

**ATTACHMENT D**

**Comparative Survey for Monroe County**

**MONROE COUNTY, MICHIGAN**



**MONROE COUNTY, MICHIGAN**  
**Comparative Survey Results**

<b>Question</b>	<b>Allegan Co.</b>	<b>Berrien Co.</b>	<b>Livingston Co.</b>	<b>Muskegon Co.</b>	<b>Ottawa Co.</b>	<b>St. Clair Co.</b>
<b>Population</b>	112,975 (2008)	159,481 (2008)	182,575 (2008)	174,344 (2008)	260,364 (2008)	168,894 (2008)
<b>Square Miles</b>	827 land; 1006 water	571 land; 1010 water	568 land; 17 water	509 land; 950 water	566 land; 1066 water	724 land; 112 water
<b><u>PUBLIC SAFETY</u></b>						
<b><u>SHERIFF'S OFFICE</u></b>	Jennifer Mitchell, Supervisor of Administrative Operations	Chuck Heit, Undersheriff, Deb Strain, Admin., Jane Huebner Chief Administrator	Lt. Don Jakrewski	Dean Roesler, Sheriff	Lisa Wilcox, Office Administrative Staff	Brad Brokdorff, Captain
Total number of sworn staff in the Sheriff's Office?	61	73 full time certified/sworn 4 part time 72 full time sworn/non certified 20 part time	74	48 FT 10 PT	120	
Total number of non-sworn staff in the Sheriff's Office?	48	Civilian non sworn full time 16 Civilian non sworn part time 3	57	72 FT 1 PT	110	
Total number of patrol deputies (e.g. CARS) assigned to County patrol services. (this would be separate from patrol deputies assigned to contract jurisdictions). What is the resulting minimum staffing countywide for non-contract patrol units?	47 total  Minimum staffing is 5 on day shift, 6 on nights	26 patrol deputies  Minimum staffing of 4	32	16 3 Contracts	35 15 min. for non-contract patrol units	

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<p>Does the County provide dedicated contract deputies to patrol various cities, townships, etc.? If so, how many contracts, population of contract locales, and number of contracted deputies in each locale. What is the resulting minimum staffing?</p>	<p>We currently hold 6 contracts with townships, comprised of 9 total deputies. There is no minimum staffing for contracts. Lee Township-2, Laketown Township-2, Leighton, Salem, and Dorr Township combined contract-2, Fillmore Township-1, Fennville City-1, GunPlain Township 1</p>	<p>Niles Twp-7 deputies, 1 car days, 2 cars afternoons, 1 car midnights</p> <p>Waterville Twp.-2 deputies/not 24 hr. protection</p> <p>New Buffalo Twp.-5 deputies, 1 car minimum all shifts</p> <p>Niles population-13,325            Watervliet population-3,392            New Buffalo population-2,468            (taken from the 200 census)</p>	<p>2</p>	<p>2 Townships of approximately 7,000 residents each.</p> <p>1/shift</p>	<p>Yes, 60 positions/variety of locations            25 minimum staffing</p>	
<p>How many calls for service were handled by patrol deputies in 2008 (both CARS and contract)?</p>	<p>20,045</p>	<p>17,789</p>	<p>15,900</p>	<p>26,000</p>	<p>72,665</p>	

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Do you use a telephone reporting unit or "expeditor" to handle non-emergency calls over the telephone? If so, how many calls were handled in this manner in 2008?	No	No	No	No	Via 911 Center outside of our operation	
How many detectives are assigned in the Sheriff's Office?	8 (including 2 assigned to multi-jurisdictional drug task force)	5	8	6 (5 Det. & 1 Lt.)	13	
Total calendar 2008 caseload assigned to: To: Detectives: Vice Deputies: Narcotics Deputies:	1024 assigned to general case detectives  Contact WEMET for narcotics caseload information	Detectives 125 cases  Narcotics deputies investigated 1521 incidents  Don't use Vice Deputies	Detectives – 317	Det. – 283 Vice/Narc. – N/D	Numbers not yet compiled for 2008.	
Do patrol deputies provide any follow-up investigation? To what level (e.g. preliminary only or assigned actual cases for full follow-up)? Do they handle any felony investigations from patrol?	Yes, preliminary, if time allows. For felonies, yes, if time allows.	Yes they provide full follow up including felony investigations.	Yes, both misdemeanor and felony cases from patrol	Yes. All levels. Yes – Felony	Yes. Original and follow up investigations	

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Total number of staff assigned to the Jail. Number of sworn? Does the County utilize a separate correctional deputy classification or are all personnel fully sworn deputies?	39, 0 sworn, yes-separate classification	72 sworn personnel. All deputies are sworn	40 40 sworn corrections officers (no arrest powers)	46 dept. 6 Command	65 (no sworn in jail) Separate Classification	
Average daily jail population?	154 for 2008	360	250	400	385	
Total number of dedicated court security staff?	3 full-time equivalent, 8 part-time equivalent Staff is composed of sworn deputies (at least one on duty at all times), Reserve Deputies and Corrections Officers	3 deputies	15	11 FT 4 PT	15	
Does the Sheriff provide for court building security (entry screening, etc.)? If so, do you use sworn deputies or some other classification / private contract? Please explain.	Yes, see above	We provide court security with sworn deputies	Yes Part-time Sworn deputies	Yes. 12 part time sworn deputies.	Yes, not sworn.	

