



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586.469.5125 FAX 586.469.5993
macombcountymi.gov/boardofcommissioners

BOARD OF COMMISSIONERS

REGULAR SESSION

THURSDAY, OCTOBER 11, 2012, 7 P.M.

FINAL AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Invocation by **Commissioner Kathy Tocco**
5. Adoption of Agenda
6. Approval of Minutes dated 9-13, 9-27 (special) and 9-29 (special), 2012 **(previously distributed)**
7. Presentation of Tributes to Farmers Markets (**Moceri**)
8. Public Participation (five minutes maximum per speaker, or longer at the discretion of the Chairperson related only to issues contained on the agenda)
9. **COMMITTEE REPORTS:**
 - a) Health & Human Services, October 9 (**no report**)
 - b) Justice & Public Safety, October 9 (**page 1**) **(attached)**
 - c) Board Operations, October 9 (**no report**)
 - d) Economic Development, October 10 (**page 74**) **(attached)**
 - e) Finance, October 10 (**page 80**) **(attached)**

MACOMB COUNTY BOARD OF COMMISSIONERS

Kathy D. Vosburg
District 8
Chair

Marvin E. Sauger
District 2
Vice Chair

Fred Miller
District 9
Sergeant-At-Arms

Toni Moceri – District 1

David Flynn - District 4

James L. Carabelli - District 6

Roland Frascchetti- District 10

Bob Smith- District 12

Phillip A DiMaria- District 3

Ray Gralewski- District 5

Don Brown- District 7

Kathy Tocco- District 11

Joe Sabatini- District 13

10. Correspondence from Executive (page 87)
11. Status Report from Corporation Counsel Regarding Freedom Hill
12. **PROCLAMATIONS:**
 - a) Honoring Lutricia McCray – Retirement from the State of Michigan (offered by Flynn) (page 87) (page 110) (attached)
13. New Business
14. Public Participation (five minutes maximum per speaker or longer at the discretion of the Chairperson)
15. Roll Call
16. Adjournment

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OCTOBER 9, 2012

TO: BOARD OF COMMISSIONERS

**FROM: PHILLIP DiMARIA, CHAIR
JUSTICE AND PUBLIC SAFETY COMMITTEE**

**RE: RECOMMENDATION FROM JUSTICE AND PUBLIC SAFETY
COMMITTEE MEETING OF OCTOBER 9, 2012**

At a meeting of the Justice and Public Safety Committee, held Tuesday, October 9, 2012, the following recommendation was made and is being forwarded to the Full Board for approval:

1. COMMITTEE RECOMMENDATION – MOTION (SEE ATTACHED)

A MOTION WAS MADE BY GRALEWSKI, SUPPORTED BY SABATINI, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE AUTHORIZATION TO SOLICIT PROFESSIONAL SURVEYING FIRMS TO APPLY FOR THE OPPORTUNITY TO CONTRACT WITH THE MACOMB COUNTY REMONUMENTATION PROGRAM, A DEPARTMENT OF THE MACOMB COUNTY REGISTER OF DEEDS OFFICE FOR SURVEYING WORK. THIS RESPONSIBILITY IS OUTLINED IN THE MONUMENTATION AND REMONUMENTATION PLAN FOR MACOMB COUNTY, MICHIGAN, AS A DUTY OF THE MACOMB COUNTY GRANT ADMINISTRATOR AND DEFINED ON PAGE 5, SECTION IV, ITEM B. APPROVE FOR PUBLICATION, ON THE WWW.MITN.INFO/ WEBSITE, A REQUEST FOR QUALIFICATIONS (RFQ) FROM THE MACOMB COUNTY REMONUMENTATION PROGRAM, IN ACCORDANCE WITH ACT 345 OF 1990. APPROVE THE FORMATION OF A COMMITTEE TO SELECT PROFESSIONAL SURVEYING FIRMS TO BE CONTRACTED WITH THE MACOMB COUNTY REMONUMENTATION PROGRAM BEGINNING GRANT YEAR 2013. SUBMIT FOR INCLUSION A COPY OF THE MONUMENTATION AND REMONUMENTATION PLAN FOR MACOMB COUNTY, MICHIGAN. SUBMIT FOR INCLUSION A COPY OF ACT 345 OF 1990. SUBMIT FOR INCLUSION A COPY OF ACT 236 OF 1961, SECTION 600.2567a. SUBMIT FOR INCLUSION A COPY OF ACT 431 OF 1984. SUBMIT FOR INCLUSION A COPY OF THE QUALIFICATIONS-BASED SELECTION (QBS) OUTLINE. FURTHER, A COPY OF THIS BOARD OF COMMISSIONERS' ACTION IS DIRECTED TO BE DELIVERED FORTHWITH TO THE OFFICE OF THE COUNTY EXECUTIVE. **THE MOTION CARRIED.**

A MOTION TO ADOPT THE COMMITTEE REPORT WAS MADE BY CHAIR DiMARIA, SUPPORTED BY VICE-CHAIR SABATINI.

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Kathy Tocco- District 11

Joe Sabatini- District 13

RESOLUTION NO.: _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO:

Approve authorization to solicit Professional Surveying Firms to apply for the opportunity to contract with the Macomb County Remonumentation Program, a department of the Macomb County Register of Deeds Office for surveying work. This responsibility is outlined in the Monumentation and Remonumentation Plan for Macomb County, Michigan, as a duty of the Macomb County Grant Administrator and defined on Page 5, Section IV, Item B.

Approve for publication, on the www.mitn.info/ website, a Request for Qualifications (RFQ) from the Macomb County Remonumentation Program, in accordance with Act 345 of 1990.

Approve the formation of a committee to select Professional Surveying Firms to be contracted with the Macomb County Remonumentation Program beginning Grant Year 2013.

Submit for inclusion a copy of the Monumentation and Remonumentation Plan for Macomb County, Michigan

Submit for inclusion a copy of Act 345 of 1990.

Submit for inclusion a copy of Act 236 of 1961, Section 600.2567a.

Submit for inclusion a copy of Act 431 of 1984.

Submit for inclusion a copy of the Qualifications-Based Selection (QBS) outline.

INTRODUCED BY: Commissioner Phillip DiMaria, Chair, JPS Committee

COMMITTEE MEETING DATE:

Justice & Public Safety Committee 10-09-12 Approved
Full Board 10-11-12

JUN 24 2010

BUREAU OF CONSTRUCTION CODES
ADMINISTRATION DIVISION

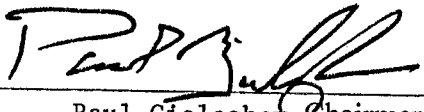
COUNTY PLAN
Monumentation and Remonumentation Plan
for Macomb County, Michigan

Prepared for the implementation of 1990 PA 345, MCL 54.261-279,

Prepared and Approved by:

The State Survey and Remonumentation Commission: ~~5-25-92~~ 10-28-92 KEZ

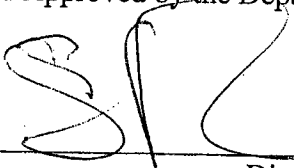
Revised and Approved by the Board of County Commissioners:



Paul Gielegem, Chairman

5-25-10
(Date)

Revised and Approved by the Department of Energy, Labor, and Economic Growth:



, Director

6/22/10
(Date)

Revised 10-30-09

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*This topic is highly recommended, but is not required for approval by the Department of Energy, Labor and Economic Growth.

I INTRODUCTION THE REASON FOR THIS PLAN

The adoption by the Board of County Commissioners of a "County Monumentation and Remonumentation Plan" is a requirement of 1990 PA 345, MCL 54.261-279. When the State Legislature was considering the adoption of Senate Bill 380 (which became 1990 PA 345, MCL 54.261-279), the following "Supporting Argument" was presented by nonpartisan Senate staff for use by the Senate in its deliberations:

Implementing the county monumentation program would mark the first time in 175 years that a concerted effort was made to do this critically needed job. Since the 1850s, there has been no statewide effort to validate corners, even though surveyors' tools have advanced from a 33-foot chain and a compass to a technological arsenal that includes a device that gives automatic measurements of angles between corners, and instruments that bounce a signal off a satellite to determine the exact longitude and latitude of a given point. Orderly, consistent remonumentation with standardized markers would assist in the documentation and planning of roads and utilities, the (location) of public and private property, the settlement of ownership claims and disputes, and the provision of a central data base containing information on counties and townships throughout the State. Completion of the remonumentation system in a county would enable the county to implement a computerized mapping system that would include the precise location of roads, utilities, and property lines; the corners would serve as the foundation for such a map. Further, the remonumenting on a county-wide basis would be more economical than contracting out a few corners at a time, and individual surveys would be less expensive if surveyors could rely on monumented corners.

The County must adopt county plan which must be approved by the Department of Energy, Labor and Economic Growth in order to be eligible for state grants for monumentation and remonumentation. The Model County Plan with prepared and adopted by the Department of Energy, Labor and Economic Growth pursuant to Section 8(1) of 1990 PA 345, MCL 54.261-279, may be adopted as is by a county or, if necessary, with changes appropriate for that county. The grants are made available from funds that the County must send to the state regularly, as has been done since January of 1991. 1990 PA 346, MCL 600.2567 (Senate Bill 381) provides for the collection of funds by each county's Register of Deeds.

II DEFINITIONS

The following words or phrases as used in this plan are either contained in 1990 PA 345, MCL 54.261-279 or are necessary for its administration:

- A) Act – means 1990 PA 345, MCL 54.261-279 the State Survey and Remonumentation Act.
- B) Commission – means the Director of the Department of Energy, Labor and Economic Growth.
- C) Corner – means a public land survey corner or a property controlling corner.
- D) County Grant Administrator – means a person appointed by the County Board of Commissioners as the individual responsible for completing and submitting the annual application for a Survey and Monumentation grant to the State of Michigan, and the administering of the approved annual grant. The County Grant Administrator's duties are those set forth herein.
- E) County Representative – means (1) the County Surveyor, whether elected or appointed, pursuant to Section 95 of Chapter 14 of the Revised Statutes of 1846, being Section 54.95 of the Michigan Compiled Laws; or, (2) the Professional Surveyor appointed by the County Board of Commissioners if the county does not have a County Surveyor. The County Representative shall perform any duties assigned by law and other duties described herein.
- F) Department – means the State Department of Energy, Labor and Economic Growth.
- G) Locate – means to recover an existing corner which conforms to the minimum standards specified herein.
- H) Lost Corner – means a previously established corner whose position cannot be recovered beyond reasonable doubt, either from traces of the original General Land Office (GLO) marker or its accessories or from acceptable evidence or testimony that bears upon the original position, and, whose location can be restored only by reference to one or more interdependent corners.
- I) Marker – means the physical object which occupies the location of a public land survey corner, a property-controlling corner, or a horizontal or vertical control station.
- J) Monument – means to install a marker which meets or exceeds minimum standards as specified herein.

DEFINITIONS (continued)

- K) **Monumentation Surveyor** – means the surveyor who is awarded a contract to (1) perform research for and monument or remonument markers; or, (2) establish horizontal and/or vertical control markers.
- L) **Obliterated Corner** – means a previously established corner which has no remaining traces of the marker or its accessories, but its position has been perpetuated or its position may be recovered beyond reasonable doubt by the acts and testimony of the interested landowners, competent surveyors, or other qualified local authorities or witnesses, or by some acceptable record evidence.
- M) **Open Meetings Act** – means 1976 PA 267, MCL 15.261-275.
- N) **Peer Group** – means a minimum of three non-associated surveyors appointed by the County Representative. Non-associated means members are not from the same company or firm. One member of the Peer Group shall be the County Representative, who shall act as Chair of the Peer Group.
- O) **Property-Controlling Corner** – means a Public Land Survey (PLS) corner or any property corner which does not lie on a property line of the property in question, but which controls the location of one or more of the property corners of the property in question.
- P) **Public Land Survey Corner** – means any corner actually established and monumented in an original survey or resurvey used as a basis of legal description for issuing a patent for the land to a private person from the United States government.
- Q) **Remonument** – means to install a marker where (1) the existing marker does not meet minimum standards as specified; or (2) the existing marker is in danger of becoming lost or obliterated; or, (3) the corner has been lost or obliterated.
- R) **Surveyor** – means a Professional Surveyor licensed under Article 20 of the Occupational Code, 1980 PA 299, MCL 339.2001-2014.

III PLAN OBJECTIVES

- A) Provide for the location, monumentation and/or remonumentation of corners on a maximum of 20-year planned timetable.
- B) Create a system for the research of the history of all corners and horizontal and vertical control markers.
- C) Create and maintain a repository for all records pertaining to Public Land Surveys.
- D) Provide for a perpetual maintenance program for all corners and horizontal and vertical control markers.
- E) Provide for the location of and a data base for horizontal and vertical control markers.
- F) Coordinate with adjoining counties for the monumentation of all county line corners.
- G) Annually determine monumentation requirements for which a grant application will be submitted for approval by the Department of Energy, Labor and Economic Growth.

IV GRANT ADMINISTRATION

For the purpose of implementation of this Act, the County Board of Commissioners must appoint a County Grant Administrator. The county shall also appoint a County Representative if the county has abolished the position of County Surveyor in accordance with law.*

The County Grant Administrator's duties include:

- A) Submitting annually a grant application and supporting documents to the Department of Energy, Labor and Economic Growth by December 31st of the year preceding the grant year.
- B) Selecting monumentation surveyors in compliance with Qualification-Based Selection (QBS) as set forth in House Concurrent Resolution 206 (June, 1987).
- C) Submitting proposed county/monumentation surveyor contracts to the Board of County Commissioners for its approval and its authorization for execution.
- D) Recommending payment to the monumentation surveyor as provided by the contract.
- E) Submitting other documents as may be required by the Department of Energy, Labor and Economic Growth.

*** NOTE: IF THE SURVEYOR ACTING AS THE COUNTY REPRESENTATIVE IS NOT A MONUMENTATION SURVEYOR, THAT PERSON MAY ALSO BE THE COUNTY GRANT ADMINISTRATOR.**

V PLAN EXECUTION

In addition to any duties assigned by law, the County Representative shall establish requirements and procedures to implement the following:

- A) Research the history of corners and horizontal and vertical control stations.
- B) Field verify whether corners are existent, lost, or obliterated.
- C) Set a marker at all corners, following the Peer Group's ratification. The location of said corners shall be established in accordance with the procedures set forth in the Manual of Instructions for the Survey of Public Lands of the United States (1973) prepared by the Bureau of Land Management of the United States Department of Interior (Technical Bulletin 6, or subsequent editions).
- D) Recover all existing horizontal and vertical control stations.
- E) Perpetual monument maintenance of all corners.

THE COUNTY REPRESENTATIVE SHALL ALSO BE RESPONSIBLE FOR:

- A) Establishing, scheduling meetings of, and chairing a Peer Group which will meet and act as advisors for ratification of corner locations. These meetings shall be in compliance with the Open Meetings Act.
- B) Creating and maintaining a filing system for each corner, which contains all survey information compiled.
- C) Submitting documentation to the County Grant Administrator as required for the annual Application for Monumentation Grant which includes, but is not limited to, the following:
 - 1) For the current year projects, a description of the work area completed, the work area projected to be completed by December 31st and the work area remaining to be completed.
 - 2) A general work progress report for all previously awarded contracts.
 - 3) The proposed work program for the following year. The work program will indicate (a) the area where the Public Land Survey (PLS) corners and property-controlling corners are proposed to be monumented and/or remonumented within the next contract year; (b) the area where the PLS corners and property controlling corners are to be researched in the next contract year; (c) the area where corners will be checked and, if necessary, remonumented according to the perpetual monument maintenance plan; (d) the area where horizontal and vertical control stations are to be researched and located; and (e) the area where horizontal and vertical coordinates are to be established.

PLAN EXECUTION (continued)

- D) Creating and maintaining a filing system for horizontal and vertical geodetic monumentation information obtained from the National Geodetic Survey (NGS), United States Geological Survey (USGS) and other sources.
- E) Coordinating the densification of horizontal and vertical geodetic monumentation with the State's Geodetic Advisor.

VI WORK PROGRAM

The meet the objectives of the Act, all work shall be performed in the following manner:

- A) Research: All corner locations shall be researched prior to monumentation. Copies of all research information shall be available to the public. The county may charge a reasonable fee for such copies.

No marker shall be considered a part of the plan until the research for its location has been performed and the location has been ratified by the Peer Group.

Research on corners means only those activities for the compilation of the historical records which pertain to a particular corner. All work performed beyond the compilation of a historical record is included in the work category monumentation of corners.

- B) Monumentation: Annually locate and monument or remonument a specific number of corners so as to complete the program within the 20-year time frame.

The corners proposed to be monumented shall be specified as part of the annual grant application. An annual grant may include some unspecified corners in danger of becoming lost or obliterated.

Monumentation of corners means all field and related activities which pertain to a corner including, but not limited to, field reconnaissance for evidence revealed in research data, searching, excavating, traversing, computing, monumenting, witnessing, etc. and peer group ratification of a corner.

For corners monumented under the Act, the monumentation surveyor shall furnish the County Representative two copies of a completed and recorded Land Corner Recordation Certificate (LCRC) as required by 1970 PA 74, MCL 54.201-210d. The County Representative shall forward one copy to the County Grant Administrator to be forwarded to the Department of Energy, Labor and Economic Growth with the work progress reports, as required by the Department.

Any surveyor may submit a corner location to the County Representative for Peer Group review. When filed with the County Representative, all information is considered filed with and available to the Commission. The county agrees to maintain these records and to provide copies of any records requested by the State at no charge.

VII PERPETUAL MONUMENT MAINTENANCE PLAN

When all corners have been monumented as specified under this Act, a "Perpetual Monument Maintenance Program" shall begin the year following the year of completion of monumentation or remonumentation. Each year thereafter, a minimum of 1/20th of the corners shall be checked and, if necessary, remonumented. The specific corners or specific region to be checked shall be a part of the annual grant application.

VIII GEODETIC DENSIFICATION AND MAINTENANCE PROGRAM

The County Representative shall research an entire county for existence of NGS/CGS (National Geodetic Survey/Coast and Geodetic Survey) and other important horizontal and vertical control stations. Thereafter, a thorough field search shall be made for each control station identified by the research. A report of the status of each station shall be prepared using the NOAA/NGS DDPROC (National Oceanic and Atmospheric Administration/National Geodetic Survey Descriptive Data Processing System) method. The report shall be filed with the County Representative, the Department of Energy, Labor and Economic Growth, and the NGS Geodetic Advisor for submission to NGS (National Geodetic Survey). The County Representative shall provide for the preservation and maintenance of all geodetic markers in the county.

When deemed timely by the County Representative, a monumentation surveyor shall be engaged to determine NAD 83 (North American Datum of 1983), three-dimensional coordinates in accordance with 1964 PA 9, MCL 54.231-239, on corners or other monumented points approved by the Department. All work for NGS control densification and inclusion into the National Geodetic Reference System (NGRS) shall meet or exceed the positional accuracy and marker requirements of Group C; Order 2; 20 PPM according to the FGCS standards entitled Geometric Geodetic Accuracy Standards and Specifications for Using GPS Relative Positioning Techniques for GPS (Global Positioning Systems) or Second-Order Class I-1:50,000 minimum distance accuracy for all other measurement systems according to the FGCS manual entitled Standards and Specifications for Geodetic Control Networks. The NGVD 1929 (National Geodetic Vertical Datum of 1929) datum will be used until such time as the new NAVD 1988 (North American Vertical Datum of 1988) vertical adjustment is completed.

Essentially, only the base network markers meeting the necessary requirements may become part of the NGRS and the corner markers will be positioned to a minimum of Third-Order Class I horizontal control network standards or Group C, Order 3-100 PPM for GPS according to the new FGCS standards and specifications.

The specific stations or specific region to be included in the annual work program shall be a part of the annual grant application.

IX RAPID GEODETIC POSITIONING OF PLS CORNERS

When deemed timely by the County Representative, a monumentation surveyor shall be engaged to determine NAD 83 (North American Datum of 1983), three-dimensional coordinates in accordance with 1964 PA 9, MCL 54.231-239, on corners or other monumented points approved by the Department.

The specific stations or specific region to be included in the annual work program shall be a part of the annual grant application.

In addition to the conventional surveying methods and static GPS methods specified in Section VIII, Rapid GPS (Real-Time) surveying methods may be utilized that meet the following minimum specifications:

- A) Control stations of at least one level higher than the desired final product shall be utilized.
- B) "Rapid" GPS (Global Positioning System) data collection:
 - a. At least 2 independent sets of data shall be observed.
 - b. An independent set shall consist of 3 observations followed by a break in lock and re-initialization followed by 3 more observations to each control station. All observations from the same control station must agree within 0.04 feet.
 - c. Each point shall be observed from 2 different control stations and be re-observed a minimum of 30 minutes after the initial observation to utilize a significant geometry change in the satellite constellation.
 - d. Observation time in each session shall be adequate to ensure that all ambiguities are resolved and all integers are fixed and the desired positional tolerance is achieved.
 - e. Observations on different days are recommended to collect field data under different atmospheric conditions.
- C) Eight-five (85) percent of all points observed must lie within the perimeter of the control network being utilized. Use of the High Accuracy Reference Network (HARN), the Continuously Operating Reference Station (CORS) of the Michigan Spatial Reference Network (MSRN), or an approved future control system is recommended.
- D) The final coordinates shall be a result of a rigidly adjusted network using least squares adjustments software. The result of the adjustment shall be a mathematically proven positional tolerance at a 1.96 sigma, 95% confidence level, not to exceed 0.25 feet horizontally where non-trivial connections or a direct physical horizontal measurement are made to adjacent corners or 0.125 feet for all other coordinates where corners are one-half mile or more apart.

- a. Direct, physical horizontal measurement by independent means between a randomly selected 10 percent of the adjacent points shall be made, the result of such measurements indicating compliance with the required positional tolerance.
 - b. A direct measurement shall be made using conventional methods between adjacent corners that are 100 feet or less apart.
- E) Instruments of geodetic grade, including antenna equipped with a multi-path mitigating device and fixed rod height with bipod at the rover, shall be utilized.
- a. Observations taken must meet or exceed the manufacturer's specifications for the type of work being performed.
 - b. Field observations should generally not be taken under canopy; however, some canopy is acceptable if there are adequate satellites available at the proper angles to achieve the desired accuracy.
- F) All field observations shall follow the current generally accepted principles of surveying, taking into account the following:
- a. Currently, the acceptable Positional Dilution of Precision (PDOP) is under 5. PDOP is the overall measure of the precision obtainable with a given satellite geometry and refers to Horizontal (HDOP) and Vertical (VDOP) measurements (northing, easting and elevation /latitude, longitude and altitude). PDOP is also an indicator expressing the relationship between the error in user position, and the error in satellite position.
 - b. An elevation mask of no less than 15 degrees from the horizon
 - c. Minimum number of satellites observed simultaneously between the base and the rover shall not be less than 5
 - d. Observations should begin and end with check shots to known control
- G) A written report shall be compiled under the supervision of the professional surveyor in responsible charge of the effort. The report shall include:
- a. Equipment manufacturer, model & serial number of the receiver(s) and antenna(s) used
 - b. Names of equipment operators
 - c. Names or I. D. numbers of control stations utilized
 - d. Certification that equipment calibration was performed (bubble checks on rods)
 - e. Dates of observations
 - f. A written narrative of the mission planning, field and office procedures followed
 - g. A compilation of the points observed, resulting coordinate values, and their standard deviation at 1 sigma and at 1.96 sigma.
 - h. Results of the physical horizontal check measurements

- i. Description of intervening, conventional traverse activity for inaccessible points
- j. Professional Surveyor certification, signature, seal and date
- k. Map of control network
- l. MCS83 adjustment year
- m. Vertical Datum
- n. Combined factor
- o. All residuals

X AMENDING THE PLAN

This plan may be amended subject to:

- A) Approval by the Board of County Commissioners; or,
- B) Approval by the State Department of Energy, Labor and Economic Growth.

XI SEVERABILITY

If any section or provision of this plan for any reason conflicts with present or future Legislative Acts or Administrative Rules, that section shall be invalid, but such invalidation shall not affect the remaining provisions of this plan.

XII ANNUAL FUNDING AVAILABILITY

Work programs specified in Sections VI, VII and VIII shall be adjusted depending upon the actual annual grant and other funds available.

The State shall be liable to the county for none of the costs expended and/or borrowed and subject to reimbursement under this agreement, except to the extent to which monies are appropriated by the Legislature and made available to the State of Michigan, Department of Energy, Labor and Economic Growth. The monies for survey and remonumentation are allocated annually under the provisions of the Act to the county consistent with the Act, rules, and annual grant formula.

APPENDIX A – ITEMS ELIGIBLE FOR GRANT FUNDS

Items eligible for grant funds include, but are not limited to, the following:

1. Corner research expenses. Expenditures incurred for research on corners means only those expenditures incurred for the compilation of the historical records which pertain to a particular corner. Any work performed beyond the compilation of a historical record is considered monumentation of corners.
2. Corner monumentation expenses. Expenditures incurred for monumentation of corners means all field activities which pertain to a corner including, but not limited to, field reconnaissance for evidence revealed in research data, searching, excavating, traversing, computing, monumenting, witnessing, etc. and peer group ratification of a corner.
3. Time spent in developing corner location documentation, including time spent to research existing records, summarize the evidence found, prepare drawings when necessary, and prepare a final report. Information to be shown on the above-noted drawing may include traverse information and useful physical features (e.g., lines of occupation, roadways, fences, etc.).
4. Time spent in presenting corner locations to the Peer Group for ratification.
5. Grant monies used to pay for installation of a marker for survey work which is a part of another public or private contract or work assignment. A contract must be executed prior to the services being performed. The county may furnish the marker to be used or include the cost for it in the contract for monumentation. There are no other eligible costs for this type of corner monumentation.
6. Such other items as may be specified in the annual grant application and approved by the Department of Energy, Labor and Economic Growth.

APPENDIX B – PROCEDURE FOR RATIFICATION OF A CORNER POSITION

When a monumentation surveyor desires the ratification of a corner position, he/she shall make a written request for same to the County Representative, accompanied by the corner position documentation. Not later than 28 calendar days after said request, the County Representative shall call and chair a meeting, noticed in compliance with the Open Meetings Act, of a Peer Group to review the corner position documentation furnished.

At least ten days prior to the meeting, the County Representative shall give notice of the meeting to the Peer Group, each monumentation surveyor whose corner position documentation will be reviewed, and any surveyor who has set a corner different from the position being considered. All corner position documentation will be reviewed by the Peer Group. Minutes shall be taken which shall become the official record when approved by the Peer Group.

