

WAYS AND MEANS COMMITTEE

AGENDA

TUESDAY, SEPTEMBER 6, 2011

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- I CALL TO ORDER
- II ROLL CALL
- 50-52 III MINUTES (8/2/11)
- IV PUBLIC INPUT
- V PETITIONS AND COMMUNICATIONS
 - A. Bay County Sheriff
 - 1 1. Extension of Auburn Road Patrol Agreement (**Seeking approval of 6 month extension of Auburn Agreement; authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolution attached**)
 - 2- 3 2. FY2012 SRP P. A. 416 Grant (**Seeking authorization to make application for grant funding; authorization for Board Chair to sign application and grant award documents; approval of related budget adjustments - proposed resolution**)
 - 4- 6 3. Gasoline Appropriation (**Seeking \$24,000 to cover gasoline expenses for the balance of 2011 - proposed resolution attached**)
 - B. Register of Deeds - Making Strides Against Breast Cancer Fund Raiser (**Seeking approval of bake sale fund raiser with 100% of proceeds going to American Cancer Society - proposed resolution attached**)
 - 9-10 C. Probate Court Administrator - 2011-2012 Child Care Fund Annual Plan and Budget (**Seeking approval of 2011-2012 Child Care Fund Annual Plan and Budget; authorization for Board Chair to sign required documents; Finance Department grant oversight; approval of required budget adjustments - proposed resolution attached**)
 - D. Assistant County Executive for Recreation and Administrative Services
 - 11-13 1. I-402 Class Opportunities in Genesee County (**Receive**)
 - 14-18 2. Status Report No. 2, Local Shares Services June 29, 2011 through August 31, 2011 (**Receive**)
 - 19-20 3. Outfitting Board Chambers w/Computers for Paperless Agenda Access by Meeting Participants (**Receive**)

- 21-25 E. Corporation Counsel - Amendment to Bay County Animal Control Ordinance **(Seeking referral of proposed amendment to 9/13/11 Board meeting with a public hearing to be held on the proposed amendment; possible waiver of Board Rules to allow for adoption of amendment; adoption of amendment to Bay County Animal Control Ordinance - proposed resolutions attached)**
- 26-28 F. Personnel Director - Tuition Reimbursement for Finance Department Employee Jill McKeon **(Receive)**
- 29-31 G. Information Systems - Proposed Server/Computer Replacement **(Seeking authorization to make several purchases; \$186,252 requested from Fund Balance; approval of required budget adjustments - proposed resolution attached)**
- 32-33 H. Emergency Management Coordinator - Emergency Management Performance Grant (EMPG) Program for FY2011 **(Seeking approval of grant agreement; authorization for Board Chair to sign; Finance Department oversight of grant; approval of required budget adjustments - proposed resolution attached)**
- I. Finance Officer
 - 34-44 1. Budget Adjustments **(Approval required)**
 - 45-47 2. Rehmann Robson Change Order **(Seeking approval of Change Order; authorization for Board Chair to sign; approval of \$7,800 appropriation from Fund Balance - proposed resolution attached)**
 - 48 3. Analysis of General Fun Unreserved/Undesignated Fund Balance 2011 **(Receive)**
 - 49 4. Executive Directive #2007-11 **(Receive)**

- VI REFERRALS
- VII UNFINISHED BUSINESS
- VIII NEW BUSINESS
- IX CLOSED SESSION (when requested)
- X MISCELLANEOUS
- XI ANNOUNCEMENTS
- XII ADJOURNMENT

PLEASE NOTE: THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL, DEPARTMENT/DIVISION HEAD PLACING AN ITEM ON THE WAYS AND MEANS COMMITTEE AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.

BAY COUNTY BOARD OF COMMISSIONERS

09/13/11

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (9/6/11)

WHEREAS, Bay County is currently a party to an agreement with the City of Auburn for Road Patrol services; and

WHEREAS, The City of Auburn is in the process of review law enforcement options for its community and has requested a six (6) month extension of its agreement with Bay County; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners hereby approves a six (6) month extension of the Agreement with the City of Auburn for provision of road patrol services; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute said extension, if required, following legal review/approval; Be It Finally

RESOLVED That related budget adjustments, if required, are approved.

ERNIE KRYGIER, CHAIR
AND COMMITTEE

Sheriff Dept - Auburn Road Patrol Services - 6 Month Extension

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Joe Davis				Tom Ryder			
Brandon Krause				Ernie Krygler				Christopher Rupp			
Vaughn J. Beglick				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
 VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____

-/-

John E. Miller
Sheriff Of Bay County

Michael T. Janiskee
Undersheriff

Newt Jerome
Jail Administrator



To: Ernie Krygier, Chairman
Ways and Means Committee
Bay County Board of Commissioners

From: Sheriff John E. Miller *J E Miller*

Date: August 23, 2011

Re: Grant Application FTY 2012 (SRP P.A. 416)

Background: The Sheriff's Office has participated in the Secondary Road Patrol (SRP) grant program offered through the Office of Highway Safety Planning (OHSP) for many budget years. The county has received SRP grant funding during previous budget years that have provided for three officers, two vehicles and various items of support equipment. This year's grant application must be submitted to the OHSP no later than September 15, 2011. In order to maintain Grant compliance, Bay County must continue Maintenance of Effort of twenty three (23) locally funded Road Patrol officers for FTY 2012 grant cycle.

Economics/Finance: This year's anticipated grant allocation for Bay County is projected at \$134,910.00 Last years grant award was \$149,900.00 There is no local funding as a condition of the grant.

Recommendations: I am requesting the Committee's approval and authorization to move forward with the 2012 SRP Grant Application, and upon OHSP approval of the SRP Grant, make necessary budget adjustments.

CC: Undersheriff Michael T. Janiskee
Donald Tilley, Chairman Bay County Board of Commissioners
Kim Priessnitz, Budget Supervisor
Martha Fitzhugh, Corporate Counsel
File Copy

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BAY COUNTY BOARD OF COMMISSIONERS

09/13/11

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (9/6/11)

WHEREAS, The Bay County Sheriff Department has participated in the Secondary Road Patrol (PA 416) State Office of Highway Safety grant for several years, said grant providing funding for three (3) officers, two patrol vehicles and additional support equipment; and

WHEREAS, Grant funding in the projected amount of \$134,910 is available for FY 2011-2012 (\$149,900 was funded for FY 2010-2011) and the Bay County Sheriff again wishes to make application for P.A. 416 funding; and

WHEREAS, In order to maintain grant compliance, Bay County must continue Maintenance of Effort of twenty three (23) locally funded Road Patrol officers for the FY 2012 grant cycle; and

WHEREAS, No local funding match is required for the P.A. 416 grant; Therefore, Be It

RESOLVED By the Bay County Board of Commissioners that the application for Secondary Road Patrol (PA 416) and Traffic Accident Prevention Program funding for 2011-2012 is approved; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute the grant documents (application, grant award, all related required documents) on behalf of Bay County following legal review/approval; Be It Further

RESOLVED That the grant applicant/recipient departments are required to work with the Finance Department whose staff will provide financial oversight of said grant; Be It Finally

RESOLVED That related budget adjustments, if required, are approved.

ERNIE KRYGIER, CHAIR
AND COMMITTEE

Sheriff Dept - PA 416 Grant
MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Joe Davis				Tom Ryder			
Brandon Krause				Ernie Krygler				Christopher Rupp			
Vaughn J. Beglck				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:
ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

John E. Miller
Sheriff Of Bay County

Michael T. Janlskee
Undersheriff

Newt Jerome
Jail Administrator



TO: Ernie Krygier
Chairman of Ways and Means

FROM: Sheriff John E. Miller

Handwritten signature of John E. Miller in black ink.

DATE: August 24, 2011

SUBJECT: GASOLINE ACTIVITIES

BACKGROUND: The Sheriff's Office Budget is broken down into several activities and each activity is allocated a budgeted amount for gasoline. In monitoring these activities, the general road patrol is showing a significant depletion in funds.

FINANCE/ECONOMICS: On average and due to the fluctuation in gas prices our budgeted patrol gasoline activities look as though, at this point in time, the general road activity will need the gas allowance increased. Projection from additional gas usage for the summer highway safety grants and traffic enforcement program patrols need to be figured into this request also. *An attachment is included.*

RECOMMENDATION: Request the Board approval and authorizations and to make necessary budget adjustments to allocate monetary funds for fuel amount in the general road activity; also to accommodate the continuance of patrol duties as to carry us through the end of the year. Our department will continue to work with Kim Priessnitz in the Finance Department to monitor these fuel activities with the continual fluctuation in gas prices.

Attachment

CC: Donald J. Tilley, Board Chairman
Robert Redmond, Building Authority
Cyrstal Hebert, Assistant Finance Director
Kim Priessnitz, Budget Supervisor
Deanne Berger
File Copy

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La/W&M.GasActivityIncrease011

30100	31100	31500	31503	31504	31505	31506	31507	31516	31600-81	33200	101-Activity-750.00
12500.00	1800.00	30000.00	12500.00	2600.00	7500.00	7500.00	0.00	3400.00	15000.00	500.00	2011 Beginning Balance
1,051.60	222.05	4,487.13	775.32	264.27	703.99	552.72	-	117.75	1,072.49	208.05	Jan. fuel usage amt.
1,277.33	98.49	4,106.71	714.94	215.93	614.74	640.96	-	113.78	1,061.72	-	Feb. fuel usage amt.
1,487.55	239.66	4,825.78	805.07	441.87	759.73	687.09	-	156.83	1,288.59		Mar. fuel usage amt.
1,420.58	116.90	4,437.74	726.49	257.96	691.19	696.86		84.54	1,128.35		Apr. fuel usage amt.
1,442.12	251.89	6,055.60	797.02	313.53	866.93	816.77		171.90	1,570.07		May fuel usage amt.
1,128.69	263.84	4,515.47	928.61	188.38	733.08	676.53		346.44	1,236.21		June fuel usage amt.
894.20	172.34	4,980.81	755.00	247.03	615.63	555.57		311.38	1,317.86		July fuel usage amt.
											Aug. fuel usage amt.
											Sept. fuel usage amt.
											Oct. fuel usage amt.
											Nov. fuel usage amt.
											Dec. fuel usage amt.
8,702.07	1,365.17	33,409.24	5,502.45	1,928.97	4,985.29	4,626.50	-	1,302.62	8,675.29	-	Totals of Usage Amt.
3,797.93	434.83	(3,409.24)	6,987.55	671.03	2,514.71	2,873.50	-	2,097.38	6,324.71	500.00	Activity Balances
870.21	136.52	4,772.75	550.25	192.90	498.53	462.65		130.26	867.53		Average x 10 months
											Est. Aver. X 7 months
		23863.74									Amt. Needed for a O Bal.

in Gas Activity/mc03.mxd use \$6181 activity Jan-Sept.; use 31800 activity Oct.-Dec.

