

# CLARK HILL

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February 5, 2016

***Via Electronic Filing***

Michigan Court of Appeals  
Attn: Clerk of the Court  
Hall of Justice  
925 W. Ottawa, 2<sup>nd</sup> Floor  
Lansing, MI 48909-7522

Re: *Cynthia A. Luczak, Bay County Clerk, in Her Capacity as an elected official v  
Thomas L. Hickner, Bay County Executive, in his capacity as an elected official,  
Bay County Board of Commissioners, the governing body for the County of Bay,  
and Kim Mead, Bay County Circuit Court Administrator*  
Case No. 15-3583-AW

Dear Clerk:

Enclosed for filing, please find originals of *Plaintiff's Complaint for Declaratory Relief, Writ of Mandamus, Injunctive Relief and Appointment of Counsel with Exhibits A-H* attached, and *Proof of Service* in the above-referenced matter.

Thank you for your assistance in this matter. Should you have any questions, please do not hesitate to contact me.

Very truly yours,

CLARK HILL PLC

*/s/ Joseph W. Colaianne*

Joseph W. Colaianne

JWC:jmw  
Enclosures

cc: Client [w/Enclosures]  
Mr. Alexander D. Bommarito [w/Enclosures]



STATE OF MICHIGAN  
IN THE COURT OF APPEALS

CYNTHIA A. LUCZAK, BAY COUNTY  
CLERK in her capacity as an elected official,

Court of Appeals Docket No. \_\_\_\_\_

Plaintiff,

v

**Proof of Service**

THOMAS L. HICKNER, BAY COUNTY  
EXECUTIVE, and the BAY COUNTY  
BOARD OF COMMISSIONERS,

Defendant.

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CLARK HILL, PLC  
By: Matthew T. Smith (P46754)  
Joseph W. Colaianne (P47404)  
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BOMMARITO LAW OFFICES, PLLC  
By: Alexander D. Bommarito (P62704)  
Attorney for Defendants  
180 E. Washington Road  
PO Box 189  
Freeland, MI 48623  
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**PROOF OF SERVICE**

STATE OF MICHIGAN     )  
  )  
COUNTY OF INGHAM     )

Janice M. Wilbrink, being duly sworn, depose and say that on February 5, 2016, I served copies of *Plaintiff's Complaint for Declaratory Relief, Writ of Mandamus, Injunctive Relief and Appointment of Counsel with Exhibits A-H* attached along with a copy of this *Proof of Service*, upon:

Mr. Alexander D. Bommarito  
BOMMARITO LAW OFFICES, PLLC  
180 E. Washington Road  
P.O. Box 189  
Freeland, Michigan 48623  
Email: adb@freelandlaw.net



Service was accomplished via Electronic Mail at <adb@freelandlaw.net>, and also by First Class Mail by placing same in a United States mail depository, enclosed in an envelope bearing postage fully prepaid and addressed properly.

  
Janice M. Wilbrink

Subscribed and sworn to before me  
this 5<sup>th</sup> day of February, 2016.

  
Tema L. Crowell, Notary Public,  
Gratiot County, Michigan.  
Acting in Ingham County, Michigan.  
My Commission Expires: 11/16/2019.



STATE OF MICHIGAN  
IN THE COURT OF APPEALS

CYNTHIA A. LUCZAK, BAY COUNTY  
CLERK in her capacity as an elected official,

Plaintiff,

Court of Appeals Docket No. \_\_\_\_\_

v

THOMAS L. HICKNER, BAY COUNTY  
EXECUTIVE, and the BAY COUNTY  
BOARD OF COMMISSIONERS,

Defendant.

**PLAINTIFF'S COMPLAINT FOR  
DECLARATORY RELIEF, WRIT OF  
MANDAMUS, INJUNCTIVE RELIEF  
AND APPOINTMENT OF COUNSEL**

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A civil action between the parties, Luczak, Hickner and County Board of Commissioners, arising out of the transaction or occurrence alleged in the complaint and was previously filed in the Circuit Court of Bay County, where it was given docket number 15-3583-AW (KS), and was assigned to Judge Paul H. Chamberlain, Isabella County Circuit Court Judge. The action remains pending.

**COMPLAINT FOR DECLARATORY JUDGMENT,  
WRIT OF MANDAMUS, INJUNCTIVE RELIEF AND APPOINTMENT OF COUNSEL**

NOW COMES, Plaintiff, Cynthia A. Luczak, Bay County Clerk ("Luczak"), in her capacity as an elected official, by and through her attorneys, Clark Hill PLC, who for her Complaint against the Defendant, Thomas Hickner, Bay County Executive, and the Bay County Board of Commissioners ("Defendants"), states as follows:



## GENERAL ALLEGATIONS

1. This cause of action is brought pursuant to Sections 16 and 18 of Michigan Public Act 2 of the Public Acts of 1968, as amended (“Michigan Uniform Budgeting and Accounting Act”), MCL 141.436 and MCL 141.438 challenging the serviceable level of funding appropriated for the office of the Bay County Clerk as set forth in 2016 General Appropriation Budget Act Resolution, Resolution No. 2015-276, adopted by the Bay County Board of Commissioners on December 8, 2015 (the “2016 Bay County Budget”) and the enforcement of the 2016 Bay County Budget for the Office of the Bay County Clerk.

2. Section 16(9) of the Michigan Uniform Budgeting and Accounting Act, MCL 141.436(9), provides, in pertinent part, that “[A]n elected official who heads a branch of county government...funded by a county has standing to bring a suit against the legislative body of that county concerning a general appropriations act, including any challenge as to serviceable levels of funding for that branch of county government ..[.]”

3. Section 18(5) of the Michigan Uniform Budgeting and Accounting Act, MCL 141.438(5) provides “[T]he enforcement of a general appropriations act approved by the legislative body of a county is a power vested in the chief administrative officer of that county.”

4. Section 18(6) of the Michigan Uniform Budgeting and Accounting Act, MCL 141.438(6), provides, in pertinent part, that “[A]n elected official who heads a branch of county government...funded by a county has standing to bring suit against the chief administrative officer of that county concerning an action relating to the enforcement of a general appropriations act for that branch of county government. .[.]”

5. Section 18(7) of the Michigan Uniform Budgeting and Accounting Act, MCL 141.438(7), provides, a suit challenging the serviceable level of funding or enforcement of the



general appropriations act, “shall only be brought in the Michigan Court of Appeals within 60 days after ...(a) [T]he adoption of a general appropriations act..” MCL 141.438(7).

6. In 1979 the Bay County electorate adopted an optional unified form of county government with an elected county board of commissioners and county executive pursuant to the optional unified form of county government act, Michigan Public Act 139 of the Public Acts of 1973, as amended, MCL 45.551 et seq. (“Act 139”).

7. Pursuant to Act 139, Defendant, Board of Commissioners (“Board”) is the duly elected board of commissioners and legislative body for the County of Bay. MCL 45.555.

8. Pursuant to Act 139, Defendant, Thomas L. Hickner, is the duly elected county executive and chief administrative officer for the County of Bay (“County Executive”).

9. Luczak, is the duly elected County Clerk for the County of Bay, and has been the Bay County Clerk since 2004. Attached hereto and made a part hereof as **Exhibit A**, the Affidavit of Cynthia A. Luczak, ¶ 1.

10. The position of County Clerk is created by Article VII, Section 4 of the Michigan Constitution of 1963.

11. The County Clerk is one of the most diversified in county government, governed by almost 600 Michigan statutes. (Luczak Affidavit, ¶ 4).

12. The County Clerk serves four major areas: Clerk of the Circuit Court; Clerk to the County Board of Commissioners; Registrar of Vital Statistics; and Chief Election Official for Bay County. (Luczak Affidavit, ¶ 5).

