

**MACOMB COUNTY, MICHIGAN**

GENERAL FUND

COUNTY CLERK

GENERAL COUNTY

101

21501

3

DEPARTMENT PURPOSE:

The County Clerk is the official Clerk of the Circuit Court, Board of Commissioners, Board of Election Commissioners, Tax Allocation Board, Board of County Canvassers, County Plat Board, Civil Service Commission-Macomb County Sheriff Department, Jury Commission, Elections Scheduling Committee, and Concealed Weapons Licensing Board.

DEPARTMENT FUNCTIONS:

The Clerk oversees and is responsible for the following areas:

- Vital Records, which issues certified copies of birth and death certificates, marriage licenses, certificates of assumed names and co-partnerships, notary public commissions and concealed weapon permits.
- The Office keeps records of military personnel discharges and processes passport applications.
- All Circuit Court cases, civil, domestic, and criminal, are initiated in the County Clerk's office.
- The Clerk also oversees the operation of the Jury Room for Circuit and Probate Courts.

DEPARTMENT POSITION CLASSIFICATIONS	2007 RANGE		AMENDED	2008
			2007 BUDGET	BUDGET
County Clerk/Register of Deeds		\$106,745	1	1
Deputy County Clerk	69,336	86,670	1	1
Chief Court Clerk	51,188	63,985	1	1
Chief Election Clerk	51,188	63,985	1	1
Administrative Assistant	42,855	53,569	1	1
Administrative Secretary	38,773	48,467	1	1
Jury Clerk	33,225	41,531	1	1
Supervisor of Records	33,214	41,517	2	2
Cashier II	33,638	40,773	1	1
Senior Secretary	33,638	40,773	1	1
Judicial Court Clerk	33,638	40,773	21	21
Account Clerk IV	30,632	36,038	1	1
Cashier I	29,885	35,159	2	2
Account Clerk III	30,014	34,301	1	1
Computer Maintenance Clerk	29,281	33,465	16	16
Typist Clerk III	28,567	32,648	4	4
Account Clerk I/II	25,881	31,075	1	1
Steno Clerk I/II	25,881	30,317	2	2
Typist Clerk I/II	25,249	29,578	10	10
Microfilm Operator/Clerk (1)	25,881	29,578	2	2
Co-op Clerk (PT)	8.19	8.83 /hr		
<b>TOTAL</b>			<b>71</b>	<b>71</b>

(1) 1 Position is Red-Circled -- Paid as a Microfilm Operator I (\$36,038.)

**MACOMB COUNTY, MICHIGAN**

**2008 BUDGET SUMMARY**

FUND 101 - GENERAL FUND  
 ORG 21501 - COUNTY CLERK

<u>ACCOUNT NAME</u>	<u>FUND 101 2006 ACTUAL</u>	<u>2007 CURRENT BUDGET</u>	<u>ACTUAL YTD 12/29/07</u>	<u>2008 BUDGET ADOPTED</u>
TOTAL PERSONNEL EXPENSES	3,947,068	4,814,844	4,053,123	4,174,564
OFFICE SUPPLIES	31,978	36,200	31,770	31,200
MICROFILM SUPPLIES	0	4,000	3,921	18,480
BOOKS & PUBLICATIONS	1,362	1,755	1,557	1,500
POSTAGE & DELIVERY	38,948	34,000	29,148	35,000
CHARGE CARD FEES	8,521	10,000	9,208	8,000
MEMBERSHIP DUES	1,035	1,350	915	1,350
FAX FEE SERVICES	0	1,000	0	0
LOCAL TRAVEL	244	700	572	400
TRAVEL EXPENSE	59	85	15	400
PRINTING & REPRODUCTION	76,689	90,100	35,602	92,100
ADVERTISING	0	500	0	500
COMMUNICATIONS-INTERNET	152	500	0	0
FAX ON DEMAND SERVICES	16,557	17,000	10,343	17,000
INDEXING SERVICES	71,160	71,160	59,300	71,160
VEHICLE OPERATING AND REPAIR	623	1,300	579	1,300
EQUIPMENT REPAIR & MAINT	10,788	10,950	3,845	10,950
EQUIPMENT RENTAL	0	240	0	240
MEETING EXPENSES	0	50	0	50
SPECIAL PROJECTS	12,993	10,000	2,480	10,000
MISCELLANEOUS	50	462	140	275
CASH OVER AND SHORT	85	100	0	100
TOTAL OPERATING EXPENSES	271,243	291,452	189,397	300,005
INSURANCE	23,537	28,814	28,805	38,491
TELEPHONE	45,730	50,928	50,928	59,752
EQUIPMENT RENTAL	9,601	8,773	7,827	8,539
MIS-COMPUTER MAINTENANCE	6,397	5,540	5,539	5,895
MIS-DATA CENTER SERVICES	80,047	69,436	69,436	90,674
TOTAL INTERNAL SVCS COSTS	165,312	163,491	162,535	203,351
EQUIPMENT	0	1,313	1,313	0
TOTAL EQUIPMENT	0	1,313	1,313	0
TOTAL ORGANIZATION	<u>4,383,623</u>	<u>5,271,100</u>	<u>4,406,367</u>	<u>4,677,920</u>

