

**WAYS AND MEANS COMMITTEE
AGENDA
TUESDAY, JULY 5, 2011**

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- I CALL TO ORDER
- II ROLL CALL
- 1- 6 III MINUTES (6/7/11)
- IV PUBLIC INPUT
- V PETITIONS AND COMMUNICATIONS
- 7-10 A. Register of Deeds -DEKETO Software License and Maintenance Agreement **(Seeking approval of Agreement; authorization for Board Chair to sign required documents; approval of any required budget adjustments - proposed resolution attached)**
- 11 B. County Executive - Maintenance of Current Population Thresholds for Metropolitan Planning Organizations (MPOs) in Federal Surface Transportation Authorization Legislation (Transportation Planning-BCATS) **(Seeking approval of attached resolution)**
- C. Assistant County Executive for Recreation and Administrative Services
- 12-22 1. 2011 Digital County Award to Bay County **(Receive)**
- 23-24 2. Prindle Property Acquisition Grant Applications **(Receive)**
- 25-28 3. Intergovernmental Collaboration, Cooperation "Shared Services" Activities **(Receive)**
- 29-31 4. Savings from Collaborative Purchase of Office Supplies **(Receive)**
- 32-37 D. Purchasing Agent - Office Supply Analysis **(Based on attached analysis, seeking authorization to enter into a 3 year contract w/OfficeMax for items available through the America Saves Cooperative Agreement; authorization for Board Chair to sign all required documents; approval of budget adjustments, if required - proposed resolution attached)**
- E. Health Department
- 38-39 1. Early On Agreement Renewal **(Seeking approval of agreement; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached)**
- 40-41 2. USDA Grant for Voluntary Retail Food Regulatory Program Standards Funding **(Seeking authorization to make application for grant funding; authorization for Board Chair to sign all required documents; approval of required budget adjustments - proposed resolution attached)**

F. Finance Director

- 42-51 1. Budget Adjustments (**Seeking Board approval**)
- 52 2. Analysis of General Fund Equity 2011 (**Receive**)
- 53 3. Executive Directive # 2007-11 (**Receive**)
- 54-55 4. Handwritten Check Report (**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.

**WAYS AND MEANS COMMITTEE
MINUTES**

MEETING OF THE BAY COUNTY WAYS AND MEANS COMMITTEE HELD ON TUESDAY, JUNE 7, 2011, FOURTH FLOOR, BAY COUNTY BUILDING.

CALL TO ORDER BY CHAIR KRYGIER AT 4:02 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	M/Y	S/Y	Y	M/Y	Y	Y	Y	S/Y	Y	Y	M/Y	Y
MICHAEL J. DURANCZYK	P	S/Y	Y	Y	Y	S/Y	Y	M/Y	Y	S/Y	M/Y	Y	Y
BRANDON KRAUSE	P	Y	Y	S/Y	S/Y	M/Y	Y	Y	Y	Y	Y	Y	Y
VAUGHN J. BEGICK	P	Y	Y	Y	Y	Y	S/Y	Y	Y	Y	Y	Y	S/Y
JOE DAVIS		E	X	C	U	S	E	D					
TOM RYDER	P	Y	Y	Y	Y	Y	M/Y	Y	Y	Y	S/Y	Y	Y
CHRISTOPHER RUPP	P	Y	M/Y	Y	Y	Y	Y	S/Y	Y	Y	Y	Y	Y
DONALD J. TILLEY, EX OFFICIO	P	Y	Y	M/Y	Y	Y	Y	Y	M/Y	M/Y	Y	S/Y	M/Y

MOTION NO.

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

MOTION NO.

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

OTHERS PRESENT: T.HICKNER, M.GRAY, M.FITZHUGH, C.HEBERT, T.QUINN, J.MILLER, M.HALSTEAD, M.MAILLETTE, R.SUPER, B.SHORT, B.GOIK, L.NORMAN, B.MACGREGOW, J.STRASZ, D.ENGELHARDT, D.BISHOP & HUMANE SOCIETY REPS, R.REDMOND, S.MURPHY, BAY 3 TV, D.BERGER

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS.-ABSTAIN; E-EXCUSED; A-ABSENT; W-WITHDRAWN

-/-

WAYS AND MEANS COMMITTEE

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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 5/3/11 WAYS AND MEANS COMMITTEE MEETING AS PRINTED.**

Public input was called. Joel Strasz, Health Department, advised of the upcoming Household Hazardous Waste collection scheduled for Saturday, June 25 at a time not yet determined. Efforts are underway to hold the same HHW collection in Pinconning but that is in the process of being put together. People interested can contact the Health Department at 895-4006. It was stressed the collections pertain to households not commercial. When questioned as to if pharmaceuticals are part of this collection the response was negative. Used batteries can be disposed of at the Health Department or at Batteries Plus.

The first agenda item was a request from the Sheriff to use drug enforcement monies for the purchase of equipment/accessories/ammunition. It was

- 2 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PURCHASE OF EQUIPMENT/ACCESSORIES/AMMUNITION UTILIZING DRUG ENFORCEMENT FUNDS (SHERIFF DEPT.).**
- 3 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL THE JAIL ADMINISTRATOR VACANCY (SHERIFF DEPT.).**
- 4 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF GRANT APPLICATION FOR THE JUVENILE DRUG COURT PROGRAM (PROBATE COURT).**
- 5 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE GRANT APPLICATION FOR FAMILY TREATMENT COURT FUNDS (PROBATE COURT).**
- 6 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE GRANT APPLICATION FOR THE FAMILY DEPENDENCY DRUG COURT PROGRAM (PROBATE COURT).**

The next item on the agenda was funding (\$13,000) for the Summer Recreation Program at the Boys and Girls Clubs in Bay City, Essexville and Pinconning. Commissioner Krause, while not opposed to this worthwhile program, expressed the hope that for 2012 funding for this program be included in the 2012 budget. His concerns were about funding the program when there may be lay-offs. Alternative funding should also be pursued. Michael Gray, Assistant County Executive for Recreation and Administrative Services, advised that the Spicer study will be pursuing cost effective ways to provide recreation services. Information should be available by

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the Fall of 2011 in plenty of time for next year's consideration of this program. Commissioner Duranczyk concurred that the timing was a problem in getting this program going. This will be handled better for next year. Commissioner Duranczyk spoke to number of kids served in the 3 communities and noted that this program is a "good bang for the buck". Board Chair Tilley, while supportive of the resolution, raised the issue of the \$25,000 embezzled from the Boys and Girls Club and voiced concerns about this money being safe and expressed the hope that corrective measures are being taken. Michael Gray explained that the money provided last year covered the services provided to the youth and was not part of the missing funds. The criminal activity had no bearing on the Summer Recreation Program. Commissioner Rupp, a member of the Board of Directors for the Boys and Girls Club, while not able to provide detailed information advised that there is a State Police investigation on-going, embezzlement charges have been filed and the money involved came from the bingo money. Many steps have been taken to insure this doesn't happen again. Commissioner Rupp was supportive of the proposed resolution. Commissioner Begick, while agreeing with Commissioner Krause's comments, was supportive and felt that funding for the program next year should be looked at ahead of time. Following further brief discussion, it was

- 7 MOVED, SUPPORTED AND CARRIED TO REFER THE PROPOSED RESOLUTION RE FUNDING FOR THE SUMMER RECREATION PROGRAM AT THE BOYS AND GIRLS CLUBS IN PINCONNING, ESSEXVILLE AND BAY CITY TO THE FULL BOARD FOR APPROVAL.**

The next item on the agenda was proposed amendments to the Bay County Animal Control Ordinance and these amendments were outlined by Marty Fitzhugh, Corporation Counsel. There have been concerns about dogs and dog bite cases so the ordinance was looked at to better address the problem and enforce the ordinance. The reference to pit bulls was eliminated as the Prosecutor hasn't made use of this section for years. The ordinance is not breed specific. The Veterinarian Association is against breed specific language. Additional offenses have been added, penalties increased. The Prosecutor played a big role as regards an enforceable ordinance. Commissioner Ryder questioned past violations and Mrs. Fitzhugh noted that this ordinance starts fresh and does not included past issues. Unless waived, a public hearing would be held on July 12th. Following brief discussion, it was

- 8 MOVED, SUPPORTED AND CARRIED TO REFER THE AMENDED ORDINANCE TO THE FULL BOARD.**

Animal Control Manager Michael Halstead spoke to his request for adoption of Animal Sterilization Program and provided history regarding Animal Control's sterilization policy. When adopting an animal, individuals are charged \$68 for dogs and \$50 for cats. When proof of sterilization is provided, those funds are refunded. If the contract is not fulfilled, the money is forfeited. Humane Society President Dee Bishop spoke in favor of the proposal and explained the Humane Society's rebate program. The Humane Society would give a \$25 rebate upon proof of sterilization and will increase that amount to match Animal Control's rebate (\$50/dog; \$35/cat). The local veterinarians are supportive. Following brief discussion, it was

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9 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED POLICY.

10 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE MERIT/AIR ADVANTAGE CONTRACTS (ADMINISTRATIVE SERVICES/ISD).

IS Director Robert Super spoke to the effort and outcome on this positive collaboration noting that future similar endeavors may be possible. Commissioner Duranczyk complimented Mr. Super and Brandon Short for their efforts and noted that while the State is proposing collaborative efforts, Bay County is collaborating successfully in several areas.

11 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE VIDEO SURVEILLANCE SYSTEM UPGRADE (911 CENTRAL DISPATCH).

12 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE NEW WORLD SYSTEMS CAD VIEW (911 CENTRAL DISPATCH).

13 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE NACCHO GRANT APPLICATION FOR COMMUNITY HEALTH ASSESSMENT AND COMMUNITY HEALTH IMPROVEMENT PLANNING (HEALTH DEPT.).

14 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF AMENDMENT # 2 TO THE CPBC AGREEMENT (HEALTH DEPT.).

Commissioner Krause spoke against the renewal of the Delta College Fitness & Recreation Center Membership when Bay County has a fine facility at the Community Center and he did not see the need for 2 sites. Barb MacGregor, Health Director, was questioned about the renewal and she indicated that this contract was started as part of the County's wellness program when it began and has been well received. Commissioner Coonan spoke in favor of renewal noting it is money well spent and it is beneficial to the employees now and in the future. He also commented that the Delta location is more accessible for employees who live farther out. Robert Redmond, the Board's Financial Analyst, spoke to the good program at Delta adding that they do assessments, outline individualized training. He also advised the Bay Metro has a bus that goes to Delta every half hour leaving from Meijer's on Wilder Road. Commissioner Krause agreed with points made, however, given there will be lay-offs and the fact that the County has its own facility, he does not support paying for a second site.