A monumentation surveyor may not consider or vote on his/her own corner(s) for ratification as a member of a Peer Group.

When a surveyor brings a corner to the Peer Group for ratification as a result of work performed to fulfill a public or private contract or work assignment for other than a remonumentation contract, that corner may be considered for ratification by the Peer Group. Upon approval by the Peer Group of such a corner for monumentation, the corner is considered a part of the program. The county Grant Administrator may provide the marker and use grant monies to pay the cost of installation of a marker if a county requires a special marker other than what is necessary to meet the minimum requirements of 1970 PA 74, MCL 54.201-210d.

After the Peer Group's ratification, the monumentation surveyor shall install the appropriate corner marker and cap and shall file a Land Corner Recordation Certificate as required by 1970 PA 74, MCL 54.201-210d. Two copies of said certificate shall be furnished to the County Representative.

APPENDIX C – MINIMUM STANDARDS FOR MONUMENTATION

The permanent marker set at the location of the corner shall be set in conformance with 1970 PA 74, MCL 54.201-210d.

The county shall adopt standardized markers and/or caps to be utilized when remonumentation is necessary.

APPENDIX D – MINIMUM STANDARDS FOR CORNER WITNESSING

All corners shall be witnessed in accordance with 1970 PA 74, MCL 54.201-210d, and the published rules promulgated by the State Board of Land Surveyors under 1980 PA 299, MCL 339.2001-2014.

APPENDIX E – RESEARCH

I RESEARCH SOURCES AND ANALYSIS

By thoroughly examining and using the following list of sources for survey information, the prudent surveyor can be confident that the corner has been properly located:

- A. General Land Office (GLO) Survey: including original, dependent, independent, or omitted lands (notes, plats, and special instructions).

If these records are not available in the county offices, they may be obtained from the Michigan Department of Natural Resources, the National or State Archives, or the Eastern Regional Office of the Bureau of Land Management.

| <u>Sources</u> | <u>Type of Information Usually Available</u> |
|---|---|
| B. COUNTY RECORDS: | |
| County Surveyor | Land Corner Recordation Certificates, public and private land surveys and notes |
| County Register of Deeds | Land Corner Recordation Certificates, land surveys, subdivision plats, condominium subdivisions and other records |
| County Road Commission or Department of Public Works | Highway location surveys, GLO corner ties, highway easements, township road orders and other records |
| County Drain Commissioner or Department of Public Works | County and township drain records, unrecorded maps, and other records |
| Clerk of Court | Court records |
| Abstract Office/Title Company | Abstract records, survey maps, tract maps |
| Local Assessor | Conveyances, survey maps, tax maps and descriptions |
| Adjoining County Offices or Departments of Public Works | County line records, county line roads |
| | <u>Type of Information</u> |

| Sources | Usually Available |
|--|--|
| C. MUNICIPAL RECORDS: | Board meeting minutes, cemetery records, township road and drain descriptions and maps, engineer, clerk, zoning administrator, utility and public works departments |
| D. OTHER AGENCIES: | |
| State | Department of Management and Budget (Bureau of Facilities), Department of Transportation, Department of Natural Resources, universities and historical collections, State Archives, State Library |
| Federal | Bureau of Land Management, Fish and Wildlife Service, Soil Conservation Service, U.S. Corps of Engineers, Civilian Conservation Corps, Coast Guard, National Parks Service, U.S. Forest Service, Federal Aviation Administration, Federal Communications Commission, National Geodetic Survey, U.S. Geological Survey, Bureau of Indian Affairs, International Great Lakes Survey, National Geospatial-Intelligence Agency |
| Adjoining States | Bordering state survey records (Indiana, Ohio, Wisconsin) |
| E. OTHER SOURCES: | Private surveyors' and engineers' records, utility companies, forest product companies, mining companies, land agencies, railroad companies, abstractors, lending institutions, historical societies, oil and gas companies, American Land Title Association surveys |
| F. OTHER MAPS AND PLATS: | Plat books of ownership (Index to County Atlases and Plats) |
| G. AERIAL PHOTOS: | U.S. Soil Conservation Service, U.S. Agriculture Stabilization and Conservation Service, Department of Natural Resources, Department of Transportation, aerial mapping companies, and/or other agencies previously listed |
| H. For Property Owner and Resident Interviews: | |

1. Develop an interview form. The form should include space for the date, interviewer's name, and the name, statement, and signature of the person interviewed.
2. The interviewer should determine the credibility of the person interviewed and make a statement on the interview form.
3. The interviewer should attempt to obtain an affidavit when important parole evidence is used to determine the position of a corner.

ANALYSIS:

- A. Develop a checklist to ensure that all possible sources of information have been investigated.
- B. Review, when necessary, all maps, plats, and aerial photos with the Public Land Survey (PLS) notes to correlate physical calls such as streams, lakes, swamps, etc., with distances on the maps, plats and photos.
- C. Review, when necessary, subsequent surveys to correlate with the PLS and other later surveys.

II RECONNAISSANCE (FIELD)

- A. All record data related to established monuments, accessories, and calls to natural features should be reviewed to locate and define the area of search. Thereafter, a reconnaissance of the area, using the record-research data or PLS methods, is necessary to narrow the area of search and explore the area for evidence. Then, make a survey to locate existing monuments, occupation lines, possible corner locations, and natural feature calls from PLS field notes.
- B. A licensed professional surveyor experienced in land corner search, should make the field search or valuable evidence may be overlooked or destroyed.
- C. The field search should be made at a time of year when conditions are most suitable for uncovering evidence. This may depend on the terrain, vegetation, or seasonal ground cover.
- D. The record evidence of the monument to be located will suggest the type of search equipment to be used during the field search. The following list should be considered when preparing for the search:
 1. Metal locator – for recovery of metallic monuments.
 2. Hand tools (picks, shovel, etc.) – where monumentation is expected within a small area or near the surface.
 3. Mechanical equipment (backhoe or jackhammer) – for excavation in large, deep, or difficult search areas.

The surveyor's judgment will control the depth and extent of the excavation. For reference purposes (for future surveys), provide an excavation report describing the extent and the location of the excavation. This may eliminate duplicate excavation efforts.

- E. In areas where the only information available is the original General Land Office (GLO) survey data or where it is difficult to narrow down a corner search area, it may be advantageous to perform a corner search after a random traverse line has been surveyed along the section lines between known corners. The original line calls and corner locations can be calculated and field located from the random traverse, thus narrowing down the search area and maximizing the effort spent on the actual field search for original survey evidence and/or subsequent survey corner evidence.

CORNER MONUMENTATION

FIELD MONUMENTATION

A. Type of Marker

A durable and easily identifiable marker locatable with a magnetic locator should be placed at the position of each remonumented corner, if possible. Each county will standardize the markers placed within its boundaries. Each marker will be stamped or engraved to identify it, have a centering mark to define the exact location of the corner, and be stamped with the license number of the surveyor responsible for its placement.

B. In-place Markers

An existing in-place, non-ferrous marker shall be replaced with a standard county marker.

SETTING OF MARKER

The marker should be placed carefully to minimize any future movement of the marker. Reference markers should be placed where corner positions are in unstable or inaccessible locations. It is always necessary to consider what future uses may be made of the marker location.

NUMBER OF WITNESSES

Each marker should have a minimum of four (4) witnesses to substantial objects.

LAND CORNER RECORDATION CERTIFICATE

A Land Corner Recordation Certificate shall be prepared and filed for each corner monumented or remonumented. This certificate shall be a complete document relating to the location, monumentation, perpetuation and history of a corner in accordance with 1970 PA 74, MCL 54.201-210d.

HORIZONTAL CONTROL

The ultimate goal of the remonumentation program is the remonumentation of every corner in the State of Michigan, which may include the determination of NAD 83 (North American Datum of 1983) three-dimensional coordinates on these remonumented corners. The task of remonumentation will frequently involve horizontal traverse work between existing corners to enable the restoration of lost and/or obliterated corners. In order to maximize the remonumentation efforts, this traverse should be performed to the minimum accuracy standard allowable to meet the requirements of 1964 PA 9, MCL 54.231-239, i.e., FGCS, Third-order Class I for Horizontal Control.

It should be stressed that the recommended survey control system does not propose to promote the State Plane Coordinate system at the expense of adequate monumentation perpetuation and recordation of corners. Instead, the system seeks to remonument the corners and to erect new accessories to these corners in accordance with sound land surveying procedures while at the same time applying all of the advantages of the State Plane Coordinate system. In counties where extensive traverse work will be required, it will be advantageous to be on the State Plane Coordinate System right from the beginning of the remonumentation project.

There are several publications that can be obtained from the National Geodetic Survey that can assist in understanding State Plane Coordinates and implementing these types of survey traverses:

1. **Understanding State Plane Coordinate Systems** by Joseph F. Dracup
2. **Fundamentals of the State Plane Coordinate Systems** by Joseph F. Dracup
3. **FGCS, Standards and Specifications for Geodetic Control Networks**
4. **FGCS, Geometric Geodetic Accuracy Standards and Specifications for Using GPS Relative Positioning Techniques**

These publications, along with the horizontal and vertical geodetic control data for the county, can be obtained from:

NGS Information Services, NOAA, N/NGS12
 National Geodetic Survey SSMC-3, #9202
 1315 East-West Highway
 Silver Spring, MD 20910-3282
<http://www.ngs.noaa.gov/>

ADDRESSES FOR RESEARCH SOURCES

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| <p>ACSM 6 Montgomery Village Avenue, Suite #403 Gaithersburg, MD 20879 http://www.acsm.net/</p> | <p>FEDERAL COMMUNICATIONS COMMISSION (FCC) 445 12th Street SW Washington, DC 20554 http://www.fcc.gov/</p> |
| <p>BUREAU OF LAND MANAGEMENT BLM Washington Office 1849 C St NW Washington, DC 20240-0001 http://www.blm.gov/</p> | <p>INTERNATIONAL GREAT LAKES SURVEY [This organization no longer exists. Its work was split in half between NOAA and the Corps of Engineers. The data on buoys and level gauges went to NOS, the benchmarks for vertical control on the Great Lakes went to the Geodetic Survey; the analytical work went to the Corps.]</p> |
| <p>BUREAU OF LAND MANAGEMENT Cadastral Survey Eastern States Offices 7450 Boston Boulevard Springfield, VA 22153 www.blm.gov/cadastral/</p> | <p>INTERSTATE COMMERCE COMMISSION [This agency was charged with regulating the economics and services of specified carriers engaged in transportation between states. Surface transportation under the ICC's jurisdiction included railroads, trucking companies, bus lines, freight forwarders, water carriers, oil pipelines, transportation brokers, and express agencies. The ICC's safety functions were transferred to the Dept. of Transportation in 1966; the ICC retained its rate-making and regulatory functions. The agency was eventually terminated in 1995 with its remaining functions transferred to the Surface Transportation Board.]</p> |
| <p>BUREAU OF LAND MANAGEMENT GLO Records Access Staff Eastern States Offices 7450 Boston Boulevard Springfield, VA 22153-3121 http://www.glorerecords.blm.gov/</p> | <p>U.S. Department of Transportation 1200 New Jersey Ave, SE Washington, DC 20590 http://www.dot.gov/</p> <p>Surface Transportation Board 395 E Street, SW Washington DC 20423 http://www.stb.dot.gov/</p> |
| <p>CIVILIAN CONSERVATION CORPS [This agency became the Works Progress Administration in 1935, then the Works Projects Administration in 1939, then Consolidated Federal Works Administration in 1942. It was abolished in 1949 and its services were transferred to the General Services Administration.]</p> <p>U.S. General Services Administration Great Lakes Region (5) Room 3700 230 South Dearborn Street Chicago, IL 60604 http://www.gsa.gov/</p> | |

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| <p>MICHIGAN DEPARTMENT OF EDUCATION Michigan State Library 702 West Kalamazoo Street P.O. Box 30738 Lansing, MI 48909-8238 http://www.michigan.gov/hal/</p> | <p>NATIONAL ARCHIVES AND RECORDS ADMINISTRATION 8601 Adelphi Road College Park, MD 20740-6001 http://www.archives.gov/</p> |
| <p>MICHIGAN DEPARTMENT OF MANAGEMENT & BUDGET Lewis Cass Building 320 South Walnut Street P.O. Box 30026 Lansing, MI 48909 http://www.michigan.gov/dmb/</p> | <p>NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY (NGA) Office of Corporate Relations Public Affairs Division, MS D-54 4600 Sangamore Road Bethesda, MD 20816-5003 https://www1.nga.mil/Pages/Default.aspx</p> |
| <p>MICHIGAN DEPARTMENT OF NATURAL RESOURCES 530 W Allegan St Lansing, MI 48933-1521 http://www.michigan.gov/dnr/</p> | <p>NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA) National Geodetic Survey NGS Information Services, NOAA, N/NGS12 National Geodetic Survey SSMC-3, #9202 1315 East-West Highway Silver Spring, MD 20910-3282 http://www.ngs.noaa.gov/</p> |
| <p>MICHIGAN DEPARTMENT OF NATURAL RESOURCES Michigan Historical Center Sate Archives 702 W Kalamazoo St Lansing, MI 48915-1609 http://www.michigan.gov/dnr/</p> | <p>NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA) National Ocean Service SSMC4, Room 13632 1305 East-West Hwy Silver Spring, Maryland 20910 http://oceanservice.noaa.gov/</p> |
| <p>MICHIGAN DEPARTMENT OF TRANSPORTATION State Transportation Building 425 W. Ottawa St. P.O. Box 30050 Lansing, MI 48909 http://www.michigan.gov/mdot/</p> | <p>NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA) National Ocean Service - Office of Coast Survey 1315 East-West Hwy Room 6127 Silver Spring, MD 20910 http://oceanservice.noaa.gov/programs/cs/</p> |

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| <p>NATIONAL PARK SERVICE 1849 C St NW Washington, DC 20240-0001 http://www.nps.gov/index.htm</p> | <p>U.S. DEPARTMENT OF AGRICULTURE Natural Resources Conservation Service (NRCS) 3001 Coolidge Road, Suite 250 East Lansing, Michigan 48823 http://www.nrcs.usda.gov/</p> |
| <p>NATIONAL PARK SERVICE Midwest Region 601 Riverfront Drive Omaha, NE 68102-4226 http://www.nps.gov/index.htm</p> | <p>U.S. DEPARTMENT OF TRANSPORTATION 1200 New Jersey Avenue, SE Washington, DC 20590 http://www.fhwa.dot.gov/</p> |
| <p>U.S. ARMY CORPS OF ENGINEERS Headquarters, US Army Corps of Engineers 441 G. Street, NW Washington, DC 20314-1000 http://www.usace.army.mil/</p> | <p>U.S. DEPARTMENT OF TRANSPORTATION Federal Highway Administration 315 W Allegan St Lansing, MI 48933-1500 http://www.fhwa.dot.gov/</p> |
| <p>U.S. ARMY CORPS OF ENGINEERS North Central Division Detroit District (CELRE-PA) P. O. Box 1027 Detroit, MI 48231-1027 http://www.lre.usace.army.mil/</p> | <p>U.S. FISH AND WILDLIFE SERVICE 1849 C St NW Washington, DC 20240-0001 http://www.fws.gov/</p> |
| <p>U.S. DEPARTMENT OF AGRICULTURE 1400 Independence Ave., S.W. Washington, DC 20250 http://www.usda.gov/</p> | <p>U.S. FISH AND WILDLIFE SERVICE Great Lakes – Big Rivers (Midwest Region – Region 3) One Federal Drive Fort Snelling, MN 55111-4056 http://www.fws.gov/midwest/</p> |
| <p>U.S. DEPARTMENT OF AGRICULTURE Natural Resources Conservation Service (NRCS) P.O. Box 2890 Washington, DC 20013 http://www.nrcs.usda.gov/</p> | <p>U.S. FISH AND WILDLIFE SERVICE Great Lakes – Big Rivers (Midwest Region – Region 3) East Lansing Ecological Services Office 2651 Coolidge Road East Lansing, MI 48823 http://www.fws.gov/midwest/</p> |

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| <p>U.S. FOREST SERVICE 1400 Independence Ave., SW Washington, D.C. http://www.fs.fed.us/</p> | <p>U.S. GEOLOGICAL SURVEY 6520 Mercantile Way, Suite 5 Lansing, MI 48911 http://www.usgs.gov/</p> |
| <p>U.S. FOREST SERVICE Eastern Region - R9 626 East Wisconsin Ave. Milwaukee, WI 53202 http://www.fs.fed.us/</p> | <p>U.S. GOVERNMENT PRINTING OFFICE 732 North Capitol Street, NW Washington, DC 20401-0001 http://www.gpo.gov/</p> |
| <p>U.S. GEOLOGICAL SURVEY Headquarters and Eastern Region 12201 Sunrise Valley Drive Reston, VA 20192, USA http://www.usgs.gov/</p> | |

APPENDIX F – SURVEY HISTORY

SURVEYING HISTORY OF MACOMB COUNTY

All of the townships in Macomb County were surveyed (i.e., subdivided into Sections) in 1817 and 1818. Macomb's surveys were some of the first to be mapped out when the U.S. Government resumed such surveys in 1815; after the War of 1812 ended and work on the Erie Canal began.

The Government Surveyors' original Plats of the townships illustrated features such as Indian paths, plains, swamps and Indian reservations (two reservations were located in Chesterfield Township.) The early surveyors worked their way through the woods and swamps, using only a surveyor's compass and a 66-foot chain to measure and monument the mostly square-mile sections.

All of the County's surveys were done by the time that the County of Macomb was established in January of 1818 by an act of the Michigan Territorial Legislative Council. This was well before Michigan became a state on January 26, 1837.

In November of 1822, William Austin Burt and John Allen purchased the southwest quarter (160 acres) of Section 31 in Washington Township for \$320.00. The land patent was signed by President James Monroe.

Shortly thereafter, William Austin Burt became the most famous surveyor in our country. He was the inventor of the Solar Compass which was patented in 1836 and was required to be used for all U.S. Surveys, subsequently replacing the magnetic compass.

In 1832, he became an Associate Justice of the Macomb County Circuit Court and was also appointed as Mt. Vernon's (now known as Washington Township) first Postmaster. Additionally, Burt and his survey crew were responsible for the discovery of iron ore near Negaunee, Michigan in September of 1844.

The Office of County Surveyor originated in 1830 and William A. Burt was elected as Macomb's first County Surveyor. It was an elected position consisting of a two-year term. Macomb County Surveyors, many of whom served several terms are as follows:

Macomb County Surveyors:

1830-1838 – William A. Burt
 1838-1844 – Joel Manley
 1844-1850 – Charles Mallary
 1850-1856 – George Adaire
 1856-1860 – George H. Cannon
 1860-1864 – Ludwig Wesolowski
 1864-1870 – George Adaire
 1870-1878 – Clarence Stephens
 1878-1884 – George Adaire
 1884-1890 – Charles Adaire
 1890-1894 – Milton Nye
 1894-1906 – Cortez Fessenden
 1906-1912 – George Phillips
 1912-1928 – Walter J. Lehner
 1928-1934 – Harry J. Fuller

In 1934 the elected position of County Surveyor was eliminated. Thereafter, the task of maintaining county land records was reassigned to a position entitled Property Surveyor. The Property Surveyor worked out of the County's Land File or Addressograph Department. The position of Property Surveyor was an appointed one; however, in the mid 1960s it was officially abolished, leaving the land records to be maintained by the Register of Deeds Office.

The continuation of public land survey corner records was defined by the passage of two legislative pieces: Act 74 of 1970 and Act 132 of 1970. Act 74; "Corner Recordation Act" established the duties of the Register of Deeds Office outlining the perpetuation of the monumentation of land corners and their recordation of the information relating to these corners. Act 132 stated that surveys relative to the division of land be filed in the Register of Deeds Office.

Act 345 of 1990; "State Survey and Remonumentation Act" created a commission to establish the duties of the commission and one function of Act 345 was to define the powers of the local remonumentation program. It was at this time that Macomb County appointed a County Representative to oversee the duties of the remonumentation program. Following are the licensed professional surveyors who have held the position as Macomb County Surveyor Representative since the passage of Act 345:

1992-1994 – Frank DeDecker, P.S.
 1994-2003 – William E. Soderberg, P.S.
 2003-Present – Martin C. Dunn, P.S.

STATE SURVEY AND REMONUMENTATION ACT
Act 345 of 1990

AN ACT to create a state survey and remonumentation commission and to prescribe its powers and duties; to provide for the appointment of an executive director; to provide for a contract for the services of a state geodetic advisor; to create the state survey and remonumentation fund and to provide for its use; to coordinate and implement the monumentation and remonumentation of property controlling corners in this state and coordinate the establishment of geographic information systems; and to provide for certain powers and duties of certain state and local officers and agencies.

History: 1990, Act 345, Eff. Jan. 1, 1991.

Compiler's note: For transfer of powers and duties of the state survey and remonumentation commission, with the exception of powers and duties of the executive director, from the department of commerce to the director of the department of consumer and industry services, see E.R.O. No. 1996-2, compiled at MCL 445.2001 of the Michigan Compiled Laws.

For transfer of the powers and duties of the executive director of the survey and remonumentation commission to the director of the department of consumer and industry services, and the abolishment of the position, see E.R.O. No. 1996-2, compiled at MCL 445.2001 of the Michigan Compiled Laws.

The People of the State of Michigan enact:

54.261 Short title.

Sec. 1. This act shall be known and may be cited as the "state survey and remonumentation act".

History: 1990, Act 345, Eff. Jan. 1, 1991.

Compiler's note: For transfer of powers and duties of the state survey and remonumentation commission, with the exception of powers and duties of the executive director, from the department of commerce to the director of the department of consumer and industry services, see E.R.O. No. 1996-2, compiled at MCL 445.2001 of the Michigan Compiled Laws.

For transfer of the powers and duties of the executive director of the survey and remonumentation commission to the director of the department of consumer and industry services, and the abolishment of the position, see E.R.O. No. 1996-2, compiled at MCL 445.2001 of the Michigan Compiled Laws.

54.262 Definitions.

Sec. 2. As used in this act:

- (a) "Commission" means the director of the department of energy, labor, and economic growth.
- (b) "County plan" means a county monumentation and remonumentation plan under section 8.
- (c) "Executive director" means the person appointed to that office under section 7.
- (d) "Fund" means the state survey and remonumentation fund created in section 11.
- (e) "Property controlling corner" for a property means a public land survey corner or any property corner that does not lie on a property line of the property in question but that controls the location of 1 or more of the property corners of the property in question.

History: 1990, Act 345, Eff. Jan. 1, 1991;—Am. 1998, Act 5, Imd. Eff. Feb. 6, 1998;—Am. 2010, Act 260, Eff. Dec. 22, 2010.

54.263 State survey and remonumentation commission; creation; membership; terms; vacancy; compensation; expenses.

Sec. 3. (1) The state survey and remonumentation commission is created in the department of commerce.

(2) The commission shall consist of 5 members, who shall be appointed by the governor, with the advice and consent of the senate, as follows:

- (a) One member shall represent the general public.
- (b) The remaining 4 members shall be land surveyors licensed pursuant to article 20 of the occupational code, Act No. 299 of the Public Acts of 1980, being sections 339.2001 to 339.2014 of the Michigan Compiled Laws, 1 of whom also shall be serving as a county surveyor for a county in this state. The 4 members appointed under this subdivision shall be residents of the following areas of this state:
 - (i) One shall be a resident of the Upper Peninsula of Michigan, 1 shall be a resident of the area of the Lower Peninsula of Michigan that is north of the survey township line lying between survey township 16 north and survey township 17 north, and 1 shall be a resident of the area of the Lower Peninsula of Michigan that is south of the survey township line lying between survey township 16 north and survey township 17 north.

(ii) One shall be a member at large, and shall be a resident of any area of this state.

(3) Of the 5 members first appointed to the commission, 1 shall be appointed for a term of 1 year, 1 for a term of 2 years, 1 for a term of 3 years, and 2 for terms of 4 years each. At the expiration of the term of each member, the governor shall appoint a successor, who shall hold office for a term of 4 years and until his or her successor has been appointed and qualified. A vacancy in the office of a member of the commission shall be

filled by appointment by the governor, with the advice and consent of the senate, for the unexpired term.

(4) Members of the commission shall serve without compensation, but shall be reimbursed for actual and necessary per diem expenses in accordance with standards established annually by the legislature for similar boards or commissions that are reimbursed from the general fund.

History: 1990, Act 345, Eff. Jan. 1, 1991.

54.264 Commission; chairperson; meetings.

Sec. 4. At the commission's first meeting, 1 member of the commission shall be selected by a majority of the commission members to be chairperson. The commission shall meet at least 4 times each year, at a time and place agreed upon by the commission. The chairperson may call special meetings at a time and place determined by the chairperson.

History: 1990, Act 345, Eff. Jan. 1, 1991.

54.265 Conduct of business at public meetings; public notice; writings.

Sec. 5. (1) The business that the commission performs shall be conducted at a public meeting of the commission held in compliance with the open meetings act, Act No. 267 of the Public Acts of 1976, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976.

(2) A writing prepared, owned, used, in the possession of, or retained by the commission in the performance of an official function shall be made available to the public in compliance with the freedom of information act, Act No. 442 of the Public Acts of 1976, being sections 15.231 to 15.246 of the Michigan Compiled Laws.

History: 1990, Act 345, Eff. Jan. 1, 1991.

54.266 Expediting county's or counties' plan; payment or reimbursement of costs.

Sec. 6. (1) The commission shall do all of the following:

(a) Coordinate the restoration, maintenance, and the preservation of the land survey records of vertical and horizontal monuments, the public land survey system, and the property controlling corners established by the United States public land survey and by the national geodetic survey within this state, including, but not necessarily limited to, all pertinent field notes, plats, and documents; and coordinate the restoration, establishment, maintenance, and preservation of other boundary records otherwise established by law, or considered by the commission to be of importance.

(b) Establish, maintain, and provide safe storage facilities for a comprehensive system of recordation and dissemination of land information records.

(c) Coordinate the extension, densification, and maintenance of the horizontal and vertical control networks initiated by the federal government through the national geodetic survey and the United States geological survey.

(d) Coordinate the collection and preservation of information obtained from surveys made by persons or organizations authorized to establish monuments or land boundaries, and to assist in proper recording of monuments or land boundaries by county surveyors or registers of deeds.

(e) Foster, encourage, and promote the establishment of remonumentation programs in every county in this state.

(f) Establish and maintain a data base of information on approved monumented horizontal and vertical control in this state.

