



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

ADMINISTRATIVE SERVICES COMMITTEE

WEDNESDAY, AUGUST 11, 2010

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Approval of Minutes dated July 14, 2010 (previously distributed)
5. Public Participation (five minutes maximum per speaker, or longer at the discretion of the Chairperson related only to issues contained on the agenda)
6. Approve Clerk/Register of Deeds' Plan Re: 2011 Budget Cuts (mailed)
7. Approve Amendment to Board Policy for Increase in Cost of Resolutions (mailed)
8. New Business
9. Public Participation (five minutes maximum per speaker or longer at the discretion of the Chairperson)
10. Adjournment

MEMBERS: Vosburg-Chair, Sauger-Vice-Chair, Brown, J. Flynn, Mijac, Szczepanski, Camphous-Peterson, Accavitti, Lampar and Gielegghem (ex-officio)

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaio - District 3
Toni Mocerri - District 4
Susan L. Doherty - District 5

Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Ken Lampar - District 10
Ed Szczepanski - District 11

James L. Carabelli - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengen - District 15
Carey Torrice - District 16

Paul Gielegghem
District 19
Chairman

Kathy Tocco
District 20
Vice Chair
Ed Bruley - District 17
Dana Camphous-Peterson - District 18
Irene M. Kepler - District 21
Frank Accavitti Jr. - District 22

Joan Flynn
District 6
Sergeant At-Arms

William A. Crouchman - District 23
Michael A. Boyle - District 24
Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26

RESOLUTION NO. _____ FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: APPROVE THE CLERK/REGISTER OF DEEDS PLAN TO CUT MORE THAN REQUIRED BY THE BOARD OF COMMISSIONERS IN THE 2011 BUDGET BY CUTTING \$201,025 FROM THE CLERK/REGISTER OF DEEDS 2011 BUDGET THROUGH THE ELIMINATION OF THE FOLLOWING POSITIONS EFFECTIVE JANUARY 1, 2011:

ONE SUPERVISOR OF RECORDS
TWO JUDICIAL COURT CLERKS
ONE TYPIST CLERK I/II
TWO PART-TIME CO-OP CLERKS

FOR TOTAL POSITION-ELIMINATION CUTS IN THE 2011 CLERK/REGISTER OF DEEDS BUDGET OF \$201,025 PLUS POSITION-ELIMINATION CUTS IN THE 2011 "CIRCUIT COURT" BUDGET TARGET CATEGORY OF \$65,211,

AND ADJUST REVENUE ACCOUNTS IN THE CLERK/REGISTER OF DEEDS 2011 BUDGET TO REFLECT \$59,500 LESS REVENUE ANTICIPATED FOR 2011, INCLUDED IN THE \$201,025 FIGURE, AS DETAILED IN THE RESOLUTION BACKGROUND INFORMATION.

ALL REMAINING CLERK/REGISTER OF DEEDS BUDGETED POSITIONS THAT ARE VACANT OR THAT BECOME VACANT ARE IMMEDIATELY RECONFIRMED. THE CLERK/REGISTER OF DEEDS IS AUTHORIZED TO IMMEDIATELY FILL ANY CURRENT AND UPCOMING VACANCIES IN THE REMAINING BUDGETED POSITIONS THROUGH DECEMBER 31, 2011; THE HUMAN RESOURCES DEPARTMENT SHALL GIVE HIGH PRIORITY TO FILLING, POSTING, WAIVING AND ALL OTHER PARTS OF THE PROCESS FOR ALL PRESENT AND FUTURE CLERK/REGISTER OF DEEDS VACANCIES THROUGH DECEMBER 31, 2011 AND SHALL CONSOLIDATE MULTIPLE "TRICKLE DOWN" VACANCIES INSTEAD OF PROCESSING EACH IN TWO-WEEK INCREMENTS, OR SHALL ACCOMPLISH HIGH PRIORITY PROCESSING THROUGH SOME OTHER APPROPRIATE METHOD, WHILE COMPLYING WITH ALL REQUIREMENTS IN LABOR AGREEMENTS;

THE SAVINGS FROM THE 2011 ELIMINATION OF ONE OF THE TWO JUDICIAL COURT ELIMINATIONS IN THE AMOUNT OF \$65,211 SHALL BE APPLIED TO THE 2011 TARGETED BUDGET CUTS REQUIRED FOR THE "CIRCUIT COURT" CATEGORY, AND GENERATE 2010 SAVINGS OF \$21,712 IN THE CLERK/REGISTER OF DEEDS BUDGET.

REFER TO BUDGET COMMITTEE.

INTRODUCED BY: COMMISSIONER KATHY VOSBURG, CHAIRPERSON
ADMINISTRATIVE SERVICES COMMITTEE

COMMITTEE/MEETING DATE: 08-11-10

Background:

Through this resolution, Macomb County Clerk / Register of Deeds Carmella Sabaugh makes \$266,236 in total cuts, including cuts of \$201,025 from the clerk/register of deeds 2011 budget, which is more than the clerk/register of deeds required budget cuts, without raising fees to the public. Also included is \$65,211, that is contributed to the required "Circuit Court" budget cut target. The resolution accomplishes these goals with hard-dollar savings through sound accounting practices. It is important to note that this resolution makes structural cuts to the budget and does not apply "savings" from one year to the next.