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Are there dedicated sworn staff to the Prisoner Transport function? If so, how many? How many out-of-county transport occurred in 2008?	No dedicated sworn staff— transports are handled by Corrections Officers. 46 Forensic transports (out of county) 48 Prison transports (out of county) 876 Warrant & Writ pickup/returns (out of county) 190 Inmate medical/mental transports (most in county)	Yes, we provide 2 sworn deputies. We have available stats for tracking out of county transports.	Yes, 2	Same as court services	No sworn personnel. 400 out-of-county transport.	
Does the county utilize private contract prisoner transport?	No	Yes, occasionally when there are prisoners being brought back to our county from other states	No	No	No	
Does the County field an air support unit (e.g. helicopter). If yes, hours of operation.	No	No	No		No	

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Are your sworn staff assigned to any regional, State, or Federal enforcement efforts (e.g. narcotics task force). If yes, what types of assignments, are they assigned full-time or part-time, and how many positions, by rank.	Yes, two full-time undercover detectives are assigned to WeMET, a multi-jurisdictional drug task force.	73 full time certified/sworn 4 part time 72 full time sworn/non certified 20 part time	Yes, 1 FT deputy assigned to DEA task force.	1 Taskforce Detective	Yes, Drug Task Force (1 sergeant/5 deputies)	
<b>COMMUNICATIONS (DISPATCH)</b>	Tammy Bruce, Assist. Dir.	Dave Agens, Director	Dave Winsett, Director	Dave McCastle, Director	Laura DeGoede	Cherry Bartram, Director.

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Total number of FTEs assigned. Total number of part-time staff assigned.	20 FT 0 PT	FTs = 26 PTs = 1	31 FT 3 PT (Part time dispatchers)	We are authorized a compliment of 16 FTE Telecommunicators and 6 FTE Working Supervisors. Due to turn over we are lucky to have 14 FTE's and 6 Supervisors at one time. We also are authorized for unlimited part time Telecommunicators as long as we stay within budget (this was just recently approved). Currently we have 6 PTE because of 4 newly hired with the hopes of filling the 2 FTE positions one they are trained. These numbers do not include the full time Director, Operations Manager, Office Manager and 2 Computer Techs.	37 FT 2 PT	23 FTE 4 PTE

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Total number of dispatchers assigned primarily to the 911 dispatch consoles (excludes managers, supervisors, trainers, etc. in total FTE count).	16 Dispatchers assigned to dispatch consoles (Includes supervisors who act as line staff)	23 Dispatchers- includes 6 Shift Supervisors also assigned to consoles	20 Dispatchers	Authorized 6 FTE Supervisors and 16 FTE Telecommunicators. The supervisors are included as they supervise but also do hands on dispatch to keep up with the call and radio demands. The Director and Operations Manager can work the panel and do in an emergency but are not assigned to that duty. We have 7 redundant panels that can be utilized.	20 Dispatchers 4 Call takers 6 Supervisors	20 FTE Dispatchers 4 PTE Call Takers 2 FTE Supervisors 1 FTE Director
Is there a minimum staffing level, by shift to provide coverage? If so, how many per shift?	Minimum staff at 3. Friday/Saturday 1pm-1am = 4	Shift 1 = 3, Shift 2 = 5, Shift 3 = 4	No official policy on minimum staffing but normally 5 per shift and never less than 4	Not necessarily by shift but by time of day. 2300-1100 1 Supervisor and 3 Telecomm, 1100-2300 1 Supervisor and 4 Telecomm, that is minimum staffing level.	Determined by management based on need	No minimum staffing policy but staffing practices are Noon-midnight = 4+ & 3(+) at all other times

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What shift schedules are operated (5/8, 4/10, 3/12) and what are the shift hours of operation?	3/12 + 4 = 40 hour work week 4:30am-4:30pm and 4:30pm-4:30am 5:00am-5:00pm and 5:00pm-5:00am The 4hr-shift is on Wednesdays.	6/8 w/two back-to-back 3 day weekends every fifth & sixth week. 1 = 0600-1400, 2 = 1400-2200, 3 = 2200-0600	6/12 + 8hrs in 2 week blocks 6am-6pm shift = 4 10am-10pm shift = +1 or 5 total	12 hour shifts. During two week payroll period they work 36 hours in week 1 and 44 hours in week 2. (3 12's and 3 12's + 1- 8) They rotate days off so they have a three day weekend every other week. The Supervisors work 0630 – 1830 and 1830 – 0630 (2 on each shift plus a relief to fill or work as a Telecomm if the Supervisor position is filled. The Telecomm work 0700-1900 and 1900 – 2300. There two teams as well covering each others days off. There are relief positions to cover as well and part time employees are used where needed to staff.	6/12 + 8hr/2weeks Shift hours 7a – 7p & 7p – 7a	12 hr shifts. Accrued time over 40 hrs is used by providing employees with a day off with pay every 6 weeks.
Total calendar 2008 emergency 911 calls received.	147,370 911 calls and call to our 7-digit non-emergency number	71,074	~100,000	911 wireline and wireless calls 259,389. Calls not on admin another 75,196.	116,898	52,792
<b>EMERGENCY MANAGEMENT</b>	Scot Corbin, Director	Capt. Mike Bradley	Dave Winsett, Director	Dan Stout, Director	William Smith, Director	Julie Wallace, Office Manager

