

WAYS AND MEANS COMMITTEE

AGENDA

TUESDAY, APRIL 2, 2013

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- I CALL TO ORDER
- II ROLL CALL
- 1-6 III MINUTES (3/5/13)
- IV PUBLIC INPUT
- V PETITIONS AND COMMUNICATIONS
- 7-9 A. Assistant County Executive for Recreation and Administrative Services - Bay 3 TV Contract Renewal **(Seeking 1 year renewal of existing contract w/contribution amount of \$41,000; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached)**
- 10-12 B. Corporation Counsel - Proposed Renewal of Professional Services Agreement for Equalization **(Seeking approval of two year Professional Services Agreement w/Richard N. Gruber; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached)**
- 13-14 C. Health Director - Amendment # 4 to Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement **(Seeking approval of Amendment # 4; authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolution attached)**
- D. Gypsy Moth Program Coordinator
- 15-16 1. Michigan Green Schools Initiative Participation and School Recognition **(Proposed resolution attached recognizing Auburn Area Catholic School, Bay-Arenac ISD Career Center, John Glenn High School and St. James Catholic School - refer to full Board for presentation of certificates of recognition)**
- 17-18 2. Great Lakes Restoration Initiative (GLRI) Grant **(Seeking approval of grant funding, if awarded; authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolution attached)**
- 19-24 E. 2013 Bay County Equalization - Preliminary Report **(While it is anticipated the final numbers will be in by the time of the Ways and Means Committee meeting and available for final Board approval 4/9/13, in the event that doesn't occur the 2013 Equalization will be adopted on 4/16/13 - proposed resolution attached)**

- 25-26 F. Interim ISD Director - Annual Maintenance Renewal - Tyler Munis Software
(Seeking approval of the annual maintenance agreement; authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolution attached)
- G. Finance Officer
- 27-30 1. Budget Adjustments **(Board approval required)**
- 31-66 2. Homeland Security Purchasing Policy **(Seeking approval of Part IV, Bay County Purchasing Policy for the Michigan Region 3 Homeland Security Planning Board - proposed resolution attached)**
- 67 3. Analysis of General Fund Unreserved/Undesignated Fund Balance 2013 **(Receive)**
- 68 4. Executive Directive # 2007-11 **(Receive)**

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

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

**WAYS AND MEANS COMMITTEE
MINUTES**

MEETING OF THE BAY COUNTY WAYS AND MEANS COMMITTEE HELD ON TUESDAY, MARCH 5, 2013, FOURTH FLOOR, BAY COUNTY BUILDING.

CALL TO ORDER BY CHAIR COONAN AT 4:05 P.M.

ROLL CALL:

MOTION NO.

COMMISSIONERS PRESENT:		1	2	3	4	5	6	7	8	9	10	11	12
KIM J. COONAN, CHRMN	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
DONALD J. TILLEY, V. CHRMN	P	Y	Y	Y	Y	M/Y	M/Y	S/Y	Y	M/Y	Y	Y	M/Y
BRANDON KRAUSE	P	S/Y	Y	M/Y	M/Y	Y	Y	Y	M/Y	Y	Y	M/Y	S/Y
VAUGHN J. BEGICK	P	M/Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
THOMAS M. HEREK	P	Y	Y	Y	S/Y	Y	Y	Y	Y	Y	S/Y	Y	Y
MICHAEL E. LUTZ	P	Y	M/Y	S/Y	Y	Y	Y	Y	S/Y	Y	Y	Y	Y
ERNIE KRYGIER, EX OFFICIO	P	Y	S/Y	Y	Y	S/Y	S/Y	M/Y	Y	S/Y	M/Y	S/Y	Y

MOTION NO.

COMMISSIONERS PRESENT:		13	14	15	16	17	18	19	20	21	22	23	24
KIM J. COONAN, CHRMN		Y	Y	Y	Y								
DONALD J. TILLEY, V. CHRMN		Y	M/Y	Y	S/Y								
BRANDON KRAUSE		M/Y	Y	S/Y	Y								
VAUGHN J. BEGICK		Y	Y	Y	Y								
THOMAS M. HEREK		Y	Y	Y	Y								
MICHAEL E. LUTZ		Y	S/Y	Y	M/Y								
ERNIE KRYGIER, EX OFFICIO		S/Y	Y	M/Y	Y								

MOTION NO.

COMMISSIONERS PRESENT:		25	26	27	28	29	30	31	32	33	34	35	36
KIM J. COONAN, CHRMN													
DONALD J. TILLEY, V. CHRMN													
BRANDON KRAUSE													
VAUGHN J. BEGICK													
THOMAS M. HEREK													
ERNIE KRYGIER, EX OFFICIO													
KIM COONAN, EX OFFICIO													

OTHERS PRESENT: T.HICKNER, M.GRAY, M.FITZHUGH, K.PRIESSNITZ, L.OGAR, C.HOWELL, R.PABALIS, B.GOIK, T.METCALFE, T.PAIGE, R.REDMOND, BAY 3 TV, D.BERGER

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MOTION NO. _____

NOTE: In addition to these typed minutes, this Committee meeting was also taped by Bay 3 TV and those tapes are available for review in the Administrative Services Department or can be viewed on Bay County's website www.baycounty-mi.gov/executive/videos.

1 **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE FEBRUARY 5, 2013 WAYS AND MEANS COMMITTEE MEETING AS PRINTED.**

Public input was called with no one requesting to address the Committee.

The first item on the agenda was a request from the Probate Court Administrator seeking authorization to submit a grant application for funding for the Family Drug Court Program. It was

2 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE GRANT APPLICATION FOR FAMILY DRUG COURT PROGRAMS (PROBATE COURT).**

3 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE GRANT APPLICATION FOR THE VICTIMS OF CRIMES ACT (VOCA) GRANT (PROSECUTOR).**

4 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE GRANT APPLICATION FOR CRIME VICTIMS RIGHTS (CRV) GRANT (PROSECUTOR).**

5 **MOVED, SUPPORTED AND CARRIED TO REFER THE ISSUE OF GOLF CART LEASING TO A BOARD OF COMMISSIONERS MEETING SCHEDULED FOR TUESDAY, MARCH 19, 2013 FOLLOWING THE PERSONNEL/HUMAN SERVICES COMMITTEE MEETING.**

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**WAYS AND MEANS COMMITTEE
MINUTES
TUESDAY, MARCH 5, 2013
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MOTION NO. _____

6 MOVED, SUPPORTED AND CARRIED TO RECEIVE THE LETTER FROM THE ASSISTANT COUNTY EXECUTIVE FOR RECREATION AND ADMINISTRATIVE SERVICES RE GOLF CART LEASES.

7 MOVED, SUPPORTED AND CARRIED RECOMMEND BOARD APPROVAL OF THE PROPOSED LEASE ARRANGEMENT WITH THE SAGINAW BAY LAND CONSERVANCY FOR CARE AND MAINTENANCE OF THE EUCLID LINEAR PARK.

Commissioner Krause questioned liability responsibility for Euclid Linear Park and Marty Fitzhugh, Corporation Counsel, indicated that this issue would be part of the negotiations for the lease. She advised she could bring the lease back to the Board if that is the Board's wishes. Following brief discussion, Commissioner Krause commented that he is comfortable with past practice on how this is handled but just wanted to insure that liability issues would be covered in the lease.

8 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE REVISED RESOLUTION RE GOLF COURSE FAIRWAY MOWER.

9 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE RESOLUTION APPROVING RELAY FOR LIFE FUND RAISING EFFORTS BY THE HEALTH DEPARTMENT.

Commissioner Coonan commended the Health Department staff for their efforts on behalf of Relay for Life.

A proposed resolution authorizing submittal of a grant application to the DNR for grant funding for Boardwalk to the Beach at the Bay City State Recreation Area was next on the agenda. Laura Ogar, Director of Environmental Affairs/ Community Development explained the grant application. Board Chair Krygier spoke to ongoing efforts at the Bay City State Recreation Area to get another location for access to the beach in relationship to the playscape and the spray park. Progress has

**WAYS AND MEANS COMMITTEE
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MOTION NO. _____

been due to Ms. Ogar's efforts within our own group and with the State in trying to seek funding. It should be known that the boardwalk is a temporary easement and it is Commissioner Krygier's goal not to have the vegetation that seems to be so sacred to the DNR and the Army Corps and those who forget that humans deserve happiness also. While supportive, it should be clear that the beach, not the wetlands, should be restored back to what it was - a beach. He thanked Ms. Ogar for her efforts. Ms. Ogar indicated that this boardwalk is only one part of the larger project which is the result of all of the work done by all of the involved parties with regard to the beach as well as the waterfront parcel being referred to as the former Water Works Park/Paraleon Park. There have been discussions in the community about putting a pier out there at the Water Works/Paraleon Park area. When the DNR considered this they felt that some water planning for how development of that particular parcel at the end of State Park Drive would fit in with the development of the other aspect of the State Park having connectivity with the boardwalk, etc. The DNR Commissioner assured Bay County that they would undergo an access public engagement management plan looking at the development of that parcel as well as the beach and beach maintenance activities that have been requested along the shoreline at Bay City State Recreation Area. They're calling this the focus phase and efforts are underway to move this forward. The boardwalk and pathway to the beach should be resolved as part of this process and for final consideration. In response to Commissioner Begick's question, Ms. Ogar advised that there is approx. 600 linear feet directly from edge of the solid ground straight up to the waters edge. This might change as the result of the beach clean-up measures and removal of the muck. Committee Chair Coonan thanked Ms. Ogar for all of her efforts regarding this project.

- 10 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE BLUEWAYS TRAIL PROJECT (ENVIRONMENTAL AFFAIRS/COMMUNITY DEVELOPMENT).**

WAYS AND MEANS COMMITTEE

MINUTES

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MOTION NO. _____

- 11 MOVED, SUPPORTED AND CARRIED TO RECEIVE THE ANALYSIS OF GENERAL FUND UNRESERVED/UNDESIGNATED FUND BALANCE 2013 (FINANCE DEPARTMENT).**
- 12 MOVED, SUPPORTED AND CARRIED TO RECEIVE EXECUTIVE DIRECTIVE # 2007-11 (FINANCE DEPARTMENT).**
- 13 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE REVISED RESOLUTION RE GOLF COURSE FUND CASH ADVANCE (FINANCE DEPT.)**
- 14 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD OF THE PROPOSED RESOLUTION RE COASTAL ZONE MANAGEMENT GRANT FOR NATURE "APP" (ADMINISTRATIVE SERVICES).**
- 15 MOVED, SUPPORTED AND CARRIED TO REFER THE ISSUE OF FUNDING SOURCE FOR THE NEW WELLNESS COORDINATOR POSITION TO ADMINISTRATION.**

Commissioner Begick reported on the success of the recent Walk for Warmth event and thanked those who pledged and/or walked in this event on a cold, snow covered day.

Commissioner Krause voiced his appreciation to Tom Paige for his efforts on the odor issue in the Kawkawlin/Linwood area. A meeting was held yesterday to include himself and Commissioner Krygier, Ed Garson from the DWS, Jim Lillo, Road Commission, and representatives from Fraser and Kawkawlin Townships to resolve this issue. A town hall meeting on this issue will be held on Thursday, March 7th at 7 p.m. at the Kawkawlin Township Hall.

**WAYS AND MEANS COMMITTEE
MINUTES
TUESDAY, MARCH 5, 2013
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MOTION NO. _____

There being no further business, it was

16 MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:40 P.M.).

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**

**BAY COUNTY
Administrative Service**

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

515 Center Avenue
Bay City, Michigan 48708

Phone (989) 895-4130
Fax (989) 895-7658
TDD (989) 895-4049
<http://www.co.bay.mi.us/>



Thomas L. Hickner
County Executive

ANIMAL CONTROL
Michael Halstead, Manager
halsteadm@baycounty.net

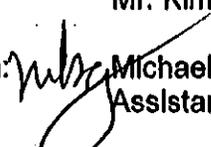
BUILDINGS & GROUNDS
Richard Paballs, Superintendent
paballsr@baycounty.net

INFORMATION SYSTEMS
Brandon Short, Interim Manager
shortb@baycounty.net

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

MEMORANDUM

To: Mr. Kim Coonan, Chairperson and Commissioners, Ways & Means Committee

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

Subject: Bay 3 TV Annual Renewal of Contract

Date: March 11, 2013

Request: Authorize annual contract renewal with Bay 3 TV Partner (Bay City Public Schools) for the contract period of July 1, 2013 through June 30, 2014.

Background: Since inception of the Bay 3 TV Partnership, the contract period has been one year at a time, coinciding with the fiscal year of the managing partner, which is the Bay City Public Schools. Each year in March or April, the partners are requested to approve a new contract for the July 1, 2013 through June 30, 2014 period. As you may recall, the City of Bay City withdrew in 2011.

Financial Implications: The contribution for Bay County (and the other partner) went to \$41,000 four years ago. The first 50% of the new contract period has been budgeted (along with the last 50% of the current year) in the Recreation and Administrative Services budget.

Approval of the one year contract extension will commit the County to a 2nd 50% payment in the first six months of 2014.

When the City withdrew, working with the Superintendent Doug Newcombe the \$41,000 contribution from each of the two remaining partners stayed at \$41,000 each.

The detailed budget has been requested but not received. This recommendation is predicated on a

status quo budget and County funding of \$41,000.

Recommendation:

1. Approve contracting with the other Bay 3TV Partner for the period of July 1, 2013 through June 30, 2014;
2. Approve the contribution of \$41,000.00 as Bay County's share, subject to concurrence at the same level by the Bay City Public Schools.
3. Authorize the Board Chair to sign the agreement on behalf of Bay County, with review and approval as to legal form only by Corporation Counsel.

cc: Tom Hickner
Robert Redmond
Marty Fitzhugh
Douglas Newcombe
David Quesada
Brent Golk

BAY COUNTY BOARD OF COMMISSIONERS

4/9/13

RESOLUTION

- BY: WAYS AND MEANS COMMITTEE (4/2/13)
WHEREAS, Bay County, along the Bay City Public Schools, is a partner in the operations of Bay 3 TV; and
WHEREAS, Since the inception of the Bay 3 TV Partnership, the contract period has been one year at a time, coinciding with the fiscal year of the managing partner which is the Bay City Public Schools; and
WHEREAS, Each year in March or April, the partners are requested to approve a new contract and a proposed contract covering the period July 1, 2013 through June 30, 2014 has been submitted; and
WHEREAS, The contribution for Bay County (and the other partner) went to \$41,000 three years ago; and
WHEREAS, The first 50% of the new contract period has been budgeted (along with the last 50% of the current year) in the Recreation and Administrative Services budget; and
WHEREAS, Approval of the one year contract extension will commit the County to a 2nd 50% payment in the first six months of 2014; and
WHEREAS, When the City of Bay City withdrew, working with Superintendent of the Bay City Public Schools Doug Newcombe, the \$41,000 from each of the remaining partners stayed at \$41,000; and
WHEREAS, While a detailed budget has been requested, it has not yet been received and this recommendation is predicated on a status quo budget and County funding of \$41,000; Therefore, Be It
RESOLVED That the Bay County Board of Commissioners approves the contract with the other Bay 3 TV Partner for the period July 1, 2013 through June 30, 2014 in the amount of \$41,000, subject to concurrence at the same level by the Bay City Public Schools; Be It Further
RESOLVED That the Chairman of the Board is authorized to execute said contract on behalf of Bay County following legal review/approval; Be It Finally
RESOLVED That budget adjustments, if required, are approved.