13. As Clerk for the 18<sup>th</sup> Circuit Court, Luczak is supposed to perform custodial and ministerial duties to ensure the safekeeping of all circuit court records, making those records available to Circuit Court, and to the public where appropriate; to collect court ordered fees such as



finer, costs and restitution, and further to transmit revenue collected to the State, the County and Victims; to attend every session of the Circuit Court; and to serve as the Clerk of the Jury Board. (Luczak Affidavit, ¶ 6).

14. As Clerk to the County Board of Commissioners, Luczak attends every meeting of the County Board of Commissioners in which a quorum is present; and, records and maintains the official minutes of each Board of Commissioners' regular, special or closed sessions (pursuant to the Michigan Open Meetings' Act). (Luczak Affidavit, ¶ 7)

15. As Registrar of Vital Statistics, Luczak is responsible for recording and maintaining all vital statistics occurring in Bay County which includes, birth certificates, death certificates, marriage certificates, notary public licenses, veterans' discharge licenses, assumed names certificates for businesses, and business co-partnership filings. (Luczak Affidavit, ¶ 8).

16. In addition, as Registrar of Vital Statistics, Luczak is the access point for Bay County residents to obtain Concealed Pistol License (CPL) permits, and effective December 1, 2015,<sup>1</sup> the County Clerk, under direction from the Michigan State Police, is now directly responsible for: storing and maintaining all records related to the issuance of concealed pistol licenses; the issuance of licenses to carry concealed pistol; the issuance of notices of statutory disqualification, notices of suspensions, notices of denials, and notices of revocations; the issuance of emergency licenses in the event that an individual has obtained personal protection order; and the retention and destruction of concealed pistol records at the direction of the Michigan State Police. See MCL 28.425a, and 28.425b. (Luczak Affidavit, ¶ 10).

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<sup>1</sup> Prior to December 1, 2015, the Clerk was responsible for accepting all CPL applications and serving as Clerk for the Concealed Weapons Licensing Board. Pursuant to Michigan Public Act 3 of the Public Acts of 2015, the Michigan Legislature amended Michigan Public Act 372 of the Public Acts of 1927, MCL 28.421 et seq., eliminating Concealed Weapons Licensing Boards, and delegating custodial and ministerial responsibilities for issuing concealed weapons licenses to County Clerks.



17. As the Chief Election Official for the County, Luczak is required to preside over every election held within Bay County, which may include three election dates per year: May, August and November, as well as the Presidential primary occurring on March 8, 2016. (Luczak Affidavit, ¶ 11).

18. In addition, as the Chief Election Official for the County, Luczak is responsible for accepting, recording and storing candidate filings, programming voting equipment, testing and coding on the ballots and machines, preparing and ordering the printing of all ballots, distributing ballots to all local jurisdictions, maintaining all campaign finance reports, training of all election inspectors, and the tabulation of election results. (Luczak Affidavit, ¶ 12).

19. As County Clerk, Luczak is the Clerk for the Board of Canvassers, where she is required to attend all meetings of this board, review, audit and certify all local election results; maintain all minutes and permanent record of all official election results; and, oversee and manage all recounts conducted by the County. (Luczak Affidavit, ¶ 13).

20. As County Clerk, Luczak serves on the County Election Commission, whose duties include proof of all ballots prior to printing, manage all precinct consolidation and polling location changes, and all other election related responsibilities; and, required to attend clarity hearings when a recall petition has been filed. (Luczak Affidavit, ¶ 14).

21. As the Chief Election Official for the County, Luczak is required to maintain the Voter Registration and Street Index File (also known as Qualified Voter File or QVF) to ensure that all voters get proper ballots in conjunction with and assistance of local township and city clerks. (Luczak Affidavit, ¶ 15).

22. In February, 2011 the Defendants reduced Luczak's non-circuit court clerk staff by two full-time employees, a reduction of approximately 50%. (Luczak Affidavit, ¶ 16).



23. On information and belief in 2011 other county-wide departments, including the County Executive administrative staff, Sheriff, Treasurer and/or the Register of Deeds, also observed staff reductions but not to the same extent. (Luczak Affidavit, ¶ 17).

24. However, on information and belief, since 2011, the County Executive (“County Executive”) and County Board of Commissioners (“Board”) have permitted restoration, re-classification, re-organization and/or increases in staffing levels, and/or created “new positions,” for the County Executive administrative staff, Sheriff, Treasurer and Register of Deeds to address mandated constitutional and statutory duties, as well as non-mandated duties. (Luczak Affidavit, ¶ 18).

25. Since at least 2011, and prior to the adoption of the 2016 Bay County Budget, Luczak made repeated requests to address her limited staffing levels, including presenting information of the diverse and extensive services provided by her office, and presenting internal remedies to fund said positions to the County Executive and the Board, only to be summarily denied requests to address her staffing levels. (Luczak Affidavit, ¶ 19).

26. Prior to the adoption of the 2016 Bay County Budget by the Defendants, staffing levels for carrying out the functions and duties related to Luczak’s role as Clerk of the Circuit Court included four (4) full-time employees, while the staffing levels to perform all other functions identified in this Complaint included three (3) full-time employees: Luczak, her chief deputy and one full time employee designated as clerical. (Luczak Affidavit, ¶ 20).

27. In September, 2015 Luczak filed suit against Defendants, the County Administrator, and subsequently, the 18<sup>th</sup> Judicial District Court, as part of a larger effort to resolve the situation in Bay County over who has the responsibility and decision-making authority over the constitutional office of the Bay County Clerk, and further alleged that that



there has been a systematic, methodical and deliberate effort through both direct action and inactions by the County Executive and his staff, and/or the Board to interfere and/or prevent through county administrative processes, to deny, marginalize, and to control Luczak and her office. See **Exhibit B**, First Amended Complaint, *County Clerk v Thomas L. Hickner, Bay County Executive, et al.*, Bay County Circuit Court, Case No. 15-3583-AW (KS).

28. Luczak's circuit court complaint maintains, that despite making repeated attempts over several county budgeting cycles to impress upon and educate the County Executive and Board of Commissioners regarding the significant and important functions of her office, and the necessity of having experienced and trained personnel, experienced consultants to assist, and the ability to make technological upgrades of the office, the County Executive and the Board of Commissioners have cut her staff, ignored and denied her requests for assistance, and ignored the extra after hours work she and her staff have incurred in an effort to meet the demands of the taxpayers; and further, that the County Executive and the Board have made it extremely difficult for her to adequately perform her constitutional and statutory responsibilities to such a degree that she felt compelled to file a lawsuit in the Bay County Circuit Court seeking declaratory, mandamus and injunctive relief. (Exhibit B, Circuit Court First Amended Complaint).

29. Luczak's circuit court complaint seeks: the appointment of legal counsel, and payment of legal fees (Count I); declaratory relief as to the Clerk's duty to be County Clerk and Clerk of the Circuit Court (Count II); a writ of mandamus ordering the Defendants to allocate existing resources to meet serviceable level (Count III); and, injunctive relief preventing the Defendants from interfering or impairing the Office of the County Clerk (Count IV).

30. On February 5, 2016 following cross-motions for summary disposition, the circuit court entered an opinion and order dismissing Counts I, III and IV of circuit court complaint,



indicating, among other things, that the complaint for the appointment of legal counsel and legal fees, writ of mandamus and injunctive relief against Defendants, should be brought before this Court. (**Exhibit C**, Opinion and Order on Defendants' Consolidated Motion for Summary Disposition and Plaintiff's Motion for Summary Disposition on Count I, *County Clerk v Thomas L. Hickner, Bay County Executive, et al.*, Bay County Circuit Court, Case No. 15-3583-AW (KS).

