



County of Ottawa Memorandum

DATE: November 2, 2010

TO: Chair Kuyers and Board of Commissioners

CC: Local Unit Mayors, Supervisors, Clerks, Managers

FROM: Al Vanderberg, County Administrator

SUBJECT: Survey Results

Commissioners requested that two surveys be completed. The first surveyed the top 10 counties in terms of population that have the Clerk-Register form of organization including: Oakland, Macomb, Kent, Washtenaw, Kalamazoo, Monroe, Calhoun, Eaton, St. Clair, and Allegan. Responses were requested of the Clerk-Register, Board Chair and County Administrator for each county. From a total request from thirty officials, nine were returned from five counties, five from clerk-register offices and four from administrative offices and none from commission chairs.

In most cases, responses are speculative as most respondents were not in their positions when their respective counties adopted the combined form. Allegan is the exception. Though the survey includes thoughtful responses to the questions, we do not believe the survey represents a “silver bullet” or clear guidance regarding which way the issue should be resolved.

The second survey was requested in response to the local unit concern that combining the Clerk and Register of Deeds positions would result in reduced election services from the County. The survey was completed so that the Board of Commissioners would have a clear picture of local election services regarding what the County provides, and what local units provide with their own staff or through contractual arrangements.

Responses of all surveys returned are included with this document. Please contact me if you have questions or further requests for information prior to the meeting.

Clerk-Register of Deeds Survey Questions

<u>General Information</u>			
County: St. Clair Kent Kent Eaton Eaton Allegan Kalamazoo Kalamazoo *Oakland County (see end of results)	Name: Marilyn Dunn Mary Hollinrake Daryl Delabbio John Fuentes Fran Fuller Joyce Watts Timothy A. Snow, CMC Peter Battani Robert Daddow & Laurie Van Pelt	Title: County Clerk/Register of Deeds Clerk/Register County Administrator/Controller Controller County Clerk and Register of Deeds County Clerk and Register of Deeds Clerk & Register of Deeds County Administrator Deputy County Executive & County DMB Director	
When did your county combine the offices of Clerk/Register of Deeds?	Month: April February January	Day: 1	Year: 1983 1971 1970 1947 1947 1989 1985 20-25 years ago
Are you aware of the primary reason(s) that these offices were combined? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain.			
<input checked="" type="checkbox"/> Yes – To Save Money. <input checked="" type="checkbox"/> Yes – Register died in office. No Response <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes – Personality conflict between the Board and either the Clerk or Register of Deeds. <input checked="" type="checkbox"/> Yes – Board member needed a job and neither the Clerk nor Register’s position paid enough as he had 6 kids. <input checked="" type="checkbox"/> Yes – An expectation of cost reduction was a major factor. To my understanding, a political issue also played a role. No Response			
Has the combined position met the expectations of the original policy makers? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how? If no, why not?			

Yes – They did not increase the salary, so since 1984, they have only paid one salary rather than two.

No idea.

No Response

No Response

No Response

No – There were no savings but everyone who voted for the combination was voted out within 2 years, so now, no one cares.

The political issue was settled with the combination, as the Register of Deeds lost in the Primary Election to the Clerk. I am uncertain if the cost savings (if any) were what the policy makers had in mind.

Yes – Works well for us, makes absolute sense in this age of possible consolidation.

Financial Information

Can you document any dollar savings as a result of the combination per year? Can you provide detail on how this savings was accomplished?

No Response

No Response

I would have included the survey, but there are too many questions that I cannot answer because the County has had a combined Clerk-Register of Deeds since 1970. As such, it is difficult to determine the impact (either organizationally or financially) of the combination because, at the time, Kent County had a population of about 411,000 people, compared to today's population of over 605,000, and our organization has certainly evolved during the past 40 years.

No Response

If there is a savings by combining the offices it is because the Chief Deputy, who is running the Register's Office, is not making the salary he/she should be making for the amount of responsibility involved.

It cost the County more – even though we has less staff. One person can't do it all and unions demand higher pay for employees who are given more responsibilities.

No. I understand there were some savings in year 1, and perhaps 2. After that, costs continued to grow and were higher than the 2 separate offices.

Definitely a savings in Salary

Have the staffing levels or wages changed since the combination of the offices? Yes No If yes, please explain.

