

WAYS AND MEANS COMMITTEE

AGENDA

TUESDAY, MAY 7, 2013

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- I CALL TO ORDER
- II ROLL CALL
- 1- 4 III MINUTES (4/2/13)
- IV PUBLIC INPUT
- V PETITIONS AND COMMUNICATIONS
 - A. Bay Future, Inc. - Presentation by Magen Samyn, President & CEO (Presentation requested by Commissioner Tilley)
 - B. East Michigan Council of Governments - Presentation by Anamika Laad, Programs Manager (Presentation requested by Commissioners Krause and Lutz)
 - 5- 6 C. Court Administrator - Treatment Court Grant Funding (**Seeking approval to make application for grant funding to Substance Abuse Mental Health Services Agency and the National Association of Drug Court Professionals; authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolution attached**)
 - 7- 8 D. Bay County Undersheriff - Equitable Sharing Agreement & Certification (**Seeking approval of Agreement; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached**)
 - 9-10 E. Housing Director - ROSS-SC Grant (**Seeking authorization to make application for HUD funding and accept grant, if awarded; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution no. 2013-74 attached**)
 - 11-12 F. Interim Health Director - Amendment # 5 to Comprehensive Planning, Budgeting and Contracting Agreement (**Seeking approval of amendment; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached**)
 - 13-14 G. Superintendent of Buildings and Grounds - Fair Board Lease 2013 (**Seeking approval of Lease w/Bay County Fair Board for 2013 season; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached**)
 - 15 H. Board Chair & County Executive - FY2014 Revenue Sharing (**Proposed resolution attached**)

- 16-17 I. Director of Environmental Affairs/Community Development - Lease with Department of Natural Resources - Bay City State Recreation Area (**Seeking approval of Lease Arrangement w/DNR; authorization to spend allocated funds for Focus Phase; authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolution attached**)
- J. Personnel Director
- 18-19 1. Purchase of In-House Benefit Calculator Software for Retirement System (**Seeking approval of purchase of software, monies from Retirement Fund; hiring part time USW employee(s) for scanning; authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolution attached**)
- 20-21 2. Vacancy: Community Center (**Seeking authorization to post/fill full time Fitness Coordinator/Clerk (\$12.71/hr entry) at the Bay County Community Center - proposed resolution attached**)
- K. Finance Officer
- 22-30 1. Budget Adjustments (Various) (**Seeking Board approval of submitted budget adjustments - proposed resolution attached**)
- 31 2. Analysis of General Fund Unreserved/Undesignated Fund Balance 2013 (**Receive**)
- 32-33 3. Executive Directive #2007-11 - \$30,000 Decrease in 2012-2013 Edward Byrne Memorial Justice Assistance Grant - 74th District Court-DWI (**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, APRIL 2, 2013, FOURTH FLOOR, BAY COUNTY BUILDING.

CALL TO ORDER BY CHAIR COONAN AT 4:03 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	E	X	C	U	S	E	D						
BRANDON KRAUSE P	M/Y												
VAUGHN J. BEGICK P	Y	S/Y	Y	S/Y	Y	Y	Y	Y	Y	Y	S/Y	Y	
THOMAS M. HEREK P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
MICHAEL E. LUTZ P	S/Y	Y	S/Y	Y	S/Y	Y	S/Y						
ERNIE KRYGIER, EX OFFICIO	E	X	C	U	S	E	D						

MOTION NO.

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

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, C.HEBERT, T.QUINN, B.SHORT, A.WALLACE, K.RIFENBARK, T.PUTT, T.ROEHRS, J.STRASZ, F.HORGAN, J.ENGEL, BAY 3 TV, D.BERGER

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

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**WAYS AND MEANS COMMITTEE
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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 MARCH 5, 2013 WAYS AND MEANS COMMITTEE MEETING, AS PRINTED.**

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

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

3 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF RENEWAL OF PROFESSIONAL SERVICES AGREEMENT WITH RICHARD GRUBER FOR EQUALIZATION SERVICES (CORPORATION COUNSEL).**

4 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF AMENDMENT # 4 TO THE COMPREHENSIVE PLANNING, BUDGETING AND CONTRACTING (CPBC) AGREEMENT (HEALTH DEPT.).**

The next item on the agenda was the Michigan Green Schools Initiative Participation and School Recognition. Receiving State recognition for 20+ points are: Auburn Area Catholic School (second year recognized), Bay-Arenac ISD Career Center, and St. James Catholic School. Bangor Township John Glenn High School, submitted 10 points. Alicia Wallace, Michigan Green Schools Coordinator, explained the program, the pointing system, and criteria for building points. Ten points equals Green School status, 15 points equals Emerald status and 20 points equals Evergreen status. Points are earned through projects, i.e. recycling programs, energy audits, utilizing energy efficient lighting, poster contests, plant inventory, learning about water issues, visiting the Nature Center. BAISD was also involved with solar and

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**WAYS AND MEANS COMMITTEE
MINUTES
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MOTION NO. _____

wind projects. Commissioner Krause, whose daughters attend Auburn Area Catholic Schools, is very pleased that schools are putting in extra effort to be green. It was

- 5 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE MICHIGAN GREEN SCHOOLS INITIATIVE PARTICIPATION AND SCHOOL RECOGNITION, PRESENTATION AT 4/9/13 BOARD MEETING (ENVIRONMENTAL AFFAIRS).**

A request to allow acceptance of Great Lakes Restoration Initiative (GLRI) Grant was explained by Alicia Wallace, funding to be used for ash tree removal and replacement. The County should know in June if awarded grant funding. Mrs. Wallace indicated that she can apply for more widespread grant funding to address tree removal/replacement in municipalities. It was

- 6 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE ACCEPTANCE OF GLRI GRANT FUNDING (GYPSY MOTH SUPPRESSION PROGRAM).**

- 7 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE 2013 BAY COUNTY EQUALIZATION (EQUALIZATION DEPT.).**

- 8 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE MUNIS MAINTENANCE AGREEMENT (ADMINISTRATIVE SERVICES - ISD).**

- 9 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE SUBMITTED BUDGET ADJUSTMENTS (FINANCE DEPT.).**

Commissioner Begick questioned the status of the kitchen facilities project at the Community Center and Tammy Roehrs, Director of Division on Aging, indicated that the RFQ for architect services is in the process of being

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MOTION NO.

prepared.