15 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE RENEWAL OF THE AGREEMENT WITH DELTA COLLEGE FOR FITNESS AND RECREATION CENTER MEMBERSHIP (HEALTH DEPT.).

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- 16 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE BAY COUNTY SEPTIC SYSTEM REPLACEMENT REVOLVING LOAN START-UP FUNDS (ENVIRONMENTAL AFFAIRS).**
- 17 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE BAY COUNTY TRANSPORTATION MASTER AGREEMENT BETWEEN MDOT, BCATS; MEMORANDUM OF UNDERSTANDING BETWEEN BCATS AND BAY METRO TRANSIT AUTHORITY (ENVIRONMENTAL AFFAIRS/TRANSPORTATION PLANNING).**
- 18 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF EXTENSION OF THE CONTRACT WITH RICHARD GRUBER, EQUALIZATION DIRECTOR (PERSONNEL DEPT.).**
- 19 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE SUBMITTED BUDGET ADJUSTMENTS.**
- 20 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE 2012 BUDGET SCHEDULE/CALENDAR.**
- 21 **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE ANALYSIS TO GENERAL FUND UNRESERVED/UNDESIGNATED FUND BALANCE.**
- 22 **MOVED, SUPPORTED AND CARRIED TO RECEIVE EXECUTIVE DIRECTIVE #2007-11.**
- 23 **MOVED, SUPPORTED AND CARRIED TO RECEIVE HANDWRITTEN CHECK REPORT.**
- 24 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL THE STAFF ACCOUNTANT VACANCY (FINANCE DEPT.).**
- 25 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE AMENDMENT TO THE 2010-2011 CRIME VICTIM'S RIGHTS GRANT.**
- 26 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE 2011-2012 CRIME VICTIMS RIGHTS GRANT APPLICATION.**

Committee Chair Krygier was disappointed that there was no representative from the Prosecutor's Office in attendance to answer questions or speak to the 2 items that were submitted late and not part of the printed agenda.



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Commissioner Coonan spoke to the upcoming Beach Wellness event 6/25/11 at the Bay City State Recreational Facility. Commissioner Krygier added that today ground is being broken for the Spray Park at State Park and additional funding from the DNR in the amount of \$300,000 will be provided next year. As regards the Beach Wellness event, disk golf (18 holes) is being added this year and people will be able to participate. There will be people to assist if someone has never played.

Commissioner Duranczyk invited the public to utilize the Pinconning Park campground facilities. He further noted the upcoming Pinconning Cheese Festival (June 16 - 18) and the 28th Annual Cheese to Challenge Race; the 16th is the Wine and Cheese event.

Commissioner Begick spoke to the upcoming (July) Cornfest in Auburn and added that a Veterans Memorial will be dedicated at the Auburn Park on the 10th of July.

There being no further business, it was

27 MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:55 P.M).

Submitted by:

Deanne Berger

Deanne Berger
Board Coordinator



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

Victoria L. Roupe
Bay County Register of Deeds

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

June 22, 2011

TO: Ernie Krygier, Chair
Ways and Means Committee

FROM: Vicki Roupe
Register of Deeds

RE: **DEKETO SOFTWARE LICENSE AND MAINTENANCE AGREEMENT**

Background:

The Bay County Register of Deeds has a contract with CherryLan for software maintenance. Due to a reorganization of CherryLan, DEKETO has taken over the Register of Deeds portion of CherryLan.

Finance:

The 2011 budget has funds available for this contract as it was a budgeted item with CherryLan.

Recommendation:

The Register of Deed's be granted authorization to enter into the contract with DEKETO.

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May 12, 2011

From: George F. DeLaMater
To: Victoria Roupe
Bay County Register of Deeds
515 Center Ave. Ste 102
Bay City MI 48708-5122
Re: DEKETO

Dear Vicki,

Your May 2011 invoice for Cherry LAN software maintenance included a request that your June 2011 and future invoice payments be made to "DEKETO" rather than "Cherry LAN Systems". This letter is intended to answer some questions you may have:

Q: Who or what is DEKETO?

As explained in last month's announcement letter, in order to provide better service to our customers, Cherry LAN reorganized into two teams, one focused on our Courts/Judicial markets and the other dedicated to our Register of Deeds and Vital Records customers. The Courts/Judicial team is keeping the Cherry LAN name, while DEKETO is effectively the former "Register of Deeds and Clerk Vital Records" branch of Cherry LAN. *Same people – new name.*

Q: Wait – you didn't sell out to someone, did you?

ABSOLUTELY NOT! An arrangement was made whereby we divided the company into two distinct entities -- no third parties were involved. My interest in the Courts/Judicial branch of Cherry LAN was exchanged for full ownership of the ROD/Vital Records branch. A name for the new company was needed, and we chose DEKETO.

Q: Why actually divide into two separate companies?

A primary reason for the division is that my position as both a partner and one of the directors of Cherry LAN required my continued involvement in developing and promoting our Court markets and applications. These responsibilities conflicted with my primary duties as a software developer for Registers and Clerks. They competed for much of my time, divided my attention and created logistical conflicts of interest. Other employees faced similar challenges, though perhaps not to the same extent. Separating into two companies resolves these issues and allows each company to focus on its customers' specific needs. The DEKETO staff and I are looking forward to concentrating all of our efforts on behalf of your office.

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Q: How disruptive will the transition be?

Actually, the hard work is already done! The corporate division was finalized nearly a month ago and there have been no disruptions. To insure a seamless transition, John, Brian and I are continuing to work out of the Cherry LAN office while the DEKETO office is configured. Almost all of the "business start-up" issues have already been taken care of. Brian and John are currently setting up DEKETO's phone system and computer network, including call forwarding between the DEKETO and Cherry LAN offices. We anticipate "going live" at the new office on June 1st and you will receive a notice confirming that date.

Q: Why not announce this reorganization in advance?

Unanswered questions could have generated rumors or uncertainty. Having already worked out the details of our corporate division, handled employee and financial logistics, and resolved the issues involved with setting up a new business, we hope we have preemptively laid to rest any unease you may otherwise have had.

Q: What about my software license & maintenance agreements?

Only the name has changed. All Cherry LAN Systems Register of Deeds and Clerk Vital Records license & maintenance agreements have been assigned to DEKETO, assuring uninterrupted service. We will soon provide you with a new maintenance contract replacing the name "Cherry LAN Systems" with "DEKETO"; meanwhile your Cherry LAN Systems contract remains in effect.

Q: What about imaging support? I'm accustomed to calling Paul.

Brian and Paul are the only employees swapping chairs. Both work extensively with imaging projects, therefore it isn't difficult to cross-train one another on their respective projects. Brian will competently address any imaging issues formerly directed to Paul. Furthermore, Cherry LAN and DEKETO share a cooperative relationship, and will consult with each other as needed.

I hope that this letter has served to answer any concerns you may have had regarding DEKETO. I will be contacting you by phone in the near future to answer any additional questions you may have. Meanwhile, if any immediate clarifications are needed, please contact me. My cel phone is currently the best means of reaching me, as I am "in and out" of the Cherry LAN office.

Sincerely,



George F. DeLaMater

Cel: 1-231-218-7442
george@cherrylan.com
george@deketo.com

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BAY COUNTY BOARD OF COMMISSIONERS

07/12/11

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (7/5/11)

WHEREAS, The Bay County Register of Deeds has a contract with CherryLan for software maintenance, however, due to a reorganization of CherryLan, DEKETO has taken over the Register of Deeds portion of CherryLan; and

WHEREAS, It is necessary to execute a new contract with DEKETO; and

WHEREAS, Funds are included in the 2011 budget to cover this expense; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the DEKETO Software License and Maintenance Agreement and authorizes the Chairman of the Board to execute said Agreement and all required documents on behalf of Bay County following legal review/approval; Be It Further

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

ERNIE KRYGIER, CHAIR
AND COMMITTEE

Register of Deeds - DEKETO Agreement

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. 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
Resolution of Support for
Maintaining the Current Population Thresholds for
Metropolitan Planning Organizations (MPOs) in
Federal Surface Transportation Authorization Legislation
7/12/11**

BY: WAYS AND MEANS COMMITTEE (7/5/11)

WHEREAS, The Bay City Area Transportation Study (BCATS) is comprised of local and state elected and appointed officials charged with carrying out the provisions of federal transportation legislation to conduct a continuing, comprehensive and cooperative transportation planning program as the Metropolitan Planning Organization (MPO) in the greater Bay City, Michigan metropolitan area; and

WHEREAS, An MPO provides a critical link in the partnership between federal, state, and local transportation officials for the delivery of a well planned, coordinated transportation system; and

WHEREAS Decisions on transportation projects and investments are critical to metropolitan areas of all sizes; and

WHEREAS, The current MPO population thresholds provide an open and accessible transportation planning process that is based on involvement by communities and their local elected and appointed officials; and

WHEREAS, The current MPO population thresholds also provide a key mechanism for connecting federal transportation policies, priorities, and funding to the needs of communities and citizens; Now, Therefore, Be It

RESOLVED This 12th day of July, 2011, that the Bay County Board of Commissioners hereby expresses its support for maintaining the current MPO population thresholds in any new legislation for Federal Surface Transportation Authorization/Re-authorization.

ERNIE KRYGIER, CHAIR
AND COMMITTEE

BCATS - Population Thresholds for MPOs
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. Begick				Kim Coonan				Donald J. Tilley			

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

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

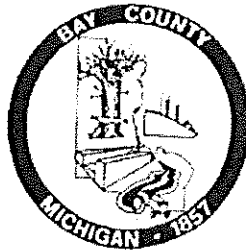
-11-

BAY COUNTY
Administrative Services

Michael K. Gray
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Thomas L. Hickner
County Executive

ANIMAL CONTROL
Michael Halstead, Manager
halsteadm@baycounty.net

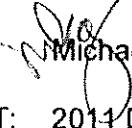
BUILDINGS & GROUNDS
Richard Pabalis, Superintendent
pabalizr@baycounty.net

INFORMATION SYSTEMS
Robert Super, Director
superr@baycounty.net

PURCHASING
Frances Horgan, Purchasing Agent
horganf@baycounty.net

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

MEMORANDUM

DATE: June 28, 2011
TO: Mr. Ernie Krygier, Chairman and Commissioners, Ways & Means Committee
FROM:  Michael K. Gray, Assistant County Executive for Recreation & Administrative Services
SUBJECT: 2011 Digital County Award to Bay County

Request: Receive this correspondence.

