

Kim Priessnitz

From: Tom Hickner
Sent: Monday, September 28, 2015 2:36 PM
To: Crystal Hebert; Kim Priessnitz
Cc: Tim Quinn; Debra Russell; Amber Johnson; Tom Hickner
Subject: FY 2016 budget: Service enhancements - Clerk's Office 2 Full time positions
Attachments: 20150923162709634.pdf

Crystal:

I am in receipt of the two Budget enhancement requests submitted by the Clerk last week. I need more information from the Clerk to evaluate her request so, in light of the late date that they were submitted, just mark them as under consideration at this point. If we need to amend the numbers later on in a discussion with Bob Redmond once we have received the necessary back-up information from the Clerk, we can do that. This will give her a little more time to gather the information.

Tom

-----Original Message-----

From: Kim Priessnitz
Sent: Monday, September 28, 2015 2:17 PM
To: Tom Hickner
Cc: Crystal Hebert; Robert Redmond
Subject: FW: Service enhancements fro 2016 Budget- Clerk's Office 2 Full time positions

Hello Tom,

For 2016 Budget ?

Thanks,
Kim

-----Original Message-----

From: Kim Priessnitz
Sent: Wednesday, September 23, 2015 4:53 PM
To: Tom Hickner
Cc: Crystal Hebert; Robert Redmond
Subject: FW: Service enhancements fro 2016 Budget

Hello Tom,

Attached is a Service Enhancement from Clerk's office for two full time USWA Clerk Typist positions for the 2016 Budget for your review and consideration.

Thanks,
Kim

-----Original Message-----

From: Cindy Luczak

Sent: Wednesday, September 23, 2015 4:37 PM

To: Kim Priessnitz

Subject: Service enhancements

FYI- 2016 budget. Thank you.

Cynthia A. Luczak

Bay County Clerk

(989) 895-4280

From: clerk-copier/scanner@baycounty.net [clerk-copier/scanner@baycounty.net]

Sent: Wednesday, September 23, 2015 4:27 PM

To: Cindy Luczak

Subject: Message from "Clerkmfp9"

This E-mail was sent from "Clerkmfp9" (Aficio MP 2852).

Scan Date: 09.23.2015 16:27:09 (-0400)

Queries to: clerk-copier/scanner@baycounty.net

**SERVICE ENHANCEMENT PROPOSAL
COUNTY OF BAY - 2016 BUDGET PROCESS**

Department Name: Bay County Clerk

Date completed: September 22, 2015

The following questionnaire should be filled out for budget requests that enhance programs under your supervision. Service enhancements include budgeting for new programs, additional personnel, or capital purchases other than capital purchases that replace existing equipment. Examples of service enhancements: budgeting for a funded or partially funded program; adding additional staff to provide better or additional services; buying new computer hardware or software to improve efficiency. Attach additional pages as necessary.

1. WHAT IS THE OVERALL SERVICE ENHANCEMENT PROPOSAL?

The reinstatement of two (2) full time USWA Clerk Typist positions TU07

2. HOW WAS THE NEED FOR THIS ENHANCEMENT DETERMINED?

Based on the demands of the Constitutionally mandated Clerk office.

3. WHAT COLLABORATION IS NECESSARY FOR THIS TO OCCUR?

Approval in the 2016 budget process

4. WHERE DOES THIS FIT IN THE BUSINESS PLAN - **WHAT PROCESSES ARE IMPACTED?**

Compliance, mandates, efficiency, backlog, clerical, state law, state statutes, voting requirements.

5. WHERE DOES THIS FIT IN THE BUSINESS PLAN - **WHAT PROGRAMS ARE IMPACTED?**

State constitutionally mandated functions to completion.

6. WHAT PRIORITIES WILL THIS ENHANCEMENT ADVANCE?

A number of priorities and responsibilities of the Clerk office

7. WHAT IS THE EXPECTED OUTCOME OF THIS ENHANCEMENT?

Division of duties, completion of mandated functions; resolution of backlog; servicability to the public.

8. WHAT MEASUREMENTS WOULD DEMONSTRATE THE ATTAINMENT OF THE EXPECTED OUTCOME?

Approval of reinstatement of two (2) full time USWA Clerk Typist TU07 positions.

9. WHAT IS THE COMPLETION DATE, SCHEDULE OR INTERVAL FOR MEASUREMENT? WHAT IS THE EXPECTED PAYBACK PERIOD? Immediate results.

10. PLEASE COMPLETE THE FOLLOWING:

CATEGORY	NO	YES	What are the Details of the Outcome?	How will this Impact the Outcome?	How will this Impact the Measured?
Are personnel changes necessary for this outcome: Example: part time, permanent positions.		XX	Reinstatement of two (2) full time USWA Clerk Typists (TU07)	Efficiency Servicability Compliance Deadlines Completion Stress reduced Time Managment.	Results will be immediate
Are changes in space necessary for this outcome: Example - additional office space.	XX				
Are technology changes necessary for this outcome? Example: hardware, software, technology, training	XX				
Are capital changes necessary for this outcome? Example: office equipment	XX				
Are operating resource changes necessary for this outcome? Example: contracts and consultants, maintenance on equipment, office supplies, etc. Give line items and amounts.	XX				