31. In preparation of the 2016 Bay County Budget, Luczak evaluated the needs of her office, and presented a request to the Defendants for two (2) additional full-time clerical employees, and the ability to hire a contractor to fulfill clerical work associated with processing CPL permit applications and general compliance with the Michigan Public Act 372 of the Public Acts of 1927, as amended, ("Act 372"), MCL 28.421 et seq.. See **Exhibit D**, Luczak Enhance Service Request to Bay County Board of Commissioners. (Luczak Affidavit, ¶ 21).

32. Luczak maintains that the 2016 staffing levels proposed to the Defendants would permit her to carry out her constitutional and statutory duties at the minimal level. (Luczak Affidavit, ¶ 22).

33. In addition, on information and belief, the staffing levels proposed were also consistent with staffing levels of county clerk offices for counties of similar size and population as Bay County: Eaton County, population 107,759 with four (4) employees assigned to vital statistics and one (1) for elections; Allegan County, population 111,777, with four (4) employees assigned to vital statistics and one (1) for elections; and neighboring Midland County, population 83,319 with four (4) employees assigned to vital statistics and one (1) for elections. See attached **Exhibit E**, Michigan Association of County Clerks, 2015 Survey of County Clerks, November 20, 2015; (Luczak Affidavit, ¶ 23).



34. Following the filing of the circuit court lawsuit, and Luczak's proposed 2016 county clerk budget, on December 8, 2015 the Defendants adopted the 2016 Bay County Budget but only approved one additional full-time employee for the office of the County Clerk, designated as clerical. Attached hereto and made a part hereof as **Exhibit F**, 2016 General Appropriation Budget Act Resolution, Resolution No. 2015-276, adopted by the Bay County Board of Commissioners on December 8, 2015. (Luczak Affidavit, ¶ 24).

35. In addition, the Defendant Board mandated that the new clerical position would be funded from the fees collected by the Clerk for processing CPL license applications. ( Exhibit F, pp 83-84; Luczak Affidavit, ¶ 24).

36. Luczak maintains that the Board's decision mandating that the new clerical position be funded from the fees collected by the Clerk for processing CPL licenses is contrary to Act 372, which provides that county establish a concealed weapons licensing fund and the fees collected by the County Clerk shall be used for the cost of administering the act, which not only includes staffing requirements, but also technology upgrades, office supplies and documents storage and retrieval systems, and system upgrades. See, MCL 28.425x.

37. Due to the extensive and diverse functions required of the County Clerk and her staff, as well as changing laws and legislative mandates, each working day can and often presents different and multiple tasks, with limited time available to meet the demands from the public, courts (in and outside of Bay County), federal, state and local governments, and law enforcement agencies. (Luczak Affidavit, ¶ 25).

38. For example requests for birth, death and marriage certificates, certification of convictions, expungement, civil judgments, indexing and filing circuit court documents come not only from the public, but from law enforcement agencies, court systems and other governmental



agencies (e.g. Michigan Department of Community Health), in and outside of Bay County. (Luczak Affidavit, ¶ 26).

39. Responding to requests for birth, death and marriage certificates, certification of convictions, expungement, civil judgments, indexing and filing circuit court documents, requires time for the research, verification and retrieval of information and can take as little as 5 minutes or a 1/2 hour, and at many times much longer depending on the request. (Luczak Affidavit, ¶ 27).

40. Despite the addition of one new clerical employee, Luczak continues to personally work 10-12 hour days, often coming in before the office is open and/or staying as late 11:00 p.m., as well as on weekends in order meet comply with her statutory and constitutional duties. (Luczak Affidavit, ¶ 28).

41. In particular, the mandates associated with complying with Act 372, the processing CPL applications, record keeping, and the requests filling online vital statistic orders would not get done and/or would be delayed but for Luczak working afterhours and weekends. (Luczak Affidavit, ¶ 29).

42. As record keeping has become more automated with loads of information needing to be imputed and stored electronically, Luczak and her non-circuit court staff, when not responding to requests for vital statistical information and court information (e.g. civil judgments, divorce decrees, conviction records) must also verify information imputed and stored electronically to ensure it accurately reflects the written records on file. (Luczak Affidavit, ¶ 30).

43. However, even with one additional clerical employee, the County Clerk's staff has been unable to fully comply with the mandated State of Michigan record retention requirements by reviewing, verifying, organizing and filing Circuit Court microfilm images of circuit court proceedings and orders, and as a result over 10 years of records that are required to



be indexed and filed remain in an indeterminate state and not readily accessible. (Luczak Affidavit, ¶31).

44. In addition, Michigan law (MCL 445.1 et seq.) requires that a “person shall not carry on, conduct, or transact business in this state under an assumed name... unless the person files ...in the office of the clerk ... certificate on a form furnished by the county clerk setting for the name under which the business is owned is, or is to be, conducted or transacted...” and further requires the Clerk to notify business owners of the renewal of the assumed name, but due to limited staff, this mandated County Clerk activity has not been maintained since 2011. (Luczak Affidavit, ¶ 32).

45. Due to the volume of service requests, Luczak continues to personally work the counter of the County Clerk’s office assisting with service requests from taxpayers, and working before and after business hours, sometimes 10-12 hour days in order fulfill her constitutional and statutory duties which leaves very little time to train election workers for upcoming elections. (Luczak Affidavit, ¶ 33).

46. Even with one additional clerical employee, the workload is such that Luczak must close the County Clerk’s Office from noon to 1:00 PM each day. (Luczak Affidavit, ¶ 34).

47. From time to time, Luczak has closed her office and locked the doors during regular business hours depriving the public of service, because Luczak was had to attend a meeting and there was insufficient staff available to maintain the office. (Luczak Affidavit, ¶ 35).

48. Due to her limited non-circuit court staff, Luczak’s statutory responsibilities such as filings with the State of Michigan, and other responsibilities associated with vital statistics (i.e. birth certificates, death certificates, and marriage certificates) have been delayed. (Luczak Affidavit, ¶ 36).



49. Pursuant to Section 4(4) of Act 139, “[T]he power vested in the office of county prosecuting attorney, county sheriff, county register of deeds, *county clerk*, county treasurer, county drain commissioner, or the board of county road commissioners, shall not be minimized or divested by this act.” [emphasis added].

50. Pursuant to Section 12 of Act 139 “[U]pon the date an optional unified form of county government becomes effective, the following officials *shall exercise the powers and functions as provided by law, unless other powers or functions are delegated to an official by the board of county commissioners* ..... (b) The ... clerk.” MCL 45.562. [Emphasis added].

51. A serviceable level of funding is the minimum appropriation at which statutorily mandated functions can be fulfilled, even if in a barely adequate manner; that level is not met when the failure to fund eliminates the function or creates an emergency immediately threatening the existence of the function.

52. Based on the preceding definition of serviceable funding, Luczak maintains the demands placed on her time within and outside of the office, and the lack of sufficient staff, have impaired and continue to threaten her ability to carry out functions and duties of her office.

53. Constitutional obligations are not meant to be convenient, even in times of fiscal difficulty and as such, neither Luczak nor the County Executive or Board may take steps to eliminate, reduce, hamper or minimize any of Luczak’s constitutional obligations.

54. Luczak maintains that it is unlikely that the County Executive and/or Board will grant any requests for assistance to meet the serviceable levels of her office without guidance from this Court, and therefore there is an actual controversy. (Luczak Affidavit, ¶ 37)..

55. Luczak maintains that the Board of Commissioners denial of Luczak’s proposed 2016 budget request was an arbitrary and capricious, and that the County Executive should be



prevented from enforcing that portion of the 2016 Bay County Budget pertaining to the office of the County Clerk. (Luczak Affidavit, ¶ 38).