Background: The Center for Digital Government and the National Association of Counties, sponsor an annual competition for county governments from across the United States for the Digital County Award which is given for excellence and innovation in technology programs. Counties are grouped according to population for purposes of the competition. Bay County is in the less than 150,000 population category. Other categories are 150,000 to 249,999; 250,000 to 499,999; and 500,000 and above.

Entries were due May 10, 2011. This is the ninth year of the program.

For the second year in a row Bay County has won by receiving tenth place for 2011. We also were tenth place in 2010.

Less than 150,00 population

2011 Winners	2010 Winners
1 st - County of Nevada, CA	1 st - Charles County, MD
2 nd - County of Napa, CA	2 nd - Nevada County, CA
2 nd - Roanoke County, VA	3 rd - Franklin County, VA
3 rd - Olmstead County, MN	4 th - Skagit County, WA
4 th - Martin County, FL	5 th - County of Albermarle, VA
5 th - County of Moore, NC	6 th - Martin County FL
5 th - Pitkin County, CO	7 th - Columbia County GA
6 th - Charles County, MD	8 th - Olmstead County, MN
7 th - Franklin County, VA	9 th Napa County, CA
7 th - Gloucester County, VA	10 th - Bay County, MI
8 th - Columbia County, CA	
9 th - County of Albermarle, VA	
10 th - Bay County, MI	

Other 2010 winners from Michigan were Oakland County in the 500,000 and above category and Washtenaw County in the 250,000 to 499,999 category. 2011 winners will be announced in a press release on July 12, 2011. More information is available at www.digitalcommunties.com.

The awards are given out at the NACo annual conference, which this year is in Portland Oregon, July 15 to 19, 2011. As with last year, due to budget considerations we received the award in the mail.

Attached is an excerpt from the Bay County online application, which was drafted by Bob Super and edited by Frances Horgan, which captures the many innovative technology things done by departments all across the county. The text of answers allowing free form response is produced, although some items appear in more than one answer.

Economics: Cost for the national Digital counties program is a small amount of staff time which is in the budget.

Recommendation: Receive this correspondence.

MKG/ec

cc: Tom Hickner	Brian Emmendorfer	Probate Judge	Lydia Solinski
Tim Quinn	Nicholas Pearcy	District Judges	Deb Schmiege
Marty Fitzhugh	John Miller	Court Administrator	Marie Hayes
Crystal Hebert	Mike Janiskee	Laura Ogar	Cristen Lipinski
Robert Redmond	Kurt Asbury	Kelly Rifembark	
Frances Horgan	Rick Brzezinski	Leonard Norman	
Bob Super	Vicky Roupe	Chris Izworski	

Brandon Short
Shawn LaMere
Tom Plachta

Joseph Rivet
Cynthia Luczak
Circuit Judges

Barb MacGregor
Division Heads
Debbie Russell

2011 Digital Counties Survey – Bay County, MI
May 10, 2011

1. The Big Picture

2011 finds local communities in Michigan, as in many other states, dealing with a stagnant economy and declining revenues. This difficult fiscal environment has been a catalyst for discussion of collaboration, consolidation and shared services.

While in the early stages, formal discussion began on April 12, 2011 at a meeting of leaders from Bay City (the County seat and largest municipality in Bay County), Bay County and hosted by the Bay Area Chamber of commerce to discuss ways to save money and increase efficiency working together.

The City Manager and elected County Executive were asked to pursue potential areas of cooperation over the next sixty days following this meeting and report back.

Prime areas for collaboration include public safety, recreation, and administration. In the administration category prime target areas include information technology and purchasing.

While the initial focus has been Bay City and Bay County, County leaders have also approached leaders in the other three cities, fourteen townships, and five school districts to consider the same types of opportunities.

While it is too early in the process to gauge outcomes, the State has been considering offering “bonus” revenue sharing to communities who engage in successful efforts to work together. This serves as a further inducement to pursue these discussions to a successful conclusion.

Ideas for immediate short term consideration include:

- Use of the County arrangement with a local private provider of disaster recovery services by the City of Bay City.
- Possible purchase of the Tyler/Munis financial accounting system recently implemented by the County by the City to replace its current legacy system. Under this scenario, the County would provide implementation support to the City, through its IT personnel.
- Greater cooperative efforts in the successful, joint geographic information system, www.baygis.org.
- Common hardware purchase open to all local government units in the county.
- Development of a “community dashboard” with important economic, demographic, and statistical metrics for the community as a whole as well as individually by local units.

The stakeholders will use a matrix to score the potential value of particular services for collaboration as follows:

**2011 Digital Counties Survey – Bay County, MI
May 10, 2011**

	High	Medium	Low
Cost Savings			
Efficiency			
Labor Support/Concurrence			
Timely results			
Probability of Success			

On another front, in late 2010 the County connected to a fiber network with a Bay-Arenac Intermediate School District (BAISD) and Saginaw Valley State University (SVSU). Federal Homeland Security grant funds were used to carry out this effort.

The fiber connection becomes the backbone for data for a range of purposes including internet, video conferencing, disaster recovery, etc.

Discussions are under way with the MERIT network to place a high speed, broadband connection in the County building. MERIT is a nonprofit statewide network. MERIT is the recipient of federal stimulus funds as a part of the national broadband initiative.

Internally, the County Information Systems Division, led by the Assistant County Executive, continues to focus on customer service improvement. Technical service call are tracked using the Numara Track-it e-help desk platform, monitoring occurs on a weekly basis, and ISD supervisors actively follow up with customers on problem areas.

The Bay County IT user group has been re-established in 2010. Work is underway to make Windows Active Directory changes identified by the user group such as the ability to load software and perform other routine functions by the employee on their own desktop, thus freeing up IT staff resources for more complex technical support.

Working with the User Group, the County will change e-mail platforms in 2011 from Novell GroupWise to Microsoft Outlook. This will result in significant savings due to lower cost of ownership of the MS Outlook Platform.

The Bay County Sheriff's Office continues to participate in the regional NetARMS (Area Records Management System) system. This system continues to grow, over 50 law enforcement agencies actively using the system and others considering joining. Under this system, Bay County ISD provides technical support to MDC users in five local police departments within Bay County, utilizing the skills learned during implementation in the Sheriff's Department.

NetARMS, hosted and administered by the Saginaw County Sheriff's Office, is in the early stages of rollout of a multi-county regional jail management system. The Bay County Sheriff's Office is a participant in this system.

An e-ticketing system is under implementation in the 74th District Court in Bay County. Traffic citations will then be filed real-time from the patrol car to the court for processing.

**2011 Digital Counties Survey – Bay County, MI
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The consolidated, single PSAP in the County, the Bay County 9-1-1 Central Dispatch is nearing completion of a new computer controlled dispatch system on a .net platform with New World Systems. Central Dispatch continues to enjoy popular support and renewed its property tax levy by a wide margin in 2010, making funding secure.

The Board of Commissioners recently approved purchase by Central Dispatch of the WENS public warning system. This internet based system can provide telephone and text message notification to citizens on an opt-in basis for all sorts of critical situations such as severe weather, flooding, major street closures, etc.

The County Health Department recently conducted a HIPAA review by a private company, with IT security of protected personal health data as the prime focus of the review. Policy review and security measures identified in the analysis will be conducted during this next year.

Necessary remediation of network vulnerabilities identified in a 2010 vulnerability assessment offered by MI Department of Information Technology by a local vendor nears completion. Funding for this work is provided by Federal Homeland Security Grant funding.

The County recently changed hot site disaster recovery providers to one in the neighboring county of Saginaw, offering multiple redundancies for VM services and i5 AS/400 computers. The previous provider had moved the hot site to Arizona from Chicago, making the service questionable at best.

The County Incident Management Team recently conducted an annual table top disaster exercise, and invited City leaders to share lessons learned in an October 12, 2010 City Hall fire which rendered the building unusable due to extreme fire and water damage.

The County disaster recovery plan is presently in Precovery, software acquired from SunGard. Precovery is no longer supported. The plan will be reviewed and migrated into Microsoft Project Software during 2011.

2. Computing

Major Changes for 2010:

Re-established the Bay County IT user group, this group will work with the IT Department to identify functions and applications with the focus of eliminating any unproductive and time consuming activities.

One of the applications instituted in 2010 was the County Online Payment System (COPS). This system allows the citizens of Bay County to pay for services via the web, providing them flexibility they previously did not enjoy.

Last year the County Information Systems Division continues to track technical service calls using the Numara Track-it e-help desk platform. This e-help desk platform, allows the IT supervisors to actively follow up with customers on problem areas.

2011 Digital Counties Survey – Bay County, MI
May 10, 2011

The Bay County Sheriff's Office continues to participate in the regional NetRMS system which continues to grow with, with 50 plus agencies and 9 Counties, law enforcement agencies actively using the system and others considerations joining; under this system, Bay County ISD provides technical support to MDC users in five local police departments within Bay County, utilizing the skills learned during implementation in the Sheriff's Office.

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The County recently changed hot site disaster recovery providers to one in the neighboring county of Saginaw, offering multiple redundancies for VM services in i5 S/400 computers. The previous provider had moved the hot site to Arizona from Chicago making the service questionable as best.

Upcoming Projects for 2011:

Bay County and the City of Bay City are in talks to combine services and one of the prime targets will be IT. The County has approached leaders in the other three cities, fourteen townships, and five school districts to offer these same types of opportunities. As this is in the development stages it is too soon to determine if this will be a successful endeavor.

Short term projects proposed are:

Use of the County arrangement with a local private provider of disaster recovery services by the City of Bay City.

Possible purchase of the Tyler/Munis financial accounting system recently implemented by the County by the City to replace its current legacy system; under this scenario the County would provide implementation support the City through its IT personnel.

An e-ticketing system is under implementation in the 74th District Court in Bay County. Traffic citations will them be filed real-time from the patrol car to the court for processing.

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**2011 Digital Counties Survey – Bay County, MI
May 10, 2011**

Necessary remediation of network vulnerabilities identified in a 2010 vulnerability assessment offered by MI Department of Information Technology by a local vendor nears completion. Funding for this work is provided by Federal Homeland Security Grant funding.

The County disaster recovery plan is presently in Precovery, software acquired from SunGard. Precovery is no longer supported. The plan will be reviewed and migrated into Microsoft Project Software during 2011.

3. Network

Major changes in 2010:

The County connected to a fiber network with the Bay-Arenac Intermediate School District and Saginaw Valley State University. Federal Homeland Security grant funds were used to carry out this effort. This fiber connection becomes the backbone for data for a range of purposes including internet, video conferencing, disaster recovery, etc.

The County completed a project creating a wireless court facility. This, in combination with the e-ticketing projected for a 2011 roll-out, will further enable the courts and law enforcement to increase their efficiency and smoothly process documents without needing to be physically at a desk.