They did not change until recent years, because of the economy; staff has been reduced in both offices.

If budget cuts continue, Kent C/R will have the same number of employees by the end of 2012 as it had in 1974!

No Response

Staffing levels increased for a time in Register of Deeds when activity significantly increased, have since been reduced through attrition. This was not attributed to the combination of the offices.

The offices remain physically separated both before and after the combination and remain that way to present.

Increased volume = Increased staffing which was reduced as volume decreased.

Job descriptions have been updated 3 times since 1985, the latest was in 2009. Each update resulted in higher wages for employees.

No Response
Did combining the Clerk/Register of Deed positions affect:
<input type="checkbox"/> Yes <input type="checkbox"/> No Work load and staffing, If yes, how? <input checked="" type="checkbox"/> Yes – Definitely increases the work load on the Clerk/ROD who is responsible for 2 offices. I have no idea. No Response <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No – Separate budgets and staffs have always been maintained. <input checked="" type="checkbox"/> Yes – Board authorized a laptop fro me so I could type Board minutes at home between loads of laundry. <input checked="" type="checkbox"/> Yes – At the beginning, the staff positions remained steady. Positions have now increased by 4 permanent positions. During the transition of combining the elected there was a back log of deeds that caused some uproar, but worked through over time.
<input type="checkbox"/> Yes <input type="checkbox"/> No Overtime expenditures, If yes, how? <input checked="" type="checkbox"/> No I have no idea No Response <input checked="" type="checkbox"/> No No Response No Response <input checked="" type="checkbox"/> Yes – Primarily dependent on the volume of documents in Register of Deeds. No Response
<input type="checkbox"/> Yes <input type="checkbox"/> No Temporary staffing needs, If yes, how? <input checked="" type="checkbox"/> No I have no idea No Response <input checked="" type="checkbox"/> No Temporary staffing and overtime expenditures are handled separately. No Response <input checked="" type="checkbox"/> Yes – Due to high volume in Register of Deeds, temporary employees were used in 2001 – 2004. No Response
<input type="checkbox"/> Yes <input type="checkbox"/> No Department turnover, If yes, how? <input checked="" type="checkbox"/> No I have no idea No Response

No
No Response
 Yes – Court area and elections have had the greatest turnover.
I don't believe turnover is related to the combination.
No Response

Information on Duties of Office(s)

What percentage of the clerk/register's time is spent on the clerk side vs. the register side?
95% Clerk/5% ROD
80% Clerk/20% ROD
No Response
No Response
94% Clerk's Office 4% Court Officer 2% Register Office
No Response
Most of the time, about 75% of my time is spend on Clerk-related functions.
No Response

What percentage of the clerk/register's time is spent on elections?
Even years 60% - odd years 30%
Annualized over a year and depending on whether an odd or even 10% but I have an elections director who devotes 100% of her time and 1 assistant FTE.
No Response
No Response
75%
No Response
About 40% of the Clerk time is spent on elections in an "off year" and about 75% of the Clerk time is spent of elections in an "election year".
No Response

What committees are you on as County Clerk for your Association?
None, we are no longer reimbursed for conferences
Chair of Legislative, CCW
No Response
No Response
Chair-CCW Task Force Committee, Host Committee, Standardization Committee, Vital Records Revision Committee, District Director
No Response
President of 2010 (moved up chairs from 2006-2010). Have been chair of Standardization and served on Legislative, CEO, Conference and other

committees.

No Response

What committees are you on as Register of Deeds for your Association?

None

Legislative

No Response

No Response

None

No Response

Legislative and Standardization (but not all of the time).

No Response

Do you feel knowledgeable in both offices? Yes No If yes, please explain.

No – I feel very knowledgeable on the clerk side. I depend on my chief deputy who is only part time in the ROD

No – I could not run my Deeds office. Hence the Chief Deputy must be able to run it 98% on his/her own. That means paying that position more than a mere office manager.

No Response

No Response

No – Ultimately all unresolved situations come to me and I defer to my Chief Deputy in the Register of Deeds Office who has more knowledge and expertise than I.

No Response

No – I never have the time to learn all there is to know about the Register of Deeds. Even after nearly 14 years in office, I do not consider myself knowledgeable in Deeds.