56. Luczak maintains her inability to fulfill my constitutional and statutory duties is due solely to the seemingly arbitrary or politically motivated control of my office and budget by the Defendants. (Luczak Affidavit, ¶ 39).

57. Luczak maintains that that a resolution of the staffing and budgetary issues between my office and the Defendants is of public interest and benefit to the residents of the County. (Luczak Affidavit, ¶ 40).

58. On June 8, 2015 Luczak notified the Bay County corporation counsel requesting permission to hire independent legal counsel at the expense of the county to investigate and define the legal issues in order to ensure that the County Clerk's office had sufficient staff to carry out its constitutional and statutorily mandated functions; to ensure that current, past and future employees of the Clerk's office were lawfully compensated for hours worked on behalf of the taxpayers; and to investigate any discriminatory behavior perpetrated against the Clerk's official position and Clerk's office by the County Executive and Board. (Luczak Affidavit, ¶ 42).

59. On June 8, 2015 Luczak also indicated to Bay County's corporation counsel that independent legal assistance was necessary in order to define the legal issues and if necessary, bringing suit to declare the rights of the office of the County Clerk and protect the constitutional duties and functions of the office of the County Clerk. (Luczak Affidavit, ¶ 43).

60. On June 8, 2015 Luczak advised Bay County's corporation counsel that due to the allegations and concerns against the Board, there was an inherent conflict of interest requiring the hiring of independent legal counsel, and further requested the retention of legal services from Clark Hill, PLC. (Luczak Affidavit, ¶ 60).



61. On June 18, 2015 Luczak received a correspondence from Bay County's corporation counsel denying Luczak's request for independent legal counsel, claiming that there was no conflict of interest, and then indicated that Corporation Counsel would be retaining outside legal counsel to determine whether the Luczak's legal claims had any merit to justify the retention of legal counsel by the Clerk. (Luczak Affidavit, ¶¶ 45, 46).

62. In the letter from June 18, 2015, Bay County corporation counsel further noted that county's outside legal counsel would be contacting the Luczak to "confer with you and your staff regarding your current workload and statutorily or constitutionally required duties..", but then added: "Please remember during these consultations that there exists no attorney-client privilege between you and" outside counsel retained by the County corporation counsel. (Luczak Affidavit, ¶ 46).

63. On July 1, 2015 Luczak responded to Bay County corporation counsel requesting the counsel for Bay County file suit seeking declaratory and injunctive relief against the County Board of Commissioners and the County Executive on the her behalf. (Luczak Affidavit, ¶ 47).

64. On July 7, 2015 the Bay County corporation counsel asserted that she had "NOT in fact 'denied your request' for the retention of outside legal counsel" but was trying to resolve the issues without litigation, and continued to profess there was no conflict of interest, encourage Luczak to consult with corporation counsel's hand-picked legal counsel (without any privileges associated therewith), and the retention of a consultant to study the operations of the County Clerk. (Luczak Affidavit, ¶ 48).

65. On July 13, 2015 through legal counsel, the Bay County corporation counsel was notified via letter by counsel retention of the Clark Hill law firm, and further instructed counsel to preserve all documents and materials, regardless of medium or storage location, that may be



relevant to the claims asserted by the County Clerk, i.e. Litigation Hold letter. (**Exhibit G**, Litigation Hold Letter).

66. In a letter dated July 20, 2015 the Bay County corporation counsel acknowledged the Luczak's retention of the legal services of Clark Hill, PLC and asserting that the County has not and will not authorize the retention of and payment of fees incurred by Luczak. (**Exhibit H**).

67. Corporation counsel refusal to acknowledge that a conflict exists has resulted in Luczak being denied legal assistance such that her constitutional and statutory obligations to provide clerk services to the County's citizens has been severely limited.

68. Luczak was and remains in need of and has utilized the assistance of legal counsel to assist her in defining the legal problems involved, negotiating resolution of the legal problems involved, or bringing suit to declare the rights of her office and to protect the functions of her office. (Luczak Affidavit, ¶ 49).

69. A legal conflict exists between Luczak's office and Bay County corporation counsel such that the appointment and payment of independent counsel is necessary to define Luczak's rights. (Luczak Affidavit, ¶ 50).

70. Luczak maintains that the County Executive and/or the Board actions and/or inactions by not providing Luczak assistance or resources necessary to meet her statutory and constitutional duties have minimized the functions of the office County Clerk in violation of Michigan law. (Luczak Affidavit, ¶ 51).

71. This is particularly true when Luczak's inability to fulfill her constitutional and statutory duties is due solely to the seemingly arbitrary or politically motivated to control her office by the Defendants, County Executive and/or Board. (Luczak Affidavit, ¶ 68).



72. Luczak maintains that if she is required to pay for legal services out of her own pocket, the problem giving rise to the need for legal services will be exacerbated. (Luczak Affidavit, ¶ 56).

73. Luczak maintains that the matter before this Court is of public interest and benefit to the residents of the County such that appointment and payment of outside counsel is appropriate. (Luczak Affidavit, ¶ 57).

74. Luczak has retained Attorney Matthew Smith, Clark Hill PLC, to assist her in these matters. (Luczak Affidavit, ¶ 58).

75. Luczak further alleges that Matthew Smith or his associates have provided Luczak with legal services to assist in the resolution of the issues. (Luczak Affidavit, ¶ 59).

76. The services provided thus far include, in part, legal research and advice on the constitutional and statutory responsibilities of Luczak's office, meetings to help identify the issues and develop a plan for remediation, identifying the legal issues involved, provided response to legal counsel, communications with the County representatives, receiving and reviewing records, minutes, board resolutions, budgets, and related research of employment and staffing issues.

77. Luczak has followed to the letter the County's alleged procedures by first requesting legal advice and counsel from Bay County corporation counsel but was effectively denied by her failure to acknowledge that a conflict of interest exists.

78. The County's corporation counsel's denial of legal assistance combined with the increasing and severe time limitation, and limited staff resources to service requests, repeated attempts to obtain assistance spanning several years, has compelled Luczak to seek the retention of private counsel.



79. Luczak is acting in her official capacity as County Clerk in performing her statutory responsibilities and carrying out constitutionally mandated services on behalf of the residents of the County and the situation of necessity exists which required assistance of legal counsel, the retention and payment for legal service is required. *See McKim v Green Oak Township Board*, 158 Mich App 200, 207-08; 404 NW2d 658 (1987) (In connection with asserting or defending the performance of his or her legal duties a public official may be entitled to attorney fees under certain circumstances).

80. The County Executive and the Board have legal counsel regarding their respective position.

81. As constitutional officer, Luczak maintains that she has a constitutional right to counsel of her choosing.

82. Luczak should be able to cause her attorney to be paid a reasonable fee, and that her counsel should be able to submit the invoices for legal services in the normal course of business and have them paid the County of Bay.

**COUNT I**  
**DECLARATORY RELIEF THAT DEFENDANTS HAVE UNLAWFULLY**  
**UNDERFUNDED THE OFFICE OF THE COUNTY CLERK SUCH THAT PLAINTIFF**  
**IS UNABLE TO FULFILL HER STATUTORY AND CONSTITUTIONAL DUTIES**

83. Luczak incorporates by reference the allegations contained in ¶graphs 1 through 82 as though fully set forth herein.

84. That as the duly elected County Clerk, Luczak has constitutional and statutory obligations which she cannot abrogate.

85. Defendant County Executive has a clear duty pursuant to Act 139 not to minimized or divest the authority an powers of the County Clerk.



86. Defendant Board has a clear duty pursuant to Act 139 not to minimize or divest the authority and powers of the County Clerk.

