503	429	74	+17.3%
Total Cases Opened	2,724	2,873	-149	-5.2%

THE VITAL RECORDS DIVISION

The Vital Records Division continues to be a high volume public service office. The Vital Records Division is responsible for:

- Recording all births and deaths in Livingston County;
- Processing all marriage license applications;
- Assigning Assumed Names;
- Accepting applications for Concealed Pistol Licenses as well as issuing the Concealed Pistol License;
- Notary Publics;
- Accepting filings of military DD214s; and
- Issuing Veteran's identification cards.

The Clerk's Office implemented the new Concealed Pistol License law that was effective on December 1, 2015. The new law eliminated county CPL boards and transferred the duties of that board to the Michigan State Police, county clerks, and courts. Our office has seen a dramatic rise in the number of CPL applications processed since December 1, 2015. In December of 2014, our office processed 153 CPL applications compared to the 582 CPL applications processed in December of 2015. Please see attached reports for complete details.

VITAL RECORDS COMPARISON FOR CALENDAR YEARS 2015 & 2014

	2015	2014
Deaths Recorded & Filed	1,024	1,022
Births Recorded & Filed	18	23
Marriage Licenses Issued & Filed	1,042	1,110
Assumed Names Filings	932	1,042
Concealed Pistol Licenses Issued	3,405	2,974
Notary Commissions Issued, Bonds Filed	338	424

THE ELECTIONS DIVISION

The County Clerk's Office Elections Division is responsible for overseeing the County's elections. This includes all facets of voter education, election preparation, records management and filings including the tabulation of election results, compilation of election returns, and preparation of election returns for certification. In addition, we are responsible for related activities including training precinct inspectors, programming and testing ballots, conducting post-election audits, and processing reimbursement claims.

The Elections Division continues to operate at highest standards with the work of our Elections Coordinator, Joan Runyan. Communication and coordination with many local units of government is required as well as many hours of programming, testing and proofing of ballots, preparation of memory cards and flash cards for the election equipment in Livingston County.

The amount of documents processed or handled by the Elections Division is voluminous. The attached list of forms testifies to this fact. I have also attached several reports that include more details of the elections activity.

CONCLUSION

The late part of 2015 brought significant personnel changes to the Clerk's Office. In October 2015, our Chief Deputy, Laura Chafy-Rogers announced her intent to retire on January 15, 2016. Ms. Chafy-Rogers has served Livingston County since January 15, 1979, and will take with her a vast knowledge of the County Clerk's Circuit Court Division. Ms. Chafy-Rogers is an example of what all employees should aspire to be in regards to work ethics, experience and knowledge. Leslie Riddle was selected as our next Chief Deputy and began work on November 16, 2015.

Margaret Dunleavy announced her retirement as the Livingston County Clerk, effective December 31, 2015. Margaret has served the residents of Livingston County with exceptional dedication and service since taking office in January of 1997. She earned the respect and admiration of her staff, fellow elected officials, many municipal officials and the public she served. On December 1, 2015, I accepted the appointment as our next Livingston County Clerk. I look forward to serving the residents of Livingston County and working with the many people who deal with the Clerk's Office.

COUNTY CLERK



ELECTED

E. HUNDLEY
COUNTY CLERK

CHIEF DEPUTY
LEGAL DIVISION SUPERVISOR

1 FULL TIME
ADMINISTRATIVE COORDINATOR

2
CLERK VITAL RECORDS

1 FULL-TIME
1 PART-TIME [20 HOURS]

1 FULL TIME
ELECTIONS COORDINATOR

1 FULL TIME
CLERK ELECTIONS ASST / VITAL RECORDS

2 FULL TIME
CLERKS CIRCUIT COURT JUDICIAL

4
CLERKS DEPUTY / CUST. SERVICE

2 FULL-TIME
2 PART-TIME [24 HOURS]

3 FULL TIME
CLERKS COURTROOM JUDICIAL

2
CLERK RECORDS RETENTION

1 PART-TIME [29 HOURS]
1 PART-TIME [20 HOURS]

FTE COMPARISON

Administrative Coordinator	1.00
Chief Deputy/Legal Div. Supvr	1.00
Circuit Court Judicial Clerk	2.00
County Clerk	1.00
Deputy Clerk	3.20
Deputy Courtroom Clerk	3.00
Elections Assistant	1.00
Elections Coordinator	1.00
Records Retention Clerk	1.23
Sr. Deputy Circuit Court Clerk	1.00
Vital Records Clerk	1.50