KIM COONAN, CHAIR AND COMMITTEE

Bay 3 TV Contract - 2013-2014

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

Table with 12 columns: COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E. Rows include Brandon Krause, Ernie Krygier, Vaughn J. Begick, Kim J. Coonan, Thomas M. Herek, and Donald J. Tilley.

VOTE TOTALS:

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

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

DEPARTMENT OF CORPORATION COUNSEL

BAY COUNTY

MARTHA P. FITZHUGH
Corporation Counsel/Risk Manager
fitzhughm@baycounty.net

THOMAS L. HICKNER
County Executive

DEBRA A. RUSSELL
Legal Coordinator/Administrative Assistant
russelld@baycounty.net

TO: COMMISSIONER KIM COONAN, CHAIR, AND THE WAYS AND MEANS COMMITTEE

FROM: CORPORATION COUNSEL MARTY FITZHUGH *mf*

RE: PROPOSED RENEWAL OF PROFESSIONAL SERVICES AGREEMENT FOR EQUALIZATION

DATE: MARCH 26, 2013

BACKGROUND: In 2010, the Board approved retaining Richard N. Gruber CMAE IV (EQU Services) to provide all necessary and required State of Michigan Assessor Level IV and equalization services. In fact, Mr. Gruber is able to serve as Acting Equalization Director for Bay County because he meets and exceeds standards required by the State of Michigan. When the County searched for a fully qualified person in 2010, there were few fully qualified applicants. Bay County's Equalization Department staff members have some but not all of the accomplishments necessary for full State certification.

FINANCIAL CONSIDERATION: Mr. Gruber has provided professional services for the amount of \$18,000 per year, paid in quarterly increments. As an independent contractor, he does not receive any benefits.

RECOMMENDATION: Administration recommends that the Board renews the Professional Services Agreement with Mr. Gruber's EQU Services including:

- A two-year term
- Professional fee of \$18,00 per year
- Scope of Services as listed on attached Exhibit A

CC: TLH, MG, TQ

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

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Scope of Basic Equalization Services

Exhibit "A"

Gruber shall provide all necessary and/or required State Assessors Level IV assessing and equalization services in coordination with the County Equalization Department:

1. Complete single year studies where appropriate to amend starting base for those units experiencing sharply declining real estate markets.
2. Cause to be printed in a local paper estimated tax multipliers and ratios on or before the third Monday in February.
3. Examine assessment rolls of all townships and cities during February, March, and April and/or as required.
4. Review spread of July tax rolls and special assessments.
5. Review spread of December tax rolls and special assessments.
6. Review assessors' submitted L-4021, and L-4022 forms.
7. Review L-4023 forms for correctness in procedure and content and file with State Tax Commission. Complete L-4024 form for County Equalization. File with the State Tax Commission a tabular statement of the County Equalization adopted by the County Board of Commissioners.
8. Utilize L-4025 from assessors to calculate L-4028 pertaining to millage reduction fractions. Report indicating gains, losses, and creating multipliers to satisfy Public Acts 532 of 1978 and Public Act 213 of 1981, MCL 211.34d (Headlee Amendment), MCL 211.34 (Truth in Assessing), and MCL 211.24e (Truth in Taxation). These calculations must be created for all jurisdictions, which include school districts, intermediate schools, community colleges, county and Authorities.
9. Review and complete L-4046 tabulation of final Taxable Valuations and file with the State Tax Commission.
10. Complete and file Interim Equalization reports with the State Tax Commission.
11. Review L-4029 forms from local government units for tax rates in accordance with MCL 211.34d and MCL 211.34 and Sec 31, Article 9 of 1963 constitution and MCL 211.24e, Truth in Taxation.
12. Perform additional required tasks which may only be performed by Level IV Assessors.

BAY COUNTY BOARD OF COMMISSIONERS

4/9/13

RESOLUTION

- BY: WAYS AND MEANS COMMITTEE (4/2/13)
- WHEREAS, In December 2008 Kelly Rifenbark was appointed to the position of interim Equalization Director, however, Bay County must contract with someone with a level 4 certification in order to provide the State of Michigan required services; and
- WHEREAS, Bay County entered into a Professional Services Agreement with Richard N. Gruber (EQU Services) at a fee of \$18,000 per year and that Agreement is expiring; and
- WHEREAS, Richard N. Gruber meets and exceeds the standards required by the State of Michigan; and
- WHEREAS, County Administration recommends renewal of the Professional Services Agreement with Mr. Gruber's EQU Services for a two (2) year period paying a professional fee of \$18,000 per year; Therefore, Be it
- RESOLVED That the Bay County Board of Commissioners approves Professional Services Agreement with Richard N. Gruber (EQU Services) for a two (2) year period at an annual cost of \$18,000, monies to come from funds included in the Equalization Department budget; Be It Further
- RESOLVED That the Chairman of the Board is authorized to execute required Professional Services Agreement on behalf of Bay County following legal review/approval; Be It Further
- RESOLVED That budget adjustments, if required, are approved.

KIM COONAN, CHAIR
AND COMMITTEE

Equalization - Professional Services Agt - Richard N. Gruber

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				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



BAY COUNTY
Health Department
Creating A Healthy Environment For The Community

Barbara MacGregor, RN, BSN
Health Director

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

TO: Kim Coonan, Chairperson, Ways and Means Committee
FROM: Barbara MacGregor, Health Director
DATE: March 27, 2013
CC: Tom Hickner, Michael Gray, Marty Fitzhugh, Crystal Hebert, Tim Quinn, Kim Priessnitz, Joel Strasz, Kathy Janer, and Melissa Maillette
RE: FY 2012-13 Comprehensive Planning, Budgeting and Contracting Agreement (CPBC) Amendment #4

BACKGROUND:

The enclosed agreement amends the 2012/2013 CPBC Agreement between Bay County and the Michigan Department of Community Health. The Amendment incorporates the Annual Budget, Output Measures, Funding/Reimbursement Matrix, updated program language and revised allocations received since the original agreement was issued.

The purpose of this Amendment is to:

1. Add and revise language in Attachment I: Annual Budget Instructions
2. Add and revise language in Attachment III: Program Specific Assurances and Requirements
3. Incorporate Attachment IV: Funding/Reimbursement Matrix as revised for the Essential Local Public Health Services (ELPHS) and categorical budget details, output measures and performance criteria

FINANCIAL CONSIDERATIONS:

There are no financial considerations as this amendment only incorporates language changes and does not change the funding allocation.

RECOMMENDATION

Upon favorable review by Corporation Counsel, the Health Department recommends Amendment #4 be approved and signed by the Board Chair, and seeks Board approval for any necessary budget adjustments relating to this Amendment .

BAY COUNTY BOARD OF COMMISSIONERS

4/9/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (4/2/13)

WHEREAS, The 2012/2013 CPBC Agreement between Bay County and the Michigan Department of Community Health (MDCH) is being amended to incorporate the Annual Budget, Output Measures, Funding/Reimbursement Matrix, updated program language and revised allocations received since the original agreement was issued; and

WHEREAS, The purpose of Amendment # 4 is as follows:

1. Add and revise language in Attachment I: Annual Budget Instructions
2. Add and revise language in Attachment III: Program Specific Assurances and Requirements
3. Incorporate Attachment IV: Funding/Reimbursement Matrix as revised for the Essential Local Public Health Services (ELPHS) and categorical budget details, output measures and performance criteria; and

WHEREAS, Due to time constraints from the Michigan Department of Community Health, this amendment has been submitted electronically by the Board Coordinator on behalf of the Chairman of the Board; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves amendment # 4 to the 2012-2013 CPBC Contracting Agreement and authorizes the Chairman of the Board to execute all required documents on behalf of Bay County; Be It Further

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

RESOLVED That budget adjustments relating to this amendment are approved.

KIM COONAN, CHAIR
AND COMMITTEE

Health Dept - Amend 4 - 2012-2013 CPBC Agt

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

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

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

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**BAY COUNTY GYPSY MOTH
SUPPRESSION PROGRAM**

515 Center Avenue, Suite 503
Bay City, Michigan 48708

ALICIA WALLACE, COORDINATOR
wallacea@baycounty.net

Phone 989-895-4195
Fax 989-895-4068
TDD 989-895-4049
<http://www.baycounty-mi.gov>



TOM HICKNER
County Executive

LAURA OGAR, DIRECTOR
ogarl@baycounty.net

Community Initiatives
Geographic Information Systems
Gypsy Moth Suppression Program
Mosquito Control
Transportation Planning

M E M O R A N D U M

DATE: March 21, 2013

TO: Kim J. Coonan, Chairman
Ways & Means Committee

FROM: Alicia Wallace, Michigan Green Schools Coordinator/Gypsy Moth Program Coordinator
Bay County Environmental Affairs & Community Development Department

RE: Michigan Green Schools Initiative Participation and School Recognition

Background:

In 2010, the Bay County Board of Commissioners approved (Board Resolution 2010-69) participation in the Michigan Green School Initiative which grants "Michigan Green School" designation to any public or private school in Michigan which meet certain criteria. The enabling law is known as the Michigan Green School Law (a bill to amend 1994 PA 451, entitled "Natural resources and environmental protection act," (MCL 324.101 to 324.90106) by adding section 2511.) In 2012, the Board of Commissioners approved continued participation in this program with Board resolution No. 2012-53 with administration of the program being provided through the Environmental Affairs and Community Development Department. This year we have received Michigan Green School applications from the Auburn Area Catholic School, Bay-Arenac ISD Career Center, John Glenn High School and St James Catholic School which meet the requirements outlined in the Act to qualify as Michigan Green Schools. Three schools, Auburn Area Catholic School, St James Catholic School and the Bay-Arenac ISD Career Center have each submitted 20+ points that meet the requirements so they will be awarded the Evergreen level MI Green Schools Designation. The fourth school, Bangor Township John Glenn High School submitted ten points that qualify it as a MI Green School. Certificates of recognition have been provided by the State of Michigan.

Finance & Economics:

No general funds required.

Recommendation:

We are asking that the Bay County Board of Commissioners join the State of Michigan in recognizing the participating schools at their April 9, 2013 meeting in celebration of Earth Day. The Schools to be recognized are: Auburn Area Catholic School, St James Catholic Schools, Bay-Arenac ISD Career Center as Evergreen level Michigan Green Schools and John Glenn High School as a Michigan Green School for their work to promote sound environmental stewardship and energy conservation.

cc: Laura Ogar
Tom Hickner
Marty Fitzhugh
Deanne Berger

BAY COUNTY BOARD OF COMMISSIONERS

4/9/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (4/2/13)
 WHEREAS, In 2010 the Bay County Board of Commissioners approved participation in the Michigan Green School Initiative which grants "Michigan Green School" designation to any public or private school in Michigan which meets certain criteria; and
 WHEREAS, In 2012 the Board of Commissioners approved continued participation in this program with administration of the program being provided through the Environmental Affairs and Community Development Department; and
 WHEREAS, This year Michigan Green School applications have been received from the Auburn Area Catholic School, Bay-Arenac ISD Career Center, John Glenn High School and St. James Catholic School, all of which met the requirements outlined in the Act to qualified as Michigan Green Schools; and
 WHEREAS, Three schools, Auburn Area Catholic School, St. James Catholic School and the Bay-Arenac ISD Career Center have each submitted 20+ points and meet the requirements to be awarded the Evergreen Level MI Green Schools designation and the fourth school, Bangor Township John Glenn High School, submitted 10 points qualifying it for the MI Green School designation; Therefore, Be It
 RESOLVED That the Bay County Board of Commissioners goes on record recognizing the Auburn Area Catholic School, St. James Catholic School and the Bay-Arenac ISD Career Center for their Evergreen Level MI Green Schools designation and the Bangor Township John Glenn High School for its designation as a MI Green School.

KIM COONAN, CHAIR
 AND COMMITTEE

Env Affairs - Michigan Green Schools
 MOVED BY COMM. _____

SUPPORTED BY COMM.

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

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

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

**BAY COUNTY GYPSY MOTH
SUPPRESSION PROGRAM**
515 Center Avenue, Suite 503
Bay City, Michigan 48708



TOM HICKNER
County Executive

LAURA OGAR, DIRECTOR
ogarl@baycounty.net

ALICIA WALLACE, COORDINATOR
wallacea@baycounty.net

Phone 989-895-4195
Fax 989-895-4068
TDD 989-895-4049
<http://www.baycounty-mi.gov>

Community Initiatives
Geographic Information Systems
Gypsy Moth Suppression Program
Mosquito Control
Transportation Planning

MEMORANDUM

DATE: March 27, 2013

TO: Kim J. Coonan, Chairman
Ways & Means Committee

FROM: Alicia Wallace, Gypsy Moth Program Coordinator *AW*
Bay County Environmental Affairs & Community Development Department

RE: GLRI Grant Application

Background:

In 2012, the Bay County Board of Commissioners authorized the Environmental Affairs & Community Development Department to apply for grant opportunities through the US EPA Great Lakes Restoration Initiative (GLRI) that fund environmental and community restoration projects in Board resolution No. 2012-11. On March 12, 2013, the day the grant was due for submission, department staff learned that GLRI was requesting proposals that would restore urban and community forests severely impacted by emerald ash borers (EAB). The Gypsy Moth Program, under the guidance of Laura Ogar, Director/Environmental Affairs & Community Development Department, has applied for a grant to pay for: treatment of ash trees, removal of ash trees killed by EAB and replacement trees at the Bay County Golf Course and In Pinconning Park. This project will be administered by the coordinator of the Bay County Gypsy Moth Suppression Program which is charged with the control and mitigation of non-native invasive species. This grant would allow the Gypsy Moth Program to include removal and replacement of ash trees killed by the EAB, in addition to treating trees to protect them from further damage by EAB.

