

**County Clerk
Measures (FY 2011)**

Department Purpose	<p>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, Treasury, County Court at Law Clerks, Land, and Vitals.</p>											
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 by completing in 2 or fewer days.	Land Documents Filed	195,761	154,237	151,352	139,703	38,767	34,043	34,000	36,588	143,398	
		Plats Filed	497	454	352	242	76	59	58	79	272	
	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		
Countywide	Countywide	Abandonment			557	581	138	143	161	201	643	
		Birth Certificates Recorded	13,205	10,057	12,037	11,483	2,979	3,080	2,897	3,122	12,078	
		Birth Certificates Certified & Issued	20,772	20,935	19,034	19,021	3,552	4,654	5,171	5,015	18,392	
		Death Certificates Recorded	2,801	2,346	2,683	3,350	870	878	705	841	3,294	
		Death Certificates Certified &	26,229	26,910	19,357	16,215	2,456	2,334	2,159	1,125	8,074	
		Fetal Deaths Recorded	54	35	51	41	13	14	8	12	47	
		Informal Marriage			157	134	35	36	36	41	148	

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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	1,020	1,504	1,352	5,101	
		Marriage License Certified & Issued	1,667	2,527	2,707	3,130	741	773	886	698	3,098	
		Assumed Names	9,875	9,151	8,548	8,700	2,329	2,323	2,213	2,131	8,996	
		Cattle Brands	9	12	16	21	9	4	0	59	72	
		Trustee Notices	5,595	6,818	8,541	9,451	2,347	2,183	1,810	1,894	8,234	
		DD214	40	65	111	98	22	23	27	39	111	
		Beer & Wine Hearings	1,077	673	1,099	775	158	222	233	206	819	
		Searches			41	40	13	11	8	8	40	
		Official Bonds			92	45	17	184	10	9	220	
	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		
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 5	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 the flow of criminal cases filed and disposed in County Courts at Law	Criminal Cases Filed	7,893	8,523	7,986	7,684	1,764	2,282	2,016	1,437	7,499	September 2011 stats not included.
		Criminal Cases Disposed	8,172	11,069	11,906	11,135	2,198	2,126	2,636	2,182	9,142	
	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 the flow of criminal cases filed and disposed in County Courts at Law	Civil Cases Filed	4,346	5,052	4,368	4,720	1,222	1,188	1,147	775	4,332	September 2011 stats not included.
		Civil Cases Disposed	5,573	4,579	4,715	4,503	1,344	1,483	1,363	826	5,016	
	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 prepared & patient	Mental Documents Prepared	1,119	13,853	15,322	40,187	10,342	9,445	10,606	10,384	40,777	
Mental - Filing Case Detail	Related directly to Countywide goal	³ To support fair and efficient administration of justice.	Actuals									
	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 - Document Preparation	Consistently meet statute requirement of 24 hours to issue.	Mental Cases Filed	1,119	976	988	1,086	292	276	267	282	1,117	
Mental - Filing Case Detail	Related directly to Countywide goal	³ To support fair and efficient administration of justice.	Actuals									
	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	3,996	4,352	3,700	16,070	
	Related directly to Countywide goal	③ To support fair and efficient administration of justice.	Actuals									
Probate/Guardianship- Document Preparation	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		
	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	14,187	16,432	17,127	60,834	
		Guardianship Documents Prepared	124	8,979	11,592	21,322	6,406	6,201	7,436	6,924	26,967	
	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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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	341	318	310	1,211	
		Guardianships Filed	124	148	159	176	33	38	44	38	153	
	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		
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	3,761	4,202	4,133	15,746	
		Guardianships Reviewed	1,071	3,980	4,753	6,891	2,122	1,703	1,811	1,626	7,262	
	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		

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	\$2,774,857	\$2,726,883	#####	\$11,621,802	
	Property invoice Collin County cities, ISD and other customers for services provided by Collin county	Cash Bond Received			\$2,433	\$2,199,525	\$498,092	\$425,665	\$448,652	\$505,523	\$1,877,932	
		Cash Bond Release Ck. Written			\$3,367	\$2,348,273	\$469,327	\$470,465	\$480,342	\$515,552	\$1,935,686	
	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		
	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	22,077	22,419	24,395		94,474
	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											