2015 FTEs: 16.93

2005 FTEs: 22.00

OFFICE OF THE LIVINGSTON COUNTY CLERK
Elizabeth Hundley

Annual Activities and Statistical Report for the Year ending 12-31-15

CIRCUIT COURT CLERK'S OFFICE

Civil Cases Filed	371
Domestic Cases Filed	982
Criminal Cases Filed	765
Reopened Cases	103
Appeals	45
PPO's Filed	<u>503</u>

TOTAL CASES OPENED 2,724

Cases Pending January 1, 2015	906
Cases Closed in 2015	2,863
Cases Pending December 31, 2015	767

Circuit Court Collections \$ 883,221.92

COUNTY CLERK JURISDICTIONS

Writs Issued	419
Attorneys at Law Registered	4
Notary Commissions Issued, Bonds Filed	338
Concealed Weapon Permits Issued	3,405
Assumed Names/Co-Partnerships and Dissolutions Filed	932
Marriage Licenses Issued and Filed	1,042
Births Recorded and Filed	18
Deaths Recorded and Filed	1,024
Elections and Recounts Canvassed	2
Election Inspectors Schools of Instruction	0
Number of Precinct Inspectors Trained	0
Campaign Finance Statements Filed	22
Voter Registrations Sent to Township & City Clerks	3,852

2015
COLLECTIONS FOR COURT ORDERED PAYABLES

January 1, 2015 through December 31, 2015

MISCELLANEOUS TOTAL: \$ **55,117.21** * General Fund Accounts

-DNA Fees County	\$ 142.40	*13100-607017
-DNA Sheriff	\$ 356.00	*35100-607017
-DNA State	\$ 925.60	
-Forensic Fees County	\$ 120.14	*21599-607004
-Forensic Fees State	\$ 680.86	
-OUIL Reim Prosecutor	\$ 7,496.34	*21599-676011
-OUIL State Police	\$ 960.00	
-OUIL Local Agencies	\$ 6,137.07	
-OUIL DNR	\$ 0.00	
-Extradition Reimbursement	\$ 1,285.15	*26700-676009
-Drug Court	\$ 10,928.45	
-20% Late Fee Assessment	\$ 24,823.81	*21599-607024
-Old Probation Fees	\$ 261.39	*21599-606004
-Reim. Pros. Organized Retail Frd	\$ 1,000.00	*26700-676023

CRIME VICTIMS: \$ **56,860.72**

-State	\$ 51,183.04	
-County	\$ 5,677.68	*21599-607004

ATTORNEY FEES: \$ **158,668.56** *13100-607006

COSTS: \$ **305,634.62**

-State	\$ 54,116.04	
-County (old)	\$ 167,808.41	*21599-606000
-County (effect. 10/16/14)	\$ 83,710.17	" "

FINES: \$ **18,163.33** *21599-655000

RESTITUTION: \$ **288,777.48**

Total Collections To Date: \$ 883,221.92

Bond Forfeiture \$ 0 21599-655002
* (\$ 469,513.38 G/F)

YEAR END TOTALS	<u>2013</u>	<u>2014</u>
Miscellaneous:	\$ 85,537.59	\$ 67,371.16
Crime Victims:	\$ 53,700.88	\$ 55,947.22
Attorney Fees:	\$ 197,146.38	\$ 187,874.09
Costs:	\$ 387,649.50	\$ 303,114.14
Fines:	\$ 39,798.35	\$ 25,311.93
Restitution:	<u>\$ 384,650.94</u>	<u>\$ 328,834.19</u>
Total	\$ 1,148,483.64	\$ 968,452.73
	\$ 642,900.33 (2013 G/F Total)	\$ 517,700.19 (2014 G/F Total)