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BAY COUNTY BOARD OF COMMISSIONERS

09/13/11

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (9/6/11)

WHEREAS, The Sheriff's budget is broken down into several activities and each activity is allocated a budgeted amount for gasoline and, in monitoring these activities, the general road patrol division is showing a significant depletion of funds; and

WHEREAS, Due to the fluctuation in gas prices and projected use, including usage in the summer highway safety grants and traffic enforcement program patrols, it appears the general road patrol activity will require additional funding in the amount of \$24,000; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the appropriation of up to \$24,000 to the appropriate gasoline line item(s) in the Sheriff Department's 2011 budget 4(s), monies to come from Fund Balance; Be It Further

RESOLVED That related required budget adjustments are approved.

ERNIE KRYGIER, CHAIR
AND COMMITTEE

Sheriff Dept - Gasoline Appropriation

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Joe Davis				Tom Ryder			
Brandon Krause				Ernie Krygier				Christopher Rupp			
Vaughn J. Beglck				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____



515 Center Ave., Suite 102
Bay City, MI 48708
www.baycounty-mi.gov/rod

Victoria L. Roupe
Bay County Register of Deeds

JILL M. BICHORN
Chief Deputy Register of Deeds
Phone (989) 895-4228
Fax (989) 895-4296
TDD (989) 895-4049

August 2, 2011

Chairman Ernie Krygler
Ways & Means Committee
Bay County Board of Commissioners
515 Center Avenue
Bay City, Michigan 48708

RE: **MAKING STRIDES AGAINST BREAST CANCER**

Dear Chairman Krygler:

In accordance with the Fund Raising Activities Policy, please consider this request at the Ways & Means Committee meeting scheduled for September 6, 2011.

I am leading a team of Bay County employees to raise money and walk in the *Making Strides Against Breast Cancer Walk* on October 15, 2011. We would like to raise money by having a bake sale at the Bay County Building, in addition to asking for donations from Bay County employees.

100% of the donations received will be contributed to the American Cancer Society on October 15, 2011.

If you should require additional information, please feel free to contact me.

Respectfully,

Vicki Roupe
Register of Deeds



BAY COUNTY BOARD OF COMMISSIONERS

9/13/11

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (9/6/11)

WHEREAS, The Bay County Register of Deeds is again leading a team of Bay County employees to raise money and walk in the *Making Strides Against Breast Cancer Walk* on October 15, 2011; and

WHEREAS, Additionally fund raising efforts will be undertaken in the form of a bake sale and by soliciting donations from Bay County employees; and

WHEREAS, 100% of the donations received will be contributed to the American Cancer Society on October 15, 2011; and

WHEREAS, Committee approval for the fund raising efforts are required pursuant to the Bay County Fund Raising Activities Policy; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the fund raising efforts of the Bay County Register of Deeds in support of *Making Strides Against Breast Cancer Walk* and bake sale with all proceeds to be contributed to the American Cancer Society.

ERNIE KRYGIER, CHAIR
AND COMMITTEE

Reg of Deeds - Breast Cancer Fund Raiser
MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Colleen M. Maillette				Brian K. Elder			
Patrick H. Beson				Ernie Krygier				Eugene F. Gwizdala			
Vaughn J. Beglick				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

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AMENDED _____ CORRECTED _____ REFERRED _____



**BAY COUNTY PROBATE COURT
EIGHTEENTH JUDICIAL CIRCUIT COURT - FAMILY DIVISION**
1230 Washington Ave., Suite 715
Bay City, Michigan 48708-5737

KAREN A. TIGHE
Judge of Probate / Family Court

MARGE MARCHLEWICZ
Court Administrator

Estates Division (989) 895-4205
Juvenile Division (989) 895-4206

FAX (989) 895-4194
TDD (989) 895-2059

August 23, 2011

Ernie Krygier, Chair
Ways & Means Committee
Bay County Board of Commissioners
Bay County Building
Bay City, MI 48708

Dear Commissioner Krygier:

The 2011-2012 (October 1, 2011 to September 30, 2012) Child Care Fund Annual Plan and Budget serves as application to the Michigan Department of Human Services (DHS) for funds to provide services to juveniles in the court system who remain in-home as well as those juveniles who are placed out-of-home for care. Child Care Funds are a 50-50 match with the state and county and are used for the operation of the Juvenile Home, the Intensive Probation program, the TODAY program, the Gender Services program, the community based alternative Day Treatment program and for the residential placements of both delinquent and neglected/abused youth. Additionally, the Bay County Department of Human Services uses funds for families in crisis.

The budget must be signed by the Probate Judge, the Chair of the Board of Commissioners, the County Executive and the local Department of Human Services Director.

The Court is requesting that your Committee review the proposed budget and refer the matter to the Board Chair for signature. The budget has also been sent to Tim Quinn, Interim Director of Finance and Marty Fitzhugh, Corporation Counsel, for review.

Thank you and if you have any questions, please contact me at your convenience.

Sincerely,

Marge Marchlewicz
Court Administrator

cc: Tom Hickner, County Executive
Tim Quinn, Interim Finance Director
Kim Priessnitz, Finance Department
Kim Bejcek, Director, Bay County DHS
Martha Fitzhugh, Corporation Counsel

BAY COUNTY BOARD OF COMMISSIONERS

09/13/11

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (9/6/11)

WHEREAS, The 2011-2012 (October 1, 2011 to September 30, 2012) Child Care Fund Annual Plan and Budget serves as application to the Michigan Department of Human Services (DHS) for funds to provide services to juveniles in the court system who remain in-home as well as those juveniles who are placed out-of-home for care; and

WHEREAS, Child Care Funds are a 50/50 match with the state and the county and are used for the operation of the Juvenile Home, the Intensive Probation program, the TODAY program, the Gender Services program, the community based alternative Day Treatment program and for the residential placements of both delinquent and neglected/abused youth; and

WHEREAS, Additionally, the Bay County Department of Human Services uses funds for families in crisis; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the 2011-2012 Child Care Fund Annual Plan and Budget ; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute the grant documents (application, grant award, all related required documents) on behalf of Bay County following legal review/approval; Be It Further

RESOLVED That the grant applicant/recipient departments are required to work with the Finance Department whose staff will provide financial oversight of said grant; Be It Finally

RESOLVED That related budget adjustments, if required, are approved.

ERNIE KRYGIER, CHAIR
AND COMMITTEE

Probate Court - 2011-2012 Child Care Fund Annual Plan & Budget

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Joe Davis				Tom Ryder			
Brandon Krause				Ernie Krygler				Christopher Rupp			
Vaughn J. Beglck				Klm Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

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BAY COUNTY
Administrative Services

Michael K. Gray
Assistant County Executive for
Recreation & Administrative Services
graym@baycounty.net

515 Center Avenue
Bay City, Michigan 48708

Phone (989) 895-4130
Fax (989) 895-7658
TDD (989) 895-4049
<http://www.baycounty-mi.gov>



Thomas L. Hickner
County Executive

ANIMAL CONTROL
Michael Halstead, Manager
halsteadm@baycounty.net

BUILDINGS & GROUNDS
Richard Pabalis, Superintendent
pabalistr@baycounty.net

INFORMATION SYSTEMS
Robert Super, Director
superr@baycounty.net

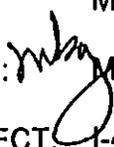
PURCHASING
Frances Horgan, Purchasing Agent
horganf@baycounty.net

RECREATION
Brent Golk, Recreation & Clubhouse Supervisor
golkb@baycounty.net

MEMORANDUM

DATE: August 31, 2011

TO: Mr. Ernje Krygier, Chairman and Commissioners, Ways & Means Committee

FROM:  Michael K. Gray, Assistant County Executive for Recreation & Administrative Services

SUBJECT: I-402 Class Opportunities in Genesee County

Request: Receive this informational memo.

Background: The National Incident Management System, NIMS, is a mandatory system for coordinating emergency response to public emergencies, whether they are severe weather, man-made, etc.

Courses required for emergency management personnel and first responders last several days. In recognition of the need for a briefer, high level overview I-402, Incident Command for Executives; was developed for elected officials and department heads who desire/need a shorter version and don't require the detailed version.

Two courses were held in July, 2011 in Genesee County. Three more are offered in September. Funding is provided by the regional homeland security grant which Bay County serves as fiduciary. These are available to you should you wish to attend one of these courses to gain a fuller understanding of this critical, mandatory system which we would utilize in the event of a significant public emergency in our community.

Economics: There is no charge for these classes.

Recommendation: Receive this informational memo.

Encl.

MKG/ec

cc: Tom Hickner
Bob Redmond
All Dept./Division Directors
Elected Officials



HURLEY
MEDICAL CENTER



McLAREN
REGIONAL MEDICAL CENTER



INCIDENT COMMAND FOR EXECUTIVES I-402

This course is ideal for elected officials and high ranking administrators in government and private and non-profit organizations.

This particular workshop will cover:

- The role of the executive involved in an emergency or crisis incident;
- The importance of learning and employing the National Incident Management System (NIMS) Incident Command System, including basic NIMS and ICS terminology and primary responsibilities;
- How multiple organizations work and respond together to a major community disaster using the Incident Command and Unified Command Structure.

THREE DATES/TIMES TO CHOOSE FROM

You may attend either of the following:

Tuesday, September 20th, 2011, 9:30 a.m. to 11:30 a.m.
Mott Community College, Regional Technology Center (RTC)
1401 E. Court St. Flint, MI 48503
Room 1301
RSVP
Pamela Crawford (810) 762-8131 or Pamela.crawford@mcc.edu

Tuesday, September 20th, 2011, 1:00 p.m. to 3:00 p.m.
McLaren Regional Medical Center
401 S. Ballenger Hwy, Flint MI 48532
RSVP
Kathleen Hiltner (810) 342-5150 or Kathleenhi@mclaren.org

Wednesday, September 28th, 2011, 9:30 a.m. to 11:30 a.m.
Hurley Hospital
1 Hurley Plaza
Flint, MI 48503
RSVP
Anne Marie Grosjean at (810) 262-9012 or email Agrosje1@hurlevmc.com

PLEASE REGISTER FOR THE CLASS BY SEPT 15th, 2011

QUESTIONS

If you have any questions, concerns, or require any additional information regarding the workshop please do not hesitate to contact the representative from the facility you plan to attend.

