

**County Clerk  
Measures (FY 2012)**

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <b>Department Purpose</b> | 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 Commisioners 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. |
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|  | <b>Major Program</b> | <b>Goals &amp; Objectives</b>                                                                      | <b>Measures</b>                                                  | <b>FY 2008</b> | <b>FY 2009</b> | <b>FY 2010</b> | <b>FY 2011</b> | <b>Actuals Q1</b> | <b>Actuals Q2</b> | <b>Actuals Q3</b> | <b>Actuals Q4</b> | <b>FINAL</b> | <b>Comments/<br/>Footnotes/<br/>Statutory Authority</b> |
|--|----------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------|----------------|----------------|----------------|----------------|-------------------|-------------------|-------------------|-------------------|--------------|---------------------------------------------------------|
|  | <b>Land</b>          | Consistently meet or exceed the statutory requirements of 3 days by completing in 2 or fewer days. | Land Documents Filed                                             | 154,237        | 151,352        | 139,703        | 143,398        | 36,337            | 37,368            | 41,348            | 0                 | 115,053      |                                                         |
|  |                      |                                                                                                    | Plats Filed                                                      | 454            | 352            | 242            | 272            | 71                | 67                | 90                | 0                 | 228          |                                                         |
|  |                      | 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       |              |                                                         |
|  |                      |                                                                                                    | Abandonment                                                      |                | 557            | 581            | 643            | 132               | 187               | 125               | 0                 | 444          |                                                         |
|  |                      |                                                                                                    | Birth Certificates Recorded                                      | 10,057         | 12,037         | 11,483         | 12,078         | 2,922             | 3,100             | 3,080             | 0                 | 9,102        |                                                         |
|  |                      |                                                                                                    | Birth Certificates Certified & Issued                            | 20,935         | 19,034         | 19,021         | 18,392         | 3,565             | 5,048             | 5,494             | 0                 | 14,107       |                                                         |
|  |                      |                                                                                                    | Death Certificates Recorded                                      | 2,346          | 2,683          | 3,350          | 3,294          | 900               | 956               | 857               | 0                 | 2,713        |                                                         |
|  |                      |                                                                                                    | Death Certificates Certified &                                   | 26,910         | 19,357         | 16,215         | 8,074          | 480               | 470               | 1,114             | 0                 | 2,064        |                                                         |
|  |                      |                                                                                                    | Fetal Deaths Recorded                                            | 35             | 51             | 41             | 47             | 15                | 4                 | 8                 | 0                 | 27           |                                                         |
|  |                      |                                                                                                    | Informal Marriage                                                |                | 157            | 134            | 148            | 35                | 47                | 42                | 0                 | 124          |                                                         |

**County Clerk  
Measures (FY 2012)**

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| <b>Department Purpose</b> | 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. |
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|  | <b>Major Program</b> | <b>Goals &amp; Objectives</b>                                                                                                                                                                              | <b>Measures</b>                                                       | <b>FY 2008</b> | <b>FY 2009</b> | <b>FY 2010</b> | <b>FY 2011</b> | <b>Actuals Q1</b> | <b>Actuals Q2</b> | <b>Actuals Q3</b> | <b>Actuals Q4</b> | <b>FINAL</b> | <b>Comments/<br/>Footnotes/<br/>Statutory Authority</b> |
|--|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------------|----------------|----------------|----------------|-------------------|-------------------|-------------------|-------------------|--------------|---------------------------------------------------------|
|  | <b>Vitals</b>        | 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                                               | 4,964          | 4,967          | 5,107          | 5,101          | 1,300             | 1,098             | 1,598             | 0                 | 3,996        |                                                         |
|  |                      |                                                                                                                                                                                                            | Marriage License Certified & Issued                                   | 2,527          | 2,707          | 3,130          | 3,098          | 518               | 611               | 1,045             | 0                 | 2,174        |                                                         |
|  |                      |                                                                                                                                                                                                            | Assumed Names                                                         | 9,151          | 8,548          | 8,700          | 8,996          | 1,906             | 2,336             | 1,987             | 0                 | 6,229        |                                                         |
|  |                      |                                                                                                                                                                                                            | Cattle Brands                                                         | 12             | 16             | 21             | 72             | 42                | 44                | 5                 | 0                 | 91           |                                                         |
|  |                      |                                                                                                                                                                                                            | Trustee Notices                                                       | 6,818          | 8,541          | 9,451          | 8,234          | 1,943             | 1,809             | 1,827             | 0                 | 5,579        |                                                         |
|  |                      |                                                                                                                                                                                                            | DD214                                                                 | 65             | 111            | 98             | 111            | 19                | 21                | 38                | 0                 | 78           |                                                         |
|  |                      |                                                                                                                                                                                                            | Beer & Wine Hearings                                                  | 673            | 1,099          | 775            | 819            | 149               | 133               | 114               | 0                 | 396          |                                                         |
|  |                      |                                                                                                                                                                                                            | Searches                                                              |                | 41             | 40             | 40             | 6                 | 8                 | 13                | 0                 | 27           |                                                         |
|  |                      |                                                                                                                                                                                                            | Official Bonds                                                        |                | 92             | 45             | 220            | 123               | 14                | 9                 | 0                 | 146          |                                                         |
|  |                      | 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       |              |                                                         |
|  | <b>Minutes</b>       | Provide a complete and accurate summary of the Commissioners Court within 3 days.                                                                                                                          | Commissioners Court Summarized                                        | 47             | 0              | 0              | 0              |                   |                   |                   |                   | 0            |                                                         |
|  |                      | Related directly to Countywide goal                                                                                                                                                                        | 5 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 2012)**