The Board of Commissioner's Chambers is set-up to be wireless, enabling the Commissioners to utilize lap top computers instead of printing a multi page agenda. This has allowed Bay County to continue to move toward reducing its paper output.

Major projects scheduled for 2011:

Discussions are under way with the MERIT network to place a high speed, broadband connection in the County Building. MERIT is a nonprofit statewide network. MERIT is the recipient of federal stimulus funds as part of the national broadband initiative.

With the assistance of the User Group, the County will change e-mail platforms from Novell GroupWise to Microsoft Outlook. This will result in significant saving due to lower cost of ownership of the MS Outlook Platform.

4. Applications using the internet

As stated earlier, the County has rolled out the COPS program, continues to participate in NetRMS and will be reviewing the Microsoft Outlook Exchange email platform. The County is also implementing an e-ticketing system for the 74th District Court.

The County in 2010 started a FaceBook page allowing people all over the United States to keep informed of the news and happenings concerning the County. In 2011 the County developed a page for Central Dispatch 9-1-1. As of today Bay County has 324 friends and growing.

2011 Digital Counties Survey – Bay County, MI
May 10, 2011

5. Data and Security

The County Health Department recently conducted a HIPAA review by a private company, with IT security of protected personal health data is prime focus of the review. Policy review and security measures identified in the analysis will be conducted during this next year.

Necessary remediation of network vulnerabilities identified in a 2010 vulnerability assessment offered by MI Department of Information Technology by a local vendor nears completion. Funding for this work is provided by Federal Homeland Security Grant funding. The vulnerability scan will be conducted on a monthly basis to continue reviewing and preventing unwanted intrusions to the network.

The County recently changed hot site disaster recovery providers to one in the neighboring county of Saginaw, offering multiple redundancies for VM services and i5 AS/400 computers. The previous provider had moved the hot site to Arizona from Chicago, making the service questionable at best.

6. Governance, Management and Funding

In addition to the funding approved annually by the County Board of Commissioners the opportunity to receive additional funds from the Homeland Security Grants and others awarded to the County. The funding would be allocated should the scope of work fall within the guidelines set by the grant.

The funds received from Homeland Security allowed the County to complete the fiber project linking the County, SVSU and BAISD. The completion of this project will enable the County to allow its citizens to perform many functions electronically that previously would require them to come to the County Building.

7. Specific Service Delivery Highlight – Finance and Administration

In 2010 videos of the Bay County Committee and Board meetings are made available on the County web site as well as on our Facebook page.

In addition to the roll out of a COPS system the County also utilized the internet to introduce Vendor Self Serve (VSS). This module will allow our vendors register to obtain access to their information including, purchase orders issued, checks cut and invoices received and the registration for bid notification.

In the latter half of 2011 we will be rolling out Employee Self Serve (ESS). This module will allow the employees to track vacation, personal and sick time. Review their pay stubs, change the W-4 status, request time off and submit time sheets.

The above mentioned modules, VSS and ESS, are part of Tyler/Munis our electronic financial system. This is the same system that the City of Bay City may purchase allowing for a collaborative effort as we can aid in the implementation and training.

2011 Digital Counties Survey – Bay County, MI
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8. Specific Service Delivery Highlight – Public Safety, Emergency Management and Corrections

Bay County has always focused on the need to be proactively on the cutting edge of technology as it relates to the safety of our citizens. We have implemented the aforementioned projects: e-ticketing, WENS, NetARMS, and Central Dispatch's .net platform.

One of our new projects involve collaboration with the local fire departments. All of the fire hydrants will be digitized allowing for locating GPS of each hydrant. This GPS location will then, working with the GIS Department, pinpoint the location of each hydrant allowing 9-1-1 dispatchers to not only provide the address of the incident by the location of the nearest hydrant.

The County, in 2011, using over \$900,000 funds in PSIC grants funds provided by Homeland Security erected a tower and placed a satellite dish on the roof of the County Building. This tower will assist with interoperable communication for all first responders in the County, facilitating connection to the MPSCS 800 mhz system as well as VHF narrow-bundled radio communications.

9. Health, Social and Human Services

The County, in 2010, purchased Mitchell & McCormick software system to computerizing the day-to-day paperwork necessary to assist the community. Due to the purchase of this new system the County also conducted a HIPPA review by a private company to assess the IT security of the protected personal data as the prime focus.

The Mitchell & McCormick software has been implemented along with process re-engineering. Nurses and other field staff now utilize lap top computers to enter patient records, which is far more efficient that providing hand written patient charts and billing information to clinic staff to input.

Our Environmental Services Division also implemented a software system from HealthSpace. This software will allow our Sanitarians in the field to electronically submit reports and pictures relating to each field visit. This is expected to increase the productivity and reduce paper output.

10. Citizen Engagement, Open Government and Online Services

Bay County's GIS Department's mapping of the County allows the citizens to view, on line, their property tax information, to search for property records and title information. Our committee and board meeting are placed on our web site and Facebook page; the vendors can now register on line to view all of their information as recorded in the County database and in 2011 citizens will be able to pay taxes and other fees online.

11. Innovation

We have begun the transition from a centralized payroll system to a decentralized system the Sheriff's Office will roll out Electronic Daily Activity; this allows their reports to be sent directly to their database eliminating the need for paper.

**2011 Digital Counties Survey – Bay County, MI
May 10, 2011**

As previously stated we will begin mapping the fire hydrants, the Sheriff's Office participating in NetARMS, the e-ticketing system which will allow the elimination of 15,000 pieces of paper annually.

12. Jurisdictional Differentiator

While in the early stages, formal discussion began on April 12, 2011 at a meeting of leaders from Bay City (the County seat and largest municipality in Bay County), Bay county and hosted by the Bay Area Chamber of commerce to discuss ways to save money and increase efficiency working together.

The City Manager and elected County Executive were asked to pursue potential areas of cooperation over the sixty days following this meeting and report back.

Prime areas for collaboration include public safety, recreation, and administration. In the administration category prime target areas include information technology and purchasing.

While the initial focus has been Bay City and Bay County, County leaders have also approached leaders in the other three cities, fourteen townships, and five school districts to consider the same types of opportunities.

**BAY COUNTY
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PURCHASING
Frances Horgan, Purchasing Agent
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RECREATION
Brent Goik, Recreation & Clubhouse Supervisor
goikb@baycounty.net

MEMORANDUM

DATE: June 29, 2011

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

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

SUBJECT: Prindle Property Acquisition Grant Applications

Request: Receive this correspondence.

Background: Previous authorization by the Board of Commissioners for grant applications for the acquisition of a fifty four acre parcel known as the Prindle property has resulted in two separate grant applications:

1. The so called Area of Concern (AOC) grant for acquisition of priority costal lands in the amount of \$463,500.00, for the purchase and eligible expenses e.g appraisal etc. No match required originally applied through MDNRE. This grant may be used as match for other grants.
2. Michigan Land Trust Fund Acquisition Grant in the amount of \$350,000, for purchase and eligible expenses e.g. appraisal, etc. Requires minimum of 26% match. Note that both grants, subsequent to an award and a signed grant agreement will limit the purchase price to fair market value as established by a real property appraisal (which is an eligible grant item).

The AOC grant funds are federal funds through the National Oceanic and Atmosphere Administration, U.S. Department of Commerce. The county was contacted by NOAA in mid June and invited/requested to apply directly to NOAA. Spicer Group took our original submission to MDNRE and revised it accordingly and filed it electronically via www.grants.gov. On June 28, 2011. Note that while no match is required, the application which includes \$10,000 in-kind labor for demolition of structures, scrap removal if any is not done by the land owner, etc. A copy of the full package has been filed with MS. Berger (in CherryLan).

The Trust Fund grant is under review. On June 13, 2011 the grants coordinator from our region, John Cherry Jr., visited the site. Commissioner Duranczyk, Mr. Pabalis and I gave him a tour of the site. He was impressed by the parcel and informed us we will be invited to present before the MI Land Trust Fund Board on August 17, 2011 in Lansing.

Approvals on both grants are not anticipated until December, 2011.

Economics: There is no direct additional cost for this cooperative purchasing initiative.

Recommendation: Receive this correspondence.

MKG/ec

cc:	Tom Hickner	Robe Eggers
	Tim Quinn	Lori Ettema
	Marty Fitzhugh	Laura Ogar
	Crystal Hebert	Valerie Roof
	Robert Redmond	Steve Humphrey
	Rick Pabalis	Warren R. Smith
	Brent Golk	Mike Kelly

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goikb@baycounty.net

MEMORANDUM

DATE: June 29, 2011

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

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

SUBJECT: Intergovernmental Collaboration, Cooperation "Shared Services" Activities

Request: Receive this correspondence.

Background: On April 12, 2011 the Bay Area Chamber of Commerce (BACC) hosted the Bay City Commission and administration, and the Bay County Board of Commissioners and County Executive to convene a discussion of the potential benefits in savings and efficiency by "sharing services"/collaboration/cooperative on local service delivery. City Manager Robert Belleman and County Executive Thomas Hickner were requested to explore this potential in a number of functional areas.

It should be noted that some of these topics were already under discussion between the City and the County, and in some cases other local government entities.

There has also been a group of leaders from the three Great Lakes Bay Counties of: Bay, Midland and Saginaw meeting to consider the same idea on a regional basis.

Service areas under consideration include:

1. Law Enforcement
2. Recreation
3. Administrative Services
 - a. Employee Benefits
 - b. Information Technology
 - c. Purchasing

Each respective service area will be briefly discussed below.

Staff from both organizations concluded early on that a meeting of the City Manager and County Executive with their top administrators was a necessary first step to understand their expectations and vision of the process. That meeting occurred on May 5, 2011 and included the Personnel and Administrative Services Directors from both organizations, and also included Robert Redmond.

1. Law Enforcement. The key County stakeholder in this functional area is Bay County Sheriff John Miller, with assistance from Mr. Redmond. The identified first step was data gathering of crime statistics, call volumes, etc. from all participating local law enforcement agencies. This data collection is being carried out by Michigan State University Extension (MSUE). Meetings will be planned after the information has been compiled and shared with all participants.

However, it should be noted that through the efforts of Sheriff Miller a number of collaborative ventures are already in place, and have prominetely figured in Bay County's success at being named a "Digital County" by NACo and the Center for Digital Communities in 2010 and 2011 (see memo in the July 5, 2011 Ways & Means agenda packet on this subject).

Utilizing grant funds, Sheriff Miller has joined the regional Net ARMS records management system hosted in Saginaw County and currently having over sixty law enforcement agencies as users of this system, which includes mobile data computers (MDC's) with continuous internet connections to a variety of software systems from the patrol car.

