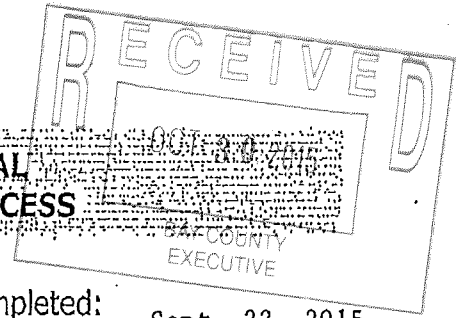


**SERVICE ENHANCEMENT PROPOSAL
COUNTY OF BAY - 2016 BUDGET PROCESS**



Department Name: Bay County Clerk

Date completed: Sept. 22, 2015

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

1. WHAT IS THE OVERALL SERVICE ENHANCEMENT PROPOSAL?

Filling of a part-time, contractual employee to assist in processing concealed weapons information contingent on fees collected by Clerk.

2. HOW WAS THE NEED FOR THIS ENHANCEMENT DETERMINED?

By Passage of Senate Bill 34 which allowed funds directly to Co. Clerks.

3. WHAT COLLABORATION IS NECESSARY FOR THIS TO OCCUR?

Authorization to post/advertise/fill part time, contractual position.

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

Expeditious and timely processing, compliance with new concealed carry weapons laws, backlog issues, renewal requirements and any/all other factors relating to cpl's.

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

Concealed carry weapons processing; mandated by law.

6. WHAT PRIORITIES WILL THIS ENHANCEMENT ADVANCE?

Numerous, to include compliance, timely processing, renewal requirements., etc.

7. WHAT IS THE EXPECTED OUTCOME OF THIS ENHANCEMENT?

Compliance.

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

Undetermined at this time. Level of assistance contingent upon level of funding collected. Since the June 2, 2015 effective date, over \$10,000.00 has been collected by the County Clerk office.

9. WHAT IS THE COMPLETION DATE, SCHEDULE OR INTERVAL FOR MEASUREMENT? WHAT IS THE EXPECTED PAYBACK PERIOD? New position. State law.

10. PLEASE COMPLETE THE FOLLOWING:

CATEGORY	NO	YES	What are the Details of the Outcome?	How will this Impact the Outcome?	How will this Impact the Measured?
Are personnel changes necessary for this outcome: Example: part time, permanent positions.		XX	Part time, contractual, approx 20-26 hours per week. Contingent on funds collected.	Designed to assist in compliance w/Senate Bill 34 6/2/2015	By timely processing of new and renewal ccw meeting the requirements of law.
Are changes in space necessary for this outcome: Example - additional office space.	XX		New law allows Clerk to expend funds as desired so possible equipment later		
Are technology changes necessary for this outcome? Example: hardware, software, technology, training	XX		Not immediate but potentially in the future.		
Are capital changes necessary for this outcome? Example: office equipment	XXX				
Are operating resource changes necessary for this outcome? Example: contracts and consultants, maintenance on equipment, office supplies, etc. Give line items and amounts.		XX	Formation of an agreement by part time employee and Clerk.		

The request has been submitted to committee and full board with last notification that Chair Krygier was to take the matter under advisement. Funding to all Michigan County Clerks has been provided under Senate Bill 34, effective June 2, 2015, at the present time... over \$10,000 has accumulated in a line item for Clerk discretion including staffing; equipment; technology; office supplies; and whatever other use is determined.

Request for Part Time, Contractual Concealed Carry Weapons Clerk funded by Senate Bill 34

Clerk seeks a part time, contractual concealed carry weapons clerk to perform the following functions required for issuance of a pistol permit upon demand and as funding exists from sources within Senate Bill 34. Clerk will realize additional funding from renewal permits and increased allocation provided by the law effective December 1, 2015.

Assist in a variety of "User" applications required under Senate Bill 34: No administrative duty.

Receive daily applications over the counter from applicants. Review for accuracy/public interact.

Instruct applicants of fingerprint requirements under new provisions in law.

Review applications/training certificates for completion and thoroughness.

Scan required documents of application/training certification to Michigan State Police

Download photographs from the Secretary of State Driver License file to carry permit

Communicate with Full Time Typist Clerk (TU07) any concerns or "disqualify" status

Responsible in whole for preparing/ mailing ALL renewal notifications in new cpl law

Responsible for final civil/domestic/criminal record check on all permits before mailing

Will communicate with applicants by phone, mail, email any concerns with application.

Maintain a list of all "Pending" applications to monitor the issuance period by law

Attend continuing education sessions offered by Michigan State Police as process updated

Work with Full Time Typist Clerk (TU07) on review of monthly billing statement to MSP

Continue to comply with State Retention of documents by maintaining the permanent filing system in the County Building basement. County Clerk who assumed all ccw functions has not had opportunity to spend a couple of days in the basement to file backlog of documents and this part time individual will be assigned the pending filing since 2011.

Provide Service Enhancement by offering service to the public over the lunch hour.

With reinstatement of positions requested, would consider offering the highly demanded non- mandated service of passport processing. When terminated for a lack of staff, the program generated \$25 per each of the 500 passport applications we were accepting. Clerk has been in contact with a rep. of Congressman Dan Kildee's office and Dept. Of State.