The clerk/register of deeds started the 2011 budget cutting process by making cuts at the top. A supervisor position is being cut first, before looking to non-supervisory staff for cuts. This is consistent with the cuts made last year by the clerk/register of deeds when administrative staff was also cut first, before looking to non-administrative staff for cuts. The leadership in this area shown by Clerk / Register of Deeds Carmella Sabaugh, follows the leadership example set by Board Chairman Paul Gielegem, Budget Committee Chairman Brian Brdak and a majority of the Board last year, who started by first cutting Board staff before seeking cuts from other departments. Budget cutting requires shared sacrifice as this resolution again demonstrates.

The clerk/register of deeds is required by the Board of Commissioners to cut \$119,055 from the 2011 budget. In addition, the clerk/register of deeds proposes budgeted revenue account adjustments totalling \$59,500 less in 2011 revenue, as explained below. The required \$119,055 cuts plus the additional \$59,500 budgeted revenue cut adjustments proposed by the clerk total \$178,555 in 2011 clerk/register of deeds budget cuts. By actually cutting \$201,025, the clerk/register of deeds is exceeding the required plus proposed budget cuts.

Eliminated Positions

This resolution will eliminate the following six budgeted positions for a total 2011 savings of \$266,236, with \$201,025 applying to the clerk/register of deeds budget.

POSITION	2011 SAVINGS
1 Supervisor of Records	\$61,981
2 Judicial Court Clerk	*\$130,422
1 Typist Clerk I/II	\$51,181
2 Part-time Co-Op Clerks	\$22,652
TOTAL BUDGET CUTS	\$266,236
TOTAL CUTS IN CLERK/REGISTER OF DEEDS BUDGETS	\$201,025

* The clerk/register of deeds is eliminating two Judicial Court Clerk's from the 2011 budget for a savings of \$130,422 (\$65,211 times 2). The savings from one is applied to the clerk/register of deeds 2011 budget. The savings from the second is applied to the "Circuit Court" category of 2011 targeted budget savings adopted by the Board.

Revenue account adjustments

In prior budgets the budgeted revenue for a few clerk/ register of deeds accounts has been unrealistically high or unrealistically low compared to actual revenue received. In addition to

outright budget cuts, the clerk/register of deeds wants to readjust some budgeted revenue figures to be in alignment with actual anticipated revenue.

The clerk/register of deeds proposes the following revenue account adjustments:

IFAS OBJECT	ACCOUNT NAME	2011 BUDGET	CHANGE	NEW 2011 BUDGET
45308	Concealed Weapons Permits	\$125,000	+\$50,000	\$175,000
60777	CCW Photo Fees	\$6,000	+\$14,000	\$20,000
61811	Certified Copies-Birth	\$130,290	-\$30,000	\$100,290
61899	Certified Copies-Other	\$183,114	-\$33,000	\$150,114
61904	Business Dissolutions	\$5,000	-\$2,500	\$2,500
61905	Notary Bond Filing Fees	\$20,000	-\$13,000	\$7,000
67720	Record Copies	\$135,794	-\$45,000	\$90,794
TOTAL BUDGET TARGET ADJUSTMENTS			-\$59,500	

Summary:

2011 Cuts Required Board:	-\$119,055
2001 Clerk cuts contributed to "Circuit Court"	-\$65,211
2011 Clerk Proposed Revenue Adjustments	-\$59,500
TOTAL 2011 PROPOSED CUTS:	-\$243,766

2011 actual cuts this resolution makes	-\$266,236
2011 total cuts to clerk/register of deeds budget	-\$201,025

This resolution was submitted to the Finance Department and Human Resources Department prior to submission to the Board.



FINANCE DEPARTMENT

10 N. Main St., 12th Floor
Mount Clemens, Michigan 48043
586-469-5250 FAX 586-469-5847

Gilbert J. Chang
Finance Director

John H. Foster
Assistant Finance Director

Robert Grzanka, C.P.A.
Internal Audit Manager

Stephen L. Smigiel, C.P.A.
Accounting Manager

TO: Carmella Sabaugh
County Clerk/Register of Deeds

FROM: Bruce Tarnowski
Internal Auditor

DATE: July 30, 2010

SUBJECT: Cash and Petty Cash Audits

CARMELLA SABAUGH
MACOMB COUNTY CLERK
MT. CLEMENS, MICHIGAN

2010 JUL 30 AM 11:28

FILED

At your request, I conducted a surprise audit of the cash drawers, the change machine, and the Petty Cash Fund maintained in your office. The audit was completed on July 29th, with full cooperation from your staff. I am pleased to report that all cash is properly accounted for and properly recorded.

The County Clerk's petty cash account consists of \$1,950.00, with \$50.00 in cash and receipts in a petty cash box, and \$1,800.00 used as daily start-up cash for three cash registers at \$600.00 each, and \$100.00 in the change machine. On the day of the audit, the change machine had a balance \$116.50. Staff acknowledged that proper change of four quarters, once in while, is not returned by the change machine to the customers.

Management has acknowledged that there are no additional cash funds or bank accounts maintained by County Clerk personnel.