87. Luczak maintains that Defendants have unlawfully underfunded her office such that she is unable to fulfill her statutory and constitutional duties and functions.

88. Without intervention of this Court, conditions exist that immediately threaten Luczak's ability to fulfill her statutory and constitutional duties and functions.

89. Luczak's claim that the Defendants have unlawfully underfunded her office such that she is unable to fulfill her statutory and constitutional duties and functions, creates an actual controversy.

90. Luczak maintains, as a constitutional officer, she has an inherent and constitutional right to counsel of her choosing.

91. Luczak respectfully requests that this Court declare that Defendants have unlawfully underfunded her office such that she is unable to fulfill her statutory and constitutional duties and functions, and it issue a judgment in her favor.

92. Luczak respectfully requests that this Court declare that she has an inherent and constitutional right to engage counsel of her choosing, and order the Defendants to appropriate sufficient funding to reimburse Luczak for all legal fees incurred to date, that she will accrue in the course of asserting and defending her constitutional and statutory duties and functions; and all other costs.

**WHEREFORE**, Luczak requests that this Court enter a judgment in her favor and against Defendants:

A. Declaring that the Defendants have unlawfully underfunded her office such that Luczak is unable to fulfill her statutory and constitutional duties and functions;



B. Declaring that the County, as constitutional officer, she has an inherent and constitutional right to counsel of her choosing.

C. Order Defendants to appropriate sufficient funding consistent with Luczak's 2016 budget request.

D. Order Defendants to appropriate sufficient funding to reimburse Luczak for all legal fees incurred to date, and that she will accrue in the course of asserting and defending her constitutional and statutory duties and functions; and all other costs.

E. Any other relief this Court deems appropriate.

**COUNT II**  
**DECLARATORY RELIEF THAT ALL FEES RECEIVED BY THE COUNTY CLERK**  
**PURSUANT TO 1927 P.A. 372, AS AMENDED, SHALL BE UNDER**  
**THE CONTROL OF AND EXPENDED AT THE CLERK'S**  
**DIRECTION FOR PURPOSES ALLOWABLE UNDER THE ACT**

93. Luczak incorporates by reference the allegations contained in ¶¶graphs 1 through 92 as though fully set forth herein.

94. Section 5x of Michigan Public Ac 372 of the Public Acts of 1927, as amended ("Act 327") MCL 28.425x, provides:

Sec. 5x.

(1) Each county shall establish a concealed pistol licensing fund for the deposit of fees collected for the county clerk under this act. The county treasurer shall direct investment of the concealed pistol licensing fund and shall credit to the fund interest and earnings from fund investments.

(2) Money credited to the county concealed pistol licensing fund shall be expended in compliance with the uniform budgeting and accounting act, 1968 PA 2, MCL 141.421 to 141.440a, subject to an appropriation. Expenditures from the county concealed pistol licensing fund shall be used by the county clerk only for the cost of administering this act. Allowable expenditures include, but are not limited to, any of the following costs of the county clerk:

(a) Staffing requirements directly attributable to performing functions required under this act.

(b) Technology upgrades, including technology to take fingerprints by electronic means.



- (c) Office supplies.
- (d) Document storage and retrieval systems and system upgrades.

95. Luczak maintains that the legislature intended that the Clerk shall have control of and expend the fees collected and deposited in the concealed pistol licensing fund consistent with the purposes set forth in Act 372, but that the Defendants have determine to use said funds solely for the purpose of staffing levels rather than appropriating sufficient funding from the county general fund.

96. Luczak maintains that she should have control over the fees collected in accordance with Act 372 in order to administer Act 372, which includes allowable expenditures such as staffing requirements, training, technology upgrades and document storage and retrieval.

97. Luczak stands to suffer irreparable harm if her rights and responsibilities relative to the administration of the county concealed pistol licensing fund are not declared and protected by this Court.

98. Luczak respectfully requests that this Court declare the rights of the parties, and it issue a judgment ruling that the Luczak shall have control of and expend the fees collected consistent with the purposes set forth in Act 372.

**WHEREFORE**, Luczak requests that this Court enter a judgment in her favor against Defendants ordering the following relief:

- A. A declaratory ruling determining that the Clerk shall have control of and expend the fees collected consistent with the purposes set forth in Act 327;
- B. Award costs and attorney fees.
- C. Any other relief this Court deems appropriate.



**COUNT III**  
**WRIT OF MANDAMUS ORDERING COUNTY EXECUTIVE AND BOARD OF**  
**COMMISSIONER TO ALLOCATE FROM EXISTING RESOURCES**  
**TO MEET SERVICEABLE LEVEL**

99. Luczak incorporates by reference the allegations contained in ¶graphs 1 through 98 as though fully set forth herein.

100. Mandamus is appropriate to compel the County Executive and Board to take immediate action to appropriate funding to assist the County Clerk in meeting her constitutional and statutory duties.

101. Without a writ of mandamus Defendants will continue to act in an arbitrary and capricious manner impairing Luczak's constitutional and statutory obligations as Clerk, and as such, her staff and the public they serve will continue to be harmed.

102. This Court should compel Defendants to appropriate sufficient funding consistent with the Luczak's 2016 budget request in order to assist the County Clerk in meeting her constitutional and statutory duties.

103. This Court should compel Defendants to appropriate sufficient funding to permit Luczak to retain independent legal counsel, and to require Defendants to appropriate funding and pay all legal costs and attorney fees incurred by Luczak, as well as the legal fees to be accrued in prosecuting this matter.

104. There is no adequate remedy at law.

**WHEREFORE**, the Luczak respectfully request from this Honorable Court for an order compelling the Defendants to appropriate sufficient funding consistent with the Luczak's 2016 budget request in order to assist the County Clerk in meeting her constitutional and statutory



duties; and to require Defendants to appropriate funding and pay all legal costs and attorney fees incurred by Luczak, as well as the legal fees to be accrued in prosecuting this matter.

**COUNT IV**  
**INJUNCTIVE RELIEF PREVENTING THE COUNTY EXECUTIVE AND**  
**BOARD OF COMMISSIONERS FROM**  
**IMPAIRING THE OFFICE OF THE COUNTY CLERK**

105. Luczak incorporates by reference the allegations contained in ¶¶graphs 1 through 104 as though fully set forth herein.

106. Luczak maintains that Defendants have unlawfully underfunded her office such that Luczak is impairs and threatens her ability to fulfill her statutory and constitutional duties and functions.

107. Without injunctive relief, Defendants will continue to act in an arbitrary and capricious manner impairing and threatening Luczak’s constitutional and statutory obligations as Clerk, and as such, her staff and the public they serve, will continue to be harmed.

108. Luczak request this Court for an order preventing Defendants from enforcing that portion of the 2016 Bay County Budget pertaining to the office of the County Clerk and from unlawfully underfunding her office in such manner that it impairs and threatens Luczak’s ability to fulfill her statutory and constitutional duties.

109. Luczak request this Court for an order preventing Defendants from enforcing county policy concerning the retention of legal counsel as it infringes and impairs the County Clerk’s inherent authority to retain independent legal counsel for challenging the serviceable level funding and a general appropriations act.

**WHEREFORE**, the Luczak respectively request this Honorable Court for an order preventing Defendants from enforcing that portion of the 2016 Bay County Budget pertaining to the office of the County Clerk and from unlawfully underfunding her office in such manner that



it impairs and threatens Luczak's ability to fulfill her statutory and constitutional duties, and further to award costs and attorney fees; and further, prevent Defendants from enforcing county policy concerning the retention of legal counsel, as it infringes and impairs the County Clerk's inherent and constitutional authority to retain independent legal counsel for challenging the serviceable level funding and enforcement of general appropriations act.