Finance & Economics:

We have requested \$63,620 to pay for: treatment of the 305 ash trees already included in the Gypsy Moth Program's EAB Treatment Projects, removal of trees that die from EAB infestation and replacement of trees that already have been or will be removed due to EAB infestation. This grant will be in effect over a two year period. The cost of providing EAB treatment throughout the rest of the county and administration of the program, funds already being expended by the Gypsy Moth Program, will be used as local match for this grant. We are requesting authorization to accept this grant if funds become available. No general funds required.

Recommendation:

Upon favorable review, allow the Environmental Affairs & Community Development/Gypsy Moth Suppression Division to accept GLRI grant funding to assist with the cost of treating, removing and/or replacing ash trees in Pinconning Park and at the Bay County Golf Course that are affected by EAB if funds become available. Also requesting that the Chairman of the Board be authorized to sign required documents, including contracts, on behalf of the Board subject to legal review/approval and that any budget adjustments pertaining to this grant, if required, also be approved.

cc: Laura Ogar
Tom Hickner
Marty Fitzhugh
Deanne Berger

BAY COUNTY BOARD OF COMMISSIONERS

4/9/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (4/2/13)

WHEREAS, In 2012 the Bay County Board of Commissioners authorized application for grant opportunities through the US EPA Great Lakes Restoration Initiative (GLRI) that fund environmental and community restoration projects (res. no. 2012-11); and

WHEREAS, On March 12, 2013, a grant opportunity was announced that the GLRI was requesting proposals that would restore urban and community forests severely impacted by Emerald Ash Borers (EAB) and the Gypsy Moth Program Coordinator, with authorization from the Director of Environmental Affairs/Community Development, applied for grant funding to pay for treatment of ash trees, removal of ash trees killed by EAB and replacement trees at the Bay County Golf Course and in Pinconning Park; and

WHEREAS, \$63,620 in grant funding has been requested for removal and replacement of ash trees killed by the EAB, and for treatment to 305 ash trees to protect them from further damage by EAB; and

WHEREAS, The cost of providing the EAB treatment throughout the rest of the County and administration of the Program, funds already being expended by the Gypsy Moth Program, will be used as the local match for this grant with no general fund dollars required;

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

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

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

KIM COONAN, CHAIR
AND COMMITTEE

GypsyMoth- GLRI Grant
MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				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
4/9/13**

RESOLUTION

BY: BAY COUNTY BOARD OF COMMISSIONERS (4/2/13)

RESOLVED By the Bay County Board of Commissioners that the County Equalization for 2013, as presented, is approved and the Chairman of the Board authorized to execute the required documents on behalf of Bay County.

KIM COONAN, CHAIR
AND COMMITTEE

2013 EQUALIZATION.

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____

Personal and Real Property - TOTALS

The instructions for completing this form are on the reverse side of Page 3.

Bay County

Statement of acreage and valuation in the year 2013 made in accordance with Sections 209.1 - 209.8 of the Michigan Compiled Laws.

Townships	Number of Acres Assessed (Col. 1) Acres Hundredths	Total Real Property Valuations (Totals for pages 2 and 3)		Personal Property Valuations		Total Real Plus Personal Property	
		(Col. 2) Assessed Valuations	(Col. 3) Equalized Valuations	(Col. 4) Assessed Valuations	(Col. 5) Equalized Valuations	(Col. 6) Assessed Valuations	(Col. 7) Equalized Valuations
BANGOR	6,694.93	409,824,450	409,824,450	45,553,650	45,553,650	455,378,100	455,378,100
BEAVER	22,623.43	95,015,950	95,015,950	2,042,400	2,042,400	97,058,350	97,058,350
FRANKENLUST	14,181.43	130,608,900	130,608,900	6,262,800	6,262,800	136,871,700	136,871,700
FRASER	20,524.21	104,693,500	104,693,500	8,318,300	8,318,300	113,011,800	113,011,800
GARFIELD	22,862.14	59,722,800	59,762,642	1,407,475	1,407,475	61,130,275	61,170,117
GIBSON	22,787.88	37,091,800	37,091,800	2,127,700	2,127,700	39,219,500	39,219,500
HAMPTON	17,073.77	404,559,600	404,559,600	36,654,500	36,654,500	441,214,100	441,214,100
KAWKAWLIN	21,219.97	158,194,350	158,194,350	12,684,250	12,684,250	170,878,600	170,878,600
MERRITT	20,204.01	65,091,400	65,091,400	7,726,700	7,726,700	72,818,100	72,818,100
MONITOR	24,320.51	356,772,200	356,772,200	49,900,500	49,900,500	406,672,700	406,672,700
MOUNT FOREST	23,040.53	47,870,900	47,870,900	2,460,050	2,460,050	50,330,950	50,330,950
PINCONNING	23,102.43	76,635,500	76,635,500	7,715,150	7,715,150	84,350,650	84,350,650
PORTSMOUTH	12,425.87	89,216,700	89,216,700	3,720,000	3,720,000	92,936,700	92,936,700
WILLIAMS	21,133.05	170,689,900	170,689,900	24,382,700	24,382,700	195,072,600	195,072,600
<i>Cities</i>							
AUBURN	524.30	47,901,100	47,901,100	2,618,100	2,618,100	50,519,200	50,519,200
BAY CITY	5,107.50	491,562,278	491,562,278	55,986,450	55,986,450	547,548,728	547,548,728
ESSEXVILLE	1,180.24	68,117,150	68,117,150	5,237,500	5,237,500	73,354,650	73,354,650
MIDLAND	233.55	5,098,500	5,098,500	397,800	397,800	5,496,300	5,496,300
PINCONNING	454.90	22,475,900	22,475,900	5,682,950	5,682,950	28,158,850	28,158,850
Totals for County	279,694.65	2,841,142,878	2,841,182,720	280,878,975	280,878,975	3,122,021,853	3,122,061,695

OFFICE OF THE COUNTY BOARD OF COMMISSIONERS OF BAY COUNTY, MICHIGAN

WE HEREBY CERTIFY that the foregoing is a true statement of the number of acres of land in each township in the County of Bay and of the value of the real property and of the personal property in each township and city in said county as assessed in the year 2013, and of the aggregate valuation of the real property and personal property in each township and city in said county as equalized by the Board of Commissioners of said county on the 9th day of April, 2013, at a meeting of said board held in pursuant of the provisions Sections 209.1 - 209.8, MCL. We further certify that said statement does not embrace any property taxed under P.A. 77 of 1951; P.A. 68 of 1974; P.A. 198 of 1978; P.A. 255 of 1978; P.A. 385 of 1984; P.A. 224 of 1985; P.A. 147 of 1992; or Section 5 of Article IX of the Constitution of the State.

Dated April 9, 2013.

Page 1, Personal and Real Totals

Director of County Tax or Equalization Department

Chairperson of Board of Commissioners

Clerk of Board of Commissioners

Equalized Valuations - REAL

The instructions for completing this form are on the reverse side of Page 3.

Bay County

Statement of acreage and valuation in the year 2013, made in accordance with Sections 209.1 - 209.8 of the Michigan Compiled Laws.

Township of City	Real Property Equalized by County Board of Commissioners							Total Real Property (Col. 7)
	(Col. 1) Agricultural	(Col. 2) Commercial	(Col. 3) Industrial	(Col. 4) Residential	(Col. 5) Timber-Cutover	(Col. 6) Developmental	(Col. 7)	
<i>Townships</i>								
BANGOR	0	107,563,050	13,488,000	287,789,900	0	983,500	409,824,450	
BEAVER	29,010,100	1,318,150	395,050	64,292,650	0	0	95,015,950	
FRANKENLUST	18,957,150	16,397,850	395,900	94,858,000	0	0	130,608,900	
FRASER	27,363,200	6,682,000	165,600	70,482,700	0	0	104,693,500	
GARFIELD	20,927,900	1,049,742	253,000	37,532,000	0	0	59,762,642	
GIBSON	20,663,900	336,700	261,400	15,829,800	0	0	37,091,800	
HAMPTON	24,075,900	47,043,000	182,526,300	150,914,400	0	0	404,559,600	
KAWKAWLIN	32,200,300	15,302,050	1,089,050	109,407,850	0	195,100	158,194,350	
MERRITT	39,783,000	896,250	1,275,900	23,136,250	0	0	65,091,400	
MONITOR	38,638,300	52,460,400	15,489,100	250,184,400	0	0	356,772,200	
MOUNT FOREST	17,231,600	107,450	375,600	30,156,250	0	0	47,870,900	
PINCONNING	28,921,800	5,701,000	676,700	41,336,000	0	0	76,635,500	
PORTSMOUTH	20,540,800	3,981,200	2,068,000	62,626,700	0	0	89,216,700	
WILLIAMS	29,221,400	7,952,800	31,775,100	101,740,600	0	0	170,689,900	
<i>Cities</i>								
AUBURN	0	11,107,100	0	36,794,000	0	0	47,901,100	
BAY CITY	0	100,628,900	23,226,850	367,706,528	0	0	491,562,278	
ESSEXVILLE	0	2,469,200	3,790,900	61,857,050	0	0	68,117,150	
MIDLAND	0	4,970,800	55,800	71,900	0	0	5,098,500	
PINCONNING	0	7,036,500	1,939,100	13,500,300	0	0	22,475,900	
Totals for County	347,535,350	393,004,142	279,247,350	1,820,217,278	0	1,178,600	2,841,182,720	

OFFICE OF THE COUNTY BOARD OF COMMISSIONERS OF BAY COUNTY, MICHIGAN

WE HEREBY CERTIFY that the foregoing is a true statement of the number of acres of land in each township in the County of Bay and of the value of the real property and of the personal property in each township and city in said county as assessed in the year 2013, and of the aggregate valuation of the real property and personal property in each township and city in said county as equalized by the Board of Commissioners of said county on the 9th day of April, 2013, at a meeting of said board held in pursuant of the provisions Sections 209.1 - 209.8, MCL. We further certify that said statement does not embrace any property taxed under P.A. 77 of 1951; P.A. 68 of 1963; P.A. 198 of 1974; P.A. 255 of 1978; P.A. 385 of 1984; P.A. 224 of 1985; P.A. 147 of 1992; or Section 5 of Article IX of the Constitution of the State.

Dated April 9, 2013.

Page 2, Real Property Equalized

Director of County Tax or Equalization Department

Chairperson of Board of Commissioners

Clerk of Board of Commissioners

Assessed Valuations - REAL

The instructions for completing this form are on the reverse side of Page 3.

Bay _____ County _____

Statement of acreage and valuation in the year 2013 made in accordance with Sections 209.1 - 209.8 of the Michigan Compiled Laws.

Township of City	Real Property Assessed by County Board of Commissioners							(Col. 7) Total Real Property
	(Col. 1) Agricultural	(Col. 2) Commercial	(Col. 3) Industrial	(Col. 4) Residential	(Col. 5) Timber-Cutover	(Col. 6) Developmental	(Col. 7)	
<i>Townships</i>								
BANGOR	0	107,563,050	13,488,000	287,789,900	0	983,500	409,824,450	
BEAVER	29,010,100	1,318,150	395,050	64,292,650	0	0	95,015,950	
FRANKENLUST	18,957,150	16,397,850	395,900	94,858,000	0	0	130,608,900	
FRASER	27,363,200	6,682,000	165,600	70,482,700	0	0	104,693,500	
GARFIELD	20,927,900	1,009,900	253,000	37,532,000	0	0	59,722,800	
GIBSON	20,663,900	336,700	15,829,800	15,829,800	0	0	37,091,800	
HAMPTON	24,075,900	47,043,000	182,526,300	150,914,400	0	0	404,559,600	
KAWKAWLIN	32,200,300	15,302,050	1,089,050	109,407,850	0	195,100	158,194,350	
MERRITT	39,783,000	896,250	1,275,900	23,136,250	0	0	65,091,400	
MONITOR	38,638,300	52,460,400	15,489,100	250,184,400	0	0	356,772,200	
MOUNT FOREST	17,231,600	107,450	375,600	30,156,250	0	0	47,870,900	
PINCONNING	28,921,800	5,701,000	676,700	41,336,000	0	0	76,635,500	
PORTSMOUTH	20,540,800	3,981,200	2,068,000	62,626,700	0	0	89,216,700	
WILLIAMS	29,221,400	7,952,800	31,775,100	101,740,600	0	0	170,689,900	
<i>Cities</i>								
AUBURN	0	11,107,100	0	36,794,000	0	0	47,901,100	
BAY CITY	0	100,628,900	23,226,850	367,706,528	0	0	491,562,278	
ESSEXVILLE	0	2,469,200	3,790,900	61,857,050	0	0	68,117,150	
MIDLAND	0	4,970,800	55,800	71,900	0	0	5,098,500	
PINCONNING	0	7,036,500	1,939,100	13,500,300	0	0	22,475,900	
Totals for County	347,535,350	392,964,300	279,247,350	1,820,217,278	0	1,178,600	2,841,142,878	

OFFICE OF THE COUNTY BOARD OF COMMISSIONERS OF BAY COUNTY, MICHIGAN

WE HEREBY CERTIFY that the foregoing is a true statement of the number of acres of land in each township in the County of Bay and of the value of the real property and of the personal property in each township and city in said county as assessed in the year 2013, and of the aggregate valuation of the real property and personal property in each township and city in said county as equalized by the Board of Commissioners of said county on the 9th day of April, 2013, at a meeting of said board held in pursuant of the provisions Sections 209.1 - 209.8, MCL. We further certify that said statement does not embrace any property taxed under P.A. 77 of 1951; P.A. 68 of 1963; P.A. 198 of 1974; P.A. 255 of 1978; P.A. 385 of 1984; P.A. 224 of 1985; P.A. 147 of 1992; or Section 5 of Article IX of the Constitution of the State.

Dated _____ April 9, 2013

Page 3, Real Property Assessed

Director of County Tax or Equalization Department

Chairperson of Board of Commissioners

Clerk of Board of Commissioners

-22-

Equalized Valuations - PERSONAL

The instructions for completing this form are on the reverse side of Page 3.

Bay County

Statement of acreage and valuation in the year 2013 made in accordance with Sections 209.1 - 209.8 of the Michigan Compiled Laws.