I would like again to thank the staff of the County Clerk's Office for their cooperation with this audit.

cc: Gilbert Chang
Robert Grzanka

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Report: GL80YTD

Fund 101 General Fund

Key: 10121501 County Clerk

Y/E: DEC

Macomb County, Michigan

Budget to Actual Report By Org Key

YTD THRU 12/31/2010

Fiscal Year: 2010

Fiscal Period: 12

Object	Description	Adopted Budget	Final Budget	Encumbered	2010 Actual	Variance	% Utilized
Revenue Accounts							
45305	LIC & PRMTS - MARRIAGE	19,000.00	19,000.00	0.00	12,854.00	(6,146.00)	87.65 %
45306	LIC & PRMTS - OUTSTATE MARRIAG	0.00	0.00	0.00	375.00	375.00	100.00 %
45307	LIC & PRMTS - M.L. WAIVER	0.00	0.00	0.00	260.00	260.00	100.00 %
45308	LIC & PRMTS - CONCEALED WEAPON	125,000.00	125,000.00	0.00	138,476.00	13,478.00	110.78 %
45309	LIC & PRMTS - CCW APPEAL	0.00	0.00	0.00	0.00	0.00	100.00 %
45310	LIC & PRMTS - CCW RENEWALS	0.00	0.00	0.00	0.00	0.00	100.00 %
	Total Licenses & Permits	<u>144,000.00</u>	<u>144,000.00</u>	<u>0.00</u>	<u>151,965.00</u>	<u>7,965.00</u>	105.53 %
44600	CTY EXP OF SALE REVENUE	0.00	0.00	0.00	0.00	0.00	100.00 %
60718	FEES-FILIATION JUDGEMENT	0.00	0.00	0.00	117.00	117.00	100.00 %
60758	FEES-FAX FILING	3,000.00	3,000.00	0.00	10,215.00	7,215.00	340.50 %
60771	FEES-ADMISSION-STATE BAR ASSOC	1,500.00	1,500.00	0.00	550.00	(950.00)	36.88 %
60777	FEES-CCW PHOTOS	15,000.00	15,000.00	0.00	13,785.00	(1,215.00)	91.90 %
60799	FEES-OTHER	0.00	0.00	0.00	0.00	0.00	100.00 %
61811	CERTIFIED COPIES-BIRTH	130,290.00	130,290.00	0.00	62,160.00	(68,130.00)	47.70 %
61812	CERTIFIED COPIES-DEATH	70,035.00	70,035.00	0.00	43,230.00	(26,805.00)	81.72 %
61813	CERTIFIED COPIES-MARRIAGE	37,420.00	37,420.00	0.00	25,110.00	(12,310.00)	67.10 %
61820	CERTIFIED COPIES-COURT	42,000.00	42,000.00	0.00	26,155.00	(15,845.00)	62.27 %
61899	CERTIFIED COPIES-OTHER	183,114.00	183,114.00	0.00	08,674.07	(84,439.93)	53.88 %
61902	BUSINESS REGISTRATIONS	55,935.00	55,935.00	0.00	30,762.00	(25,173.00)	55.00 %
61904	BUSINESS DISSOLUTIONS	5,000.00	5,000.00	0.00	1,810.00	(3,390.00)	32.20 %
61905	NOTARY BOND FILING FEES	20,000.00	20,000.00	0.00	4,640.00	(15,360.00)	23.20 %
61906	NOTARY CERTIFICATES	250.00	250.00	0.00	106.00	(144.00)	42.40 %
61907	RECORD SEARCHES	0.00	0.00	0.00	0.00	0.00	100.00 %
61909	MORTGAGE APPRAISALS	0.00	0.00	0.00	0.00	0.00	100.00 %
	Total Charges for Services	<u>563,544.00</u>	<u>563,544.00</u>	<u>0.00</u>	<u>317,114.07</u>	<u>(246,429.93)</u>	56.27 %
69999	MISCELLANEOUS	0.00	0.00	0.00	2,099.98	2,099.98	100.00 %
	Total Other Revenue	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,099.98</u>	<u>2,099.98</u>	100.00 %

Report: GL60YTD

Fund 101 General Fund
 Key: 10121501 County Clerk
 Y/E: DEC

Macomb County, Michigan
 Budget to Actual Report By Org Key
 YTD THRU 12/31/2010

Fiscal Year: 2010
 Fiscal Period: 12

Object	Description	Adopted	Final	Encumbered	2010	Variance	% Utilized
		Budget	Budget		Actual		
60773	FEES-ATTORNEY	0.00	0.00	0.00	0.00	0.00	100.00 %
67705	REIMB-POSTAGE	2,500.00	2,500.00	0.00	3,270.00	770.00	130.80 %
67720	RECORD COPIES-XEROX/OTHER	135,794.00	135,794.00	0.00	57,639.95	(78,154.05)	42.44 %
67744	JURY DUTY REIMBURSEMENT	0.00	0.00	0.00	13.10	13.10	100.00 %
67753	INS CLAIMS-WORKERS COMP	0.00	0.00	0.00	0.00	0.00	100.00 %
67762	FRINGE-FLEX SPENDING PREM	0.00	0.00	0.00	0.00	0.00	100.00 %
67905	FORMS	450.00	450.00	0.00	4.75	(445.25)	1.05 %
	Total Reimbursements	<u>138,744.00</u>	<u>138,744.00</u>	<u>0.00</u>	<u>60,927.80</u>	<u>(77,816.20)</u>	43.91 %
69905	PRIOR YR REV-FUND BALANCE	0.00	20,000.00	0.00	0.00	(20,000.00)	0.00 %
	Total Prior Year Revenue	<u>0.00</u>	<u>20,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(20,000.00)</u>	0.00 %
	Total Revenue Accounts	<u>646,288.00</u>	<u>866,288.00</u>	<u>0.00</u>	<u>532,106.85</u>	<u>(334,181.15)</u>	61.42 %
Expense Accounts							
70200	SAL & WAGE - BASE PAY	2,238,976.00	2,238,976.00	0.00	1,195,720.07	1,043,255.93	53.40 %
70203	SAL & WAGE-BUDGET PART TIME	17,660.00	17,660.00	0.00	0.00	17,660.00	0.00 %
70204	SAL & WAGE - RETRO PAY	0.00	0.00	0.00	0.00	0.00	100.00 %
70206	SAL & WAGE - PER DIEMS	0.00	0.00	0.00	0.00	0.00	100.00 %
70207	SAL & WAGE - COLA	27,364.00	27,364.00	0.00	(5,221.06)	32,585.06	-19.08 %
70208	SAL & WAGE -IN LIEU OF MED	0.00	0.00	0.00	1,500.00	(1,500.00)	100.00 %
70209	SAL & WAGE - TEMP/EXTRA-HIRE	0.00	0.00	0.00	1,109.04	(1,109.04)	100.00 %
70210	SAL & WAGE - SUMMER HIRE	0.00	0.00	0.00	0.00	0.00	100.00 %
70211	SAL & WAGE - OVERTIME	0.00	0.00	0.00	8,208.06	(8,208.06)	100.00 %
70213	SAL & WAGE - HOLIDAY PAY	0.00	0.00	0.00	0.00	0.00	100.00 %
70214	SAL & WAGE - LONGEVITY	0.00	0.00	0.00	0.00	0.00	100.00 %
70217	SAL & WAGE - ANN'L LEAV-PAYOFF	0.00	0.00	0.00	0.00	0.00	100.00 %
70218	SAL & WAGE - SICK LEAVE-PAYOFF	0.00	0.00	0.00	635.90	(635.90)	100.00 %
70222	SAL & WAGE - SHIFT PREM	0.00	0.00	0.00	0.00	0.00	100.00 %