**COUNT V**  
**COMPLAINT FOR APPOINTMENT OF LEGAL COUNSEL**  
**AND REIMBURSEMENT OF LEGAL FEES**

110. Luczak incorporates by reference the allegations contained in paragraphs 1 through 109 as though fully set forth herein.

111. Luczak was and remains in need of and has utilized the assistance of legal counsel to assist her in defining the legal problems involved, negotiating resolution of the legal problems involved, or bringing suit to declare the rights of her office and to protect the functions of her office. (Luczak Affidavit, ¶ 49).

112. A legal conflict exists between Luczak's office and Bay County corporation counsel such that the appointment and payment of independent counsel is necessary to define Luczak's rights. (Luczak Affidavit, ¶ 50).

113. Luczak maintains that the County Executive and/or the Board actions and/or inactions by not providing Luczak assistance or resources necessary to meet her statutory and constitutional duties have minimized the functions of the office County Clerk in violation of Michigan law. (Luczak Affidavit, ¶ 51).

114. This is particularly true when Luczak's inability to fulfill her constitutional and statutory duties is due solely to the seemingly arbitrary or politically motivated to control her office by the Defendants, County Executive and/or Board. (Luczak Affidavit, ¶ 68).



115. Luczak maintains that if she is required to pay for legal services out of her own pocket, the problem giving rise to the need for legal services will be exacerbated. (Luczak Affidavit, ¶ 56).

116. Luczak maintains that the matter before this Court is of public interest and benefit to the residents of the County such that appointment and payment of outside counsel is appropriate. (Luczak Affidavit, ¶ 57).

117. Luczak requests this Honorable Court grant authority for the Luczak to retain counsel, and require Defendants to appropriate funding and pay all legal costs and attorney fees incurred by Luczak, as well as the legal fees to be accrued in prosecuting this matter.

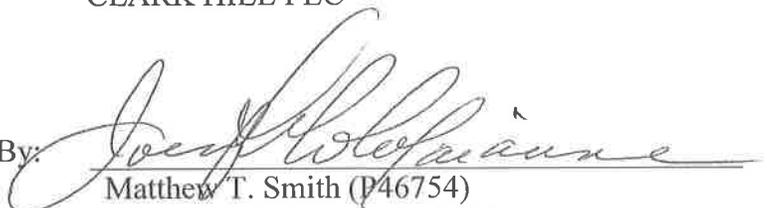
**WHEREFORE**, the Luczak respectively request from this Honorable Court grant authority for the Luczak, Bay County Clerk to retain counsel, and to require Defendants to appropriate funding and pay for all legal costs and attorney fees incurred by Luczak, as well as the legal fees to be accrued in prosecuting this matter.

I declare the above statements are true to the best of my information, knowledge and belief.

Respectfully submitted,

CLARK HILL PLC

Dated: February 5, 2016

By:   
Matthew T. Smith (P46754)  
Joseph W. Colaianne (P47404)  
CLARK HILL PLC  
Attorneys for Petitioner, Cynthia Luczak  
212 E. Grand River Ave.  
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(517) 318-3100



# **EXHIBIT A**

STATE OF MICHIGAN

IN THE CIRCUIT COURT FOR BAY COUNTY

CYNTHIA A. LUCZAK, BAY COUNTY  
CLERK in her capacity as an elected official,

Court of Appeals Docket No. \_\_\_\_\_

Plaintiff,

v

THOMAS L. HICKNER, BAY COUNTY  
EXECUTIVE, and the BAY COUNTY  
BOARD OF COMMISSIONERS,

Defendants.

---

CLARK HILL PLC  
By: Matthew T. Smith (P46754)  
Joseph W. Colaianne (P47404)  
Attorneys for Plaintiff  
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Lansing, MI 48906  
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BOMMARITO LAW OFFICES, PLLC  
By: Alexander D. Bommarito (P62704)  
Attorney for Defendants  
180 E. Washington Road  
PO Box 189  
Freeland, MI 48623  
(989) 573-5300

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**AFFIDAVIT OF CYNTHIA A. LUCZAK**

STATE OF MICHIGAN     )  
  )ss  
COUNTY OF BAY         )

Cynthia A. Luczak, being first duly sworn, deposes and says:

1. I am the duly elected County Clerk for the County of Bay, having first appointed as the County Clerk by Circuit Court Judge upon the retirement of County Clerk Tober in 2004.

2. Prior to my election, I served the in the Bay County Clerks' office beginning in 1987, and ultimately served as secretary to the County Clerk, 1987-1999 and Chief Deputy Clerk from March, 1999 through July, 2004.

3. I am certified by the State of Michigan as an Election Coordinator.

4. The County Clerk is one of the most diversified in county government, governed by almost 600 Michigan statutes.

5. The County Clerk serves four major areas: Clerk of the Circuit Court; Clerk to the County Board of Commissioners; Registrar of Vital Statistics; and Chief Election Official for Bay County.

6. As Clerk for the 18<sup>th</sup> Circuit Court, the County Clerk is supposed to perform both custodial and ministerial duties to ensure the safekeeping of all Circuit Court records and making those records available to Circuit Court, and the public where appropriate; to collect Court Ordered fees such as fines, costs and restitution, and further to transmit revenue collected to the State, the County and Victims; to attend every session of the Circuit Court; and to serve as the Clerk of the Jury Board.

7. As Clerk to the County Board of Commissioners, I am to attend every meeting of the County Board of Commissioners in which a quorum is present; record and maintain the official minutes of each Board of Commissioners' regular, special or closed sessions (pursuant to the Michigan Open Meetings' Act).

8. As Registrar of Vital Statistics, the County Clerk is responsible for recording and maintaining all vital statistics occurring in Bay County which includes, birth certificates, death certificates, marriage certificates, notary public licenses, veterans' discharge licenses, assumed names certificates for businesses, and business co-partnership filings.

9. In addition, as Registrar of Vital Statistics, the County Clerk is the access point for Bay County residents to obtain a Concealed Pistol License (CPL), accepting all CPL applications, and attending and serving as Clerk for the Concealed Weapons Licensing Board.

10. Effective December 1, 2015 the Concealed Weapons Licensing Board was eliminated and, with direction from the Michigan State Police, I am now responsible for: storing and maintaining all records related to the issuance of concealed weapon licenses; the issuance of licenses to carry concealed pistol; the issuance of notices of statutory disqualification, notices of suspensions, notices of denials, and notices of revocations; the issuance of emergency licenses in the event that an individual has obtained personal protection order; and the retention and destruction of concealed pistol records at the direction of the Michigan State Police. See MCL 28.425a, and 28.425b.

11. As the Chief Election Official for the County, I am required to preside over every election held within Bay County, which may include up to three election dates per year: May, August and November, as well as the Presidential primary on March 8, 2016.

12. In addition, as the Chief Election Official for the County, I am responsible for accepting candidate filings, programming voting equipment, testing and coding on the ballots and machines, preparing and ordering the printing of all ballots, distributing ballots to all local jurisdictions, maintaining all campaign finance reports, training of all election inspectors, and the tabulation of election results.

13. As County Clerk, I am also the Clerk for the Board of Canvassers, where I am required to attend all meetings of this Board, review, audit and certify all local election results; maintain all minutes and permanent record of all official election results; and oversee and manage all recounts conducted by the County.

14. As County Clerk, I also serve as a member of the County Election Commission, whose duties include proof of all ballots prior to printing, manage all precinct consolidation and polling location changes, and all other election related responsibilities; and, required to attend clarity hearings when recall petition has been filed and carry out all requirements of the recall process prescribed by law.

15. As the Chief Election Official for the County, I am required to maintain the Voter Registration and Street Index File (also known as Qualified Voter File or QVF) to ensure that all voters get proper ballots.