The Sheriff has successfully modernized not only his own department in Bay County, but has seared participation from all local law enforcement i.e. City of Auburn Police, City of Bay City Police, City of Essexville Public Safety, City of Pinconning Police, Hampton Township Police, Delta College Police, as well as troopers assigned to the Bay City MI State Police Post, and all named agencies have received MDC's through the Sheriff at little or no cost to them due to grant funds. In partnership with the Information Systems Division of the Recreation and Administrative Services Department Bay County ISD technicians provide system hardware maintenance and repairs for all these agencies in addition to the Sheriff's Office.

2. Recreation. The idea for this functional area to be a potential area for collaboration came up this Spring when the Bay County Community Center Swimming Pool was being discussed. Credit goes to Commissioner Ryder, who one day asked, "What about the schools, don't they also have swimming pools?" This soon led to discussion that perhaps a meaningful sort could be made that results in most or all services remaining available but saves costs due to eliminating duplication.

Obviously to properly assess that, data is needed. Spicer Group, who completed a Community Recreation Plan for the five year period 2009-2013 with most of the local cities and townships in the County (itself a great example of how Bay County as an organization has been doing collaboration long before it got to be the latest fad in Lansing) was the logical choice because of the data they already have.

Added to the scope were those few local units who opted not to participate in the Community Plan, as well as K-12 school districts, the Intermediate School District and key nonprofit organization such as the Boys & Girls Club, as well as Delta College.

Programs and facility data will be gathered and inventoried, and entered into a Parks and Recreation layer in the County Geographic Information Systems (GIS). Results will then be shared with all participants prior to convening a Public Recreation Summit of leaders to discuss opportunities revealed by the data in the report.

Data gathering has already begun, and it is anticipated the Summit will occur in the Fall of 2011.

3. Administrative Services.

a. Employee Benefits. Key stakeholders from the County are Tom Hickner and Tim Quinn, City H.R. Director is a key stakeholder for the city and has a great deal of expertise in the benefits area.

b. Information Technology. Key stakeholder for Bay County is myself. Three immediate possibilities were agreed upon for discussion at the May 5th meeting: possible County assistance with new financial/accounting systems being acquired by the City particularly if they select the same Tyler/MUNIS system that Bay County acquired a couple of years ago; GIS enhancement and collaboration, which already has a long history of joint efforts; and the possible addition of more governmental units to the disaster recovery/COOP/COG contract between Bay county and Netsource One.

This area proved a little challenging due to the dissimilarity of the functional areas in IT and the different stakeholders included in each do not cross over for the most part.

A preliminary meeting was held at temporary City Hall on June 7, 2011 with my counterpart "Dana Muscott" who oversees City IT, Tony Reyes, Bob Super, Tom Plachta, and Shawn LaMere from Bay County ISD, and myself. Our purpose was to establish the correct group of City and County employees for each subject area, and then convene meetings of the appropriate personnel.

A GIS discussion occurred on June 20, 2011 with staff from a number of department's in both organization. GIS and land records eventually leads to property tax data. Both of these are very popular and highly used on the inevitably.

Key findings:

1. We should explore having one, fully integrated GIS system for both organizations.
2. GIS enhancement and its likely value in a natural (or possible man-made) disaster for emergency management create a multi county advantage, and could make Homeland Security funds available.

Another meeting will be held after specific "to do lists" of participants have been accomplished.

The financial system under consideration by the City will be bid out in July, 2011. MUNIS is one of the vendors under consideration. However, regardless of the system chosen, Bay County can offer "lessons learned" in our process. Tom Plachta offered any assistance he could provide on the RFP development, and will make a presentation to the group primarily for City staff on "lessons learned" on July 18, 2011.

The disaster recovery agreement between Bay County and Netsource One replaced a vendor who had grown less responsive to our needs with a trusted longtime local provider, and is scaled for more organizations to join in. Bob Super is preparing documentation of exactly what the options are if we need to utilize the service. Once documentation is finished a meeting with Tony Reyes will be scheduled. We are also going to show Mr. Reyes our current COOP/COG plans in Precovery and the migration to MS Word and MS project.

We have since been contacted by Bay Area Behavioral Health (BABH) to engage in a discussion of potential IT services.

c. Purchasing. The first meeting was held at the temporary City Hall on June 7, 2011 with Dana Muscott, Kim Sibert, Susan Carmien, Frances Horgan and myself. The City supplied information as to what they purchase in a typical year and we exchanged information as to our respective policies and procedures and how they are alike and where they are not.

Ms. Horgan is compiling a list of our typical purchases for our next meeting. We plan to explore whether as a first step if we identify hypothetically ten items both organization acquire via RFP or similar process, could the City do five of these on behalf of both organizations and the County the same with the remaining five.

The City is also planning to attend the July 20, 2011 meeting with Bay County and Office Max representatives to explore the "American Saves" program described in detail elsewhere in the Ways & Means agenda packet.

Economics: It is premature to perform economic analysis of potential savings until more details are known.

Recommendation: Receive this correspondence.

MKG/ec

cc: Tom Hickner Rob Eggers
Tim Quinn Frances Horgan
Marty Fitzhugh Rick Pabalis
Crystal Hebert All Recreational Staff
Robert Redmond Robert Bellman
Frances Horgan Dana Muscott
Laura Ogar Wendy White
Dave Englehardt Michael Seward
All ISD Staff
John Miller
Mike Janiskee
Crystal Hebert

**BAY COUNTY
Administrative Services**



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goikb@baycounty.net

MEMORANDUM

DATE: June 28, 2011

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

FROM:  Michael K. Gray, Assistant County Executive for Recreation & Administrative Services
and Frances Horgan, Purchasing Agent 

SUBJECT: Savings from Collaborative purchase of Office Supplies

Request: Receive this correspondence.

Background: Earlier this year the Board of Commissioners adopted resolution # 2011-79, authorizing administration and specifically the Recreation and Administrative Services Dept. to offer the option to local government cities, townships and school districts to work jointly on the purchase of office supplies. It was unknown what savings, if any, might be available from this approach.

Bay County is currently purchasing from Office Max. Frances Horgan, Purchasing Agent, has been analyzing the prices available to Bay County for our top twenty-five items from Office Max, Office Depot, Staples and Quill. At this time we have found that Office Max continues to offer the best price, which is based on a competitive bid conducted by Oakland County, Michigan and made available to us through a program called "America Saves". A one page description is attached.

Ms. Horgan will be recommending the renewal of the Office Max agreement in a separate memo.

As a first step in moving forward on resolution # 2011-79, Ms. Horgan and I met with Office Max representatives to determine if better pricing would be available and the details of how the program would work.

Office Max, in addition to offering the lowest price via the Oakland County bid, has a rebate program based on the total annual purchases made. If we combine with other local governments, they will allow us to combine our purchase volumes to get a higher percentage rebate, while at the same time maintaining totally separate accounts and contracts and complete autonomy. Bay County typically spends in the first tier of 0 to \$150,000 and thus received a 1% rebate based on total annual purchases.

Under this plan, if two or more of us combine our purchase volume, only, for calculating the rebate (note still a separate account, separate contract) if we exceed \$150,000 we share a 2% rebate on a pro rata basis; potentially adding others could qualify us for 3 or 4%.

There is no downside that we can discern to this, because we only combine for purposes of calculating the rebate. Each organization handles its own orders, receives its own deliveries, has its own account and financial relationship with Office Max, and its own contract allowing it to enjoy the "America Saves" pricing.

The Office Max representatives indicated that janitorial supplies and computer parts can also be counted toward total sales volume. Buildings and Grounds Superintendent Rick Pabalis is evaluating the Office Max price list at this time. We will be evaluating the computer repair parts in the near future as well.

Midland County is considering joining this approach with Bay County. Office Max representatives have indicated this offer is available to the three Great Lakes Bay Counties; Bay, Midland and Saginaw and the cities, villages, townships and schools districts within each, as well as governmental organizations like the Road Commission, Bay Medical Care, Behavioral Health, Library System, Bay Metro, etc.

A meeting will be held on Wednesday, July 20, 2011 at 2:00 P.M. at the Alice & Jack Wirt Library where the details of this opportunity will be made available to our local, potential partners.

Note a meeting between City and County purchasing was held on June 7, 2011 and a follow will be scheduled soon, as well as inviting the City of Bay City to the July 20, 2011 meeting.

Economics: There is no direct additional cost for this cooperative purchasing initiative.

Recommendation: Receive this correspondence.

MKG/ec

cc: Tom Hickner
Tim Quinn
Marty Fitzhugh
Crystal Hebert
Robert Redmond
Frances Horgan



New "America Saves" Agreement Summary July 2011

Core Pricing:

400 aggressively priced products ranging from basic office supplies, copy paper & toner.
- client level custom core pricing is allowed

All core prices held for 6 month periods.

Off Core Pricing: Discounts from list by category. No margin floors or exceptions. MCP code OT

Category Name	Indicator	Discount % from List Price
OFFICE PRODUCTS	A4, A6, A7, A8, A9, B1, B2, B3, B4, B5, G8, H1, H2, H3, H4, J1, J2, K1, K3, K4, K5, K6, L1, L5, L9, M2, M5, R1, R2, S6, W1, W2, W5	50%
TONER	S1, S5	30%
PAPER, COPY & WIDE FORMAT	P1, P8	35%
FURNITURE	E1, E2, E3, E4, E5, E6, E7, E8, E9, J4, K7, L8, M1, M3, M4, M6, M7, M9, Q3, Q8, Q9, S2, S7, S9	35%
TECHNOLOGY		30%
ADHESIVES	A1	40%
FILING SUPPLIES	F1, F2, F3, F4, F5, F7, F8	40%
WRITING INSTRUMENTS	N1, N2, N3, N4, N5, N6, N9	40%
INDEXES	L3	45%
PAPER PRODUCTS	A2, P2, P3, P4, P5, P6, P7	40%
RESTROOM SUPPLIES	W3	40%
BINDERS & SUPPLIES	L2	40%
LABELS	A5	42%

Rebates:

Annual Sales Volume per Client

- \$0 to \$150,000 = 1%
- \$150,000 - \$500,000 = 2%
- \$500 - \$1M = 3%
- \$1M + = 4%

Average order size rebate of 1% of sales if annual average order size > \$299

Term of Agreement:

3 year agreement with two 1 year extensions

BAY COUNTY
Administrative Services

Michael K. Gray
Assistant County Executive for
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
pabalir@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

June 27, 2011

To: Ernie Krygler
Chair, Ways and Means Committee

From: Frances Horgan
Purchasing Agent 

Re: Office Supply Analysis

REQUEST:

To allow the County to enter into a three (3) year agreement for office supplies with OfficeMax.