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Total number of FTEs assigned. Total number of part-time staff assigned.	1 FT 1 PT	4 One is on a HLS Grant	The EOC was combined with the Communications operations in 1999 under the same director and facility. It has 1FTE.	2 FTE	2 FTE, 1. LEPC & Haz-Mat Tech Rescue Coordinator, 1, Grant funded Planner, 1 .5 Clerical	4 FT 3 PT
Do you have a formal emergency preparedness plan?	Yes, Emergency Operations Plan	Yes	Yes	1PT	Yes EAG	Yes
Do you have a dedicated Emergency Operation Center staffed by a variety of County Departments? Do you have an EOC manual separate or as a part of the preparedness plan?	Yes EOC is part of the EOP	Yes 23 Positions  Both	Yes	Yes	Yes, Communications Room adjoining, also serves as 911 secondary pre-sap  Part of EAG Plan	Yes EOC for each division

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Do you have high-profile issues in the County that require special preparedness efforts such as nuclear power plants, ports, railroad centers, major freeway exchanges, tunnel systems, gas pipelines, etc? If so, what kinds of issues?	Hydro power plants Rail roads & intermodal facilities Small highway tunnel Gas pipelines	2 – Nuclear Plants 1 – Major Pipeline Cluster Point I-94 I-196 R/R Swing Bridge at the mouth of the St Joseph River and Lake Michigan  Issues - Meeting all REP and HLS criterions	Yes EOC manual as part of SOP	Yes.	2 Ports, Holland & Grand Haven, Major Coal fired Consumers Plan, Lake Michigan Shoreline, Major festivals, Tulip Time and Coast Guard Festival, Major RR thru County, I196, I-96 and US-31, numerous pipelines	Power plants (gas/coal) Rail roads (including tunnels) Pipelines, at least 5 Major highway interchanges Rt. 69/94 Major bridge
<b><u>PUBLIC HEALTH</u></b>						
Total Number of FTEs	30.36	87.8	35.5	42.3	96	
How many FTEs assigned to:						
Finance	4.50	6.0	1.2	3.69	3	
Personal Health			19.5			
• Family Planning		5.0		0	12.13	
• Clinical Services	4.70	9.0	2.8	6.83	14	
• Communicable Diseases	1.40	5.8	3	1.75	4.51	
• Maternal Child Health	2.96	7.1	.6	2.13	11.27	
• Children's Special Health Care Services	1.60	1.6	.9	.14	3.6	
• HIV/ AIDs Education	1.20	0.8		.86	4.87	
• Dental Health		N/A		.93	3	

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• Public Health Preparedness	1	1.5	2.5	1.30	1.4	
Community Health						
• Health Promotion	1	10.5	1.6	1.89	6	
• Hearing and Vision Testing	1	2.6	3.5	1.42	3.8	
• WIC		6.6	3.4	12.03	0	
Environmental Health	3		11			
• EH – Sanitarians	6.50	12.5	7	4.42	11	
• Type II / Water	.50	1.0	1	2.31	2.66	
• Solid Waste	1	-		2.60	4	
• Laboratory		1.0		0	0	
Please provide program workload data, such as the number of program participants / clients served in 2008 for:						
Personal Health						
• Family Planning		2,352		0	3348	
• Clinical Services		2,172	2914	9,070		
• Communicable Diseases	200 (investigations)	1,468	772	1,258	814	
• Maternal Child Health	355	100	84	N/A	3077 visits	
• Children's Special Health Care Services	471	61	420	647		
• HIV/ AIDs Education	486 (includes all STDs +HIV Testing and Education)	391	85	2,757	1534	
• Dental Health		N/A		6,827	5706	
Community Health						
• Health Promotion				N/A		
• Hearing and Vision Testing	8996	1,736	8,464 Vision 12,916 Hearing	15,140	33181	

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• WIC		3,900/mo	2,095 Enrolled 1,599 Caseload	89,723	0	
Total No. of Health Inspections in calendar 2008.		2,449		6,700	3435	
Does your health department have its own lab? If yes, how is this staffed (# of FTEs by classification) and what services does it provide (water quality testing, etc.)? If no, how is this service provided (by contract?)	By Contract	No	No.	No	na	
<b><u>COURT RELATED</u></b>						
<b>PROSECUTING ATTORNEY'S OFFICE</b>	Jewell Bazan, Legal Secretary	Julia Milliken, Office Administrator	Leslie Riddle, Office Administrator	Wendi Archer, Office Administrator	Deanna Sears, Office Manager	Sheryl Hadwin, Office Manager
Total Number of FTEs	15 FTE, 2 PT	38 FTE	21	30 FTE + 1 Investigator 1 Hourly	30 FTE, 2 PT (1@50%, 1@75%)	25 FTE, 3 PT
Number of Attorneys	10 FTE Authorized, 9 Actual	18	12	15 FTE Actual, 16 FTE Authorized	14 FTE	13 FTE, 1PTE
Number of Administrative / Clerical Staff	7	12	9	14 FTE	16 FTE, 2 PTE	3 Admin, 9 FTE Clerical & 2 PTE Clerical
How are clerical staff assigned (e.g., specific function, personnel, etc.)?	Assigned by function	N/D	Function	Assigned to both a specific court and by function, e.g., warrants	Assigned by specific function at each of 3 offices/locations.	By Function
How many staff are assigned to the Victim / Witness Advocate function?	2	4.25	1 FT, 2PT	1 Victims Supervisor 2 Advocates + 1 hourly employee	3 FTE	1.5