16. In accordance with the budget approved in December 2010, in 2011 my staff was reduced by two full-time employees, a reduction of approximately 50% to compensate for reductions in appropriations.

17. On information and belief in 2011 other county-wide departments, including the County Executive administrative staff, Sheriff, Treasurer and the Register of Deeds, also observed staff reductions but not the same extent.

18. However, on information and belief, since 2011, the County Executive (“County Executive”) and County Board of Commissioners (“Board”) have permitted restoration, re-classification, re-organization and/or increases in staffing levels, and/or created “new positions,” for the County Executive administrative staff, Sheriff, Treasurer and Register of Deeds to address both mandated and un-mandated constitutional and statutory duties, and non-mandated duties.

19. Since at least 2011, and prior to the adoption of the 2016 Bay County Budget, I made repeated requests to address my limited non-circuit court staffing levels and sought appropriations, including presenting extensive information of the services provided by my office

and internal remedy to fund said positions, from the County Executive and Board only to be summarily denied such requests for increases in staffing levels.

20. Prior to the adoption of the 2016 Bay County Budget by the Defendants, staffing levels for carryout the functions and duties related to my role as Clerk of the Circuit Court includes four (4) full-time employees, while the staffing levels for all other functions include three (3) full time employees, that includes myself, my chief deputy and one full time union employee designated as clerical.

21. In preparation of the 2016 Bay County Budget, I evaluated the needs of my office, and presented a request to the Defendants for two (2) additional full-time clerical employees, and the ability to hire a contractor to fulfill clerical work associated with processing CPL permit applications and general compliance with the Michigan Public Act 372 of the Public Acts of 1927, as amended, (“Act 372”), MCL 28.421 et seq.. See Exhibit C, Luczak Enhance Service Request to Bay County Board of Commissioners.

22. Based on my experience and professional opinion, I believe that the 2016 staffing levels proposed to the Defendants would permit me to carry out my constitutional and statutory duties at the minimal level.

23. In addition, on information and belief, the staffing levels I proposed are also consistent with staffing levels of county clerk offices for counties of similar size and population as Bay County: Eaton County, population 107,759 with four (4) employees assigned to vital statistics and one (1) for elections; Allegan County, population 111,777, with four (4) employees assigned to vital statistics and one (1) for elections; and neighboring Midland County, population 83,319 with four (4) employees assigned to vital statistics and one (1) for elections.

24. Following the filing of my circuit court lawsuit, and my proposed 2016 county clerk budget, on December 8, 2015 the Defendants adopted the 2016 Bay County Budget but only approved one additional full-time employee for the office of the County Clerk, designated as clerical, which was mandated by the Board to be funded from the fees collected from processing CPL license applications.

25. Due to the extensive and diverse functions, as well as changing laws and legislative mandates, each working day can and often presents different and multiple tasks, with limited time available to meet the demands from the public, courts (in and outside of Bay County), federal, state and local governments, and law enforcement agencies.

26. For example requests for birth, death and marriage certificates, certification of convictions, expungement, civil judgments, indexing and filing circuit court documents come not only from the public, but from law enforcement agencies, court systems and other governmental agencies (e.g. Michigan Department of Community Health), in and outside of Bay County.

27. Responding to requests for birth, death and marriage certificates, certification of convictions, expungement, civil judgments, indexing and filing circuit court documents, requires time for the research, verification and retrieval of information and can take as little as 5 minutes or a 1/2 hour, and at many times much longer depending on the request.

28. Despite the addition of one new clerical employee, I continue to personally work 10-12 hour days, often coming in before the office is open and/or staying as late 11:00 p.m., as well as on weekends in order meet comply with my statutory and constitutional duties.

29. In particular, the mandates associated with complying with Act 372, the processing CPL applications, record keeping, and the requests filling online vital statistic orders would not get done and/or would be delayed but for me working afterhours and weekends.

30. As record keeping has become more automated with loads of information needing to be imputed and stored electronically, myself and my non-circuit court staff, when not responding to requests for vital statistical information and court information (e.g. civil judgments, divorce decrees, conviction records) must also verify information imputed and stored electronically to ensure it accurately reflects the written records on file.

31. However, even with one additional clerical employee, the County Clerk's staff has been unable to fully comply with the mandated State of Michigan record retention requirements by reviewing, verifying, organizing and filing Circuit Court microfilm images of circuit court proceedings and orders, and as a result over 10 years of records that are required to be indexed and filed remain in an indeterminate state and not readily accessible.

32. Michigan law (MCL 445.1 et seq.) requires that a "person shall not carry on, conduct, or transact business in this state under an assumed name... unless the person files ...in the office of the clerk ... certificate on a form furnished by the county clerk setting for the name under which the business is owned is, or is to be, conducted or transacted...." and further requires the Clerk to notify business owners of the renewal of the assumed name, but due to limited staff, this mandated County Clerk activity has not been maintained since 2011.

33. Because of the volume of service requests from taxpayers, I have personally worked the counter of the clerk's office assisting with service requests from taxpayers, and working afterhours, sometimes 10-12 hour days in order fulfill my constitutional and statutory duties leaving very little time to train election workers for upcoming elections.

34. Even with one additional clerical employee, the workload is such that I have had to close the County Clerk's Office from noon to 1:00 PM each day.

35. From time to time, I have had to close my office and locked the doors during regular business hours depriving the public of service, because I had to attend a meeting and there were insufficient staff available to maintain the office.

36. Due to insufficient staff, filings with the State of Michigan, and other responsibilities associated with vital statistics (i.e. birth certificates, death certificates, and marriage certificates) have been delayed.

37. In 2015, I was informed by the county corporation counsel that my staffing concerns would require a new study of the County Clerk's operations by the County Executive, and the Board allocated up to \$6,000 of taxpayer dollars for said study on July 14, 2015.

38. On information and belief no other county-wide elected official has been subjected to or required to undertake a study of their respective operations before being authorized to hire additional staff by the County Executive and Board.

39. I believe that the suggested operational study, which would be under the complete control of the County Executive, is unlikely to be objective or meaningful; and further believe that it is simply designed to unlawfully control my constitutional office.

40. With regard to staffing levels associated my duties as Clerk of the Circuit Court, I have been denied the ability to utilize and re-deploy circuit court clerk employees to perform circuit court related duties currently being performed by non-circuit court county clerk employees, in order to meet serviceable levels of my non-circuit court functions.

41. I believe that my constitutionally and statutorily established duties of office and my obligations to protect the functions of my office are being threatened, impaired, hampered, minimized and/or divested by the actions and inactions, either actual or implied, and/or by

deliberate indifference by the County Executive and the Board because my repeated requests for assistance have been routinely and repeatedly denied by these Defendants since at least 2011.

42. As result of my past experience in seeking additional staffing and/or technology needs, on June 8, 2015 I notified in writing the Bay County corporation counsel requesting permission to hire independent legal counsel at the expense of the county to investigate and define the legal issues in order to ensure that the County Clerk's office had sufficient staff to carry out its constitutional and statutorily mandated functions; to ensure that current, past and future employees of the Clerk's office were lawfully compensated for the hours worked on behalf of the taxpayers; and to investigate any discriminatory behavior perpetrated against the Clerk's official position and Clerk's office by the Defendants. See Attached Exhibit 2.

43. On June 8, 2015 I also indicated in writing to the Bay County's corporation counsel that independent legal assistance was necessary in order to define the legal issues and if necessary, bringing suit to declare the rights of the office of the County Clerk and protect the constitutional duties and functions of the office of the County Clerk.

44. On June 8, 2015 I also advised Bay County's corporation counsel that due to the allegations and concerns against the County Board of Commissioners, there was an inherent conflict of interest requiring the hiring of independent legal counsel, and further requested the retention of legal services of Clark Hill, PLC.