Commissioner Herek asked for an explanation regarding the Homeland Security Purchasing Policy. Tim Quinn, Personnel Director, advised that Bay County was acting as fiduciary for Region 3 for the Homeland Security Program and questions were raised regarding the program and there was a possibility that Bay County would have to repay \$600,000+. Following an audit, it was determined that Bay County did not have to reimburse any funding, however, there were questions about the purchasing aspect. As a result of the audit and findings, Bay County had to draft a Homeland Security Purchasing Policy and that is what has been provided. Bay County is not acting as the fiduciary for the 2011 funding but this policy was required anyway.

- 10 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED HOMELAND SECURITY PURCHASING POLICY (FINANCE DEPT.).**
- 11 MOVED, SUPPORTED AND CARRIED TO RECEIVE THE ANALYSIS OF GENERAL FUND UNRESERVED/UNDESIGNATED FUND BALANCE 2013 (FINANCE DEPT.).**
- 12 MOVED, SUPPORTED AND CARRIED TO RECEIVE EXECUTIVE DIRECTIVE #2007-11 (FINANCE DEPT.).**
- 13 MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:25 P.M.).**

Submitted by:

Deanne Berger

Deanne Berger, Board Coordinator



18th JUDICIAL CIRCUIT COURT
74th JUDICIAL DISTRICT COURT

1230 Washington Avenue
Bay City, Michigan 48708-0010

KIM B. MEAD
Court Administrator

Phone: (989) 895-4266
Fax: (989) 895-4099
meadk@baycounty.net

May 1, 2013

Kim J. Coonan, Chair
Ways and Means Committee
Bay County Commissioners
515 Center Avenue
Bay City, Michigan 48708

Commissioner Coonan:

The Bay County Courts Specialty Courts – Treatment Court has been made aware of additional grant opportunities. Grants from SAMHSA – Substance Abuse Mental Health Services Agency and NADCP – National Association of Drug Court Professionals have been released for the upcoming 2014 fiscal year. I ask your consideration for recommendation to the Board of Commissioners to allow submission of these applications, and furthermore, to authorize the Board Chair to sign the applications once they are completed. Signature of the application only supports the request; it does not commit the County. A formal request for funding will be submitted during the County's budget process.

The 74th District Court has been a successful recipient of both Byrne and SCAO grants for the past several years. In order to continue operation of our Treatment Court, grant dollars from federal and state sources are very important as they make up the bulk of the Treatment Court's funding.

Sincerely,

Kim Brian Mead
Administrator

BAY COUNTY BOARD OF COMMISSIONERS

5/14/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/7/13)
WHEREAS, The Bay County Courts Speciality Courts - Treatment Court has been made aware of additional upcoming 2014 fiscal year grant opportunities through Substance Abuse Mental Health Services Agency (SAMHS) and the National Association of Drug Court Professionals (NADCP); and
WHEREAS, The 74th District Court has been a successful recipient of both Byrne and SCAO grants for the past several years and, in order to continue operation of the Treatment Court, grant dollars from federal and state sources are very important as they make up the bulk of the Treatment Court's funding; Therefore, Be It
RESOLVED That the Bay County Board of Commissioners authorizes Court application for Substance Abuse Mental Health Services Agency and National Association of Drug Court Professionals grant funding; Be It Further
RESOLVED That the Chairman of the Board is authorized to execute the grant documents (application, grant award, all related required documents) on behalf of Bay County following legal review/approval; Be It Further
RESOLVED That the grant applicant/recipient departments are required to work with the Finance Department whose staff will provide financial oversight of said grant; Be It Further
RESOLVED That it is clearly understood that if these grant funds are terminated, any position(s) funded by this grant shall be terminated and will be not absorbed by the County; Be It Finally
RESOLVED That related budget adjustments, if required, are approved.

KIM COONAN, CHAIR
AND COMMITTEE

Courts - SAMHSA & NADCP Treatment Court Grants

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 _____

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John E. Miller
Sheriff Of Bay County

Michael T. Janiskee
Undersheriff

Troy A. Stewart
Jail Administrator



To: Kim Coonan, Chairman
Ways and Means Committee
Bay County Board of Commissioners

From: Sheriff John E. Miller 

Date: May 2, 2013

Re: Equitable Sharing Agreement and Certification

Background: The Bay County Sheriff's Office presently participates in the Federal Equitable Sharing Agreement whereby proceeds of forfeited cash and property are shared with local law enforcement agencies. Each year agencies are required to submit documents bearing the signature of the head of the governing agency as well as the head of the law enforcement agency certifying that the forfeited funds or property will be used within the guidelines that regulate shared asset expenditures.

Economics/Finance: The certification agreement has no impact on the budget. This is a certification of compliance.

Recommendations: Request authorization for required Board Chairman Signature.

