

**County Clerk
Measures (FY 2011)**

Department Purpose	The County Clerk is the Local Registrar for recording all birth and death certificates, Official Bond Records, Military Discharge Records, ad other miscellaneous records. The County Clerk is responsible for legal instruments which include real and personal property, bonds, plats, marks and brands, assumed names, marriage licenses, deputation records, issuance of bail bond checks, beer and wine hearings, safekeeping of wills, and Commissioners Court Minutes. This office is the custodian of the trust fund records. The County Clerk is also responsible for Probate/Mental,										
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Major Program	Goals & Objectives	Measures	FY 2007	FY 2008	FY 2009	FY 2010	Actuals Q1	Actuals Q2	Actuals Q3	Actuals Q4	FINAL	Comments/ Footnotes/ Statutory Authority
Land	Consistently meet or exceed the statutory requirements of 3 days	Land Documents Filed	195,761	154,237	151,352	139,703	38,767	0	0	0	38,767	
		Plats Filed	497	454	352	242	76	0	0	0	76	
	Related directly to Countywide goal	To provide quality public services in a cost-effective manner.	Actuals				Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		
		Abandonment			557	581	138	0	0	0	138	
		Birth Certificates Recorded	13,205	10,057	12,037	11,483	2,979	0	0	0	2,979	
		Birth Certificates Certified & Issued	20,772	20,935	19,034	19,021	3,552	0	0	0	3,552	
		Death Certificates Recorded	2,801	2,346	2,683	3,350	870	0	0	0	870	
		Death Certificates Certified &	26,229	26,910	19,357	16,215	2,456	0	0	0	2,456	
		Fetal Deaths Recorded	54	35	51	41	13	0	0	0	13	
		Informal Marriage			157	134	35	0	0	0	35	

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Major Program	Goals & Objectives	Measures	FY 2007	FY 2008	FY 2009	FY 2010	Actuals Q1	Actuals Q2	Actuals Q3	Actuals Q4	FINAL	Comments/ Footnotes/ Statutory Authority
Vitals	Meet the requirement of filing birth certificates and death certificates within 10 days of the event. Complete within 5 days. Complete filings within 30 days of the event. File within 3 days of receipt.	Marriage License Issued	5,500	4,964	4,967	5,107	1,225	0	0	0	1,225	
		Marriage License Certified & Issued	1,667	2,527	2,707	3,130	741	0	0	0	741	
		Assumed Names	9,875	9,151	8,548	8,700	2,329	0	0	0	2,329	
		Cattle Brands	9	12	16	21	9	0	0	0	9	
		Trustee Notices	5,595	6,818	8,541	9,451	2,347	0	0	0	2,347	
		DD214	40	65	111	98	22	0	0	0	22	
		Beer & Wine Hearings	1,077	673	1,099	775	158	0	0	0	158	
		Searches			41	40	13	0	0	0	13	
		Official Bonds			92	45	17	0	0	0	17	
	Related directly to Countywide goal	To provide quality public services in a cost-effective manner.	Actuals				Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		
Minutes	Provide a complete and accurate summary of the Commissioners Court within 3 days.	Commissioners Court Summarized	38	47	0	0					0	
		Related directly to Countywide goal	To continue the development of technology that enhances operations.	Actuals				Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep	

**County Clerk - County Court at Law
Measures (FY 2011)**

Department Purpose	To provide appropriate levels of support and efficient service to the public for all the County Courts that conduct trials for civil suits up to \$100,000 and criminal misdemeanor classes A&B.											
Major Program	Goals & Objectives	Measures	FY 2007	FY 2008	FY 2009	FY 2010	Actuals Q1	Actuals Q2	Actuals Q3	Actuals Q4	FINAL	Comments/ Footnotes/ Statutory Authority
Criminal	Balance all monies received by 5:00 pm each business day. Accurately manage and report theflow of criminal cases filed and disposed in County Courts at Law	Criminal Cases Filed	7,893	8,523	7,986	7,684	715	0	0	0	715	
		Criminal Cases Disposed	8,172	11,069	11,906	11,135	877	0	0	0	877	
	Related directly to Countywide goal	1 To provide quality public services in a cost-effective manner.	Actuals									
	Related directly to Countywide goal	3 To support fair and efficient administration of justice.					Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		
Civil	Balance all monies received by 5:00 pm each business day. Accurately manage and report theflow of criminal cases filed and disposed in County Courts at Law	Civil Cases Filed	4,346	5,052	4,368	4,720	849	0	0	0	849	
		Civil Cases Disposed	5,573	4,579	4,715	4,503	822	0	0	0	822	
	Related directly to Countywide goal	1 To provide quality public services in a cost-effective manner.	Actuals									
	Related directly to Countywide goal	3 To support fair and efficient administration of justice.					Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		