(g) On or before October 1, 1993, and biennially after October 1, 1993, submit a report to the legislature. The report shall include, but not be limited to, all of the following:

(i) A summary of the commission's activities regarding administration of this act.

(ii) An assessment of the progress of the implementation of county monumentation and remonumentation plans throughout this state.

(iii) A statement regarding the amount of money that was received and disbursed from the fund.

(iv) An assessment of how much money is necessary to carry out monumentation or remonumentation of the entire state.

(v) An assessment of whether the money received in the fund is adequate to implement this act.

(vi) Recommendations including, but not limited to, the level of funding that is necessary to implement this act.

(h) On or before October 1, 1993, submit a copy of the initial report that is prepared pursuant to subdivision (g) to the county board of commissioners of each county of this state.

(i) Establish and administer a grant program to counties to implement this act.

(2) If a county or 2 or more counties elect to expedite the county's or counties' plan as provided in section 8(5), the commission shall enter into a contract described in section 8(5) to pay or reimburse the costs of expediting the plan. The amount expended or borrowed for expediting the county's or counties' plan shall be paid from the fund as provided in section 12(2) and (4).

History: 1990, Act 345, Eff. Jan. 1, 1991;—Am. 1998, Act 5, Imd. Eff. Feb. 6, 1998.

54.267 Executive director.

Sec. 7. (1) The commission shall appoint an executive director. The executive director, under the direction of the commission, shall carry out the routine duties of the commission, as delegated to the executive director by the commission. The executive director shall retain employees, including at least 1 licensed surveyor and adequate secretarial staff, as the executive director considers necessary. The employees shall be classified civil servants.

(2) The commission shall enter into a contract with a geodetic advisor qualified to perform the duties described in section 6(c).

History: 1990, Act 345, Eff. Jan. 1, 1991.

54.268 County monumentation and remonumentation plans.

Sec. 8. (1) Each county shall establish a county monumentation and remonumentation plan. Not later than 1 year after January 1, 1991, the commission shall create and distribute a model county plan that may be adopted by a county with any changes appropriate for that county. Not later than January 1, 1994, each county shall have submitted a county plan that is approved by the commission.

(2) A county plan shall provide for all of the following:

(a) The monumentation or remonumentation of the entire county, within 20 years, under the guidelines of the manual of instructions for the survey of the public lands of the United States, 1973, prepared by the bureau of land management of the department of interior, technical bulletin 6, or subsequent editions.

(b) The provision of copies of all survey monumentation information produced by the county plan to the county surveyor and the commission.

(c) The filing with the county surveyor and the commission of copies of all monumentation or remonumentation documents required to be recorded with the register of deeds under the corner recordation act, 1970 PA 74, MCL 54.201 to 54.210d, or recorded with the register of deeds under 1970 PA 132, MCL 54.211 to 54.213.

(d) A perpetual monument maintenance plan that provides for all corners to be checked, and if necessary remonumented, at least once every 20 years.

(e) Any other provisions reasonably required by the commission for purposes of this act.

(3) Two or more contiguous counties may submit a multicounty plan, which shall meet the same requirements within each member county as are established for a county plan under this act.

(4) If a county fails to establish and submit a plan that is approved by the commission within the time required under subsection (1), the commission shall initiate and contract for the implementation of a county plan in that county pursuant to section 10.

(5) Upon the establishment and approval by the commission of a county plan, a county may expend or borrow funds to expedite the completion of its plan. If a county or 2 or more counties elect to expend or borrow funds to expedite their county plan, the commission shall enter into a contract to provide that the costs to expedite that plan including the payment of the principal of and interest on the bonds issued under subsection (7) are reimbursed or paid from the fund as provided in section 12(2) and (4).

(6) A county or 2 or more counties that expended or borrowed money to expedite their county plan after January 1, 1991 may recapture costs expended or borrowed and used to expedite that plan, which shall be paid out of the fund as provided in section 12(2) and (4). The commission shall pay those costs to the county over a period of not less than 10 years.

(7) Upon the establishment and approval by the commission of a county plan, a county or 2 or more counties seeking to expedite their county plan may by resolution of the county board of commissioners, and without the vote of its electors, issue bonds payable primarily from the money received or to be received under the contract provided for in subsection (5). These bonds may be secured by a limited tax full faith and credit pledge of the county or counties. The bonds shall be payable in annual installments, and unless otherwise determined by the commission, the annual installments are not to exceed the length of the contract that the county or counties entered into with the commission under subsection (5). The issuance of bonds under this section shall be subject to the provisions of the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821.

History: 1990, Act 345, Eff. Jan. 1, 1991;—Am. 1998, Act 5, Imd. Eff. Feb. 6, 1998;—Am. 2002, Act 489, Imd. Eff. June 28, 2002.

Rendered Wednesday, September 12, 2012

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Michigan Compiled Laws Complete Through PA 300 of 2012

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54.269 County surveyor as county representative for surveying projects.

Sec. 9. The county surveyor in each county in this state shall be the county representative for all surveying projects approved by or initiated through the commission. In a county that does not have a county surveyor, a licensed surveyor shall be appointed and shall perform the duties described in this section.

History: 1990, Act 345, Eff. Jan. 1, 1991.

54.270 Conducting monumentation or remonumentation pursuant to negotiated contracts; cost.

Sec. 10. (1) Any monumentation or remonumentation conducted by the commission shall be pursuant to negotiated contracts. The commission shall prepare specifications for each contract negotiated by the commission, and shall monitor the field work and notes of all work done under each contract to ensure compliance with those specifications.

(2) The commission shall pay the cost of any contracts under this section from the fund.

History: 1990, Act 345, Eff. Jan. 1, 1991.

54.271 State survey and remonumentation fund generally.

Sec. 11. (1) The state survey and remonumentation fund is created in the state treasury as a separate fund. The fund shall be administered by the commission.

(2) Money deposited in the fund, and all interest and earnings generated by the fund, except as otherwise provided in this section, shall not lapse at the end of a fiscal year, but shall remain in the fund to be expended as provided in this act. For the fiscal year ending September 30, 2006 only, \$15,000,000.00 of the unreserved balance in the fund shall be deposited in the state general fund.

(3) The fund may accept funds received as gifts or donations, or funds received from individuals or corporations to be used for purposes of this act.

(4) The commission may direct the department of treasury to establish restricted subaccounts within the fund as necessary to administer the fund.

(5) In addition to any other appropriation, it is the intent of the legislature that this state appropriate an amount from the general fund to the fund equal to the difference between the amount deposited into the fund in the fiscal year and the following amounts for the following fiscal years:

(a) \$10,134,000.00 in the 2005-2006 fiscal year.

(b) \$11,134,000.00 in the 2006-2007 and the 2007-2008 fiscal years.

(6) Subsection (5) only applies if the amount deposited into the fund is less than \$10,134,000.00 in the 2005-2006 fiscal year and \$11,134,000.00 in the 2006-2007 and the 2007-2008 fiscal years.

History: 1990, Act 345, Eff. Jan. 1, 1991;—Am. 2006, Act 76, Imd. Eff. Mar. 24, 2006.

54.272 State survey and remonumentation fund; use of money; provisions applicable to deposited funds; payment to county or counties; limitation.

Sec. 12. (1) Money in the fund shall be used by the commission for the following purposes:

(a) Annual grants to the various counties to implement their county plans, excluding the perpetual monument maintenance plan described in section 8(2)(d).

(b) Annual grants to 2 or more counties to implement their multicounty plan, excluding the perpetual monument maintenance plan described in section 8(2)(d).

(c) The implementation of county plans that are initiated and contracted for by the commission pursuant to section 8(4).

(d) An annual grant to each county that has a county plan or to 2 or more counties that have a multicounty plan to implement the perpetual monument maintenance plan described in section 8(2)(d). The commission shall make not less than 5% of the total amount of the fund available for grants under this subdivision.

(e) The payment of contracts that are entered into by the commission under section 10.

(f) Other activities necessary, incidental, or appropriate to implement this act.

(2) In addition to the purposes described in subsection (1), money in the fund shall be used to pay the costs of expediting a plan or to reimburse the cost described in section 8(6) and (7), for a county or 2 or more counties that have elected to expend or borrow funds to expedite the implementation of the county's or counties' plan.

(3) Of the money collected and remitted to the state treasurer for deposit in the fund pursuant to section 2567a of the revised judiciary act of 1961, 1961 PA 236, MCL 600.2567a, both of the following shall apply:

(a) An annual grant to a county pursuant to subsection (1)(a) or to 2 or more counties pursuant to subsection (1)(b) shall be in an amount that is not less than 40% of the amount of money collected in that

county or those counties, as applicable, under section 2567a of the revised judicature act of 1961, 1961 PA 236, MCL 600.2567a, during the calendar year immediately preceding the year in which the grant is made.

(b) If the commission initiates and contracts for the implementation of a county plan for a county pursuant to section 8(4), the commission shall annually spend an amount that is not less than 40% of the amount of money collected in that county under section 2567a of the revised judicature act of 1961, 1961 PA 236, MCL 600.2567a, during the calendar year immediately preceding the year in which the expenditure is made, to implement that county plan.

(4) If the commission contracts with a county or 2 or more counties that elect to expend or borrow funds to expedite the implementation of the county's or counties' plan under section 6(2), the commission shall annually pay to that county or counties in lieu of any grant or payments under subsection (3) an amount that is not less than 40% of the amount of money collected in that county or counties under section 2567a of the revised judicature act of 1961, 1961 PA 236, MCL 600.2567a, during the calendar year and will be paid in annual installments until the contract is paid in full.

(5) In addition to the purposes described in subsections (1) and (2), any amount of money not greater than \$500,000.00 that is appropriated by the legislature to pay the costs of the monumentation of the Michigan-Indiana state boundary line pursuant to the Michigan and Indiana state line monument act shall be used by the department of energy, labor, and economic growth only for that purpose.

History: 1990, Act 345, Eff. Jan. 1, 1991;—Am. 1998, Act 5, Imd. Eff. Feb. 6, 1998;—Am. 2002, Act 489, Imd. Eff. June 28, 2002;—Am. 2010, Act 260, Eff. Dec. 22, 2010.

54.273 Application for annual grant; form.

Sec. 13. An application for an annual grant authorized pursuant to this act shall be made on a form prescribed and furnished by the commission. The commission may require the applicant to provide any information reasonably necessary to allow the commission to make a determination required by this act.

History: 1990, Act 345, Eff. Jan. 1, 1991.

54.274 Grant; conditions.

Sec. 14. (1) The commission shall not make a grant pursuant to section 12(1)(a) or (b) unless all of the following conditions are met:

(a) The applicant files an application for the grant on or before December 31 of the calendar year immediately preceding the year in which the grant is made.

(b) The applicant has established a county plan or a multicounty plan that has been approved by the commission on or before December 31 of the calendar year immediately preceding the year in which the grant is made.

(c) The applicant demonstrates to the commission the capability to carry out the county plan or multicounty plan.

(d) The applicant demonstrates to the commission that it has not completed the monumentation or remonumentation of the county, or of the several counties in a multicounty plan.

(2) The commission shall not make a grant pursuant to section 12(1)(d) unless the applicant demonstrates to the commission that it has completed the monumentation or remonumentation of the county, or of the several counties in a multicounty plan.

History: 1990, Act 345, Eff. Jan. 1, 1991.

54.275 Grant recipient to obtain authorization for significant change to plan; revocation or withholding of grant.

Sec. 15. (1) A recipient of a grant made pursuant to section 12(1)(a), (b), or (d) shall obtain authorization from the commission before implementing a change that significantly alters the approved county plan or multicounty plan.

(2) The commission may revoke a grant made by it pursuant to this act or withhold payment if the recipient of the grant fails to comply with the terms and conditions of the grant, or with requirements of this act or the rules promulgated pursuant to this act.

(3) The commission may withhold a grant until the commission determines that the recipient is able to proceed with the implementation of the county plan or multicounty plan.

History: 1990, Act 345, Eff. Jan. 1, 1991.

54.276 Copies of commission records.

Sec. 16. (1) The commission, upon request, shall provide copies or certified copies of records in its possession to the public, other state agencies or officers, or local governmental agencies. The commission

may charge a reasonable fee for providing the records.

(2) A certified copy of a record provided by the commission is admissible in court as evidence, without further identification, if the substance of the record is properly admissible in the proceeding.

History: 1990, Act 345, Eff. Jan. 1, 1991.

54.277 Rules.

Sec. 17. The department of commerce shall promulgate rules pursuant to the administrative procedures act of 1969, Act No. 306 of the Public Acts of 1969, being sections 24.201 to 24.328 of the Michigan Compiled Laws, to implement this act. In doing so, the department shall consider recommendations provided to them by the commission.

History: 1990, Act 345, Eff. Jan. 1, 1991.

54.278 Effective date.

Sec. 18. This act shall take effect January 1, 1991.

History: 1990, Act 345, Eff. Jan. 1, 1991.

54.279 Conditional effective date.

Sec. 19. This act shall not take effect unless Senate Bill No. 381 of the 85th Legislature is enacted into law.

History: 1990, Act 345, Eff. Jan. 1, 1991.

Compiler's note: Senate Bill No. 381, referred to in this section, was filed with the Secretary of State December 21, 1990, and became P.A. 1990, No. 346, Eff. Jan. 1, 1991.

REVISED JUDICATURE ACT OF 1961 (EXCERPT)
Act 236 of 1961

600.2567a Fee for recording instrument; amount and payment; additional to other fees; remittance and disposition of fees; limitation; applicability of section; "county plan" defined.

Sec. 2567a. (1) Except as otherwise provided in subsection (4), the county register of deeds shall collect a fee for recording any instrument. Before January 1, 2023, the fee shall be \$4.00. Beginning January 1, 2023, the fee shall be \$2.00. The fee shall be paid when the instrument is left for record.

(2) The fee required by this section is in addition to any fees required in section 2567 or fees or charges otherwise required by law for the recording of instruments.

(3) The fees collected under this section shall be remitted to the state treasurer quarterly, and shall be deposited by the state treasurer in the survey and remonumentation fund created in section 11 of the state survey and remonumentation act, 1990 PA 345, MCL 54.271, except that a county may retain not more than 1-1/2% of each fee collected under subsection (1) to cover the costs of administering this section.

(4) If, pursuant to a contract under section 8(5) of the state survey and remonumentation act, 1990 PA 345, MCL 54.268, a county has expended funds to expedite the completion of its county plan, the county may apply not more than 50% of its annual grant revenue under section 12(1)(a) of the state survey and remonumentation act, 1990 PA 345, MCL 54.272, to reimburse itself for these expenditures, until these expenditures have been fully reimbursed.

(5) This section does not apply to any of the following:

(a) An agency of the state when filing or recording any instrument with the county register of deeds under the state tax lien registration act, 1968 PA 203, MCL 211.681 to 211.687.

(b) An individual or any public or private legal entity when recording a lien or discharge of a lien with the county register of deeds under section 15 of the Michigan employment security act, 1936 (Ex Sess) PA 1, MCL 421.15.

(c) An agency of the federal government when filing or recording any instrument with the county register of deeds under the uniform federal lien registration act, 1983 PA 102, MCL 211.661 to 211.668.

(d) An individual or any public or private legal entity when recording any instrument with the county register of deeds under the uniform commercial code, 1962 PA 174, MCL 440.1101 to 440.11102.

(e) A foreclosing governmental unit when recording any instrument required under sections 78 to 78o of the general property tax act, 1893 PA 206, MCL 211.78 to 211.78o.

(6) As used in this section, "county plan" means a monumentation and remonumentation plan under section 8 of the state survey and remonumentation act, 1990 PA 345, MCL 54.268.

History: Add. 1990, Act 346, Eff. Jan. 1, 1991;—Am. 2002, Act 700, Eff. Mar. 31, 2003;—Am. 2006, Act 662, Eff. Mar. 30, 2007.

THE MANAGEMENT AND BUDGET ACT (EXCERPT)
Act 431 of 1984

18.1237b Architects, professional engineers, professional surveyors, and qualified firms; selection.

Sec. 237b. The selection of architects, professional engineers, professional surveyors, and qualified firms shall be made in accordance with competitive, qualifications-based selection processes and procedures for the type of professional service required by the department.

History: Add. 2002, Act 504, Imd. Eff. July 19, 2002.

Popular name: Act 431

Popular name: DMB

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1.0 INTRODUCTION AND BACKGROUND

What is QBS?

Qualifications-Based Selection (QBS) is an objective, flexible procedure for obtaining architectural, engineering, land surveying, and other related professional design services on public projects. It assists an owner in the selection process if the owner does not already have a professional design consultant. The QBS process is helpful to frequent users of design services as well as one-time users with little or no past practical experience in working with design professionals. QBS provides owners with a selection process that is straightforward and easy to implement, is objective and fair, can be well documented, and is open to audit.

QBS has received national and state attention in the public sector through legislation for many years. In October, 1972, the federal government enacted Public Law 92-582 covering the selection of architects and engineers based on qualifications. This bill has since been known as the Brooks Selection Bill, as it was introduced by U.S. Representative Jack Brooks of Texas.

The QBS Coalition was formed in 1984. In 1987, it undertook the charge by the Michigan Legislature in House Concurrent Resolution #206 to provide a documented understanding of the process. The QBS Coalition for Michigan is supported by the following associations:

- The Consulting Engineers Council of Michigan
- The Michigan Society of Architects
- The Michigan Society of Professional Engineers
- The Michigan Society of Registered Land Surveyors
- The Engineering Society of Detroit

The term "design professional" is used in this document to represent any of the design professions, or combination thereof, including architecture, engineering, land surveying, and support services.

"Owner" is used in this document to represent the public user of design professional services.

The Michigan QBS document has been prepared for use by public purchasers of professional design services, and derives from experience gained by the Architectural and Engineering Societies in Wisconsin and other states with similar programs. In addition, the report and workbook by the American Institute of Architects, "Qualifications-Based Selection: A Process for the Selection of Architects by Public Owners", was used. The QBS Coalition of Michigan has modified these documents to make them applicable in Michigan.

STATE OF MICHIGAN



MICHIGAN LEGISLATURE

House Concurrent Resolution No. 206

Offered by Representatives Stabenow, Dodak, Hertel, Richard A. Young, Griffin, Hoffman, Hunter and Van Singel and Senator George Hart

A CONCURRENT RESOLUTION URGING THE DEPARTMENTS OF MICHIGAN STATE GOVERNMENT AND THE POLITICAL SUBDIVISIONS OF THIS STATE TO SELECT THE SERVICES OF A DESIGN PROFESSIONAL BASED UPON QUALIFICATION

WHEREAS, It is the duty of the State of Michigan to provide for the safety of its citizens and, in so doing, provide for safely designed, engineered, and constructed public roads, highways, bridges, buildings, drainage systems, and improvements of all kinds to real property; and

WHEREAS, The State of Michigan and its political subdivisions continue to be subjected to lawsuits and liability for the design, engineering, and construction of public buildings, roads, highways, and other improvements, exposing the State and its political subdivisions to large disbursements of public funds for settlements and satisfaction of judgments; and

WHEREAS, It is in the best interest of the State of Michigan to protect the people by demanding and insuring that qualified architects, engineers, and land surveyors, also known as design professionals, render services which will assist toward making any construction safer for public use; and

WHEREAS, Selection based upon the qualifications of the design professional to perform the required service rather than selection of services based merely upon price, even though price may be important, is more likely to produce a better and safer end result; and

WHEREAS, Throughout Michigan there are many design professionals eminently qualified to perform services needed by the State of Michigan and its communities for the safe and proper construction of public improvements; and

WHEREAS, Qualified design professionals and firms should be selected for particular tasks based upon the appropriate qualifications of the job and done in an orderly and equitable manner; now, therefore, be it

RESOLVED BY THE HOUSE OF REPRESENTATIVES (the Senate concurring), That the Michigan Legislature urges the departments of Michigan state government and all local political subdivisions engaged in the practice of procuring design professional services to institute suitable processes for the selection of a design professional or firm; and be it further

RESOLVED, That these processes for the selection of design professionals or firms be based first upon the qualifications of the design professionals or firms to perform the required work and, then, after qualified design professionals or firms have been chosen, negotiations as to the cost of services and the project be entered into with the qualified design professionals or firms; and be it further

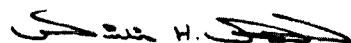
RESOLVED, That the professional organizations of design professionals under the lead of the Michigan Society of Architects and the Consulting Engineers Council of Michigan should formulate criteria to be used to determine the qualifications for the selection process, and be it further

RESOLVED, That if price negotiations cannot be satisfactorily completed with the highest ranked design professional or firm based upon the appropriate qualifications, then such negotiations should cease and begin with the design professional or firm that is the next most qualified to perform the required work, and so forth until a design professional or firm is selected to render the needed services; and be it further

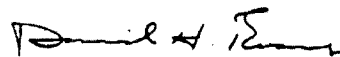
RESOLVED, That equal opportunity for all design professionals be incorporated and implemented within these processes for women and minorities.

Adopted by the House of Representatives, June 9, 1987

Adopted by the Senate, June 15, 1987



Secretary of the Senate



Clerk of the House of Representatives

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3.0 HOW DOES QUALIFICATIONS-BASED SELECTION (QBS) WORK?

QBS is a fair and rational procedure that facilitates the selection of a design professional on the basis of qualifications and competence in relation to the scope and needs of a particular project. In most instances, the QBS process should include all or some of the following steps:

1. The owner identifies the general scope of work.
2. The selection schedule is established.
3. A list of design professional firms is compiled.
4. Qualification documents are requested.
5. Qualification documents are evaluated.
6. A shortlist of firms to be interviewed is composed.
7. Interviews are conducted.
8. Firms are ranked for selection.
9. A contract is negotiated with the top-ranked firm. If an agreement cannot be reached, those negotiations are ended and negotiations are begun with the second-ranked firm, and so on down the line, until agreement is reached and a firm is selected.
10. All firms involved receive post-selection communications.

This step-by-step procedure and its variations are detailed in the following sections.

3.1 DEVELOPING THE GENERAL SCOPE OF WORK

To begin the selection process, the owner must briefly identify the general scope and the particular needs of the project. Just as the owner needs information about the qualifications and competence of the design professional firms, the firms need to know the project requirements and goals. When the scope of work is properly described and communicated, it saves time, money, and effort for both the owner and the design professional. A well-defined scope of work allows the design firms to tailor their statements of qualifications directly to the project requirements, and provides the owner with a uniform basis for evaluating the responses.

The following are the basic elements that normally will be included in a statement of the scope of work for a project:

- Owner's name.
- Description of function and short history of the owner organization or agency, including the goals or events that prompted the project.
- Project name or identification.
- Project location.
- Contact person. (This person should be identified clearly as the only person to contact for information on the project.)
- Identification and explanation of involvement of selection panel or client groups, e.g. boards, foundations, committees, citizens groups.

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- Descriptions of other construction in process or planned for the same site but not part of the scope of work.
- Descriptions of completed studies, surveys, and/or preliminary feasibility work that are relevant to the project and available to the firms that will be shortlisted and interviewed.
- Requirements for further feasibility planning prior to design and construction.
- Project outline, including (to the extent known) the intended size, function, and occupancy; and other general anticipated requirements, e.g. renovation, demolition, additions, new construction; and energy, land use, and site selection considerations.
- Anticipated schedule including completion of design work, beginning of construction, and planned project completion date.
- Description of design professional selection process, including involvement of groups mentioned above.
- Additional or unique requirements or considerations such as referenda, anticipated funding strategy, and budgeting.

Additional items may be added to this list as appropriate to provide guidance to the competing firms and to meet the needs of the owner. All services to be provided by the design professional — including feasibility studies, design, construction coordination, budget development, funding strategy — should be specifically identified.

Forms for guidance in preparing a Preliminary Scope of the Work, and examples, are included in the Appendix.

3.2 ESTABLISHING A SELECTION TIME FRAME

To keep the process of selecting a design professional proceeding smoothly, owners should establish a time frame for completion of the selection process. Establishing the time frame prevents misunderstanding and last-minute “surprises” that might delay or sidetrack the process.

The time frame for each project will differ, depending upon the nature of the project, the concerns of the owner, and other factors. In some instances, the tour of existing facilities may be provided to firms before shortlisting. Sometimes, the complexity of a project calls for second or third interviews, although multiple interviews generally should be discouraged. In any case, the time frame should be modified to ensure that all of these variables are taken into account, and that the established schedule is appropriate.

A sample form is included, for guidance in developing a time frame.

3.3 COMPILING A LIST OF DESIGN PROFESSIONALS

How does the owner identify professional design firms from which to request statements of qualifications? Some of the factors that should be considered are:

- The type of firm needed, e.g. architectural, engineering, surveying, or related design professionals.
- The reasonable number of firms that the owner can evaluate.
- The geographic locations and distribution of the firms.

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Advertisements for Public Projects

Placing public notices of projects in newspapers and trade or professional publications is often required by state and local laws or regulations. Such announcements will reach many in the design community, and will result in a large number of responses. If this approach is used, the advertisement should specify information to be submitted, and the owner must be prepared to spend time evaluating the expressions of interest to narrow responses down to a workable number of firms.

Directories

Most professional organizations publish directories or make mailing lists of member firms available. These often can help owners identify firms with interest and/or experience in specific types of projects. The Michigan Society of Architects, the Consulting Engineers Council of Michigan, the Michigan Society of Professional Engineers, the Michigan Society of Registered Land Surveyors, and many other organizations maintain directories to help owners locate firms. Directories usually can be found in the reference section of the local library. Local telephone yellow pages and other kinds of community business directories also can be used to identify professional design firms.

Referrals

To identify firms more selectively, an owner may wish to contact other owners who have recently used design professional services on similar projects.

How many firms should be included on the list? There is no exact formula. The owner should determine the number appropriate for the specific project and circumstances.

3.4 REQUESTING QUALIFICATION DOCUMENTS

A Request for Qualifications (RFQ) can be used to obtain the names and credentials of interested professional firms. Public owners also may be required to advertise for interesting professional design firms. When the list of firms to be considered is compiled, the owner should prepare the following materials to send to the firms:

1. A memo to all firms that are invited to submit statements of qualifications. The memo should list all firms in alphabetical order. (If the list is limited, it is customary for the owner to let firms know the names of other competing firms.)
2. A list of information that should be included with the firms' statements of qualifications.
3. A schedule of planned activities.
4. A scope-of-work statement.
5. The requirements for equal-opportunity employment, minority business, small business, and women-owned business participation.

It is essential that all firms receive the same materials so that all the firms' responses will be based on the same project specifications and constraints and, therefore, can be compared fairly.

