

2017 & 2018 Annual Report County Clerk & Register of Deeds

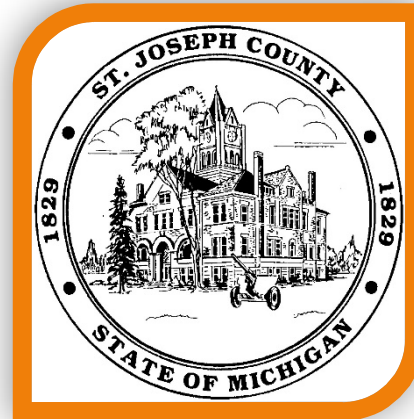
St. Joseph County, Michigan

Lindsay Oswald, Clerk & Register
Dena Clark, Chief Deputy Clerk
Gina Everson, Chief Deputy Register
Valerie Casterline, Election Specialist
Joan Skinner, Deputy Clerk
Gloria Tate, Deputy Clerk
Jill Ross, Deputy Clerk
Melissa Patch, Deputy Clerk
Amanda Frye, Deputy Clerk
Tracie Hinkley, Deputy Register



Executive Summary

In 2017, the County Clerk's Office was able to implement new election equipment at very little cost to the local jurisdictions including the first 5 years of maintenance. The equipment was acquired just in time as the paradigm shift in elections culminated with the public passage of Proposal 3 in November of 2018. While there are still significant hurdles which will result in legislative changes down the road, we are ready to meet the challenges with efficient and effective customer service. As a Legislative Committee member for the Michigan Association of County Clerks, I stay on the front line of legislation and affect changes that will best serve our residents.



In the Register of Deeds Office, we are continuing to see a rise in the use of electronic business. The next step in customer convenience is e-notary service which is now legal in the state of Michigan. Implementation for e-notary will be rolling out over the next 2 years. We already are accepting e-notarized documents from other states. We also provide the raw data to title and property companies that advance the services those businesses are able to provide to the public.

Property fraud prevention continues to be a priority in the Register of Deeds Office, and we continue to encourage the use of FraudSleuth for residents. I also serve on the Legislative Committee for the Michigan Association of Register of Deeds which strives to update legislation to match technological abilities as a necessity. We also investigate legislative changes that protect our residents from property fraud.

The Circuit Court Clerk Office is anticipating the completion of major ongoing projects. The OnBase criminal implementation was delayed because of software issues in another area of the courts, and we plan to go live with the system later this year. Chief Deputy Clerk Dena Clark completed the OnBase workflow training and the system administrator certification. We have accomplished 80% digital imaging with both civil and criminal cases and plan to be at 100% by the end of next year.

As part of our efforts to drive down costs for jury summons, we implemented a 2-date, one-step summons. The effort reduces the number of citizens receiving jury duty notices each year.

I would like to thank the staff from all three departments for the assistance they have provided for me, each other, and the customers of this County. Their support has been instrumental!

Respectfully,

Lindsay Oswald

Register of Deeds Statistical Information

The Register of Deeds Office collected just over **\$2 million** in 2017 and just over **\$2.3 million** in 2018 including escrow payments. Over half a million dollars each year was through e-recorded documents processed completely electronically. Of the funds collected which were designated to the general fund, recording fees and county real estate transfer tax represent most of the revenue.