BACKGROUND:

As the contract for office supplies has expired the County sent a list of the twenty-five (25) most used items Staples, Office Depot, Quill and OfficeMax asking for pricing. This list was compiled from our 2010 usage data; these twenty-five (25) items represent seventy-five (75%) of the County's total use. In order to provide a thorough analysis the final calculation used with the top twelve (12) common items.

ECONOMICS:

It was determined that, after a review of all pricing options, \$1,436.51 will be saved annually over all other vendors by staying with our current provider OfficeMax and utilizing the America Saves cooperative agreement. The new agreement also saves the County \$4,434.29 over the last contract

RECOMMENDATION:

Authorize the County to enter into a three (3) year contract with OfficeMax for items available through the America Saves cooperative agreement.

Product Description	Quantity Shipped	U/M	Office Max Pricing	U/M	Staples Pricing	U/M	Office Depot Pricing	U/M	Quill Pricing
10-REAM CASE X-9 11"	456	CT	\$ 28.90	CT	\$ 32.95	CT	\$ 32.35	CT	\$ 28.90
MULTIPURPOSE PAPER	370	RM	\$ 3.49	RM	\$ 3.98	RM	\$ 3.80	RM	\$ 8.99
X-9 COPY PAPER 8.5X11" RM WE	231	RM	\$ 3.25	RM	\$ 3.30	RM	\$ 3.80		
OMX COPY 10-R CASE	132	CT	\$ 28.90	CT	\$ 32.95	CT	\$ 33.99		
NOTARIAL SEAL 2" GOLD 42 PK	85	PK	\$ 3.02	PK	\$ 2.98	PK	\$ 1.78	PK	\$ 2.70
FULL STRIP STAPLES 5000 BOX	68	BX	\$ 1.60	BX	\$ 0.86	BX	\$ 1.89	BX	\$ 1.06
MAILING SEALS 1" WHITE 600 PK	65	PK	\$ 2.93	PK	\$ 4.66	PK	\$ 3.10	PK	\$ 6.14
QUICKFIT RR VIEW BNDR 1.5" WE	61	EA	\$ 3.41	EA	\$ 1.77	EA	\$ 2.09	EA	\$ 5.73
OMX DURABLE BINDER BLUE 1.5"	54	EA	\$ 2.11	EA	\$ 3.97	EA	\$ 1.14	EA	\$ 3.93
CASCADE COPY PAPER	53	RM	\$ 3.99	RM	\$ 3.30	RM	\$ 4.10		
PRESSBOARD RPT COVER 3 LTR RD	52	EA	\$ 0.78	EA	\$ 1.83	EA	\$ 1.11	EA	\$ 2.21
OMX COPY REAM	50	RM	\$ 2.99	RM	\$ 3.30	RM	\$ 3.71		
CASCADE COPY PAPER	49	RM	\$ 3.99	RM	\$ 3.30	RM	\$ 5.88		
2" PRONG FASTENER BASE 100PC	48	BX	\$ 2.65	BX	\$ 2.28	BX	\$ 1.36	BX	\$ 4.09
PRINTER RIBBON BLK NYLON	44	EA	\$ 9.99						
SIDE BINDING REPORT COVERS	40	EA	\$ 1.35	EA	\$ 1.83			BX	\$ 12.29
FLDR FILE MICRGRD MAN 1 3 LTR	38	BX	\$ 12.88	BX	\$ 13.45	BX	\$ 4.61	BX	\$ 19.67
G2 GEL PEN REFILL BLK FINE 2PK	37	PK	\$ 0.81	PK	\$ 1.24	PK	\$ 1.35	PK	\$ 1.88
FRWX GRDN SPRINGS GREEN 20# RM	36	RM	\$ 3.99	RM	\$ 4.69	RM	\$ 7.22	RM	\$ 4.23
LEGAL PAD CAN 8.5X11 12PK	36	DZ	\$ 8.92	DZ	\$ 4.10	DZ	\$ 5.16	DZ	\$ 5.57
PRESSBOARD RPT COVER 3 LT BE	32	EA	\$ 0.99	EA	\$ 1.83			EA	\$ 2.21
FILE FLDR LTR 1 3CUT MAN 100CT	31	BX	\$ 6.63	BX	\$ 3.87	BX	\$ 4.61	BX	\$ 5.32
MESH MAGNET XL	31	EA	\$ 1.99				\$ 0.80	EA	\$ 16.80
PEN PROFILE PAPERMATE BLUE	30	DZ	\$ 11.39	DZ	\$ 9.37	DZ	\$ 8.56	DZ	\$ 7.77
MONO CORRECTION TAPE RETRO 4 PK	29	EA*	\$ 1.82	EA	\$ 1.30	EA	\$ 4.36	EA*	\$ 2.36
	2158		\$ 152.77		\$ 143.11		\$ 136.77		\$ 141.85
			\$ 140.79						*per website

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Total less Staples lines 16 & 24 \$ 140.79
 Total Less Office Depot lines 16, 17 & 22 \$ 140.44
 Total Less Quill lines 4, 5, 11, 13, 14, 16, 24 & 25 \$ 95.85

*Case pack difference broke pricing down to each

Did not offer a quote Need more information no reason given, wrong item quoted and asked for each price

**OFFICE MAX 2010 SPEND
TOP 12 COMMON ITEMS**

Product Description	Quantity	U/M	U/M Pricing	Extended Pricing
10-REAM CASE X-9 11"	456	CT	\$ 36.13	\$ 16,475.28
MULTIPURPOSE PAPER	370	RM	\$ 4.77	\$ 1,764.90
NOTARIAL SEAL 2" GOLD 42 PK	85	PK	\$ 3.92	\$ 333.20
FULL STRIP STAPLES 5000 BOX	68	BX	\$ 3.02	\$ 205.36
MAILING SEALS 1" WHITE 600 PK	65	PK	\$ 3.92	\$ 254.80
QUICKFIT RR VIEW BNDR 1.5" WE	61	EA	\$ 4.87	\$ 297.07
OMX DURABLE BINDER BLUE 1.5"	54	EA	\$ 4.11	\$ 221.94
PRESSBOARD RPT COVER 3 LTR RD	52	EA	\$ 1.71	\$ 88.92
2" PRONG FASTENER BASE 100PC	48	BX	\$ 1.85	\$ 88.80
G2 GEL PEN REFILL BLK FINE 2PK	37	PK	\$ 1.31	\$ 48.47
FRWX GRDN SPRINGS GREEN 20# RM	36	RM	\$ 7.42	\$ 267.12
LEGAL PAD CAN 8.5X11 12PK	36	DZ	\$ 11.07	\$ 398.52
	1368		\$ 84.10	\$ 20,444.38

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Bay County Office Supply Cost Analysis
Top 12 Common Items

OFFICE MAX

Product Description	Quantity	U/M	U/M Pricing	Extended Pricing
10-REAM CASE X-9 11"	456	CT	\$ 28.90	\$ 13,178.40
MULTIPURPOSE PAPER	370	RM	\$ 3.49	\$ 1,291.30
NOTARIAL SEAL 2" GOLD 42 PK	85	PK	\$ 3.02	\$ 256.70
FULL STRIP STAPLES 5000 BOX	68	BX	\$ 1.60	\$ 108.80
MAILING SEALS 1" WHITE 600 PK	65	PK	\$ 2.93	\$ 190.45
QUICKFIT RR VIEW BNDR 1.5" WE	61	EA	\$ 3.41	\$ 208.01
OMX DURABLE BINDER BLUE 1.5"	54	EA	\$ 2.11	\$ 113.94
PRESSBOARD RPT COVER 3 LTR RD	52	EA	\$ 0.78	\$ 40.56
2" PRONG FASTENER BASE 100PC	48	BX	\$ 2.65	\$ 127.20
G2 GEL PEN REFILL BLK FINE 2PK	37	PK	\$ 0.81	\$ 29.97
FRWX GRDN SPRINGS GREEN 20# RM	36	RM	\$ 3.99	\$ 143.64
LEGAL PAD CAN 8.5X11 12PK	36	DZ	\$ 8.92	\$ 321.12
	1368		\$ 62.61	\$ 16,010.09

OFFICE DEPOT

Product Description	Quantity	U/M	U/M Pricing	Extended Pricing
10-REAM CASE X-9 11"	456	CT	\$ 32.35	\$ 14,751.60
MULTIPURPOSE PAPER	370	RM	\$ 3.80	\$ 1,406.00
NOTARIAL SEAL 2" GOLD 42 PK	85	PK	\$ 1.78	\$ 151.30
FULL STRIP STAPLES 5000 BOX	68	BX	\$ 1.89	\$ 128.52
MAILING SEALS 1" WHITE 600 PK	65	PK	\$ 3.10	\$ 201.50
QUICKFIT RR VIEW BNDR 1.5" WE	61	EA	\$ 2.09	\$ 127.49
OMX DURABLE BINDER BLUE 1.5"	54	EA	\$ 1.14	\$ 61.56
PRESSBOARD RPT COVER 3 LTR RD	52	EA	\$ 1.11	\$ 57.72
2" PRONG FASTENER BASE 100PC	48	BX	\$ 1.36	\$ 65.28
G2 GEL PEN REFILL BLK FINE 2PK	37	PK	\$ 1.35	\$ 49.95
FRWX GRDN SPRINGS GREEN 20# RM	36	RM	\$ 7.22	\$ 259.92
LEGAL PAD CAN 8.5X11 12PK	36	DZ	\$ 5.16	\$ 185.76
	1368		\$ 62.35	\$ 17,446.60

STAPLES

Product Description	Quantity	U/M	U/M Pricing	Extended Pricing
10-REAM CASE X-9 11"	456	CT	\$ 32.95	\$ 15,025.20
MULTIPURPOSE PAPER	370	RM	\$ 3.98	\$ 1,472.60
NOTARIAL SEAL 2" GOLD 42 PK	85	PK	\$ 2.98	\$ 253.30
FULL STRIP STAPLES 5000 BOX	68	BX	\$ 0.86	\$ 58.48
MAILING SEALS 1" WHITE 600 PK	65	PK	\$ 4.66	\$ 302.90
QUICKFIT RR VIEW BNDR 1.5" WE	61	EA	\$ 1.77	\$ 107.97
OMX DURABLE BINDER BLUE 1.5"	54	EA	\$ 3.97	\$ 214.38
PRESSBOARD RPT COVER 3 LTR RD	52	EA	\$ 1.83	\$ 95.16
2" PRONG FASTENER BASE 100PC	48	BX	\$ 2.28	\$ 109.44
G2 GEL PEN REFILL BLK FINE 2PK	37	PK	\$ 1.24	\$ 45.88
FRWX GRDN SPRINGS GREEN 20# RM	36	RM	\$ 4.69	\$ 168.84
LEGAL PAD CAN 8.5X11 12PK	36	DZ	\$ 4.10	\$ 147.60
	1368		\$ 65.31	\$ 18,001.75