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The exchange of information between the owner and the professional design firms is an important initial phase in the selection process. The owner's representative, listed on the memo requesting letters of qualifications, should be prepared to handle telephone calls and also should be authorized to respond to questions. If a question from one firm reveals important information is missing from the materials sent to the firms, all of the firms should be supplied with that information in writing.

Sample forms for this step in the QBS process are included. (The federal government standard forms 254/255 often are requested by public owners as firms' statements of qualifications. The forms are easy to use and are familiar to most firms.)

3.5 EVALUATING QUALIFICATION SUBMITTALS

The selection committee assigned to develop a shortlist of firms should evaluate qualifications submitted by the firms. (It is up to the owner to ensure that the screening committee is composed of competent individuals who will be able to make an intelligent selection decision.) It is recommended that the owner establish a policy that qualifications submittals received after the deadline will not be considered.

The number of firms to be included on the shortlist — and then interviewed — may vary depending on the size and scope of the project. Generally, three to five firms are sufficient.

A sample evaluation form is provided to assist with reviewing and short-listing firms based on their qualifications submittals. This form should be tailored to meet specific project needs.

A form also is included for checking references of firms the owner is particularly interested in; references should be checked between the time qualifications submittals are received and the time the selection committee meets to develop a shortlist.

All evaluations should provide equal-opportunity considerations.

3.6 ESTABLISHING A SHORTLIST OF FIRMS TO BE INTERVIEWED

Based on evaluation of qualifications submittals and reference checks discussed in the preceding section, the owner can establish a shortlist of three to five firms to be interviewed. Because all firms that submitted qualifications committed time and expense to pursue the project, the owner should contact the firms not selected for the short list as well as those to be interviewed. The memo sent to firms that did not make the short list can express thanks and identify the firms that will be invited to interview. A sample memo is included.

Firms selected for interviews should immediately be sent information regarding interview requirements. What should be included in the memo to these firms? The following elements should be considered:

1. If a tour of the site/facilities is considered appropriate, a date should be established. The tour provides the firms with an important first-hand look at the concerns that gave rise to the project. The tour also provides a further opportunity for exchange of information about the project. If the project site is vacant, the owner may simply provide maps and directions to the site; if facilities exist, however, the firms probably will want to tour them with the owner.

Tours can be handled individually (the owner's representative meets individually with representatives of competing firms); or in a group (all interested firms meet at a specified time and place for group review of the site and/or facility).

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2. A list of interview criteria and questions, and an explanation of the scoring and selection process, should be sent to the firms on the shortlist. Predetermining selection scoring criteria and specific areas of owner concern, and providing that information to the shortlisted firms, will provide the interviewing committee with the best possible basis for making an "apples to apples" comparison.
3. If the owner has feasibility studies, a project program, or other background information on the project, these materials should be submitted to the firms, or made available to them for purposes of review.
4. Other specifics about the interviews themselves, including the date, place, time, and the names and titles of the members of the group that will be conducting the interviews, also should be included.

A sample memo to shortlisted firms is included. The memo, and scoring and evaluation sheets, should be tailored to meet the owner's criteria, specific priorities, and concerns.

3.7 INTERVIEWING THE SHORTLISTED FIRMS

Purpose

Interviews with the shortlisted firms let the owner compare the firms' different approaches to the design process, as well as their interpretations and understanding of the specific project requirements. The owner should not expect sketches or other design work for the project at this time. The design requirements for even simple projects can be quite complex; and at this stage, the design professional will not be sufficiently aware of the owner's needs and requirements to be able to produce a meaningful design solution.

The interviews allow for evaluation of the personal styles of each firm's management and key personnel, and their compatibility with the pre-identified criteria for the project. It is imperative that design personnel assigned to the project, as well as key representatives from the firm's consultants, be present at the interview. It is also essential for the project users to be involved in the interviews. Direct interaction between the owner/user and the design professional is essential for the development of a design that truly meets the owner's needs.

Set-up

The physical set-up for the interview should be comfortable, with good acoustics and ample room. A separate waiting area should be provided for other firms to be interviewed. Equipment such as blackboards, flip charts, and audio-visual screens probably will be useful if available, although most firms will bring the equipment they need. Since equipment set-up time may cause some delays, two rooms should be used, if possible. While one firm is being interviewed in the first room, another firm can set up in the second room. This ensures that important interview time is not spent checking equipment.

Owners may elect to interview the shortlisted firms in the design professional's office. This can provide greater insight regarding the firm's work setting as well as methods, equipment and informational resources, and key team members proposed for the project.

Interviews may be held in closed sessions unless applicable statutes or regulations require an open public meeting. In such cases, the firms should be notified of this in advance.

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Some Interviewing Guidelines

The following are suggested guidelines for setting up and conducting the interviews.

- Interview only the firms communicated with during the selection process, to ensure that all interviewed firms have had equal opportunity to prepare presentations.
- Schedule at least 45 minutes for each presentation, and 15 minutes between interviews. It's important to allow ample time for the presentation and question-and-answer period, and also for the committee to discuss the presentation privately before beginning the next interview.
- Schedule all interviews on the same day or on consecutive days. This permits the committee to compare all of the interviewed firms while information is freshly in mind, and ensures consistent interview scoring.
- The evaluation criteria for the interview scoring system should be communicated to all firms in advance.
- While it is appropriate to question firms about their approach to the design of a project, owners should not ask for an actual design solution during the interview. Appropriate and responsive designs require considerably more interaction between owner and design professional than is possible during the selection phase. Preconceived design solutions brought to the table by either the design professional or owner rarely address the true needs of the owner's program. Considerable time and effort, however, may be expended trying to salvage preconceived ideas and make them fit the program. This actually impedes progress and prevents the exploration of more responsive solutions to identified design issues.
- Owners may want to ask how the firms plan to develop an appropriate level of compensation for their professional services. However, compensation amounts are best resolved through detailed discussions with the firm finally selected, and only after there is a comprehensive and mutual understanding of the actual scope of services.
- Let all firms know when the selection decision will be made. It is recommended that, if possible, the decision be made on the same date as the interviews, after the committee has had ample time to evaluate all firms.
- Use of Technical Proposals. Technical proposals should be required only when the project is well defined, and if the significance of the project justifies the expense and time to the shortlisted firms and the owner.

The process will add several weeks, and commensurate cost, to the preparation time for the shortlisted firms. The owner also will require technically-experienced staff, as well as several additional weeks to review the technical proposals.

The technical proposal may be requested from shortlisted firms. This technical proposal can be used as a forerunner to the interviews, or as a substitute for the interview. The technical proposal should be requested of each of the shortlisted firms. The request should include the areas to be addressed in the technical proposal. A sample request letter for the interview process is included in the Appendix.

The technical proposal technique, without interviews, should be used when the owner is familiar with the firms and with the staff of the shortlisted firms. When the owner is not familiar with the firms and wishes to request technical proposals, the proposals should be in conjunction with and prior to interviews.

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3.8 RANKING THE FIRMS IN CONTENTION FOR SELECTION

An evaluation form that includes a weight and a score for each criteria/question is useful for evaluating, ranking and, finally, selecting the most qualified firm. Each firm should be evaluated separately by each interviewer during the presentation and interview. When all the interviews have been concluded, the head of the selection committee should compile the individual score sheets. This system provides a documented record of the selection process as support for the committee's actions. It is recommended that committee members take the time to achieve a consensus rather than just ranking and selecting by majority vote.

A sample evaluation/ranking system is included.

If technical proposals are included in the process, the results of the review should be incorporated in the evaluation process. If technical proposals are requested in place of interviews, the head of the selection committee should compile the individual score sheets when the review of the technical proposals is complete.

3.9 NEGOTIATING AN AGREEMENT WITH THE SELECTED FIRM

As soon as possible after selection, the owner should begin negotiations with the firm deemed most qualified. Normally it is not difficult to reach an agreement on fee, since the QBS process facilitates an early understanding of the project scope and requirements. If agreement on the scope of services and compensation cannot be reached, negotiations with the first-ranked firm should be terminated, and the owner should open negotiations with the second-ranked firm.

The following considerations also are suggested:

- A detailed and comprehensive scope-of-services should be developed jointly by the owner and the top-ranked firm. This is often accomplished through one or more meetings of the design professional and the owner, after which the design professional submits a project and work plan. The work plan should list consultants and the roles and responsibilities of all members of the design team, as well as the responsibilities of the owner.

Once there is agreement on the work plan, the design firm should submit its proposal for compensation, to initiate fee negotiations.

- A written contract should be used. The parties may wish to use the standard form of agreement of the American Institute of Architects, or the Engineers' Joint Contract Documents standard form. These contracts are widely used, time-tested, and designed to coordinate the needs of the owners, contractors, and design professionals.
- The agreement between the owner and design professional should ensure that both parties have the same expectations and understanding of the project requirements.

When project responsibilities of both the owner and design professional are understood and compensation is determined, an agreement to enter into a contract has been reached. The owner, through the normal written procedure or process, authorizes commencement of design services and thus completes the selection process.

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3.10 POST-SELECTION COMMUNICATIONS

After interviews and/or technical proposal reviews and ranking are completed, a post-selection memo should be prepared and mailed to all firms that participated in the process. The memo should list all firms in alphabetical order, and state by name in what order the committee ranked the firms. (It is customary for owners to provide this information as a courtesy to the firms.) A sample post-selection memo is included in the Appendix.

After a contract is awarded, a debriefing for each shortlisted firm should be provided upon request. The debriefing will include information on ranking and scoring of that firm's proposal.

3.11 ADDITIONAL DISCUSSION

Nothing in this workbook is intended or should be read to prohibit any member of the QBS Coalition Associations from submitting price quotations at any time during the design professional selection process or to suggest that to do so is unethical, unprofessional, or contrary to policy. Nor should this workbook be read as in any way prohibiting any building or project owner from requesting such submissions.

The QBS Coalition does, however, advocate that public owners voluntarily adopt the qualifications-based approach to design professional selection described in this workbook. This workbook is not written for private, nongovernmental owners.

3.12 LISTS OF DESIGN PROFESSIONAL FIRMS ARE AVAILABLE FROM THE FOLLOWING ASSOCIATIONS:

Consulting Engineering Council of Michigan, Inc.
 Stephen S. Nisbet Building
 1407 S. Harrison Road, Room 225
 E. Lansing, MI 48823
 (517) 332-2066

Michigan Society of Architects, Inc.
 553 E. Jefferson
 Detroit, MI 48226
 (313) 965-4100

Michigan Society of Professional Engineers, Inc.
 215 N. Walnut
 P.O. Box 10214
 Lansing, MI 48901
 (517) 487-9388

Michigan Society of Registered Land Surveyors, Inc.
 220 S. Museum Dr.
 Lansing, MI 48933-1905
 (517) 484-2413

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INFORMATION AND EXAMPLE MATERIALS

The forms and materials included are designed to provide basic formats that can be adjusted to meet specific project needs. The Michigan Qualifications-Based Selection Coalition will help the owner develop a set of materials to get the selection process started.

Memos and materials to be mailed to the firms involved

1. Request for letters of qualifications and enclosures:
 - Requirements for letters of qualifications.
 - Schedule of activities for the selection time frame.
 - A preliminary scope of the work.
2. Memo to firms that submitted letter of qualifications but were not selected for an interview.
3. Memo to shortlisted firms for information on interview and site visitations, with enclosures:
 - Interview questions and score sheets for ranking firms.
 - Group interview evaluation forms.
4. Memo to shortlisted firms when technical proposal is requested, with enclosures:
 - Review questions and score sheets for ranking firms.
5. Memo to all firms that were interviewed.

Forms and information for use by the owner during the screening and interview process

6. Alternative interview score sheet for ranking shortlisted firms.
7. Ranking form for evaluation of the letters of qualification received.
8. Form for checking the references of firms under consideration.

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REQUEST FOR LETTERS OF QUALIFICATION SAMPLE MEMO

TO: *[List all firms in alphabetical order]*

FROM: _____

[Owner]

[Individual]

[Title]

RE: Request for Statements of Qualification

Your firm is invited to submit your Statements of Qualification to become eligible for a possible interview for professional design* services related to design and construction requirements for the

[owner].

This project's _____

[description]

Preliminary requirements are based on studies performed by the _____

[Name of committee or group].

Attached to this memo are:

- 1) A list of materials and information that should be included with your Statements of Qualification.
- 2) A general definition of the preliminary scope of the work.
- 3) A schedule of dates and requirements for the selection process.

For firms that are selected for an interview, a tour of the facility and site will be arranged. *[This sentence is optional]*

Your letters and Statements of Qualification with _____ copies should be forwarded to the following address, and should be received no later than 5 p.m. on

[day and date]

TO: _____

[Name]

[Title]

[Address]

* *[Note: May use "architectural", "engineering" or "land surveying" in place of "professional design" where appropriate.]*

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REQUIREMENTS FOR LETTERS OF QUALIFICATION

[Owner]

[Project]

Your letters of Qualification should include the following information:

- 1) Name, address, and brief history of firm.
- 2) Resumes of key personnel to be assigned to this project.
- 3) Related experience during the last two years. [*On complex and unique projects, may be extended beyond 2 years.*]

For example:

- a) Include projects where professional design services related to design work were performed.
- b) Include examples of other projects that are similar in scope to this one.
- c) Include examples of project budgeting, cost estimating, and results.

Include the name of the project, a contact person, and dollar amount for each example.

- 4) You are invited to include a maximum of one page [*may allow more*] of information not included above, if you feel it may be useful and applicable to this project.

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Qualifications-Based Selection

SCHEDULE OF ACTIVITIES

The following schedule has been established by: _____

[Owner]

for: _____

[Project]

- | | |
|--------|--|
| _____ | 1) Identification of needs finalized by the owner. A scope of work in general terms developed. |
| [Date] | |
| _____ | 2) Identification by owner of interested and potential professional design firms to receive memo requesting Letters and Statements of Qualification. |
| [Date] | |
| _____ | 3) Memo requesting Letters and Statements of Qualification mailed to interested and invited firms. |
| [Date] | |
| _____ | 4) Letters and Statements of Qualification due. <i>[Allow minimum of 10 days for firms to submit materials]</i> . Note: Before the next action date, references should be reviewed. |
| [Date] | |
| _____ | 5) Develop short list of 3-5 firms selected for interviews. Selection should be based on qualifications, references, and compatibility with owners' project. |
| [Date] | |
| _____ | 6) Memo mailed to shortlisted firms advising date for interviews and pre-interview tour or tours of site and/or facilities, along with criteria to be reviewed during the interview. |
| [Date] | |
| _____ | 7) Memo mailed to all firms, excluding shortlisted firms, informing them of firms to be interviewed and expressing appreciation for their interest. |
| [Date] | |
| _____ | 8) Tour or tours of facilities at <i>[time]</i> and <i>[location]</i> . <i>[Should be scheduled at least 10 days before interviews, to allow for preparation.]</i> |
| [Date] | |
| _____ | 9) Scheduled interviews for shortlisted firms, at times and locations previously communicated. The best firm for the project to be selected, based on qualifications. |
| [Date] | |
| _____ | 10) Contract with selected firm negotiated and implemented. |
| [Date] | |
| _____ | 11) Memo mailed to all firms interviewed, indicating results of interviews and expressing appreciation for their involvement. |
| [Date] | |
| _____ | 12) Post-selection requirements. (Public hearings, etc.) |
| [Date] | |

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PRELIMINARY SCOPE OF THE WORK

[The development of a scope of work for each project should include the following information in general terms, and should be limited to one page.]

[Owner]

[Project Name]

[Project Location]

[Contact Person]

Identification and involvement of groups (Example: Boards, committees, citizens' groups, etc.): _____

Description of studies, surveys, and preliminary feasibility work relevant to project, and useful and available to firms that will be shortlisted.

Requirements for further feasibility planning before development of plans or design work.

Project outline and general anticipated requirements. (Example: demolition, renovation, new construction, land use, environmental, waste management, etc.)

Anticipated time frame:
Projected start _____ Planned finish _____

Approval process/involvement of groups.

Other requirements:
Referendums, public hearings, etc.

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MEMO - FOR FIRMS THAT SUBMITTED LETTERS/ STATEMENTS OF QUALIFICATION - *NOT SELECTED FOR INTERVIEW*

TO: *[List firms in alphabetical order]* *[All firms not asked to interview or tour the facilities]*

FROM: _____

[Owner]

[Individual]

[Title]

[Address]

[Address]

RE: **Status of Selection Process**

[Project]

The _____

[name of committee or group]

expresses its appreciation to you and your firm for submitting your Letters of Qualification.

After careful consideration of all firms that submitted qualifications, the _____

[committee board or staff unit]

decided to interview the following firms:

[List firms in alphabetical order]

- 1)
- 2)
- 3)
- 4)
- 5)

Although your firm was not selected for an interview, we appreciate your interest in our project, and the resources spent on the preparation of your proposal.

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MEMO TO SHORTLISTED FIRMS TO BE INTERVIEWED/TOUR OF FACILITIES/AND CRITERIA

TO: *[List professional design firms in alphabetical order]*

FROM: _____

[Owner]

[Individual]

[Title]

[Project]

RE: Interview Schedule and Requirements

The firms listed above have been shortlisted and will be interviewed for the professional design services related to the work necessary to implement this project. *[Specify study, design, other.]*

Attached to this memo are the following:

- 1) An Interview Score Sheet, which will be used by the _____ *[interviewing group or individual]* during the interview session.
- 2) Evaluation form, which the person in charge will use to compile evaluation scores.
- 3) Copies of _____ *[name of studies or reports]* compiled by _____ *[name of group]*, for your information and review.

Each firm will be allowed 45 minutes to present qualifications and to answer questions. The interviewers will schedule 15 minutes between interviews for informal discussion of information presented during the preceding interview. At the completion of the interviews, the interviewers will rank the firms interviewed in accordance with their determination of which firm is most competent and compatible to do the work. The firm deemed to be most qualified will then enter into negotiations for a contract to provide the necessary design services. If contract terms cannot be reached, the firm ranked second will be invited in for contract negotiations.

Interviewers will be held on _____ *[date]*.

The location is _____ *[name of building]*.

[Address]

The order and time of interviews is:

Firm A _____ Time Firm B _____ Time Firm C _____ Time
Firm D _____ Time Firm E _____ Time

A tour of the site and/or facility will be arranged for _____. Please have your firm's representative make arrangements with the owner's representative for a time on this date.
(Date)

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THE INTERVIEW: QUESTIONS AND SCORE SHEETS

Owner _____

Project _____

[Firms invited to interview for the captioned project should be prepared to address the following issues during the course of their interview. Questions can be expanded on as appropriate.]

| CATEGORIES | RATING | WEIGHT | TOTAL |
|--|--------|---------|---------|
| 1) Related project experience | _____ | x _____ | = _____ |
| 2) Firm's ability and capacity to perform the work • Key personnel assigned to this project | _____ | x _____ | = _____ |
| 3) Grasp of the project requirements • Studies • Design • Other | _____ | x _____ | = _____ |
| 4) Method to be used to fulfill the required services, including design phase. | _____ | x _____ | = _____ |
| 5) Management approach for technical requirements. Example: • Cost controls • Design and construction phase involvement | _____ | x _____ | = _____ |
| 6) Use of consultants that may work on the project • Discuss in-house resources • Outside sources | _____ | x _____ | = _____ |
| 7) Time schedule planned for this project • Availability | _____ | x _____ | = _____ |
| 8) Firm's experience and methods used for: • Budgeting and financial controls • Determining fee and compensation | _____ | x _____ | = _____ |
| GRAND TOTAL = | | | _____ |

Instruction for the Interviewers

During the interview, rate each firm on a scale of 1-5, with 5 being the highest, in each of the eight categories. Enter the number under "Rating". At the completion of the interview, multiply the rating by the predetermined weight for each category, and enter the total. Add all totals to establish the grand total. The person in charge will combine all of the totals for those participating in the interview session. The preassigned weights are established with a maximum of 10 points for each category. A maximum of 80 points may be awarded, assuming all categories were weighted at 10 and the firm received the maximum 5 rating on each category.

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GROUP INTERVIEW EVALUATION FORM

[For use by the person in charge of the interviews, to compile all scores of professional design firms participating in the interview process.]

Note:

Enter the grand total for each firm, as recorded by each interviewer on the interview score sheet. After all entries are made and totaled, divide the combined group total for each firm by 400 for the maximum possible score.

| | Firm A | Firm B | Combined Group Totals Firm C | Firm D | Firm E |
|---------------------|--------|--------|---------------------------------|--------|--------|
| Interviewer 1..... | _____ | _____ | _____ | _____ | _____ |
| Interviewer 2..... | _____ | _____ | _____ | _____ | _____ |
| Interviewer 3..... | _____ | _____ | _____ | _____ | _____ |
| Interviewer 4..... | _____ | _____ | _____ | _____ | _____ |
| Interviewer 5..... | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ |
| GRAND TOTALS | _____ | _____ | _____ | _____ | _____ |

Divide group totals by 400 for a composite score to determine the most qualified firm.
(Based on 8 categories.)

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MEMO TO SHORTLISTED FIRM WHEN TECHNICAL PROPOSAL IS REQUESTED

TO: *[List professional design firms in alphabetical order]*

FROM: _____

[Owner]

[Individual]

[Title]

[Project]

RE: Technical Proposal Request

The firms listed above have been shortlisted. Technical proposals are requested for professional design services related to the work necessary to implement this project. *[Specify study, design, other.]*

Attached are:

1. A Technical Proposal Score Sheet, which will be used by the _____
[review group or individual].
2. Evaluation form, for use of the person in charge, to compile the evaluation scores.
3. Copies of _____
[names of studies and reports]
compiled by _____, for your information and review.
[name of group]

Technical proposals are due on _____ at _____, and should be addressed to
[Date] *[Time]*

[Name] _____
[Number] copies are to be submitted.

A tour of the site and/or facility will be arranged on _____. Please have your firm representative
[Date]
make arrangements with the owner's representative for a time on this date.

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THE TECHNICAL PROPOSAL SCORE SHEETS

Owner _____

Project _____

Technical proposals should address the following issues.

| CATEGORIES | RATING | WEIGHT | TOTAL |
|---|--------|---------|---------|
| 1) Related project experience | _____ | x _____ | = _____ |
| 2) Firm's ability and capacity to perform the work <ul style="list-style-type: none"> • Key personnel assigned to this project • Responsible officer | _____ | x _____ | = _____ |
| 3) Issues of special concern | _____ | x _____ | = _____ |
| 4) Technical approach to project | _____ | x _____ | = _____ |
| 5) Management approach for technical requirements. Example: <ul style="list-style-type: none"> • Cost controls • Design and construction phase involvement | _____ | x _____ | = _____ |
| 6) Use of consultants that may work on the project <ul style="list-style-type: none"> • In-house resources • Outside sources | _____ | x _____ | = _____ |
| 7) Time schedule planned for this project <ul style="list-style-type: none"> • Availability | _____ | x _____ | = _____ |
| 8) Firm's experience and methods used for: <ul style="list-style-type: none"> • Budgeting and financial controls • Determining fee and compensation | _____ | x _____ | = _____ |
| GRAND TOTAL = | | | _____ |

Instructions for the Reviewers

During the review, rate each firm on a scale of 1-5, with 5 being the highest, in each of the eight categories. Enter the number under "Rating". At the completion of the review, multiply the rating by the predetermined weight for each category, and enter the total. Add all totals to establish the grand total. The person in charge will combine all of the totals for those participating. The preassigned weights are established with a maximum of 10 points for each category. A maximum of 80 points may be awarded, assuming all categories were weighted at 10 and the firm received the maximum 5 rating on each category.

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GROUP TECHNICAL PROPOSAL EVALUATION FORM

[For use by the person in charge of the interviews, to compile all scores of professional design firms participating in the interview process.]

Note:

Enter the grand total for each firm, as recorded by each interviewer on the interview score sheet. After all entries are made and totaled, divide the combined group total for each firm by 400 for the maximum possible score.

| | Firm A | Firm B | Combined Group Totals | | Firm E |
|---------------------|--------|--------|-----------------------|--------|--------|
| | | | Firm C | Firm D | |
| Interviewer 1..... | _____ | _____ | _____ | _____ | _____ |
| Interviewer 2..... | _____ | _____ | _____ | _____ | _____ |
| Interviewer 3..... | _____ | _____ | _____ | _____ | _____ |
| Interviewer 4..... | _____ | _____ | _____ | _____ | _____ |
| Interviewer 5..... | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| GRAND TOTALS | _____ | _____ | _____ | _____ | _____ |

Divide group totals by 400 for a composite score to determine the most qualified firm.
(Based on 8 categories.)

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MEMO FOR ALL PROFESSIONAL DESIGN FIRMS THAT WERE INTERVIEWED

TO: *{Firms interviewed, but not selected. List all firms in alphabetical order.}*

FROM: _____

{Owner}

{Individual}

{Title}

{Address}

{Address}

RE: Status of Selection Process

{Project}

The _____ has completed the selection process
{owner}
for professional services for the above named project.

It has been our objective to select the most qualified firm to perform this service. The results of the
_____ decision, ranks the firms interviewed in the following order:
{interviewers}

Firm #1 _____
{Name}

Firm #2 _____
{Name}

Firm #3 _____
{Name}

Firm #4 _____
{Name}

Firm #5 _____
{Name}

We have now entered into contract discussions and negotiations with _____
{Firm #1}.

The _____ express their appreciation for your time, effort,
{interviewers}
and interest on our behalf.

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THE REFERENCE CHECK

Owner _____ Project Description _____

Professional Design Firm _____ on which the reference check is being conducted.

Reference Information:

Owner _____ Project Referenced _____

Address _____ Person Contacted _____

Phone _____

[Based on references provided in firm's Letters of Qualification or through networking with other owners who have worked with the firm.]

Sample Questions to be Asked:

1. What was your project?
 2. When was it completed?
 3. Did the firm above do the work?
 4. What did they do for you? Design work, construction coordination, studies, other (specify)
 5. Who was the staff person assigned to work with you on this project?
Were you satisfied with his/her work?
 6. Was the project started as scheduled?
 7. Was the project completed as planned?
 8. Were the budget, cost control, and financial administration within the planned controls and limitations?.....
 9. Did the firm and (you) the owner work well as a team as it related to the project?
 10. Did the firm's personnel work well with the committee/board's and staff on all requirements of the project's specific requirements?
 11. What is your overall evaluation of the firm based on your experience?
- Other questions [*add, etc.*]

| | 5 Exc. | 4 Good | 3 Ave. | 2 Fair | 1 Poor |
|--|-----------|-----------|-----------|-----------|-----------|
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Grand Total

Multiply number of questions by 5 for maximum score as appropriate. Add each firm's score following the reference check, and then transfer to the Letters of Qualification Evaluation form as a line item on that firm's evaluation sheet.

