

County Clerk/Register of Deeds

County Administration Building
300 Monroe Avenue NW, Grand Rapids, MI 49503-2206
Phone: (616) 632-7640 Fax: (616) 632-7645

Mission

Maintain public records for the citizens of Kent County. Disseminate information requested in a proficient, timely manner.

Overview

The Kent County Clerk's Office has three major functions: to manage County elections; to manage vital County records; and to process and maintain all Circuit Court files. In Kent County, the Clerk is also the Register of Deeds. The Clerk is also the Clerk of the Board of Commissioners, and statutorily serves on numerous County boards and commissions.

The County Clerk's Elections Division oversees all elections conducted in Kent County including all school elections and monitors campaign finance law.

The Register of Deeds Office records all documents pertaining to real property in Kent County, including deeds, mortgages, land contracts, liens and other documents pertaining to real estate.

The Clerk files, stores, and retains original vital records (i.e., birth, death, and marriage records), and makes certified copies of said records available to the public. The Clerk also processes applications for concealed weapons licenses, notary publics, business registrations and records military discharges. Since 2005, the division moved to an imaged system converting old microfilm documents to digital images to better serve the public.

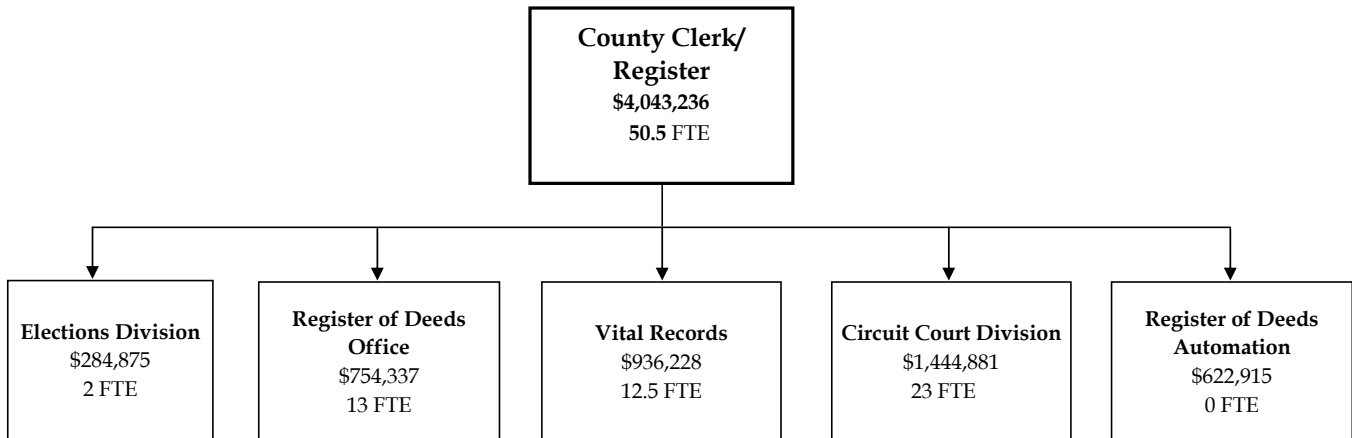
As Clerk of the Circuit Court, she keeps the Circuit Court's records. The Clerk opens, maintains, tracks, and stores the records for all cases filed in the Circuit Court including all juvenile court cases. Court files are public records, and may be inspected at the Clerk's Office. Litigants file at the Clerk of the Court's office for divorce, other family matters (e.g., paternity, custody, and juvenile support), civil actions for which the amount of damages exceeds \$25,000, and other civil matters over which the Circuit Court has jurisdiction. All felony criminal cases are filed with the Clerk. The Clerk of the Court's financial division processes payments for court-ordered fines, costs, restitution, forensic fees, and other assessments.

Strategic Goals

Strategic issues for the Department include:

- Politically advocate for stream-lined election laws that improve voting process and enhance the integrity of elections; and
- Protect current revenue streams and explore methods to ensure changes in statutory allowable fees cover costs.