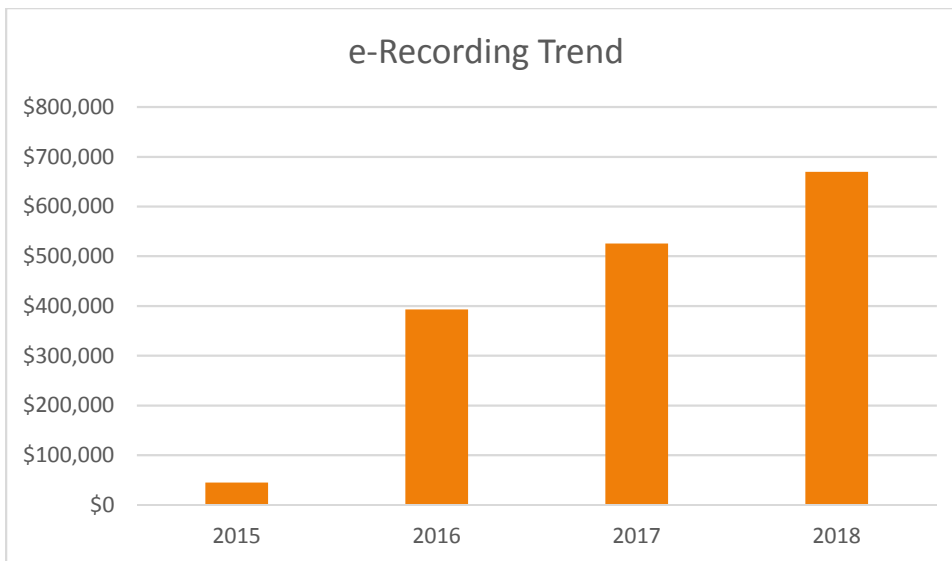
Revenue Report (excluding escrow payments)

GL NUMBER	DESCRIPTION	2017	2018
101-236-615.060	PASSPORT EXECUTION FEES	\$18,900.00	\$18,845.00
101-236-615.065	PHOTO FEES	5,094.00	4,188.00
101-236-616.010	REAL ESTATE TRANSFER TAX	194,564.16	240,257.05
101-236-616.020	RECORDING FEES	245,287.39	241,443.00
101-236-616.050	SURVEY & MONUMENTATION FEE	558.76	564.00
101-236-617.000	RECORD COPYING	63,901.05	57,827.25
101-236-627.000	SERVICES PROVIDED TO THE PUBLIC	722.55	3,429.78
101-253-614.010	CERTIFICATION OF DEEDS	8,890.00	9,135.00
256-236-616.020	RECORDING FEES	56,305.00	55,465.00
701-236-228.400	SURVEY & MONUM FEE STATE	37,229.06	40,559.29
701-236-228.440	STATE TRANSFER TAX	1,301,527.50	1,579,691.25
701-236-228.613	UIA LEIN	18.00	18.00
701-236-284.020	FORECLOSURE ESCROW	40,201.77	40,201.77
	Total Revenue	\$1,969,791.24	\$2,291,624.42

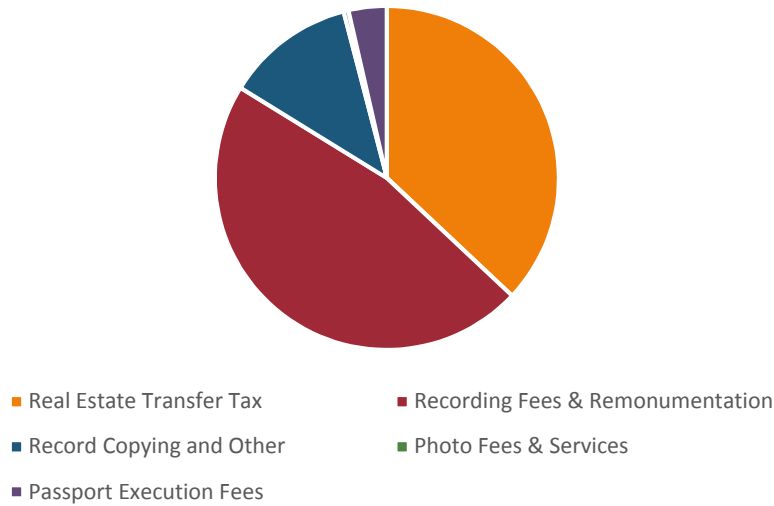
Expenditure Report (excluding personnel)