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LETTERS OF QUALIFICATION EVALUATION

[To the following model, you should add or delete questions as appropriate for your specific situation

It is suggested that the weights and values assigned be on the same scale as those used for interviewing shortlisted firms, which you will do later.

Highest number: most value / Rating column: 1-5 points / Weight column: 1-10, depending on importance to the project.

A form at the bottom of this page is provided for the person in charge of the review group to use, to summarize the results of the process, to narrow the number of firms that submitted qualifications down to the number desired for a shortlist (firms to be interviewed).

Qualifications Evaluation

Owner _____
 Contact Person _____
 Project Description _____
 Professional Design Firm _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Contact _____

| | Rating | X | Weight | = | Total |
|---|--------|---|--------|---|-------|
| 1) Firm's history and resource capability to perform required services. | | X | | = | |
| 2) Evaluation of assigned personnel | | X | | = | |
| 3) Related experience (as appropriate) | | | | | |
| • Design Services • Construction Coordination | | | | | |
| • Demolition • Studies | | | | | |
| • Other _____ | | X | | = | |
| 4) Budget, cost controls experience, and results | | X | | = | |
| 5) Familiarity with local area - geography and facilities | | X | | = | |
| 6) Ability to relate to project requirements | | X | | = | |
| 7) Analysis of subjective statements [one page] applicable to the project as required on the RFQ. | | X | | = | |
| 8) Reference check (evaluation transfer from reference check form) | | X | | = | |
| Grand Total | | | | | _____ |

Name of Reviewer _____

Qualifications Evaluation Summary

[To be used by the Review Group person in charge, to compile the evaluation results of all Letters of Qualification submitted. Note: Enter the Grand Total for each firm's qualifications (from the respective evaluation sheets for comparative purposes) to select three to five most qualified firms to be interviewed.]

| Firms | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|----------------|---|---|---|---|---|---|---|---|---|----|
| Reviewer 1 | | | | | | | | | | |
| Reviewer 2 | | | | | | | | | | |
| Reviewer 3 | | | | | | | | | | |
| Reviewer _____ | | | | | | | | | | |
| Reviewer _____ | | | | | | | | | | |
| Grand Totals | | | | | | | | | | |

Divide the totals by the maximum composite score possible
 Rating X Maximum weight.
 Example: 8 question X 5 ranking = 40 X 10 weight = maximum points
 List the top-ranked firms as the shortlisted firms to be interviewed.

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OPTIONAL FORM

To: _____
[Interviewing Group]

Owner: _____

Interview Score Sheet

| Issue | Points Awarded | Possible Points |
|---|----------------|-----------------|
| 1. Similar project experience | | 10 |
| 2. Discussion of the firm's capacity to perform the work. | | 10 |
| 3. A discussion of the firm's understanding of the project needs. | | 20 |
| 4. Discussion of the methods the firm proposes to use in providing the required services. | | 10 |
| 5. A discussion of consultants that may be working with the firm on the project. | | 10 |
| 6. Discussion of how the firm will handle the planning, design, and construction phases of the project. Discuss design approach, construction cost controls, and involvement in the design and implementation phases of the work. | | 30 |
| 7. Discussion of time schedule the firm proposes to complete the necessary preliminary work, as well as a time schedule for the entire project. | | 10 |
| Notes: | | 100 |

QBS

Qualifications-Based Selection

EXAMPLE - THE INTERVIEW: QUESTIONS AND SCORE SHEETS

Hickory Valley Township

Landfill Monitoring Wells

Owner

Project

[Firms invited to interview for the captioned project should be prepared to address the following issues during the course of their interview. Questions can be expanded on as appropriate.]

| CATEGORIES | RATING | WEIGHT | TOTAL |
|--|--------|--------|------------|
| 1) Related project experience | 3 | x 8 | = 24 |
| 2) Firm's ability and capacity to perform the work • Key personnel assigned to this project | 5 | x 8 | = 40 |
| 3) Grasp of the project requirements • Studies • Design • Other | 4 | x 10 | = 40 |
| 4) Method to be used to fulfill the required services, including design phase. | 4 | x 8 | = 32 |
| 5) Management approach for technical requirements. Example: • Cost controls • Design and construction phase involvement | 3 | x 7 | = 21 |
| 6) Use of consultants that may work on the project • Discuss in-house resources • Outside sources | 3 | x 5 | = 15 |
| 7) Time schedule planned for this project • Availability | 5 | x 5 | = 25 |
| 8) Firm's experience and methods used for: • Budgeting and financial controls • Determining fee and compensation | 4 | x 10 | = 40 |
| GRAND TOTAL = | | | 237 |

Instruction for the Interviewers

During the interview, rate each firm on a scale of 1-5, with 5 being the highest, in each of the eight categories. Enter the number under "Rating". At the completion of the interview, multiply the rating by the predetermined weight for each category, and enter the total. Add all totals to establish the grand total. The person in charge will combine all of the totals for those participating in the interview session. The preassigned weights are established with a maximum of 10 points for each category. A maximum of 80 points may be awarded, assuming all categories were weighted at 10 and the firm received the maximum 5 rating on each category.

INTERVIEWER: Mr. Hazelton Firm: A

QBS

Qualifications-Based Selection

EXAMPLE - GROUP TECHNICAL PROPOSAL EVALUATION FORM

[For use by the person in charge of the interviews, to compile all scores of professional design firms participating in the interview process.]

Note:

Enter the grand total for each firm, as recorded by each interviewer on the interview score sheet. After all entries are made and totaled, divide the combined group total for each firm by 400 for the maximum possible score.

| | Combined Group Totals | | | | |
|---------------------|-----------------------|-------------|-------------|--------|--------|
| | Firm A | Firm B | Firm C | Firm D | Firm E |
| Interviewer 1..... | 237 | 314 | 390 | _____ | _____ |
| Interviewer 2..... | 340 | 275 | 370 | _____ | _____ |
| Interviewer 3..... | 310 | 290 | 370 | _____ | _____ |
| Interviewer 4..... | 257 | 330 | 302 | _____ | _____ |
| Interviewer 5..... | 290 | 300 | 340 | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ |
| GRAND TOTALS | 1434 | 1509 | 1772 | _____ | _____ |

Divide group totals by 400 for a composite score to determine the most qualified firm.

Blackhawk School District - Elementary School Addition

Firm C = 4.38
 Firm B = 3.77
 Firm A = 3.58



BOARD OF COMMISSIONERS

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OCTOBER 10, 2012

TO: BOARD OF COMMISSIONERS

**FROM: JAMES CARABELLI AND DAVID FLYNN, CO-CHAIRS
ECONOMIC DEVELOPMENT COMMITTEE**

**RE: RECOMMENDATION FROM ECONOMIC DEVELOPMENT
COMMITTEE MEETING OF OCTOBER 10, 2012**

At a meeting of the Economic Development Committee, held Wednesday, October 10, 2012, the following recommendation was made and is being forwarded to the Full Board:

1. COMMITTEE RECOMMENDATION – MOTION (SEE ATTACHED)

A MOTION WAS MADE BY SMITH, SUPPORTED BY MILLER, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS RECEIVE AND FILE THE COMPLETE STREETS ORDINANCE TIMELINE AND DRAFT ENROLLED ORDINANCE NO. 2012-___ TO ENCOURAGE THE IMPLEMENTATION OF A NON-MOTORIZED NETWORK PLAN TO PROVIDE WALKABLE-BIKEABLE COMPLETE STREETS THAT ACCOMMODATE BICYCLISTS, PEDESTRIANS, PUBLIC TRANSPORTATION PASSENGERS, AND USER OF ALL ABILITIES. FURTHER, A COPY OF THIS BOARD OF COMMISSIONERS' ACTION IS DIRECTED TO BE DELIVERED FORTHWITH TO THE OFFICE OF THE COUNTY EXECUTIVE. **THE MOTION CARRIED.** (FORWARD TO THE OCTOBER 11, 2012 FULL BOARD MEETING)

A MOTION TO ADOPT THE COMMITTEE REPORT WAS MADE BY CO-CHAIRS CARABELLI AND FLYNN.

MACOMB COUNTY BOARD OF COMMISSIONERS

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Kathy Tocco- District 11

Joe Sabatini- District 13



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October 10, 2012

TO: Honorable Commissioners

FROM: Commissioners Dave Flynn and Jim Carabelli, Co-Chairs, Economic Dev. Committee

RE: Complete Streets Ordinance Timeline

Please note the below-listed timeline for consideration and action on the Complete Streets Ordinance. Opportunities for the Office of County Executive, Department of Roads and Planning & Economic Development Departments to provide feedback/input to the Economic Development Committee will take place on October 24th, November 19th and November 20th.

- October 10 - Receive & File Draft Ordinance and Proposed Timeline.
Forward to Office of County Executive.
(No action or amendments)
- October 24 - 9 a.m. Meet to review Ordinance with Corporation Counsel.
Provide an opportunity by the Department of Roads to provide
feedback. (No action or amendments)
- November 19 - Accept amendments and forward to Full Board for Final Adoption.
- November 20 - Final adoption by Board of Commissioners

A copy of the Draft Ordinance is included on the following pages.

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Ray Gralowski - District 5

Don Brown - District 7

Kathy Tocco - District 11

Joe Sabatini - District 13

ENROLLED ORDINANCE**NO. 2012-****INTRODUCED BY COMMISSIONER(S):**

AN ORDINANCE TO ENCOURAGE THE IMPLEMENTATION OF A NON-MOTORIZED NETWORK PLAN TO PROVIDE WALKABLE-BIKEABLE COMPLETE STREETS THAT ACCOMMODATE BICYCLISTS, PEDESTRIANS, PUBLIC TRANSPORTATION PASSENGERS, AND USER OF ALL ABILITIES

IT IS HEREBY ORDAINED BY THE PEOPLE OF THE CHARTER COUNTY OF MACOMB:**SECTION 1. PURPOSE AND DEFINITIONS****Sec. 1.1. Purpose.**

The purpose of this ordinance is to promote a safe network of access for pedestrians, bicyclists, motorists, and transit riders of all ages and abilities.

Sec. 1.2. Definitions.

Complete streets means roadways, streets and/or public rights of way that incorporate complete streets infrastructure.

Complete streets infrastructure means roadways and/or public rights of way planned, designed, and constructed to provide appropriate access to all legal users in a manner that promotes safe and efficient movement of people and goods whether by car, truck, transit, assistive device, foot of bicycle.

County means the Macomb County Department of Roads or designee of the Office of the County Executive.

Public streets mean streets owned by Macomb County or streets to which County resources have been allocated.

Street project means construction, reconstruction, retrofit, or alteration and includes the planning, design, approval and implementation processes, *except* that the term "street project" does not include maintenance such as cleaning sweeping, mowing, spot repair or interim measures on detour routes.

Users means legal users of the roadways, streets and public rights-of way, including pedestrians, bicyclists, motor vehicle drivers, public transportation riders and drivers and people of all ages and abilities including children, youth families, older adults and individuals with disabilities.

SECTION 2. REQUIREMENT OF INFRASTRUCTURE ENSURING SAFE TRAVEL.

Sec 2.1. The County shall develop and review standards to implement complete streets infrastructure. The County shall make complete streets practices a routine part of its operations, shall approach every transportation project and program as an opportunity to implement complete street practices and infrastructure in order to improve public streets to reach the goal of a transportation network for all users, and shall work in coordination with other departments, agencies, and jurisdictions to achieve complete streets in Macomb County.

Sec. 2.2. The County shall prioritize complete streets projects that are located near public service areas and institutions (e.g., schools, government facilities, libraries, public health facilities, parks, hospitals, etc.) and that provide improved access to healthy food (e.g., farmers markets, full service groceries, community gardens, etc.).

Sec. 2.3. Every street project on public streets shall incorporate complete streets infrastructure sufficient to enable reasonably safe travel along and across the right-of-way for each category of users; *provided, however*, that such infrastructure may be excluded upon presentation by the Department of Roads to the Board of Commissioners documentation and data available to the County that indicate that:

- A. Use by non-motorized users is prohibited by law;
- B. The cost would be excessively disproportionate to the need or probable future use over the long term;
- C. There is an absence of current or future need; or
- D. Inclusion of such complete streets infrastructure would be unreasonable or inappropriate in light of the scope of the project.

The Board of Commissioners will have 28 days after receipt of the presentation by the Department of Roads to consider the exclusion. If the Board of Commissioners does not act within the 28 days, then the exclusion will be deemed approved.

Sec. 2.4. As feasible, the County shall incorporate complete streets infrastructure into existing public streets to improve the safety and convenience of users, construct and enhance the transportation network for each category of users, and create employment.

Sec. 2.5. If the safety and convenience of users can be improved within the scope of pavement resurfacing, re-striping, or signalization operations on public streets, such projects shall incorporate complete streets infrastructure to increase safety for users.

SECTION 3. DATA COLLECTION, STANDARDS, AND PUBLIC INPUT.

Sec.3.1. The County shall collect data measuring how well the roadways, streets and public rights-of-way within the County are serving each category of users, as outlined in the current non-motorized plan.

Sec. 3.2. The County shall develop and implement performance standards with measurable benchmarks reflecting the ability of users to travel in safety and comfort to be approved by the Board of Commissioners.

Sec. 3.3. The County shall establish procedures to allow public participation in policy decisions and transparency in individual determinations concerning the design and use of roadways, streets and public rights-of-way.

Sec. 3.4. All initial planning and design studies, health impact assessments, environmental reviews, and other project reviews for projects requiring funding or approval by the County shall:

- A. evaluate the effect of the proposed project on safe travel by all users, and
- B. identify measures to mitigate any adverse impacts on such travel that are identified.

Sec. 3.5. The County will be charged with the drafting and review of policies to implement the complete streets practices by:

- A. addressing short-term and long-term steps and planning necessary to create a comprehensive and integrated transportation network serving the needs of all users;
- B. assessing potential obstacles to implementing complete streets practices throughout the County, and identifying alternative solutions to those obstacles;
- C. if useful, recommending adoption of policies containing additional steps; and

County staff shall report on the matters within its purview to the Board of Commissioners.

Sec. 3.6. An assessment will be presented to the County Board of Commissioners by County staff within one year following the effective date of this ordinance regarding:

- A. the steps taken to implement this ordinance;
- B. outcomes of the measures mentioned in subsections 3.1 and 3.2 above;
- C. additional steps planned; and
- D. any desired actions that would need to be taken by the County or other agencies or departments to implement the steps taken or planned.

SECTION 4. OTHER PROVISIONS.

Sec. 4.1. Nothing in this ordinance authorizes the County to impose any duties or conflict with limitations on authority established by federal or state law at the time such action is taken. Further, nothing in this ordinance shall be construed as creating any rights in and/or liability to third parties.

Sec. 4.2. If a court of competent jurisdiction declares any provision of this ordinance, or a statutory provision referred to or adopted by reference herein, to be unenforceable, in whole or in part, such declaration shall only affect the provision held to be unenforceable and shall not affect any other part or provision.

Sec. 4.3. This ordinance shall become effective immediately upon publication of a notice of adoption.



BOARD OF COMMISSIONERS

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October 10, 2012

TO: BOARD OF COMMISSIONERS

**FROM: DON BROWN, CHAIR
FINANCE COMMITTEE**

**RE: RECOMMENDATIONS FROM FINANCE COMMITTEE
MEETING OF OCTOBER 10, 2012**

At a meeting of the Finance Committee, held Wednesday, October 10, 2012, the following recommendations were made and are being forwarded to the Full Board for approval:

1. COMMITTEE RECOMMENDATION – MOTION (SEE ATTACHED)

A MOTION WAS MADE BY MILLER, SUPPORTED BY FRASCHETTI, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE A BUDGET AMENDMENT REDUCING THE SHERIFF'S DEPARTMENT BUDGET \$500,000 IN THE PERSONNEL LINE ITEM AND INCREASING THE COUNTY VEHICLE PURCHASING ACCOUNT BY THE SAME AMOUNT; THE FINANCE DEPARTMENT HAS BEEN INVOLVED IN THESE DISCUSSIONS AND HAS APPROVED THIS PROPOSAL; FURTHER, THIS BUDGET ACTION ADDRESSES BUDGETARY ISSUES ONLY. IT DOES NOT CONSTITUTE THE COMMISSION'S APPROVAL OF ANY COUNTY CONTRACT. IF A CONTRACT REQUIRES COMMISSION APPROVAL UNDER THE COUNTY'S CONTRACTING POLICY OR THE COUNTY'S PROCUREMENT ORDINANCE, SUCH APPROVAL MUST BE SOUGHT SEPARATELY; FURTHER, A COPY OF THIS BOARD OF COMMISSIONERS' ACTION IS DIRECTED TO BE DELIVERED FORTHWITH TO THE OFFICE OF THE COUNTY EXECUTIVE. **THE MOTION CARRIED.**

2. COMMITTEE RECOMMENDATION – MOTION (SEE ATTACHED)

A MOTION WAS MADE BY SAUGER, SUPPORTED BY VOSBURG, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS ADOPT THE 2012 MACOMB COUNTY APPORTIONMENT REPORT AS PREPARED BY THE FINANCE DEPARTMENT; FURTHER, A COPY OF THIS BOARD OF COMMISSIONERS' ACTION IS DIRECTED TO BE DELIVERED FORTHWITH TO THE OFFICE OF THE COUNTY EXECUTIVE. **THE MOTION CARRIED.**

MACOMB COUNTY BOARD OF COMMISSIONERS

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3. COMMITTEE RECOMMENDATION – MOTION (SEE ATTACHED)

A MOTION WAS MADE BY MOCERI, SUPPORTED BY GRALEWSKI, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS ADOPT A VETERANS SERVICES MILLAGE RATE OF .0400 MILL, LESS ANY MILLAGE REDUCTION REQUIRED BY THE HEADLEE ROLL BACK FACTOR, FOR INCLUSION ON THE DECEMBER, 2012 MILLAGE LEVY; FURTHER, A COPY OF THIS BOARD OF COMMISSIONERS' ACTION IS DIRECTED TO BE DELIVERED FORTHWITH TO THE OFFICE OF THE COUNTY EXECUTIVE. **THE MOTION CARRIED.**

4. COMMITTEE RECOMMENDATION – MOTION (SEE ATTACHED)

A MOTION WAS MADE BY FRASCHETTI, SUPPORTED BY VOSBURG, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS ADOPT A COUNTY DRAIN DEBT REQUIREMENT OF .0050 MILL FOR INCLUSION ON THE DECEMBER, 2012 MILLAGE LEVY; FURTHER, A COPY OF THIS BOARD OF COMMISSIONERS' ACTION IS DIRECTED TO BE DELIVERED FORTHWITH TO THE OFFICE OF THE COUNTY EXECUTIVE. **THE MOTION CARRIED.**

5. COMMITTEE RECOMMENDATION – MOTION (SEE ATTACHED)

A MOTION WAS MADE BY FRASCHETTI, SUPPORTED BY GRALEWSKI, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS AUTHORIZE THE INCREASE IN THE 2012 BUDGETED REVENUES AND EXPENDITURES OF THE MACOMB COUNTY COMMUNITY CORRECTIONS DEPARTMENT AS A RESULT OF BEING AWARDED A FEDERAL JUSTICE ASSISTANCE GRANT COVERING THE YEAR 2012-2016 IN THE AMOUNT OF \$94,201; THIS GRANT WAS NOT INCLUDED IN THE 2012 BUDGET ADOPTED BY THE BOARD OF COMMISSIONERS IN DECEMBER 2011 BECAUSE THE GRANT WAS NOT AWARDED UNTIL THE SPRING OF 2012; THE BUDGETED LINE ITEMS BEING INCREASED ARE AS FOLLOWS: REVENUES-INTERGOVERNMENTAL (\$94,201) AND EXPENDITURES (SUPPLIES AND SERVICES - 18,357 AND CAPITAL OUTLAY - \$75,844); FURTHER, THIS BUDGET ACTION ADDRESSES BUDGETARY ISSUES ONLY. IT DOES NOT CONSTITUTE THE COMMISSION'S APPROVAL OF ANY COUNTY CONTRACT. IF A CONTRACT REQUIRES COMMISSION APPROVAL UNDER THE COUNTY'S CONTRACTING POLICY OR THE COUNTY'S PROCUREMENT ORDINANCE, SUCH APPROVAL MUST BE SOUGHT SEPARATELY; FURTHER, A COPY OF THIS BOARD OF COMMISSIONERS' ACTION IS DIRECTED TO BE DELIVERED FORTHWITH TO THE OFFICE OF THE COUNTY EXECUTIVE. **THE MOTION CARRIED.**

A MOTION TO ADOPT THE COMMITTEE REPORT WAS MADE BY CHAIR BROWN, SUPPORTED BY VICE-CHAIR CARABELLI.

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: Approve a budget amendment, reducing the Sheriff's Department budget \$500,000.00

in the personnel line item and increasing the County vehicle purchasing account by the same amount. The Finance

Department has been involved in these discussions and has approved this proposal. *(see below)

*Further, this budget action addresses budgetary issues only. It does not constitute the Commission's approval of any County contract. If a contract requires Commission approval under the County's Contracting Policy or the County's Procurement Ordinance, such approval must be sought separately. FORWARD TO THE FINANCE COMMITTEE. *(This language was added by JPS Committee Chair DiMaria)

INTRODUCED BY: Commissioner Phillip DiMaria, Chair, JPS Committee

COMMITTEE/MEETING DATE

Justice & Public Safety 10-09-12 APPROVED

Finance 10-10-12

Full Board 10-11-12

RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO adopt the 2012 Macomb County Apportionment Report as prepared by the Finance Department.

INTRODUCED BY: Don Brown, Chair, Finance Committee

As required by State Statute, the County must adopt the annual Apportionment Report at its October Session.

COMMITTEE/MEETING DATE

Finance 10-10-12

Full Board 10-11-12

RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO adopt a Veteran's Service millage rate of .0400 mill, less any millage reduction required by the Headlee roll back factor, for inclusion on the December, 2011 millage levy

*Note: should be 2012

INTRODUCED BY: Don Brown, Chair, Finance Committee

State Law requires that the County annually adopt millage rates for inclusion in the annual Apportionment Report. On November 4, 2008, the voters of Macomb County approved a five (5) year Countywide .0400 mill operating levy for Veteran's Services for the operating budget years 2009, 2010, 2011, 2012 and 2013. This levy is the fifth of the five years approved by the voters for this purpose. This millage will continue to be levied in December.

| | |
|----------------------|----------------|
| Voter Approved | November, 2008 |
| 1 st Levy | December, 2008 |
| 2 nd Levy | December, 2009 |
| 3 rd Levy | December, 2010 |
| 4 th Levy | December, 2011 |
| 5 th Levy | December, 2012 |

COMMITTEE/MEETING DATE

Finance 10-10-12

Full Board, October 11, 2012

RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO adopt a County Drain Debt requirement of .0050 mill for inclusion on the December, 2012 millage levy

INTRODUCED BY: Don Brown, Chair, Finance Committee

Based on the 2012/2013 Drain Debt requirements outlined by the Public Works Commissioner, the County's At Large Drain Debt requirement is .0050 mill. The rate may fluctuate annually based on the repayment requirements and must be adopted for inclusion in the 2012 Macomb County Apportionment Report for the December 2012 millage levy. The levies for the last several years are outlined below:

| | |
|---------------|------------|
| December 2012 | .0050 mill |
| December 2011 | .0050 mill |
| December 2010 | .0050 mill |
| December 2009 | .0050 mill |
| December 2008 | .0055 mill |
| December 2007 | .0055 mill |
| December 2006 | .0055 mill |
| December 2005 | .0058 mill |
| December 2004 | .0058 mill |
| December 2003 | .0058 mill |
| December 2002 | .0060 mill |
| December 2001 | .0070 mill |
| December 2000 | .0080 mill |

COMMITTEE/MEETING DATE

Finance 10-10-12

Full Board, October 11, 2012

RESOLUTION NO. _____ **FULL BOARD MEETING DATE:**

AGENDA ITEM:

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: Authorize the increase in the 2012 budgeted revenues and expenditures of the Macomb County Community Corrections Department as a result of being awarded a Federal Justice Assistance Grant covering the year 2012-2016 in the amount of \$94,201. This grant was not included in the 2012 budget adopted by the Board of Commissioners in December 2011 because the grant was not awarded until the spring of 2012. The budgeted lines items being increased are as follows: Revenues – Intergovernmental (\$94,201), Expenditures (Supplies & Services - \$18,357 and Capital Outlay - \$75,844). Additional information regarding the grant is attached. *(see below)

* Further, this budget action addresses budgetary issues only. It does not constitute the Commission's approval of any County contract. If a contract requires Commission approval under the County's Contracting Policy or the County's Procurement Ordinance, such approval must be sought separately. FORWARD TO THE FINANCE COMMITTEE.