Similar skill sets but specialty with in each.

Are your dual duties ever in conflict with one another? Yes No If yes, please explain.

No

Yes – Clerks & Registers have been at odds over legislation. In a smaller county, meeting my dual duties, attending all of the meetings for both organizations would be impossible.

No Response

No Response

Yes – Time conflicts because I can't be in both places at one time.

No Response

Yes – I do not notarize any land documents that are to be recorded in Deeds. Several duties are related (record keeping), but the rules, functions and procedures are totally different.

No Response

Do you maintain services for the Courts? Yes No How much of your time is devoted to Court services?

Yes – about 35%

Yes – 25% (my most complicated area)

Yes – The County Clerk/Register of Deeds does maintain services for the Courts.

No Response

Yes – We have a separate office located on the court side of the building.

No Response

No

No Response

As a result of the combination, was there any loss of services for either office? Yes No If yes, please explain.

Yes – our ROD office is now closed during lunch hour and Friday mornings. This is due to cut backs in staff.

No idea

To my knowledge, there are no duties previously performed by the Clerk or Register of Deeds that are not performed by someone outside of the department.

No Response

Yes – The Clerk and Register of Deeds isn't able to provide the expertise a resident of the County expects from an elected official in the Register of Deeds Office. The customer must rely on the Chief Deputy Register of Deeds.

No Response

No

No Response

Since combining the County Clerk and Register of Deeds positions, are there duties previously performed by the Clerk or the Register of Deeds which are now performed by someone outside of the department? Yes No If yes, please explain.

No

Yes – Jury was stripped from the Clerk because Clerk/Register had too many obligations as Kent grew so large.

No Response

No Response

Unknown

No Response

No

No Response

Information on Function of Office(s)

Are both offices: How does this work?

Yes No In different physical locations?

Yes

Yes – I have 4 divisions in 2 buildings. The 2 buildings are ½ block apart. If they were in very different locations, the job difficulty would be compounded and very unwise

Yes – The Clerk's Office and the Register of Deeds Office physical locations are near each other in the County Administration Building. The Clerk's Court function has offices in the Courthouse Building (which is located within a block of the County Administration Building).

No

Yes – It's unrealistic to think employees from 2 distinctly different offices can learn the responsibilities of both offices and perform well with out errors. It's unfair to the elected official who feels pulled in may directions.

Yes – The Register's office is across the hall from the Vitals/Elections office and around the corner from the Circuit Court Clerk's office. It's at least on the same floor. Benefits are that it zones functions into specific locations and allows for better control of traffic in each office (never mix oil men in the same vault with birth records which aren't public since they take keep out signs as a challenge). The Clerk/Register runs around a lot but probably benefits from the exercise.

No

No Response

Yes No In one physical location near each other?

No

Yes

Yes

Yes – Consideration has been given recently to the 2 operations sharing space/cross-training staff, see below.

No

No

No

No Response

Yes No In one physical location, sharing space?

No

No

No

No

No

No

Yes – We have 2 entrances and separate counter. Staff shares space in the work area. Keeping the separate counters does help with keeping the documents in the correct work space. Many customers go to the wrong counter and must be directed to the other side.

No Response

Do you have an organizational chart you can include? If not, please indicate the staff you have in both offices.

Clerk's office – 9 staff (FT); 1 chief deputy (FT) – ROD – 2 staff (FT); 1 chief deputy (PT) and 1 PT staff

Chart included

Chart included

Clerk/Register, 1 Deputy Clerk, 1 Elections Clerk, 1 Senior Vital Records Clerk, 2 PT Vital Records Clerks, 1 Deputy Register, 3 Register of Deeds Clerks

Register of Deeds – 1 Chief Deputy, 3 Clerks; County Clerk – 1 Chief Deputy, 2 Deputy Clerks, 1 Elections Clerk; Circuit Court Clerk – 1

Supervisor, 3 Court Clerks

Chart included

Clerk & Register of Deeds – Chief Deputy Clerk & Register of Deeds and Vital Records Manager – Land Documents Manager – Official Document Specialist (8.5 FTE) – Deeds: 5 Official Document Specialists.

No Response

Do any employees currently perform both clerk and register functions? Yes No If yes, please explain.