**MACOMB COUNTY, MICHIGAN**

**2008 BUDGET SUMMARY**

FUND 101 - GENERAL FUND  
 ORG 21501 - COUNTY CLERK

ACCOUNT NAME	FUND 101 2006 ACTUAL	2007 CURRENT BUDGET	ACTUAL YTD 12/29/07	2008 BUDGET ADOPTED
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**PERFORMANCE MEASUREMENTS**

CRITERIA	2005 ACTUAL	2006 ACTUAL	2007 PROJECTED	2008 PROJECTED
BIRTH RECORDS	4,445	4,273	4,500	4,500
BUSINESS REGISTRATIONS	7,686	6,922	8,400	8,500
CIRCUIT COURT FILINGS	17,694	18,504	25,440	26,700
CCW APPROVALS	4,341	2,913	3,000	4,700
DEATH RECORDS	6,113	6,084	6,100	6,200
JURY ROOM APPROVALS	9,729	14,566	15,000	16,875
MARRIAGE LICENSES	5,445	5,221	5,600	5,600
MILITARY DISCHARGES	45	36	45	45
NOTARY PUBLIC	2,828	2,914	3,000	3,100
PPO APPROVALS	1,053	1,174	1,000	1,200

**MACOMB COUNTY, MICHIGAN**

GENERAL FUND

CLERK-ELECTIONS

GENERAL COUNTY

101

19101

3

DEPARTMENT PURPOSE:

The Election Department conducts and oversees all federal, state and county elections, including the printing and distribution of election ballots.

DEPARTMENT FUNCTIONS:

- Provides public with information on election records, statistics, voting precinct information.
- Filing official for all candidates running for public office for state senate, representative, county offices, county commissioners, probate court and precinct delegates.
- Administration and maintenance of the Campaign Finance Report requirements for all county, city, township, village and school board candidates.
- Administration and maintenance of all political, ballot question, and independent committees.
- Record maintenance and processing for the Board of Canvassers, Election Commission and Election Scheduling Committee.
- Maintain Qualified Voter File which links election officials to a centralized, fully automated data base.

DEPARTMENT POSITION CLASSIFICATIONS	AMENDED 2007 BUDGET	2008 BUDGET
Board Per Diems	<u>\$32,000</u>	<u>\$17,000</u>