*(This language was added by Justice & Public Safety Committee Chair DiMaria)

INTRODUCED BY: Commissioner Phillip DiMaria, Chair, Justice & Public Safety Committee

COMMITTEE/MEETING DATE

Justice & Public Safety Committee 10-09-12 APPROVED

Finance 10-10-12

Full Board 10-11-12

Macomb County, Michigan
Quarterly Revenue Report - Summary by Fund
Quarter Ended September 30, 2012

| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Over (Under) Budget | % Utilized |
|------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------------|------------|
| December 31 Year-End Funds | | | | | | |
| General Fund | \$ 193,355,778 | \$ 193,396,690 | \$ 95,926,349 | \$ 122,705,691 | \$ (70,690,999) | 63.45% |
| Community Corrections Grants | 69,949 | 348,176 | 1,441 | 236,703 | (111,473) | 67.98% |
| Community Development Block Grant | 12,447,550 | 12,964,610 | 2,667,381 | 4,557,265 | (8,407,345) | 35.15% |
| Community Services Fund | 386,255 | 3,041,175 | (700) | 737,324 | (2,303,851) | 24.24% |
| Debt Service Fund | 8,294,766 | 8,294,766 | 693,828 | 5,128,622 | (3,166,144) | 61.83% |
| Freedom Hill Park | 322,507 | 322,507 | - | - | (322,507) | 0.00% |
| Health Fund | 1,501,736 | 1,501,736 | - | - | (1,501,736) | 0.00% |
| Health Grants | 482,481 | 876,955 | 163,529 | 199,150 | (677,805) | 22.71% |
| Homeland Security Grants | 1,302,330 | 3,844,666 | 545,240 | 739,887 | (3,104,779) | 19.24% |
| Law Library | 14,990 | 14,990 | 8,500 | 8,500 | (6,490) | 56.70% |
| Macomb/St.Clair Training | 4,120,104 | 4,120,104 | 66,317 | 3,573,590 | (546,514) | 86.74% |
| Martha T Berry | 22,303,151 | 22,303,150 | 3,642,637 | 14,628,855 | (7,674,295) | 65.59% |
| MSU Extension | 111,688 | 533,602 | 61,624 | 152,178 | (381,424) | 28.52% |
| Prosecutng Attorney Grants | 30,000 | 30,000 | 19,980 | 19,987 | (10,013) | 66.62% |
| Register of Deeds Remonumentaion | 200,000 | 192,986 | 1,860 | 77,194 | (115,792) | 40.00% |
| Register of Deeds Technology | 737,000 | 737,000 | 201,132 | 624,853 | (112,147) | 84.78% |
| Research & Reference Center | 545,064 | 545,064 | - | - | (545,064) | 0.00% |
| Revenue Sharing Reserve | 4,856,883 | 4,856,883 | 2,506 | 8,830 | (4,848,053) | 0.18% |
| Senior Citizens Services | 24,786 | 24,786 | - | (9,609) | (34,395) | -38.77% |
| Sheriff Grants | 340,500 | 2,575,954 | 731,974 | 1,595,497 | (980,457) | 61.94% |
| Social Welfare Fund | 2,097,482 | 2,097,482 | 301,539 | 464,092 | (1,633,390) | 22.13% |
| Veterans' Affairs | 1,063,977 | 1,063,977 | 2,420 | 1,030,607 | (33,370) | 96.86% |
| | <u>\$ 254,608,977</u> | <u>\$ 263,687,259</u> | <u>\$ 105,037,557</u> | <u>\$ 156,479,216</u> | <u>\$ (107,208,043)</u> | 59.34% |
| September 30 Year-End Funds | | | | | | |
| Adult Drug Court | \$ 256,595 | \$ 232,310 | \$ 31,348 | \$ 179,812 | \$ (52,498) | 77.40% |
| Child Care Fund | 26,049,016 | 26,061,379 | 1,885,898 | 14,000,261 | (12,061,118) | 53.72% |
| Community Corrections | 1,320,654 | 1,320,654 | 230,563 | 958,140 | (362,514) | 72.55% |
| Community Mental Health | 198,280,985 | 195,350,985 | 66,955,353 | 202,492,856 | 7,141,871 | 103.66% |
| Community Services | 16,540,939 | 17,105,174 | 3,498,494 | 15,764,793 | (1,340,381) | 92.16% |
| Friend of the Court | 10,645,674 | 10,588,774 | 2,966,999 | 7,874,865 | (2,713,909) | 74.37% |
| Health Grants | 4,030,902 | 4,547,222 | 1,441,077 | 4,290,131 | (257,091) | 94.35% |
| Prosecuting Attorney Grants | 2,164,272 | 2,190,702 | 325,592 | 1,413,672 | (777,030) | 64.53% |
| Roads | 88,999,752 | 89,093,698 | 17,693,414 | 65,466,498 | (23,627,200) | 73.48% |
| Sheriff Grants | 2,161,622 | 2,131,992 | 137,654 | 1,253,171 | (878,821) | 58.78% |
| Substance Abuse | 9,032,603 | 9,032,603 | 2,377,514 | 8,206,384 | (826,219) | 90.85% |
| | <u>\$ 359,483,014</u> | <u>\$ 357,655,493</u> | <u>\$ 97,543,906</u> | <u>\$ 321,900,583</u> | <u>\$ (35,754,910)</u> | 90.00% |

Macomb County, Michigan
Quarterly Revenue Report
Quarter Ended September 30, 2012

| General Fund (Dec 31 Year End) | | | | | | |
|-----------------------------------|-----------------------|-----------------------|----------------------|-----------------------|------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Over (Under) Budget | % Utilized |
| Property taxes | 108,534,942 | 108,534,942 | 73,500,747 | 78,754,808 | \$ (29,780,134) | 72.56% |
| Licenses and permits | 1,395,901 | 1,395,901 | 188,770 | 1,343,956 | (51,945) | 96.28% |
| Federal grants | 169,454 | 169,454 | 77,663 | 129,558 | (39,896) | 76.46% |
| State grants | | | | | | |
| Revenue sharing | 11,000,000 | 11,000,000 | 9,498,847 | 9,498,847 | (1,501,153) | 86.35% |
| Court financing | 5,083,776 | 5,083,776 | 1,060,381 | 2,561,138 | (2,522,638) | 50.38% |
| Cigarette tax | 100,000 | 100,000 | - | - | (100,000) | 0.00% |
| Liquor tax | 1,900,000 | 1,900,000 | 919,268 | 1,695,074 | (204,926) | 89.21% |
| Other state grants | 2,570,235 | 2,570,235 | 533,864 | 1,824,570 | (745,665) | 70.99% |
| Charges for services | | | | | | |
| Court costs and fees | 2,406,383 | 2,406,383 | 541,736 | 1,737,111 | (669,272) | 72.19% |
| Certified copies | 852,919 | 852,919 | 234,368 | 724,684 | (128,235) | 84.97% |
| Probation oversight fees | 717,560 | 717,560 | 144,032 | 473,846 | (243,714) | 66.04% |
| Real estate transfer tax | 1,600,000 | 1,600,000 | 674,358 | 1,749,077 | 149,077 | 109.32% |
| Recording fees | 1,911,100 | 1,911,100 | 692,943 | 1,883,289 | (27,811) | 98.54% |
| Rents | 1,983,760 | 1,983,760 | 1,490,975 | 1,509,419 | (474,341) | 76.09% |
| Road patrol | 8,351,700 | 8,351,700 | 2,115,148 | 6,345,444 | (2,006,256) | 75.98% |
| Other Sheriff services | 1,490,441 | 1,490,441 | 402,760 | 1,036,324 | (454,117) | 69.53% |
| Attorney fees | 1,818,500 | 1,818,500 | 269,579 | 1,211,006 | (607,494) | 66.59% |
| Public works-pump station | 2,079,887 | 2,079,887 | 376,677 | 768,831 | (1,311,056) | 36.97% |
| Personal services | 1,025,000 | 1,025,000 | 456,410 | 923,413 | (101,587) | 90.09% |
| Inmate housing | 1,808,000 | 1,808,000 | 144,821 | 674,186 | (1,133,814) | 37.29% |
| Soil erosion fees | 445,000 | 445,000 | 249,011 | 762,027 | 317,027 | 171.24% |
| Commissions | 958,400 | 958,400 | 231,354 | 624,607 | (333,793) | 65.17% |
| Foster care | 705,000 | 705,000 | 77,327 | 278,005 | (426,995) | 39.43% |
| Other charges for services | 3,661,010 | 3,661,010 | 1,006,231 | 2,584,411 | (1,076,599) | 70.59% |
| Other administrative services | 80,000 | 80,000 | 645 | 2,555 | (77,445) | 3.19% |
| Fines and forfeitures | - | - | - | 41 | 41 | 100.00% |
| Other revenue | 126,562 | 128,954 | 60,411 | 85,752 | (43,202) | 66.50% |
| Medicare/medicaid | 622,270 | 622,270 | 205,142 | 460,426 | (161,844) | 73.99% |
| Investment income | 400,000 | 400,000 | 31,618 | 150,667 | (249,333) | 37.67% |
| Inter departmental charges | | | | | | |
| Other administrative services | - | - | - | 6,043 | 6,043 | 100.00% |
| Indirect cost allocation | 8,291,730 | 8,300,547 | 563,320 | 2,272,548 | (6,027,999) | 27.38% |
| Fines and forfeitures | 822,827 | 822,827 | 166,918 | 545,420 | (277,407) | 66.29% |
| Other revenue | | | | | | |
| Other charges for services | 113,125 | 113,125 | 7,563 | 52,995 | (60,130) | 46.85% |
| Other revenue | 97,000 | 97,000 | 3,462 | 35,613 | (61,387) | 36.71% |
| Prior year fund balance | - | 29,703 | - | - | (29,703) | - |
| Operating transfers in | 20,233,296 | 20,233,296 | - | - | (20,233,296) | 0.00% |
| | \$ 193,355,778 | \$ 193,396,690 | \$ 95,926,349 | \$ 122,705,691 | \$ (70,690,999) | 63.45% |

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| Community Corrections (Dec 31 Year End) | | | | | | |
|---|-------------------|-------------------|-----------------|-------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Federal grants | \$ - | \$ 232,627 | \$ - | \$ 232,627 | \$ - | 100.00% |
| Charges for services | - | - | 1,441 | 4,076 | 4,076 | 100.00% |
| Operating Transfers In | 69,949 | 69,949 | - | - | (69,949) | 0.00% |
| Prior year fund balance | - | 45,600 | - | - | (45,600) | 0.00% |
| | <u>\$ 69,949</u> | <u>\$ 348,176</u> | <u>\$ 1,441</u> | <u>\$ 236,703</u> | <u>\$ (111,473)</u> | <u>67.98%</u> |

| Community Development Block Grant Fund (Dec 31 Year End) | | | | | | |
|--|----------------------|----------------------|---------------------|---------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Federal grants | \$ 11,928,150 | \$ 12,424,348 | \$ 2,526,800 | \$ 4,331,684 | \$ (8,092,664) | 34.86% |
| State grants | 55,000 | 33,000 | - | - | (33,000) | 0.00% |
| Charges for services | 464,400 | 418,805 | 140,581 | 225,581 | (193,224) | 53.86% |
| Prior year fund balance | - | 88,457 | - | - | (88,457) | 0.00% |
| | <u>\$ 12,447,550</u> | <u>\$ 12,964,610</u> | <u>\$ 2,667,381</u> | <u>\$ 4,557,265</u> | <u>\$ (8,407,345)</u> | <u>35.15%</u> |

| Community Services Fund (Dec 31 Year End) | | | | | | |
|---|-------------------|---------------------|-----------------|-------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Federal grants | \$ 200,000 | \$ 2,854,920 | \$ (15,551) | \$ 697,331 | \$ (2,157,589) | 24.43% |
| Charges for services | 43,260 | 43,260 | 14,421 | 35,603 | (7,657) | 82.30% |
| Other revenue | 10,000 | 10,000 | 430 | 4,390 | (5,610) | 43.90% |
| Prior year fund balance | 132,995 | 132,995 | - | - | (132,995) | 0.00% |
| | <u>\$ 386,255</u> | <u>\$ 3,041,175</u> | <u>\$ (700)</u> | <u>\$ 737,324</u> | <u>\$ (2,303,851)</u> | <u>24.24%</u> |

| Debt Service Fund (Dec 31 Year End) | | | | | | |
|-------------------------------------|---------------------|---------------------|-------------------|---------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Property taxes | \$ 126,988 | \$ 126,988 | \$ (880) | \$ 115,239 | \$ (11,749) | 90.75% |
| Investment income | 73,270 | 73,270 | - | 56,000 | (17,270) | 76.43% |
| Other revenue | - | - | 295,827 | 429,527 | 429,527 | 100.00% |
| Prior year fund balance | 1,147,130 | 1,147,130 | - | - | (1,147,130) | 0.00% |
| Operating transfers in | 6,947,378 | 6,947,378 | 398,881 | 4,527,856 | (2,419,522) | 65.17% |
| | <u>\$ 8,294,766</u> | <u>\$ 8,294,766</u> | <u>\$ 693,828</u> | <u>\$ 5,128,622</u> | <u>\$ (3,166,144)</u> | <u>61.83%</u> |

Macomb County, Michigan
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| Freedom Hill Park (Dec 31 Year End) | | | | | | |
|-------------------------------------|-------------------|-------------------|---------------|---------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Prior year fund balance | \$ 60,000 | \$ 60,000 | \$ - | \$ - | \$ (60,000) | 0.00% |
| Operating transfers in | 262,507 | 262,507 | - | - | (262,507) | 0.00% |
| | <u>\$ 322,507</u> | <u>\$ 322,507</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ (322,507)</u> | <u>0.00%</u> |

| Health Fund (Dec 31 Year End) | | | | | | |
|-------------------------------|-------------------|-------------------|---------------|---------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Prior year fund balance | \$ 1,501,736 | \$ 1,501,736 | \$ - | \$ - | \$ (1,501,736) | 0.00% |

| Health Grants (Dec 31 Year End) | | | | | | |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Federal grants | 265,390 | 310,485 | 123,308 | 178,431 | \$ (132,054) | 57.47% |
| State grants | 96,191 | 183,810 | 40,221 | 20,719 | (163,091) | 11.27% |
| Charges for services | - | 125,000 | - | - | (125,000) | 0.00% |
| Prior year fund balance | 120,900 | 257,660 | - | - | (257,660) | 0.00% |
| | <u>\$ 482,481</u> | <u>\$ 876,955</u> | <u>\$ 163,529</u> | <u>\$ 199,150</u> | <u>\$ (677,805)</u> | <u>22.71%</u> |

| Homeland Security Grants (Dec 31 Year End) | | | | | | |
|--|---------------------|---------------------|-------------------|-------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Federal grants | \$ 1,302,330 | \$ 3,830,482 | \$ 545,240 | \$ 739,887 | \$ (3,090,595) | 19.32% |
| Prior year fund balance | - | 14,184 | - | - | (14,184) | 0.00% |
| | <u>\$ 1,302,330</u> | <u>\$ 3,844,666</u> | <u>\$ 545,240</u> | <u>\$ 739,887</u> | <u>\$ (3,104,779)</u> | <u>19.24%</u> |

| Law Library (Dec 31 Year End) | | | | | | |
|-------------------------------|-------------------|-------------------|-----------------|-----------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Fines and forfeitures | \$ - | \$ - | \$ 8,500 | \$ 8,500 | \$ 8,500 | 100.00% |
| Prior year fund balance | 14,990 | 14,990 | - | - | (14,990) | 0.00% |
| | <u>\$ 14,990</u> | <u>\$ 14,990</u> | <u>\$ 8,500</u> | <u>\$ 8,500</u> | <u>\$ (6,490)</u> | <u>56.70%</u> |

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| Library (Dec 31 Year End) | | | | | | |
|---------------------------|-------------------|-------------------|---------------|---------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Prior year fund balance | \$ 545,064 | \$ 545,064 | \$ - | \$ - | \$ (545,064) | 0.00% |

| Macomb/St Clair Training (Jun 30 Year End) | | | | | | |
|--|---------------------|---------------------|------------------|---------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Charges for services | \$ 4,120,104 | \$ 4,120,104 | \$ 3,240 | \$ 3,184,905 | \$ (935,199) | 77.30% |
| Operating Transfers In | - | - | 63,077 | 388,685 | 388,685 | 100.00% |
| | <u>\$ 4,120,104</u> | <u>\$ 4,120,104</u> | <u>\$ 66,317</u> | <u>\$ 3,573,590</u> | <u>\$ (546,514)</u> | <u>86.74%</u> |

| Martha T Berry (Dec 31 Year End) | | | | | | |
|----------------------------------|-------------------|-------------------|------------------|-------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Charges for services | | | | | | |
| Other charges for services | \$ 2,710,500 | \$ 2,710,500 | \$ 186,475 | \$ 1,317,812 | \$ (1,392,688) | 48.62% |
| Other administrative services | 40,000 | 40,000 | 13,346 | 24,854 | (15,146) | 62.14% |
| Medicare/medicaid | 19,491,871 | 19,491,870 | 3,442,723 | 13,281,826 | (6,210,044) | 68.14% |
| Other revenue | | | | | | |
| Other charges for services | 60,780 | 60,780 | 93 | 4,363 | (56,417) | 7.18% |
| | <u>22,303,151</u> | <u>22,303,150</u> | <u>3,642,637</u> | <u>14,628,855</u> | <u>(7,674,295)</u> | <u>65.59%</u> |

| MSU Extension (Dec 31 Year End) | | | | | | |
|---------------------------------|-------------------|-------------------|------------------|-------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Federal grants | \$ - | \$ 91,700 | \$ 38,050 | \$ 60,810 | \$ (30,890) | 66.31% |
| Charges for services | 15,688 | 18,687 | 2,874 | 19,523 | 836 | 104.47% |
| Other revenue | 96,000 | 106,000 | 20,700 | 71,845 | (34,155) | 67.78% |
| Prior year fund balance | - | 307,215 | - | - | (307,215) | 0.00% |
| Operating transfers in | - | 10,000 | - | - | (10,000) | 0.00% |
| | <u>\$ 111,688</u> | <u>\$ 533,602</u> | <u>\$ 61,624</u> | <u>\$ 152,178</u> | <u>\$ (381,424)</u> | <u>28.52%</u> |

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| Prosecuting Attorney Grants (Dec 31 Year End) | | | | | | |
|---|-------------------|-------------------|------------------|------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Investment income | \$ - | \$ - | \$ - | \$ 7 | \$ 7 | 100.00% |
| Fines and forfeitures | 30,000 | 30,000 | 19,980 | 19,980 | (10,020) | 66.60% |
| | <u>\$ 30,000</u> | <u>\$ 30,000</u> | <u>\$ 19,980</u> | <u>\$ 19,987</u> | <u>\$ (10,013)</u> | <u>66.62%</u> |

| Register of Deeds Remonumentation Fund (Dec 31 Year End) | | | | | | |
|--|-------------------|-------------------|---------------|---------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| State grants | \$ 200,000 | \$ 192,986 | \$ 1,860 | \$ 77,194 | \$ (115,792) | 40.00% |

| Register of Deeds Technology Fund (Dec 31 Year End) | | | | | | |
|---|-------------------|-------------------|-------------------|-------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Charges for services | \$ 700,000 | \$ 700,000 | \$ 199,748 | \$ 619,960 | \$ (80,040) | 88.57% |
| Investment income | - | - | 1,384 | 4,893 | 4,893 | 100.00% |
| Prior year fund balance | 37,000 | 37,000 | - | - | (37,000) | 0.00% |
| | <u>\$ 737,000</u> | <u>\$ 737,000</u> | <u>\$ 201,132</u> | <u>\$ 624,853</u> | <u>\$ (112,147)</u> | <u>84.78%</u> |

| Revenue Sharing Reserve Fund (Dec 31 Year End) | | | | | | |
|--|---------------------|---------------------|-----------------|-----------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Investment income | \$ - | \$ - | \$ 2,506 | \$ 8,830 | \$ 8,830 | 100.00% |
| Prior year fund balance | 4,856,883 | 4,856,883 | - | - | (4,856,883) | 0.00% |
| | <u>\$ 4,856,883</u> | <u>\$ 4,856,883</u> | <u>\$ 2,506</u> | <u>\$ 8,830</u> | <u>\$ (4,848,053)</u> | <u>0.18%</u> |

| Senior Citizens's Services (Dec 31 Year End) | | | | | | |
|--|-------------------|-------------------|---------------|-------------------|----------------------------|----------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Other revenue | \$ - | \$ - | \$ - | \$ (9,609) | \$ (9,609) | 100.00% |
| Prior year fund balance | 24,786 | 24,786 | - | - | (24,786) | 0.00% |
| | <u>\$ 24,786</u> | <u>\$ 24,786</u> | <u>\$ -</u> | <u>\$ (9,609)</u> | <u>\$ (34,395)</u> | <u>-38.77%</u> |

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| Sheriff Grants (Dec 31 Year End) | | | | | | |
|----------------------------------|-------------------|---------------------|-------------------|---------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Federal grants | \$ - | \$ - | \$ 34,374 | \$ 34,374 | \$ 34,374 | 10.00% |
| State grants | 60,000 | 60,000 | - | 22,728 | (37,272) | 37.88% |
| Probation oversight fees | | | | | - | 100.00% |
| Charges for services | 90,000 | 93,000 | 27,857 | 129,773 | 36,773 | 139.54% |
| Other revenue | 500 | 5,176 | - | 68,685 | 63,509 | 100.00% |
| Fines and forfeitures | 190,000 | 190,000 | 669,743 | 1,339,937 | 1,149,937 | 705.23% |
| Prior year fund balance | - | 2,227,778 | - | | (2,227,778) | 0.00% |
| | <u>\$ 340,500</u> | <u>\$ 2,575,954</u> | <u>\$ 731,974</u> | <u>\$ 1,595,497</u> | <u>\$ (980,457)</u> | <u>61.94%</u> |

| Social Welfare Fund (Dec 31 Year End) | | | | | | |
|---------------------------------------|---------------------|---------------------|-------------------|-------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| State grants | \$ 1,500,000 | \$ 1,500,000 | \$ 212,173 | \$ 350,195 | \$ (1,149,805) | 23.35% |
| Charges for services | 500,000 | 500,000 | 89,366 | 113,897 | (386,103) | 22.78% |
| Prior Year Fund Bal | 97,482 | 97,482 | - | - | (97,482) | 0.00% |
| | <u>\$ 2,097,482</u> | <u>\$ 2,097,482</u> | <u>\$ 301,539</u> | <u>\$ 464,092</u> | <u>\$ (1,633,390)</u> | <u>22.13%</u> |

| Veterans' Affairs (Dec 31 Year End) | | | | | | |
|-------------------------------------|---------------------|---------------------|-----------------|---------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Property taxes | \$ 1,045,827 | \$ 1,045,827 | \$ (2,118) | \$ 1,018,012 | \$ (27,815) | 97.34% |
| Charges for services | 18,150 | 18,150 | 4,538 | 12,595 | (5,555) | 69.39% |
| | <u>\$ 1,063,977</u> | <u>\$ 1,063,977</u> | <u>\$ 2,420</u> | <u>\$ 1,030,607</u> | <u>\$ (33,370)</u> | <u>96.86%</u> |

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| Adult Drug Court (Sep 30 Year End) | | | | | | |
|------------------------------------|-------------------|-------------------|------------------|-------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| State grants | \$ 60,000 | \$ 40,000 | \$ 29,389 | \$ 40,000 | \$ - | 100.00% |
| Charges for services | - | - | 1,959 | 8,049 | 8,049 | 100.00% |
| Operating transfers in | 196,595 | 192,310 | - | 131,763 | (60,547) | 68.52% |
| | <u>\$ 256,595</u> | <u>\$ 232,310</u> | <u>\$ 31,348</u> | <u>\$ 179,812</u> | <u>\$ (52,498)</u> | <u>77.40%</u> |

| Child Care Fund (Sep 30 Year End) | | | | | | |
|-----------------------------------|----------------------|----------------------|---------------------|----------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Federal grants | \$ 177,000 | \$ 177,000 | \$ 42,885 | \$ 162,860 | \$ (14,140) | 92.01% |
| State grants | 10,449,756 | 10,449,756 | 1,694,699 | 5,831,956 | (4,617,800) | 55.81% |
| Charges for services | 872,500 | 872,500 | 148,314 | 729,272 | (143,228) | 83.58% |
| Other revenue | - | - | - | 1,293 | 1,293 | 100.00% |
| Prior Year Fund Balance | - | 12,363 | - | - | (12,363) | 0.00% |
| Operating transfers in | 14,549,760 | 14,549,760 | - | 7,274,880 | (7,274,880) | 50.00% |
| | <u>\$ 26,049,016</u> | <u>\$ 26,061,379</u> | <u>\$ 1,885,898</u> | <u>\$ 14,000,261</u> | <u>\$ (12,061,118)</u> | <u>53.72%</u> |

| Community Corrections (Sep 30 Year End) | | | | | | |
|---|---------------------|---------------------|-------------------|-------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| State grants | \$ 1,025,541 | \$ 1,025,541 | \$ 230,563 | \$ 810,584 | \$ (214,957) | 79.04% |
| Operating transfers in | 295,113 | 295,113 | - | 147,556 | (147,557) | 50.00% |
| | <u>\$ 1,320,654</u> | <u>\$ 1,320,654</u> | <u>\$ 230,563</u> | <u>\$ 958,140</u> | <u>\$ (362,514)</u> | <u>72.55%</u> |

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| Community Mental Health (Sep 30 Year End) | | | | | | |
|---|-----------------------|-----------------------|----------------------|-----------------------|----------------------------|----------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Federal grants | \$ 365,516 | \$ 435,516 | \$ 67,321 | \$ 155,755 | \$ (279,761) | 35.76% |
| State grants | 29,579,231 | 26,634,410 | 10,089,853 | 29,610,724 | 2,976,314 | 111.17% |
| Charges for services | | | | | | |
| Medicare/medicaid | 164,317,475 | 164,261,492 | 56,774,410 | 170,499,130 | 6,237,638 | 103.80% |
| Inter departmental charges | | | | | | |
| Indirect cost allocation | 52,666 | 52,666 | - | - | (52,666) | 0.00% |
| Investment income | - | - | 22,669 | 93,062 | 93,062 | 100.00% |
| Other revenue | 56,415 | 57,219 | 1,100 | 179,344 | 122,125 | 313.43% |
| Operating transfers in | 3,909,682 | 3,909,682 | - | 1,954,841 | (1,954,841) | 50.00% |
| | <u>\$ 198,280,985</u> | <u>\$ 195,350,985</u> | <u>\$ 66,955,353</u> | <u>\$ 202,492,856</u> | <u>\$ 7,141,871</u> | <u>103.66%</u> |

| Community Services (Sep 30 Year End) | | | | | | |
|--------------------------------------|----------------------|----------------------|---------------------|----------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Federal grants | \$ 10,172,895 | \$ 10,575,513 | \$ 2,478,583 | \$ 9,945,674 | \$ (629,839) | 94.04% |
| State grants | 807,562 | 934,675 | 290,501 | 850,225 | (84,450) | 90.96% |
| Charges for services | 4,106,944 | 3,784,411 | 604,367 | 4,069,489 | 285,078 | 107.53% |
| Other revenue | 169,000 | 243,137 | 13,240 | 160,988 | (82,149) | 66.21% |
| Prior Year Fund Balance | 197,617 | 85,000 | - | - | (85,000) | 0.00% |
| Operating transfers in | 1,086,921 | 1,482,438 | 111,803 | 738,417 | (744,021) | 49.81% |
| | <u>\$ 16,540,939</u> | <u>\$ 17,105,174</u> | <u>\$ 3,498,494</u> | <u>\$ 15,764,793</u> | <u>\$ (1,340,381)</u> | <u>92.16%</u> |