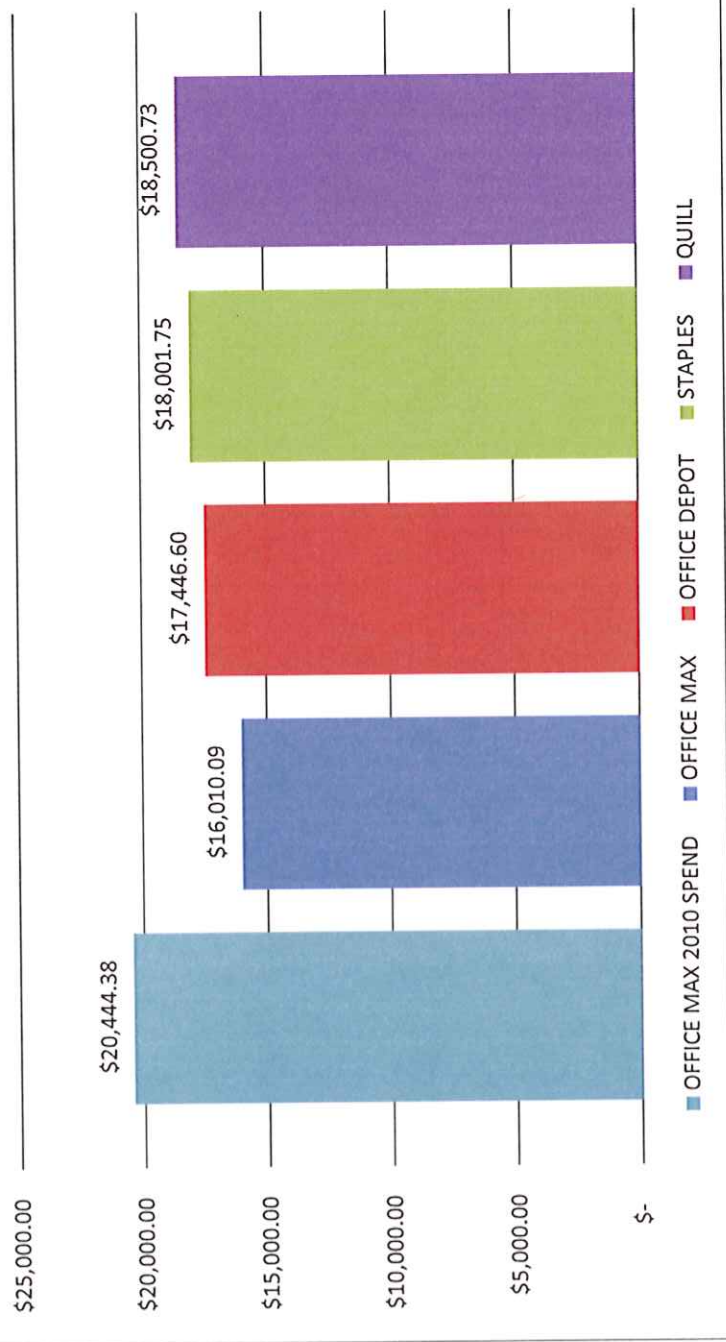
QUILL

Product Description	Quantity	U/M	U/M Pricing	Extended Pricing
10-REAM CASE X-9 11"	456	CT	\$ 28.90	\$ 13,178.40
MULTIPURPOSE PAPER*	370	RM	\$ 8.99	\$ 3,326.30
NOTARIAL SEAL 2" GOLD 42 PK	85	PK	\$ 2.70	\$ 229.50
FULL STRIP STAPLES 5000 BOX	68	BX	\$ 1.06	\$ 72.08
MAILING SEALS 1" WHITE 600 PK	65	PK	\$ 6.14	\$ 399.10
QUICKFIT RR VIEW BNDR 1.5" WE	61	EA	\$ 5.73	\$ 349.53
OMX DURABLE BINDER BLUE 1.5"	54	EA	\$ 3.93	\$ 212.22
PRESSBOARD RPT COVER 3 LTR RD	52	EA	\$ 2.21	\$ 114.92
2" PRONG FASTENER BASE 100PC	48	BX	\$ 4.09	\$ 196.32
G2 GEL PEN REFILL BLK FINE 2PK	37	PK	\$ 1.88	\$ 69.56
FRWX GRDN SPRINGS GREEN 20# RM	36	RM	\$ 4.23	\$ 152.28
LEGAL PAD CAN 8.5X11 12PK	36	DZ	\$ 5.57	\$ 200.52
	1368		\$ 75.43	\$ 18,500.73

*quantities represent annual purchase volumes

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Bay County Office Supply Cost Analysis



BAY COUNTY BOARD OF COMMISSIONERS

07/12/11

RESOLUTION

- BY: WAYS AND MEANS COMMITTEE (7/5/11)
- WHEREAS, The County's contract with OfficeMax for office supplies has expired and efforts were undertaken to determine the most cost effective vendor for office supplies; and
- WHEREAS, A listing of 25 most used items (representing 75% of the County's total use) were submitted to Staples, Office Depot, Quill and OfficeMax with a request for pricing of those items; and
- WHEREAS, In order to provide a thorough analysis, the final calculation used included the top twelve (12) commonly purchased items; and
- WHEREAS, After a review of all pricing options, it was determined that \$1,436.51 will be saved annually over all other vendors by staying with the current provider, OfficeMax, and utilizing the America Saves cooperative agreement; and
- WHEREAS, The new agreement also saves the County \$4,434.29 over the last contract; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners authorizes entering into an Agreement with OfficeMax for the purchase of office supplies for Bay County; Be It Further
- RESOLVED That the Chairman of the Board is authorized to execute the Agreement with OfficeMax on behalf of Bay County following legal review/approval; Be It Finally
- RESOLVED That related budget adjustments, if required, are approved.

ERNIE KRYGIER, CHAIR
AND COMMITTEE

Purchasing - OfficeMax Agreement

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. Beglick				Kim 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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Thomas L. Hickner
Bay County Executive

Creating A Healthy Environment For The Community

Barbara MacGregor, RN, BSN
Health Director

1200 Washington Avenue
Bay City, Michigan 48708
(989) 895-4003
FAX (989) 895-4014
TDD (989) 895-4049

To: Ernie Krygier, Ways and Means Chair
From: Barbara MacGregor, Health Director
Date: June 29, 2011
Re: Early On Agreement Renewal

BACKGROUND

Bay Arenac Intermediate School District (BAISD) is engaged in the business of providing public education services and programs, and Early On-Early Intervention Services is part of such services.

The Bay County Health Department (BCHD) is engaged in the business of providing the Maternal Infant Health Program (MIHP), and as part of the proposed Agreement, provides a MIHP nurse to act as an Early On Family Service Coordinator/Liaison.

The proposed Agreement for FY 2011-12 is a renewal of the current Agreement between the BAISD and the BCHD.

FINANCIAL CONSIDERATIONS

There are no financial considerations, as the Agreement renewal provides funding which covers 100% of the actual costs of the Early On Family Service Coordinator/Liaison position.

RECOMMENDATION

Upon favorable review by Corporation Counsel, the Health Department recommends this Agreement renewal be approved and signed by the Board Chair, and seeks Board approval for any necessary budget adjustments relating to this Agreement renewal.

Cc: M. Laurus
T. Hickner
M. Fitzhugh
T. Quinn
C. Hebert
K. Priessnitz

BAY COUNTY BOARD OF COMMISSIONERS
7/12/11

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (7/5/11)

WHEREAS, The Bay-Arenac Intermediate School District is engaged in the business of providing public education services and programs and Early On-Early Intervention Services is one of those services; and

WHEREAS, The Bay County Health Department is engaged in the business of Maternal Infant Health Program (MIHP) and, as part of an existing agreement with the Bay-Arenac Intermediate School District, provides an MIHP Nurse to act as an Early On Family Service Coordinator/Liaison; and

WHEREAS, There are no financial considerations as the Agreement renewal provides funding which covers 100% of the actual costs of the Early On Family Service Coordinator/Liaison position; and

WHEREAS, Renewal of the agreement for FY 2011-12 is necessary; Therefore, Be It RESOLVED By the Bay County Board of Commissioners that the Agreement between the Bay-Arenac Intermediate School District and Bay County (Health Department) for Early On-Early Intervention Services for FY 2011-2012 is approved and the Chairman of the Board authorized to execute said Agreement on behalf of Bay County following legal review/approval; Be It Further

RESOLVED That budget adjustments required are approved.

ERNIE KRYGIER, CHAIR
AND COMMITTEE

Health Dept - 2011-12 BAISD Agt.

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. Begick				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

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



Thomas Hickner
Bay County Executive



BAY COUNTY Health Department

Creating A Healthy Environment For The Community

Barbara MacGregor, RN, BSN
Health Director

Joel R. Strasz
Public Health Services Manager

1200 Washington Avenue
Bay City, Michigan 48708
(989) 895-4006
FAX (989) 895-4014
TDD (989) 895-4049

To: Ernie Krygier, Chairman
Ways and Means Committee

From: Joel R. Strasz
Public Health Services Manager

Date: June 29, 2011

RE: Request Permission to Apply to USDA for Voluntary Retail Food Regulatory Program Standards Funding

BACKGROUND: The Bay County Health Department employs a quality assurance process in many of its programs including food safety and inspection to ensure that programs are run effectively and to prepare for accreditation. The United States Department of Agriculture has developed voluntary guidelines and standards for regulatory entities throughout the county and is providing small grants in the amount of \$2,500 to assist in the implementation of these standards. By obtaining grant funding for this purpose, the Health Department will be reimbursed for its activities as it is already began to employ these standards to achieve accreditation.

FINANCE AND ECONOMICS: There is no financial cost to the Health Department and no match is required.

RECOMMENDATION: The Health Department recommends approval of any and all agreements and budget adjustments related to this grant.