Township of City	Personal Property Equalized by County Board of Commissioners					(Col. 7) Total Personal
	(Col. 1) Agricultural	(Col. 2) Commercial	(Col. 3) Industrial	(Col. 4) Residential	(Col. 5) Utility	
<i>Townships</i>						
BANGOR	0	15,633,500	22,446,300	0	7,473,850	45,553,650
BEAVER	0	484,200	0	0	1,578,200	2,042,400
FRANKENLUST	0	2,635,650	0	0	3,627,150	6,262,800
FRASER	0	2,723,700	0	0	5,594,600	8,318,300
GARFIELD	0	198,775	0	0	1,207,700	1,407,475
GIBSON	0	451,750	0	0	1,675,950	2,127,700
HAMPTON	0	6,483,500	4,589,600	0	25,581,400	36,654,500
KAWKAWLIN	0	3,511,700	432,150	0	8,740,400	12,684,250
MERRITT	0	5,346,500	108,100	0	2,272,100	7,726,700
MONITOR	0	10,448,500	18,371,400	0	21,080,600	49,900,500
MOUNT FOREST	0	579,150	0	0	1,880,900	2,460,050
PINCONNING	0	6,593,850	1,121,300	0	0	7,715,150
PORTSMOUTH	0	1,123,600	72,100	0	2,524,300	3,720,000
WILLIAMS	0	3,329,500	16,514,750	0	4,538,450	24,382,700
<i>Cities</i>						
AUBURN	0	1,494,300	0	0	1,123,800	2,618,100
BAY CITY	0	18,482,050	31,283,900	0	6,220,500	55,986,450
ESSEXVILLE	0	927,700	2,618,600	0	1,691,200	5,237,500
MIDLAND	0	230,500	0	0	167,300	397,800
PINCONNING	0	691,200	4,452,000	0	539,750	5,682,950
Totals for County	0	81,350,625	102,010,200	0	97,518,150	280,878,975

OFFICE OF THE COUNTY BOARD OF COMMISSIONERS OF BAY COUNTY, MICHIGAN

WE HEREBY CERTIFY that the foregoing is a true statement of the number of acres of land in each township in the County of Bay and of the value of the real property and of the personal property in each township and city in said county as assessed in the year 2013, and of the aggregate valuation of the real property and personal property in each township and city in said county as equalized by the Board of Commissioners of said county on the 9th day of April, 2013, at a meeting of said board held in pursuant of the provisions Sections 209.1 - 209.8, MCL. We further certify that said statement does not embrace any property taxed under P.A. 77 of 1951; P.A. 68 of 1963; P.A. 198 of 1974; P.A. 255 of 1978; P.A. 385 of 1984; P.A. 224 of 1985; P.A. 147 of 1992; or Section 5 of Article IX of the Constitution of the State.

Dated April 9, 2013.

Page 2p, Personal Property Equalized

Director of County Tax or Equalization Department

Chairperson of Board of Commissioners

Clerk of Board of Commissioners

Assessed Valuations - PERSONAL

The instructions for completing this form are on the reverse side of Page 3.

Bay County

Statement of acreage and valuation in the year 2013 made in accordance with Sections 209.1 - 209.8 of the Michigan Compiled Laws.

Township of City	Personal Property Assessed by County Board of Commissioners					(Col. 7) Total Personal
	(Col. 1) Agricultural	(Col. 2) Commercial	(Col. 3) Industrial	(Col. 4) Residential	(Col. 5) Utility	
<i>Townships</i>						
BANGOR	0	15,633,500	22,446,300	0	7,473,850	45,553,650
BEAVER	0	464,200	0	0	1,578,200	2,042,400
FRANKENLUST	0	2,635,650	0	0	3,627,150	6,262,800
FRASER	0	2,723,700	0	0	5,594,600	8,318,300
GARFIELD	0	199,775	0	0	1,207,700	1,407,475
GIBSON	0	451,750	0	0	1,675,950	2,127,700
HAMPTON	0	6,483,500	4,589,600	0	25,581,400	36,654,500
KAWKAWLIN	0	3,511,700	432,150	0	8,740,400	12,684,250
MERRITT	0	5,346,500	108,100	0	2,272,100	7,726,700
MONITOR	0	10,448,500	18,371,400	0	21,080,600	49,900,500
MOUNT FOREST	0	579,150	0	0	1,880,900	2,460,050
PINCONNING	0	6,593,850	1,121,300	0	0	7,715,150
PORTSMOUTH	0	1,123,600	72,100	0	2,524,300	3,720,000
WILLIAMS	0	3,329,500	16,514,750	0	4,538,450	24,382,700
<i>Cities</i>						
AUBURN	0	1,494,300	0	0	1,123,800	2,618,100
BAY CITY	0	18,482,050	31,283,900	0	6,220,500	55,986,450
ESSEXVILLE	0	927,700	2,618,600	0	1,691,200	5,237,500
MIDLAND	0	230,500	0	0	167,300	397,800
PINCONNING	0	691,200	4,452,000	0	539,750	5,682,950
Totals for County	0	81,350,625	102,010,200	0	97,518,150	280,878,975

OFFICE OF THE COUNTY BOARD OF COMMISSIONERS OF BAY COUNTY, MICHIGAN

WE HEREBY CERTIFY that the foregoing is a true statement of the number of acres of land in each township in the County of Bay and of the value of the real property and of the personal property in each township and city in said county as assessed in the year 2013, and of the aggregate valuation of the real property and personal property in each township and city in said county as equalized by the Board of Commissioners of said county on the 9th day of April, 2013, at a meeting of said board held in pursuant of the provisions Sections 209.1 - 209.8, MCL. We further certify that said statement does not embrace any property taxed under P.A. 77 of 1951; P.A. 68 of 1963; P.A. 198 of 1974; P.A. 255 of 1978; P.A. 385 of 1984; P.A. 224 of 1985; P.A. 147 of 1992; or Section 5 of Article IX of the Constitution of the State.

Dated April 9, 2013

Page 3p, Personal Property Assessed

Director of County Tax or Equalization Department

Chairperson of Board of Commissioners

Clerk of Board of Commissioners

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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.co.bay.mi.us/>



Thomas L. Hickner
County Executive

ANIMAL CONTROL
Michael Halstead, Manager
halsteadm@baycounty.net

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

INFORMATION SYSTEMS
Brandon Short, Interim Director
shortb@baycounty.net

PURCHASING/HOUSING REHABILITATION
Frances Horgan, Purchasing Agent
horganf@baycounty.net

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

TO: Kim Coonan
Chairperson, Ways & Means Committee
Bay County Board of Commissioners

FROM: Brandon Short, Interim ISD Director 

DATE: March 26, 2013

SUBJECT: Annual Maintenance Renewal – Tyler Munis Software

Request: Authorize the Board Chairman to sign the renewal agreement for maintenance and support for a period of one year.

Background: Renewal agreements for maintenance and support are a customary way for software companies to provide routine upgrades to software. We are in receipt of the agreement and renewal invoices.

Economics: The combined total annual cost of the invoices is \$121,072.84. This is in the ISD budget and is being processed for payment.

Recommendation: Authorize the Board Chairman to sign the Tyler Munis renewal agreement subject to approval as to form by Corporation Counsel.

cc: Tom Hickner
Michael Gray

Bob Redmond
Frances Horgan

Marty Fitzhugh
Crystal Hebert

BAY COUNTY BOARD OF COMMISSIONERS

4/9/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (4/2/13)

WHEREAS, The annual Maintenance Agreement for Tyler Munis software has been submitted; and

WHEREAS, The annual cost is \$121,072.84 and funds have been budgeted in the ISD budget for this expense; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves renewal of the annual Maintenance Agreement for Tyler Munis software and authorizes the Chairman of the Board to execute said Agreement on behalf of Bay County following legal review/approval; Be It Further

RESOLVED That related required budget adjustments are approved.

KIM COONAN, CHAIR
AND COMMITTEE

ISD - Tyler Munis Software Maintenance Agreement

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

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

RESOLUTION

NO. _____

BY: **WAYS AND MEANS COMMITTEE** **04/02/2013**

RESOLVED: By this Board of Commissioners of Bay County, Michigan, that the following Budget Adjustments are hereby approved on **04/09/2013** and, if required, the Chairman of the Board is hereby authorized to execute any documentation necessary for said Budget Adjustments on behalf of Bay County:

Journal Request Number	Fund Involved Department Involved	Favorable Impact	Unfavorable Impact	No Impact
2013-04-002	MOSQUITO CONTROL FUND MOSQUITO CONTROL Total MOSQUITO CONTROL FUND			X
	TO ADJUST MOSQUITO CONTROL 2013 BUDGET FOR THE PURCHASE OF MANDATED REPEATER & RADIO UPGRADES. ALSO TO BUDGET FOR CONTINGENCY EXPENDITURES. ALL FUNDING SOURCES WITHIN MOSQUITO CONTROL'S 2013 BUDGET.			
2013-04-003	GENERAL FUND BOARD OF COMMISSIONERS INSTIT.CARE-DET.FAC(JUV.HOME) Total GENERAL FUND		\$1,532	
	CHILD CARE FUND INSTIT.CARE-DET.FAC(JUV.HOME) Total CHILD CARE FUND			X
	TO INCREASE 2013 BUDGET FOR A TIME CLOCK FOR THE PART TIME EMPLOYEES AT THE JUVENILE HOME.			
2013-04-004	DIVISION ON AGING FUND ADMINISTRATION - DIV. ON AGING DOA 2013 SPECIAL PROJECT Total DIVISION ON AGING FUND			X
	TO RE-ALIGN THE 2013 DIVISION ON AGING KITCHEN CONSTRUCTION PROJECT BUDGET.			

Kim Coonan, Chairman W. & M. and Committee

Budget Adjustment Detail

Journal Request Number: **2013-04-002**

Ref: RADIOS

Desc: RADIOS

Eff Date: 04/09/2013

Org / Object	Description	I/D	Amount
MOSQUITO CONTROL FUND			
MOSQUITO CONTROL			
24062000 75300	CHEMICALS	D	35,000
24062000 95502	CONTINGENCY	I	15,000
24062000 96761	RADIO EQUIPMENT EXPENSE	I	20,000
			Total MOSQUITO CONTROL FUND
			Favorable Unfavorable
			\$0 \$0

Explanation

TO ADJUST MOSQUITO CONTROL 2013 BUDGET FOR THE PURCHASE OF MANDATED REPEATER & RADIO UPGRADES. ALSO TO BUDGET FOR CONTINGENCY EXPENDITURES. ALL FUNDING SOURCES WITHIN MOSQUITO CONTROL'S 2013 BUDGET.

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Budget Adjustment Detail

Journal Request Number **2013-04-003**

Ref: TIME

Desc: TIMECLOCK

Eff Date: 04/09/2013

Org / Object	Description	I/D	Amount
GENERAL FUND			
BOARD OF COMMISSIONERS			
10110100 40001	FUND BALANCE	I	1,532
INSTIT.CARE-DET.FAC(JUV.HOME)			
10166203 99900	TRANSFERS OUT TO OTHER FUNDS	I	1,532
			Favorable
Total GENERAL FUND			\$0
			Unfavorable
			\$1,532
CHILD CARE FUND			
INSTIT.CARE-DET.FAC(JUV.HOME)			
29266203 68300	REIMBURSEMENTS-STATE	I	302
29266203 69901	TRANSFERS IN FROM GENERAL FUND	I	1,532
29266203 93700	HARD/SOFTWARE REPAIR & MAINT	I	804
29266203 98741	COMPUTER HARDWARE EXPENSE	I	1,230
			Favorable
Total CHILD CARE FUND			\$0
			Unfavorable
			\$0

Explanation

TO INCREASE 2013 BUDGET FOR A TIME CLOCK FOR THE PART TIME EMPLOYEES AT THE JUVENILE HOME.

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Budget Adjustment Detail

Journal Request Number **2013-04-004**

Ref: DOA

Desc: DOA-PROJEC

Eff Date: 04/08/2013

Org / Object	Description	I/D	Amount
DIVISION ON AGING FUND			
ADMINISTRATION - DIV. ON AGING			
27667200 40200	CURRENT REAL PROPERTY TAXES	D	505,939
DOA 2013 SPECIAL PROJECT			
27667250 40200	CURRENT REAL PROPERTY TAXES	I	505,939
27667250 74100	LICENSES	I	19,000
27667250 76100	COMPUTER SUPPLIES	I	1,000
27667250 79900	OTHER SUPPLIES	I	25,000
27667250 80100	PROFESSIONAL SERVICES	I	200,000
27667250 80200	CONTRACTUAL SERVICES	I	75,000
27667250 80400	INSPECTION SERVICES	I	15,000
27667250 82300	GARBAGE REMOVAL	I	6,000
27667250 83100	OTHER SERVICES AND CHARGES	I	1,000
27667250 87300	FREIGHT AND EXPRESS	I	2,000
27667250 92000	PUBLIC UTILITIES	I	5,000
27667250 93300	BLDG. REPAIR AND MAINTENANCE	I	5,000
27667250 94100	BUILDING / ROOM RENTAL	I	25,000
27667250 94600	EQUIPMENT RENTAL	I	5,000
27667250 95504	OTHER OPERATING EXPENSES	I	10,000
27667250 95800	LICENSES AND PERMITS	I	9,000
27667250 96711	LAND IMPROVEMENT EXPENSE	I	10,000
27667250 96730	MACHINERY & EQUIPMENT EXPENSE	I	5,000
27667250 96740	OFFICE EQUIP. & FURN. EXPENSE	I	5,000
27667250 96741	COMPUTER HARDWARE EXPENSE	I	5,000
27667250 96742	COMPUTER SOFTWARE EXPENSE	I	2,000
27667250 97600	BLDGS, BLDG ADDITIONS & IMPROV	D	430,000
			Favorable
Total DIVISION ON AGING FUND			\$0
			Unfavorable
			\$0

Explanation

TO RE-ALIGN THE 2013 DIVISION ON AGING KITCHEN CONSTRUCTION PROJECT BUDGET.

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THOMAS L. HICKNER
Bay County Executive

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



CRYSTAL A. HEBERT
Finance Officer
hebertc@baycounty.net

KIMBERLY A. PRIESSNITZ
Assistant Finance Officer
priessnitzk@baycounty.net

TO: Kim Coonan
Ways and Means Chair

FROM: Crystal Hebert *CH*
Finance Officer

DATE: March 27, 2013

SUBJECT: HOMELAND SECURITY PURCHASING POLICY

BACKGROUND:

In February 2012, the Michigan State Police (MSP) conducted an audit of our purchasing policies in relation to administration of the Department of Homeland Security Region 3 grant procurement processes. Although the audit revealed no fiscal improprieties, MSP provided a number of procedural issues associated with our policy administration concerning Homeland Security, Region 3. Those procedural issues have been addressed in the draft addition of Part IV, "Bay County Purchasing Policy for the Michigan Region 3 Homeland Security Planning Board".

ECONOMICS:

None.