Report: GL80YTD

Fund 101 General Fund
 Key: 10121501 County Clerk
 Y/E: DEC

Macomb County, Michigan
 Budget to Actual Report By Org Key
 YTD THRU 12/31/2010

Fiscal Year: 2010
 Fiscal Period: 12

Object	Description	Adopted Budget	Final Budget	Encumbered	2010 Actual	Variance	% Utilized
	Total Salaries and Wages	<u>2,284,000.00</u>	<u>2,284,000.00</u>	<u>0.00</u>	<u>1,201,952.01</u>	<u>1,082,047.99</u>	52.62 %
71510	FICA - OASDI	141,608.00	141,608.00	0.00	73,408.38	68,199.62	51.83 %
71515	FICA - MEDICARE	33,118.00	33,118.00	0.00	17,167.54	15,950.46	51.83 %
71520	HOSPITALIZATION INSURANCE	701,100.00	701,100.00	0.00	372,973.84	328,126.16	53.19 %
71521	DENTAL INSURANCE	45,600.00	45,600.00	0.00	24,792.07	20,807.93	54.36 %
71522	BCBS - TRADITIONAL	0.00	0.00	0.00	0.00	0.00	100.00 %
71523	BCBS - NETWORK	0.00	0.00	0.00	0.00	0.00	100.00 %
71524	HEALTH ALLIANCE PLAN	0.00	0.00	0.00	0.00	0.00	100.00 %
71529	RETIREE MEDICAL	214,090.00	214,090.00	0.00	112,276.00	101,814.00	52.44 %
71530	LIFE INSURANCE - BASE	1,710.00	1,710.00	0.00	921.60	788.40	53.89 %
71540	PENSION	219,492.00	219,492.00	0.00	105,029.97	114,462.03	47.85 %
71550	DELTA DENTAL	0.00	0.00	0.00	0.00	0.00	100.00 %
71552	GOLDEN DENTAL	0.00	0.00	0.00	0.00	0.00	100.00 %
71555	SVS VISION	0.00	0.00	0.00	0.00	0.00	100.00 %
71560	WORKER'S COMPENSATION	2,741.00	2,741.00	0.00	1,438.99	1,302.01	52.49 %
71570	UNEMPLOYMENT COMPENSATION	0.00	8,628.00	0.00	8,627.98	0.02	100.00 %
71580	LONG-TERM DISABILITY	3,883.00	3,883.00	0.00	2,037.19	1,845.81	52.46 %
71590	COMPENSATED ABSENCES	22,841.00	22,841.00	0.00	0.00	22,841.00	0.00 %
71592	FRINGE ADJUSTMENT	0.00	0.00	0.00	0.00	0.00	100.00 %
71595	FLEX SPENDING-HLTH/DEPEND	0.00	0.00	0.00	0.00	0.00	100.00 %
	Total Fringe Benefits	<u>1,386,183.00</u>	<u>1,394,811.00</u>	<u>0.00</u>	<u>718,673.56</u>	<u>676,137.44</u>	51.52 %
72607	SUPPLIES - DATA PROCESSING	10,000.00	10,000.00	0.00	2,802.40	7,197.60	28.02 %
72624	SUPPLIES - OFFICE	33,000.00	33,000.00	1,176.39	13,267.47	18,556.14	43.76 %
72634	SUPPLIES-MICRO-FILM	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
72702	BOOKS	2,500.00	2,500.00	0.00	638.10	1,861.90	25.52 %
72901	POSTAGE & DELIVERY	35,000.00	35,000.00	0.00	15,737.42	19,262.58	44.96 %
80902	FEES - CHARGE CARD	12,500.00	12,500.00	0.00	10,336.14	2,163.86	82.68 %
82201	MEMBERSHIP DUES	1,000.00	1,000.00	0.00	650.00	350.00	65.00 %
82406	FAX FEE SERVICES	0.00	0.00	0.00	0.00	0.00	100.00 %

