

County Clerk
Livingston County, Michigan
2016 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
517-546-9816

E-mail: ehundley@livgov.com

TO: Livingston County Board of Commissioners
FROM: Elizabeth Hundley, Livingston County Clerk
DATE: February 3, 2017
RE: 2016 Annual Report

A MESSAGE FROM YOUR LIVINGSTON COUNTY CLERK



I, along with the dedicated staff in the Clerk's Office, would like to present our 2016 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 has been a privilege to serve as your County Clerk.

Sincerely,
Elizabeth Hundley
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. 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

Livingston County has seen an increase in parents opting for home birth or mid-wife deliveries. After the baby's arrival, the parents must visit our office to file the proper paperwork to obtain the child's Birth Certificate. The Vital Records Division processed 30 home birth registrations in 2016.

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 872 business owners to register their businesses during 2016.

[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 310 notary applications during 2016.

[Military Discharge Record \(DD214\)](#)

Our office records military discharge documents (DD214) 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.

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 assisted 89 veterans with service during 2016.

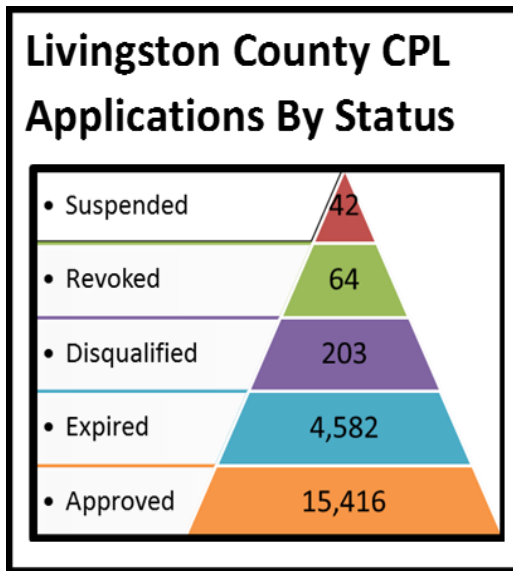
[Oaths of Office](#)

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.

[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 2016, a total of 4,244 CPL applications were issued. This is compared to 2015 when 3,405 were issued.



[FOIA Coordinator](#)

The County Clerk also serves as the County’s FOIA Coordinator. Our office received and placed on file 601 FOIA requests received by various county departments during 2016.

VITAL RECORDS COMPARISON FOR CALENDAR YEARS 2016 – 2014

	2016	2015	2014
Deaths Recorded & Filed	1,401	1,024	1,022
Births Recorded & Filed	30	18	23
Marriage Licenses Issued & Filed	1,011	1,042	1,110
Assumed Names Filings	872	932	1,042
Concealed Pistol License Applications	4,244	3,405	2,974
Notary Commissions Issued, Bonds Filed	310	338	424

THE ELECTIONS DIVISION

Division Overview

We are certainly glad 2016 is behind us as it was a busy and challenging year in the Elections Division. The Division administered four elections during the 2016 cycle: the March Presidential Primary Election, the May Special Election, the August Primary Election and the November General Election.

Various legal disputes created challenges for us during 2016. One such matter was the elimination of straight-ticket voting in the State of Michigan. Various lawsuits and appeals were filed and based on a preliminary injunction issued by a federal judge, the November 8th General Election ballots included a straight party voting section.

Supporters of a ballot proposal to legalize marijuana in Michigan attempted to stop ballot printing for the November General Election. A federal judge ruled against a last minute effort to halt ballot printing by the Marijuana Legalization Ballot Question Committee. As a result, Michigan did not have one state proposal on the November 2016 ballot, the first time this has happened since 1963.

In August, Michigan's newest political party was certified by the State Board of Canvassers. More than 50,000 people signed petitions to put the Working Class political party on the ballot in Michigan. One Working Class candidate, vying for a State Board of Education seat, was on the November 8th General Election ballot.

In addition, a third major political party was created as a result of the November 8th General Election. The Libertarian Party garnered enough votes in November to require them to be placed on the ballot in the 2018 Primary Election.

Livingston County Voters

As of the November 2016 General Election, Livingston County had 145,859 registered voters. The Elections Division processed 4,889 new voter registration records in 2016. Over 107,100 citizens participated in the November General Election, just over 73% of total eligible voters.

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 134 new campaign finance filings during 2016.

[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 6 times during the 2016 election cycle.

[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.

In addition to canvassing and certifying the four elections during 2016, the Canvassers conducted their first local recount since 2007. After the August 2nd Primary Election was certified, a petition for recount was filed for the Hamburg Township Treasurer's race. The recount was completed in one afternoon and the results reflected a net vote change of 2, with the same candidate still winning the nomination.