CC: Thomas Hickner, County Executive
Mike Gray, Administrative Services
Tim Quinn, Finance
Crystal Hebert, Finance
Kim Priessnitz, Finance
Barb MacGregor, Health Director

BAY COUNTY BOARD OF COMMISSIONERS

07/12/11

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (7/5/11)

WHEREAS, The Bay County Health Department employs a quality assurance process in many of its programs including food safety and inspection to ensure that programs are run effectively and to prepare for accreditation; and

WHEREAS, The United States Department of Agriculture has developed voluntary guidelines and standards for regulatory entities throughout the county and is providing small grants in the amount of \$2,500 to assist in the implementation of these standards; and

WHEREAS, By obtaining grant funding for this purpose, the Health Department will be reimbursed for its activities as it already began to employ these standards to achieve accreditation; and

WHEREAS, There is no financial cost to the Health Department and no match is required; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the application to the United States Department of Agriculture for Voluntary Retail Food Regulatory Program Standards Funding and authorizes the Board Chair to sign all paperwork required for the USDA grant, including all grant award documents, on behalf of Bay County following legal review/approval; Be It Further

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

ERNIE KRYGIER, CHAIR
AND COMMITTEE

Health Dept - USDA Grant - Retail Food Regulatory Program

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 _____

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RESOLUTION

NO. _____

By: WAYS AND MEANS COMMITTEE 7/5/2011

RESOLVED: By this Board of Commissioners of Bay County, Michigan, that the following Budget Adjustments are hereby approved on 7/12/11 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.

<u>Request Number</u>	<u>Fund Involved Department Involved</u>	<u>Favorable Impact</u>	<u>Unfavorable Impact</u>	<u>No Impact</u>
2011-07-004	Delinquent Property Tax Foreclosure Fund 2007 Delinquent Property Tax Foreclosure Fund To re-align the 2007 Delinquent Property Tax Foreclosure Fund (51825407) budget for 2011.		\$22,880	
2011-07-005	Delinquent Property Tax Foreclosure Fund 2008 Delinquent Property Tax Foreclosure Fund To re-align the 2008 Delinquent Property Tax Foreclosure Fund (51825407) budget for 2011.		\$6,910	
2011-07-006	Delinquent Property Tax Foreclosure Fund 2009 Delinquent Property Tax Foreclosure Fund To re-align the 2009 Delinquent Property Tax Foreclosure Fund (51825407) budget for 2011.	\$12,050		

RESOLUTION

NO. _____

2011-07-007

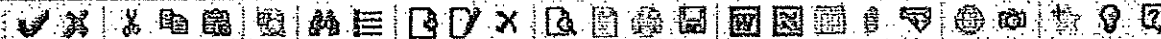
Delinquent Property Tax Foreclosure
Fund \$9,000
2010 Delinquent Property Tax
Foreclosure Fund

To re-align the 2010 Delinquent
Property Tax Foreclosure Fund
(51825407) budget for 2011.

Ernie Krygier, Chairman W. & M.
and Committee

Budget Amendment Detail Lines

My File Edit Tools Help



Summary

Journal

Journal 2011/07 4 Ref 5180 Desc FORECLOSUR Eff Date 07/12/2011

Journal Lines

Line	Org	Object	Description	I/D	Amount
1	51825407	61400	PREFORFEITURE NOTICE MAIL COST	D	3,300.00
2	51825407	62400	TITLE SEARCH FEES	D	38,000.00
3	51825407	62401	PREFRCLOS PERSONAL PROP VISIT	D	9,280.00
4	51825407	62402	HEARING NOTICE FEE	D	5,050.00
5	51825407	67606	PUBLICATION FEE REIMBURSEMENT	D	5,000.00
6	51825407	72900	POSTAGE	D	6,000.00
7	51825407	80200	CONTRACTUAL SERVICES	D	15,000.00
8	51825407	81700	LEGAL FEES	D	5,000.00
9	51825407	81900	CONSULTANTS	D	3,500.00
10	51825407	86600	LOCAL TRAVEL MILEAGE	D	250.00
11	51825407	90100	LEGAL NOTICES	D	6,500.00
12	51825407	92000	PUBLIC UTILITIES	D	500.00
13	51825407	93000	REPAIR AND MAINTENANCE	D	1,000.00
14	51825407	40002	UNRESTRICTED NET ASSETS	I	22,880.00

Add Description

Journal Totals

Increase	22,880.00
Decrease	22,880.00

Bay County, Michigan

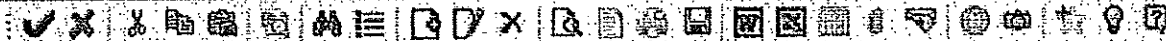
Additional Comments

Journal: 4 Line: 1

TO RE-ALIGN THE 2007 DELINQUENT PROPERTY TAX FORECLOSURE FUND (51825407) BUDGET FOR 2011.

Budget Amendment Detail Lines

My File Edit Tools Help



Summary

Journal

Journal 2011/07 5 Ref FORCL Desc D8FORCLOS Eff Date 07/12/2011

Journal Lines

Line	Org	Object	Description	I/D	Amount
1	51825408	61400	PREFORFEITURE NOTICE MAIL COST	D	19,000.00
2	51825408	62400	TITLE SEARCH FEES	D	36,000.00
3	51825408	62401	PREFRCLOS PERSONAL PROP VISIT	I	4,000.00
4	51825408	62402	HEARING NOTICE FEE	I	9,000.00
5	51825408	66400	INVESTMENT INTEREST/DIVIDENDS	I	1,840.00
6	51825408	67606	PUBLICATION FEE REIMBURSEMENT	I	5,500.00
7	51825408	72900	POSTAGE	I	5,400.00
8	51825408	80200	CONTRACTUAL SERVICES	D	11,400.00
9	51825408	90100	LEGAL NOTICES	I	6,500.00
10	51825408	86600	LOCAL TRAVEL MILEAGE	I	250.00
11	51825408	92000	PUBLIC UTILITIES	I	500.00
12	51825408	93000	REPAIR AND MAINTENANCE	I	1,000.00
13	51825408	40002	UNRESTRICTED NET ASSETS	I	6,910.00

Add Description

Journal Totals

Increase 13,600.00

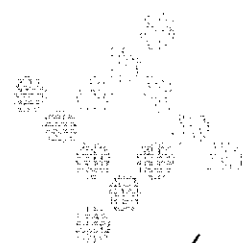
Decrease 13,600.00

Bay County, Michigan

Additional Comments

Journal: 5 Line: 1

TO RE-ALIGN THE 2008 DELINQUENT PROPERTY TAX FORECLOSURE FUND (51825408) BUDGET FOR 2011.



Budget Amendment Detail Lines

My File Edit Tools Help



Summary

Journal
 Journal 2011/07 6 Ref 5180 Desc 09FORECLOS Eff Date 07/12/2011

Journal Lines

Org	Object	Description	I/O	Amount
51825409	40002	UNRESTRICTED NET ASSETS	D	12,050.00
51825409	61400	PREFORFEITURE NOTICE MAIL COST	I	5,000.00
51825409	62400	TITLE SEARCH FEES	I	86,000.00
51825409	62401	PREFRCLOS PERSONAL PROP VISIT	I	10,000.00
51825409	66400	INVESTMENT INTEREST/DIVIDENDS	I	150.00
51825409	72900	POSTAGE	I	600.00
51825409	80200	CONTRACTUAL SERVICES	I	80,000.00
51825409	81700	LEGAL FEES	I	5,000.00
51825409	81900	CONSULTANTS	I	3,500.00

Add Description

Journal Totals

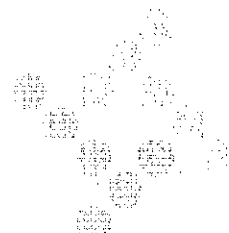
Increase	12,050.00
Decrease	12,050.00

Bay County, Michigan

Additional Comments

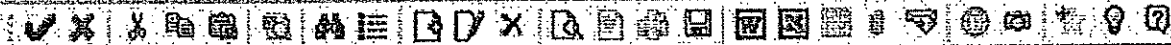
Journal: 6 Line: 1

TO RE-ALIGN THE 2009 DELINQUENT PROPERTY TAX FORECLOSURE FUND (51825409) BUDGET FOR 2011.



Budget Amendment Detail Lines

My File Edit Tools Help



Summary

Journal

Journal 2011/07 7 Ref 5180 Desc 10FORECLO Eff Date 07/12/2011

Journal Lines

Org	Object	Description	I/D	Amount
51825410	4002	UNRESTRICTED NET ASSETS	D	9,000.00
51825410	6100	PREFORFEITURE NOTICE MAIL COST	F	9,000.00

Add Description

Journal Totals

Increase	9,000.00
Decrease	9,000.00

Bay County Michigan

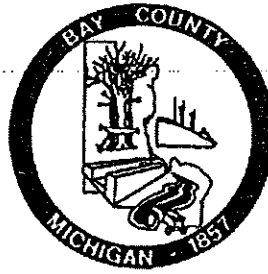
Additional Comments

Journal: 7 Line: 1

TO RE-ALIGN THE 2010 DELINQUENT PROPERTY TAX FORECLOSURE FUND (51825410) BUDGET FOR 2011.

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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CRYSTAL A. HEBERT
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KIMBERLY A. PRIESSNITZ
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TO: Ernie Krygier, Chairperson
Ways & Means Committee

FROM: Crystal Hebert, *CH*
Assistant Finance Officer

RE: Executive Directive #2007-11

DATE: June 28, 2011

REQUEST:

Please place this memo on the July 5, 2011 agenda for your committee's information.

BACKGROUND:

On June 10, 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

06/15/2011 16:51
KPriessnitz

BAY COUNTY, MI
A/P CASH DISBURSEMENTS JOURNAL

PG 1
apcsbdsb

CASH ACCOUNT: 1010
CHECK NO CHK DATE TYPE VENDOR NAME

00100 CASH - CHECKING
VOUCHER INVOICE INV DATE PO WARRANT NET

334699 06/15/2011 PRID 2636 DEPARTMENT OF STATE 45529 WOOLRIDGE 06/09/2011 061511 50.00
CHECK CHECK 334699 TOTAL: 50.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 50.00

TOTAL PRINTED CHECKS
COUNT 1 AMOUNT 50.00

-54-

06/16/2011 14:33
KPriessnitz

BAY COUNTY, MI
A/P CASH DISBURSEMENTS JOURNAL

PG 1
apcshdsb

CASH ACCOUNT: 1010
CHECK NO CHK DATE

00100
TYPE VENDOR NAME

CASH - CHECKING
VOUCHER INVOICE

46199 METER FEE

06/16/2011

PO

WARRANT

NET

334700 06/16/2011 PRYD 1042 BAY CITY TREASURER 46199 METER FEE 06/16/2011 061611 310.00
CHECK 334700 TOTAL: 310.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 310.00

TOTAL PRINTED CHECKS 1
COUNT 1
AMOUNT 310.00

-55-