No

No

No Response

No

No

Yes – We currently are training a person from the register's office to do circuit court clerk duties. Otherwise, with the offices staffed only enough to keep up with basics, it is impossible to cross train employees while maintaining basic services.

Yes – 1 Official Document Specialist performs scanning duties for Deeds and assists at counter for Clerk when needed. 2 Official Document Specialists in Clerk transferred from Deeds, so some knowledge is available as needed. Addition cross training had been attempted, but has not been successful (not enough time in the day).

No Response

Do you cross train (clerk and register functions)? Yes No If no, why? If yes, how? How do you assure the information given to the public by cross trained staff is accurate and up to date?

No

No – There is too much to know and my line staff we paid too little to know all that they'd need to know. They would need to be fully trained. If only partially trained it would be a perfect example of "a little knowledge is a dangerous thing" it could lead to lawsuits.

No Response

No – Clerk/Register has indicated in her opinion work/information handled is too un-similar to make cross-training effective.
 No - It's too difficult to cross train. There is nothing similar in the 2 offices. Even the words "Recorded" and "Filed" have different meanings depending on the office. Efficiency levels drop and employee moral should be key factors for not cross training. Remember these employees are usually among the lowest paid employees in the county.
Duties are not similar enough between offices that trying to interchange employees would make sense. Also you tend to be less efficient when working outside your area of expertise.
See above
No Response

Do you get any significant complaints about service regarding Register of Deeds? Yes No If yes, please explain.
 Yes – We have closed during lunch hour and Friday mornings. We are currently about 2 weeks behind in recordings.
No idea
 No – I do not receive any significant complaints (or any complaints) about the service provided by the Clerk-Register of Deeds offices.
 No
 No – I have a great Chief Deputy in the Register of Deeds Office who ensures everything runs smoothly. Unfortunately she doesn't make the salary she should for the responsibility she bears.
 No
 No
No Response

Do you get any significant complaints about service regarding the Clerk's Office? Yes No If yes, please explain.
 No
No idea
 No – I do not receive any significant complaints (or any complaints) about the service provided by the Clerk-Register of Deeds offices.
 No
 No
 No
 No
No Response

Final Questions

Have policy makers publicly proposed and or debated going back to a separate Clerk and Register of Deeds? Yes No If yes, please explain.
 No
 No
 No – Policy makers have not proposed (publicly or privately) going back to separate the two offices. About ten years ago, the then Clerk-Register of Deeds had an informal discussion with the Chair of the Board of Commissioners about the possibility of separating the offices, but it did not

amount to anything more than an inquiry.

No

Only myself.

Everyone is too busy trying to balance the budget.

No

No Response

Can you think of anything you feel would work better with a separate Clerk and Register of Deeds? Yes No If yes, please explain.

Yes – You would have an actual department head for the ROD. There is no way that one person can do justice to both jobs.

Yes – Deeds would get far more of the elected's attention. It becomes the poor stepchild.

No – I don't believe there is any merit to separating the functions. For the past 30 year the functions have worked well. It certainly has not detracted from services.

No – Office was combined when I arrived, so I don't know any different, but I do not see any advantages.

Yes – County Clerk's are extremely busy since the consolidation election laws went into effect. There is a lot of stress because of this along with huge increase in CPL Applications. Adding an additional office, when it's not necessary just adds to the stress. I work many nights and weekends trying to keep up with the work involved in running both offices. Just keeping up on the legislation alone is a challenge.

We would most likely be farther ahead in automating the offices if there were separate elected officers who could focus on these areas. Much of the elected official's and chief deputy's time is spent filling in for staff when vacations and sick time is used to keep the public served leaving little time to develop "RFAs and Track-its" let alone do the actual planning. This is not a good way to run either office. Somehow, cost isn't a factor in staffing for the Parks.

Yes – The Register of Deeds would be able to react to issues more quickly if the offices were separate. A separate Register of Deeds would ensure 1 individual is responsible directly for the operations of the office.

No Response

Would it cost more to separate the Clerk and Register of Deeds offices? Yes No If yes, please explain.

No Response

Yes

No Response

Yes – See staffing. Would at minimum replace salary of 1 Register of Deeds staff member with that of salary of elected officer under our current model.

No

No Response

Yes – Only the cost of the differential between the Chief Deputy or Land Documents Manager and the elected official.