In addition to the local recount, the State Board of Canvassers via our County Board of Canvassers conducted the first ever statewide Presidential recount. A statewide recount had not occurred in nearly five decades. On November 30th, Green Party Presidential Candidate Jill Stein filed a petition requesting a statewide recount. The Michigan State Bureau of Elections authorized the recount to begin in Livingston County on December 7th. Livingston County set a new standard with recounts as every ballot recounted during the Presidential recount was projected on screens for challengers and the public to view. The residents of Livingston County benefited from the cooperative effort of many units of government, and I am proud to have organized such a monumental event.

The Livingston County Board of Canvassers suffered a loss when Mr. Paul Sobonya passed away unexpectedly on July 2, 2016. Mr. Sobonya had served as a member since July 6, 2004, and he will be greatly missed.

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 February, June, July, and October. A total of 982 inspectors were certified. Separate trainings were conducted for new, experienced, chairperson, and absent voter counting board inspectors.

CLERK OF THE BOARD OF COMMISSIONERS

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, <https://www.livgov.com/clerk/Pages/default.aspx> .

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.

The County Clerk's Circuit Court Division continues to devote significant time and energy to OnBase, the electronic imaging system currently being utilized with the Domestic docket. The success of this project relies on joint cooperation among judges, Friend of the Court, County Clerk and Information Technology.

Additionally, the County Clerk's Circuit Court Division put in effect a newly revised Family Court Plan implemented by the Circuit Court on November 1, 2016. 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 2016 & 2015

Circuit Court County Clerk's Office	2016 Cases	2015 Cases	Actual Change	Increase / Decrease
Civil Cases Filed	412	371	+41	+11.1%
Domestic Cases Filed	1,023	982	+41	+4.2%
Criminal Cases Filed	741	765	-24	-3.1%
Reopened Cases	103	103	0	0%
Appeals	51	45	+6	+13.3%
PPO's Filed	474	503	-29	-5.8%
Total Cases Opened	2,804	2,769	+35	+1.26

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 has been a privilege to serve as your County Clerk during 2016.