RECOMMENDATION:

Upon your review, I recommend that you move this resolution to the Board of Commissioners for adoption by Bay County in administration of purchasing policies in the Department of Homeland Security, Region 3 Planning Board.

CC:

Thomas L. Hickner
Michael Gray
Tim Quinn
Robert Redmond
Marty Fitzhugh
Kim Priessnitz
Pat Bostick
Frances Horgan

BAY COUNTY BOARD OF COMMISSIONERS

4/9/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (4/2/13)

WHEREAS, In February 2012 the Michigan State Police (MSP) conducted an audit of Bay County's purchasing policies in relation to administration of the Department of Homeland Security Region 3 grant procurement processes; and

WHEREAS, Although the audit revealed no fiscal improprieties, MSP provided a number of procedural issues associated with policy administration concerning Homeland Security, Region 3; and

WHEREAS, Those procedural issues have been addressed in the attached draft addition of Part IV, "Bay County Purchasing Policy for the Michigan Region 3 Homeland Security Planning Board"; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners hereby adopts Part IV, "ay County Purchasing Policy for the Michigan Region 3 Homeland Security Planning Board"

KIM COONAN, CHAIR
AND COMMITTEE

Finance - Homeland Security Purchasing Policy

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

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

PART IV
BAY COUNTY
PURCHASING POLICY FOR THE MICHIGAN REGION 3 HOMELAND
SECURITY PLANNING BOARD

PREFACE

The most common and simplistic definition of purchasing is buying and everyone knows what buying involves. However, governmental purchasing, whether at the local, state, or federal level, is very different and far more complex than buying that occurs in the private sector. Unlike everyday consumer buying, governmental purchasing involves the expenditure of taxpayers' money to obtain products and services that the government will use to deliver public services. The legal requirements of governmental purchasing complicate the seemingly simple task of procuring needed products and services. As a result, this critical support function has evolved into a highly controlled and accountable process that is governed by a myriad of laws and ordinances, rules and regulations, judicial and administrative decisions, and procedures and practices.

The following policy identifies the various policies and procedures generally accepted throughout government and tailored to specific needs in the procurement of products and services for the Michigan Region 3 Homeland Security Planning Board (R3HSPB).

PURPOSE

The purpose of this Policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by Bay County, to maximize the purchasing value of public funds in procurement, to provide safeguards for maintaining a procurement system of quality and integrity, to inform and provide guidance to all individuals involved in public purchasing regarding the application of the laws, policies and procedures to be adhered to in the procurement of products and services, and to ensure that expenditures are incurred and recorded timely in compliance with Homeland Security Grant requirements and the annual budget as adopted by the Bay County Board of Commissioners via their General Appropriation Budget Act Resolution and any amendments to the annual budget as approved by the Bay County Board of Commissioners.

This policy shall communicate to County elected officials, department heads and employees the formal policy of the Board of Commissioners regarding the internal control for Homeland Security grants and awards.

Further, the policy requires that the County complies with federal laws, regulations and grant terms including OMB circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

APPLICATION

This Policy applies to contracts for the procurement of supplies, services, and construction entered into by Bay County as Fiduciary of the R3HSPB. It shall apply to every expenditure of Homeland Security funds by a public agency. When the procurement involves the expenditure of Federal or State assistance or contract funds, the procurement shall be conducted in accordance with any applicable mandatory Federal or State law and regulations even where not reflected in this Policy. Nothing in this Policy shall prevent any public agency from complying with the terms and conditions of any grant, gift, or bequest which are otherwise consistent with law.

PUBLIC ACCESS TO PROCUREMENT INFORMATION

Procurement Information shall be a public record to the extent provided in 1976 PA 442 of Michigan Compiled Laws (MCL) 15.231 and MCL 50.52, as amended by PL 104-231, 110 Stat 3048 and documents shall be available to the public as provided in cited statutes.

CENTRALIZED PURCHASING

Purchasing shall be centralized within the Finance Department as per the resolve of the Board of Commissioners in compliance with the Optional Unified Form of County Government Act, PA 139, 1973 Article 5, § 302(63), Section 13(b) which states:

"THE DEPARTMENT OF FINANCE SHALL supervise the execution of the annual county budget and maintain expenditure control; perform all central accounting functions; collect monies owing to the county not particularly within the jurisdiction of the county treasurer; PURCHASE SUPPLIES AND EQUIPMENT REQUIRED BY COUNTY DEPARTMENTS; and perform all investment, borrowing, and debt management functions except as done by the county treasurer.

In accordance with this Policy and under the direct supervision of the Finance Officer, the Purchasing Agent or their designee shall serve as Bay County's principal public purchasing official for the procurement of supplies, services, equipment, and construction needed by, as well as the disposal, by way of selling via competitive bids, trading, auctioning, or scrapping of surplus supplies and equipment belonging to Bay County.

Consistent with this Policy and with the approval of the Finance Officer, the Purchasing Agent may adopt operational procedures relating to the execution of their duties and may delegate authority to purchase certain supplies, services, equipment, or construction items to other County officials, if such delegation is deemed necessary for the effective and efficient procurement of those items.

ETHICS IN PUBLIC PROCUREMENT

All County employees and officers (public servants) shall conduct themselves in conformity with 1968 PA 317, MCL 15.321 et seq.; and 44 CFR 13.36 (Procurement), which establishes standards in respect to governmental decisions and conflicts of interest arising out of the solicitation, negotiation, or approval of contracts between public servants and public entities such as the County.

I. ETHICAL STANDARDS OF CONDUCT

A. CONFLICT OF INTEREST

1. The County shall maintain the following standards of conduct governing the performance of its employees who are engaged in the award and administration of Homeland Security federally funded contracts. In the event of conflict among provisions, the more stringent requirement shall be applied.

a. No employee, officer or agent of the County or any member unit of the R3HSB shall participate in the selection, or in the award or administration of a contract supported by federal Homeland Security Funds if a conflict of interest, real or apparent, would be involved.

In this instance, a conflict of interest arises when (a) the employee, officer, or agent, (b) any member of his immediate family, (c) his or her partner, or (d) an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

For example, if a member of the R3HSB or any of its subcommittees takes part in deciding, approving, disapproving, or advising on the use of Homeland Security grant revenues, that member may not benefit personally from, or be an employee of a non-public entity that benefits from those Homeland Security grant revenues.

b. Costs of professional and consulting services rendered by persons who are members of a particular profession or possess a special skill and who are not officers or employees of the governmental unit are allowable expenditures for Homeland Security dollars derived from federal grants. However, an officer or employee of a unit of government is not permitted to be paid with Homeland Security grant fund revenues for providing professional services to the unit of government.

- c. Dual compensation is prohibited in all situations. An employee of a unit of government may not receive compensation from their unit or agency of government and from an award for a single period of time (e.g., from 9 a.m. to 11 a.m.) even where such work may benefit both funding sources. Employees of the County or another unit of government are prohibited from receiving payment for professional services from any Homeland Security award for the same period of time for which a unit of government compensates them for regular scheduled work time (including annual leave, sick leave, or any other paid leave time).
2. It shall be unethical for any employee or officer of the County to participate directly or indirectly in a procurement where the employee or officer knows that:
 - a. The employee or officer or any member of the employee's or officer's immediate family has a financial interest pertaining to the procurement; or
 - b. Any other person, business, or organization with whom the employee or officer, or any member of an employee's or officer's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.
3. It shall be unethical for, and this Policy prohibits, employees or officers of the County from acting as a vendor of Bay County. This prohibition shall not apply to part-time County employees who are paid for working an average of twenty-five (25) hours or less per week pursuant to Public Act 317 of 1968, as amended (MCL 15.321, et seq).
4. It shall be unethical for any current employee or officer of the County who is participating directly or indirectly in the procurement process to be or become employed by any person or firm contracting with the County.
5. It shall be unethical for any current employee or officer of the County to use a County Purchase Order or their County influence to obtain goods or services for themselves or others at County prices or at a discount which could not otherwise be obtained.

B. CONFIDENTIAL INFORMATION AND COLLUSION

1. Confidential Information. It shall be unethical for any employee, officer, former employee, or former officer to knowingly use confidential information for actual or anticipated personal gain or for the actual or anticipated personal gain of any other person.

2. Collusion. It shall be unethical for two (2) or more vendors, supplier or bidders to collude with the Intent to defraud the County by submitting prices, quotes, or bids that are identical or nearly identical or submitting prices, quotes, or bids that will favor one or more vendors, suppliers, or bidders.
 - a. When for any reason collusion or other anti-competitive practices are suspected among any bidders or offers, a notice of the relevant facts shall be transmitted to the State Attorney General.

II. ADMINISTRATIVE SANCTIONS

A. EMPLOYEES/OFFICERS

1. The Board of Commissioners or County Executive may impose on a County employee or officer for any violations of the ethical standards of conduct set forth in this section, any one or more of the following administrative sanctions as allowed for in the applicable labor agreement, personnel policy, or State statute.
 - a. Oral or written warnings or reprimands;
 - b. Suspension from work, with or without pay, for specified periods of time; or
 - c. Termination of employment.
2. Disallowed Expenditures. Michigan statutes prohibit officers or employees from using funds under the officer's or employee's official care for personal gain or benefit. Therefore, Bay County officials and employees are prohibited from expending County Funds for flowers, plants, fruit baskets, expressions of sympathy, etc. except as authorized specifically by statute. Finance Department will disallow expenditures made in violation of this policy.

B. NON-EMPLOYEES

1. The Board of Commissioners or County Executive may impose on a non-employee for any violation of the ethical standards of conduct set forth in this section, any one or more of the following administrative sanctions:
 - a. Written warnings or reprimands;
 - b. Termination of contracts, or;

- c. Debarment or suspension from conducting business with the County for specified periods of time.

III. CRIMINAL PENALTIES

To the extent that violations of the ethical standards of conduct set forth in this section constitute violations of the law they shall be punishable as provided therein. Such penalties shall be in addition to the administrative sanctions set forth in this section and/or any civil sanctions. Criminal, civil, and administrative sanctions against employees or non-employees which are in effect on the effective date of this Policy or are duly enacted hereafter shall not be impaired.

IV. RECOVERY OF VALUE

The value of anything transferred or received as the result of a violation of any of the ethical standards of conduct set forth in this section by any employee or non-employee shall be recovered from said employee or non-employee.

DEBARMENT OR SUSPENSION

As Fiduciary for the R3HSPB, County shall comply with Executive Order 12549; Debarment and Suspension as implemented at 28 CFR Part 67 for prospective participants in primary covered transactions as defined at 28 CFR Part 67, Section 67.510.

- I. In implementing this Policy, the County shall require that its employees, bidders, and contractors shall attest that they:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not in the preceding three years been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any other of the offenses enumerated in (b) above; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

II. Requires that recipients establish procedures for the procurement of supplies and other expendable property, equipment, real property and other services with federal funds to ensure that such material and services are obtained in an effective manner and in compliance with the provisions of applicable federal statutes and executive orders.

III. This section also requires that contracts not be made to parties listed on the General Services Administration's Excluded Parties List System (EPLS), in accordance with the E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended or otherwise excluded by agencies and contractors declared ineligible under statutory or regulatory authority other than the E.O. 12549.

AUTHORITY TO DEBAR OR SUSPEND. After reasonable notice to the person(s)/vendor(s) involved and reasonable opportunity for that person to be heard, the Finance Officer, after consulting with the County's Corporation Counsel and Purchasing Agent, is authorized to debar a person/vendor, for cause, from consideration for award of contracts. The debarment shall not be for a period of more than three (3) years. After consultation with the County's Corporation Counsel and Purchasing Agent, Finance Officer is authorized to suspend the person(s)/vendor(s) from consideration for award of contracts if there is a probable cause to believe that the person(s)/vendor(s) has engaged in any activity which might lead to debarment. The suspension shall not be for a period exceeding three (3) months. The causes for debarment include:

1. Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;
2. Conviction under state and federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or any other offense indicating a lack of business integrity or business honesty which currently, seriously and directly affects their/their responsibility as a County contractor;
3. Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;
4. Violation of contract provisions, as set forth below, of a character which is regarded by Finance Officer to be so serious as to justify debarment action:
 - a. Deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contracts; or

- b. A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment.
5. Any other cause Finance Officer determines to be so serious and compelling as to affect their/their responsibility as a County contractor, including debarment by another governmental entity for any cause listed in this policy; and
6. For violation of the ethical standards set forth in the ETHICS IN PUBLIC PROCUREMENT section of this policy.

Finance Officer shall issue a written decision to debar or suspend. The decision shall state the reasons for the action taken and inform the debarred or suspended person(s)/vendors(s) involved of their rights concerning judicial or administrative review. A copy of the decision shall be mailed or otherwise furnished immediately to the debarred or suspended person(s)/vendors(s), the Bay County Board of Commissioners, the R3HSB and the Bay County Executive.

A decision to debar or suspend shall be final and conclusive unless fraudulent, except if the debarred or suspended person(s)/vendors(s), within ten (10) days after receipt of the decision, makes a written appeal to the Bay County Board of Commissioners or commences a timely action in court in accordance with applicable law.

DISCRIMINATION

Bidders shall comply with Title VI of the *Civil Rights Act of 1964*, as amended; Title VIII of the *Civil Rights Act of 1968*; Title IX of the *Education Amendments of 1972 (Equal Opportunity in Education Act)*; the Age Discrimination Act of 1975; Titles I, II and III of the *Americans with Disabilities Act of 1990*; the Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.101 *et seq.*; the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state and local fair employment practices and equal opportunity laws and covenants. The subgrantee shall not discriminate against any employee or applicant for employment, to be employed in the performance of this grant agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment; or any matter directly or indirectly related to employment because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, limited English proficiency, or handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. The bidder must agree in every subcontract entered into for the performance of this grant agreement not to discriminate in employment. A breach of this covenant is a material breach of the grant agreement.

QUALIFICATIONS-BASED SELECTION

Qualifications-Based Selection (QBS) has received national and state attention in the public sector through legislation for many years. In 1972, the federal government enacted Public Law 92-582 (The Brooks Selection Bill) covering the selection of architects and engineers based on qualifications. In 1987, the Michigan Legislature passed House Concurrent Resolution #206 which provided a documented understanding of the process. Qualifications-Based Selection which is a fair and rational procedure that facilitates the selection of a design professional on a basis of qualifications and competence in relation to the scope and needs of a particular project shall be used for obtaining architectural and engineering services on Bay County public projects. The QBS process, as outlined in the publication, Qualifications-Based Selection of Design Professionals by Qualifications-Based Selections, Inc., or a modified version thereof suitable to the project being undertaken will include all or some of the following steps:

1. The R3HSPB and the Bay County Board of Commissioners identifies the general scope of the work.
2. A selection schedule is established.
3. A list of design professional firms is developed.
4. Qualification documents are requested.
5. Qualification documents are evaluated.
6. A short list of firms to be interviewed is composed.
7. Interviews are conducted.
8. Firms are ranked for selection.
9. A contract is negotiated with the top ranked firm.
 - a. If an agreement cannot be reached, those negotiations are ended and negotiations are begun with the second ranked firm, and so on down the line, until agreement is reached and a firm selected.
10. All firms involved receive post-selection communications.