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BAY COUNTY BOARD OF COMMISSIONERS

5/14/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/2/13)

WHEREAS, The US Department of Justice, Department of the Treasury, has submitted an Equitable Sharing Agreement and Certification to the Bay County Sheriff Department; and

WHEREAS, This Agreement allows for participation in the federal equitable sharing program and outlines restrictions upon the use of federally forfeited cash, property, proceeds and interest earned thereon, which are equitably shared with the participating law enforcement agencies; and

WHEREAS, The Board Chair's signature is required on the Equitable Sharing Agreement; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes the Chairman of the Board to execute Equitable Sharing Agreement and Certification on behalf of Bay County, said Agreement having been approved as to form by Corporation Counsel; Be It Further

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

KIM COONAN, CHAIR
AND COMMITTEE

Sheriff - Equitable Sharing Agt & Certification

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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To: **Brandon Krause, Chair**
Personnel/Human Services Committee
Bay County Board of Commissioners

From: **Rachelle Anderson**
Housing Director

Subject: **Request Permission to Apply to HUD for a Resident Opportunity and Self-Sufficiency (ROSS-SC) Service Coordinator Program Grant**

Date: **April 10, 2013**

BACKGROUND:

The Bay County Housing Department is seeking approval to apply for a Resident Opportunity and Self-Sufficiency (ROSS-SC) Service Coordinators Program Grant; through HUD. The purpose of the ROSS-SC program is to provide funding to hire and maintain a Service Coordinator (SC) who will assess the needs of residents of Public Housing and coordinate available resources in the community to meet those needs. The ultimate goal of a ROSS-Elderly/Disabled Service Coordinator is to ensure that residents can maintain independent living and age in-place in their units and avoid placement in a full-care facility to the greatest extent possible.

ECONOMICS:

The program requires at least 25 percent of the requested grant amount as a match. The match may be in cash and/or in-kind donations as well as self-sufficiency and supportive services/programs provided to participants in the ROSS-SC program. Funding for the match requirement is available through the Housing Department's current HUD funding the Director is also working to secure match commitments in the form of in-kind from other local human service agencies.

RECOMMENDATION:

The Housing Department recommends approval to apply for this grant. Upon favorable review by Corporate Counsel and any budget adjustments as necessary.

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BAY COUNTY BOARD OF COMMISSIONERS

5/14/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/7/13)
 WHEREAS, Grant funding is available through HUD for a Resident Opportunity and Self-Sufficiency (ROSS-SC) Service Coordinator Program Grant; and
 WHEREAS, The purpose of the ROSS-SC program is to provide funding to hire and maintain a Service Coordinator who will assess the needs of residents of Public Housing and coordinate available resources in the community to meet those needs; and
 WHEREAS, The ultimate goal of a ROSS-Elder/Disabled Service Coordinator is to ensure that residents can maintain independent living and age in-place in their units and avoid placement in a full-care facility to the greatest extent possible; and
 WHEREAS, This grant, totaling \$246,000, is for 3 years and twenty-five percent of the requested grant amount is required as a match and the match can be in cash and/or in-kind donations as well as self-sufficiency and supportive services/programs provided to participants in the ROSS-SC Program; and
 WHEREAS, Funding for the match requirement is available through the Housing Departments' current HUD funding and the Director is also working to secure in-kind match commitments from other local human services agencies; Therefore, Be It
 RESOLVED That the Chairman of the Board is authorized to execute the HUD grant documents (application, grant award, all related required documents) on behalf of Bay County following legal review/approval; Be It Further
 RESOLVED That the grant applicant/recipient departments are required to work with the Finance Department whose staff will provide financial oversight of said grant; Be It Further
 RESOLVED That it is clearly understood that if these grant funds are terminated, any position(s) funded by this grant shall be terminated and will be not absorbed by the County; Be It Finally
 RESOLVED That related budget adjustments, if required, are approved.

KIM COONAN, CHAIR
 AND COMMITTEE

Housing Dept - ROSS-SC 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 _____

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Thomas L. Hickner
Bay County Executive



Joel R. Strasz
Interim 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: Joel R. Strasz, Interim Health Director
DATE: April 24, 2013
CC: Tom Hickner, Michael Gray, Marty Fitzhugh, Crystal Hebert, Tim Quinn, Kim Priessnitz, Kathy Janer, and Melissa Maillette
RE: FY 2012-13 Comprehensive Planning, Budgeting and Contracting Agreement (CPBC) Amendment #5

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.

FINANCIAL CONSIDERATIONS:

This Amendment reflects positive adjustments to funding levels as follows:

Project Title	Current Amount	Amended Amount	New Project
Eat Safe Fish	54,663.00	14,775.00	69,438.00
Public Health Emergency Preparedness (PHEP) 7/1/13 - 9/30/13	0.00	31,167.00	31,167.00
TOTAL :	54,663.00	45,942	100,605

RECOMMENDATION

Upon favorable review by Corporation Counsel, the Health Department recommends Amendment #1 be approved and signed by the Board Chair, and seeks Board approval for any necessary budget adjustments relating to this Amendment .

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BAY COUNTY BOARD OF COMMISSIONERS

5/14/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/7/13)

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, Amendment # 5 is as follows:

<u>PROJECT TITLE</u>	<u>CURRENT AMOUNT</u>	<u>AMENDED AMOUNT</u>	<u>NEW PROJECT</u>
Eat Safe Fish	\$54,663	\$14,775	\$69,438
Public Health Emergency Preparedness	\$ -0-	\$31,167	\$31,167
TOTAL FUNDING	\$54,663	\$45,942	\$100,605

RESOLVED That the Bay County Board of Commissioners approves amendment # 5 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 J. COONAN, CHAIR
AND COMMITTEE

Health Dept - Amendment 5 2012-13 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
BUILDINGS & GROUNDS DIVISION**

Thomas L. Hickner
County Executive

Richard C. Pabalis
Superintendent of Buildings & Grounds
pabalisr@baycounty.net

TO: KIM COONAN
WAYS & MEANS CHAIRMAN

FROM: RICHARD PABALIS 
SUPERINTENDENT OF BUILDINGS & GROUNDS

DATE: APRIL 24, 2013

RE: FAIR BOARD USE OF THE FAIRGROUNDS

REQUEST:

Approve the Lease of the Bay County Fairgrounds to the Bay County Fair Board to hold their annual Fair, Derby's and fundraisers for the 2013 season.

BACKGROUND:

The Bay County Fair Board would like to secure and plan their events for the 2013 season. Approving their lease for the season will also help them pay the balance owed to the County for the last couple years. Last year, the 2012 Bay County Fair was rained out which severely impacted their ability to repay anything to the County. The current Board is made of individuals that are very committed to making a difference.