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Please provide the number of cases by type:						
• Felony	1114	4056	1088	1914	1281	2000
• Misdemeanor	2555	7554	2971	4108 (Total Juvenile Petitions = 1,059)	7495	3000
• Civil Infraction	121	N/A	N/A	1,036	No current data	n/d
What type of diversionary programs has the Office established?	Domestic Violence & Drugs	N/A	Through Juvenile Court	None from this office but through other offices. E.g., sobriety/drug program via District Court	None. Provided by other County offices.	None.
<b>DISTRICT COURT</b>	Linda Lenahan, Court Administrator	Brian Bray, Court Administrator	Mary Ellen Nygren, Administrator, Dianne Livingston, Assistant Administrator	Nancy Hennard, Court Administrator	Barry Kantz, Administrator	Tim Cook, Administrator
How FTEs are in the District Court?	29	64		48 plus 4 judges and 2-40 hr contract, 3 hourly and a part-time recorder		37
Judges	2 judges 1 magistrate	5 Judges; 1 Magistrate; 2 Attorney Magistrates		4		3
Administrative / Clerical	4	9		7 plus 1 part-time recorder		2
Bailiffs	2	5		0		0 not under District Court
Clerks:		2 Classified As Criminal And Traffic				
• Civil	3	8		6, plus 1 hourly		5
• Criminal	4	14		14		9
• Traffic	6	8		4		5

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• Finance	1	0		6 plus an hourly		1
Probation	6	10		8		8
Does your Court have its own clerical function? If yes, how are they organized (e.g., into which divisions: Traffic, Criminal, Civil, Finance, etc.)?	1-Traffic and Criminal	Civil, Criminal, Traffic, Criminal/Traffic, And Central Assignment		Don't understand question		
Does each Judge have the following staff assigned specifically to him / her?	2-Civil Division					
Judicial Secretary		Yes - Judicial Secretary/Court Recorder		Yes		2 for 3 judges
Bailiff	Yes	Yes		Yes, but not district court employee		One per courtroom supplied by security department on a rotating basis
Court Recorder	Yes	Yes		Yes – same as secretary		3
Other	Same as Judicial Secretary			2 part time recorder		
Do Judges share any support staff? If yes, what positions?				No		Two of the judges share a Judicial Assistant and one judge and the administrator share the other.

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For your probation function, how many probation officers do you have?	No	8 (Includes Chief Probation Officer And Case Compliance Officer)		5		6
What is the average caseload of your District Court Probation Officer?	3 Probation officers & 1 chief PO			230		112
How many clerical / administrative staff do you have assigned to support your probation function?	250-350	2		2		Two full time and one part time.
In 2008, what was the Court's caseload by type:	2			Total 47225		
Non-Traffic:						
• Felony		2,801: 2,726-Criminal 75-Traffic		1757		1849
• Misdemeanor	869	5,222-Criminal		5255 Non traffic civil infractions 798		3862
Civil Infractions	1896	505 Non-Traffic				
• Traffic	8 Non-Traffic C.I.	25,077		4398		
• Misdemeanor	12,358	6,490				21735
• Civil Infractions		505		20277		905
• OUIL / OWI		135-Felony 871- Misdemeanor		746		1023
Civil	3575					
• General Civil	602	6,593		7154		7676
• Small Claims	1051	1,163		2286		1332
• Summary	110	2,825-Landlord Tenant		4001		3306
Parking	3575	158		553		631

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<b>CIRCUIT COURT</b>	Mike Day, Court Administrator	Note: No comparable data. Berrien Courts have concurrent jurisdiction and are not organized by District or Circuit.	Peggy Toms, Circuit Court Administrator Laura Schafy, Court Clerk	Patricia Steele, Administrator	Kevin Bowling, Administrator	Jerry Celmer, Administrator
How FTEs are in the Circuit Court?	N/D	N/A		N/D		3
Judges	2	N/A		4		3
Administrative / Clerical	3.3	N/A		4		
Bailiffs	0	N/A		1		3 clerks and jury clerk are assigned from Clerk of Court office
Clerks:		N/A				
• Civil	7 all functions combined	N/A		2.5		
• Criminal		N/A		Shared w/ Civil		
• Traffic		N/A		N/A		
• Finance		N/A		N/A		
Probation	Dept. of Corrections State employees	N/A		11 Juvenile Officers		
Does each Judge have the following staff assigned specifically to him / her?		N/A		Y		1
Judicial Secretary	Yes	N/A		1		
Bailiff	No	N/A		Shared		1

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Court Recorder	Combined with Judicial Secretary	N/A		1 to be phased out		
Other	Law Clerk	N/A				Law Clerks and bailiffs are shared. There are 1.5 law clerks shared among 3 circuit judges. Bailiffs are assigned from Court security pool (6) as needed for courtroom duty. The pool services district and probate courts as well.
Do Judges share any support staff? If yes, what positions?	Assignment Clerk	N/A		6 FTE from Admin. Svs.		
How are court costs, fines & fees collected?	As ordered by the court in each case	N/A		Through Administrative Services		
Who performs collections activities on delinquent accounts (staff, outsourced, combination)?	Enforced by DOC probation staff. Collected by County Clerk staff	N/A		Same		
In 2008, what was the number of hearings by type:		N/A		N/D		
• Appeals	33	N/A		N/D		
• Criminal Cases	503	N/A		N/D		