COUNTY CLERK



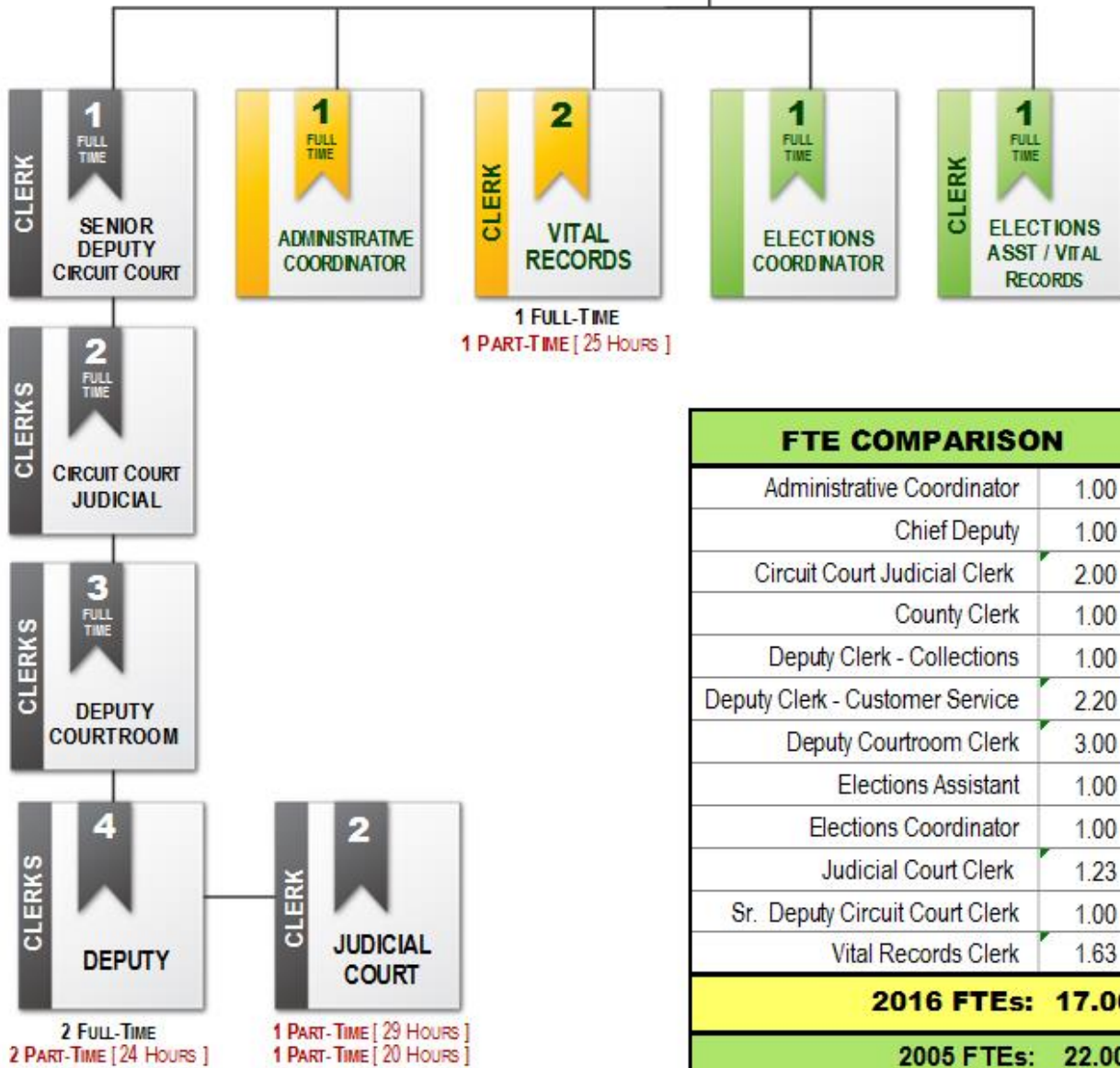
ELECTED

E. HUNDLEY

COUNTY CLERK

CHIEF DEPUTY

LEGAL DIVISION SUPERVISOR



OFFICE OF THE LIVINGSTON COUNTY CLERK

Elizabeth Hundley

Annual Activities and Statistical Report for the Year Ending 12-31-16

CIRCUIT COURT CLERK'S OFFICE

Civil Cases Filed	412
Domestic Cases Filed	1023
Criminal Cases Filed	741
Reopened Cases	103
Appeals	51
PPO's Filed	474
TOTAL CASES OPENED	2804
Cases Pending January 1, 2016	767
Cases Closed in 2016	2908
Cases Pending December 31, 2016	732
Circuit Court Collections	\$864,083.80

COUNTY CLERK JURISDICTIONS

Writs Issued	285
Attorneys at Law Registered	10
Notary Commissions Issued/Bonds Filed	310
Concealed Weapon Permits Issued	4244
Assumed Names/Co-Partnerships and Dissolutions Filed	872
Marriage Licenses Issued and Filed	1011
Births Recorded and Filed	30
Deaths Recorded and Filed	1401
Veteran ID Cards Issued	85
Veteran Discharge (DD-214) Paperwork Filed	89
Number of FOIAs Processed	601
Elections and Recounts Canvassed	4
Election Inspectors Schools of Instruction	21
Number of Precinct Inspectors Trained	982
Campaign Finance Statements Filed	134
Voter Registrations sent to Township and City Clerks	4889

**OFFICE OF THE LIVINGSTON COUNTY CLERK – ELECTIONS DIVISION
ANNUAL ACTIVITIES AND STATISTICAL REPORT
FOR THE YEAR ENDING DECEMBER 31, 2016**

ELECTIONS CANVASSED: 4

March 8 - Presidential Primary Election
May 3 - Special Election for Washtenaw Intermediate School District and
Linden Community Schools
August 2 – Primary Election
November 8 – General Election

ELECTION REIMBURSEMENTS: 4

March 8:
2 Cities and 16 Townships
81 Polling Precincts
13 AVCB Precincts
Proposal: 1 School District
171 Ballot Styles
3 Split Precincts
Election Reimbursement:
\$68,428.89 (State of Michigan)
\$392.36 (Byron Area Schools)
Total: \$68,821.25

May 3:
4 Townships
4 Polling Precincts
Proposals: 2 School Districts
4 Ballot Styles
2 Combined Precincts
Election Reimbursement:
\$3,036.01

August 2:
2 Cities and 16 Townships
81 Polling Precincts
16 AVCB Precincts
Proposals: 1 County, 4 Townships,
2 School Districts, 2 Fire Authorities, 1 Comm.
College, 1 ISD, & 1 Parks & Rec Authority
89 Ballot Styles
8 Split Precincts
Election Reimbursement:
\$29,273.88

November 8:
2 Cities and 16 Townships
81 Polling Precincts
21 AVCB Precincts
Proposals: 1 Fire Authority, 1
Township, & 1 Library
108 Ballot Styles
19 Split Precincts
Election Reimbursement:
\$29,451.30

ELECTION INSPECTOR SCHOOLS OF INSTRUCTION: 21

February 17 and 18, 2016 = 111 Attendees
June 8, 10, 14, 15, 16, 21, 22, 24, 27, and 29, 2016 = 362 Attendees
July 8, 11, 13, 15, 18, and 21, 2016 = 409 Attendees
October 12, 14, and 17, 2016 = 100 Attendees

NUMBER OF PRECINCT INSPECTORS TRAINED: 982

CAMPAIGN FINANCE STATEMENTS FILED: 134

(#158506 - #158639)