When deemed appropriate to utilize the QBS process in the selection of professional services, this process shall be carried out through the establishment of a QBS Committee. This Committee will be charged with the responsibility of implementing the QBS process at a level commensurate to the project at hand and to provide a recommendation to the Bay County Board of Commissioners. The composition of the QBS Committee shall consist of the following individuals or their designees:

1. Chair of the Board of Commissioners (or designee)
2. Board of Commissioner' Financial Analyst
3. The Purchasing Agent
4. Department/Division Head
5. R3HSPB Chair and/or two other selected representatives of R3HSPB
6. Corporation Counsel
7. Finance Officer
8. Any other individual who could provide valuable input and be beneficial to the selection process as identified by the three (3) previous named individuals, such as the Director of Administrative Services, etc.

SALES TAX EXEMPTION

The R3SHPB, like the County shall not be charged or pay sales tax. Bay County, as a Michigan Constitutional Corporation, is exempt from sales tax per Act 167 of Public Acts established in 1933. Per Section 4 of the General Sales Tax Act, MCL 205.54(5); MSA 7.524(5), and Michigan Sales and Use Tax Rule 1979 AC, R205.79 provides that sales to the United States government, the State of Michigan, and their political subdivisions, departments and institutions are not taxable when ordered on a Purchase Order and paid for by warrant on government funds. In the alternative, the government may claim exemption at the time of purchase by providing the seller with a signed statement to the effect that the purchaser is a governmental entity. This position was affirmed by the Michigan Department of Treasury through its Revenue Administrative Bulletin 1990-32, approved on October 11, 1990.

Under above referenced documents, the State of Michigan maintains that Bay County is not required to have a sales tax exemption number and that unless a purchase is paid for by warrant on governmental funds (with a Bay County check), the seller does not have to exempt the sale. The issuance of a Bay County Purchase Order or a Michigan Sales Tax Exemption Certificate does not, by itself, mandate the seller to exempt the sale. Therefore, the R3HSPB shall utilize Bay County's Purchase Order and accounts payable system to the fullest extent possible when purchasing and paying for tangible personal property while still adhering to the other provisions within this Purchasing Policy.

VENDOR MASTER FILE

A Vendor Master file shall be maintained by the Finance Department. This file will be contained in the electronic financial management system currently used by the County. This database will be maintained by the Finance Department and will be developed using the on-line vendor registration process in use by the County.

LOCAL VENDORS

The purchasing profession does not advocate providing local vendors preferential treatment in the awarding of bids, contracts, or Purchase Orders. Therefore, in order to preserve the integrity of Bay County's procurement system, and to promote fair and pure competition for R3HSPB business, local vendors shall not be provided a preferential status in the procurement of goods or services for Bay County.

MINORITY/WOMEN BUSINESSES

When required, pursuant to the federal Office of Management and Budget Circular 102, Grants and Cooperative Agreements with State and Local Government, the Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments and State of Michigan, Public Act 428 of 1980, affirmative steps will be implemented to seek out, solicit and use minority-owned firms, women's business enterprises when purchasing goods or services with federal funds.

SOLE SOURCE PROCUREMENTS

A contract may be awarded without competition when the Purchasing Agent or their designee determines, in writing, after conducting a good faith review of available resources, and upon the concurrence of the Finance Officer, that there is only one source for the requested product or service. The Purchasing Agent will conduct negotiations, as appropriate, as to price, delivery, and terms. A record of sole source procurements will be maintained as a public record that lists each vendor's name, the amount and type of each purchase, and a listing of the item(s) procured from each vendor.

EMERGENCY PROCUREMENTS

Notwithstanding any other provision of this policy, when there exists a threat to the public's health, welfare, safety, or a threat of deterioration of a critical departmental service the Purchasing Agent or their designee, upon the concurrence of the Finance Officer, may make emergency procurements of products or services; or in a circumstance when an emergency condition arises during a time, e.g., after regular business hours, when the procedures outlined in the exemption section under "Large Purchases" are not practicable, the Department/Division Head, Elected Official, or their designee may procure only those products or services minimally required to alleviate the emergency condition provided that such emergency procurements shall be made with

such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of a particular vendor shall be included in/on the procurement file/paperwork. As soon as it is practicable, a record of each emergency procurement shall be made and it shall set forth the vendor's name, the amount and type of each purchase, a listing of the item(s) procured from each vendor.

CAPITAL ASSET TAGS

Equipment and real property management requires organizations to maintain an adequate equipment and property management system for its federal award programs and related activities.

It shall be the responsibility of Finance Department to assign a permanent, prenumbered Bay County asset tag to any item, purchased for Bay County deemed by them to be an item necessary to be inventoried and controlled. The asset tag shall be assigned at the time the purchase is made and shall be noted on the Purchase Order. The asset tag shall be sent to the applicable department along with the department's copy of the Purchase Order.

Upon the receipt of the goods it shall be the department's responsibility to attach the asset tag to the asset and note in the County's financial software system the date, quantity and packing list number into the Purchase Order Receiving File

A central file shall be maintained to ensure procedures are adhered to for the transfer of real property, and equipment to subrecipients as per requirements of the federal grant.

LABOR-MANAGEMENT COOPERATION AGREEMENTS/PREVAILING WAGES

Unless prohibited by law, the Board of Commissioners may designate projects for which a prevailing wage standard or labor-management cooperation agreement shall be advantageous to the County and shall be employed.

Bay County will ensure that for any federal funds expended on construction projects the Davis-Bacon Act will be applied and that certified payrolls are reviewed and approved.

COMPUTER HARDWARE/SOFTWARE

The County has recognized the need to review and control the purchasing of computer hardware and software. All R3HSPB participants requesting computer hardware and/or software shall submit their requests through the Fiduciary to the Bay County Information Systems Division (ISD).

The Information Systems Division must review all requests regardless of funding source. If the requesting departments' requirements are budgeted within ISD's budget, ISD will initiate the necessary procurement documents. In order to produce efficiencies in the procurement of computer hardware and/or software, to enhance employee productivity,

and to receive financial benefits from excellent pricing, the Information Systems Division shall purchase computer hardware and/or software at or below the prices that have been negotiated for federal Government Service Administration (GSA) contract pricing or the State of Michigan, Department of Management and Budget, Extended Purchasing Program, when applicable.

MAINTENANCE CONTRACTS

Generally, no full, preventative, or time and material maintenance contracts shall be purchased on equipment that has a replacement value of less than one thousand dollars (\$1,000) unless deemed financially beneficial by the Department/Division Head, Elected Official or their designees, and the Purchasing Agent.

Equipment having a replacement value in excess of one thousand dollars (\$1,000) shall be eligible for coverage under a full, preventative, or time and material maintenance contract as deemed appropriate by the Purchasing Agent or their designee, and the Department/Division Head, Elected Official, or their designee of the benefiting department.

INSUFFICIENT FUNDS

If the balance in an identified budget account number or budget category (as required in the annual General Appropriation Budget Act Resolution) is insufficient to accommodate the purchase, the department shall be required to submit to Finance Department/Budget Division an appropriate budget adjustment form. No Purchase Order shall be assigned or placed until a budget adjustment in a sufficient amount to accommodate the order has been entered into the system or has been approved by the Bay County Board of Commissioners.

PROCUREMENT RECORDS

All determinations and other written records, such as purchase requisitions/orders and bid files, pertaining to the solicitation and/or award of County business shall be maintained for the R3HSPB by the Purchasing Agent within Finance Department.

All procurement records shall be retained and disposed of by the County in accordance with the records retention schedules and guidelines as determined by the County Finance Officer.

TRAVEL EXPENDITURES

For all R3HSPB participants who will be traveling on R3HSPB business and who will be incurring business related expenses associated with their travels should refer to the County of Bay, Standard Travel Policy, for guidance.

PETTY (IMPREST) CASH PURCHASES

(PURCHASES COSTING LESS THAN \$100)

All items of expense with a value of one hundred dollars (\$100) or less may be purchased with cash. These cash acquisitions can be advanced and/or reimbursed to the employee or official through the petty (imprest) cash fund maintained by the County Treasurer or their department upon submission of a Bay County Petty Cash Voucher.

The Petty Cash Voucher must be completed in its entirety before it can be honored by the Bay County Treasurer or the individual department. The Petty Cash Voucher requires the following information to be supplied in addition to a sales slip, invoice, or some other document that can support the purchase and be attached to the Petty Cash Voucher, if applicable.

1. Date purchased/advanced.
2. Amount advanced.
3. Vendor purchased from.
4. Item(s) purchased.
5. Cost per item purchased.
6. Total price paid.
7. Department name.
8. Thirteen (13) digit budget account number(s) and related amount to be charged.
9. Employee/Official who made the purchase/received advance.
10. Department/Division Head or Elected Official or their designee authorization for reimbursement.

The Bay County Treasurer or individual department may advance up to one hundred dollars (\$100) from petty cash to any employee/official to facilitate the purchasing needs of the procuring department upon receipt of a Petty Cash Voucher authorizing an advance to be granted. Such advance must be expended within the working day the advance was granted. By the end of the working day the employee/official shall return to the custodian of the petty cash fund any unspent cash remaining after the procurement, along with a completed Petty Cash Voucher and any support documents as identified above. The total of the remaining cash returned and the Petty Cash Voucher must equal the total amount advanced.

The Bay County Treasurer or any department which maintains a petty (Imprest) cash fund shall not honor a Petty Cash Voucher unless all the required information requested on the Petty Cash Voucher is supplied. Periodically, when their funds are nearly depleted, and by utilizing the Petty Cash Vouchers they have honored, the County Treasurer and other departments shall replenish their petty cash funds by completing, and forwarding to Finance Department/Accounts Payable, a Master Bay County Accounts Payable Voucher for processing identifying the various departmental budgets and amounts to be charged.

MINUTE PURCHASES

(PURCHASES COSTING LESS THAN \$500)

Providing for the adequate and proper controls over the procurement of products or services to ensure that County dollars are being expended in compliance with adopted budgets and to detect or to prevent irregularities in the procurement functions would necessarily require Purchase Orders to be produced for all procurements. However, a determination needs to be made regarding the efficiency and cost effectiveness of controlling every purchase made by the County through the issuing of Purchase Orders. The question needs to be asked as to whether the value of the benefit received is greater than the cost incurred in controlling every purchase. It is the opinion of the Board of Commissioners that the cost of issuing Purchase Orders on purchases, whether for products or services, costing less than five hundred dollars (\$500) is greater than the benefit the County will receive. Therefore, for the procurement of products or services costing less than five hundred dollars (\$500), the following shall apply:

1. Purchase Orders shall not be required.
2. Departments can place the order or purchase the product(s) or service(s) directly, or utilize the Purchasing Agent or their assistant in Finance Department for purchasing assistance.
3. Three (3) phone quotations shall not be required prior to procurement.

However, all departments are encouraged to implement the prudent person philosophy when placing an order. This philosophy dictates that a department shall carry out this function with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character with like aims.

Since there will not be a County Purchase Order number assigned to these purchases, the ability of Finance Department to facilitate the processing of invoices or problem resolution associated with these purchases is greatly diminished. In order to ensure expeditious processing of invoices or problem resolution, it is essential that the department placing the order informs the vendor that it is critical that the following information be clearly and accurately identified on the face of the invoice:

1. Name of the person who placed the order.
2. County Department that placed the order.
3. Proper mailing address where the Invoice should be mailed.

If the vendor is not willing to identify items one (1) and two (2) above on the face of the Invoice, the proper mailing address should be that of the ordering department; otherwise, the Invoice can be sent to Finance Department/Accounts Payable. Invoices sent directly to Finance Department without proper department identification will be immediately returned to the vendor noting Finance Department's inability to forward to the ordering department for processing, thus delaying payment.

Departments who receive Invoices directly need only to completely fill out a Bay County Voucher or a voucher stamp impression on the Invoice and forward to Finance Department for processing. When Invoices are mailed directly to Finance Department from the vendor, which clearly identifies the ordering department, Finance Department will voucher stamp the Invoice, enter the relevant information and forward the Invoice to the department for account coding and authorization. The department, in turn, will send it back to Finance Department for processing.

MINIMAL PURCHASES

(PURCHASES COSTING \$500 BUT LESS THAN \$1,000)

Any acquisition of products or services costing five hundred dollars (\$500) but less than one thousand dollars (\$1,000) shall obtain quotes and place the order directly.

- A. The requesting department shall prepare and enter into the computerized financial system the required information and attach any supporting documentation. The requisition shall be released and forwarded to the Department/Division Head for approval. The requisition is then forwarded to the Purchasing Agent In Charge of Purchasing in Finance Department for processing.

The Purchase Requisition shall contain the following information:

1. Requesting department name.
2. Date of requisition.
3. Prior Vendor (if known).
4. Date the product or service is needed.
5. To whom or where the product or service is to be delivered.

6. The proper thirteen (13) digit budget account number(s) to be charged and their current budget balance(s).
 7. Indicate if budget adjustment is in process to accommodate the purchase.
 8. Name of requesting individual.
 9. Signature of authorizing individual.
 10. The product item number, if available.
 11. Quantity.
 12. Description of products or services as detailed as possible.
 13. Freight/shipping charges, if applicable.
- B. When a department decides to place an order, the department shall do so according to the following:
1. Purchase all office supplies from the Board of Commissioners designated contract vendor, subject to availability.
 2. One phone or written quote is sufficient for purchases costing five hundred dollars (\$500) but less than one thousand (\$1,000) dollars or when it is determined that there is an emergency condition or there is only a sole source provider to purchase the products and/or services. In the event a department is claiming an emergency or sole source condition, the procedures identified in the exemptions section under "Large Purchases" must be adhered to. Phone quotes must be documented as to the name of company and salesperson contacted, unit price of the product and/or service requested, quantity ordered, time and date of the call and any other pertinent information.
 - a. Quotes shall be net of freight charges and exclusive of sales tax. When obtaining quotes, the vendor must be questioned concerning any freight or additional charges and these items should be identified separately on the Purchase Requisition.
 3. Obtain a Purchase Order number from the Purchasing Agent or their assistant and provide it to the selected vendor for inclusion on the vendor's invoice.
 - a. Vendors shall not fill an order for five hundred dollars (\$500) or greater unless they are provided a Purchase Order number.