GL NUMBER	DESCRIPTION	2017	2018
101-236-727	OFFICE SUPPLIES	\$642.50	\$493.52
101-236-732	DOCUMENT MANAGEMENT	1,074.63	0.00
101-236-743	OTHER SUPPLIES	352.25	24.70
101-236-803	DUES & MEMBERSHIPS	350.00	460.00
101-236-860	TRAVEL EXPENSE	275.24	484.48
101-236-861	CONVENTION EXPENSE	1,209.12	574.03
101-236-862	TRAINING & PROFESSIONAL DEVELOPMENT	50.00	610.25
101-236-960	LAND CORNERS	870.00	1,500.00
256-236-727	OFFICE SUPPLIES	171.94	452.28
256-236-732	DOCUMENT MANAGEMENT	0.00	52,780.09*
256-236-803	LIBRARY	1,520.00	0.00
256-236-931	COMPUTER MAINT/SVC CONTRACT	17,980.00	20,000.00
256-236-978	FURNITURE / FIXTURES	422.94	
256-236-980	EQUIPMENT	1,392.83	89.99
	Total Expenditures	\$26,311.45	\$77,469.34

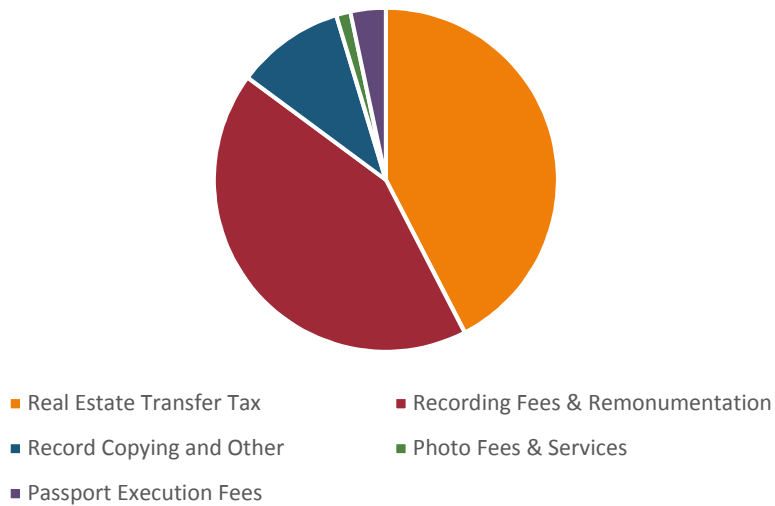
*Completed 2017 project in 2018.



ROD 2017 Revenue - General Fund Contributions



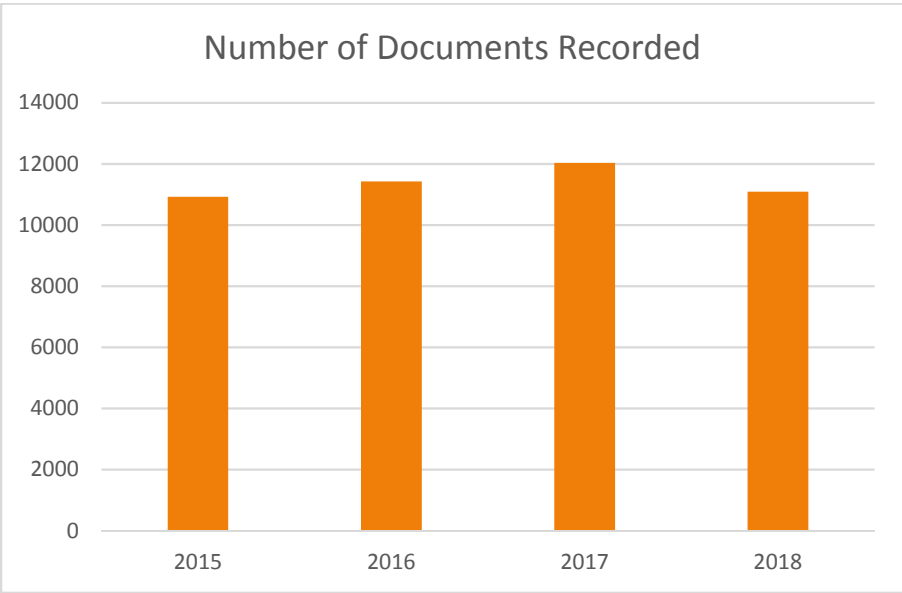
ROD 2018 Revenue - General Fund Contributions