**VOTER REGISTRATIONS SENT TO CITY, TOWNSHIP, AND OUT-COUNTY
CLERKS: 4,889**

**ADDENDUM TO ANNUAL ACTIVITIES AND STATISTICAL REPORT
OFFICE OF THE LIVINGSTON COUNTY CLERK – ELECTIONS DIVISION
GEMS PROGRAMMING REVENUE
FOR THE YEAR ENDING DECEMBER 31, 2016**

March 8, 2016 Presidential Primary Election
81 Polling Precincts @ \$275.00 GEMS Programming: \$22,275.00
13 AVCB Precincts @ \$275.00 GEMS Programming: \$3,575.00
Total: \$25,850.00

May 3, 2016 Special Election
4 Polling Precincts @ \$275.00 GEMS Programming: \$1,100.00
Total: \$1,100.00

August 2, 2016 Primary Election
81 Polling Precincts @ \$275.00 GEMS Programming: \$22,275.00
16 AVCB Precincts @ \$275.00 GEMS Programming: \$4,400.00
Total: \$26,675.00

November 8, 2016 General Election
81 Polling Precincts @ \$275.00 GEMS Programming: \$22,275.00
21 AVCB Precincts @ \$275.00 GEMS Programming: \$5,775.00
Total: \$28,050.00

2016 Grand Total GEMS Programming Revenue: \$81,675.00

***Filing Fees & Miscellaneous Revenues for the Year Ending
December 31, 2016***

9 Campaign Finance Late Report Filing Fees: \$410.00
1 Petition for Hamburg Township Recount: \$250.00
11 Qualified Voter File/Election Data Requests: \$525.23
5 State Representative Candidate Filing Fees: \$500.00*
*1 Candidate Withdrew and Forfeited \$100.00 Filing Fee
6 County Candidate Filing Fees in 2016: \$600.00
1 County Candidate Filing Fee in 2015: \$100.00
14 County Commissioner Candidate Filing Fees: \$1,400.00
19 School Board Candidate Non-Refundable Filing Fees: \$1,900.00
8 Library Board Candidate Non-Refundable Filing Fees: \$800.00
Refundable Filing Fees: \$2,500.00*/Non-Refundable Filing Fees: \$2,700.00
Total 2015/2016 Candidate Filing Fees: \$5,300.00
Other Revenues: 1,185.23

2016
COLLECTIONS FOR COURT ORDERED PAYABLES

January 1, 2016 through December 31, 2016

MISCELLANEOUS TOTAL:	\$ 72,529.12	* <u>General Fund Accounts</u>
-DNA Fees County	\$ 754.00	*13100-607017
-DNA Sheriff	\$ 1,875.01	*35100-607017
-DNA State	\$ 4,875.03	
-Forensic Fees County	\$ 19.01	*21599-607004
-Forensic Fees State	\$ 107.75	
-OUIL Reim Prosecutor	\$ 11,088.21	*21599-676011
-OUIL State Police	\$ 3,140.00	
-OUIL Local Agencies	\$ 8,911.34	
-OUIL DNR	\$ 0.00	
-Extradition Reimbursement	\$ 250.00	*26700-676009
-Drug Court	\$ 11,278.66	
-20% Late Fee Assessment	\$ 25,700.57	*21599-607024
-Old Probation Fees	\$ 370.00	*21599-606004
-Reim. Pros. Organized Retail Frd	\$ 4,159.54	*26700-676023
 CRIME VICTIMS:	 \$ 61,980.64	
-State	\$ 55,775.93	
-County	\$ 6,204.71	*21599-607004
 ATTORNEY FEES:	 \$ 85,961.50	 *13100-607006
 COSTS:	 \$ 317,020.44	
-State	\$ 57,331.21	
-County (old)	\$ 92,519.39	*21599-606000
-County (effect. 10/16/14)	\$ 167,169.84	" "
 FINES:	 \$ 33,209.76	 *21599-655000
 RESTITUTION:	 \$ 293,382.34	
 Total Collections to Date:	 <u>\$ 864,083.80</u>	
 Bond Forfeiture	 \$ 3,500.00	 *21599-655002
		* (\$ 432,781.54 G/F)

YEAR END TOTALS	<u>2014</u>	<u>2015</u>
Miscellaneous:	\$ 67,371.16	\$ 55,117.21
Crime Victims:	\$ 55,947.22	\$ 56,860.72
Attorney Fees:	\$ 187,874.09	\$ 158,668.56
Costs:	\$ 303,114.14	\$ 305,634.62
Fines:	\$ 25,311.93	\$ 18,163.33
Restitution:	<u>\$ 328,834.19</u>	<u>\$ 288,777.48</u>
Total	\$968,452.73	\$883,221.92
	\$ 517,700.19 (2014 G/F Total)	\$469,513.38 (2015 G/F Total)