**BAY COUNTY
Administrative Services**



Michael K. Gray
**Assistant County Executive for
Recreation & Administrative Services**
graym@baycounty.net

515 Center Avenue
Bay City, Michigan 48708

Phone (989) 895-4130
Fax (989) 895-7658
TDD (989) 895-4049
<http://www.baycounty-mi.gov>

Thomas L. Hickner
County Executive

ANIMAL CONTROL
Michael Halstead, Manager
halsteadm@baycounty.net

BUILDINGS & GROUNDS
Richard Pabalis, Superintendent
pabalirs@baycounty.net

INFORMATION SYSTEMS
Robert Super, Director
superr@baycounty.net

PURCHASING
Frances Horgan, Purchasing Agent
horganf@baycounty.net

RECREATION
Brent Golk, Recreation & Clubhouse Supervisor
goikb@baycounty.net

MEMORANDUM

DATE: August 31, 2011
TO: Mr. Ernie Krygier, Chairman and Commissioners, Ways & Means Committee
FROM:  Michael K. Gray, Assistant County Executive for Recreation & Administrative Services
SUBJECT: Status Report Number 2, Local Shared Services June 29, 2011 Through August 31, 2011.

Request: Receive this correspondence.

Background: The first report was provided to the Ways & Means Committee at the July 5, 2011 meeting and was dated June 29, 2011. This report provides information on shared services activities occurring between June 29th and the date of this memo.

The following meetings have taken place since June 29th:

July 13, 2011 Initial meeting between Bay county and Bay Arenac Behavioral Health Authority. A separate summary is attached.

July 13, 2011 Information technology discussion. Tom Plachta, who is our ISD staff member who supports MUNIS financial system users, prepared and gave a presentation on July 13, 2011 for city staff regarding lessons learned by Bay County in implementing a new, comprehensive financial accounting and human resource computer system. At that time the city remained on track to issue a

Request for Proposals for a new system. Current status is something I am not aware of.

July 14, 2011 City/County Purchasing Collaboration. At our initial meeting we agreed to look for common items between the two organizations. What we discovered is some significant differences between the two entities.

For example, the City has a local preference clause in their purchasing policy. Bay County does not. Any joint RFP/Competitive bid could potentially run afoul with this disparity.

Another key difference is the manner in which professional services are provided. Bay County has utilized the QBS, Qualifications Based Selection method. My understanding is that within certain parameters city department heads are able to select vendors in a much simpler manner albeit some of the competitive advantages of our RFQ are not present.

The City at the time was preparing to issue a Request for Proposals for maintenance of building elevators. The possibility of including the County in that RFP was discussed. Frances Horgan, Purchasing Agent is consulting with Buildings & Grounds Superintendent Rick Pabalis. The County has for the past several years used Schindler on an hourly time and materials basis since Schindler won a competitive bid the last time a major upgrade was performed.

July 20, 2011 Office Max presentation of America Saves to local governments from Bay, Midland, and Saginaw Counties. All Bay County, cities, townships, school districts and special purpose county entities, were invited. The meeting was held at the Alice and Jack Wirt Library. Chairman Tilley joined us to support our collaborative efforts.

The County Board of Commissioners approved the Office Max agreement under America Saves at the July 12, 2011 Board meeting. Corporation Counsel is presently reviewing implementing the contracts. A follow up contact was made with invitees to request a status update. At this time I do not know specifically which organizations are going to join, which are not, and which are still considering it.

August 18, 2011, Ms. Horgan and I attended a one day conference put on by Bender & Associates regarding shared services experience around the State.

A city-county meeting regarding the disaster recovery plan recently put in place was scheduled for the last week of July but was cancelled. Presently we have experienced band width issues with data transfer during a system test.

Bay County and Netsource One, the vendor, are scheduled to make a presentation at the annual conference of MI-Government Management Information Systems (MI-GMIS) the last week of September.

The same law which mandated collaboration as a condition of statutory revenue sharing which does not apply to counties, also called for creation of web-based "dashboards". Cristen Lipinski has created a dashboard on the Bay County home page, www.baycounty-mi.gov with categories including:

- Budget & Finance
- Public Safety
- Green Initiatives

- Quality of Life
- Shared Services

A number of meetings in several of the focus areas will be held in September, with further reports provided as progress warrants.

Economics: Does not apply.

Recommendation: Receive this correspondence.

Encl.

MKG/ec

cc: Tom Hickner
Bob Redmond
Marty Fitzhugh
Tim Quinn
Crystal Hebert

Meeting Notes From July 13, 2011
Bay County / Bay Area Behavioral Health Authority

A meeting to discuss the possibility of collaboration ("shared services") between Bay Area Behavioral Health Authority (BABHA) and Bay County was held on July 13, 2011.

Present from BABHA:

- Robert Blackford, CEO
- Sheree Pettler, Finance Officer
- Randall McCracken, Michigan Technology Services Organization (The provider of IT to BABHA)

Present from Bay County:

- Michael Gray, Assistant County Executive for Recreation & Administrative Services
- Tom Plachta, Information Technology Division

~~~~~

A recap of shared services / collaboration discussions between Bay City and Bay County was given. The discussions were convened at a joint meeting in April by the Bay Area Chamber of Commerce. Service areas to be explored include:

- Law Enforcement
- Recreation
- Purchasing
- Information Technology
- Human Resources
- Employee Benefits

Various meetings have been held and discussions are ongoing.

A meeting will be held with all governmental entities in Bay County on July 20, 2011 to discuss formation of a purchasing cooperative and the America Saves Office Supply Program offered by Office Max based on an Oakland County competitive bid.

Mr. Blackford shared that he previously met with Mr. Hickner and Mr. Redmond which led to today's meeting. The BABHA is interested in pursuing opportunities for collaboration / consolidation / shared services in three main areas:

- Financial Management
- Human Resources Administration
- Information Technology Services

Mr. McCracken explained the formation and operation of his organization, ITSO, including:

- Thin-client

- o Retirement System Management Software
- o Gallery – an Imaging / document system
- o IT needs assessment

The BABHA Human Resources Director is Becky Smith. The Bay County Human Resources Director is Tim Quinn, who is also the acting Finance Officer.

It was agreed that meetings should be held in each of the three focus areas:

- o Financial: Ms. Peltier and County Assistant Finance Officer Crystal Hebert
- o Human Resources: Ms. Smith and Mr. Quinn
- o IT: Mr. McCracken, Mr. Plachta, Mr. Gray

BABHA does plan to attend the office supply / purchasing meeting on July 20<sup>th</sup>.

*Michael K. Gray*

Michael K. Gray  
Assistant County Executive for Recreation & Administrative Services

cc: Participants  
Tom Hickner  
Bob Redmond  
Tim Quinn  
Crystal Hebert  
Frances Horgan  
Becky Smith

**BAY COUNTY  
Administrative Services**

**Michael K. Gray**  
Assistant County Executive for  
Recreation & Administrative Services  
graym@baycounty.net

515 Center Avenue  
Bay City, Michigan 48708

Phone (989) 895-4130  
Fax (989) 895-7658  
TDD (989) 895-4049  
<http://www.baycounty-mi.gov>



**Thomas L. Hickner**  
County Executive

**ANIMAL CONTROL**  
Michael Halstead, Manager  
[halsteadm@baycounty.net](mailto:halsteadm@baycounty.net)

**BUILDINGS & GROUNDS**  
Richard Pabalis, Superintendent  
[pabalir@baycounty.net](mailto:pabalir@baycounty.net)

**INFORMATION SYSTEMS**  
Robert Super, Director  
[superr@baycounty.net](mailto:superr@baycounty.net)

**PURCHASING**  
Frances Horgan, Purchasing Agent  
[horganf@baycounty.net](mailto:horganf@baycounty.net)

**RECREATION**  
Brent Goik, Recreation & Clubhouse Supervisor  
[goikb@baycounty.net](mailto:goikb@baycounty.net)

## **MEMORANDUM**

**DATE:** August 31, 2011

**TO:** Mr. Ernie Krygier, Chairman and Commissioners, Ways & Means Committee

**FROM:**  Michael K. Gray, Assistant County Executive for Recreation & Administrative Services

**SUBJECT:**  Outfitting Board Chambers with Computers for paperless agenda access by meeting participants.

---

**Request:** Receive this Informational memo.

**Background:** After the wireless system in the Board Chambers was completed, there was conversation between administration and Board staff regarding having some form of work stations available to participants at each station. The concept was that not only the Board of Commissioners but also other bodies using the room for meetings would be able to access these. Presently the Bay County Building Authority and Bay County Retirement System Board of Trustees meet in the Chambers.

The County Executive has asked us to consider implementing so-called "Thin-Client" technology where it is an appropriate application. Thin-Client is basically a monitor and keyboard connected to a central server, and as such the terminals are much less costly, although the savings are consumed to some extent by server resources.

A server upgrade is on the same agenda as this memo. Assuming that a budgetary request is

approved, we will have sufficient server capacity to deploy thin-client terminals for all nine commissioners, two board staff, five administrators, and two for the Clerk. The first two are scheduled for installation and may be in by the date of the meeting. Until the server upgrade has been accomplished, ISD staff expressed concern if we installed all planned terminals simultaneously prior to the upgrade it could crash the server.

For this reason, we are starting with two and will build it out in steps as quickly as we can do so.

**Economics:** No additional funds are being requested at this time.

**Recommendation:** Receive this informational memo.

MKG/ec

cc: Tom Hickner  
Bob Redmond  
Marty Fitzhugh  
Tim Quinn  
Crystal Hebert  
ISD-all staff



**BAY COUNTY DEPARTMENT OF  
CORPORATION COUNSEL & RISK MANAGEMENT**

**MARTHA P. FITZHUGH (P50034)**  
Corporation Counsel/Risk Manager  
*fitzhughm@baycounty.net*

**THOMAS L. HICKNER**  
County Executive

**DEBRA A. RUSSELL**  
Executive/Legal Coordinator  
*russell@baycounty.net*

**TO: CHAIRPERSON ERNIE KRYGIER AND THE WAYS AND MEANS  
COMMITTEE**

**FROM: CORPORATION COUNSEL MARTY FITZHUGH** *MPF*

**DATE: AUGUST 31, 2011**

**RE: PROPOSED PUBLICATION AMENDMENT FOR THE ANIMAL  
CONTROL ORDINANCE**

**Background:** In 1992, the Bay County Commission approved Section 50.1600 of the Bay County Animal Control Ordinance Number 32 which requires that whenever the Ordinance is amended, the County must publish the amended Ordinance 32 in a newspaper of general circulation in Bay County.

To follow the current requirement, the cost estimate to publish the amended Animal Control Ordinance is between \$13,228.80 and \$19,843.20 ( two-three full pages in the classifieds at 6 pt. font). This is very costly.

Regarding ordinance publication, Michigan law requires in MCL 46.11(J),

"An ordinance or act of incorporation provided in this subdivision shall take effect when notice of the adoption is published in a newspaper of general circulation in the county. The clerk of the county board of commissioners shall engross each ordinance or act, and it shall be signed by the chairperson of the county board of commissioners and certified by the clerk of the county board of commissioners..."

**Recommendation to the Committee:** After discussion with the Prosecutor's Office and the Board Coordinator, I am recommending that you update Ordinance 32 to limit the size of our publication in the required newspaper of general circulation. The Committee could:

(1) Consider the following proposed amendment of Animal Control Ordinance Section 50.1600 (with new language in italics and underlined, and with the language to be removed crossed out).

(2) Consider suspending Board rules to act expeditiously.

515 Center Avenue, Suite 402, Bay City, MI 48708-5125 (989) 895-4131  
FAX (989) 895-7658 TDD (hearing impaired) (989) 895-4049

-21-

(3) Hold a public hearing at the full board meeting on September 13, 2011.

(4) If no need to change the proposed amendment arises at the public hearing ordain this procedural change amending the Animal Control Ordinance 32.

## ARTICLE XVI

50.1600

### ADOPTION, PUBLICATION AND EFFECTIVE DATE OF ORDINANCE

This Ordinance shall not be adopted or amended unless a majority of the Commissioners elected and serving shall vote in the affirmative on its adoption. The Clerk of the Board of Commissioners shall then engross this Ordinance including any duly ordained amendments. and The Chairperson of the County Board of Commissioners shall sign the same this Ordinance, which shall then be certified by the Clerk before it is considered adopted. This Ordinance shall then take effect when notice of the adoption ~~seven (7) days after the day that it is published in a newspaper of general circulation in the County of Bay.~~ The County Clerk shall certify such publication.

O:\CorpCounsel\MEM\w.m. ACord.wpd

**BAY COUNTY BOARD OF COMMISSIONERS**

**09/13/11**

**RESOLUTION**

BY: WAYS AND MEANS COMMITTEE (9/6/11)

RESOLVED That the following amendment to the Bay County Animal Control Ordinance, is presented to the Bay County Board of Commissioners for consideration:

ARTICLE XVI

50.1600

ADOPTION, PUBLICATION AND EFFECTIVE DATE OF ORDINANCE

This Ordinance shall not be adopted or amended unless a majority of the Commissioners elected and serving shall vote in the affirmative on its adoption. The Clerk of the Board of Commissioners shall then engross this Ordinance including any duly ordained amendments, and The Chairperson of the County Board of Commissioners shall sign the same this Ordinance, which shall then be certified by the Clerk before It is considered adopted. This Ordinance shall then take effect when notice of the adoption seven (7) days after the day that it is published in a newspaper of general circulation in the County of Bay. The County Clerk shall certify such publication.

ERNIE KRYGIER, CHAIR  
AND COMMITTEE

Animal Control Ordinance - Amended 2011

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

| COMMISSIONER         | Y | N | E | COMMISSIONER  | Y | N | E | COMMISSIONER     | Y | N | E |
|----------------------|---|---|---|---------------|---|---|---|------------------|---|---|---|
| Michael J. Duranczyk |   |   |   | Joe Davis     |   |   |   | Tom Ryder        |   |   |   |
| Brandon Krause       |   |   |   | Ernie Krygler |   |   |   | Christopher Rupp |   |   |   |
| Vaughn J. Begick     |   |   |   | Kim Coonan    |   |   |   | Donald J. Tilley |   |   |   |

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

BAY COUNTY BOARD OF COMMISSIONERS  
9/13/11

RESOLUTION

BY: BAY COUNTY BOARD OF COMMISSIONERS (9/13/11)  
WHEREAS, Article XIII of the Rules of the Bay County Board of Commissioners outlines a process for consideration of ordinance and ordinance amendments, which requires at least three (3) successive full Board meetings. The process is as follows:

1. The sponsoring committee considers an ordinance or amendment and refers it to the full Board;
2. The Board rejects or considers the amendment. If the Board elects to consider the ordinance or amendment, a public hearing must be held but not until the NEXT Board meeting (must be convened after 13 days) after publication of proper notice;
3. If the Board conducts a public hearing, no Board action on the ordinance or amendment may be taken only public input heard and, if any input, those comments are referred back to the sponsoring committee and legal counsel for consideration;
4. At the next Board meeting, following publication of proper notice, the Board may vote for final passage of the proposed ordinance or amendment by majority vote

WHEREAS, An alternative process is also provided for in the Board Rules whereby the Board can elect to suspend Article XIII by a 2/3rds majority vote, bypass the requirements (1 through 4 above) and vote on the Ordinance or Ordinance Amendment before them; Therefore, Be It

RESOLVED By the Bay County Board of Commissioners that, for the sake of expediency, Article XIII of the Rules of the Bay County Board of Commissioners is hereby suspended for the adoption of Amendments to the Bay County Animal Control Ordinance.

DONALD J. TILLEY, CHAIR  
AND COMMITTEE

Waiver of Ordinance Adoption Process - Amended Animal Control Ordinance  
MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

| COMMISSIONER         | Y | N | E | COMMISSIONER  | Y | N | E | COMMISSIONER     | Y | N | E |
|----------------------|---|---|---|---------------|---|---|---|------------------|---|---|---|
| Michael J. Duranczyk |   |   |   | Joe Davls     |   |   |   | Tom Ryder        |   |   |   |
| Brandon Krause       |   |   |   | Ernie Krygler |   |   |   | Christopher Rupp |   |   |   |
| Vaughn J. Beglck     |   |   |   | Klm Coonan    |   |   |   | Donald J. Tilley |   |   |   |

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

**BAY COUNTY BOARD OF COMMISSIONERS**

**9/13/11**

**RESOLUTION**

BY: BAY COUNTY BOARD OF COMMISSIONERS (9/13/11)  
 WHEREAS, An amendment to the Bay County Animal Control Ordinance was submitted to the Bay County Board of Commissioners (9/13/11), via the Ways and Means Committee (9/6/11); and  
 WHEREAS, In accordance with the Rules of the Bay County Board of Commissioners the proposed amendment of Article XVI, Section 50.1600 was referred to the full Board and a public hearing on the proposed amendment was published and held 9/13/11 with input solicited from interested individuals regarding the proposed amendment; and  
 WHEREAS, Since no opposition to the proposed amendment was voiced, Article XIII of the Rules of the Bay County Board of Commissioners was waived (resolution no. 2011-\_\_\_); Therefore, Be It  
 RESOLVED By the Bay County Board of Commissioners that the following amendment to the Bay County Animal Control Ordinance is hereby ordained with the remainder of this Ordinance remaining effective as approved prior to this date:

**ARTICLE XVI**

**50.1600**

**ADOPTION, PUBLICATION AND EFFECTIVE DATE OF ORDINANCE**

**This Ordinance shall not be adopted or amended unless a majority of the Commissioners elected and serving shall vote in the affirmative on its adoption. The Clerk of the Board of Commissioners shall then engross this Ordinance including any duly ordained amendments, and The Chairperson of the County Board of Commissioners shall sign the same this Ordinance, which shall then be certified by the Clerk before it is considered adopted. This Ordinance shall then take effect when notice of the adoption seven (7) days after the day that it is published in a newspaper of general circulation in the County of Bay. The County Clerk shall certify such publication.**

DONALD J. TILLEY, CHAIR  
 AND BOARD

Animal Control - Animal Control Ordinance - Amendment 2 - 2011

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

| COMMISSIONER         | Y | N | E | COMMISSIONER  | Y | N | E | COMMISSIONER     | Y | N | E |
|----------------------|---|---|---|---------------|---|---|---|------------------|---|---|---|
| Michael J. Duranczyk |   |   |   | Joe Davis     |   |   |   | Tom Ryder        |   |   |   |
| Brandon Krause       |   |   |   | Ernie Krygler |   |   |   | Christopher Rupp |   |   |   |
| Vaughn J. Begick     |   |   |   | Klm Coonan    |   |   |   | Donald J. Tilley |   |   |   |

**VOTE TOTALS:**

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
 AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

- 25 -



**BAY COUNTY  
PERSONNEL DEPARTMENT**

**Thomas L. Hickner  
County Executive**

**Tim Quinn**  
*Personnel and Employee Relations Director*  
[quinnt@baycounty.net](mailto:quinnt@baycounty.net)

August 31, 2011

Ernie Krygler, Chairman  
Ways and Means Committee  
Bay County Board of Commissioners  
515 Center Avenue, Suite 401  
Bay City, MI 48708-5125

RE: ***Tuition Reimbursement Request***

Dear Commissioner Krygler:

Please consider the item listed below for the agenda of your committee.

**Tuition Reimbursement Request for USW employee Jill McKeon:**  
**Corporate Finance (FINC 211) Davenport University**  
**Management Foundation (MGMT 211) Davenport University**

**Background:** The collective bargaining agreement with the USW full-time unit provides for the Bay County Executive to approve or deny requests for tuition reimbursement, but the committee prefers to review tuition requests prior to payment.

**Financial:** Funds are budgeted. Tuition reimbursement is \$1,110.50. Note: Ms. McKeon has requested \$2,220; however, I have approved 50% of her request.

**Recommendation:** Receive this item concerning a request for tuition reimbursement submitted by Jill McKeon, Account Clerk IV/finance office.

Thank you for considering this item for the agenda of your committee.

Sincerely,

Tim Quinn, Director  
Personnel and Employee Relations

TQ/mr

cc: Tom Hickner; Mike Gray; Marty Fitzhugh; Crystal Hebert; Jill McKeon; Matt Burley; Tuition file;  
Personnel file

G:\Board\WAYS&MEA\2011\Tuition Request - Jill McKeon August.wpd

PRE-CLASS APPROVAL FORM: TUITION REIMBURSEMENT

Applicant's Name: Jill McKeeon  
 Bargaining Unit: U.S.W.A # 15157  
 School: DAVENPORT UNIVERSITY  
 Program: B.B.A. - ACCOUNTING

Department: FINANCE - 10100

Are you on a degree program?  YES  NO

| No.    | Books | Beginning Date        | Ending Date | Class Title |                   |
|--------|-------|-----------------------|-------------|-------------|-------------------|
| 1.     |       | \$ 471.00             | \$ 174.75   | 12/17/11    | CORPORATE FINANCE |
| 2.     |       | \$ 471.00             | \$ 62.46    | 12/17/11    | MGMT. FOUNDATION  |
| Totals |       | \$ + 2826.00 + 145.00 | \$ 239.21 = |             |                   |
|        |       |                       |             | Total       | \$ 2210.21        |

How is this class(es) job related? USE OF ACCOUNTING PRACTICES DAILY THROUGH GENERAL BILLING, PREPARING JOURNALS, NEED MGMT SKILLS WITH WORKING WITH PUBLIC COUNTY STAFF AND TOWNSHIPS, CITIES

CFO's and Deputies

Course Number Approved

All Other Units

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Sheriff's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Ways and Means Chairperson's or Designee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: Jill McKeeon Date: 8/20/11  
 Department Head's Signature: Crystal Helbert Date: 8/24/11  
 Human Resource Director's or County Executive's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Proof of successful completion of the course is mandatory. Proof of payment of tuition, fees, and books is also mandatory. Contractual language is controlling. Check your contract, first, for specifics before turning in this form.

**RECEIVED**

White: Personnel  
 Yellow: Ways and Means  
 Pink: Department Head

AUG 24 2011

PERSONNEL DEPARTMENT 6/95

**FINC211**

This course covers the fundamental principles of corporate finance. Students will be introduced to various methods of company analysis, the term structure of interest rates, the relationship between risk and return, time value of money principles, security analysis, cost of capital and capital structure, and capital budgeting techniques.

Prerequisite(s): ACCT202

**MGMT211**

This course provides a foundation in basic management principles with special application and focus on the supervisory level of management. The five universal functions of management (planning, organizing, recruiting [staffing], leading, and controlling) are explored. Proper case analysis process is also examined and applied through the discussion of various supervisory/managerial case situations.

Co-requisite(s): ENGL110

BAY COUNTY  
INFORMATION SYSTEMS DIVISION

515 Center Avenue, Suite 801  
Bay City, Michigan 48708

Phone (989) 895-4085  
Fax (989) 895-2070  
TDD (989) 895-4049



TOM HICKNER  
COUNTY EXECUTIVE

MICHAEL GRAY  
ASSISTANT COUNTY EXECUTIVE FOR  
ADMINISTRATIVE SERVICES

ROBERT SUPER  
INFORMATION SYSTEMS DIRECTOR

TO: Ernie Krygier, Chairman, Ways & Means Committee  
FROM: Brandon Short, Sr. Technical Services Coordinator  
DATE: August 30, 2011  
SUBJECT: Proposed Server/Computer replacement

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**Request:**

That the committee and Board authorize the purchase and procurement of:

- Servers and associated software
- 10 Desktop Computers
- 2 Toughbooks for Public Safety MDT's
- Email Migration Software
- Finger Print upgrade to allow Palm scanning
- Court security Xray machine upgrade

**Background:**

Several technology upgrades originally proposed for the 2012 budget are being requested now, at the recommendation of Robert Redmond. The approval would allow for upgrades to the Sheriff's server for public safety, along with updating our current server infrastructure for faster processing and allotment for growth. With the demands increasing in recent year for electronic storage, the Sheriff department has reached the storage capacity limits for the current server.

Our server infrastructure utilizes the Virtual Server methodology, which enables us to consolidate many of our application servers into just a few physical servers. Approximately 3 ½ years ago we purchased our existing servers for the implementation of Munis. We plan to re-purpose these servers to be used as a pilot for thin clients over the next year. Thin clients offer a proposed lower cost of ownership resulting from less electrical consumption, replacement cost is nearly 50% less, replacement time frame is typically 5 -7 years, as compared to a typical desktop replacement of 3-4 years. The new servers will not need to be replaced for 5 years and they will have a 5 year warranty. (Thin Client is being installed in the Board Chambers as we speak.)

The 10 Desktop computers will replace current aging computers in the Sheriff Department. In addition we would like to request the purchase of 2 toughbook laptops that are utilized for the Mobile Data Terminals in the public safety vehicles today. The 2 toughbooks would be utilized to provide spare computers for public safety.

The email migration software will allow us to migrate from Groupwise to Outlook more seamlessly, while providing a coexistent environment to reduce disruption to email users.

The palm scanning is needed due to a new State of Michigan law for the Sheriff Department.

The computer/hardware upgrade for the Court X-ray machine will preserve sufficient evidence to identify individuals attempting to smuggle a weapon into the secure court facility should the need arise.

**Finance/Economics:**

The total cost of this project will not exceed \$186,252.00, requested a budget adjustment from fund balance to ISD budget.

**Recommendation:**

That the committee and Board authorizes this request to allow us to proceed with the purchase of the equipment and software outlined.

cc: Tom Hickner                      Robert Redmond  
Michael Gray                      John Miller  
Crystal Hebert                      Michael Janiskee  
Kim Priessnitz

**BAY COUNTY BOARD OF COMMISSIONERS**

**09/13/11**

**RESOLUTION**

- BY: WAYS AND MEANS COMMITTEE (9/6/11)
- WHEREAS, The Information Systems Division has outlined the need for the following: Servers and associated software; 10 desktop computers; 2 Toughbook laptops for the Sheriff Department; Email migration software; Fingerprint upgrade to allow Palm scanning, and Court security Xray machine upgrade; and
- WHEREAS, Several technology upgrades originally proposed for the 2012 budget are being requested now at the recommendation of the Board's Financial Analyst to allow for upgrades to the Sheriff's server for public safety since the demands for electronic storage are increasing and the Sheriff Department has reached the storage capacity limits for the current server; and
- WHEREAS, Also to be updated is the current server infrastructure for faster processing and allotment for growth; and
- WHEREAS, Ten (10) desktop computers will replace current aging computers in the Sheriff Department and two (2) Toughbook laptops which are utilized for the Mobile Data Terminals in the patrol vehicles (these will be utilized to provide spare computers for public safety); and
- WHEREAS, Email migration software will allow ISD to migrate from Groupwise to Outlook more seamlessly while providing a coexistent environment to reduce disruption to email users; and
- WHEREAS, Fingerprint upgrade to allow palm scanning is a requirement due to a new Michigan law for the Sheriff Department; and
- WHEREAS, A computer/hardware upgrade for the County X-ray machine will preserve sufficient evidence to identify individuals attempting to smuggle a weapon into the secure court facility should the need arise; and
- WHEREAS, The total cost of this project will not exceed \$186,252 and funding will be required from Fund Balance; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners approves the requested purchase of the equipment outlined in this resolution at a cost not to exceed \$186,252.00, monies to come from Fund Balance; Be It Further
- RESOLVED That, on behalf of Bay County, the Chairman of the Board is authorized to execute any documents that may be required for the listed acquisitions following legal review/approval; Be It Finally
- RESOLVED That related budget adjustments are approved.

ERNIE KRYGIER, CHAIR  
AND COMMITTEE

Administrative Services - ISD - Server&Computer Replacement

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

| COMMISSIONER         | Y | N | E | COMMISSIONER  | Y | N | E | COMMISSIONER     | Y | N | E |
|----------------------|---|---|---|---------------|---|---|---|------------------|---|---|---|
| Michael J. Duranczyk |   |   |   | Joe Davls     |   |   |   | Tom Ryder        |   |   |   |
| Brandon Krause       |   |   |   | Ernie Krygler |   |   |   | Christopher Rupp |   |   |   |
| Vaughn J. Beglck     |   |   |   | Kim Coonan    |   |   |   | Donald J. Tilley |   |   |   |

VOTE TOTALS:  
ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_



## BAY COUNTY

911 Central Dispatch

(989) 895-4051 • FAX (989) 892-3744

1228 Washington Ave., Bay City MI 48708

Leonard Norman  
Director

Thomas L. Hickner  
Bay County Executive

Chris Izworski  
Emergency Management Coordinator  
989-895-4112

To: Ernie Krygier, Chairman of the Ways and Means Committee

From: Christopher Izworski, Emergency Management Coordinator

Date: August 23, 2011

Subject: Emergency Management Performance Grant (EMPG) Program for FY 2011 - \$24,492.00

**Background:** The Federal Emergency Management Agency (FEMA) provides federal funds through the EMPG Program for state a local emergency management programs. As the designated grantee of the EMPG funding in Michigan, the Michigan State Police Emergency Management and Homeland Security Division (EM-HSD) enters into agreements with local emergency management programs each year.

Reimbursement for the emergency management program is contingent upon completion of the activities in the signed Emergency Management Work Plan, which is maintained in the Emergency Management Coordinators office. In order to remain eligible for EMPG funding, we must maintain current and adequate plans and meet exercise requirements. In addition each program must complete their quarterly work agreement activities and submit all necessary quarterly documentation to MSP-EMHSD.

**Finance/Economics:** This EMPG Agreement covers the current fiscal year. The agreement covers 36.82312% (\$24,492.00) of covered program expenses.

**Recommendation:** Upon favorable review by Corporation Counsel, the Department recommends approval and signature of this Agreement by the Board Chair, as well as approval of all budget adjustments related to this Agreement.

Cc: Tom Hickner, Mike Gray, Leonard Norman, Marty Filzhugh, Tim Quinn, Crystal Hebert