|                           |                                                                                                                                                                                                  |
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| <b>Department Purpose</b> | 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. |
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|  | <b>Major Program</b> | <b>Goals &amp; Objectives</b>                                                                                                                                | <b>Measures</b>                                                  | <b>FY 2008</b> | <b>FY 2009</b> | <b>FY 2010</b> | <b>FY 2011</b> | <b>Actuals Q1</b> | <b>Actuals Q2</b> | <b>Actuals Q3</b> | <b>Actuals Q4</b> | <b>FINAL</b> | <b>Comments/<br/>Footnotes/<br/>Statutory Authority</b> |
|--|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|----------------|----------------|----------------|----------------|-------------------|-------------------|-------------------|-------------------|--------------|---------------------------------------------------------|
|  | <b>Criminal</b>      | 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                                             | 8,523          | 7,986          | 7,684          | 7,499          | 1,767             | 2,059             | 1,931             | 0                 | 5,757        | <b>Stats through January 2012</b>                       |
|  |                      |                                                                                                                                                              | Criminal Cases Disposed                                          | 11,069         | 11,906         | 11,135         | 9,142          | 10,266            | 2,576             | 3,055             | 0                 | 15,897       |                                                         |
|  |                      | 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       |              |                                                         |
|  | <b>Civil</b>         | 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                                                | 5,052          | 4,368          | 4,720          | 4,332          | 1,105             | 1,110             | 979               | 0                 | 3,194        | <b>Stats through February 2012</b>                      |
|  |                      |                                                                                                                                                              | Civil Cases Disposed                                             | 4,579          | 4,715          | 4,503          | 5,016          | 1,155             | 1,293             | 1,169             | 0                 | 3,617        |                                                         |
|  |                      | 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 2012)**

|                           |                                                                                                                                                                                                                                                                                                                                  |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Department Purpose</b> | 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. |
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|  | <b>Major Program</b>                 | <b>Goals &amp; Objectives</b>                                               | <b>Measures</b>                                             | <b>FY 2008</b> | <b>FY 2009</b> | <b>FY 2010</b> | <b>FY 2011</b> | <b>Actuals Q1</b> | <b>Actuals Q2</b> | <b>Actuals Q3</b> | <b>Actuals Q4</b> | <b>FINAL</b> | <b>Comments/<br/>Footnotes/<br/>Statutory Authority</b> |
|--|--------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------------------------|----------------|----------------|----------------|----------------|-------------------|-------------------|-------------------|-------------------|--------------|---------------------------------------------------------|
|  | <b>Mental - Document Preparation</b> | Consistently meet requirements set by statute. Documents prepared & patient | Mental Documents Prepared                                   | 13,853         | 15,322         | 40,187         | 40,777         | 9,262             | 9,282             | 9,232             | 0                 | 27,776       |                                                         |
|  |                                      |                                                                             |                                                             |                |                |                |                |                   |                   |                   |                   |              |                                                         |
|  |                                      | 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       |              |                                                         |
|  | <b>Mental - Filing Case Detail</b>   | Consistently meet statute requirement of 24 hours to issue.                 | Mental Cases Filed                                          | 976            | 988            | 1,086          | 1,117          | 251               | 262               | 255               | 0                 | 768          |                                                         |
|  |                                      |                                                                             |                                                             |                |                |                |                |                   |                   |                   |                   |              |                                                         |
|  |                                      | 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       |              |                                                         |