4. Verify that the vendor can and will deliver. Some purchase situations may require that the County either pick up or arrange for special delivery of the order.
- C. Orders may be phoned, emailed or faxed to vendors.
- D. The Purchasing Agent or their assistant in Finance Department will be available to answer questions and/or provide direction regarding these purchases.

SMALL PURCHASES

(PURCHASES COSTING \$1,000 BUT LESS THAN \$20,000)

Although Competitive Sealed Bidding is the procedure universally preferred in governmental procurement, consideration of the time and cost involved dictates that a less formal procedure be used for small purchases.

This Purchasing Policy provides that purchases, including professional services, not exceeding twenty thousand dollars (\$20,000) may be made in the open market without a formal written bid, and further provides that these purchases, when practicable, shall utilize competitive oral or written requests for quotations. All such purchases shall be made cooperatively by the Purchasing Agent in Finance Department and the Department/Division Head/Selected Official or their designees.

The requesting department shall prepare and forward, via the electronic financial system, a completed Purchase Requisition along with any supporting documentation to the Purchasing Agent in Finance Department for processing. The Purchase Requisition shall contain the same information as outlined for "Minimal Purchases," Section A, Items 1 through 10.

In utilizing the small purchases procedures, the following shall apply:

1. Award shall be made to the vendor providing the greatest value for the cost while meeting the minimum needs of the County.
2. Requisitions shall not be artificially divided so as to constitute small purchases.
3. If any Department foresees a need for products or services of a like or similar nature, costing more than twenty thousand dollars (\$20,000) in aggregate within a fiscal year, it shall arrange for Competitive Sealed Bidding, even though the products and services individually may be under the twenty thousand dollars (\$20,000) bid-threshold.

4. When previous experience indicates a reasonable expectation that combined requirements from all Departments and/or Divisions, for a product or service, will exceed the bid threshold within a fiscal year, the Purchasing Agent shall solicit requirements from all users of this product or service, and cause specifications and bid documents to be developed, and shall arrange for Competitive Sealed Bidding.
5. The Purchasing Agent shall be responsible for obtaining the quotations required by this procedure. In instances where it is more practicable, the Purchasing Agent may delegate the obtaining of quotes to their designee or to the requesting/user department. This shall not absolve the Purchasing Agent from the responsibility of having proper quotes on file prior to issuing a Purchase Order, as required by this procedure, or from assuring that acceptable value is being obtained.
6. At least three (3) oral or written quotes are required, with the exception of an emergency condition or sole source provider. In the event a department is claiming an emergency or sole source condition, the procedures identified in the exemption section under "Large Purchases" must be adhered to. Quotations received via fax or email shall be accepted as written quotes required by this procedure. The Purchase Order shall be placed after the receipt of the quotes.
7. On occasion, good business judgment or common sense may dictate deviations from the requirements outlined in item 8 of this section. In this instance, the reason(s) for the deviation shall be documented by the Purchasing Agent on the Purchase Requisition and such deviations shall not violate any other requirement of the Purchasing Policy.
8. Emergency purchases shall be exempt from some of the provisions of this policy. A request and explanation of the reasons for the declaration of an emergency shall be documented by the department requesting such declaration and forwarded to the Purchasing Agent who in turn will forward the request to the Finance Officer. Finance Officer shall decide whether or not the request is warranted and instruct the Purchasing Agent to act accordingly. The request and explanation shall be attached to the requisition. This provision shall be used only if there is imminent danger to the health or welfare of the citizens of the County, or threat of deterioration of a critical departmental service.
9. Documentation of a sole source provided for a required product and/or service shall be retained in the electronic financial system.
10. The Purchasing Agent, assisted by the Department/Division Head, Elected Official or their designee from the requesting department shall have the responsibility for selection of the vendor.

LARGE PURCHASES

COMPETITIVE SEALED BIDS (PURCHASES COSTING \$20,000 OR MORE)

Competitive Sealed Bids shall be solicited for products or services that meet one of the following requirements:

- The product or service being procured has an individual cost of twenty thousand dollars (\$20,000) or more.
- When the requirements of a Department and/or Division, or the combined requirements of all Departments and/or Divisions, for products or services of a like or similar nature has an aggregate cost of twenty thousand dollars (\$20,000) or more within a fiscal year.

The following section outlines the exemptions, elements, processes, and procedures for competitive sealed bids.

A. EXEMPTIONS

The Bay County Purchasing Policy provides that no procurement of products or services equal to or over twenty thousand dollars (\$20,000) shall be made without soliciting competitive sealed bids, except:

1. When cooperative purchases with other public entities are made.
2. When contracts of other local units of government or other public entities are used. If the Contractor extends the identical terms and conditions to the County, provided that the contract has been awarded through procedures substantially similar to those required by the Bay County Purchasing Policy and Federal Law.
3. When there is only a sole source for the required products or services.
4. In the event of the existence of an emergency procurement condition.
5. In the procurement of architectural and engineering services.

By exempting the procurement of products or services in an emergency (Item No. 4) and entering into contracts for professional services (Items No. 5) allows the County to remain in compliance with Public Act 167 and 168 of 1933.

In the event when a Department requests an exemption from soliciting competitive sealed bids for the procurement of products or services for reasons of a sole source supplier or an emergency condition, the following shall occur:

1. The requesting department shall submit, to the Purchasing Agent, in Finance Department, a Purchase Requisition which shall contain, in addition to the same information as outlined for "Minimal Purchases" Section A, Items one (1) through thirteen (13), an attestation signed by the authorizing department official that the named vendor on the Purchase Requisition is the sole supplier of the requested product or service or; in the case of an emergency procurement condition, that the condition existing within the requesting department is causing an emergency situation and identify the consequences that will occur if the product or service is not purchased posthaste.
2. The Purchasing Agent, upon receipt of the Purchase Requisition, and after discussion with the requesting department, indicates in a signed and dated statement on the Purchase Requisition the reasons for disagreement.
3. The Purchase Requisition is then forwarded to Finance Officer for consideration and final decision.
4. In a situation that requires a Department/Division Head, Elected Official or their designee to make an emergency procurement(s), the above items one (1) through three (3) shall still occur, although after the fact, within two (2) business days of the emergency condition.

B. REQUEST FOR INVITATION TO BID

The Department requesting the products or services that require competitive sealed bids be solicited shall present the request to the Purchasing Agent, which includes the following:

The award criteria, based on the RFP's Scope of Work (SOW) must be objective and numeric and follow the SMART goal which stands for Specific, Measurable, Achievable or Attainable, Relevant and Time-Bound see Exhibit A. This criteria shall be consistent with the provisions of 2 CFR 22 Attachment § 32.

The payment structure is based on specific deliverables as detailed in the SOW; this payment structure is to consider all soft costs as well the deliverables detailed. As each deliverable is completed, the work is verified and the reimbursement approved. If the deliverable is only partially completed, only a portion of the payment will be rendered.

Procedure:

1. Scope of Work Is developed by Department.
2. Bay County Request for Invitation to Bid Form Services Is completed using the S.M.A.R.T goals (Attachment A). The Request for Invitation to Bid Form may be developed but not submitted until approved in Federal Grant/Award.
3. Form, Grant Award Letter and any additional Information will be forwarded to Bay County Purchasing Agent.
4. Request for Proposal developed using the Information received in the Invitation to Bid Form and any additional Information.

C. REVIEW OF BID PRIOR TO PUBLIC RELEASE

The Purchasing Agent shall request any additional Information from the Department requesting the products and/or services and shall submit a draft of the Request for Proposal to Finance Officer and Corporation Counsel for their review and final approval.

D. BID PACKAGE PREPARATION

After the draft of the Request for Proposal is approved by Finance Officer and Corporation Counsel, a final formal Request for Proposal shall be prepared by the Purchasing Agent. In conjunction with the Department/Division Head, Elected Official or their designee, the Request for Proposal shall include:

1. Invitation to Bid
2. Specifications
3. Requirements of Bidders
4. General conditions
5. ADA Assistance
6. Applicable Bid Forms

E. BID PACKAGE DISTRIBUTION AND PUBLIC NOTICE

The Purchasing Agent will distribute the Request for Proposal to all applicable vendors who are included on the County's Vendor Master File. The Purchasing Agent shall publish in a local newspaper, on Bay 3TV, cooperative purchasing websites, the County website and Facebook page as well as any other pertinent

publications, a notice inviting sealed competitive bids, for at least two days, preferably in a Sunday or Saturday publication for one or two weekends. There shall be an interval of at least five (5) days between the date of the final notice and the bid opening. The notice shall include the following, when applicable:

1. Brief description of the product(s) or service(s) to be bid.
2. Place where bid documents, including specifications are available.
3. Request for Proposal Identification Number.
4. Cost, if any, of bid documents.
5. Date and time the bids are due.
6. All walk through(s) and/or pre-bidders conference(s) as determined by the Purchasing Agent and the Department/Division Head, Elected Official or their designee of the requesting department.
7. Telecommunication Device for the Deaf (TDD) information and an Americans with Disabilities Act (ADA) statement that auxiliary aids and services are available upon request.

In addition to the public notice, the Purchasing Agent shall notify all vendors who have indicated an interest in furnishing the requested products and/or services to the County.

In the event that the original Request for Proposal needs to be amended, an addendum will be emailed to all vendors who previously received a copy of the original Request for Proposal by the Purchasing Agent.

F. WALK THROUGH AND PRE-BID/PROPOSAL CONFERENCE

When it has been determined that a walk through or pre-bidders/proposal conference is necessary, the Purchasing Agent or their designee shall include language within the Request for Proposal identifying the following:

1. The date, time, and location of the walk through or pre-bidders/proposal conference.
2. Whether or not potential bidders/proposers attendance is mandatory.
3. That potential bidders/proposers will not be compensated for their attendance.

4. That written and verbal questions will be accepted and addressed, with the County's preference that as many questions as possible be in writing in advance of the date of the walk through or pre-bidders proposal/conference.

If attendance by potential bidders/proposers is mandatory and a prospective bidder or proposer does not attend but does submit a bid or proposal, said bid or proposal shall be disqualified and returned unopened accompanied by a memo explaining why the bid or proposal was returned and not considered for the award.

All potential bidders or proposers shall sign-in at the location of either the walk through or pre-bidders/proposal conference and provide all the information requested on the sign-in form provided by the Purchasing Agent, or their designee.

G. BID SUBMISSION AND OPENING

Sealed bids are to be received and retained by the Purchasing Agent in the Finance Department until the date and time for the bid opening, as specified in the Public Notice/Request for Proposal. The sealed bid envelope shall be marked with a date stamp identifying the date (month/day/year) the bid was received in the Finance Department. The time of the day the sealed bid envelope arrived, if not automatically imprinted, will be manually written on the lines provided by the date stamp and initialed by the employee of Finance Department who received the bid. Sealed bids are also accepted in person at the location of the bid opening up until the time specified by the Public Notice/Request for Proposal.

Bids received after the date and time specified in the Public Notice/Request for Proposal shall be disqualified and returned unopened accompanied by a memo explaining why the Request for Proposal was returned and not considered for the award. After receipt in Finance Department, bids may be withdrawn up to the scheduled time for opening upon presentation of proper identification, as determined by the Purchasing Agent, or their designee. A formal written request for withdrawal must be made to the Purchasing Agent, who shall file the request in the Request for Proposal file. Bids shall be opened promptly at the time designated in the Public Notice/Request for Proposal by the Purchasing Agent or any other individual as designated by the Finance Officer, County Executive or County Board of Commissioners. The Purchasing Agent or their designee shall open and review the bid(s) and read aloud the name of the bidder(s), the amount of the bid(s), and any other pertinent information contained in or omitted from the bid(s). The Purchasing Agent or their designee shall initial and date each bid after he/she has reviewed it and proceed to forward it to all individuals present at the bid opening for them to review, initial, and date. The proceedings are recorded by the Purchasing Agent or some other designated individual.

Bidders and the public are encouraged to attend bid openings, and may examine the bid documents after all bids have been opened.

H. EVALUATION OF BIDS AND RECOMMENDATION OF SUCCESSFUL BIDDER

Following the bid opening, the Purchasing Agent presents the results of the bid opening to Finance Officer with an analysis identifying the best low/high qualified bidder and a recommendation as to which bidder to award the bid. The term best low/high qualified bidders means a bidder whose bid conforms in all material respects to the Request for Proposal, who has the capability in all respects to perform the requirements, and who by its integrity and reliability gives reasonable assurance of good faith performance for the financial benefit of the County.

In determining the lowest/highest qualified bidder, the Purchasing Agent or their designee may, after the bid opening, enter into discussions with any responsible bidder who submitted a proposal which is determined to be reasonably susceptible of being awarded the bid, to obtain additional information regarding the bidder's ability to perform or to clarify a bidder's proposal to assure the Purchasing Agent or their designee that the bidder(s) has a full understanding of and can conform to the requirements of the Request for Proposal. Bidders shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. Such revisions may be permitted, after the bid opening and prior to awarding, for the purpose of obtaining best and final offers. In conducting the discussions there shall be no disclosure of any information derived from proposals submitted by competing bidders.

No bidder is permitted to alter the dollar bid after the opening.

A voluntary or negotiated reduction/increase in price from best value bidder can be accepted after the opening of the bid, provided such reduction/increase does not result in the modification or deletion of any conditions or specifications contained in the bid documents.

I. BID AWARD

1. The bid shall be awarded directly to the successful bidder by the Bay County Finance Officer upon the following criteria being met:
 - a. The product or service for which the Request for Proposal was written is included and funded in the current years adopted/amended budget.
 - b. The lowest/highest qualified bid received by the County, for which the bid will be awarded, is either equal to or less/greater than the amount budgeted for this procurement/sale in the current year adopted/amended budget.