**BAY COUNTY BOARD OF COMMISSIONERS**

**09/13/11**

**RESOLUTION**

BY: WAYS AND MEANS COMMITTEE (9/6/11)

WHEREAS, The Federal Emergency Management Agency (FEMA) provides federal funds through the EMPG Program for state and local emergency management programs; and

WHEREAS, As the designated grantee of the EMPG funding in Michigan, the Michigan State Police Emergency Management and Homeland Security Division (EM-HSD) enters into agreements with local emergency management programs each year; and

WHEREAS, Reimbursement for the emergency management program is contingent upon completion of the activities in the signed Emergency Management Work Plan, which is maintained in the Emergency Management Coordinator's office; and

WHEREAS, In order to remain eligible for EMPG funding, current and adequate plans must be maintained and exercise requirements met. In addition each program must complete their quarterly work agreement activities and submit all necessary quarterly documentation to MSP-EMHSD; and

WHEREAS, This EMPG Agreement is for the current fiscal year and the agreement covers 36.82312% (\$24,492.00) of covered program expenses; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Agreement for the Emergency Management Performance Grant (EMPG) for FY 2011 and authorizes the Chairman of the Board to execute said Agreement on behalf of Bay County following legal review/approval; Be It Further

**RESOLVED That grant application/recipient departments are required to work with the Finance Department whose staff will provide financial oversight of said grant; Be It Finally**

RESOLVED That related budget adjustments, if required, are approved.

ERNIE KRYGIER, CHAIR  
AND COMMITTEE

Admin Serv - EMPG Grant Agt for FY2011

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

| COMMISSIONER         | Y | N | E | COMMISSIONER  | Y | N | E | COMMISSIONER     | Y | N | E |
|----------------------|---|---|---|---------------|---|---|---|------------------|---|---|---|
| Michael J. Duranczyk |   |   |   | Joe Davis     |   |   |   | Tom Ryder        |   |   |   |
| Brandon Krause       |   |   |   | Ernie Krygler |   |   |   | Christopher Rupp |   |   |   |
| Vaughn J. Beglick    |   |   |   | Kim Coonan    |   |   |   | Donald J. Tilley |   |   |   |

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

**RESOLUTION**

NO. \_\_\_\_\_

BY:                   WAYS AND MEANS COMMITTEE                   09/06/2011

RESOLVED:           By this Board of Commissioners of Bay County, Michigan, that the following Budget Adjustments are hereby approved on 09/13/2011 and, if required, the Chairman of the Board is hereby authorized to execute any documentation necessary for said Budget Adjustments on behalf of Bay County:

| Journal Request Number | Fund Involved<br>Department Involved                                                                                                                                                                                                                                                                                                                                                 | Favorable Impact | Unfavorable Impact | No Impact |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------|
| 2011-09-002            | GENERAL FUND<br>BOARD OF COMMISSIONERS<br>SECONDARY ROAD PATROL<br>Total GENERAL FUND                                                                                                                                                                                                                                                                                                |                  | \$23,864           |           |
|                        | TO INCREASE GASOLINE LINE ITEM FOR THE ROAD PATROL VEHICLES FOR REST O F THE YEAR.                                                                                                                                                                                                                                                                                                   |                  |                    |           |
| 2011-09-004            | GENERAL FUND<br>BOARD OF COMMISSIONERS<br>BUILDINGS AND GROUNDS<br>Total GENERAL FUND                                                                                                                                                                                                                                                                                                |                  | \$13,855           |           |
|                        | TO BUDGET UNDER BUILDING AND GROUNDS ACTIVITY FOR LED LIGHTING.                                                                                                                                                                                                                                                                                                                      |                  |                    |           |
| 2011-09-005            | GENERAL FUND<br>BOARD OF COMMISSIONERS<br>SECONDARY ROAD PATROL<br>SECONDARY ROAD PATROL GRANT<br>Total GENERAL FUND                                                                                                                                                                                                                                                                 |                  | \$5,453            |           |
|                        | BUDGET FOR THE INCREASE IN THE STATE BID AMOUNT TO PURCHASE ROAD PATRO L VEHICLES.                                                                                                                                                                                                                                                                                                   |                  |                    |           |
| 2011-09-006            | GENERAL FUND<br>BOARD OF COMMISSIONERS<br>INFORMATION SYSTEMS DIVISION<br>Total GENERAL FUND                                                                                                                                                                                                                                                                                         |                  | \$165,204          |           |
|                        | BUDGET FOR COUNTY WIDE UPGRADE FOR THREE (3) SERVERS AND THE HARD/SOFT WARE FOR EACH SERVER. IN ADDITION INFORMATION SYSTEMS DEPARTMENT IS BU DGETING FOR TEN(10) COMPUTERS & TWO (2) TOUGH BOOK COMPUTERS PLUS SOFT WARE FOR THE SHERIFF DEPARTMENT, SECURITY IMAGE ARCHIVING SOFTWARE & L. IVESCAN SYSTEM FOR THE SHERIFF DEARTMENT AND GROUPWISE MIGRATOR FOR EX CHANGE SOFTWARE. |                  |                    |           |
| 2011-09-007            | GENERAL FUND<br>BOARD OF COMMISSIONERS<br>ADMINISTRATION - DIV. ON AGING                                                                                                                                                                                                                                                                                                             |                  |                    |           |

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| Journal Request Number | Fund Involved<br>Department Involved                                                                                                                                                                                                                                                             | Favorable Impact | Unfavorable Impact | No Impact |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------|
|                        | Total GENERAL FUND                                                                                                                                                                                                                                                                               | \$24,552         |                    |           |
|                        | <b>DIVISION ON AGING FUND</b>                                                                                                                                                                                                                                                                    |                  |                    |           |
|                        | ADMINISTRATION - DIV. ON AGING                                                                                                                                                                                                                                                                   |                  |                    |           |
|                        | Total DIVISION ON AGING FUND                                                                                                                                                                                                                                                                     |                  | \$24,552.          |           |
|                        | DECREASE GENERAL FUND 2011 TRANSFER TO DIVISION ON AGING. THIS TRANSFER FROM GENERAL FUND TO DOA WAS CREATED TO HELP COVER THE EXTRA 4% RETIREMENT CONTRIBUTION FOR 2011. DOA TOTAL FUND BALANCE AT YEAR END DECEMBER 31, 2011 IS \$366,605. THE UNDESIGNATED FUND BALANCE FOR DOA IS \$143,514. |                  |                    |           |
| 2011-09-008            | GENERAL FUND<br>BLDG AUTH-MH GRP HOME,ZIELINSK<br>BLDG AUTH-MH GRP HOME,HICKORY<br>Total GENERAL FUND                                                                                                                                                                                            |                  |                    | X         |
|                        | TO RECLASSIFY FROM ZIELINSKI MENTAL HEALTH GROUP HOME BUDGET \$400. TO HICKORY MENTAL HEALTH GROUP HOME TO COVER OPERATING EXPENSE.                                                                                                                                                              |                  |                    |           |
| 2011-09-009            | GENERAL FUND<br>BOARD OF COMMISSIONERS<br>Total GENERAL FUND                                                                                                                                                                                                                                     |                  | \$12,310           |           |
|                        | BUDGET FOR \$12,310 INCREASE IN AUDIT FEES DUE TO BAY COUNTY AUDITORS REQUIRED TO TEST SIX (6) MAJOR FEDERAL AWARDS FOR 12/31/31 SINGLE AUDIT. ORIGINAL CONTRACT WAS FOR TESTING THREE (3) MAJOR FEDERAL PROGRAMS AND ASSISTANCE IN COMPLETING 2010 SEFA.                                        |                  |                    |           |
| 2011-09-010            | GENERAL FUND<br>BOARD OF COMMISSIONERS<br>PAYROLL, RETIREMENT, INSURANCE<br>Total GENERAL FUND                                                                                                                                                                                                   |                  | \$20,667           |           |
|                        | TO BUDGET FOR TRAINING OF NEW SUPERVISOR OF BENEFITS AND PAYROLL. BOARD OF COMMISSIONERS APPROVED THE POSITION (RESOLUTION 2011-88)                                                                                                                                                              |                  |                    |           |
| 2011-09-011            | GENERAL FUND<br>ELECTIONS<br>Total GENERAL FUND                                                                                                                                                                                                                                                  |                  |                    | X         |
|                        | TO REALIGN THE ELECTIONS BUDGET.                                                                                                                                                                                                                                                                 |                  |                    |           |

Ernie Krygier, Chairman W. & M. and Committee

# Budget Adjustment Detail

Journal Request Number 2011-09-002

Ref: GAS

Desc: RD PATROL

Eff Date: 09/13/2011

| Org / Object              | Description         | I/D | Amount      |
|---------------------------|---------------------|-----|-------------|
| GENERAL FUND              |                     |     |             |
| BOARD OF COMMISSIONERS    |                     |     |             |
| 10110100 40001            | FUND BALANCE        | I   | 23,864      |
| SECONDARY ROAD PATROL     |                     |     |             |
| 10131500 75000            | GAS, OIL AND GREASE | I   | 23,864      |
| <b>Total GENERAL FUND</b> |                     |     |             |
|                           |                     |     | Favorable   |