**County Clerk-Probate Mental
Measures (FY 2011)**

Department Purpose		To file and properly maintain Probate cases and cases of involuntary commitments as related to specific individuals in Collin County. The County Clerk combined Mental Commitments and the Probate Clerks during FY07 to form this program, capturing previously untapped efficiencies and allowing more supervisor involvement.											
	Major Program	Goals & Objectives	Measures	FY 2007	FY 2008	FY 2009	FY 2010	Actuals Q1	Actuals Q2	Actuals Q3	Actuals Q4	FINAL	Comments/ Footnotes/ Statutory Authority
Mental - Document Preparation	Consistently meet requirements set by statute. Documents	Mental Documents Prepared	1,119	13,853	15,322	40,187	10,342	0	0	0	10,342		
	Related directly to Countywide goal	3 To support fair and efficient administration of justice.											
Mental - Filing Case Detail	Related directly to Countywide goal	4 To promote & protect public health throughout the county.					Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep			
		Mental Cases Filed	1,119	976	988	1,086	292	0	0	0	292		
	Related directly to Countywide goal	3 To support fair and efficient administration of justice.											
	Related directly to Countywide goal	4 To promote & protect public health throughout the county.					Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep			

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Mental - File Review	Consistently meet requirements for case review. Cases are reviewed the same morning of hearings, where the requirement is to be reviewed within 1 day after hearing.	Mental File Reviews	6,719	6,979	6,607	27,766	4,022	0	0	0	4,022		
	Related directly to Countywide goal	3 To support fair and efficient administration of justice.	Actuals										
Probate/Guardianships- Document Preparation	Consistently meet statutory requirements for document preparation. These documents are prepared within 1 business day of receipt.	Probate Documents Prepared	1,088	30,223	36,147	50,452	13,088	0	0	0	13,088		
		Guardianship Documents Prepared	124	8,979	11,592	21,322	6,406	0	0	0	6,406		
	Related directly to Countywide goal	3 To support fair and efficient administration of justice.	Actuals				Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep			

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	Major Program	Goals & Objectives	Measures	FY 2007	FY 2008	FY 2009	FY 2010	Actuals Q1	Actuals Q2	Actuals Q3	Actuals Q4	FINAL	Comments/ Footnotes/ Statutory Authority
Probate/Guardianships - Case File Detail	Consistently meet statutory requirement of case filings, to be completed within 2 days.	Probate Cases Filed	905	1,001	1,188	1,231	242	0	0	0	0	242	
		Guardianships Filed	124	148	159	176	33	0	0	0	0	33	
	Related directly to Countywide goal	To support fair and efficient administration of justice.	Actuals				Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep			
Probate/Guardianships-File Review	Consistently meet requirements for case review. Case reviewed 1 day prior to hearing & 1 day following Court hearing in both Probate and Guardianship cases.	Probate Reviewed	6,548	11,869	12,205	14,558	3,650	0	0	0	0	3,650	
		Guardianships Reviewed	1,071	3,980	4,753	6,891	2,122	0	0	0	0	2,122	
	Related directly to Countywide goal	To support fair and efficient administration of justice.	Actuals				Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep			

**County Clerk - Treasury
Measures (FY 2011)**

Department Purpose	To properly invoice and perform the accounting of all monies due the County and to keep records of services rendered.											
Major Program	Goals & Objectives	Measures	FY 2007	FY 2008	FY 2009	FY 2010	Actuals Q1	Actuals Q2	Actuals Q3	Actuals Q4	FINAL	Comments/ Footnotes/ Statutory Authority
	Record, receipt and deposit monies or will transfer. Record & balance all disbursements issued by Collin County bank accounts	Fee Account Deposits			\$11,829,735	\$11,429,011	\$2,977,930	\$0	\$0	\$0	\$2,977,930	
Bank Coordination/Accounts Receivable	Properly invoice Collin County cities, ISD and other customers for	Cash Bond Received			\$2,433	\$2,199,525	\$498,091	\$0	\$0	\$0	\$498,091	
		Cash Bond Release Ck.			\$3,367	\$2,348,273	\$469,327	\$0	\$0	\$0	\$469,327	
	Related directly to Countywide goal	1 To provide quality public services in a cost-effective manner.	Actuals				Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		
Check Distribution	Payroll checks stuffed, sorted and available for pickup @7:30 on designated pay periods. A/P checks available or mailed at time of Commissioners Court approval. Jury checks stuffed, zip sort, mailed within 2 days of printing.	Checks Distributed	111,322	116,301	100,023	97,980	25,583	0	0	0	25,583	
	Related directly to Countywide goal	1 To provide quality public services in a cost-effective manner.	Actuals				Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		