No Response

How does the combination of offices improve services to the public?

It doesn't improve any services.

Not sure that it does. At most, it saves ½ an elected salary and benefits. No More.

No Response

No Response

Can't think of any.

Combination has nothing to do with "improving" services to the public. The offices were not combined to improve services; as in your case, it was political, only.

I do not believe it does.

No Response

What recommendations can you provide for county officials considering combining the Clerk and Register of Deeds positions?

Think long and hard before you combine the office.

Realize that you will not save a full elected's salary and benefits. Realize that there is a limit to how much can be piled on the Clerk. Keep in mind that elections are far more complex than they were even 10 years ago. One can only be stretched so far.

No Response

No Response

Remember if there is a savings by combining the offices it is because the Chief Deputy, who is actually running the Register of Deeds Office, is not being paid the salary she/he should be for the responsibility involved. Chief Deputy submits her own budget, hires and fires her employees, attends meetings on my behalf and is involved as an elected Register would be.

Do not expect a combination to save funds if the employees in these offices are unionized. One person cannot carry all the responsibilities of both offices. When responsibilities are assigned to other staff, wages must be adjusted and depending on changes in classifications, it can end up costing more staff-wise. That definitely happened in both Allegan and Washtenaw County when comparing budgets before and after the combination. There have been 2 subsequent Clerk-Registers elected since the combination occurred in Washtenaw and additional staffing increases with growth have allowed them to be more adequately staffed. They now have additional management staff and directors in charge of the various divisions. It's needed in Allegan, but this economy, it won't happen. It's costing us to use management people to perform clerical work, but you have to use what you have (or don't have as the case may be) as best you can. I'm getting worn out taking things home to work on between doing loads of laundry.

I would recommend against any future combinations. It almost always means that the Register of Deeds office received the "short end of the stick" when it comes to attention from the elected official. The Clerk/Register never has the time to spend in planning and coordination in the Deeds office. This has ended in a bad situation for me and I was unaware of issues going on the Register's office that later became public and was rather embarrassing for me. I did get additional staffing as a result, but if I had known the issues earlier, it could have been dealt with better.

Key is to have support through the transition period.

*General Response from Robert Daddow, Deputy County Executive, Oakland County – I have had the opportunity to review the survey tool and most of the questions would not be able to be answered as it involves the change to a combined Register of Deeds/Clerk in and around the decision to

do so. We track both sides of the shop in two separate divisions within the Office, but assessing what would happen and how beneficial it was is nigh on impossible to do. I can say, however, the splitting of the two functions has never been proposed as a cost-saving measure nor do I believe it would be. I do believe that we save on the combination but I'd have no idea how to calculate the savings given the combination has apparently been in existence at least 30 plus years, likely even more.

General Response from Laurie Van Pelt, Oakland County DMB Director: I have been with the County since 1978 and cannot ever remember when those two functions were separated here at the County. Perhaps when we had a Board of Supervisors rather than a Board of Commissioners, then maybe those were separate, but it was well before my time – sorry I cannot help with this one.

Election Services Survey Results

****INSTRUCTIONS – please provide information if the provider of this listed service may have changed in the last 5 years or if the provider of the service may differ depending on the type of election or other variable. Please also provide any backup information on any municipal costs for a service, such as bills from a provider.

Name of Municipality:

Port Sheldon Township

City of Holland, 270 S. River Avenue, Holland, MI 49423 – 15 precincts

Allendale Charter Township

City of Hudsonville

Holland Charter Township

City of Ferrysburg

Jamestown Township

City of Coopersville

Zeeland Charter Township

Georgetown Charter Township

Crockery, Olive, Park, Polkton, Robinson, and Wright Townships; Grand Haven Charter Township and the City of Zeeland (completed as a group)

Name of Person(s) Completing the Survey:

Kathy Van Voorst

Anna Perales, Acting Deputy Clerk – Reviewed and approved by City Manager Soren Wolff and Mayor Kurt Dykstra

Candy Kraker

Jan Wiersum, City Clerk

Michael Dalman, Clerk

Debbie Wierenga, City Clerk/Treasurer

Ruth Pruis, Township Clerk

Kim Borgman, City Clerk

Marilyn Evink, Clerk

Mannette Minier, Director of Elections

Kathy Buchanan, Lona Bronkema, E.O. Keeter, Connie Langeland, Jackie Frye, Linda Way, Sue Buitenhuis and Karen Jipping

Training of Precinct Inspectors

Who trains your precinct inspectors?