ECONOMICS:

Currently the Fair Board owes \$12,100 to Bay County. They have made two (2) payments to the County after their most recent events. The Fair Board also passed a motion to pay the County no less than 20% of the profits from each fundraiser they have. This policy will be followed until all pre-2013 debt is paid. The Fair Board is in the process of constructing a new \$5,000 Horse Arena from a Grant they received two years ago.

RECOMMENDATION:

Approve the Lease with the Bay County Fair Board for the use of the Bay County Fairgrounds for the 2013 season.

Cc: Mike Gray
Marty Fitzhugh
Bob Redmond
Tom Hickner

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BAY COUNTY BOARD OF COMMISSIONERS

5/14/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/7/13)

WHEREAS, The Bay County Fair Board wishes to secure and plan events for the 2013 season; and

WHEREAS, Currently the Fair Board owes \$12,100 to Bay County and approving a lease for the current season will assist in helping them pay the balance owed to Bay County for the last couple of years; and

WHEREAS, The 2012 Bay County Fair was rained out severely impacting the Fair Board's ability to pay the County; and

WHEREAS, Two (2) payments to the County have been made from recent Fair Board events and the Fair Board, via a motion, has committed to pay the County no less than 20% of the profits from each fund raiser they have and this policy will be followed until all pre-2013 debt to Bay County is paid; and

WHEREAS, The Bay County Fair Board is in the process of constructing a new \$5,000 Horse Arena from a grant received two years ago; and

WHEREAS, The Bay County Fair Board is comprised of individuals committed to making a difference in our community; Therefore, Be It

RESOLVED By the Bay County Board of Commissioners that the Lease with the Bay County Fair Board for the 2013 season is approved and the Chairman of the Board authorized to execute said Lease on behalf of Bay County following legal review/approval; Be It Finally

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

KIM COONAN, CHAIR AND COMMITTEE

Fair Board - Fair Grounds Lease - 2013 Season

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 _____

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BAY COUNTY BOARD OF COMMISSIONERS

5/14/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/7/13)
 WHEREAS, In the Governor's recommendation for the FY 2014 budget, counties are scheduled to receive a 22.9% cut from what they were projected to receive based on the deal struck in 2004/2005; and
 WHEREAS, The Governor is recommending an appropriation of \$140.6 million, \$41.7 million less than statutorily required and counties will be required to "earn" twenty-percent of their funding by fulfilling the County Incentive Program (CIP) requirements; and
 WHEREAS, With the proposed budget for Fiscal Year 2014, counties would receive a cut of about \$42 million and, at first glance, it appears that the administration has recommended an additional \$10 million for county revenue sharing and CIP payment, but in reality, these additional funds result in less money to each county this year; and
 WHEREAS, Counties have worked diligently for the past decade by leading the effort to reform, consolidate, and right size government in an effort to increase efficiency and adjust to declining revenues but a "one-size-fits-all" approach to the CIP Employee Compensation Category is not acceptable; and
 WHEREAS, Each local unit of government is in a different financial place, some growing, some declining, some healthy, and some are struggling with their long term liabilities and to say that all counties need to comply with a prescriptive formula on employee compensation would be a step backward for some and unattainable for others; and
 WHEREAS, Compliance with the third category for this fiscal year is attainable because all copies of this resolution be are following the 80/20 healthcare law enacted last session and the category should remain the same with the State stopping all attempts to "move the bar"; and
 WHEREAS, In 2004/2005, counties agreed to forgo revenue sharing for a period of time in order to assist Michigan in balancing the budget and were promised a return of that funding once reserves were depleted; and
 WHEREAS, Revenue sharing is more than just a pot of money to be allocated in whole or in part to counties but is a statutory promise made to counties in exchange for giving up local taxing authority and for a more recent change in local taxing administration; and
 WHEREAS, The concept of earning what has already been earned in unacceptable; and
 WHEREAS, According to the Glenn Steil State Revenue Sharing Act, 21.3% of 4% of State sales tax is supposed to go to statutory revenue sharing which amounts to over \$1 billion, however, the Governor's proposal only allocates 35% of this collection to revenue sharing while the balance is being used to bolster the State's General Fund budget; and
 WHEREAS, Revenue sharing is used by counties to pay for the multitude of state mandated services including the courts, the jails, the constitutional officers, elections and the public health system and, coupled with the recent reductions in property values and increased mandated state service delivery, counties are stretched to the financial limit; and
 WHEREAS, It is projected that the Governor's recommended FY 2014 revenue sharing cut to Bay County is \$262,848; Therefore, Be It
 RESOLVED That the Bay County Board of Commissioners calls upon the Governor and the State Legislature to live up to their promise by fully funding revenue sharing payments to counties in fiscal year 2014; Be It Finally
 RESOLVED That copies of this resolution be forwarded to the Governor, our State Legislators, the Michigan Association of Counties and the other 82 Michigan counties.

**KIM COONAN, CHAIR
 AND COMMITTEE**

Revenue Sharing FY2014

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 _____

-15-

**BAY COUNTY DEPARTMENT OF
ENVIRONMENTAL AFFAIRS
& COMMUNITY DEVELOPMENT**

515 Center Avenue, Suite 501
Bay City, Michigan 48708

Phone 989-895-4135
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

MEMORANDUM

DATE: May 1, 2013

TO: Commissioner Kim Coonan, Chair
Ways & Means Committee

FROM: Laura Ogar, Director
Environmental Affairs & Community Development

RE: **Approval for Authority to Enter Into Lease with DNR for the Boardwalk to Beach at the Bay City State Recreation Area (BCSRA) and Authority to Spend Existing Funds Toward The "Focus Phase" Management Planning Effort**

Background:

The Bay County Executive and the Bay County Board of Commissioners have been working closely with the Department of Natural Resources (DNR) for beach and access improvements at the Bay City State Recreation Area (BCSRA). Projects in progress include:

- The Boardwalk to the Beach at the BCSRA at the day use area with the DNR opening up a new 1,000 foot stretch of beach. Bay County has submitted a Coastal Zone Management grant application, funding to be awarded in early 2014. Bay County has applied for the Coastal Zone Management (CZM) Grant for the Boardwalk with a 50% match of funds coming from the county in the form of in-kind match by providing the labor for this project.. **A Lease is necessary for the project consideration.**
- Engaging the public in a "Focus Phase Management Plan" to explore the options for active recreational development and access to the Saginaw Bay at the BCSRA. As part of this effort we will also sort through what's needed to get clean the beach of muck and invasive weeds along the entire shoreline. At the request of the DNR, Bay County agreed to cover 50% of the costs of this project, Bay County has budgeted for this project with our costs not to exceed the amount of \$25,000. **Contract development with DNR is being finalized and the Department of Environmental Affairs and Community Development will need authorization to enter into the contract and spend this money.**

Finance & Economics:

For the Boardwalk, our local match will be met with local support and in-kind labor.