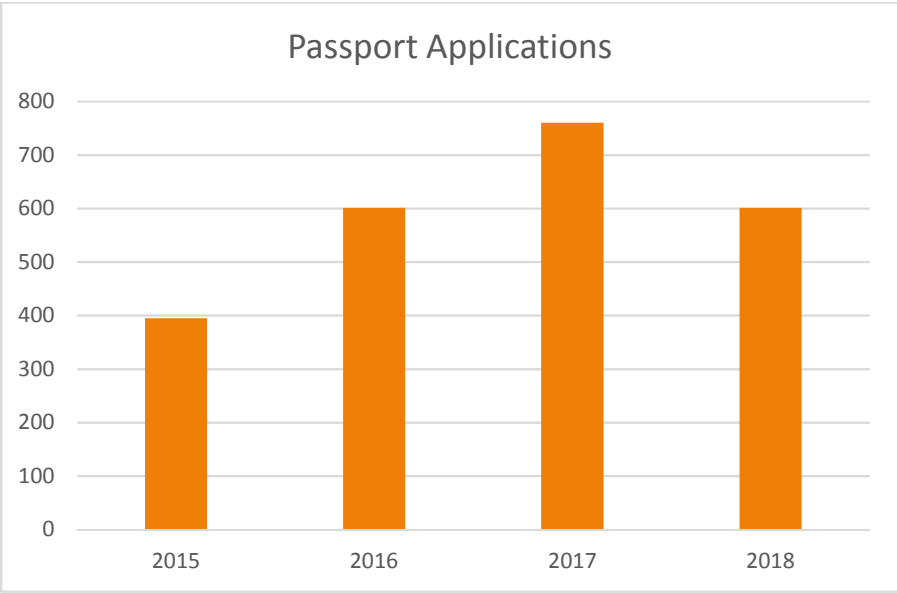
The 12,034 documents recorded in 2017 equate to 45,796 pages.

The 11,688 documents recorded in 2018 equates to 45,220 pages.

If we were still using books, that would be an additional 180 books that we would have to store, index, and make accessible. Instead, the documents are stored electronically with multiple offsite backups.

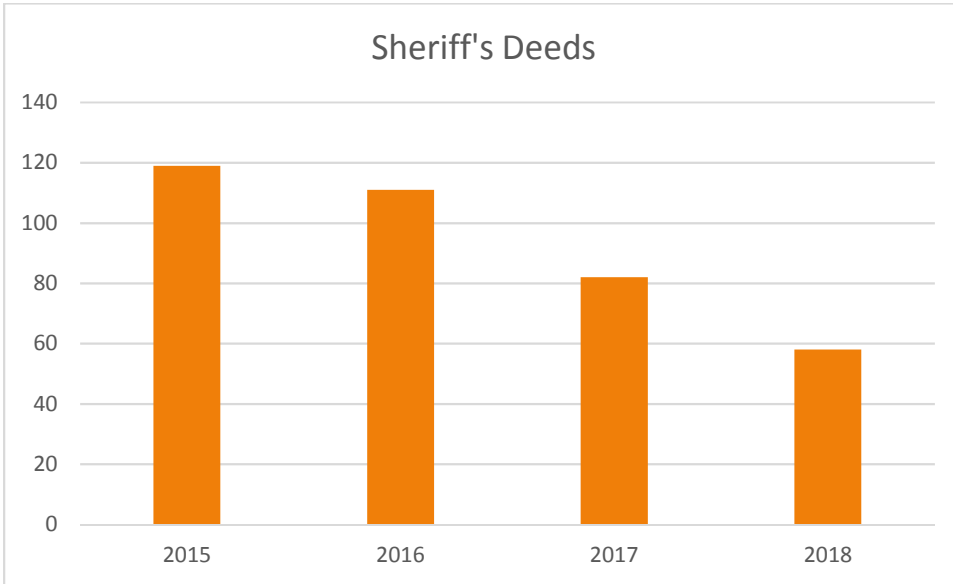


Passport application processing is a source of income for the County.