County Staff and County Clerk

Ottawa County Clerk assisted by Election Coordinator

County
Ottawa County Clerk and Elections Coordinator
Ottawa County Clerk assisted by Elections Coordinator and Township staff
Ottawa County Clerk and Ottawa County Elections Coordinator
County Clerk's Office
Ottawa County Clerk assisted by Elections Coordinator
Ottawa County Clerk's Office
Mannette Minier (certified by the state)
The Ottawa County Clerk's Office

Is there any municipal cost related to this service?
No
No charges from County – Municipal pays per inspector in attendance
Pay inspectors to attend classes
We pay inspectors \$25 per class attended
Municipality pays per inspector in attendance wages
The City of Ferrysburg pays for their inspectors to attend classes.
None to County. Township pays inspectors to attend.
Municipality pays per inspector in attendance
Yes
Yes, we pay the election workers \$25 each per training session.
Yes

Ballots and Election Supplies

Who purchases your ballots and other elections supplies?
County Election Coordinator
Ottawa County Elections Coordinator
County
Ballots and supplies are ordered through the Ottawa County Elections Coordinator
Ottawa County Elections Coordinator orders supplies and ballots
Ottawa County Clerk purchases supplies for State/Federal/School elections. The City of Ferrysburg purchases supplies for the City Election.
County Clerk's Office
Ottawa County Elections Coordinator
Ottawa County Clerk and us (some things)
County
Ottawa County and Local Jurisdictions

Is there any municipal cost related to this service?

Local and election held by entity – cost reduced when ordering together with Ottawa County.

Only for Local and Special elections held by the City/Authority at a cost reduction when ordered by County Clerk's Office

When the Township has local or special election

We pay for ballots and supplies for our City Elections and any special elections we hold. We do receive our ballots and supplies at a reduced cost because we go through the County.

We do not pay for this service, but we pay for the ballots and supplies for local and special elections held by HCT. Cost reduction when ordered by County Clerk's office due to bulk purchasing.

Only for City elections.

No, unless it is a local election

Local and Special elections held by municipality, cost reduction when ordered by County Clerks Office.

Yes

No

Yes, local jurisdictions pay for City and Special elections. Federal/State elections legally must be paid for the county. Schools pay for their ballots and supplies. Locals do also pay for some additional supplies.

Voting Machines (Tabulators and AutoMARK)

Who purchases your Tabulators and AutoMARKs?

Ottawa County – with grant by HAVA

Tabulators and AutoMARKs purchased by Ottawa County – funds provided by the HAVA (Help America Vote Act) for Automarks
County

Ottawa County

Ottawa County – Funds provided by Help America Vote Act (HAVA) for some equipment

Ottawa County through funds received from the State. AutoMARKs purchased by Ottawa County with HAVA funds for the State.

HAVA (County)

Ottawa County funds provided by Help America Vote Act (HAVA) for Automarks

Ottawa County Clerk – State of Michigan

County

State of Michigan purchased the AutoMarks and M100's through HAVA funds.

Who purchases the ongoing maintenance or repairs for Tabulators and AutoMARKs?

Ottawa County

Handled by Ottawa County under vendor contract – recently expired

County

Ottawa County was under contract with a vendor. I believe that contract has now expired.

Ottawa County under vendor contract – recently expired

Ottawa County (contract has expired)

County

Ottawa County under vendor contract – recently expired

State of Michigan

County

The State of Michigan was under contract with the vendor for maintenance of the machines through 2010.

Is there any municipal cost related to this service?

Not yet as of this time

Unsure some cost could possibly be passed down to local jurisdictions

Unsure

We rent the voting equipment for use in our City Elections. The invoice for the cost for the November 3, 2009 City Election is attached. Cost was \$667.75.

Not at this time

Not at this time.

No

Unsure some costs could possibly be passed down to local jurisdictions

No

County

No Prior to 2010 the State of Michigan held the contract and paid for this service.

Other Equipment

Who purchases other equipment relating to elections, such as voting booths?