For the Focus Phase, Bay County has approved funding for this request, the funding is in the Department of Environmental Affairs and Community development budget with our cost not to exceed the amount of \$25,000.

Recommendation:

Upon favorable review of Corporation Council, approval for 1) authority to enter into a lease with the Department of Natural Resources (DNR) and 2) authority to contract with DNR and spend the funds allocated toward this project. Also, request authorization to make budget adjustments and any signatures required and documentation associated with this request.

cc: Tom Hickner
Mike Gray
Crystal Hebert

Marty Fitzhugh
Deanne Berger

-16-

BAY COUNTY BOARD OF COMMISSIONERS

5/14/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/7/13)

WHEREAS, The Bay County Executive and the Bay County Board of Commissioners have been working closely with the Department of Natural Resources (DNR) for beach and access improvements at the Bay City State Recreation Area (BCSRA). Projects in progress include:

1. The Boardwalk to the Beach at the BCSRA at the day use area with the DNR opening up a new 1,000 foot stretch of beach. Bay County has submitted a Coastal Zone Management grant application, funding to be awarded in early 2014. . Bay County has applied for the Coastal Zone Management (CZM) Grant for the Boardwalk with a 50% match of funds coming from the county in the form of in-kind match by providing the labor for this project.. **A Lease is necessary for the project consideration.**

2. Engaging the public in a "Focus Phase Management Plan" to explore the options for active recreational development and access to the Saginaw Bay at the BCSRA. As part of this effort we will also sort through what's needed to get clean the beach of muck and invasive weeds along the entire shoreline. At the request of the DNR, Bay County agreed to cover 50% of the costs of this project, Bay County has budgeted for this project with our costs not to exceed the amount of \$25,000. **Contract development with DNR is being finalized and the Department of Environmental Affairs and Community Development will need authorization to enter into the contract and spend this money.**

WHEREAS, For the Boardwalk, the County's local match with be met with local support and in-kind labor; and

WHEREAS, For the Focus Phase, Bay County has approved funding for this request which is in the Department of Environmental Affairs and Community Development budget with Bay County's cost not to exceed \$25,000; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners, following legal review/approval, authorizes:

1. Entering into a lease with the Department of Natural Resources (DNR);
2. Contracting with DNR to spend the funds allocated toward this project;
3. Execution of the Lease and all related documents by the Board Chair on behalf of Bay County;
4. Approval of all related, required budget adjustments.

KIM COONAN, CHAIR
AND COMMITTEE

Env Affairs - Boardwalk to Beach Lease - Bay City State Recreation Area
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 _____

-17-



BAY COUNTY EMPLOYEES' RETIREMENT SYSTEM
BAY COUNTY VOLUNTARY EMPLOYEES' BENEFICIARY ASSOCIATION

BAY COUNTY BUILDING
515 CENTER AVENUE, SUITE 706
BAY CITY, MICHIGAN 48708-5128

THOMAS L. HICKNER
Bay County Executive

BOARD OF TRUSTEES
Steven Gray, Chairperson
Richard Brzezinski
Ann Carpenter
Kim Coonan
William Deaton
Shari Pellier
Matthew Pett
Tom Herek
Thomas Starkweather

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

ADMINISTRATIVE STAFF
Danean Wright
Tiffany Jerry
(989) 895-4030
TDD (989) 895-4049
FAX (989) 895-4113

FROM: Tim Quinn, Director of Personnel and Employee Relations *TQ*

DATE: April 29, 2013

REQUEST: Purchase in House Benefit Calculator Software for the Retirement System and associated labor to scan in current and past employee records

Background

To purchase the Benefit Calculator software that would allow for final and estimated retirement calculations to be performed internally by the Retirement Administrator and to allow for scanning documents to an individual employee retirement file. Our current software (CherryLan) is not suited to this purpose because it does not possess the functionality to effect changes and provide efficient retrieval of records. At this point, we do not have electronic backup of approximately 2,000 records

Economics

The initial cost of this software would be in a range from \$29,000-\$34,000 and the wage cost involved with the initial scanning is estimated be \$12,740, for a total approximate cost of no more than \$46,740. By using part-time Steelworker labor, this project would take approximately 18-20 months to capture all 2,000 records. This project will be paid out of the Retirement Fund with the costs being allocated to all of the different entities which are currently in our Retirement System.

Recommendation

That the Board of Commissioners authorize and approve the purchase of this benefit calculator software and authorize part-time employee(s) to perform the scanning and any required budget adjustments. The purchase of this software was approved by the Bay County Employees' Retirement System Board of Trustees at the April 9, 2013 meeting. It is requesting approval by the Board of Commissioners for the purchase of this software.

cc: Tom Hickner
Bob Redmond
Crystal Hebert

Michael Gray
Marty Fitzhugh
Board of Trustees

Danean Wright
Bay County Bd. of Comm.
Brandon Short

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BAY COUNTY BOARD OF COMMISSIONERS