Sheriff's Deeds

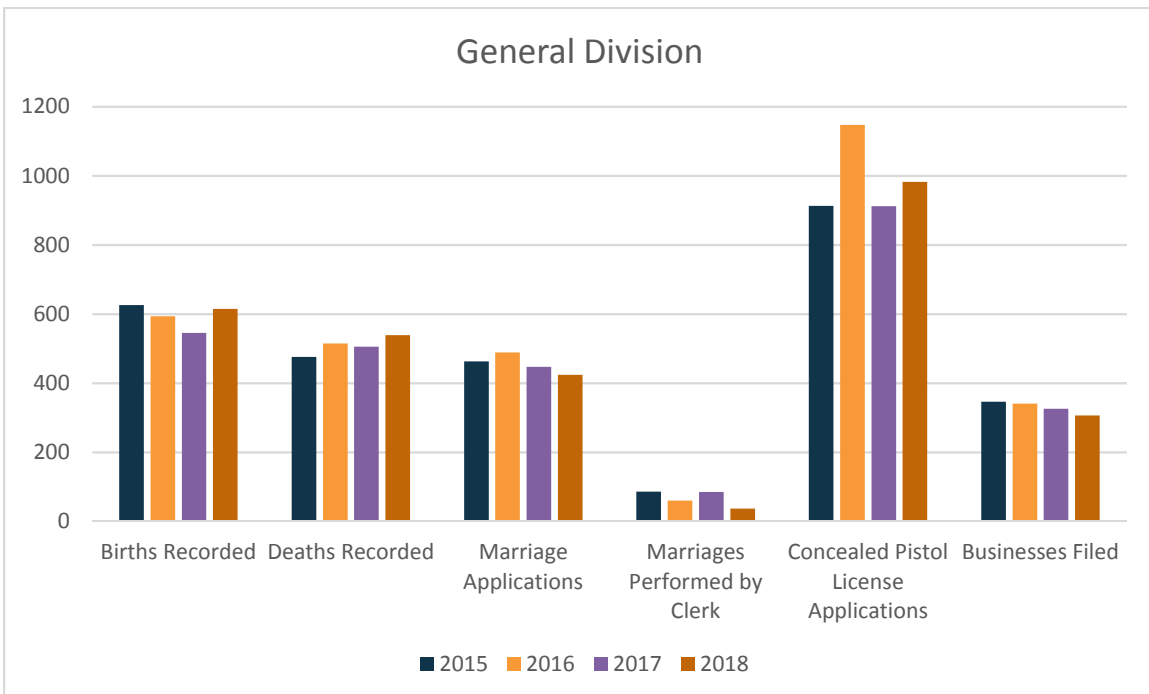
Sheriff's Deeds dropped significantly from 2016. Since the Sheriff's deeds are filed as a stage of foreclosure, we are happy to report the downward trend.



Clerk's Office Statistical Information

General Division

The Clerk's Office is split into two divisions. The General Division handles birth, marriage, death, and veteran discharge records, veteran IDs, notary filings, DBAs, elections, and concealed pistol licensing. Revenue for the Clerk's office included over \$68,000 for certified vital record copies.



Election Equipment

All precincts in St. Joseph County upgraded to Dominion election equipment certified by the State of Michigan and the Federal Election Commission. The equipment was purchased with the remaining Help America Vote Act funds held at the State. Thanks to Clark Logic and Jamie Clark, we were able to stage the setup in a heated warehouse building (important in February!) with truck unloading docks to distribute the 50 machines to our 18 townships and cities.

Court Division

The division of the Office is part of Circuit Court. The Court Division manages case files for circuit and juvenile court and schedules jurors for circuit, juvenile, and probate court. Costs for jury summons were \$34,960 in 2017, and we contacted 15,764 jurors. With changes to the summons processes, we were able to significantly reduce the summons subscription cost to \$10,885 in 2018, contacting less than 7,000 jurors.