MACOMB COUNTY, MICHIGAN

2008 BUDGET SUMMARY

FUND 101 - GENERAL FUND  
 ORG 19101 - COUNTY CLERK-ELECTIONS

ACCOUNT NAME	FUND 101 2006 ACTUAL	2007 CURRENT BUDGET	ACTUAL YTD 12/29/07	2008 BUDGET ADOPTED
PER DIEMS	15,501	32,000	5,265	17,000
OFFICE SUPPLIES	2,767	3,500	1,459	3,000
BOOKS & PUBLICATIONS	400	910	435	910
POSTAGE & DELIVERY	5,809	5,500	4,484	6,000
TRANSCRIPTS	235	1,000	110	500
MEMBERSHIP DUES	0	100	0	100
LOCAL TRAVEL	1,215	1,800	418	1,800
TRAVEL EXPENSE	543	1,000	42	400
PRINTING & REPRODUCTION	151	1,050	0	1,050
ADVERTISING	0	1,000	0	1,000
EQUIPMENT REPAIR & MAINT	736	875	0	875
MEETING EXPENSE	143	300	0	300
MISCELLANEOUS	11	200	0	100
CONTRACT SERVICES	10,000	0	0	0
<b>TOTAL OPERATING EXPENSES</b>	<b>37,509</b>	<b>49,235</b>	<b>12,214</b>	<b>33,035</b>
TELEPHONE	0	1,734	1,589	1,734
EQUIPMENT RENTAL	1,733	0	0	0
<b>TOTAL INTERNAL SVCS COSTS</b>	<b>1,733</b>	<b>1,734</b>	<b>1,589</b>	<b>1,734</b>
<b>ELECTION EXPENSES</b>	<b>370,000</b>	<b>370,000</b>	<b>370,000</b>	<b>370,000</b>
<b>CONTRIBUTIONS</b>	<b>370,000</b>	<b>370,000</b>	<b>370,000</b>	<b>370,000</b>
<b>TOTAL ORGANIZATION</b>	<b>409,242</b>	<b>420,969</b>	<b>383,802</b>	<b>404,769</b>

**MACOMB COUNTY, MICHIGAN**

GENERAL FUND

JURY COMMISSION

GENERAL COUNTY

101

16601

3

DEPARTMENT PURPOSE:

To maintain a complete listing of all registered voters in Macomb County for the soul purpose of selecting prospective jurors.

DEPARTMENT FUNCTIONS:

The Jury Commission maintains and updates rosters of eligible jurors for the District, Circuit and Probate Courts of Macomb County. Between 8,000 and 10,000 names are selected annually as prospective jurors. A final list is determined by questionnaire and careful screening. Every two months the number of jurors required by the courts is drawn from the final list.

DEPARTMENT POSITION CLASSIFICATIONS	AMENDED 2007 BUDGET	2008 BUDGET
Commission Per Diems	<u>\$500</u>	<u>\$500</u>

**MACOMB COUNTY, MICHIGAN**

**2008 BUDGET SUMMARY**

FUND 101 - GENERAL FUND  
 ORG 16601 - JURY COMMISSION

<u>ACCOUNT NAME</u>	<u>FUND 101 2006 ACTUAL</u>	<u>2007 CURRENT BUDGET</u>	<u>ACTUAL YTD 12/29/07</u>	<u>2008 BUDGET ADOPTED</u>
PER DIEMS	300	500	200	500
OFFICE SUPPLIES	2,476	2,560	2,477	2,600
BOOKS & PUBLICATIONS	400	440	435	450
POSTAGE & DELIVERY	43,830	41,100	39,250	42,500
LOCAL TRAVEL	78	150	51	150
PRINTING & REPRODUCTION	25,727	24,200	20,017	27,200
COMMUNICATIONS-INTERNET	0	780	650	780
EQUIPMENT REPAIR & MAINT	167	800	166	800
<b>TOTAL OPERATING EXPENSES</b>	<b>72,976</b>	<b>70,530</b>	<b>63,246</b>	<b>74,980</b>
EQUIPMENT RENTAL	815	816	747	816
<b>TOTAL INTERNAL SVCS COSTS</b>	<b>815</b>	<b>816</b>	<b>747</b>	<b>816</b>
<b>TOTAL ORGANIZATION</b>	<b>73,792</b>	<b>71,346</b>	<b>63,993</b>	<b>75,796</b>

FUND 101 - GENERAL FUND  
 ORG 80301 - COUNTY CLERK-PLAT BOARD

<u>ACCOUNT NAME</u>	<u>FUND 101 2006 ACTUAL</u>	<u>2007 CURRENT BUDGET</u>	<u>ACTUAL YTD 09/30/07</u>	<u>2008 BUDGET PROJECTED</u>
PER DIEMS	1,120	4,500	946	2,000
<b>TOTAL OPERATING EXPENSES</b>	<b>1,120</b>	<b>4,500</b>	<b>946</b>	<b>2,000</b>
<b>TOTAL ORGANIZATION</b>	<b>1,120</b>	<b>4,500</b>	<b>946</b>	<b>2,000</b>

**MACOMB COUNTY, MICHIGAN**

GENERAL FUND

CLERK-REGISTER OF DEEDS

GENERAL COUNTY

101

23601

3

DEPARTMENT PURPOSE:

To record and maintain all documents concerning real estate transactions with Macomb County, as well as filing Uniform Commercial Code documents which pertain to financing of personal property within the County.