**OFFICE OF THE LIVINGSTON COUNTY CLERK – ELECTIONS DIVISION
ANNUAL ACTIVITIES AND STATISTICAL REPORT
FOR THE YEAR ENDING DECEMBER 31, 2015**

ELECTIONS CANVASSED: 2

- May 5 - Statewide Special Election (Road Proposal); Special Elections for Handy Township, South Lyon, Pinckney, and Webberville Schools, and Cromaine Library
- November 3 – City General Elections and Special Elections for Putnam Township, LESA, Byron, Howell, and Stockbridge Schools, and Brighton District Library

ELECTIONS PROGRAMMED (GEMS): 2

May 5:

2 Cities

16 Townships

81 Polling Precincts

13 Split Precincts

10 AVCB Precincts

3 School Districts

1 Library District

93 Ballot Styles

Election Reimbursement:

\$64,576.76

November 3:

2 Cities

16 Townships

80 Polling Precincts (Exception: Tyrone Twp., Pct. 3)

16 Split Precincts/11 Combined Precincts/4 Folded-In Precincts

5 AVCB Precincts

4 School Districts

1 Library District

86 Ballot Styles

Election Reimbursement:

\$41,573.73

CAMPAIGN FINANCE STATEMENTS FILED: 22

(#158506 - #158527)

**VOTER REGISTRATIONS SENT TO CITY, TOWNSHIP, AND OUT-COUNTY
CLERKS: 3,852**

**ADDENDUM TO ANNUAL ACTIVITIES AND STATISTICAL REPORT
OFFICE OF THE LIVINGSTON COUNTY CLERK – ELECTIONS DIVISION
PROGRAMMING REVENUE
FOR THE YEAR ENDING DECEMBER 31, 2015**

May 5, 2015 Statewide (Road Millage) Special Election
Special Elections for Handy Township, South Lyon, Pinckney, and Webberville
Schools, and Cromaine District Library

80 Polling Precincts @ \$275.00 GEMS Programming: \$22,000.00
10 AVCB Precincts @ \$275.00 GEMS Programming: \$2,750.00
Total: \$24,750.00

November 3, 2015 City General and Special Elections
Putnam Township, LESA, Byron, Howell, and Stockbridge Schools, and
Brighton District Library

66 Polling Precincts @ \$275.00 GEMS Programming: \$18,150.00
5 AVCB Precincts @ \$275.00 GEMS Programming: \$1,375.00
Total: \$19,525.00

2015 Grand Total Programming Revenue: \$44,275.00

Candidate Filing Fees for the Year Ending December 31, 2015

Late Campaign Finance Filing Fees: \$100.00

County Candidate Filing Fee: \$100.00

Total 2015 Candidate Filing Fees: \$100.00

**LIVINGSTON COUNTY CLERK'S OFFICE - ELECTIONS DIVISION
LIST OF DOCUMENTS, FORMS, AND REPORTS
ACCEPTED, PREPARED, PROCESSED, RECEIVED
AND/OR REVIEWED ON A REGULAR BASIS**

CAMPAIGN FINANCE:

- a) **Statement of Organization**
- b) **Annual Statement**
- c) **Pre-Election Report**
- d) **Post-Election Report**
- e) **Quarterly Report**
- f) **Dissolution Campaign Statement**
- g) **Post-Election Campaign Finance Compliance Statement**

CANDIDATE FILING AFFIDAVITS:

- a) **Affidavit of Identity**
- b) **School Board Affidavit of Identity**
- c) **Precinct Delegate Affidavit of Identity**
- d) **Judicial Affidavit of Candidacy**
- e) **Judicial Affidavit of Constitutional Qualification**
- f) **Declaration of Intent**
- g) **Precinct Delegate Declaration of Intent**
- h) **Candidate Withdrawal Form**
- i) **Precinct Delegate Withdrawal Form**
- j) **Affidavit of Identity Amendment Form**
- k) **Certificate of Acceptance**

CANDIDATE MANAGEMENT SYSTEM (CMS) REPORTS:

- a) **Candidate Ballot Proof**
- b) **Candidate Nomination Certificate**
- c) **Candidate Election Certificate**
- d) **Precinct Delegate Certificate**

ELECTION AUDITS:

- a) **Post-Election Audit Polling Precinct Checklist**
- b) **Post-Election Audit AVCB Checklist**

ELECTION MANAGEMENT SYSTEM (EMS) PROGRAMMING REPORTS:

- a) Base Precincts w/Districts
- b) Districts w/Base Precincts
- c) Vote Centers w/Reporting Precincts by ID
- d) Race Report
- e) Race Summary Report
- f) Races w/Candidates Report
- g) Ballot Summary Report
- h) Precinct Status Report
- i) Election Summary Report
- j) Statement of Votes Cast Report
- k) Ballot Proofs for Presidential Primary, August Primary, November General, and Special Elections

ELECTIONS:

- a) Provisional Ballot Report
- b) Reimbursement for Costs Related to the Conduct of Elections – Claim Form
- c) Pre-Determined Results Spreadsheet
- d) Oath of Office
- e) Receiving/Certifying Board Checklist
- f) AutoMARK Voter Assist Terminal (VAT) Preparation Checklist & Test Certification Form
- g) Optical Scan Program Testing and Security Certification Form
- h) Local Clerk/Election Commission Ballot Proof Sign-Off Form
- i) County Election Commission Ballot Proof Sign-Off Form
- j) MOVE Ballot Report
- k) Notice to Voters: Voter Identification Requirement in Effect
- l) Optical Scan Precinct Supply List
- m) Poll Book – List of Voters, Remarks Section, Ballot Summary, Challengers, Write-Ins, and Write-In Tally
- n) Ballot Container Certificate
- o) Affidavit Voter Counting Board (AVCB) Affidavit
- p) Affidavit of Lost or Stolen Absentee Ballot
- q) Provisional Ballot Form
- r) Precinct Delegate Canvass Booklet
- s) Application to Vote Form
- t) Absentee Application to Vote Form
- u) Statement of Votes Cast
- v) Ballot Instructions for Presidential Primary, Special, Primary, and General Elections

PETITIONS:

- a) Intermediate School District
- b) City/Township/Village Recall
- c) City/Township Qualifying
- d) City/Township Nonpartisan Nominating
- e) City/Township Partisan Nominating
- f) Village Nominating
- g) Local Proposal
- h) County Proposal
- i) Countywide Qualifying
- j) Countywide Nonpartisan Nominating
- k) Countywide Partisan Nominating
- l) Notice of Determination
- m) Record of Nominating Petitions Filed

PRECINCT INSPECTORS:

- a) Precinct Inspector Application
- b) Precinct Inspector Certification

RECALLS (Filings Accepted on Behalf of L.C. Election Commission):

- a) Clarity/Factualness Hearing Request

RECOUNTS (Filings Accepted on Behalf of L.C. Board of Canvassers):

- a) Petition for Recount Request Form
- b) Recount Deposit Worksheet
- c) Recount Sign-In Form
- d) Recount Statement of Returns – Optical Scan
- e) Recount Statement of Precincts

VOTER REGISTRATIONS:

- a) Quarterly County Voter Registration Application Claim Filed with MI Dept. of State
- b) MI Dept of Health & Human Resources/WIC Voter Registration Form
- c) MI Dept. of State Branch Office Voter Registration Application
- d) FPCA (Federal Post-Card Application filed by Military/Dependent/Overseas Civilian
- e) Federal Write-In Application
- f) Mail-In Voter Registration Application Form