Organizational Chart



Operational Goals

- Comply with federal and state statutes and rules that govern elections
- Process and maintain records in accordance with federal and state statutes and policies to ensure the integrity of records
- Distribute information requested in a timely manner
- Process and maintain filings/records in accordance with federal and state statutes and Michigan Rules of Court to ensure the integrity of records
- To provide service and information as to the public record regarding real property located in Kent County
- To promptly process and accept for public record all documents received pursuant to the Michigan Recording Act
- To research and develop new ways of using technology to improve the input, storage, and retrieval of information

Significant Accomplishments

- Courts - Completed the Adoption filming and purge project.
- Courts - Finalized the delinquency filming and purge project.
- Vital Records - Completed the redaction of Social Security numbers from 718,117 birth records.

Significant Budget Issues

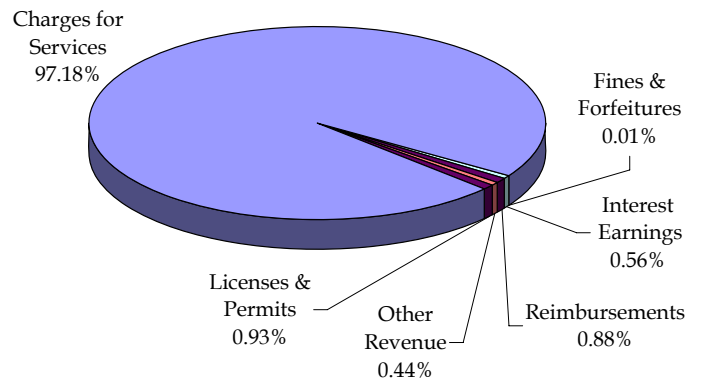
The budget spikes up during even numbered years due to costs associated with the type of elections held in even numbered years (i.e., state-wide gubernatorial, or presidential elections).

Indicator	2006	2007	2008	2009 Expected
Outcome:				
Percent of voter registrations processed in 5 days	100.00%	100.00%	100.00%	100.00%
Percent of supplies distributed to all precincts 30 days prior to election	100.00%	100.00%	100.00%	100.00%
Percent of election notices published 10 days before election	100.00%	100.00%	100.00%	100.00%
Percent of documents indexed accurately	97.00%	99.50%	99.50%	99.50%
Percent of vital records received that were accurately indexed	98.50%	99.00%	99.00%	99.00%
Percent of information requests processed within 5 days of receipt	100.00%	100.00%	100.00%	100.00%
Percent of documents accurately filed (in files)	99.00%	99.00%	99.00%	99.00%
Percent of documents placed in files within 5 business days	100.00%	100.00%	100.00%	100.00%
Percent of documents received that are recorded within 5 business days	98.00%	100.00%	99.50%	100.00%

Department Revenue by Category

	2006 Actual	2007 Actual	2008 Adopted	2009 Adopted
General Fund				
Licenses & Permits	\$ 47,866	\$ 41,997	\$ 50,700	\$ 58,500
Charges for Services	6,799,065	6,402,582	6,344,900	5,495,200
Fines & Forfeitures	3,400	-	1,000	900
Reimbursements	49,063	77,149	85,000	55,000
Other	29,432	13,848	24,000	27,600
Total General Fund	\$ 6,928,826	\$ 6,535,576	\$ 6,505,600	\$ 5,637,200
Other Funds				
ROD Automation Fund	697,384	711,631	680,000	635,000
Total Revenue	\$ 7,626,210	\$ 7,247,207	\$ 7,185,600	\$ 6,272,200