DEPARTMENT FUNCTIONS:

The Register of Deeds office performs many duties and requirements to meet legal guidelines for proper document recording.

- The requirements for recording include reviewing each instrument to determine recordability; determining required fees; collecting the fees; time stamping the instruments; assigning a register number, liber and page to each instrument; affixing the Michigan Transfer Tax(if applicable); indexing the instrument into the computer terminals; affixing the seal of Macomb County Register of Deeds; imaging for viewing by the general public; and mailing the instruments back to the proper parties.

DEPARTMENT POSITION CLASSIFICATIONS	2007 RANGE		AMENDED	2008
			2007 BUDGET	BUDGET
Director, Register of Deeds Deputy	\$61,607	\$77,009	1	1
Supervisor of Records	33,225	41,531	2	2
Account Clerk IV	30,632	36,038	1	1
Cashier I (1)	29,885	35,159	3	3
Account Clerk III	30,014	34,301	3	3
Computer Maintenance Clerk	29,281	33,465	11	11
Account Clerk I/II	25,881	31,075	1	1
Typist Clerk I/II	25,249	29,578	5	5
Coop Clerk (3 PT)	8.19	8.83 /hr		
<b>TOTAL</b>			<b>27</b>	<b>27</b>
<u>REMONUMENTATION PROGRAM</u>				
Account Clerk IV	\$30,632	\$36,038	1	1

(1) 1 Cashier I red-circled - filled with Acct Clerk IV until vacant (\$36,038.)

**MACOMB COUNTY, MICHIGAN**

**2008 BUDGET SUMMARY**

FUND 101 - GENERAL FUND  
 ORG 23601 - CLERK-REGISTER OF DEEDS

ACCOUNT NAME	FUND 101 2006 ACTUAL	2007 CURRENT BUDGET	ACTUAL YTD 12/29/07	2008 BUDGET ADOPTED
TOTAL PERSONNEL EXPENSES	1,491,906	1,740,970	1,458,460	1,583,849
OFFICE SUPPLIES	13,605	30,000	19,186	28,000
MICROFILM SUPPLIES	186,235	250,000	123,383	180,000
BOOKS & PUBLICATIONS	228	275	248	275
POSTAGE & DELIVERY	59,306	100,000	45,048	100,000
MEMBERSHIP DUES	0	850	0	850
LOCAL TRAVEL	0	400	0	400
TRAVEL EXPENSE	0	350	0	200
PRINTING & REPRODUCTION	4,229	5,800	731	5,800
EQUIPMENT REPAIR & MAINT	6,224	8,400	5,569	8,400
EQUIPMENT RENTAL	275,304	625,000	140,972	325,000
REFUNDS	0	100	0	100
SPECIAL PROJECTS	0	10,000	0	10,000
MISCELLANEOUS	0	100	0	0
CASH OVER AND SHORT	96	200	0	200
TOTAL OPERATING EXPENSES	545,227	1,031,475	335,138	659,225
INSURANCE	8,535	10,227	10,227	13,479
TELEPHONE	11,267	10,559	10,558	23,901
EQUIPMENT RENTAL	3,636	3,305	3,030	3,305
MIS-COMPUTER MAINTENANCE	0	995	994	817
MIS-DATA CENTER SERVICES	0	12,463	12,463	12,569
TOTAL INTERNAL SVCS COSTS	23,437	37,549	37,271	54,071
TOTAL ORGANIZATION	<u>2,060,571</u>	<u>2,809,994</u>	<u>1,830,869</u>	<u>2,297,145</u>

**PERFORMANCE MEASUREMENTS**

CRITERIA	2005 ACTUAL	2006 ACTUAL	2007 PROJECTED	2008 PROJECTED
NUMBER OF RECORDINGS	234,997	198,110	200,000	190,000
NUMBER OF UCC'S	883	955	950	900
FILING FEES	\$4,007,282	\$3,063,619	\$3,000,000	\$2,900,000
TRANSFER TAX REVENUE	\$5,055,872	\$4,033,465	\$4,000,000	\$3,600,000