

**County Clerk  
Measures (FY 2013)**

<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.
---------------------------	--

	Major Program	Goals & Objectives	Measures	FY 2009	FY 2010	FY 2011	FY 2012	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	151,352	139,703	143,398	159,363	43,775				43,775		
			Plats Filed	352	242	272	302	94					94	
			Abandonment	557	581	643	592	45					45	
			Birth Certificates Recorded	12,037	11,483	12,078	12,339	3,199					3,199	
			Birth Certificates Certified & Issued	19,034	19,021	18,392	19,467	3,964					3,964	
			Death Certificates Recorded	2,683	3,350	3,294	3,672	939					939	
			Death Certificates Certified & Issued	19,357	16,215	8,074	3,412	1,392					1,392	
			Fetal Deaths Recorded	51	41	47	44	9					9	
		Informal Marriage	157	134	148	154	59					59		

**County Clerk  
Measures (FY 2013)**

<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.
---------------------------	--

Major Program	Goals & Objectives	Measures	FY 2009	FY 2010	FY 2011	FY 2012	Actuals Q1	Actuals Q2	Actuals Q3	Actuals Q4	FINAL	Comments/ Footnotes/ Statutory Authority
<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	4,967	5,107	5,101	5,217	1,361				1,361	
		Marriage License Certified & Issued	2,707	3,130	3,098	3,172	815				815	
		Assumed Names	8,548	8,700	8,996	8,188	1,744				1,744	
		Cattle Brands	16	21	72	133	3				3	
		Trustee Notices	8,541	9,451	8,234	7,122	1,214				1,214	
		DD214	111	98	111	123	57				57	
		Beer & Wine Hearings	1,099	775	819	479	108				108	
		Searches	41	40	40	34	9				9	
		Official Bonds	92	45	220	163	24				24	

**County Clerk - County Court at Law  
Measures (FY 2013)**

<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.
---------------------------	--

	<b>Major Program</b>	<b>Goals &amp; Objectives</b>	<b>Measures</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Actuals Q1</b>	<b>Actuals Q2</b>	<b>Actuals Q3</b>	<b>Actuals Q4</b>	<b>FINAL</b>	<b>Comments/ Footnotes/ 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	7,986	7,684	7,499	7,625	1,819				1,819	
			Criminal Cases Disposed	11,906	11,135	9,142	10,831	2,372				2,372	
	<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	4,368	4,720	4,332	4,250	1,050				1,050	
			Civil Cases Disposed	4,715	4,503	5,016	4,765	1,089				1,089	

**County Clerk-Probate Mental  
Measures (FY 2013)**

<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.
---------------------------	--

	<b>Major Program</b>	<b>Goals &amp; Objectives</b>	<b>Measures</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Actuals Q1</b>	<b>Actuals Q2</b>	<b>Actuals Q3</b>	<b>Actuals Q4</b>	<b>FINAL</b>	<b>Comments/ Footnotes/ Statutory Authority</b>
	<b>Mental - Document Preparation</b>	Consistently meet requirements set by statute. Documents prepared & patient served within 24 hours.	Mental Documents Prepared	15,322	40,187	40,777	37,405	7,978				7,978	
	<b>Mental - Filing Case Detail</b>	Consistently meet statute requirement of 24 hours to issue. Complete Order of Protective Custody within 2 hours of receipt from Hospital.	Mental Cases Filed	988	1,086	1,117	1,008	213				213	

**County Clerk-Probate Mental  
Measures (FY 2013)**

<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.
---------------------------	--

	<b>Major Program</b>	<b>Goals &amp; Objectives</b>	<b>Measures</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Actuals Q1</b>	<b>Actuals Q2</b>	<b>Actuals Q3</b>	<b>Actuals Q4</b>	<b>FINAL</b>	<b>Comments/ Footnotes/ Statutory Authority</b>
	<b>Mental - File Review</b>	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	6,607	27,766	16,070	12,830	2,690				2,690	
	<b>Probate/Guardianships- Document Preparation</b>	Consistently meet statutory requirements for document preparation. These documents are prepared within 1 business day of receipt.	Probate Documents Prepared	36,147	50,452	60,834	67,414	18,933				18,933	
			Guardianship Documents Prepared	11,592	21,322	26,967	33,949	7,023					7,023

**County Clerk-Probate Mental  
Measures (FY 2013)**

<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.
---------------------------	--

	<b>Major Program</b>	<b>Goals &amp; Objectives</b>	<b>Measures</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Actuals Q1</b>	<b>Actuals Q2</b>	<b>Actuals Q3</b>	<b>Actuals Q4</b>	<b>FINAL</b>	<b>Comments/ Footnotes/ 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	1,188	1,231	1,211	1,171	313				313	
			Guardianships Filed	159	176	153	188	34					34
	<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	12,205	14,558	15,746	14,079	3,379				3,379	
			Guardianships Reviewed	4,753	6,891	7,262	6,771	1,438					1,438

**County Clerk - Treasury  
Measures (FY 2012)**

<b>Department Purpose</b>	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 2009	FY 2010	FY 2011	FY 2012	Actuals Q1	Actuals Q2	Actuals Q3	Actuals Q4	FINAL	Comments/ Footnotes/ Statutory Authority
<b>Bank Coordination/Accounts Receivable</b>	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	\$12,175,403	\$3,083,829				\$3,083,829	
	Properly invoice Collin County cities, ISD and other customers for services provided by Collin county.	Cash Bond Received	\$2,433	\$2,199,525	\$1,877,932	\$1,811,286	\$398,855				\$398,855	
		Cash Bond Release Ck. Written	\$3,367	\$2,348,273	\$1,935,686	\$1,658,914	\$370,398				\$370,398	
<b>Check Distribution</b>	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	100,023	97,980	94,474	80684	23,236				23236	