Township

Local Jurisdictions

Township

We purchase our own.

No Response

The City of Ferrysburg

Township

Local Jurisdictions

Zeeland Charter Township

County

Local Jurisdictions

Is there any municipal cost related to this service?

Yes all

Yes the entire cost

Yes

We pay whatever the cost is.

No Response

The entire cost is funded by the City

Yes

Yes, entire cost

Yes

No

Yes, the entire cost

Storage of Voting Machines/Equipment

Who stores your voting machines and other larger pieces of equipment relating to elections?

Township

Local Jurisdiction

Township

We store machines we use.

No Response

The City of Ferrysburg

Township

Local Jurisdiction

Zeeland Charter Township

They are stored at the Township

Local Jurisdiction

Is there any municipal cost related to this service?

Not yet

Yes

Yes

No

No Response

They are stored on premise and no additional cost incurred.

All stored in Township Office/Buildings

Yes

No

No

Yes, many of us have built storage facilities in our offices and limits others being able to store things in that location. Others contract with storage locations and pay for the service monetarily.

Delivery and Set-up of Voting Machines/Equipment

Who delivers and sets-up your voting machines and other larger pieces of equipment relating to elections?

Township Clerk

Local Jurisdiction

Township

We set up our own wards.

No Response

The City of Ferrysburg sets up voting equipment.

Township Clerk

Local Jurisdiction

Zeeland Charter Township

Township Staff

Local Jurisdiction

Is there any municipal cost related to this service?

Not yet

Yes

Yes

We use City personnel so there is the cost of their time involved.

No Response

Public Services employee wages

No – I don't get paid extra

Yes

Yes

Yes, cost of staff

Yes

Publish Public Notices Relating to Elections

Who prepares and publishes the various public notices relating to elections?

Ottawa County shared at discount – unless local election all paid by Township

Ottawa County for State, Federal and School elections at a discounted rate and Local is paid by City

County, unless it is a Township election

County prepares for Federal, State and School elections. I prepare notices for our own City Elections.

No Response

Ottawa County does State/Federal/School; The City of Ferrysburg does its own election.

County unless it is a local issue such as millage

State, Federal and School paid by Ottawa County at a discounted rate/Local is paid by jurisdiction

Ottawa County Clerk

County

Notices are prepared and submitted to the legal publications for each jurisdiction by the County Clerk's office.

Is there any municipal cost related to this service?

Yes except for school election

Yes, with the exception of school elections

Yes

The cost for publication for Federal and State elections is divided among all county municipalities. I pay for publication costs for the City and Special elections.

No Response

Yes – the school election is the only one that the City does not pay a portion of.

Yes for both

Yes with the exception of school elections

Our percentage of notice

Yes the Township pays its share of the invoice

By preparing and submitting in “bulk” to the publications, a discounted rate is realized and the county is reimbursed the entire cost by each jurisdiction.

Preparation of Memory Packs for Voting Machines (Tabulators and AutoMARK)

Who prepares the memory packs for your Tabulators and AutoMARKs?

Ottawa County Clerk and Election Coordinator

Ottawa County Clerk and Elections Coordinator

County

Ottawa County Clerk and Elections Coordinator

No Response

Ottawa County Clerk and the Ottawa Election Coordinator

County Clerk's Office

Ottawa County Clerk and Elections Coordinator

Ottawa County Clerk

County

Ottawa County Clerk's Office

Is there any municipal cost related to this service?

For Special and Local election

Only for Local and Special elections

When the Township has a Local or Special election

Yes, for City and Special elections, we pay \$100 per machine.

No Response

The City pays for its own election and any special elections.

No

For Local and Special Elections

Yes

No

Yes, local jurisdictions pay a fee per precinct for Special and City elections

Preparation of Voting Machines (Tabulators and AutoMARK)

Who prepares the Tabulators and AutoMARKs for an election?

Ottawa County Clerk and Election Coordinator

Ottawa County Clerk and Elections Coordinator

County

Ottawa County Clerk and Elections Coordinator

Ottawa County Clerk and Elections Coordinator

Ottawa County Clerk and Ottawa County Elections Coordinator.

County Clerk's Office

Ottawa County Clerk and Elections Coordinator

Ottawa County Clerk

Township Staff

Local Jurisdictions

Is there any municipal cost related to this service?