5/14/13

RESOLUTION

- BY: WAYS AND MEANS COMMITTEE (5/7/13)
- WHEREAS, While Bay County's current software (CherryLan) is an electronic filing system, this system does not possess the functionality to effect changes and provide efficient retrieval of records and currently there is no electronic back-up of approximately 2,000 records; and
- WHEREAS, A Benefit Calculator software is available from Gabriel, Roeder, Smith & Co. that would allow for final and estimated retirement calculations to be performed internally by the Retirement Administrator and to allow for scanning documents to an individual employee retirement file; and
- WHEREAS, The initial cost of this software would be in the range of \$29,000 - \$34,000 and the wage cost involved with the initial scanning is estimated to be \$12,740 for a total approximate cost not to exceed \$46,740; and
- WHEREAS, By utilizing part time United Steelworker labor, this project would take approximately 18-20 months to capture all 2,000 records; and
- WHEREAS, This project will be paid out of the Retirement Fund with the costs being allocated to all of the different entities which comprise the Retirement System; and
- WHEREAS, The Bay County Retirement System Board of Directors approved this purchase at their April 9, 2013 Board meeting and is requesting approval from the Bay County Board of Commissioners; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners approves the purchase of the benefit calculator software from Gabriel, Roeder, Smith & Co. and authorizes utilization of part-time USW employee(s) to perform the scanning; Be It Further
- RESOLVED That the Chairman of the Board is authorized to execute all documents required for acquisition of the benefit calculator software on behalf of Bay County following legal review/approval; Be It Finally
- RESOLVED That all related required budget adjustments are approved.

KIM COONAN, CHAIR
AND COMMITTEE

Retirement System - Benefit Calculator Software

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
PERSONNEL DEPARTMENT**

Tim Quinn, Director
quinnt@baycounty.net
(989) 895-4098 (T)
(989) 895-2076 (F)

May 1, 2013

Thomas L. Hickner
County Executive

Tiffany Jerry, Payroll/Benefits Super.
jernt@baycounty.net
(989) 895-4032 (T)
(989) 895-4039 (F)

Danean Wright, Retirement Adm./Acct.
wrightd@baycounty.net
(989) 895-4043 (T)
(989) 895-4113 (F)

Rebecca Smutek, Payroll Clerk
smutekr@baycounty.net
(989) 895-4044 (T)
(989) 895-4039 (F)

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

Dear Commissioner Coonan:

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

Request: To post and fill a Fitness Coordinator/Clerk at the Bay County Community Center.

Background: Current employee is on a leave of absence and has submitted his intent to retire this month.

Financial: Full-time position with benefits in the USW union. \$12.71 per hour entry, progressing to \$15.01 per hour after two years (TU06). Funds exist within the current existing budget.

Recommendation: Please recommend approval to the full board.

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

Sincerely,

Tim Quinn, Director
Personnel and Employee Relations

cc: Tom Hickner
Brandon Krause
Mike Gray
Marty Fitzhugh
Crystal Hebert
Wanda Behmlander
Personnel file

G:\Board\WAYS&MEA\2013\May letter.wpd

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BAY COUNTY BOARD OF COMMISSIONERS

5/14/13

RESOLUTION

BY: WAYS AND MEANS COMMITTEE(5/7/13)

RESOLVED By the Bay County Board of Commissioners that concurrence is given to post/advertise/fill the following full time/part time/temporary/seasonal or co-op positions/vacancies/new positions, monies for said positions to come from the respective departmental budgets:

1. Community Center - Fitness Coordinator/Clerk (ft, \$12.71/hr.entry)

RESOLVED That budget adjustments, if required, are approved.

RESOLVED That it is clearly understood that any positions funded through a grant shall be terminated or hours reduced if grant funding is terminated or reduced.

KIM COONAN, CHAIR
AND COMMITTEE

Vacancies - May

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 05/07/2013

RESOLVED: By this Board of Commissioners of Bay County, Michigan, that the following Budget
 Adjustments are hereby approved on 05/14/2013 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
2013-05-007	GENERAL FUND CRIME VICTIMS RIGHTS Total GENERAL FUND			X
	INCREASE CRIME VICTIMS GRANT AMOUNT BY AN ADDITIONAL \$2,400. DUE TO THE GRANT PAYING FOR TWO LAPTOP COMPUTERS. INFORMATION SYSTEMS DEPARTMENT IS IN AGREEMENT WITH THIS PURCHASE.			
2013-05-008	GENERAL FUND BOARD OF COMMISSIONERS CIVIC/ICE ARENA-PRO SHOP Total GENERAL FUND	\$8,800		
	TO ADJUST THE 2013 CIVIC ARENA PROSHOP MERCHANDISE SALES BUDGET.			
2013-05-009	GENERAL FUND BOARD OF COMMISSIONERS BUILDINGS AND GROUNDS PARKS/RECREATION MAINTENANCE Total GENERAL FUND		\$4,884	
	INCREASE PARKS AND RECREATIONS MAINTENANCE BUDGET FOR TEMPORARY WAGES. MORE THAN HALF OF THIS INCREASE IS PAID BY A REIMBURSEMENT FROM THE DELINQUENT FORECLOSURE FUND.			
2013-05-010	RETIREMENT SYSTEM FUND RETIREMENT BOARD Total RETIREMENT SYSTEM FUND			X
	TO BUDGET UNDER RETIREMENT FUND THE PURCHASE OF A BENEFIT CALCULATOR SOFTWARE THAT WOULD ALLOW FOR FINAL AND ESTIMATED RETIREMENT CALCULATIONS. AN ENHANCEMENT TO THIS SOFTWARE WOULD BE TO ALLOW FOR SCANNING OF RETIREMENT DOCUMENTS. THIS BUDGET ADJUSTMENT INCLUDES TEMPORARY HELP FOR A MAXIMUM OF 1000 HOURS TO SCAN RETIREMENT RECORDS.			
2013-05-011	GENERAL FUND BOARD OF COMMISSIONERS			

-27-

Journal Request Number	Fund Involved Department Involved	Favorable Impact	Unfavorable Impact	No Impact
------------------------	--------------------------------------	------------------	--------------------	-----------

DIST.COURT OWI TREATMENT GRANT
 DIST.CT OWI TREATMENT OCT-DEC
 Total GENERAL FUND

\$20,614

DISTRICT COURT HAS TWO ORG/ACTIVITIES SUFFIXES THAT IT ALTERNATES AND USES TO RECORD THE DISTRICT COURT OWI TREATMENT GRANT EACH NEW GRANT FISCAL CYCLE. THIS BUDGET ADJUSTMENT CLOSSES OUT THE 10113701 ORG AND ROLLS FORWARD THE PAYROLL INTO 10113731 ORG. THEN THE 10113731 ORG WILL BE THE ONLY BUDGETED ORG TO BE USED FOR THE DISTRICT COURT OWI GRANT.