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• Domestic Cases	722	N/A		N/D		
• Civil Cases	260	N/A		N/D		10.5
How many FTEs assigned to support the Probate Court?	0	N/A		1.5 FTE Judges part of Family Court		
In 2008, what was the number of:		N/A		N/D		6047
• Total Caseload (pending, new and re-opened)	1191	N/A		N/D		4429
• Number of Cases Disposed	1518	N/A		N/D		1618
• Number of Pending Cases	727	N/A		N/D		
How FTEs are in the Family Court?		N/A		N/A		2.5
Judges	1	N/A		N/A		35.5
Administrative / Clerical	3.2	N/A		N/A		
Bailiffs	0	N/A		N/A		
In 2008, what was workload for the Court, by type:		N/A		N/A		784
• Juvenile delinquency	711	N/A		N/A		214
• Abuse and neglect	79	N/A		N/A		3
<b>YOUTH CENTER</b>	Mike Day, Court Administrator	Richard Dama, Director		Patricia Steele, Administrator	Kevin Bowling, Administrator	
Total No. of FTEs.	31	42FTE	No Center in County	N/A		51
No. of Beds	22 Secure Detention 14 treatment	42	No Center in County	N/A		60
No. of administrative and clerical FTEs.	5	2	No Center in County	N/A		

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<b>Question</b>	<b>Allegan Co.</b>	<b>Berrien Co.</b>	<b>Livingston Co.</b>	<b>Muskegon Co.</b>	<b>Ottawa Co.</b>	<b>St. Clair Co.</b>
How is intake handled?	?	Referred by Law Enforcement and Courts	No Center in County	N/A		
No. of intakes (previous year or 12 months)	367	332	No Center in County	N/A		
Do you have staff specifically assigned to intake? Is this provided by shift supervisors?	Supervisory or senior staff	Preferred Supervisory but handled by available staff.	No Center in County	N/A		
<b>FRIEND OF THE COURT</b>	Mike Day, Court Administrator	Thomas Watson, Director	Melissa Scharrer, Administrator	Patricia Steele, Administrator	Jennell L. Challa, Administrator	Susan Borovich, Administrator

**MONROE COUNTY, MICHIGAN**  
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Question	Allegan Co.	Berrien Co.	Livingston Co.	Muskegon Co.	Ottawa Co.	St. Clair Co.
Total No. of FTEs.	18.5	Currently 42  (The FOC FTE count has been gradually reducing over the last three years, primarily via elimination of vacant positions upon retirement or resignation. Additionally, it is our intent to eliminate two additional positions (line level retirement vacancies) for 2010 (county is on calendar year budget) due to county administration directive concerning funding and Court's concurrence).				41
Can you provide a copy of your FOC's organization chart?		Please see attached		N/A		Attached to email

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No. of Cases by type:	Cases not broken down by type 6100 total	Berrien County has approximately 18,000 total cases.		N/A		
• Custody & Parenting Time				N/A		313
• Child Support				N/A		11,260
How do you handle requests for an audit of payment history? Do you have staff assigned specifically to this function? If not, who does the case file review / audit?	Specific FOC staff as part of their duties perform this function	Our FOC financial (account clerk) division is responsible for handling and completing such requests. We have automated (via microsoft excel) the audit process which has significantly reduced the effort and time that such requests used to take in the past.		N/A		Payment histories are printed off the system and provided (they are considered a simple audit) Actual audits are performed by the Account Clerks with help from a lead auditor who is an Account clerk II.

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How do you handle problems with the State information system or computer?	There is no simple answer to this question as it depends on the problem	Berrien County is a “county managed” site, meaning that we have a relationship and agreement with the State as to the handling of certain problems, primarily hardware related issues with State owned equipment. Our dedicated staff person (see response below) is invaluable in addressing these situations and making contact with the State when the need arises.		N/A		We use the states hotline helpdesk phone number or email address to correct system problems.

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Do you have staff dedicated to information technology in your Office? Or is this an additional duty for staff assigned to other functions?	No FOC staff is assigned to information technology. We rely on county IT staff for support.	Berrien County is fortunate to have one person from our county Information Systems dept that is specifically and totally dedicated to the FOC. Interfacing and troubleshooting with the Sate, assisting all FTE's with technology issues is this individual's sole responsibility.		N/A		St. Clair County has a separate IT department. We do have two employees who deal with technical issues regarding the electronic filing system. They work in conjunction with IT.
<b><u>FAIRVIEW</u></b> <b>(Homeless Housing)</b>						
Does your County provide shelter services to homeless residents (e.g., is it funded and operated by County employees?)	N/A	N/A	N/A	N/A	N/A	N/A
If yes, what are the eligibility criteria for residents?	N/A	N/A	N/A	N/A	N/A	N/A
If yes, what is the operating budget of this facility and program?	N/A	N/A	N/A	N/A	N/A	N/A