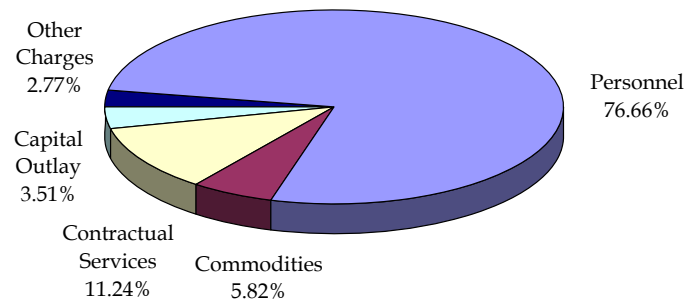
2009 Adopted Revenues* \$6,272,200



Department Expenditures by Category

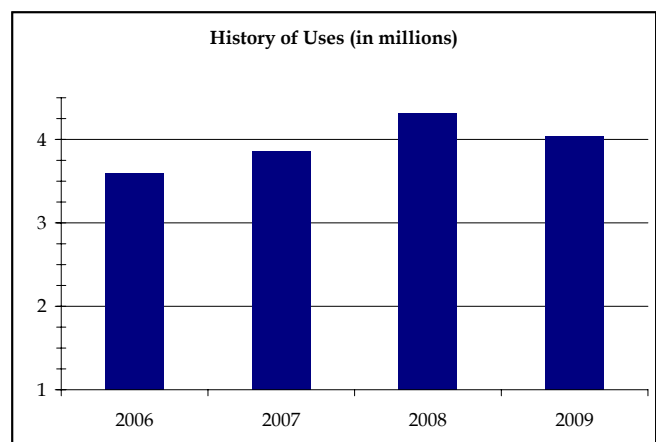
	2006 Actual	2007 Actual	2008 Adopted	2009 Adopted
General Fund				
Personnel	\$ 2,748,262	\$ 2,986,596	\$ 3,122,039	\$ 3,099,514
Commodities	344,206	364,004	415,950	218,350
Contractual Services	98,983	79,823	109,190	100,457
Capital Outlay	1,011	705	6,000	2,000
Total Uses	\$ 3,192,462	\$ 3,431,128	\$ 3,653,179	\$ 3,420,321
Other Funds				
Special Projects	399,524	426,439	663,373	622,915
Total Department	\$ 3,591,986	\$ 3,857,567	\$ 4,316,552	\$ 4,043,236
Personnel FTE	53	52	52	50.5

2009 Adopted Uses \$4,043,236



Program Expenditures

	2006 Actual	2007 Actual	2008 Adopted	2009 Adopted
Circuit Court	\$ 1,263,118	\$ 1,369,626	\$ 1,428,204	\$ 1,444,881
Elections	387,801	408,115	492,551	284,875
Vital Records	786,752	895,955	915,907	936,228
Register of Deeds	754,791	757,432	816,517	754,337
Reg of Deeds-Automation	399,524	426,439	663,373	622,915
Total	\$ 3,591,986	\$ 3,857,567	\$ 4,316,552	\$ 4,043,236



DEPARTMENT: COUNTY CLERK

Department Mission Statement:

Maintain public records for the citizens of Kent County. Disseminate information requested in a proficient, timely manner.

Service Area: Register of Deeds

Budget (2009): \$754,337

Staffing Level: 13 FTE (13 FT, 0 PT)

Service Area Mission Statement:

To administer Michigan statutes as they apply to the Register of Deeds office.

Goal

- Process and maintain records in accordance with federal and state statutes and policies to ensure the integrity of records.

Objectives

- Record 100% of all documents that meet statutory recording requirements within 5 business days of receipt.
- Achieve 100% accuracy when indexing documents.

Indicators	2006 Actual	2007 Goal/ Actual	2008 Goal/ Actual	2009 Goal
Outcomes				
Percent of documents indexed accurately	NA	98.00%/ 98.00%	99.50%/ 99.50%	99.50%
Percent of documents recorded within 5 business days	98.00%	100.00%/ 100.00%	99.50%/ 99.50%	100.00%

Indicators	2006 Actual	2007 Goal/ Actual	2008 Goal/ Actual	2009 Goal
Outputs				
Number of documents indexed accurately	135,863	0/ 120,305	110,000/ 108,200	100,000
Number of documents recorded within 5 business days	137,263	0/ 120,910	110,000/ 108,750	100,000

Service Area: Vital Records

Budget (2009): \$936,228

Staffing Level: 12.5 FTE (12 FT, 1 PT)

Service Area Mission Statement:

To administer Michigan statutes as they pertain to the County Clerk's office.