- c. Utilizing the Notice of Intent to Award form, Finance Officer shall notify the Bay County Board of Commissioners, the Bay County Executive, and all bidders of their intent to award the bid to the lowest/highest qualified bidder on the eleventh (11th) working day from the date of notice. Said notice shall include the names and addresses of all bidders, their respective bid(s), reason(s) for disqualifying certain bidders and for awarding the bid to a bidder other than the lowest/highest qualified bidder.
 - d. If concerns or opposition from the Board of Commissioners and/or County Executive, inclusive of an unresolved bid protest being filed by a bidder in accordance with the procedures outlined in Section I, to the Intent to Award arise within ten (10) working days from the date of the Notice of Intent to Award, said concerns or opposition shall be communicated to Finance Officer in writing and Finance Officer shall be precluded from awarding the bid and shall follow the procedures outlined in Subsection (2) immediately below.
2. If the bid cannot be directly awarded to the successful bidder by the Bay County Finance Officer because the criteria in Subsection (1) immediately above could not be met, then:
- a. The recommendation to Finance Officer from the Purchasing Agent is forwarded by the Finance Officer to the Ways and Means Committee of the County Board of Commissioners for their consideration and action who in turn will forward their recommendation to the full County Board of Commissioners for awarding.
 - b. Utilizing the Notice of Recommendation, the Finance Officer shall notify all bidders as soon as it is practical, of his recommendation to the Ways and Means Committee of the Board of Commissioners.
 - c. If a Bid Protest form has been filed by a bidder in accordance with the procedures outlined in Section L relative to the Notice of Recommendation within the time allotted for such filing, the Finance Officer shall communicate such protest to the Ways and Means Committee prior to their action on their recommendation. The Ways and Means Committee must then decide, after reviewing the Bid Protest and listening to the testimony of the Finance Officer and the protesting bidders, whether:
 1. To accept the recommendation of Finance Officer and follow Subsection 2. (a) above and Section L. (4), or

2. To take no action on the Finance Officer's recommendation and follow Section L. (4).
3. The Purchasing Agent or their designee shall notify all bidders of the final action taken, either by Finance Officer or the Board of Commissioners, by preparing and mailing to them a Notice of Bid Action. For informational purposes only, a copy of the Notice of Bid Action shall be placed on the agenda of the next Ways and Means Committee meeting of the Board of Commissioners. In addition to the Notice of Bid Action being mailed, the Finance Officer shall also execute or facilitate the execution of the documents described below in Subsection
4. The execution of the Notice of Bid Action is made by the Purchasing Agent or their designee to the best value bidder through one of two procedures:
 - a. By facilitating the execution of a formal contract between Bay County and the successful bidder, supported by a performance and payment bond, if required, when periodic payments are made for work performed pursuant to a Contract and prior to completion of all the work, (e.g., construction work), or
 - b. By issuing a Bay County Purchase Order.

J. LOW TIE BIDS

When 2 or more bidders have submitted equally qualified bids in the same dollar amount and that has caused an inability to decide which bid to accept, then, the selection of the selected bidder shall be determined in the following manner: The Purchasing Agent shall appoint a day for the appearance of all affected bidders before the Purchasing Agent for the purpose of determining by lot among such bidders right to the bid. The Purchasing Agent shall give written notice to all of the bidders whose bids are equally qualified. The Purchasing Agent shall prepare as many slips of paper as there are such persons, and write the word "bid accepted" on as many slips of paper as there are bids to be accepted, and the words "bid rejected" on the remaining slips, and fold the same so as to conceal the writing and so that they may appear as nearly alike as possible. The slips shall be placed in a box and, at the time and place appointed for the drawing of the lots, each of these bidders may draw 1 of the slips from the box, and any person drawing a slip on which is written the word "bid accepted" shall be deemed to be a selected bidder and the Purchasing Agent shall forthwith give him a certificate of bid award subject to any contingencies. The Purchasing Agent may appoint any person present to draw a slip for any affected bidder who fails to appear at the time specified in the notice.

K. EXTENSION OF DATES

As a result of extenuating circumstances, it may be necessary for the County to either extend the date which bids are due to be received by the County or the date to which all bids are to be valid. In either case, it shall be the responsibility of the Purchasing Agent or their designee to inform all parties concerned, via written communications, of the County's Intent on extending the relevant date, inclusive of any other pertinent date(s) that will change, along with the reasons for the extension.

If the date which the bids were to be received has been extended, along with all the other pertinent dates, the dates identified in subsection G of this section, "Bid Submission and Opening," shall be those identified in the above stated communication.

If the date to which all bids were to be valid needs to be extended, all bidders will have the right to withdraw their bid from consideration. A formal written request for withdrawal must be made to the Purchasing Agent, who shall file said request in the Request for Proposal file.

L. BID PROTEST PROCEDURE

The following process will be used to allow bidders to officially lodge a protest regarding any phase of the bid process including, but not limited to specification preparation, bid solicitation, award, or disclosure of information marked confidential in the bid or offer:

1. Bidders may obtain and complete a Bid Protest form identifying the substance and reason for the protest. The Bid Protest form can be obtained from the Purchasing Agent in the Bay County Finance Department or their designee.
2. The bidder must file the protest the earlier of the day prior to the County's Ways and Means Committee meeting or within ten (10) working days from the date of the Notice of Recommendation by submitting the completed form to the Purchasing Agent or their designee. The protesting bidder(s) may address the Ways and Means Committee at the meeting where the Committee will consider the recommendation of the Finance Officer.
3. A bidder may file a protest within ten (10) working days after the date of the Notice of Intent by submitting the completed form to the Purchasing Agent or their designee or submitting a written protest.
4. Within seven (7) working days of the filing of the bid protest form, the Finance Officer or other County personnel as assigned, after consultation with the Purchasing Agent, shall prepare and send, via certified mail

through the U.S. Postal Service, a response to the bid protest filed under either Subsection (2) or (3) of this section.

5. If not satisfied with the response of Finance Officer regarding the bid protest filed under Subsection (2) of this section, the bidder(s) may address the Ways and Means Committee of the Board of Commissioners by requesting Finance Officer place their protest on the agenda of their next scheduled meeting. Said request must be in writing and received in Finance Department or postmarked within seven (7) working days from the date of response to the protestor. The protestor must clearly identify on the envelope "**BID PROTEST.**"

The Purchasing Agent shall upon written request make available to any interested party information submitted that bears on the substance of the protest except where information is proprietary, confidential, or otherwise permitted or required to be withheld by law or regulation.

The Board of Commissioners or Finance Officer shall not award any bid until the protest has been settled, unless the Board of Commissioners or Finance Officer makes a written determination after consulting with Corporation Counsel that the award of the bid without delay is necessary to protect substantial interests of the County.

M. CANCELLATION OF INVITATIONS/REQUESTS FOR OR REJECTION OF QUOTES/BIDS/PROPOSALS

An Invitation for Quotes/Bids, a Request for Proposal, or any other solicitation may be canceled, or any or all bids, quotes, or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is for a good cause and in the best interest of the County. The reason(s) for the cancellation or rejection shall be made part of the specific procurement file. Each solicitation issued by the County shall state that the solicitation may be canceled and that any quote, bid, or proposal may be rejected in whole or part for good cause when in the best interests of the County. A Notice of Cancellation shall be sent to all vendors solicited. The notice shall identify the solicitation, provide the reason(s) for cancellation, and when appropriate, identify that an opportunity will be given to all vendors to resubmit a quote, bid, or proposal, on any resolicitations or any future solicitations of similar items. A Notice of Rejection shall be sent to all bidders or offerors whose bids(s), quotes(s), or proposal(s) were rejected enumerating the reasons for rejection.

APPENDIX A

GLOSSARY

Allowable Costs/Costs Principles. Requires that both direct and indirect costs meet certain criteria to be eligible for federal reimbursement. In addition, costs must conform to limitations or exclusions set forth in Circular A-87, allowable cost principles, or with limitations or requirements specified in the program regulations or agreement.

Bid Protest Form. A form filed by a bidder lodging a formal protest regarding the bid process.

Blanket Purchase Order. A purchase order issued to a vendor for a specific dollar amount, without identifying the items to be purchased or their value, that can be used by a department to purchase materials and/or supplies that will be purchased on a frequent or repetitive basis.

Centralized Purchasing. The function of procuring products and services for the entire County by a single Department.

Collusion. A secret agreement between two or more parties to defraud the County.

Debar. To prevent or prohibit for a period of time not exceeding three (3) years, from participating in quoting or bidding on County needs, or providing products and/or services to the County.

Discrimination. The act of unjustly making a distinction without merit, favoring one person over another.

Embezzlement. The act of fraudulently obtaining County money or property for one's own use.

Emergency Procurement. The purchase of a product or service where there exists a threat to the public's health, welfare, or safety without having to abide by the requirements of the County's Purchasing Policy.

Employee. A nonrelated person, whether appointed or selected through a personnel selection procedure receiving a salary, wages, or other compensation from the County.

Federal Grant/Award. Federal financial assistance and federal cost reimbursement contract that non-federal entities receive directly from federal awarding agencies or indirectly from pass-through entities.

Gratuity. A payment, loan, subscription, advance deposit of money, services, or anything of more than nominal value, present or promised, tangible or intangible in the nature of gifts, favors, entertainment, discounts, passes, transportation, accommodations, hospitality, or offers of employment.

Highest Qualified Bidder. A Bidder who submitted the highest responsive bid, relative to the procurement of County property and who met all the requirements and specifications set forth in the request for proposal.

Immediate Family. Is a Spouse, Child, Step-child, Parent, Current Step-parent, Grandparent, Grandchildren, Parent-in-law, Son-in-law, Daughter-in-law, Sister, Brother, Sister-in-law, Brother-in-law, or a permanent member of the employee's family.

Large Purchase. Purchases costing \$20,000 or more.

Low Tie Bids. Are low responsive bids from responsible bidders that are identical in price and which meet all the requirements and specifications set forth in the Request for Proposal.

Lowest Qualified Bidder. A bidder who submitted the lowest responsive bid, relative to selling a product and/or providing a service to the County, who met all the requirements and specifications set forth in the request for proposal.

Minimal Purchase. Purchases costing \$500 or more, but less than \$1,000.

Minute Purchase. Purchases costing less than \$500.

Non-Employee. A person who is not an employee as defined in this Purchasing Policy.

Notice of Bid Action. A notice sent by the Purchasing Agent notifying all bidders of the final action taken, either by Finance Officer or the Board of Commissioners regarding a bid award.

Notice of Cancellation. A notice sent by the Purchasing Agent notifying all bidders of a cancellation of a Request for Proposal(s), Invitation(s) for Bids/Quote(s), or any other solicitation.

Notice of Intent of Award Form. A form used by Finance Officer to notify the Board of Commissioners, the County Executive, and all bidders of their intent to award the bid to the lowest/highest qualified bidder on the eleventh (11th) working day from the date of the notice.

Notice of Recommendation. A notice sent by the Finance Officer, when he/she cannot directly award the bid, notifying all bidders of their recommendations, regarding the awarding of a bid, to the Ways and Means Committee of the Board of Commissioners, for their action.

Notice of Rejection. A notice sent by the Purchasing Agent to all bidders whose bid(s), quote(s), or proposal(s) were rejected enumerating the reasons for rejection.

Officer. Is a person elected, either at large or from respective districts, to the office of county commissioner; county executive; county prosecuting attorney; county sheriff; county clerk; county treasurer; county register of deeds; county drain commissioner; county circuit court judge; county district court judge; county probate court judge; and their deputies and appointees.

Petty (Imprest) Cash Purchase. Purchases costing less than \$100.

Program Income. Requires program income earned during the project period be retained by the recipient and be used in accordance with federal awarding agency regulations or the terms and conditions of the award.

Proprietary. Pertaining to property or ownership rights (e.g., trade secrets).

Prime Contractor. A person who has a contract with the County to build, alter, repair, improve, or demolish any public structure or building, or other real public improvements of any kind to any public real property.

Prudent Person Philosophy. A department shall carry out its ability to independently purchase products and services within the parameters of the Purchasing Policy with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character with like acts.

Purchase Order. A document which authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

Purchase Requisition. A document prepared by a requesting department used to initiate and facilitate the purchase of products or services by detailing the specific information regarding the product or service which they wish to purchase.

Qualified Based Selection (QBS). An objective, flexible procedure for obtaining architectural and engineering services.

Reporting. Requires that specific reports be filed (either financial and/or programmatic) and additional requirements that apply to those reports.

Request for Proposal. A document used to solicit sealed competitive bids for products and services costing more than \$15,000, which identifies all the requirements and specifications relative to the product or service the County wishes to purchase.

Sanction. A penalty for disobedience or violations.

Small Purchase. Purchases costing \$1,000 or more, but less than \$20,000.

Sole Source. Only one supplier of a requested product or service.

Subrecipient Monitoring. Requires recipients to (1) have an adequate subrecipient monitoring and follow-up system covering entities to which it has passed through funds, (2) identify to the subrecipient certain award information and requirements, and (3) determine whether an applicant for a non-Recovery Act subaward has provided a DUNS number before funds are awarded

Suspension. To prevent or prohibit, for a period of time not exceeding three (3) months, from participating in quoting or bidding on County needs, or providing products and/or services to the County.

DRAFT

ATTACHMENT A

SMART Goals Template

What exactly do I want to achieve (be Specific)?

How do you intend to Measure the goal?

How will you know the goal has been Achieved?

How Relevant is this goal to the overall Region?

What is the Timeframe (Time-bound)?

DRAFT

Adopted April 14, 1998
Amended February 9, 1999, Resolution No. 99-014
Amended March 9, 1999, Resolution No. 99-050
Amended December 12, 2000, Resolution No. 00-340
Amended February 6, 2001, Resolution No. 01-016
Amended August 10, 2004, Motion No. 131
Amended February 21, 2006 Resolution No. 06-023

Analysis of General Fund Unreserved/Undesignated Fund Balance 2013

Report Date: 3/26/2013

Description	Journal Number	2,013 Fund Balance
Estimated Unaudited Assigned Fund Balance or (Deficit) 12/31/2012		\$5,006,615
Reverse previous years Committed Fund Balance *		\$0
Assigned Fund Balance or (Deficit)		\$5,006,615
2013 Budgeted Surplus /(Deficit)		\$92,309
BUDGET ADJUSTMENTS POSTED IN JANUARY THROUGH MARCH 2013		
Budget for Pinconning Park grant	13-01-0005	\$10,000
Budget for Prosecutor and courts document management, workflow analysis	13-02-0133	-\$30,000

MARCH 27, 2013

Assigned Fund Balance or (Deficit) 3/27/2013

-20,000

\$5,078,924

THOMAS L. HICKNER
Bay County Executive

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



CRYSTAL A. HEBERT
Finance Officer
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KIMBERLY A. PRIESSNITZ
Assistant Finance Officer
priessnitzk@baycounty.net

TO: Kim Coonan, Chairperson
Ways & Means Committee

FROM: Crystal Hebert *CH*
Finance Officer

RE: Executive Directive #2007-11

DATE: March 27, 2013

REQUEST:

Please place this memo on the April 2, 2013, agenda for your committee's information.

BACKGROUND:

On March 6, 2013, 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 2012 and/or 2013 appear to have no changes.

RECOMMENDATION:

To receive.

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