**County Clerk-Probate Mental  
Measures (FY 2012)**

| 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 2008 | FY 2009 | FY 2010 | FY 2011 | Actuals Q1  | Actuals Q2  | Actuals Q3  | Actuals Q4  | FINAL  | Comments/<br>Footnotes/<br>Statutory Authority |
|                    | 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                                         | 6,979   | 6,607   | 27,766  | 16,070  | 3,034       | 3,190       | 3,552       | 0           | 9,776  |                                                |
|                    |                                             |                                                                                                                                                                                                                                                                                                                                  |                                                             |         |         |         |         |             |             |             |             |        |                                                |
|                    |                                             | 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 |        |                                                |
|                    | Probate/Guardianships- Document Preparation | Consistently meet statutory requirements for document preparation. These documents are prepared within 1 business day of receipt.                                                                                                                                                                                                | Probate Documents Prepared                                  | 30,223  | 36,147  | 50,452  | 60,834  | 16,566      | 16,730      | 17,518      | 0           | 50,814 |                                                |
|                    |                                             |                                                                                                                                                                                                                                                                                                                                  | Guardianship Documents Prepared                             | 8,979   | 11,592  | 21,322  | 26,967  | 8,222       | 8,158       | 10,430      | 0           | 26,810 |                                                |
|                    |                                             | 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-Probate Mental  
Measures (FY 2012)**

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| <b>Department Purpose</b> | 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. |
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|  | <b>Major Program</b>                            | <b>Goals &amp; Objectives</b>                                                                                                                                | <b>Measures</b>                                            | <b>FY 2008</b> | <b>FY 2009</b> | <b>FY 2010</b> | <b>FY 2011</b> | <b>Actuals Q1</b> | <b>Actuals Q2</b> | <b>Actuals Q3</b> | <b>Actuals Q4</b> | <b>FINAL</b> | <b>Comments/<br/>Footnotes/<br/>Statutory Authority</b> |
|--|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|----------------|----------------|----------------|----------------|-------------------|-------------------|-------------------|-------------------|--------------|---------------------------------------------------------|
|  | <b>Probate/Guardianships - Case File Detail</b> | Consistently meet statutory requirement of case filings, to be completed within 2 days.                                                                      | Probate Cases Filed                                        | 1,001          | 1,188          | 1,231          | 1,211          | 269               | 299               | 290               | 0                 | 858          |                                                         |
|  |                                                 |                                                                                                                                                              | Guardianships Filed                                        | 148            | 159            | 176            | 153            | 52                | 39                | 49                | 0                 | 140          |                                                         |
|  |                                                 | 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       |              |                                                         |
|  | <b>Probate/Guardianships-File Review</b>        | 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                                           | 11,869         | 12,205         | 14,558         | 15,746         | 3,437             | 3,645             | 3,773             | 0                 | 10,855       |                                                         |
|  |                                                 |                                                                                                                                                              | Guardianships Reviewed                                     | 3,980          | 4,753          | 6,891          | 7,262          | 1,617             | 1,736             | 2,042             | 0                 | 5,395        |                                                         |
|  |                                                 | 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 2012)**

| 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 2008 | FY 2009      | FY 2010      | FY 2011      | Actuals Q1  | Actuals Q2  | Actuals Q3  | Actuals Q4  | FINAL       | Comments/<br>Footnotes/<br>Statutory Authority |
|                    | Bank Coordination/Accounts Receivable | 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 | \$11,621,802 | \$2,833,380 | \$3,062,396 | \$3,113,490 | \$0         | \$9,009,265 |                                                |
|                    |                                       | Properly invoice Comm County cities, ISD and other customers for services provided by Collin county                                                                                                                               | Cash Bond Received                                               |         | \$2,433      | \$2,199,525  | \$1,877,932  | \$471,565   | \$414,152   | \$500,911   | \$0         | \$1,386,628 |                                                |
|                    |                                       |                                                                                                                                                                                                                                   | Cash Bond Release Ck. Written                                    |         | \$3,367      | \$2,348,273  | \$1,935,686  | \$411,858   | \$400,141   | \$436,907   | \$0         | \$1,248,906 |                                                |
|                    |                                       | 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                                               | 116,301 | 100,023      | 97,980       | 94,474       | 22,739      | 20,665      | 23,801      | 0           | \$161,679   |                                                |
|                    |                                       | 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 |             |                                                |