Goals

- Process and maintain filings/records in accordance with federal and state statutes and policies to ensure integrity of records
- Distribute information requested in a timely manner

Objectives

- Achieve 100% accuracy when indexing documents recorded
- Distribute information requested within 5 business days of receipt

	2006 Actual	2007 Goal/ Actual	2008 Goal/ Actual	2009 Goal
Indicators				
Outcomes				
Percent documents indexed accurately	98.50%	99.00%/99.00%	99.00%/99.00%	100.00%
Percent requests processed within 4 business days	100.00%	100.00%/100.00%	100.00%/100.00%	100.00%

	2006 Actual	2007 Goal/ Actual	2008 Goal/ Actual	2009 Goal
Indicators				
Outputs				
Number of vital records received and processed	23,500	0/23,288	23,000/21,179	22,000
Number of documents indexed	23,265	0/23,055	23,000/21,179	22,000
Number of customer requests processed timely	50,100	0/54,923	52,000/56,576	54,000

Service Area: Elections

Budget (2009): \$284,875

Staffing Level: 2 FTE (2 FT, 0 PT)

Service Area Mission Statement:

Ensure accurate, effective and efficient electoral processes in compliance with federal and state statutes and rules.

Goal

- Comply with federal and state statutes and rules that govern elections

Objectives

- Process 100% of all voter registrations within 5 business days of receipt
- Distribute supplies to 100% of all precincts 30 days prior to election
- Publish 100% of all statutorily mandated election notices at least 10 days prior to each election

	2006 Actual	2007 Goal/ Actual	2008 Goal/ Actual	2009 Goal
Indicators				
Outcomes				
Percent of voter registrations processed in 5 days	100.00%	100.00%/100.00%	100.00%/100.00%	100.00%
Percent of supplies distributed to all precincts 30 days prior to election	100.00%	100.00%/100.00%	100.00%/100.00%	100.00%
Percent of notices published 10 days before election	100.00%	100.00%/100.00%	100.00%/100.00%	100.00%

	2006 Actual	2007 Goal/ Actual	2008 Goal/ Actual	2009 Goal
Indicators				
Outputs				
Number of voter registrations	26,646	0/23,503	25,000/26,028	25,000
Assembled and delivered supply kits for 1200 election workers in 270 precincts, 32 days before each election	270	270/270	270/270	270
2 notices published for each election	100.00%	100.00%/100.00%	100.00%/100.00%	100.00%

Service Area: Court

Budget (2009): \$1,444,881
Staffing Level: 23 FTE (22 FT, 2 PT)

Service Area Mission Statement:

Maintain the 17th Circuit Court's records on behalf of the Court and the public.

Goals

- Process and maintain filings/records in accordance with federal and state statutes and Michigan Rules of Court to ensure the integrity of records
- Distribute information requested in a timely manner

Objectives

- Achieve 100% accuracy with court file & registers of actions for court files
- Disseminate information contained in public court files within 5 business days of receipt

Indicators	2006 Actual	2007 Goal/ Actual	2008 Goal/ Actual	2009 Goal
Outcomes				
Percent of accurate filed (in files) documents	99.00%	99.00%/99.00%	99.00%/99.00%	99.00%
Percent of documents filed (in files) within 5 business days	100.00%	100.00%/100.00%	100.00%/100.00%	100.00%

Indicators	2006 Actual	2007 Goal/ Actual	2008 Goal/ Actual	2009 Goal
Outputs				
Number of documents filed (in files)	302,173	0/307,986	300,000/374,220	300,000
Number of filed (in files) documents	297,641	0/305,677	300,000/372,478	300,000