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If yes, how many FTEs assigned to the facility and program?	N/A	N/A	N/A	N/A	N/A	N/A
If yes, how many beds is this facility?	N/A	N/A	N/A	N/A	N/A	N/A
If yes, what is the average length of stay?	N/A	N/A	N/A	N/A	N/A	N/A
If yes, what percentage of your budget do you recover (e.g., through social security, Medicare, disability, reimbursements, etc.)?	N/A	N/A	N/A	N/A	N/A	N/A
If no, does your County provide funds to non-county agencies that provide transitional housing to homeless residents? If the County provides funds, how much is allocated on an annual basis?	N/A	N/A	N/A	N/A	N/A	N/A
<b><u>ADMINISTRATIVE ORGANIZATIONS</u></b>						
<b>COUNTY CLERK</b>						
Total No. of FTEs.	12	18	21	7	23	12
Total No. of staff dedicated to front counter assistance.	None, Rotated	3	4	6	5	3
Total No. of staff dedicated to Elections.	1	1	2	1	1	1
Do you have an Assistant or Deputy Clerk appointed by the Clerk?	Yes	Yes	Yes	Yes	Yes	Yes

**MONROE COUNTY, MICHIGAN**  
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Do you have courtroom clerks that assist judges' administrative workload reporting within the County Clerk's Office or are they assigned within the Court organization?	Yes	Yes, 4 for circuit court only	Yes, 11 circuit court	No	Yes	Yes
Total number of vital records processed (if available, includes marriage licenses, birth and death certificates).	Approx 1,609	Approx. 4,500	Approx 2,461	Approx 1,191	Approx 7,000	NA
<b>REGISTER OF DEEDS</b>						
Total number of FTEs assigned to processing deeds, title company documentation, other legal records, etc.	5	6	11	8	9	4
Total number of records processed in calendar 2008?	23,945	33,780	35,000	NA	NA	29,256
Is the Register of Deeds included within the County Clerk's Office (if yes, do not double count staff in the County Clerk operation).	Part of Clerk Register	No	No	No	Yes	Yes
<b>COMMISSION ON AGING</b>						
Total No. of FTEs.	2.5	N/A	N/A	N/A	N/A	N/A
Do you have a specific and dedicated funding source for supporting aged services or is it General Fund monies?	Sr. Millage Only	N/A	N/A	N/A	N/A	N/A

**MONROE COUNTY, MICHIGAN**  
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If dedicated funding, what is the % millage rate or other taxed amount?	.24 Millage	N/A	N/A	N/A	N/A	N/A
Total annual budget amount to be paid to vendors for senior services FY 08/09	\$1M Budgeted	N/A	N/A	N/A	N/A	N/A
Estimated senior service population in Co.	Approx. 17,000	N/A	N/A	N/A	N/A	N/A
<b>DRAIN COMMISSION</b>	Beverly Green, Chief Deputy	Anne Hendrix, Chief Deputy Director	Kenneth E. Recker, P.E., Chief Deputy		April Abbatoy, Maintenance Supervisor	Dale Long, Maintenance Manager
Total No. of FTEs assigned to Drainage.	6FTE (includes Commissioner)	3 FTE/1 PTE	20 FTE		7FTE/1PTE	8 FTE, 1 temp/on-call
Total number of Engineer positions.	1 FTE	0	1 FTE		0	0
Total number of maintenance positions.	2 FTE, 1 Seasonal	0	6 + 1 dam operator		3FT/1PTE	3 FTE, 1 temp/on-call
Do you contract out for drain maintenance services? If so, maintenance budget for FY 08/09 (if available).	Yes. Special assessment FY09 \$677K	Contracted, Special Assessment Revolving Fund	Yes. Special assessment ~ \$400K		Contracted, Special Assessment Revolving Fund, \$300K budget, \$800K actual charge	Yes, No 2008/09 budget data.
Do you have an Assistant or Deputy appointed by the Drain Commissioner?	Yes	Yes	Yes		Y	Yes, 1 deputy
Total Miles of Drains serviced.	780	650	400		800	850.
<b>EQUALIZATION</b>						
Total No. of FTEs assigned to Equalization.	7	7	5	19	12	11
Total No. of Assessors/Appraisers assigned to Equalization.	4	4	3 + 1 contract	17 Most have some level of certification	6	6

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Total # of assessed properties in the County.	65,702 not including exempt parcels	86,882	88,503 not including exempt Parcels	Approx. 89,000	110,186	Approx. 90,000
Do you use and update GIS or Auto-CAD maps as your information technology resource? (which one).	GIS	GIS	GIS	GIS	GIS	GIS
<b>FINANCE</b>						
Total No. of FTEs assigned to Finance.	4	5	1 Pure finance 3 work for other divisions for finance		19	4
Is payroll processing centralized or decentralized—meaning, is time card information entered by staff in Finance or at the individual departments.	Entered by each dept.	Centralized done through clerk	Entered by each dept. done through clerk		Data entry is decentralized, processing is done in Finance	Done through HR Each dept. enters own
Is Accounts Payable centralized or decentralized-- meaning, are vendor invoice payments largely processed in Finance or at the individual departments.	Entered by each dept.	Mostly at individual depts.	Individual then through Treasurer		Finance does entry and processing	In Finance
Is Benefits (health / retirement, etc.) within Human Resources / Personnel or within Finance or situated in another Department? How many staff dedicated to this function?	HR, 1	HR, 1	HR, 3	HR, 3	HR, 2	HR, 1