|                           |                     |     | Unfavorable |
|                           |                     |     | \$0         |
|                           |                     |     | \$23,864    |

## Explanation

TO INCREASE GASOLINE LINE ITEM FOR THE ROAD PATROL VEHICLES FOR REST O F THE YEAR.

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## Budget Adjustment Detail

Journal Request Number **2011-09-004**

Ref: LIGHT

Desc: B&G LIGHTI

Eff Date: 09/13/2011

| Org / Object                  | Description                    | I/D | Amount                    |
|-------------------------------|--------------------------------|-----|---------------------------|
| <b>GENERAL FUND</b>           |                                |     |                           |
| <b>BOARD OF COMMISSIONERS</b> |                                |     |                           |
| 10110100 40001                | FUND BALANCE                   | I   | 13,855                    |
| <b>BUILDINGS AND GROUNDS</b>  |                                |     |                           |
| 10126500 96720                | BLDGS/BLDG ADD.& IMPROVE EXPEN | I   | 13,855                    |
|                               |                                |     | <b>Total GENERAL FUND</b> |
|                               |                                |     | Favorable                 |
|                               |                                |     | \$0                       |
|                               |                                |     | Unfavorable               |
|                               |                                |     | \$13,855                  |

**Explanation**

TO BUDGET UNDER BUILDING AND GROUNDS ACTIVITY FOR LED LIGHTING.

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## Budget Adjustment Detail

Journal Request Number **2011-09-005**

Ref: SHERIF

Desc: VEHICLES

Eff Date: 09/13/2011

| Org / Object                       | Description  | I/D       | Amount      |
|------------------------------------|--------------|-----------|-------------|
| <b>GENERAL FUND</b>                |              |           |             |
| <b>BOARD OF COMMISSIONERS</b>      |              |           |             |
| 10110100 40001                     | FUND BALANCE | I         | 5,453       |
| <b>SECONDARY ROAD PATROL</b>       |              |           |             |
| 10131500 98100                     | VEHICLES     | I         | 4,800       |
| <b>SECONDARY ROAD PATROL GRANT</b> |              |           |             |
| 10131600 98100                     | VEHICLES     | I         | 653         |
| <b>Total GENERAL FUND</b>          |              | Favorable | Unfavorable |
|                                    |              | \$0       | \$5,453     |

**Explanation**

BUDGET FOR THE INCREASE IN THE STATE BID AMOUNT TO PURCHASE ROAD PATROL VEHICLES.

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## Budget Adjustment Detail

Journal Request Number **2011-09-006**

Ref: ISD

Desc: ISD UPGRAD

Eff Date: 09/13/2011

| Org / Object                        | Description                  | I/D | Amount             |
|-------------------------------------|------------------------------|-----|--------------------|
| <b>GENERAL FUND</b>                 |                              |     |                    |
| <b>BOARD OF COMMISSIONERS</b>       |                              |     |                    |
| 10110100 40001                      | FUND BALANCE                 | I   | 165,204            |
| <b>INFORMATION SYSTEMS DIVISION</b> |                              |     |                    |
| 10122800 76100                      | COMPUTER SUPPLIES            | I   | 384                |
| 10122800 93700                      | HARD/SOFTWARE REPAIR & MAINT | I   | 7,017              |
| 10122800 96741                      | COMPUTER HARDWARE EXPENSE    | I   | 25,268             |
| 10122800 96742                      | COMPUTER SOFTWARE EXPENSE    | I   | 22,180             |
| 10122800 98002                      | COMPUTER HARDWARE            | I   | 110,355            |
|                                     |                              |     | <b>Favorable</b>   |
| <b>Total GENERAL FUND</b>           |                              |     | <b>\$0</b>         |
|                                     |                              |     | <b>Unfavorable</b> |
|                                     |                              |     | <b>\$165,204</b>   |

**Explanation**

BUDGET FOR COUNTY WIDE UPGRADE FOR THREE (3) SERVERS AND THE HARD/SOFT WARE FOR EACH SERVER. IN ADDITION INFORMATION SYSTEMS DEPARTMENT IS BU DGETING FOR TEN(10) COMPUTERS & TWO (2) TOUCH BOOK COMPUTERS PLUS SOFT WARE FOR THE SHERIFF DEPARTMENT, SECURITY IMAGE ARCHIVING SOFTWARE & L IVESCAN SYSTEM FOR THE SHERIFF DEARTMENT AND GROUPWISE MIGRATOR FOR EX CHANGE SOFTWARE.

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## Budget Adjustment Detail

Journal Request Number **2011-09-007**

Ref: TRF.

Desc: TRF. G.FD

Eff Date: 09/13/2011

| Org / Object                          | Description                    | I/D | Amount          |
|---------------------------------------|--------------------------------|-----|-----------------|
| <b>GENERAL FUND</b>                   |                                |     |                 |
| <b>BOARD OF COMMISSIONERS</b>         |                                |     |                 |
| 10110100 40001                        | FUND BALANCE                   | D   | 24,652          |
| <b>ADMINISTRATION - DIV. ON AGING</b> |                                |     |                 |
| 10167200 99900                        | TRANSFERS OUT TO OTHER FUNDS   | D   | 24,652          |
|                                       |                                |     | Favorable       |
| <b>Total GENERAL FUND</b>             |                                |     | <b>\$24,652</b> |
|                                       |                                |     | Unfavorable     |
|                                       |                                |     | <b>\$0</b>      |
| <b>DIVISION ON AGING FUND</b>         |                                |     |                 |
| <b>ADMINISTRATION - DIV. ON AGING</b> |                                |     |                 |
| 27667200 40001                        | FUND BALANCE                   | I   | 24,652          |
| 27667200 69901                        | TRANSFERS IN FROM GENERAL FUND | D   | 24,652          |
|                                       |                                |     | Favorable       |
| <b>Total DIVISION ON AGING FUND</b>   |                                |     | <b>\$0</b>      |
|                                       |                                |     | Unfavorable     |
|                                       |                                |     | <b>\$24,652</b> |

**Explanation**

DECREASE GENERAL FUND 2011 TRANSFER TO DIVISION ON AGING. THIS TRANSFER FROM GENERAL FUND TO DOA WAS CREATED TO HELP COVER THE EXTRA 4% RETIREMENT CONTRIBUTION FOR 2011. DOA TOTAL FUND BALANCE AT YEAR END DECEMBER 31, 2011 IS \$368,605. THE UNDESIGNATED FUND BALANCE FOR DOA IS \$143,514.

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## Budget Adjustment Detail

Journal Request Number **2011-09-008**

Ref: MHGH

Desc: MHGH EXPEN

Eff Date: 09/13/2011

| Org / Object                   | Description              | I/D        | Amount      |
|--------------------------------|--------------------------|------------|-------------|
| <b>GENERAL FUND</b>            |                          |            |             |
| BLDG AUTH-MH GRP HOME,ZIELINSK |                          |            |             |
| 10127909 95504                 | OTHER OPERATING EXPENSES | D          | 400         |
| BLDG AUTH-MH GRP HOME,HICKORY  |                          |            |             |
| 10127912 95504                 | OTHER OPERATING EXPENSES | I          | 400         |
|                                |                          | Favorable  | Unfavorable |
| <b>Total GENERAL FUND</b>      |                          | <b>\$0</b> | <b>\$0</b>  |

**Explanation**

TO RECLASSIFY FROM ZIELINSKI MENTAL HEALTH GROUP HOME BUDGET \$400. TO HICKORY MENTAL HEALTH GROUP HOME TO COVER OPERATING EXPENSE.

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## Budget Adjustment Detail

Journal Request Number **2011-09-009**

Ref: AUDIT

Desc: AUDIT FEES

Eff Date: 09/13/2011

| Org / Object                  | Description  | I/D | Amount                           |
|-------------------------------|--------------|-----|----------------------------------|
| <b>GENERAL FUND</b>           |              |     |                                  |
| <b>BOARD OF COMMISSIONERS</b> |              |     |                                  |
| 10110100 40001                | FUND BALANCE | I   | 12,310                           |
| 10110100 81800                | AUDIT FEES   | I   | 12,310                           |
|                               |              |     | Favorable      Unfavorable       |
| <b>Total GENERAL FUND</b>     |              |     | <b>\$0              \$12,310</b> |

**Explanation**

BUDGET FOR \$12,310 INCREASE IN AUDIT FEES DUE TO BAY COUNTY AUDITORS R EQUIRED TO TEST SIX (6) MAJOR FEDERAL AWARDS FOR 12/31/31 SINGLE AUDIT . ORIGINAL CONTRACT WAS FOR FOR TESTING THREE (3) MAJOR FEDERAL PROGRA MS AND ASSISTANCE IN COMPLETING 2010 SEFA.

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## Budget Adjustment Detail

Journal Request Number **2011-09-010**

Ref: TEMPOR      Desc: TEMPORARY

Eff Date: 09/13/2011

| Org / Object                          | Description                   | I/D | Amount                               |
|---------------------------------------|-------------------------------|-----|--------------------------------------|
| <b>GENERAL FUND</b>                   |                               |     |                                      |
| <b>BOARD OF COMMISSIONERS</b>         |                               |     |                                      |
| 10110100 40001                        | FUND BALANCE                  | I   | 20,667                               |
| <b>PAYROLL, RETIREMENT, INSURANCE</b> |                               |     |                                      |
| 10120200 70300                        | SALARIES-ELECTED OR APPOINTED | I   | 9,836                                |
| 10120200 70600                        | OVERTIME                      | I   | 5,000                                |
| 10120200 71500                        | SOCIAL SECURITY               | I   | 1,135                                |
| 10120200 71600                        | HEALTH INSURANCE              | I   | 4,342                                |
| 10120200 72001                        | SIF ADMINISTRATION            | I   | 46                                   |
| 10120200 72100                        | WORKERS' COMPENSATION         | I   | 250                                  |
| 10120200 72600                        | UNEMPLOYMENT COMPENSATION     | I   | 68                                   |
|                                       |                               |     | Favorable      Unfavorable           |
| <b>Total GENERAL FUND</b>             |                               |     | <b>\$0                  \$20,667</b> |

**Explanation**

TO BUDGET FOR TRAINING OF NEW SUPERVISOR OF BENEFITS AND PAYROLL. BOA RD OF COMMISSIONERS APPROVED THE POSITION (RESOLUTION 2011-88)

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# Budget Adjustment Detail

Journal Request Number 2011-09-011

Ref: REALIG

Desc: REALIGN

Eff Date: 09/13/2011

| Org / Object       | Description        | I/D       | Amount      |
|--------------------|--------------------|-----------|-------------|
| GENERAL FUND       |                    |           |             |
| ELECTIONS          |                    |           |             |
| 10126200 74000     | OPERATING SUPPLIES | D         | 3,000       |
| 10126200 90100     | LEGAL NOTICES      | I         | 3,000       |
| Total GENERAL FUND |                    |           |             |
|                    |                    | Favorable | Unfavorable |
|                    |                    | \$0       | \$0         |

Explanation

TO REALIGN THE ELECTIONS BUDGET.

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THOMAS L. HICKNER  
Bay County Executive

FINANCE DEPARTMENT  
Bay County Building  
515 Center Avenue, Suite 701  
Bay City, MI 48708-5128



TIMOTHY E. QUINN  
Finance Officer  
[quinnt@baycounty.net](mailto:quinnt@baycounty.net)

CRYSTAL A. HEBERT  
Assistant Finance Officer  
[hebertc@baycounty.net](mailto:hebertc@baycounty.net)

KIMBERLY A. PRIESSNITZ  
Budget/Grants  
[priessnitzk@baycounty.net](mailto:priessnitzk@baycounty.net)

**TO:** Ernie Krygler, Chairman  
Ways and Means Committee

**FROM:** Crystal Heber *CH*  
Assistant Finance Officer