2013-05-012

GENERAL FUND
 BOARD OF COMMISSIONERS
 DIST.CT OWI TREATMENT OCT-DEC
 Total GENERAL FUND

\$15,121

TO UPDATE THE DISTRICT COURT OWI GRANT BUDGET ALL UNDER 10113701 ORG.

Kim Coonan, Chairman W. & M. and Committee

-23-

Budget Adjustment Detail

Journal Request Number **2013-05-008**

Ref: PROSHO

Desc: PROSHOP

Eff Date: 05/14/2013

Org / Object	Description	I/D	Amount
GENERAL FUND			
BOARD OF COMMISSIONERS			
10110100 40001	FUND BALANCE	D	8,800
CIVIC/ICE ARENA-PRO SHOP			
10176203 64500	MERCHANDISE SALES	I	30,800
10176203 95900	COST OF RESALE MERCHAND. SOLD	I	22,000
		Favorable	Unfavorable
Total GENERAL FUND		\$8,800	\$0

Explanation

TO ADJUST THE 2013 CIVIC ARENA PROSHOP MERCHANDISE SALES BUDGET.

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Budget Adjustment Detail

Journal Request Number **2013-05-009**

Ref: INCREA

Desc: INCREASE

Eff Date: 05/14/2013

Org / Object	Description	I/D	Amount
GENERAL FUND			
BOARD OF COMMISSIONERS			
10110100 40001	FUND BALANCE	I	4,884
BUILDINGS AND GROUNDS			
10126500 67600	REIMBURSEMENTS	I	5,000
PARKS/RECREATION MAINTENANCE			
10175112 70500	TEMPORARY HELP	I	9,000
10175112 71500	SOCIAL SECURITY	I	689
10175112 72001	SIF ADMINISTRATION	I	16
10175112 72100	WORKERS' COMPENSATION	I	131
10175112 72500	UNEMPLOYMENT COMPENSATION	I	48
			Favorable Unfavorable
Total GENERAL FUND			\$0 \$4,884

Explanation

INCREASE PARKS AND RECREATIONS MAINTENANCE BUDGET FOR TEMPORARY WAGES. MORE THAN HALF OF THIS INCREASE IS PAID BY A REIMBURSEMENT FROM THE DELINQUENT FORECLOSURE FUND.

-26-

Budget Adjustment Detail

Journal Request Number **2013-05-010**

Ref: RETIRE

Desc: RETIREMENT

Eff Date: 05/14/2013

Org / Object	Description	I/D	Amount
RETIREMENT SYSTEM FUND RETIREMENT BOARD			
73127400 40004	NET ASSETS - RESERVES	I	46,740
73127400 70500	TEMPORARY HELP	I	11,600
73127400 71500	SOCIAL SECURITY	I	888
73127400 72001	SIF ADMINISTRATION	I	20
73127400 72100	WORKERS' COMPENSATION	I	169
73127400 72500	UNEMPLOYMENT COMPENSATION	I	63
73127400 98001	COMPUTER SOFTWARE	I	34,000
			Favorable Unfavorable
Total RETIREMENT SYSTEM FUND			\$0 \$0

Explanation

TO BUDGET UNDER RETIREMENT FUND THE PURCHASE OF A BENEFIT CALCULATOR SOFTWARE THAT WOULD ALLOW FOR FINAL AND ESTIMATED RETIREMENT CALCULATIONS. AN ENHANCEMENT TO THIS SOFTWARE WOULD BE TO ALLOW FOR SCANNING OF RETIREMENT DOCUMENTS. THIS BUDGET ADJUSTMENT INCLUDES TEMPORARY HELP FOR A MAXIMUM OF 1000 HOURS TO SCAN RETIREMENT RECORDS.

-27-

Budget Adjustment Detail

Journal Request Number **2013-05-011**

Ref: 101137

Desc: 10113701

Eff Date: 05/07/2013

Org / Object	Description	I/D	Amount				
GENERAL FUND							
BOARD OF COMMISSIONERS							
10110100	40001 FUND BALANCE	I	20,614				
DIST.COURT OWI TREATMENT GRANT							
10113701	53900 STATE GRANTS	D	41,334				
10113701	60100 COURT ORDERED FEES	D	7,500				
10113701	70300 SALARIES-ELECTED OR APPOINTED	D	10,864				
10113701	70400 WAGES-CLERICAL-OTHER FULL TIME	D	2,589				
10113701	71500 SOCIAL SECURITY	D	931				
10113701	71600 HEALTH INSURANCE	D	1,278				
10113701	71700 LIFE INSURANCE	D	11				
10113701	71800 RETIREMENT	D	1,018				
10113701	72001 SIF ADMINISTRATION	D	24				
10113701	72100 WORKERS' COMPENSATION	D	197				
10113701	72200 SICK AND ACCIDENT INSURANCE	D	27				
10113701	72500 UNEMPLOYMENT COMPENSATION	D	69				
10113701	72700 OFFICE SUPPLIES	D	172				
10113701	72900 POSTAGE	D	25				
10113701	74200 FOOD SUPPLIES	D	125				
10113701	75100 COMPUTER SUPPLIES	D	25				
10113701	79900 OTHER SUPPLIES	D	75				
10113701	80200 CONTRACTUAL SERVICES	D	24,808				
10113701	83100 OTHER SERVICES AND CHARGES	D	2,137				
10113701	86100 CONFERENCE FEES & EXPENSES	D	338				
10113701	86500 STATE TRAVEL MILEAGE	D	90				
10113701	90000 PRINTING/PUBLISHING/ADVERTISI	D	250				
10113701	96500 INSURANCE AND BONDS	D	175				
DIST.CT OWI TREATMENT OCT-DEC							
10113731	70300 SALARIES-ELECTED OR APPOINTED	I	10,864				
10113731	70400 WAGES-CLERICAL-OTHER FULL TIME	I	2,589				
10113731	71500 SOCIAL SECURITY	I	931				
10113731	71600 HEALTH INSURANCE	I	1,278				
10113731	71700 LIFE INSURANCE	I	11				
10113731	71800 RETIREMENT	I	1,018				
10113731	72001 SIF ADMINISTRATION	I	24				
10113731	72100 WORKERS' COMPENSATION	I	197				
10113731	72200 SICK AND ACCIDENT INSURANCE	I	27				
10113731	72500 UNEMPLOYMENT COMPENSATION	I	69				
Total GENERAL FUND			<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Favorable</td> <td style="text-align: center;">Unfavorable</td> </tr> <tr> <td style="text-align: center;">\$0</td> <td style="text-align: center;">\$20,614</td> </tr> </table>	Favorable	Unfavorable	\$0	\$20,614
Favorable	Unfavorable						
\$0	\$20,614						