USER Brenner Crystal
 REPORT GL80YTD1

DATE: 08/03/2010
 TIME: 09:35:30

Report: GL80YTD

Fund 101 General Fund
 Key: 10121501 County Clerk
 Y/E: DEC

Macomb County, Michigan
 Budget to Actual Report By Org Key
 YTD THRU 12/31/2010

Fiscal Year: 2010
 Fiscal Period: 12

Object	Description	Adopted Budget	Final Budget	Encumbered	2010 Actual	Variance	% Utilized
66201	TRAVEL - LOCAL MILEAGE	250.00	250.00	0.00	123.75	126.25	49.50 %
66202	TRAVEL EXPENSE	250.00	250.00	0.00	0.00	250.00	0.00 %
66300	CONFERENCE & SEMINAR EXP	0.00	0.00	0.00	0.00	0.00	100.00 %
66301	CONF & SEM - PROB CIR COURT	0.00	0.00	0.00	0.00	0.00	100.00 %
90101	PRINTING & REPRODUCTION	75,000.00	75,000.00	0.00	6,613.23	68,386.77	6.81 %
90302	ADVERTISING - STATUTORY	300.00	300.00	0.00	0.00	300.00	0.00 %
92111	COMMUNICATIONS-INTERNET	0.00	625.00	0.00	512.27	312.73	82.09 %
92112	FAX-ON-DEMAND SERV COSTS	17,000.00	16,175.00	0.00	5,274.24	10,900.76	32.60 %
92115	INDEXING SERVICES	71,160.00	71,160.00	0.00	41,510.00	29,650.00	56.33 %
93003	REPAIRS & MAINT - VEHICLE	400.00	400.00	0.00	13.00	387.00	3.25 %
93099	REPAIRS & MAINT - EQUIP OTHER	1,500.00	1,500.00	0.00	396.00	1,104.00	26.40 %
93101	EQUIP MAINT AGREEMENTS	30,450.00	8,306.00	0.00	3,372.02	4,933.98	40.59 %
94002	LEASED - OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	100.00 %
95903	MEETING EXPENSE	50.00	50.00	0.00	0.00	50.00	0.00 %
96104	VEHICLE-GASOLINE	700.00	700.00	0.00	233.21	466.79	33.31 %
90600	SPECIAL PROJECTS	10,000.00	50,000.00	0.00	8,547.23	41,452.77	17.09 %
99901	MISCELLANEOUS	250.00	250.00	0.00	40.00	210.00	16.00 %
	Total Operating Expenses	<u>307,310.00</u>	<u>325,166.00</u>	<u>1,176.39</u>	<u>110,066.48</u>	<u>213,923.13</u>	34.21 %
60112	CS - OTHER	0.00	0.00	0.00	0.00	0.00	100.00 %
60199	CS - OTHER	0.00	2,144.00	0.00	0.00	2,144.00	0.00 %
	Total Contract Services	<u>0.00</u>	<u>2,144.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,144.00</u>	0.00 %
91101	INSURANCE -LIABILITY	49,749.00	49,749.00	0.00	33,165.66	16,583.34	66.66 %
91103	INSURANCE -FLEET	357.00	374.00	0.00	0.00	374.00	0.00 %
94401	EQUIPMENT RENTAL-COPIER FUND	8,539.00	8,539.00	0.00	4,734.31	3,804.69	55.44 %
96101	INTER SERV-MIS-COMPUTER MAINT	0.00	0.00	0.00	0.00	0.00	100.00 %
96102	INTER SERV-MIS DATA CENTER	0.00	0.00	0.00	0.00	0.00	100.00 %
96103	INTER SERV-TELEPHONE	38,606.00	38,606.00	0.00	26,517.73	12,066.27	68.66 %
	Total Internal Service Costs	<u>97,251.00</u>	<u>97,268.00</u>	<u>0.00</u>	<u>64,417.70</u>	<u>32,850.30</u>	66.22 %

Report: GL80YTD

Fund 101 General Fund
 Key: 10121501 County Clark
 Y/E: DEC

Macomb County, Michigan
 Budget to Actual Report By Org Key
 YTD THRU 12/31/2010

Fiscal Year: 2010
 Fiscal Period: 12

Object	Description	Adopted	Final	Encumbered	2010	Variance	% Utilized
		Budget	Budget		Actual		
97710	EQUIPMENT-NON CAPITALIZED	0.00	0.00	0.00	0.00	0.00	100.00 %
	Total Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	100.00 %
99801	CASH OVER AND SHORT	0.00	0.00	0.00	(10.00)	10.00	100.00 %
	Total Other	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(10.00)</u>	<u>10.00</u>	100.00 %
	Total Expense Accounts	<u>4,074,744.00</u>	<u>4,103,389.00</u>	<u>1,176.39</u>	<u>2,095,099.75</u>	<u>2,007,112.86</u>	51.08 %

Revenue	846,288.00	866,288.00	0.00	532,106.85	(334,181.15)
Expenses	4,074,744.00	4,103,389.00	1,176.39	2,095,099.75	2,007,112.86
Net	(3,228,456.00)	(3,237,101.00)	-1,176.39	(1,562,992.90)	1,672,931.71

Report: GL80YTD:

Fund 101 General Fund

Key: 10121501 County Clerk

Y/E: DEC

Macomb County, Michigan

Budget to Actual Report By Org Key

YTD THRU 12/31/2010

Fiscal Year: 2010

Fiscal Period: 12

Object	Description	Adopted Budget	Final Budget	Encumbered	2010 Actual	Variance	% Utilized
Total General Fund							
	Revenue	846,288.00	866,288.00	0.00	532,106.85	(334,181.15)	61.42 %
	Expenses	4,074,744.00	4,103,389.00	1,176.39	2,095,099.75	2,007,112.86	51.08 %
	Net	(3,228,456.00)	(3,237,101.00)	(1,176.39)	(1,562,992.90)		

Report: GL80YTD

Fund 101 General Fund
 Key: 10123601 Register Of Deeds
 Y/E: DEC

Macomb County, Michigan

Budget to Actual Report By Org Key

YTD THRU 12/31/2010

Fiscal Year: 2010
 Fiscal Period: 12

Object	Description	Adopted Budget	Final Budget	Encumbered	2010 Actual	Variance	% Utilizec
Revenue Accounts							
64601	FORFEITURE-DRUG	0.00	0.00	0.00	0.00	0.00	100.00 %
	Total Fines & Forfeitures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	100.00 %
66913	BUILDING RENTALS	0.00	0.00	0.00	5,360.00	5,360.00	100.00 %
	Total Interest and Rents	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,360.00</u>	<u>5,360.00</u>	100.00 %
40406	REAL ESTATE TRANSFER TAX	2,300,000.00	2,300,000.00	0.00	1,029,624.20	(1,270,375.80)	44.76 %
60704	FEES-REGISTRATION OF GUN	0.00	0.00	0.00	0.00	0.00	100.00 %
60713	FEES-ENTRY & FILING	0.00	0.00	0.00	0.00	0.00	100.00 %
60714	FEES-JURY DEMAND	0.00	0.00	0.00	0.00	0.00	100.00 %
60717	FEES-MOTIONS	0.00	0.00	0.00	0.00	0.00	100.00 %
60734	FEES-PLANNING REVIEW-CEMETERY	0.00	0.00	0.00	0.00	0.00	100.00 %
60735	FEES-COLLECTION	0.00	0.00	0.00	68.00	68.00	100.00 %
60739	FEES-25% CCF COLLECTION	0.00	0.00	0.00	0.00	0.00	100.00 %
60740	FEES-COMMUNITY SERVICE	0.00	0.00	0.00	0.00	0.00	100.00 %
60741	FEES-RECORDING	1,800,000.00	1,800,000.00	0.00	952,688.00	(847,334.00)	52.92 %
60742	FEES-RECORD COPYING-MICROFILM	300,000.00	300,000.00	0.00	104,914.43	(195,085.57)	34.97 %
60743	FEES-RECORD COPYING-RECTIGRAPH	100,000.00	100,000.00	0.00	52,449.98	(47,550.02)	52.44 %
60744	FEES-TRACT ANNUAL FEE	0.00	0.00	0.00	0.00	0.00	100.00 %
60745	FEES-TRACT INDEX SERVICE	25,000.00	25,000.00	0.00	4,808.33	(20,191.67)	19.23 %
60746	FEES-REMONUMENTATION REV	9,000.00	9,000.00	0.00	3,822.72	(5,177.28)	42.47 %
60746	FEES-ADMINISTRATIVE	0.00	0.00	0.00	0.00	0.00	100.00 %
60753	FEES-JUVENILE SERVICE	0.00	0.00	0.00	0.00	0.00	100.00 %
60763	FEES-PARKING -RESERVED	0.00	0.00	0.00	0.00	0.00	100.00 %
60771	FEES-ADMISSION-STATE BAR ASSOC	0.00	0.00	0.00	0.00	0.00	100.00 %
60790	FEES-LAND ACCESS	180,000.00	180,000.00	0.00	96,603.68	(83,396.32)	53.66 %
61907	RECORD SEARCHES	25,000.00	25,000.00	0.00	23,242.50	(1,757.50)	92.97 %
	Total Charges for Services	<u>4,739,000.00</u>	<u>4,739,000.00</u>	<u>0.00</u>	<u>2,268,199.84</u>	<u>(2,470,800.16)</u>	47.86 %
69999	MISCELLANEOUS	0.00	0.00	0.00	7,258.61	7,258.61	100.00 %

USER Brenner Crystal
 REPORT GL80YTD1

PAGE 1

DATE: 08/03/2010
 TIME: 09:36:54

TME/DATE: 09:36:54 08/03/2010

Report: GL80YTD

Fund 101 General Fund
 Key: 10123601 Register Of Deeds
 Y/E: DEC

Macomb County, Michigan

Budget to Actual Report By Org Key

YTD THRU 12/31/2010

Fiscal Year: 2010

Fiscal Period: 12

Object	Description	Adopted Budget	Final Budget	Encumbered	2010 Actual	Variance	% Utilized
	Total Other Revenue	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,258.61</u>	<u>7,258.61</u>	100.00 %
67744	JURY DUTY REIMBURSEMENT	50.00	50.00	0.00	0.00	(50.00)	0.00 %
	Total Reimbursements	<u>50.00</u>	<u>50.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(50.00)</u>	0.00 %
	Total Revenue Accounts	<u>4,739,050.00</u>	<u>4,739,050.00</u>	<u>0.00</u>	<u>2,280,818.45</u>	<u>(2,458,231.55)</u>	48.12 %