For local and special – not school, Federal and State

Pro Local and Special, not for School, Federal and State elections

When the Township has a Local or Special election

Yes, for City and Special elections we pay \$75 per machine.

Not at this time – the exception being ink cartridges or tapes for the tabulators

The City pays for its own election and any special elections.

No

For Local and Special Elections not for School, Federal and State Elections

Yes

Regular Wages

Yes

Preparation of Test Decks

Who prepares the "Test Decks" for an election, or the preparation of the system and actual marking of ballots for the accuracy tests?

Township

Local – City of Holland Employees

Hire it out to private individuals

I do, or it is contracted out.

Local jurisdiction for most elections. We contract out the test decks for November elections.

The City of Ferrysburg prepares all the test decks.

Township (I outsource it)

Sherri Sayles at Ottawa County Clerks Office* (see note below)

Zeeland Charter Township

Sherri Sayles, Deputy Clerk* (see note below)

Local Jurisdiction

*Note – This was clarified with Sherri Sayles, Deputy Clerk for Ottawa County. This is a contract service that has been offered by Ms. Sayles and is done on her own time and billed to local jurisdictions by her individually separate from the County. Ms. Sayles indicates she has done this for over 10 years for those jurisdictions that have inquired.

Is there any municipal cost related to this service?

Yes hourly rate

Employee hours

Pay to the private individuals

Personnel time cost or between \$50 and \$75 per ward if contracted out.

Employee hours for most elections and the cost of contracted services for the November election.

City Clerk wages for preparation

Yes

Yes

Yes

Yes, we pay her for her services

Yes, determined by the local jurisdiction

Conducting Public Accuracy Tests

Who conducts the public accuracy tests for an election?

Ottawa County Clerk and Election Coordinator

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County

Ottawa County Clerk and Elections Coordinator

Ottawa County Clerk and Elections Coordinator

Ottawa County Clerk and Ottawa County Elections Coordinator

County Clerk's Office

Ottawa County Clerk and Elections Coordinator

Ottawa County Clerk

County

Ottawa County Clerk's Office

Is there any municipal cost related to this service?

Only local and special not Federal, State, School

For Local and Special, not for School, Federal and State elections

When the Township has a Local or special Election

Yes, for City and Special Elections, we pay \$75 per machine. (this also includes setting the machines)

No

The City pays for its own election and any special election

No

For Local and Special not for School, Federal and State Elections

Yes

No

Yes, local jurisdictions pay a fee to Ottawa County for Special and City elections for this service.

Other

Are there other election services provided by the county that we have missed?

E-Poll Book Training

Additional training for E-Poll Book

No Response

Keeps my office updated on changing elections laws and procedures. Also provides training and instructions for new equipment and new procedures.

Additional training as required for new initiatives, E-Poll Book, Receiving Board, Chair Training, and AVCB training.

The Ottawa County Clerk and Ottawa Elections Coordinator prepare and administer special training for elections when necessary. The Ottawa County Clerk also informs the local jurisdictions on all election issues that come from the State and Federal Governments.

All training for Clerks – No cost

Additional training for the E. Poll Book

No Response

No Response

Additional training sessions (pd for by local jurisdiction). Continued loyal support of each clerk during elections and recounts. We feel this is an invaluable service provided by the Clerk's Office.

Are there other election services that you purchase from another provider?

Master cards, ID cards, various penholders, signs etc.

Master cards and ID cards as needed for new registered voters

Master cards and ID cards to voters

Voter registration supplies and materials.

Shredding and disposal of used ballots following retention period

Voter ID Cards and Master cards are prepared for City residents by the City Clerk. These costs are all incurred by the City.

Yes – a few supplies – cards etc.

Master Cards and ID Cards as needed for new registered voters

No Response

No Response

Local jurisdictions purchase all of the supplies for the maintenance of our voting records, office supplies for each precinct rent and janitorial services, if necessary, for each precinct, voting signs, bags and bins. Local jurisdictions hire and pay each election worker (with the exception of school elections). Port-O-John is also rented for each election.

Note from Zeeland Charter Township: In regards to the question about cost I did not totally understand which municipal you meant (County or Township), there is always a cost.