**MONROE COUNTY, MICHIGAN**  
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Question	Allegan Co.	Berrien Co.	Livingston Co.	Muskegon Co.	Ottawa Co.	St. Clair Co.
<b>HUMAN RESOURCES / PERSONNEL</b>						
Total No. of FTEs assigned to Human Resources.	3.2	3	3	13	7	7
<b>HR Staffing FTEs by position type</b>						
Managerial/Supervisory	1	1	1	3	4	2
Technical/Professional	2	1	2	7		2
Clerical	.2	1		3	3	3
Total (should equal total FTEs)	3.2	3	3	13	7	7
<b>INFORMATION TECHNOLOGY (SERVICES)</b>	Steve Sedore, Director	Rose Schuck, Admin Asst.	Paul McNamara, Director	Eduardo Bedoya,	David Hulst Director	Valerie Kelly, Division Manager
Total No. of FTEs assigned to Information Technology.	12	30		8	27	16 FTE, 2PTE
Is Information Technology the primary Project Manager on all new information technology initiatives or do some departments operate and project manage independently? If so, which departments.		Yes		Yes for all general fund departments with the exception of the Sheriff's Office.	IT is the Primary Project Manager for IT Initiatives.	Yes
Does your Department provide information technology support and staffing for all City departments? If no, which departments provide their own information technology support and staffing?		Yes		No – Sheriff's Department	Yes, the IT Department provides support and staffing for all departments.	Yes

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Does your Information Technology Department operate as an internal service fund charging your customers for the services provided by your department and fully recovering your operating costs?		No.		Although not considered formally an internal service fund operation, there is a cost allocation methodology used by the County that is based on the number of hours charged to a department for IT services	Some departments are assessed a portion of costs for specific systems.	Yes
Do you staff an IT help desk with dedicated positions?		Yes		Yes – 1 FTE	A person is assigned to the Help Desk for two weeks at a time.	Yes
Do you used dedicated Help Desk or other software to assist in managing workload, response time, etc.		Yes, TrackIt.		Yes. It is an internally developed work order system.	We use Numara Footprints.	Yes
Does your organization operate an in-house Duplication / Print-Shop and if yes, is this housed in Information Technology.		No.		Yes. The department has supervisory control over print/duplication services although it does not have budgetary control over those functions.	No.	No
<b>COOPERATIVE EXTENSION</b>	Paul Wiley, Director	Joanne Davidhinzar, Director	Grace Mutua, Director	Mary Robb, Director	Adam Kantrovich, PhD Director	2007 Annual Report

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Do you provide a variety of educational and outreach programs related to adult education, youth learning and recreation (via 4-H) and agricultural/natural resources support via a County office or in cooperation with a University (which Univ.)	Both	Both		Yes with Michigan State University	Yes, through a County Office	Both
Are any Cooperative Extension Employees funded by the County? How many and what position types?	Partial: Agriculture and Family Conservation	Yes, 3 FTE.		The 4-H Educator is funded 60% by the County	Yes. 6, (variation on percentages of the individual position) The positions include Extension Educators, Program Associates (PA), On-Call/Temp Case Managers, Master Gardener Coordinator.	5.5 FTE
Total Cooperative Extension FTEs.	8.4 FTE	15		13	21	15.5 FTE
Total number of participants served (if available) in calendar 2008.	N/D	N/D		9,581	N/D	N/D
<b>COUNTY MUSEUM</b>						

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Do you have a County Museum? If so, total number of museum facilities which are operated (by type).	N/A	N/A	N/A	N/A	N/A	N/A
Total square footage of museum space (if available).	N/A	N/A	N/A	N/A	N/A	N/A
Total number of full-time FTEs operating the museum.	N/A	N/A	N/A	N/A	N/A	N/A
Total number of volunteer hours provided in calendar 2008.	N/A	N/A	N/A	N/A	N/A	N/A
Do you have a dedicated archivist position?	N/A	N/A	N/A	N/A	N/A	N/A
How many dedicated Curator positions?	N/A	N/A	N/A	N/A	N/A	N/A
<b>PARKS and RECREATION</b>	Kevin Ricco, Director	Brian Bailey, Director		James Wood, Director	Tabitha Rowley, Secretary	Lynn Smith, Office Manager
Total number of FTEs dedicated to Parks	1.5	7 FTE	No Dept.	We have three (3) FTEs and eighteen (18) seasonal employees. We also contract with five (5) people to act as caretakers/managers at five of our properties and are not considered employees. ALL FTE AND CONTRACTED EMPLOYEES ARE DEDICATED TO PARKS OPERATION AND MAINTENANCE ACTIVITIES.	14 FTE	10 FTE, 7 PTE (10 Authorized)

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Total number of FTEs dedicated to Recreation.	0	Not separate from Parks.	No Dept.	No Recreation programming.	Same, not separated	Not separate from Parks.
Total acres of improved parkland.	320	500	No Dept.	~120 acres of improved parkland. Activities include camping, picnicking, swimming, sunbathing, boat access, fishing, short distance hiking and other passive activities.	?	300
Total open space acreage.	400	Included in total parkland	No Dept.	~228 acres of open and wooded space left undeveloped.	1400	900

**MONROE COUNTY, MICHIGAN**  
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Are park maintenance services contracted or provided in-house?	In-house	Both	No Dept.	<p>-At three parks where caretakers/managers are contracted approx. eighty (80%) percent of the day to day operations and maintenance are provided by the caretaker/manager. The rest is provided by the FTEs.</p> <p>-At two parks where caretaker/managers are contracted approx. forty (40%) percent of day to day operations and maintenance are provided by the caretaker/manager. The remaining percentage is provided by seasonal employees assigned to the individual park location or the FTEs.</p> <p>-At two parks one hundred (100%) of routine day to day operations and maintenance are provided by FTEs</p>	Mostly In-house	In-house