Expense Accounts

70200	SAL & WAGE - BASE PAY	865,029.00	865,029.00	0.00	447,877.98	417,151.04	51.77 %
70203	SAL & WAGE-BUDGET PART TIME	8,830.00	8,830.00	0.00	0.00	8,830.00	0.00 %
70204	SAL & WAGE - RETRO PAY	0.00	0.00	0.00	0.00	0.00	100.00 %
70207	SAL & WAGE - COLA	10,780.00	10,780.00	0.00	(2,395.45)	13,175.45	-22.22 %
70208	SAL & WAGE -IN LIEU OF MED	0.00	0.00	0.00	2,250.00	(2,250.00)	100.00 %
70209	SAL & WAGE - TEMP/EXTRA-HIRE	0.00	0.00	0.00	0.00	0.00	100.00 %
70210	SAL & WAGE - SUMMER HIRE	0.00	0.00	0.00	0.00	0.00	100.00 %
70211	SAL & WAGE - OVERTIME	0.00	0.00	0.00	0.00	0.00	100.00 %
70214	SAL & WAGE - LONGEVITY	0.00	0.00	0.00	0.00	0.00	100.00 %
70217	SAL & WAGE - ANN'L LEAV-PAYOFF	0.00	0.00	0.00	0.00	0.00	100.00 %
70218	SAL & WAGE - SICK LEAVE-PAYOFF	0.00	0.00	0.00	885.15	(885.15)	100.00 %
	Total Salaries and Wages	<u>884,639.00</u>	<u>884,639.00</u>	<u>0.00</u>	<u>448,617.66</u>	<u>436,021.34</u>	50.71 %
71510	FICA - OASDI	54,847.00	54,847.00	0.00	27,390.95	27,456.05	49.94 %
71515	FICA - MEDICARE	12,827.00	12,827.00	0.00	6,405.68	8,421.32	49.93 %
71520	HOSPITALIZATION INSURANCE	307,500.00	307,500.00	0.00	140,585.98	166,934.02	45.71 %
71521	DENTAL INSURANCE	20,000.00	20,000.00	0.00	10,343.02	9,656.98	51.71 %
71522	BCBS - TRADITIONAL	0.00	0.00	0.00	0.00	0.00	100.00 %
71523	BCBS - NETWORK	0.00	0.00	0.00	0.00	0.00	100.00 %
71524	HEALTH ALLIANCE PLAN	0.00	0.00	0.00	0.00	0.00	100.00 %
71529	RETIREE MEDICAL	82,917.00	82,917.00	0.00	41,779.20	41,137.80	50.38 %
71530	LIFE INSURANCE - BASE	750.00	750.00	0.00	359.99	390.01	48.00 %

USER Brenner Crystal

PAGE 2

DATE: 08/03/2010

REPORT GL80YTD1

TIME: 09:36:54

TME/DATE: 09:36:54

08/03/2010

Report: GL80YTD

Fund 101 General Fund
 Key: 10123601 Register Of Deeds
 Y/E: DEC

Macomb County, Michigan
 Budget to Actual Report By Org Key
 YTD THRU 12/31/2010

Fiscal Year: 2010
 Fiscal Period: 12

Object	Description	Adopted	Final	Encumbered	2010	Variance	% Utilized
		Budget	Budget		Actual		
71540	PENSION	85,014.00	85,014.00	0.00	39,141.83	45,872.17	46.04 %
71550	DELTA DENTAL	0.00	0.00	0.00	0.00	0.00	100.00 %
71552	GOLDEN DENTAL	0.00	0.00	0.00	0.00	0.00	100.00 %
71555	SVS VISION	0.00	0.00	0.00	0.00	0.00	100.00 %
71560	WORKER'S COMPENSATION	1,062.00	1,062.00	0.00	535.69	526.31	50.44 %
71570	UNEMPLOYMENT COMPENSATION	0.00	211.00	0.00	210.06	0.94	99.55 %
71580	LONG-TERM DISABILITY	1,504.00	1,504.00	0.00	757.12	746.88	50.34 %
71590	COMPENSATED ABSENCES	8,846.00	8,848.00	0.00	0.00	8,846.00	0.00 %
71592	FRINGE ADJUSTMENT	5,315.00	5,315.00	0.00	0.00	5,315.00	0.00 %
71595	FLEX SPENDING-HLTH/DEPEN	0.00	0.00	0.00	0.00	0.00	100.00 %
	Total Fringe Benefits	<u>580,582.00</u>	<u>580,793.00</u>	<u>0.00</u>	<u>267,489.52</u>	<u>313,303.48</u>	40.05 %
72604	EMPLOYEE LIFE ENRICHMENT	0.00	0.00	0.00	0.00	0.00	100.00 %
72607	SUPPLIES - DATA PROCESSING	0.00	0.00	0.00	0.00	0.00	100.00 %
72624	SUPPLIES - OFFICE	20,000.00	19,977.00	777.73	4,416.81	14,762.46	26.00 %
72634	SUPPLIES-MICRO-FILM	75,000.00	75,000.00	0.00	21,701.64	53,298.36	28.93 %
72702	BOOKS	275.00	298.00	0.00	298.00	0.00	100.00 %
72901	POSTAGE & DELIVERY	75,000.00	75,000.00	0.00	15,188.22	59,811.76	20.25 %
82201	MEMBERSHIP DUES	0.00	0.00	0.00	0.00	0.00	100.00 %
82401	DP - COURT SYSTEMS	0.00	0.00	0.00	0.00	0.00	100.00 %
86201	TRAVEL - LOCAL MILEAGE	400.00	400.00	0.00	0.00	400.00	0.00 %
86202	TRAVEL EXPENSE	100.00	100.00	0.00	0.00	100.00	0.00 %
90101	PRINTING & REPRODUCTION	4,500.00	4,500.00	0.00	1,113.37	3,386.63	24.74 %
93099	REPAIRS & MAINT - EQUIP OTHER	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
93101	EQUIP MAINT AGREEMENTS	7,400.00	7,400.00	0.00	924.63	8,475.37	12.49 %
94002	LEASED - OFFICE EQUIPMENT	1,227.00	1,227.00	0.00	0.00	1,227.00	0.00 %
96430	REFUNDS - REAL EST TRANS TX	100.00	100.00	0.00	0.00	100.00	0.00 %
96600	SPECIAL PROJECTS	10,000.00	10,000.00	0.00	10,000.00	0.00	100.00 %
99901	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	100.00 %
	Total Operating Expenses	<u>195,002.00</u>	<u>195,002.00</u>	<u>777.73</u>	<u>53,642.67</u>	<u>140,581.60</u>	27.90 %