Macomb County, Michigan
Quarterly Revenue Report
Quarter Ended September 30, 2012

| Friend of the Court (Sep 30 Year End) | | | | | | |
|---------------------------------------|----------------------|----------------------|---------------------|---------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Federal grants | \$ 6,750,000 | \$ 6,081,300 | \$ 2,340,268 | \$ 4,693,119 | \$ (1,388,181) | 77.17% |
| State grants | 19,550 | 660,050 | 348,737 | 684,150 | 24,100 | 103.65% |
| Charges for services | 751,000 | 751,000 | 277,884 | 934,201 | 183,201 | 124.39% |
| Other revenue | - | - | - | 499 | 499 | 100.00% |
| Investment income | - | - | 110 | 334 | 334 | 100.00% |
| Operating transfers in | 3,125,124 | 3,096,424 | - | 1,562,562 | (1,533,862) | 50.46% |
| | <u>\$ 10,645,674</u> | <u>\$ 10,588,774</u> | <u>\$ 2,966,999</u> | <u>\$ 7,874,865</u> | <u>\$ (2,713,909)</u> | <u>74.37%</u> |

| Health Grants (Sep 30 Year End) | | | | | | |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Federal grants | \$ 170,838 | \$ 170,838 | \$ 37,506 | \$ 114,205 | \$ (56,633) | 66.85% |
| State grants | 2,868,137 | 3,390,401 | 1,033,035 | 3,346,546 | (43,855) | 98.71% |
| Charges for services | | | | | | |
| Medicare/medicaid | 389,346 | 378,402 | 349,227 | 480,837 | 102,435 | 127.07% |
| Other charges for services | 60,515 | 60,515 | 19,410 | 69,776 | 9,261 | 115.30% |
| Other revenue | 7,500 | 12,500 | 1,899 | 11,484 | (1,016) | 91.87% |
| Operating transfers in | 534,566 | 534,566 | - | 267,283 | (267,283) | 50.00% |
| | <u>\$ 4,030,902</u> | <u>\$ 4,547,222</u> | <u>\$ 1,441,077</u> | <u>\$ 4,290,131</u> | <u>\$ (257,091)</u> | <u>94.35%</u> |

| Prosecuting Attorney Grants (Sep 30 Year End) | | | | | | |
|---|---------------------|---------------------|-------------------|---------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Federal grants | \$ 1,238,598 | \$ 1,032,511 | \$ 264,486 | \$ 750,903 | \$ (281,608) | 72.73% |
| State grants | 65,547 | 289,247 | 61,106 | 224,393 | (64,854) | 77.58% |
| Other revenue | - | 39,554 | - | 28,089 | (11,465) | 100.00% |
| Operating transfers in | 860,127 | 829,390 | - | 410,287 | (419,103) | 49.47% |
| | <u>\$ 2,164,272</u> | <u>\$ 2,190,702</u> | <u>\$ 325,592</u> | <u>\$ 1,413,672</u> | <u>\$ (777,030)</u> | <u>64.53%</u> |

Macomb County, Michigan
Quarterly Revenue Report
Quarter Ended September 30, 2012

| Roads (Sep 30 Year End) | | | | | | |
|-------------------------|----------------------|----------------------|----------------------|----------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Licenses & permits | \$ 506,200 | \$ 506,200 | \$ 81,893 | \$ 416,221 | \$ (89,979) | 82.22% |
| Federal grants | 28,705,933 | 28,705,933 | 4,013,184 | 14,735,788 | (13,970,145) | 51.33% |
| State grants | 49,583,672 | 49,583,672 | 13,447,361 | 48,916,806 | (666,866) | 98.66% |
| Charges for services | 1,012,500 | 1,012,500 | 91,132 | 956,783 | (55,717) | 94.50% |
| Investment income | 177,924 | 177,924 | 59,844 | 190,900 | 12,976 | 107.29% |
| Operating transfers in | 250,000 | 250,000 | - | 250,000 | - | 100.00% |
| Prior Year Fund Balance | 8,763,523 | 8,857,469 | - | - | (8,857,469) | 0.00% |
| | <u>\$ 88,999,752</u> | <u>\$ 89,093,698</u> | <u>\$ 17,693,414</u> | <u>\$ 65,466,498</u> | <u>\$ (23,627,200)</u> | <u>73.48%</u> |

| Sheriff Grants (Sep 30 Year End) | | | | | | |
|----------------------------------|---------------------|---------------------|-------------------|---------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Federal grants | \$ 71,539 | \$ 71,539 | \$ 32,962 | \$ 75,808 | \$ 4,269 | 105.97% |
| State grants | 1,045,014 | 1,015,384 | 101,850 | 583,620 | (431,764) | 57.48% |
| Charges for services | 241,991 | 241,991 | - | 95,201 | (146,790) | 39.34% |
| Fines and forfeitures | 30,000 | 30,000 | 2,842 | 112,002 | 82,002 | 373.34% |
| Operating transfers in | 773,078 | 773,078 | - | 386,540 | (386,538) | 50.00% |
| | <u>\$ 2,161,622</u> | <u>\$ 2,131,992</u> | <u>\$ 137,654</u> | <u>\$ 1,253,171</u> | <u>\$ (878,821)</u> | <u>58.78%</u> |

| Substance Abuse (Sep 30 Year End) | | | | | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| State grants | \$ 3,783,639 | \$ 3,783,639 | \$ 1,149,702 | \$ 4,111,948 | \$ 328,309 | 108.68% |
| Charges for services | | | | | | |
| Medicare/medicaid | 3,735,357 | 3,735,357 | 1,227,812 | 3,754,799 | 19,442 | 100.52% |
| Other revenue | - | - | - | 500 | 500 | 100.00% |
| Prior Year Fund Balance | 433,376 | 433,376 | - | - | (433,376) | 0.00% |
| Operating transfers in | 1,080,231 | 1,080,231 | - | 339,137 | (741,094) | 31.39% |
| | <u>\$ 9,032,603</u> | <u>\$ 9,032,603</u> | <u>\$ 2,377,514</u> | <u>\$ 8,206,384</u> | <u>\$ (826,219)</u> | <u>90.85%</u> |

Macomb County, Michigan
Quarterly Expenditure Report - Summary by Fund
Quarter Ended September 30, 2012

| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Over (Under) Budget | % Utilized |
|------------------------------------|-----------------------|-----------------------|----------------------|-----------------------|------------------------|------------|
| December 31 Year-End Funds | | | | | | |
| General Fund | \$ 193,355,778 | \$ 193,396,690 | \$ 41,361,419 | \$ 108,642,542 | \$ 84,754,148 | 56.18% |
| Community Corrections Grants | 69,949 | 348,176 | 40,260 | 85,492 | 262,684 | 24.55% |
| Community Development Block Grant | 12,447,550 | 12,964,610 | 2,704,437 | 4,854,128 | 8,110,482 | 37.44% |
| Community Services Fund | 386,255 | 3,041,175 | 11,294 | 729,049 | 2,312,126 | 23.97% |
| Debt Service Fund | 8,294,766 | 8,294,766 | 421,771 | 5,924,134 | 2,370,632 | 71.42% |
| Freedom Hill Park | 322,507 | 322,507 | 20,205 | 57,448 | 265,059 | 17.81% |
| Health Fund | 1,501,736 | 1,501,736 | (6,327) | (6,327) | 1,508,063 | -0.42% |
| Health Grants | 482,481 | 876,955 | 141,996 | 366,600 | 510,355 | 41.80% |
| Homeland Security Grants | 1,302,330 | 3,844,666 | 796,470 | 1,632,614 | 2,212,052 | 42.46% |
| Law Library | 14,990 | 14,990 | - | - | 14,990 | 0.00% |
| Macomb/St. Clair Training | 4,120,104 | 4,120,104 | 952,367 | 4,060,287 | 59,817 | 98.55% |
| Martha T Berry | 22,303,151 | 22,303,150 | 5,174,497 | 15,395,316 | 6,907,834 | 69.03% |
| MSU Extension | 111,688 | 533,602 | 72,085 | 164,839 | 368,763 | 30.89% |
| Prosecuting Attorney Grants | 30,000 | 30,000 | 959 | 2,582 | 27,418 | 8.61% |
| Register of Deeds Remuneration | 200,000 | 192,986 | 65,136 | 117,538 | 75,448 | 60.90% |
| Register of Deeds Technology | 737,000 | 737,000 | 169,950 | 545,572 | 191,428 | 74.03% |
| Research & Reference Center | 545,064 | 545,064 | - | - | 545,064 | 0.00% |
| Revenue Sharing Reserve | 4,856,883 | 4,856,883 | - | - | 4,856,883 | 0.00% |
| Senior Citizens Services | 24,786 | 24,786 | - | - | 24,786 | 0.00% |
| Sheriff Grants | 340,500 | 2,575,954 | 230,344 | 509,209 | 2,066,745 | 19.77% |
| Social Welfare Fund | 2,097,482 | 2,097,482 | 207,735 | 591,811 | 1,505,671 | 28.22% |
| Veterans' Affairs | 1,063,977 | 1,063,977 | 250,190 | 653,916 | 410,061 | 61.46% |
| | <u>\$ 254,608,977</u> | <u>\$ 263,687,259</u> | <u>\$ 52,614,788</u> | <u>\$ 144,326,750</u> | <u>\$ 119,360,509</u> | 54.73% |
| September 30 Year-End Funds | | | | | | |
| Adult Drug Court | \$ 256,595 | \$ 232,310 | \$ 51,153 | \$ 161,766 | \$ 70,544 | 69.63% |
| Child Care Fund | 26,049,016 | 26,061,379 | 4,555,576 | 17,094,700 | 8,966,679 | 65.59% |
| Community Corrections | 1,320,654 | 1,320,654 | 321,236 | 1,187,828 | 132,826 | 89.94% |
| Community Mental Health | 198,280,985 | 198,350,985 | 53,158,112 | 175,465,186 | 22,885,799 | 88.46% |
| Community Services | 16,540,939 | 17,105,174 | 3,265,246 | 16,563,676 | 541,498 | 96.83% |
| Friend of the Court | 10,645,674 | 10,588,774 | 2,309,080 | 9,378,832 | 1,209,942 | 88.57% |
| Health Grants | 4,030,902 | 4,547,222 | 983,365 | 3,597,639 | 949,583 | 79.12% |
| Prosecuting Attorney Grants | 2,164,272 | 2,190,702 | 521,265 | 2,023,270 | 167,432 | 92.36% |
| Roads | 88,999,752 | 89,093,698 | 16,788,677 | 63,220,910 | 25,872,788 | 70.96% |
| Sheriff Grants | 2,161,622 | 2,131,992 | 363,978 | 1,627,619 | 504,373 | 76.34% |
| Substance Abuse | 9,032,603 | 9,032,603 | 1,946,550 | 6,544,644 | 2,487,959 | 72.46% |
| | <u>\$ 359,483,014</u> | <u>\$ 360,655,493</u> | <u>\$ 84,264,238</u> | <u>\$ 296,866,070</u> | <u>\$ 63,789,423</u> | 82.31% |

Macomb County, Michigan
Quarterly Expenditure Report
Quarter Ended September 30, 2012

| General Fund (Dec 31 Year End) | | | | | | |
|---|---------------------------|---------------------------|-----------------------|-----------------------|------------------------------------|-----------------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Board of Commissioners | | | | | | |
| Salaries and fringe benefits | \$ 1,280,304 | \$ 1,280,304 | \$ 268,067 | \$ 764,210 | \$ 516,094 | 59.69% |
| Operating expenses | 192,565 | 177,811 | 10,978 | 64,661 | 113,150 | 36.37% |
| Capital outlay | - | 399 | - | - | 399 | 0.00% |
| | <u>1,472,869</u> | <u>1,458,514</u> | <u>279,045</u> | <u>828,871</u> | <u>629,643</u> | <u>56.83%</u> |
| Circuit Court | | | | | | |
| Salaries and fringe benefits | 5,186,811 | 5,215,511 | 1,274,090 | 3,598,018 | 1,617,493 | 68.99% |
| Operating expenses | 4,814,409 | 4,811,929 | 1,067,429 | 2,854,675 | 1,957,254 | 59.32% |
| Capital outlay | - | 2,480 | 480 | 480 | 2,000 | 19.35% |
| | <u>10,001,220</u> | <u>10,029,920</u> | <u>2,341,999</u> | <u>6,453,173</u> | <u>3,576,747</u> | <u>64.34%</u> |
| Family Counseling | | | | | | |
| Salaries and fringe benefits | 63,967 | 63,967 | 16,073 | 46,308 | 17,659 | 72.39% |
| Operating expenses | 105,071 | 105,071 | 24,777 | 71,250 | 33,821 | 67.81% |
| | <u>169,038</u> | <u>169,038</u> | <u>40,850</u> | <u>117,558</u> | <u>51,480</u> | <u>69.55%</u> |
| District Court-Romeo | | | | | | |
| Salaries and fringe benefits | 942,790 | 942,790 | 217,406 | 625,323 | 317,467 | 66.33% |
| Operating expenses | 195,503 | 195,503 | 35,064 | 99,109 | 96,394 | 50.69% |
| | <u>1,138,293</u> | <u>1,138,293</u> | <u>252,470</u> | <u>724,432</u> | <u>413,861</u> | <u>63.64%</u> |
| District Court-3rd Class | | | | | | |
| Operating expenses | <u>50,000</u> | <u>50,000</u> | <u>7,470</u> | <u>18,591</u> | <u>31,409</u> | <u>37.18%</u> |
| District Court New Baltimore | | | | | | |
| Salaries and fringe benefits | 1,156,001 | 1,156,001 | 287,860 | 835,769 | 320,232 | 72.30% |
| Operating expenses | 229,865 | 229,715 | 41,675 | 124,212 | 105,503 | 54.07% |
| Capital outlay | - | 150 | - | - | 150 | 0.00% |
| | <u>1,385,866</u> | <u>1,385,866</u> | <u>329,535</u> | <u>959,981</u> | <u>425,885</u> | <u>69.27%</u> |
| Law Library | | | | | | |
| Operating expenses | <u>31,500</u> | <u>31,500</u> | <u>4,809</u> | <u>17,848</u> | <u>13,652</u> | <u>56.66%</u> |
| Probate Court - Mental | | | | | | |
| Salaries and fringe benefits | 641,244 | 641,244 | 146,648 | 440,254 | 200,990 | 68.66% |
| Operating expenses | 296,477 | 296,477 | 43,663 | 147,782 | 148,695 | 49.85% |
| | <u>937,721</u> | <u>937,721</u> | <u>190,311</u> | <u>588,036</u> | <u>349,685</u> | <u>62.71%</u> |
| Probate Court - Wills & Estate | | | | | | |
| Salaries and fringe benefits | 2,259,129 | 2,189,609 | 480,224 | 1,434,383 | 755,226 | 65.51% |
| Operating expenses | 224,385 | 222,585 | 52,338 | 126,948 | 95,637 | 57.03% |
| Capital outlay | - | 1,800 | - | - | 1,800 | 0.00% |
| | <u>2,483,514</u> | <u>2,413,994</u> | <u>532,562</u> | <u>1,561,331</u> | <u>852,663</u> | <u>64.68%</u> |

Macomb County, Michigan
Quarterly Expenditure Report
Quarter Ended September 30, 2012

| General Fund (Dec 31 Year End) | | | | | | |
|-----------------------------------|-------------------|-------------------|------------------|------------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Family Court - Juvenile | | | | | | |
| Salaries and fringe benefits | \$ 4,161,485 | \$ 4,161,485 | \$ 985,470 | \$ 2,885,117 | \$ 1,276,368 | 69.33% |
| Operating expenses | 1,079,982 | 1,079,982 | 241,322 | 715,536 | 364,446 | 66.25% |
| | <u>5,241,467</u> | <u>5,241,467</u> | <u>1,226,792</u> | <u>3,600,653</u> | <u>1,640,814</u> | 68.70% |
| Probation - Circuit Court | | | | | | |
| Operating expenses | <u>125,828</u> | <u>125,828</u> | <u>33,710</u> | <u>89,642</u> | <u>36,186</u> | 71.24% |
| Probation - District Court | | | | | | |
| Salaries and fringe benefits | 519,585 | 519,585 | 108,016 | 310,299 | 209,286 | 59.72% |
| Operating expenses | 68,942 | 68,942 | 5,091 | 18,593 | 50,349 | 26.97% |
| | <u>588,527</u> | <u>588,527</u> | <u>113,107</u> | <u>328,892</u> | <u>259,635</u> | 55.88% |
| Jury Commission | | | | | | |
| Operating expenses | <u>117,911</u> | <u>117,911</u> | <u>83,953</u> | <u>108,659</u> | <u>9,252</u> | 92.15% |
| County Executive | | | | | | |
| Salaries and fringe benefits | 1,098,708 | 1,077,708 | 248,847 | 710,714 | 366,994 | 65.95% |
| Operating expenses | 161,276 | 199,326 | 38,399 | 89,918 | 109,408 | 45.11% |
| Capital outlay | 5,350 | 3,300 | 622 | 1,467 | 1,833 | 44.45% |
| | <u>1,265,334</u> | <u>1,280,334</u> | <u>287,868</u> | <u>802,099</u> | <u>478,235</u> | 62.65% |
| Ethics Board | | | | | | |
| Operating expenses | <u>-</u> | <u>60,000</u> | <u>119</u> | <u>770</u> | <u>59,230</u> | 1.28% |
| Elections | | | | | | |
| Operating expenses | <u>36,584</u> | <u>36,584</u> | <u>8,642</u> | <u>14,768</u> | <u>21,816</u> | 40.37% |
| Information Technology | | | | | | |
| Salaries and fringe benefits | 3,476,903 | 3,476,903 | 797,859 | 2,315,731 | 1,161,172 | 66.60% |
| Operating expenses | 2,128,254 | 2,127,792 | 136,545 | 1,675,144 | 452,648 | 78.73% |
| Capital outlay | - | 462 | 462 | 462 | - | 100.00% |
| | <u>5,605,157</u> | <u>5,605,157</u> | <u>934,866</u> | <u>3,991,337</u> | <u>1,613,820</u> | 71.21% |
| Reimbursement | | | | | | |
| Salaries and fringe benefits | 810,830 | 810,830 | 165,025 | 505,900 | 304,930 | 62.39% |
| Operating expenses | 52,481 | 52,481 | 8,991 | 19,463 | 33,018 | 37.09% |
| | <u>863,311</u> | <u>863,311</u> | <u>174,016</u> | <u>525,363</u> | <u>337,948</u> | 60.85% |
| Corporation Counsel | | | | | | |
| Salaries and fringe benefits | 831,089 | 831,089 | 191,268 | 537,420 | 293,669 | 64.66% |
| Operating expenses | 42,485 | 42,485 | 5,030 | 19,139 | 23,346 | 45.05% |
| | <u>873,574</u> | <u>873,574</u> | <u>196,298</u> | <u>556,559</u> | <u>317,015</u> | 63.71% |

Macomb County, Michigan
Quarterly Expenditure Report
Quarter Ended September 30, 2012

| General Fund (Dec 31 Year End) | | | | | | |
|---------------------------------------|---------------------------|---------------------------|-----------------------|-----------------------|------------------------------------|-----------------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| County Clerk | | | | | | |
| Salaries and fringe benefits | \$ 3,802,301 | \$ 3,871,821 | \$ 925,664 | \$ 2,656,242 | \$ 1,215,579 | 68.60% |
| Operating expenses | 413,158 | 396,158 | 74,132 | 228,383 | 167,775 | 57.65% |
| Capital outlay | - | 17,000 | 4,074 | 16,074 | 926 | 94.55% |
| | <u>4,215,459</u> | <u>4,284,979</u> | <u>1,003,870</u> | <u>2,900,699</u> | <u>1,384,280</u> | <u>67.69%</u> |
| Finance Department | | | | | | |
| Salaries and fringe benefits | 1,870,809 | 1,866,671 | 429,889 | 1,235,519 | 631,152 | 66.19% |
| Operating expenses | 94,957 | 99,157 | 12,395 | 54,482 | 44,675 | 54.95% |
| Capital outlay | - | 300 | - | 300 | - | 100.00% |
| | <u>1,965,766</u> | <u>1,966,128</u> | <u>442,284</u> | <u>1,290,301</u> | <u>675,827</u> | <u>65.63%</u> |
| Equalization | | | | | | |
| Salaries and fringe benefits | 860,250 | 860,250 | 190,946 | 537,851 | 322,399 | 62.52% |
| Operating expenses | 44,300 | 44,300 | 5,693 | 22,145 | 22,155 | 49.99% |
| | <u>904,550</u> | <u>904,550</u> | <u>196,639</u> | <u>559,996</u> | <u>344,554</u> | <u>61.91%</u> |
| Human Resources | | | | | | |
| Salaries and fringe benefits | 1,812,580 | 1,812,580 | 433,281 | 1,205,368 | 607,212 | 66.50% |
| Operating expenses | 197,178 | 197,178 | 27,625 | 82,138 | 115,040 | 41.66% |
| | <u>2,009,758</u> | <u>2,009,758</u> | <u>460,906</u> | <u>1,287,506</u> | <u>722,252</u> | <u>64.06%</u> |
| Prosecuting Attorney | | | | | | |
| Salaries and fringe benefits | 8,161,206 | 8,186,206 | 1,909,771 | 5,507,494 | 2,678,712 | 67.28% |
| Operating expenses | 480,754 | 480,754 | 83,706 | 260,489 | 220,265 | 54.18% |
| Operating transfers out | 25,000 | - | - | - | - | 0.00% |
| | <u>8,666,960</u> | <u>8,666,960</u> | <u>1,993,477</u> | <u>5,767,983</u> | <u>2,898,977</u> | <u>66.55%</u> |
| Purchasing | | | | | | |
| Salaries and fringe benefits | 1,223,102 | 1,224,431 | 234,867 | 781,096 | 443,335 | 63.79% |
| Operating expenses | 226,330 | 226,330 | 38,918 | 119,906 | 106,424 | 52.98% |
| | <u>1,449,432</u> | <u>1,450,761</u> | <u>273,785</u> | <u>901,002</u> | <u>549,759</u> | <u>62.11%</u> |
| Register of Deeds | | | | | | |
| Salaries and fringe benefits | 1,562,735 | 1,562,735 | 322,497 | 961,851 | 600,884 | 61.55% |
| Operating expenses | 222,132 | 222,132 | 35,775 | 91,219 | 130,913 | 41.07% |
| | <u>1,784,867</u> | <u>1,784,867</u> | <u>358,272</u> | <u>1,053,070</u> | <u>731,797</u> | <u>59.00%</u> |

Macomb County, Michigan
Quarterly Expenditure Report
Quarter Ended September 30, 2012

| General Fund (Dec 31 Year End) | | | | | | |
|---------------------------------------|---------------------------|---------------------------|-----------------------|-----------------------|------------------------------------|-----------------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Treasurer | | | | | | |
| Salaries and fringe benefits | \$ 2,072,019 | \$ 2,072,019 | \$ 494,066 | \$ 1,430,216 | \$ 641,803 | 69.03% |
| Operating expenses | 164,312 | 164,312 | 24,386 | 78,015 | 86,297 | 47.48% |
| | <u>2,236,331</u> | <u>2,236,331</u> | <u>518,452</u> | <u>1,508,231</u> | <u>728,100</u> | <u>67.44%</u> |
| Building Authority | | | | | | |
| Operating expenses | <u>1,300</u> | <u>1,300</u> | - | - | <u>1,300</u> | <u>0.00%</u> |
| Facilities and Operations | | | | | | |
| Salaries and fringe benefits | 7,520,091 | 7,520,349 | 1,656,127 | 4,805,319 | 2,715,030 | 63.90% |
| Operating expenses | 7,889,480 | 7,889,480 | 1,748,659 | 4,762,476 | 3,127,004 | 60.36% |
| | <u>15,409,571</u> | <u>15,409,829</u> | <u>3,404,786</u> | <u>9,567,795</u> | <u>5,842,034</u> | <u>62.09%</u> |
| Public Works | | | | | | |
| Salaries and fringe benefits | 5,444,460 | 5,444,460 | 1,213,892 | 3,496,581 | 1,947,879 | 64.22% |
| Operating expenses | 285,320 | 285,320 | 58,454 | 143,627 | 141,693 | 50.34% |
| | <u>5,729,780</u> | <u>5,729,780</u> | <u>1,272,346</u> | <u>3,640,208</u> | <u>2,089,572</u> | <u>63.53%</u> |
| MSU Extension | | | | | | |
| Salaries and fringe benefits | 525,352 | 543,974 | 125,520 | 383,459 | 160,515 | 70.49% |
| Operating expenses | 370,128 | 370,128 | 8,457 | 204,750 | 165,378 | 55.32% |
| | <u>895,480</u> | <u>914,102</u> | <u>133,977</u> | <u>588,209</u> | <u>325,893</u> | <u>64.35%</u> |
| Planning & Econ Develop | | | | | | |
| Salaries and fringe benefits | 2,373,260 | 2,360,980 | 546,014 | 1,598,720 | 762,260 | 67.71% |
| Operating expenses | 309,200 | 320,680 | 82,060 | 248,130 | 72,550 | 77.38% |
| Capital outlay | - | 800 | 800 | 800 | - | 100.00% |
| | <u>2,682,460</u> | <u>2,682,460</u> | <u>628,874</u> | <u>1,847,650</u> | <u>834,810</u> | <u>68.88%</u> |
| Plat Board | | | | | | |
| Operating expenses | <u>1,000</u> | <u>1,000</u> | - | - | <u>1,000</u> | <u>0.00%</u> |
| Civil Service Comm | | | | | | |
| Operating expenses | <u>17,250</u> | <u>17,250</u> | <u>3,980</u> | <u>8,340</u> | <u>8,910</u> | <u>48.35%</u> |
| Sheriff | | | | | | |
| Salaries and fringe benefits | 51,583,938 | 51,591,380 | 12,288,244 | 33,600,747 | 17,990,633 | 65.13% |
| Operating expenses | 10,907,412 | 10,903,673 | 2,882,210 | 6,459,950 | 4,443,723 | 59.25% |
| Capital outlay | - | 3,739 | - | 3,739 | - | 100.00% |
| | <u>62,491,350</u> | <u>62,498,792</u> | <u>15,170,454</u> | <u>40,064,436</u> | <u>22,434,356</u> | <u>64.10%</u> |