**DATE:** August 30, 2011

**RE:** Permission to sign Change Order for additional service efforts by Rehmann, not anticipated in the original agreement.

**BACKGROUND:** Due to ARRA (American Recovery and Reinvestment Act) single audit requirements and 3 additional grants totaling over \$300,000 each, a Change Order has been submitted by Rehmann for additional services, not within the scope of the original agreement.

**FINANCE AND ECONOMICS:** We respectfully request \$7,800.00 from Fund Balance to cover this additional single audit requirement.

**RECOMMENDATION:** The Finance Department recommends that the Board of Commissioners approve/sign the Change Order and that all budget adjustments, if required, are also approved.

c: Tom Hickner, County Executive  
Michael Gray, Assistant County Executive  
Tim Quinn, Finance Officer  
Robert Redmond, Financial Analyst  
Kim Priessnitz, Finance

# CHANGE ORDER

Client: Bay County

Date: August 11, 2011

Project Description:

Rehmann is required to test six major federal award programs for the 12/31/10 single audit. The original engagement letter states that if the County has more than three major programs tested in the single audit a fee of \$2,600 will be charged for each additional program.

Price: \$7,800

We believe it is our responsibility to exceed the Company's expectations. This Change Order is being prepared because performance by us of the above project and/or additional service efforts was not anticipated in our original Agreement, dated December 9<sup>th</sup>, 2010. The price for the above project has been mutually agreed upon by Bay County and Rehmann Robson. It is our goal to ensure that Bay County is never surprised by the price for any Rehmann Robson service and, therefore, we have adopted the Change Order Policy. The price above is due and payable in installments.

If you agree with the above project description and the price, please authorize and date the Change Order below. A copy is enclosed for your records. Thank you for letting us serve you.

Agreed to and accepted:

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

**BAY COUNTY BOARD OF COMMISSIONERS**

**09/13/11**

**RESOLUTION**

BY: WAYS AND MEANS COMMITTEE (9/6/11)

WHEREAS, Due to ARRA (American Recovery and Reinvestment Act) single audit requires and 3 additional grants totaling of \$300,000 each, Rehmann has submitted a Change Order for additional services not within the scope of the their original agreement with Bay County; and

WHEREAS, Rehmann's original engagement letter states that if the County has more then three major programs tested in the single audit, a fee of \$2,600 will be charged for each additional program; and

WHEREAS, This additional service was not anticipated in the original Agreement with Rehmann dated 12/9/2010; and

WHEREAS, Rehmann Robson has adopted a Change Order Policy to cover their performance on Bay County's project and/or additional service efforts not anticipated in the original Agreement; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners agrees and accepts the Rehmann Robson Change Order and the additional charge of \$7,800, monies to come from Fund Balance; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute the Change Order on behalf of Bay County following legal review/approval; Be It Further

RESOLVED That related required budget adjustments are approved.

ERNIE KRYGIER, CHAIR  
AND COMMITTEE

Finance - Rehmann Robson Change Order - \$7,800

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

| COMMISSIONER         | Y | N | E | COMMISSIONER  | Y | N | E | COMMISSIONER     | Y | N | E |
|----------------------|---|---|---|---------------|---|---|---|------------------|---|---|---|
| Michael J. Duranczyk |   |   |   | Joe Davis     |   |   |   | Tom Ryder        |   |   |   |
| Brandon Krause       |   |   |   | Ernie Krygier |   |   |   | Christopher Rupp |   |   |   |
| Vaughn J. Beglck     |   |   |   | Kim Coonan    |   |   |   | Donald J. Tilley |   |   |   |

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_



**THOMAS L. HICKNER**  
Bay County Executive

**FINANCE DEPARTMENT**  
Bay County Building  
515 Center Avenue, Suite 701  
Bay City, MI 48708-5128



**TIMOTHY E. QUINN**  
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**KIMBERLY A. PRIESSNITZ**  
Budget/Grants  
[priessnitzk@baycounty.net](mailto:priessnitzk@baycounty.net)

**TO:** Ernie Krygler, Chairperson  
Ways & Means Committee

**FROM:** Crystal Hebert, *CH*  
Assistant Finance Officer

**RE:** Executive Directive #2007-11

**DATE:** August 26, 2011

**REQUEST:**

Please place this memo on the September 6, 2011 agenda for your committee's information.

**BACKGROUND:**

On August 8, 2011, an e-mail was sent requesting departments to contact their grantor agencies to confirm their level of grant funding for the current year. As stated previously, the Finance Department would request monthly updates from these departments regarding their grant funding status and then provide a status update to your committee at your monthly meeting.

**ECONOMICS:**

As of the date of this missive, the following are the updates to the previous correspondence:

1. The state grantor agencies that have responded to department's requests indicate that funding levels for the State Grants with regard to fiscal year 2010 and/or 2011 appear to have no changes.

**RECOMMENDATION:**

To receive.

**c:** Tom Hickner  
Michael Gray  
Marty Fitzhugh  
Kim Priessnitz  
Tim Quinn

WAYS AND MEANS COMMITTEE

MINUTES

MEETING OF THE BAY COUNTY WAYS AND MEANS COMMITTEE HELD ON TUESDAY, AUGUST 2, 2011, IN THE COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING.

CALL TO ORDER BY CHAIR KRYGIER AT 4:01 P.M.

ROLL CALL:

MOTION NO.

| COMMISSIONERS PRESENT:       |   | 1   | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10  | 11  | 12  |
|------------------------------|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| ERNIE KRYGIER, CHRMN         | P | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| KIM COONAN, V.CHRMN.         | P | Y   | Y   | M/Y | M/Y | Y   | Y   | S/Y | S/Y | Y   | Y   | Y   | Y   |
| MICHAEL J. DURANCZYK         | P | S/Y | S/Y | Y   | Y   | S/Y | Y   | Y   | Y   | S/Y | Y   | Y   | Y   |
| BRANDON KRAUSE               | P | Y   | Y   | Y   | Y   | Y   | M/Y | Y   | Y   | Y   | Y   | S/Y | Y   |
| VAUGHN J. BEGICK             | P | Y   | Y   | Y   | Y   | Y   | S/Y | Y   | Y   | Y   | Y   | Y   | Y   |
| JOE DAVIS                    | P | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| TOM RYDER                    | P | Y   | Y   | Y   | Y   | Y   | Y   | M/Y | Y   | M/Y | Y   | Y   | S/Y |
| CHRISTOPHER RUPP             | P | Y   | Y   | S/Y | S/Y | Y   | Y   | Y   | Y   | Y   | S/Y | Y   | M/Y |
| DONALD J. TILLEY, EX OFFICIO | P | M/Y | M/Y | Y   | Y   | M/Y | Y   | Y   | M/Y | Y   | M/Y | M/Y | Y   |

MOTION NO.

| COMMISSIONERS PRESENT:       |  | 13  | 14  | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
|------------------------------|--|-----|-----|----|----|----|----|----|----|----|----|----|----|
| ERNIE KRYGIER, CHRMN         |  | Y   | Y   |    |    |    |    |    |    |    |    |    |    |
| KIM COONAN, V.CHRMN.         |  | Y   | Y   |    |    |    |    |    |    |    |    |    |    |
| MICHAEL J. DURANCZYK         |  | Y   | M/Y |    |    |    |    |    |    |    |    |    |    |
| BRANDON KRAUSE               |  | Y   | S/Y |    |    |    |    |    |    |    |    |    |    |
| VAUGHN J. BEGICK             |  | Y   | Y   |    |    |    |    |    |    |    |    |    |    |
| JOE DAVIS                    |  | Y   | Y   |    |    |    |    |    |    |    |    |    |    |
| TOM RYDER                    |  | S/Y | Y   |    |    |    |    |    |    |    |    |    |    |
| CHRISTOPHER RUPP             |  | Y   | Y   |    |    |    |    |    |    |    |    |    |    |
| DONALD J. TILLEY, EX OFFICIO |  | M/Y | Y   |    |    |    |    |    |    |    |    |    |    |

MOTION NO.

| COMMISSIONERS PRESENT:       |  | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 |
|------------------------------|--|----|----|----|----|----|----|----|----|----|----|----|----|
| ERNIE KRYGIER, CHRMN         |  |    |    |    |    |    |    |    |    |    |    |    |    |
| KIM COONAN, V.CHRMN.         |  |    |    |    |    |    |    |    |    |    |    |    |    |
| MICHAEL J. DURANCZYK         |  |    |    |    |    |    |    |    |    |    |    |    |    |
| BRANDON KRAUSE               |  |    |    |    |    |    |    |    |    |    |    |    |    |
| VAUGHN J. BEGICK             |  |    |    |    |    |    |    |    |    |    |    |    |    |
| JOE DAVIS                    |  |    |    |    |    |    |    |    |    |    |    |    |    |
| TOM RYDER                    |  |    |    |    |    |    |    |    |    |    |    |    |    |
| CHRISTOPHER RUPP             |  |    |    |    |    |    |    |    |    |    |    |    |    |
| DONALD J. TILLEY, EX OFFICIO |  |    |    |    |    |    |    |    |    |    |    |    |    |

OTHERS PRESENT: M.GRAY, M.FITZHUGH, C.HEBERT, T.QUINN, V.ROUPE, J.MILLER, R.BRZEZINSKI, S.LAMERE, M.MARCHLEWICZ, K.MEAD, K.PRIESSNITZ, B.MACGRETOR, R.REDMOND, BAY 3 TV, D.BERGER

**WAYS AND MEANS COMMITTEE  
TUESDAY, AUGUST 2, 2011  
PAGE 2**

**MOTION NO.**

**NOTE: In addition to these typed minutes, this Committee meeting was also taped by Bay 3 TV and those tapes are available for review in the Administrative Services Department.**

- 1            MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE JULY 5, 2011 WAYS AND MEANS COMMITTEE MEETING AS PRINTED.**

Public input was called with no one expressing a desire to address the Committee.

The first item on the agenda was a request from the Register of Deeds for an increase in funding for her office's scanning project. Graphic Sciences missed 56 drawers so this was not included in their original price. An addition \$5,500 is required and these monies come from the Register of Deeds' automation fund. It was

- 2            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE INCREASED COST FOR THE REGISTER OF DEEDS' SCANNING PROJECT BRINGING THE TOTAL COST TO \$14,700, MONIES TO COME FROM THE REGISTER OF DEEDS' AUTOMATION FUND (REGISTER OF DEEDS).**

- 3            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE AMENDED 2010-2011 CHILD CARE FUND BUDGET (PROBATE COURT).**

- 4            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE REVISED BAY 3 TV CONTRACT (ADMINISTRATIVE SERVICES).**

- 5            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF AMENDMENT # 3 OF THE CPBC AGREEMENT (HEALTH DEPARTMENT).**

- 6            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE AGREEMENT (CONSULTING SERVICES) WITH THE MICHIGAN ASSOCIATION OF LOCAL PUBLIC HEALTH (HEALTH DEPARTMENT).**

- 7            MOVED, SUPPORTED AND CARRIED TO RECEIVE THE LETTER RE MEDICAL EXAMINER BUDGET (HEALTH DEPARTMENT).**

- 8            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE SUBMITTED BUDGET ADJUSTMENTS.**

The request relative to contract extension for third party administrator services for workers' compensation was referred to the September Ways and Means Committee meeting.

The Interim Finance Director's request re travel to the Certified Public Manager Conference in Salt Lake City, Utah was pulled from the agenda.

- 9            MOVED, SUPPORTED AND CARRIED TO RECEIVE THE ANALYSIS OF GENERAL FUND UNRESERVED/UNDESIGNATED FUND BALANCE FOR 2011.**

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**WAYS AND MEANS COMMITTEE  
TUESDAY, AUGUST 2, 2011  
PAGE 3**

**MOTION NO.**

- 10                    MOVED, SUPPORTED AND CARRIED TO RECEIVE EXECUTIVE DIRECTIVE #2007-11.**

Health Director Barb MacGregor was questioned regarding the Pawnbroker Ordinance. She advised that there has been good cooperation from the businesses. There have been concerns but they have been addressed. It was requested that a report on the number of businesses that must abide by the ordinance be provided along with who is and who isn't participating. It was noted that it has been mentioned that there is a great disparity between the city and the county's fees. Mrs. MacGregor confirmed that there is a difference because of the site inspections and background checks that must be done, so some fees are higher. Bay County is simply recouping its cost for the inspections and background checks.

Commissioner Begick advised that in the NACo newsletter, there is a favorable article on Bay County's amended Animal Control Ordinance.

The Board's Financial Analyst advised that the County Clerk must replace a microfilm reader/printer that is old and for which they can't get parts. A new microfilm reader/printer costs \$5,000 and the used one can be purchase for \$1,900. This is a piece of equipment to provide a service required by law. The County does charge a user fee.

- 11                    MOVED, SUPPORTED AND CARRIED TO AUTHORIZE THE PURCHASE OF A USED MICROFILM READER/PRINTER FOR THE COUNTY CLERK'S OFFICE AT A COST OF \$1,900.**
- 12                    MOVED, SUPPORTED AND CARRIED TO GO INTO CLOSED SESSION PURSUANT TO MCLA 15.268, Sec.8©: FOR STRATEGY AND NEGOTIATION SESSIONS CONNECTED WITH THE NEGOTIATION SESSIONS CONNECTED WITH THE NEGOTIATION OF A COLLECTIVE BARGAINING AGREEMENT WHEN EITHER NEGOTIATING PARTY REQUESTS A CLOSED SESSION. (NOTE CLOSED SESSION REQUESTED BY THE PERSONNEL DIRECTOR) (ROLL CALL VOTE - UNANIMOUS)**
- 13                    MOVED, SUPPORTED AND CARRIED TO GO BACK TO REGULAR ORDER OF BUSINESS.**
- 14                    MOVED, SUPPORTED AND CARRIED TO ADJOURN (5:16 P.M.).**

Submitted by:

*Deanne Berger*

Deanne Berger  
Board Coordinator

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