Report: GL80YTD

Fund 101 General Fund
 Key: 10123601 Register Of Deeds
 Y/E: DEC

Macomb County, Michigan
 Budget to Actual Report By Org Key
 YTD THRU 12/31/2010

Fiscal Year: 2010
 Fiscal Period: 12

Object	Description	Adopted Budget	Final Budget	Encumbered	2010 Actual	Variance	% Utilized
80199	CS - OTHER	0.00	0.00	0.00	0.00	0.00	100.00 %
	Total Contract Services	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	100.00 %
91101	INSURANCE -LIABILITY	18,568.00	18,588.00	0.00	12,378.54	6,189.46	66.66 %
94401	EQUIPMENT RENTAL-COPIER FUND	3,305.00	3,305.00	0.00	1,927.87	1,377.13	58.33 %
98101	INTER SERV-MIS-COMPUTER MAINT	0.00	0.00	0.00	0.00	0.00	100.00 %
96102	INTER SERV-MIS DATA CENTER	0.00	0.00	0.00	0.00	0.00	100.00 %
98103	INTER SERV-TELEPHONE	5,640.00	5,640.00	0.00	4,029.75	1,610.25	71.44 %
	Total Internal Service Costs	<u>27,513.00</u>	<u>27,513.00</u>	<u>0.00</u>	<u>18,336.16</u>	<u>9,176.84</u>	66.64 %
99801	CASH OVER AND SHORT	100.00	100.00	0.00	0.00	100.00	0.00 %
	Total Other	<u>100.00</u>	<u>100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	0.00 %
	Total Expense Accounts	<u>1,887,836.00</u>	<u>1,688,047.00</u>	<u>777.73</u>	<u>788,086.01</u>	<u>899,183.26</u>	48.73 %

Revenue	4,739,050.00	4,739,050.00	0.00	2,280,818.45	(2,458,231.55)
Expenses	1,687,836.00	1,688,047.00	777.73	788,086.01	899,183.28
Net	3,051,214.00	3,051,003.00	-777.73	1,492,732.44	(1,559,048.29)

Report: GL80YTD

Fund 101 General Fund
Key: 10123601 Register Of Deeds
Y/E: DEC

Macomb County, Michigan
Budget to Actual Report By Org Key
YTD THRU 12/31/2010

Fiscal Year: 2010
Fiscal Period: 12

Object	Description	Adopted Budget	Final Budget	Encumbered	2010 Actual	Variance	% Utilizer
Total General Fund							
	Revenue	4,739,050.00	4,739,050.00	0.00	2,280,818.45	(2,458,231.55)	48.12 %
	Expenses	1,687,836.00	1,688,047.00	777.73	788,086.01	899,183.26	46.73 %
	Net	3,051,214.00	3,051,003.00	(777.73)	1,492,732.44		



State of Michigan

CIRCUIT COURT
SIXTEENTH JUDICIAL CIRCUIT

MARK S. SWITALSKI
CIRCUIT JUDGE

July 30, 2010

Paul Gielegem, Chairman
Macomb County Board of Commissioners
One South Main
Mount Clemens, MI 48043

Dear Chairman Gielegem:

I am writing to acknowledge that the budget resolution proposed by Clerk / Register of Deeds Carmella Sabaugh does in fact provide savings of \$65,211 to the "Circuit Court" budget cut targets through the elimination of one Judicial Court Clerk position.

I am in agreement with the clerk that the savings from this position are to be applied to the "Circuit Court" budget cut target and not to the clerk / register of deeds budget target.

I appreciate the cooperation of Clerk / Register of Deeds Carmella Sabaugh in making these cuts and providing such a quick proposal for balancing the Clerk / Register of Deeds budget.

Very truly yours,

A handwritten signature in black ink, appearing to read "Mark Switalski".

Mark Switalski,
Chief Judge

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO approve an amendment to the Board Policy for resolutions requested by a commissioner to increase the cost from \$7.75 to \$23 for each resolution requested by a commissioner after their annual allotment of six

INTRODUCED BY: Kathy D. Vosburg, Chair of Administrative Services

Prices have not been adjusted since July 17, 1995.

For an 11" x 14" mahogany with gold trim frame, we pay \$15.42 for delivery directly from the factory. They have to be transferred to the carpenters to have hanging brackets attached to the back. The carpenters charge \$445.67 (to the county) for their time for attaching brackets to 60 frames.

COMMITTEE/MEETING DATE
Administrative Services
August 11, 2010