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Budget Adjustment Detail

Explanation

DISTRICT COURT HAS TWO ORG/ACTIVITIES SUFFIXES THAT IT ALTERNATES AND USES TO RECORD THE DISTRICT COURT OWI TREATMENT GRANT EACH NEW GRANT FISCAL CYCLE. THIS BUDGET ADJUSTMENT CLOSES OUT THE 10113701 ORG AND ROLLS FORWARD THE PAYROLL INTO 10113731 ORG. THEN THE 10113731 ORG WILL BE THE ONLY BUDGETED ORG TO BE USED FOR THE DISTRICT COURT OWI GRANT.

-29-

Budget Adjustment Detail

Journal Request Number **2013-05-012**

Ref: REDUCE

Desc: REDUCE GRT

Eff Date: 05/07/2013

Org / Object	Description	I/D	Amount
GENERAL FUND			
BOARD OF COMMISSIONERS			
10110100	40001	FUND BALANCE	I 15,121
DIST.CT OWI TREATMENT OCT-DEC			
10113731	53900	STATE GRANTS	D 126,226
10113731	60100	COURT ORDERED FEES	I 5,500
10113731	70300	SALARIES-ELECTED OR APPOINTED	D 32,792
10113731	71500	SOCIAL SECURITY	D 2,510
10113731	71800	RETIREMENT	D 2,706
10113731	72001	SIF ADMINISTRATION	D 56
10113731	72100	WORKERS' COMPENSATION	D 479
10113731	72500	UNEMPLOYMENT COMPENSATION	D 178
10113731	72700	OFFICE SUPPLIES	I 172
10113731	72900	POSTAGE	I 25
10113731	74200	FOOD SUPPLIES	I 125
10113731	75100	COMPUTER SUPPLIES	I 25
10113731	79900	OTHER SUPPLIES	I 75
10113731	80200	CONTRACTUAL SERVICES	D 65,568
10113731	83100	OTHER SERVICES AND CHARGES	D 2,276
10113731	86100	CONFERENCE FEES & EXPENSES	I 338
10113731	86500	STATE TRAVEL MILEAGE	I 100
10113731	90000	PRINTING/PUBLISHING/ADVERTISI	I 100
Total GENERAL FUND			Favorable \$0
			Unfavorable \$15,121

Explanation

TO UPDATE THE DISTRICT COURT OWI GRANT BUDGET ALL UNDER 10113701 ORG.

- 30 -

Analysis of General Fund Unreserved/Undesignated Fund Balance 2013

Report Date: 4/29/2013

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
		\$5,006,615
Assigned Fund Balance or (Deficit)		\$5,006,615
2013 Budgeted Surplus /(Deficit)		\$92,309
BUDGET ADJUSTMENTS POSTED IN JANUARY THROUGH APRIL 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
Budget for 5 year Recreation Plan	13-04-0237	-\$8,000
To budget for time clocks at the Juvenile Home	13-04-0004	-\$1,532

APRIL 29, 2013

-29,532

Assigned Fund Balance or (Deficit) 4/29/2013

\$5,069,392



BAY COUNTY
FINANCE DEPARTMENT

Thomas L. Hickner
Bay County Executive

Crystal A. Hebert
Finance Officer
hebertc@baycounty.net

Kimberly A. Prlessnitz
Assistant Finance Officer
prlessnitzk@baycounty.net

Frances A. Horgan
Purchasing/Housing Rehab
horganf@baycounty.net

TO: Kim Coonan, Chairperson
Ways & Means Committee

FROM: Crystal Hebert *CH*
Finance Officer

RE: Executive Directive #2007-11

DATE: April 29, 2013

REQUEST:

Please place this memo on the May 7, 2013, agenda for your committee's information.

BACKGROUND:

On April 8, 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, except what is noted below:

- A. The Bay County 74th District Court has received notice that the Edward Byrne Memorial Justice Assistance Grant for grantee name: 74th District Court-DWI beginning October 1, 2012, thru September 30, 2013, has been reduced to the following:

Grant 74th District Court-DWI
10113731-53900

Original Fiscal Year 10-01-2012 thru 9-30-13 Grant Award	\$110,000
Revised Fiscal Year 10-01-2012 thru 9-30-13 Grant Award	<u>\$ 80,000</u>
Amount of Grant Decrease	<u>\$ 30,000</u>

- B. Bay County has received an overall general notice that stated as a result of the sequestration order issued March 1, 2013, the current Fiscal Year (FY) 2013 funding levels are being reduced. No official dollar cuts have been identified, as of yet. Furthermore, sequestration will not affect grants or cooperative agreements awarded in previous fiscal years.

RECOMMENDATION:

To receive.

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