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<p>If contracted, what services are contracted (e.g. mowing, tree trimming, bathroom custodial, etc.)</p>	<p>N/A</p>	<p>Some mowing at distant park, snow plowing &amp; some tree trimming depending on complexity.</p>	<p>No Dept.</p>	<p>Contracted caretaker/managers provide all day to day grounds maintenance (leaf removal mowing, trash pickup, beach grooming etc.) building maintenance (painting, daily cleaning minor repairs to fixtures, lights, windows, etc.), supervision of the park, collection and accounting of fees ,where applicable, etc.</p> <p>All major electrical, plumbing, water well, vehicle and equipment, repairs or construction, etc. is provided by professional contractors.</p>	<p>Large projects, e.g., building plastering</p>	<p>N/A</p>
<p><b>PLANNING DEPARTMENT</b></p>	<p>Voldis Kalninis, Director Land Information Services</p> <p>No Planning Dept. LIS Dpt. Provides project management services for Master Plan Development</p>	<p>Jennifer Arent, Economic Dev. Technician</p>	<p>Kathleen Kline-Hudson, Acting Director</p>	<p>Provided by West Michigan Shoreline Regional Development Commission</p>	<p>Meghann Rauscher, Transportation Planner</p>	<p>Bill Kaufman, Director</p>

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Total number of FTEs in Planning	No Dept.	7 FTE/1PTE	5 FTE	No Dept.	4 FTE	8
Total number of FTEs dedicated to long range planning	No Dept.	2002 & updating underway		No Dept.	Staff provides both long/short term planning services. Organized around project-based services.	Provides both long and short term planning services.
Total number of FTEs dedicated to current planning.	No Dept.	N/A		No Dept.	Same	See above.
Last time the counties' General or Comprehensive Plan was updated (year).	1999 & 2009	N/A		No Dept.	1992, work is underway to update plan for target completion summer 2009	2000. New plan in planning stage due for April approval to proceed.
<b>PROPERTY/FACILITY MAINTENANCE</b>	Terry MacLennan, Superintendent	Pixie Nitz, Secretary	Chris Folts, Director Kelly Prokuda, Admin. Specialist	Craig Witteveen, Manager	Bill Morse, Superintendent Sally Gelderloos, Secretary	Ron Marsh, Superintendent
Total number of FTEs performing property/facility Maintenance.	7	25 FTE	19		11 Plus 1 Superintendent and 1 Supervisor	23
Total number of FTEs performing custodial maintenance.	29	10 FTE	12		8 Contract plus 3.75 FTEs and 1 Supervisor	13
Are custodial maintenance functions performed with in-house staff or contracted?	Both	In-House	In house		More contracted than in house. Approx. 200,000 in-house and 393,500 contracted.	In-house

**MONROE COUNTY, MICHIGAN**  
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Question	Allegan Co.	Berrien Co.	Livingston Co.	Muskegon Co.	Ottawa Co.	St. Clair Co.
Are facility maintenance functions performed with in-house staff or contracted? What is contracted (HVAC, Electrical, etc.).	HVAC, electrical	Animal Control	In house, but contract out HVAC preventative mtn., Generator mtn, snow removal lawn mtn, elevator, sprinkler mtn, alarms and other complex projects.		All in-house No contracts on Equipment or Facilities.	In-house
Total square footage of facilities maintained?	N/D	N/D	Exclude park rental properties. 363,759 (2008)		593,500	
Is any facility maintenance decentralized—meaning, does a specific department (e.g. Sheriff) have their own building maintenance staff (if so, # assigned).	Centralized	Centralized	Centralized		No We do use jail work service inmates whenever we can.	
<b>PURCHASING</b>						
Total number of FTEs assigned to Purchasing.	1 Included in Finance	1 reports to finance (just put under finance)	2	3.5	1	2
Total number of purchase requisitions processed in calendar 2008 (if available).	NA	NA	252	Approx. 4,000	Approx. 1,600	NA
Is purchasing a separate division or part of Finance or some other County organization?	Part of Finance	Part of Finance	Own department	Division of Finance	Under Fiscal Services	Own Division

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<b>TREASURER</b>						
Total No. of FTEs.	8	8.5	6	10	9	7
Do you have an Assistant or Deputy Treasurer appointed by the Treasurer?	Yes, Deputy	Yes	Yes, Deputy	Yes, Deputy	Yes	Yes, Deputy and Assistant
Is Treasury part of the Finance organization or visa-versa?	No	No	No	No	No	No
Does Treasury or Finance process authorized County checks (due to Treasurer's signature requirement).	Finance writes, treasury signs / distribute	Clerk and Treasury signed	Clerk Processes, Treasurer signs.	Accounting processes, Treasurer signs	Processed in Finance, Treasurer signs	No, done through Accounting
Average annual Return on Investment (in percentage) for calendar 2008 (if available).	Agency 5.06% CD 3.21%	NA	NA	NA	NA	NA
<b>VETERAN'S BUREAU</b>	Tammy Grigg, Director	Director did not want to participate.	Bob Heinel, Director	David Eling, Director, Norma, Asst. Director		Debra Worden, Director
Total No. of FTEs.	1	2	2	3		2 FTE 2PTE 1Intern
Total number of estimated veterans in-county.	8668	12,880	12,955	15,179	16,752	14,633
Total number of veterans served in calendar 2008.	N/D	N/D	2216	36,000 (is also the agent for Veteran's Administration)		N/D