Macomb County, Michigan
Quarterly Expenditure Report
Quarter Ended September 30, 2012

| General Fund (Dec 31 Year End) | | | | | | |
|--|---------------------------|---------------------------|-----------------------|-----------------------|------------------------------------|-----------------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Emergency Management | | | | | | |
| Salaries and fringe benefits | \$ 918,544 | \$ 914,544 | \$ 206,820 | \$ 596,717 | \$ 317,827 | 65.25% |
| Operating expenses | 71,065 | 75,065 | 16,816 | 42,053 | 33,012 | 56.02% |
| | <u>989,609</u> | <u>989,609</u> | <u>223,636</u> | <u>638,770</u> | <u>350,839</u> | <u>64.55%</u> |
| F&O Security | | | | | | |
| Salaries and fringe benefits | - | - | (1,383) | (1,383) | 1,383 | 0.00% |
| Health Department | | | | | | |
| Salaries and fringe benefits | 13,066,305 | 13,088,963 | 2,670,927 | 7,914,516 | 5,174,447 | 60.47% |
| Operating expenses | 6,238,706 | 6,230,856 | 889,714 | 1,740,971 | 4,489,885 | 27.94% |
| Capital outlay | 129,101 | 136,951 | 25,190 | 39,758 | 97,193 | 29.03% |
| | <u>19,434,112</u> | <u>19,456,770</u> | <u>3,585,831</u> | <u>9,695,245</u> | <u>9,761,525</u> | <u>49.83%</u> |
| Health & Community Services | | | | | | |
| Salaries and fringe benefits | 238,697 | 238,697 | 61,773 | 152,474 | 86,223 | 63.88% |
| Operating expenses | 15,100 | 15,100 | 594 | 2,377 | 12,723 | 15.74% |
| Capital outlay | 4,000 | 4,000 | 545 | 1,449 | 2,551 | 36.23% |
| | <u>257,797</u> | <u>257,797</u> | <u>62,912</u> | <u>156,300</u> | <u>101,497</u> | <u>60.63%</u> |
| Social Services | | | | | | |
| Operating expenses | 72,472 | 72,472 | 30,850 | 43,567 | 28,905 | 60.12% |
| Senior Citizens Services | | | | | | |
| Salaries and fringe benefits | 1,084,712 | 1,104,126 | 205,107 | 684,817 | 419,309 | 62.02% |
| Operating expenses | 113,570 | 145,020 | 23,505 | 65,462 | 79,558 | 45.14% |
| Capital outlay | 1,000 | 1,000 | - | - | 1,000 | 0.00% |
| | <u>1,199,282</u> | <u>1,250,146</u> | <u>228,612</u> | <u>750,279</u> | <u>499,867</u> | <u>60.02%</u> |
| Appropriations | | | | | | |
| Salaries and fringe benefits | (6,253,333) | (6,323,418) | - | - | (6,323,418) | 0.00% |
| Operating expenses | 1,780,884 | 1,720,884 | 174,694 | 699,492 | 1,021,392 | 40.65% |
| Capital outlay | 334,218 | 334,218 | 36,817 | 267,357 | 66,861 | 79.99% |
| | <u>(4,138,231)</u> | <u>(4,268,316)</u> | <u>211,511</u> | <u>966,849</u> | <u>(5,235,165)</u> | <u>-22.65%</u> |
| Contributions | | | | | | |
| Operating transfers out | 32,691,709 | 32,671,826 | 4,118,926 | 4,118,926 | 28,552,900 | 12.61% |
| | <u>\$ 193,355,778</u> | <u>\$ 193,396,690</u> | <u>\$ 41,361,419</u> | <u>\$ 108,642,542</u> | <u>\$ 84,754,148</u> | <u>56.18%</u> |

Macomb County, Michigan
Quarterly Expenditure Report
Quarter Ended September 30, 2012

Community Corrections (Dec 31 Year End)

| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
|------------------------------|-------------------|-------------------|------------------|------------------|----------------------------|---------------|
| Salaries and fringe benefits | 69,949 | 69,949 | 17,855 | 51,339 | 18,610 | 73.39% |
| Operating expenses | - | 260,363 | 4,795 | 16,543 | 243,820 | 6.35% |
| Capital outlay | - | 17,864 | 17,610 | 17,610 | 254 | 98.58% |
| | \$ 69,949 | \$ 348,176 | \$ 40,260 | \$ 85,492 | \$ 262,684 | 24.55% |

Community Development Block Grant Fund (Dec 31 Year End)

| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
|------------------------------|----------------------|----------------------|---------------------|---------------------|----------------------------|---------------|
| Salaries and fringe benefits | \$ 416,000 | \$ 460,212 | \$ 79,365 | \$ 235,355 | \$ 224,857 | 51.14% |
| Operating expenses | 11,437,550 | 11,999,365 | 2,625,072 | 4,618,773 | 7,380,592 | 38.49% |
| Capital outlay | 15,000 | 24,677 | - | - | 24,677 | 0.00% |
| Operating transfers out | 579,000 | 480,356 | - | - | 480,356 | 0.00% |
| | \$ 12,447,550 | \$ 12,964,610 | \$ 2,704,437 | \$ 4,854,128 | \$ 8,110,482 | 37.44% |

Community Services Fund (Dec 31 Year End)

| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
|------------------------------|-------------------|---------------------|------------------|-------------------|----------------------------|---------------|
| Salaries and fringe benefits | \$ 31,355 | \$ 325,151 | \$ 8,049 | \$ 198,019 | \$ 127,132 | 60.90% |
| Operating expenses | 294,900 | 2,617,703 | 3,245 | 531,030 | 2,086,673 | 20.29% |
| Capital outlay | - | 41,321 | - | - | 41,321 | 0.00% |
| Operating transfers out | 60,000 | 57,000 | - | - | 57,000 | 0.00% |
| | \$ 386,255 | \$ 3,041,175 | \$ 11,294 | \$ 729,049 | \$ 2,312,126 | 23.97% |

Debt Service Fund (Dec 31 Year End)

| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
|----------------------------------|---------------------|---------------------|-------------------|---------------------|----------------------------|---------------|
| Operating expenses | \$ 129,238 | \$ 129,238 | \$ 22,891 | \$ 53,767 | \$ 75,471 | 41.60% |
| Debt service - principal | 5,870,000 | 5,870,000 | - | 4,104,913 | 1,765,087 | 69.93% |
| Debt service - interest and fees | 2,295,528 | 2,295,528 | 398,880 | 1,765,454 | 530,074 | 76.91% |
| | \$ 8,294,766 | \$ 8,294,766 | \$ 421,771 | \$ 5,924,134 | \$ 2,370,632 | 71.42% |

Freedom Hill Park (Dec 31 Year End)

| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
|------------------------------|-------------------|-------------------|------------------|------------------|----------------------------|---------------|
| Salaries and fringe benefits | \$ - | \$ - | \$ 5,376 | \$ 10,599 | \$ (10,599) | 100.00% |
| Operating expenses | 322,507 | 322,507 | 14,829 | 46,849 | 275,658 | 14.53% |
| | \$ 322,507 | \$ 322,507 | \$ 20,205 | \$ 57,448 | \$ 265,059 | 17.81% |

Macomb County, Michigan
Quarterly Expenditure Report
Quarter Ended September 30, 2012

| Health Fund (Dec 31 Year End) | | | | | | |
|-------------------------------|----------------------------|----------------------------|--------------------------|--------------------------|----------------------------|----------------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Salaries and fringe benefits | \$ - | \$ - | \$ (6,327) | \$ (6,327) | \$ 6,327 | 100.00% |
| Operating transfers out | 1,501,736 | 1,501,736 | - | - | 1,501,736 | 0.00% |
| | <u>\$ 1,501,736</u> | <u>\$ 1,501,736</u> | <u>\$ (6,327)</u> | <u>\$ (6,327)</u> | <u>\$ 1,508,063</u> | <u>-0.42%</u> |

| Health Grants Fund (Dec 31 Year End) | | | | | | |
|--------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------------|----------------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Salaries and fringe benefits | \$ 234,970 | \$ 310,943 | \$ 53,337 | \$ 174,899 | \$ 136,044 | 56.25% |
| Operating expenses | 247,511 | 566,012 | 88,659 | 191,701 | 374,311 | 33.87% |
| | <u>\$ 482,481</u> | <u>\$ 876,955</u> | <u>\$ 141,996</u> | <u>\$ 366,600</u> | <u>\$ 510,355</u> | <u>41.80%</u> |

| Homeland Security Grants (Dec 31 Year End) | | | | | | |
|--|----------------------------|----------------------------|--------------------------|----------------------------|----------------------------|----------------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Salaries and fringe benefits | \$ 75,000 | \$ 250,096 | \$ 49,699 | \$ 120,315 | \$ 129,781 | 48.11% |
| Operating expenses | 869,120 | 2,265,259 | 605,854 | 1,242,024 | 1,023,235 | 54.83% |
| Capital outlay | 358,210 | 1,329,311 | 140,917 | 270,275 | 1,059,036 | 20.33% |
| | <u>\$ 1,302,330</u> | <u>\$ 3,844,666</u> | <u>\$ 796,470</u> | <u>\$ 1,632,614</u> | <u>\$ 2,212,052</u> | <u>42.46%</u> |

| Law Library (Dec 31 Year End) | | | | | | |
|-------------------------------|-------------------|-------------------|---------------|---------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Operating transfers out | \$ 14,990 | \$ 14,990 | \$ - | \$ - | \$ 14,990 | 0.00% |

| Library (Dec 31 Year End) | | | | | | |
|---------------------------|-------------------|-------------------|---------------|---------------|----------------------------|---------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Operating transfers out | \$ 545,064 | \$ 545,064 | \$ - | \$ - | \$ 545,064 | 0.00% |

| Macomb/St Clair Training (Jun 30 Year End) | | | | | | |
|--|----------------------------|----------------------------|--------------------------|----------------------------|----------------------------|----------------------|
| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
| Salaries and fringe benefits | \$ 3,958,975 | \$ 3,958,975 | \$ 939,648 | \$ 3,913,855 | \$ 45,120 | 98.86% |
| Operating expenses | 161,129 | 161,129 | 12,719 | 146,432 | 14,697 | 90.88% |
| | <u>\$ 4,120,104</u> | <u>\$ 4,120,104</u> | <u>\$ 952,367</u> | <u>\$ 4,060,287</u> | <u>\$ 59,817</u> | <u>98.55%</u> |

Macomb County, Michigan
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Quarter Ended September 30, 2012

Martha T Berry (Dec 31 Year End)

| Description | Adopted | Amended | QTD | YTD | Favorable | % |
|------------------------------|----------------------|----------------------|---------------------|----------------------|---------------------|---------------|
| | Budget | Budget | Actual | Actual | (Unfavorable) | Utilized |
| Salaries and fringe benefits | \$ 13,529,519 | \$ 13,529,518 | \$ 3,859,784 | \$ 10,825,816 | \$ 2,703,702 | 80.02% |
| Operating expenses | 8,645,632 | 8,357,587 | 1,314,713 | 4,506,155 | 3,851,432 | 53.92% |
| Capital outlay | 128,000 | 416,045 | - | 63,345 | 352,700 | 15.23% |
| | <u>\$ 22,303,151</u> | <u>\$ 22,303,150</u> | <u>\$ 5,174,497</u> | <u>\$ 15,395,316</u> | <u>\$ 6,907,834</u> | <u>69.03%</u> |

MSU Extension (Dec 31 Year End)

| Description | Adopted | Amended | QTD | YTD | Favorable | % |
|------------------------------|-------------------|-------------------|------------------|-------------------|-------------------|---------------|
| | Budget | Budget | Actual | Actual | (Unfavorable) | Utilized |
| Salaries and fringe benefits | \$ 68,520 | \$ 253,125 | \$ 43,411 | \$ 112,563 | \$ 140,562 | 44.47% |
| Operating expenses | 43,168 | 271,677 | 28,674 | 52,276 | 219,401 | 19.24% |
| Capital outlay | - | 8,800 | - | - | 8,800 | 0.00% |
| | <u>\$ 111,688</u> | <u>\$ 533,602</u> | <u>\$ 72,085</u> | <u>\$ 164,839</u> | <u>\$ 368,763</u> | <u>30.89%</u> |

Prosecuting Attorney Grants (Dec 31 Year End)

| Description | Adopted | Amended | QTD | YTD | Favorable | % |
|--------------------|------------------|------------------|---------------|-----------------|------------------|--------------|
| | Budget | Budget | Actual | Actual | (Unfavorable) | Utilized |
| Operating expenses | \$ 5,000 | \$ 5,000 | \$ 959 | \$ 2,582 | \$ 2,418 | 51.64% |
| Capital outlay | 25,000 | 25,000 | - | - | 25,000 | 0.00% |
| | <u>\$ 30,000</u> | <u>\$ 30,000</u> | <u>\$ 959</u> | <u>\$ 2,582</u> | <u>\$ 27,418</u> | <u>8.61%</u> |

Register of Deeds Remonumentation Fund (Dec 31 Year End)

| Description | Adopted | Amended | QTD | YTD | Favorable | % |
|--------------------|------------|------------|-----------|------------|---------------|----------|
| | Budget | Budget | Actual | Actual | (Unfavorable) | Utilized |
| Operating expenses | \$ 200,000 | \$ 192,986 | \$ 65,136 | \$ 117,538 | \$ 75,448 | 60.90% |

Register of Deeds Technology Fund (Dec 31 Year End)

| Description | Adopted | Amended | QTD | YTD | Favorable | % |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| | Budget | Budget | Actual | Actual | (Unfavorable) | Utilized |
| Salaries and fringe benefits | \$ 66,250 | \$ 66,250 | \$ 16,641 | \$ 47,269 | \$ 18,981 | 71.35% |
| Operating expenses | 665,750 | 650,750 | 152,037 | 478,866 | 171,884 | 73.59% |
| Capital outlay | 5,000 | 20,000 | 1,272 | 19,437 | 563 | 97.19% |
| | <u>\$ 737,000</u> | <u>\$ 737,000</u> | <u>\$ 169,950</u> | <u>\$ 545,572</u> | <u>\$ 191,428</u> | <u>74.03%</u> |

Macomb County, Michigan
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Quarter Ended September 30, 2012

Revenue Sharing Reserve Fund (Dec 31 Year End)

| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
|-------------------------|-------------------|-------------------|---------------|---------------|----------------------------|---------------|
| Operating transfers out | \$ 4,856,883 | \$ 4,856,883 | \$ - | \$ - | \$ 4,856,883 | 0.00% |

Senior Citizens Services (Dec 31 Year End)

| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
|-------------------------|-------------------|-------------------|---------------|---------------|----------------------------|---------------|
| Operating transfers out | \$ 24,786 | \$ 24,786 | \$ - | \$ - | \$ 24,786 | 0.00% |

Sheriff Grants (Dec 31 Year End)

| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
|------------------------------|-------------------|---------------------|-------------------|-------------------|----------------------------|---------------|
| Salaries and fringe benefits | \$ 75,000 | \$ 171,361 | \$ 53,721 | \$ 143,139 | \$ 28,222 | 83.53% |
| Operating expenses | 213,000 | 660,327 | 137,027 | 260,729 | 399,598 | 39.48% |
| Capital outlay | 52,500 | 1,744,266 | 39,596 | 105,341 | 1,638,925 | 6.04% |
| | <u>\$ 340,500</u> | <u>\$ 2,575,954</u> | <u>\$ 230,344</u> | <u>\$ 509,209</u> | <u>\$ 2,066,745</u> | <u>19.77%</u> |

Social Welfare Fund (Dec 31 Year End)

| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
|-------------------------|---------------------|---------------------|-------------------|-------------------|----------------------------|---------------|
| Operating expenses | \$ 2,000,000 | \$ 2,000,000 | \$ 207,735 | \$ 591,811 | \$ 1,408,189 | 29.59% |
| Operating transfers out | 97,482 | 97,482 | - | - | 97,482 | 0.00% |
| | <u>\$ 2,097,482</u> | <u>\$ 2,097,482</u> | <u>\$ 207,735</u> | <u>\$ 591,811</u> | <u>\$ 1,505,671</u> | <u>28.22%</u> |

Veterans' Affairs (Dec 31 Year End)

| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
|------------------------------|---------------------|---------------------|-------------------|-------------------|----------------------------|---------------|
| Salaries and fringe benefits | \$ 698,264 | \$ 678,264 | \$ 145,432 | \$ 418,908 | \$ 259,356 | 61.76% |
| Operating expenses | 357,713 | 372,013 | 104,758 | 223,413 | 148,600 | 60.06% |
| Capital outlay | 8,000 | 13,700 | - | 11,595 | 2,105 | 84.64% |
| | <u>\$ 1,063,977</u> | <u>\$ 1,063,977</u> | <u>\$ 250,190</u> | <u>\$ 653,916</u> | <u>\$ 410,061</u> | <u>61.46%</u> |

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Adult Drug Court (Sep 30 Year End)

| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
|------------------------------|-------------------|-------------------|------------------|-------------------|----------------------------|---------------|
| Salaries and fringe benefits | \$ 164,996 | \$ 111,487 | \$ 24,580 | \$ 78,651 | \$ 32,836 | 70.55% |
| Operating expenses | 91,599 | 120,823 | 26,573 | 83,115 | 37,708 | 68.79% |
| | \$ 256,595 | \$ 232,310 | \$ 51,153 | \$ 161,766 | \$ 70,544 | 69.63% |

Child Care Fund (Sep 30 Year End)

| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
|------------------------------|----------------------|----------------------|---------------------|----------------------|----------------------------|---------------|
| Salaries and fringe benefits | \$ 10,276,722 | \$ 10,276,722 | \$ 2,344,707 | \$ 8,942,150 | \$ 1,334,572 | 87.01% |
| Operating expenses | 15,763,794 | 15,766,157 | 2,195,714 | 8,135,698 | 7,630,459 | 51.60% |
| Capital outlay | 8,500 | 18,500 | 15,155 | 16,852 | 1,648 | 91.09% |
| | \$ 26,049,016 | \$ 26,061,379 | \$ 4,555,576 | \$ 17,094,700 | \$ 8,966,679 | 65.59% |

Community Corrections (Sep 30 Year End)

| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
|------------------------------|---------------------|---------------------|-------------------|---------------------|----------------------------|---------------|
| Salaries and fringe benefits | \$ 716,979 | \$ 691,979 | \$ 165,611 | \$ 663,856 | \$ 28,123 | 95.94% |
| Operating expenses | 602,675 | 627,675 | 155,166 | 523,513 | 104,162 | 83.41% |
| Capital outlay | 1,000 | 1,000 | 459 | 459 | 541 | 45.90% |
| | \$ 1,320,654 | \$ 1,320,654 | \$ 321,236 | \$ 1,187,828 | \$ 132,826 | 89.94% |

Community Mental Health (Sep 30 Year End)

| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
|------------------------------|-----------------------|-----------------------|----------------------|-----------------------|----------------------------|---------------|
| Salaries and fringe benefits | \$ 25,918,910 | \$ 26,315,344 | \$ 6,122,185 | \$ 23,646,564 | \$ 2,668,780 | 89.86% |
| Operating expenses | 172,237,875 | 171,828,534 | 46,987,188 | 151,718,173 | 20,110,361 | 88.30% |
| Capital outlay | 124,200 | 207,107 | 48,739 | 100,449 | 106,658 | 48.50% |
| | \$ 198,280,985 | \$ 198,350,985 | \$ 53,158,112 | \$ 175,465,186 | \$ 22,885,799 | 88.46% |

Community Services (Sep 30 Year End)

| Description | Adopted Budget | Amended Budget | QTD Actual | YTD Actual | Favorable (Unfavorable) | % Utilized |
|------------------------------|----------------------|----------------------|---------------------|----------------------|----------------------------|---------------|
| Salaries and fringe benefits | \$ 7,679,523 | \$ 7,608,061 | \$ 1,530,354 | \$ 7,520,356 | \$ 87,705 | 98.85% |
| Operating expenses | 8,333,406 | 8,902,040 | 1,573,185 | 8,476,574 | 425,466 | 95.22% |
| Capital outlay | 4,787 | 77,667 | 55,268 | 77,667 | - | 100.00% |
| Operating transfers out | 523,223 | 517,406 | 106,439 | 489,079 | 28,327 | 94.53% |
| | \$ 16,540,939 | \$ 17,105,174 | \$ 3,265,246 | \$ 16,563,676 | \$ 541,498 | 96.83% |

Macomb County, Michigan
Quarterly Expenditure Report
Quarter Ended September 30, 2012

Friend of the Court (Sep 30 Year End)

| Description | Adopted | Amended | QTD | YTD | Favorable | % |
|------------------------------|----------------------|----------------------|---------------------|---------------------|---------------------|---------------|
| | Budget | Budget | Actual | Actual | (Unfavorable) | Utilized |
| Salaries and fringe benefits | \$ 8,372,628 | \$ 8,315,228 | \$ 1,885,920 | \$ 7,407,782 | \$ 907,446 | 89.09% |
| Operating expenses | 2,270,546 | 2,271,046 | 423,160 | 1,970,138 | 300,908 | 86.75% |
| Capital outlay | 2,500 | 2,500 | - | 912 | 1,588 | 36.48% |
| | \$ 10,645,674 | \$ 10,588,774 | \$ 2,309,080 | \$ 9,378,832 | \$ 1,209,942 | 88.57% |

Health Grants (Sep 30 Year End)

| Description | Adopted | Amended | QTD | YTD | Favorable | % |
|------------------------------|---------------------|---------------------|-------------------|---------------------|-------------------|---------------|
| | Budget | Budget | Actual | Actual | (Unfavorable) | Utilized |
| Salaries and fringe benefits | \$ 2,879,838 | \$ 2,907,300 | \$ 699,496 | \$ 2,647,307 | \$ 259,993 | 91.06% |
| Operating expenses | 1,145,114 | 1,609,481 | 281,295 | 943,746 | 665,735 | 58.64% |
| Capital outlay | 5,950 | 30,441 | 2,574 | 6,586 | 23,855 | 21.64% |
| | \$ 4,030,902 | \$ 4,547,222 | \$ 983,365 | \$ 3,597,639 | \$ 949,583 | 79.12% |

Prosecuting Attorney Grants (Sep 30 Year End)

| Description | Adopted | Amended | QTD | YTD | Favorable | % |
|------------------------------|---------------------|---------------------|-------------------|---------------------|-------------------|---------------|
| | Budget | Budget | Actual | Actual | (Unfavorable) | Utilized |
| Salaries and fringe benefits | \$ 1,944,620 | \$ 1,905,066 | \$ 458,116 | \$ 1,772,136 | \$ 132,930 | 93.02% |
| Operating expenses | 219,652 | 285,636 | 63,149 | 251,134 | 34,502 | 87.92% |
| | \$ 2,164,272 | \$ 2,190,702 | \$ 521,265 | \$ 2,023,270 | \$ 167,432 | 92.36% |

Roads (Sep 30 Year End)

| Description | Adopted | Amended | QTD | YTD | Favorable | % |
|------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------|
| | Budget | Budget | Actual | Actual | (Unfavorable) | Utilized |
| Salaries and fringe benefits | \$ 29,537,786 | \$ 29,537,786 | \$ 5,167,670 | \$ 27,099,764 | \$ 2,438,022 | 91.75% |
| Operating expenses | 56,878,612 | 56,581,612 | 11,507,385 | 33,233,382 | 23,348,230 | 58.74% |
| Capital outlay | 2,583,354 | 2,974,300 | 113,622 | 2,887,764 | 86,536 | 97.09% |
| | \$ 88,999,752 | \$ 89,093,698 | \$ 16,788,677 | \$ 63,220,910 | \$ 25,872,788 | 70.96% |

Sheriff Grants (Sep 30 Year End)

| Description | Adopted | Amended | QTD | YTD | Favorable | % |
|------------------------------|---------------------|---------------------|-------------------|---------------------|-------------------|---------------|
| | Budget | Budget | Actual | Actual | (Unfavorable) | Utilized |
| Salaries and fringe benefits | \$ 1,505,311 | \$ 1,456,652 | \$ 307,077 | \$ 1,289,152 | \$ 167,500 | 88.50% |
| Operating expenses | 656,311 | 653,240 | 56,901 | 319,567 | 333,673 | 48.92% |
| Capital outlay | - | 22,100 | - | 18,900 | 3,200 | 85.52% |
| | \$ 2,161,622 | \$ 2,131,992 | \$ 363,978 | \$ 1,627,619 | \$ 504,373 | 76.34% |

Substance Abuse (Sep 30 Year End)

| Description | Adopted | Amended | QTD | YTD | Favorable | % |
|------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------|
| | Budget | Budget | Actual | Actual | (Unfavorable) | Utilized |
| Salaries and fringe benefits | \$ 934,280 | \$ 934,280 | \$ 220,847 | \$ 852,524 | \$ 81,756 | 91.25% |
| Operating expenses | 8,098,323 | 8,098,323 | 1,725,703 | 5,692,120 | 2,406,203 | 70.29% |
| | \$ 9,032,603 | \$ 9,032,603 | \$ 1,946,550 | \$ 6,544,644 | \$ 2,487,959 | 72.46% |

Official Proclamation
Of the Board of Commissioners
Macomb County, Michigan

**A Proclamation Honoring Lutricia A. McCray
On Her Retirement from the State of Michigan**

Commissioner David J. Flynn,
On Behalf of the Board of Commissioners,
Offers the Following Proclamation:

Whereas, public service with sincerity, honesty and devotion and a genuine commitment to activities and projects that generate improvement and betterment in the quality of life for all people is an aspiration and dream sought by many, but seldom achieved or fulfilled; and

Whereas, the aforesaid attributes aptly describe **Lutricia A. McCray** who has unselfishly given of her time, energy and undaunted efforts to the community; and

Whereas, **Lutricia A. McCray** has served the residents of the State of Michigan for forty-one years; and

Whereas, **Lutricia A. McCray** has been an extremely efficient and dedicated employee of the State. She has never been late to work, has never been laid-off and is the official mentor to all new employees in all areas in which she is assigned; and

Whereas, **Lutricia A. McCray** loves her position with the State of Michigan and often remarks that she loves her “good State job” and it is always apparent by her professional manner. She performs her duties with diligence, dedication, respect and determination; and

Whereas, **Lutricia A. McCray** enjoys spending time with her family, shopping, scrapbooking, traveling, fashion modeling, working with senior citizens and being a Sunday service greeter at her church, Exodus Missionary Baptist Church, in Detroit; and

Whereas, it is fitting and proper that public recognition be given to this outstanding individual for her various contributions to colleagues and those she comes into contact with through her work as well as the residents she helps on a day-to-day basis.

Now, Therefore, be it proclaimed by the Board of Commissioners, speaking for and on behalf of all county residents as follows:

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That By These Presents, the Macomb County Board of Commissioners publicly acknowledges and expresses congratulations to **Lutricia A. McCray** on the occasion of her retirement from the State of Michigan after forty-one years and wishes her many years of relaxation and enjoyment in the years ahead.

II

Be It Further Proclaimed that a suitable copy of this Proclamation be presented to **Lutricia A. McCray** in testimony of the high esteem in which she is held by the Macomb County Board of Commissioners.