45. On June 18, 2015 I received a correspondence from Bay County's corporation counsel denying my request for independent legal counsel as requested in the June 8, 2015 letter, asserting there was no conflict of interest. See Attached Exhibit 3.

46. In June 18 correspondence, I was also informed that by Corporation Counsel that the county would be retaining outside legal counsel to determine whether my legal claims had

any merit to justify the retention of my own independent legal counsel, and that I contacted to “confer with you and your staff regarding your current workload and statutorily or constitutionally required duties..”, but was informed that exists no attorney-client privilege between you and the outside counsel retained by the County. See Attached Exhibit 3

47. On July 1, 2015 I then notified Bay County corporation counsel in writing requesting she file suit seeking declaratory and injunctive relief against the County Board of Commissioners and the County Executive on the my behalf. See Attached Exhibit 4.

48. On July 7, 2015 the Bay County corporation notified me that she had “NOT in fact denied my request for the retention of outside legal counsel but was trying to resolve the issues without litigation, and continued to profess there was no conflict of interest, encouraging me to consult with outside legal counsel selected by the corporation counsel and the retention of a consultant to study the operations of the County Clerk. See Attached Exhibit 5.

49. I am in need of and have utilized the assistance of legal counsel to assist me in defining the legal problems involved in this matter, negotiating resolution of the legal problems involved, or bringing suit to declare the rights of my office and to protect the functions of my office.

50. I believe that a legal conflict exists between my office and the Defendants such that the appointment and payment of independent counsel is necessary to define my rights as the duly elected County Clerk.

51. I believe that the County Executive and/or the Board actions and/or inactions by not providing me assistance or resources necessary to meet my statutory and constitutional duties have minimized the functions of the office County Clerk in violation of Michigan law.

52. I believe that my inability to fulfill my constitutional and statutory duties is due solely to the seemingly arbitrary or politically motivated control of my office and budget by the Defendants.

53. I believe that it is unlikely that the County Executive and/or Board will grant any requests for assistance to meet the serviceable levels of my office without guidance from this Court.

54. I believe that the Board of Commissioners denial of my proposed 2016 budget requests was an arbitrary and capricious, and that the County Executive should be prevented from enforcing that portion of the 2016 Bay County Budget pertaining to the office of the County Clerk.

55. I believe that resolution of the staffing and budgetary issues between my office and the Defendants is of public interest and benefit to the residents of the County.

56. I believe that if I am required to pay for legal services out my own pocket, the problem giving rise to the need for legal services will be exacerbated.

57. I believe that resolution of the staffing and budgetary issues between my office and the Defendants is of public interest and benefit to the residents of the County such that appointment and payment of outside counsel is appropriate.

58. I am requesting the retention of Attorney Matthew Smith, Clark Hill PLC, to assist me in these matters.

59. Matthew Smith or designee have provided me with legal services to assist in the resolution of the issues.

If sworn as a witness I can and will testify competently to these facts.

Cynthia A. Luczak  
Cynthia A. Luczak

Subscribed and sworn before me

Katrena K Rappuhn

Katrena K Rappuhn

this 5<sup>th</sup> day of February 2016

Notary Public, Saginaw County, MI

Acting in Bay County

My commission expires: 6-8-2018

**KATRENA K RAPPUHN**  
Notary Public, State of Michigan  
County of Saginaw  
My Commission Expires 6-8-2018  
Acting in the County of Bay

# EXHIBIT B

STATE OF MICHIGAN

IN THE CIRCUIT COURT FOR BAY COUNTY

CYNTHIA A. LUCZAK, BAY COUNTY  
CLERK in her capacity as an elected official,

Plaintiff,

15-3583-AW (KS)

Hon. Paul H. Chamberlain

v

THOMAS L. HICKNER, BAY COUNTY  
EXECUTIVE, in his capacity as an elected  
official, BAY COUNTY BOARD OF  
COMMISSIONERS, the governing body for  
the County of Bay, 18<sup>TH</sup> JUDICIAL CIRCUIT  
COURT, and KIM MEAD, Bay County  
Circuit Court Administrator,

Defendants.

**PLAINTIFF'S FIRST AMENDED  
COMPLAINT FOR APPOINTMENT OF  
COUNSEL, DECLARATORY RELIEF,  
WRIT OF MANDAMUS AND  
INJUNCTIVE RELIEF**

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CLARK HILL PLC  
By: Matthew T. Smith (P46754)  
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By: Alexander D. Bommarito (P62704)  
Attorney for Defendants  
180 E. Washington Road  
PO Box 189  
Freeland, MI 48623  
(989) 573-5300

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**FIRST AMENDED COMPLAINT FOR APPOINTMENT OF COUNSEL,  
DECLARATORY JUDGMENT,  
WRIT OF MANDAMUS AND INJUNCTIVE RELIEF**

NOW COMES, Plaintiff, Cynthia A. Luczak, Bay County Clerk ("Luczak"), in her capacity as an elected official, by and through her attorneys, Clark Hill PLC, who for her First Amended Complaint against the Defendants states as follows:

**GENERAL ALLEGATIONS**

1. This cause of action arises in Bay County, Michigan and Luczak and the Defendants have their offices in Bay County.

2. Luczak, is the duly elected County Clerk for the County of Bay, and has been the Bay County Clerk since 2004.

3. In 1979 the Bay County electorate adopted an optional unified form of county government with an elected county board of commissioners and county executive pursuant to the optional unified form of county government act, Michigan Public Act 139 of the Public Acts of 1973, as amended, MCL 45.551 et seq. (“Act 139”).

4. Pursuant to Act 139, Defendant, Board of Commissioners (“Board”) is the duly elected board of commissioners and governing body for the County of Bay. MCL 45.555.

5. Pursuant to Act 139, Defendant, Thomas L. Hickner, is the duly elected county executive for the County of Bay (“County Executive”).

6. Defendant, Kim Mead is appointed Court Administrator for the 18<sup>th</sup> Judicial Circuit Court of Bay County (“Court Administrator”) and on information and belief, is responsible for the day-to-day administrative operations on behalf of the 18<sup>th</sup> Judicial Circuit.

7. Defendant, 18<sup>th</sup> Judicial Circuit Court, is the circuit court for the County of Bay (“18<sup>th</sup> Circuit Court”).

8. The position of County Clerk is created by Article VII, Section 4 of the Michigan Constitution of 1963.

9. The County Clerk is one of the most diversified in county government, governed by almost 600 Michigan statutes. (Attached hereto and made a part hereof as Exhibit A, Luczak Affidavit, para 4).

10. The County Clerk serves four major areas: Clerk of the Circuit Court; Clerk to the County Board of Commissioners; Registrar of Vital Statistics; and Chief Election Official for Bay County. (Luczak Affidavit, para 5).

11. As Clerk for the 18<sup>th</sup> Circuit Court, the Luczak is supposed to perform ministerial duties to ensure the safekeeping of all circuit court records, making those records available to Circuit Court, and to the public where appropriate; to collect court ordered fees such as fines, costs and restitution, and further to transmit revenue collected to the State, the County and Victims; to attend every session of the Circuit Court; and to serve as the Clerk of the Jury Board. (Luczak Affidavit, para 6)

12. As Clerk to the County Board of Commissioners, Luczak attends every meeting of the County Board of Commissioners in which a quorum is present; and, records and maintains the official minutes of each Board of Commissioners' regular, special or closed sessions (pursuant to the Michigan Open Meetings' Act). (Luczak Affidavit, para 7)

13. As Registrar of Vital Statistics, Luczak is responsible for recording and maintaining all vital statistics occurring in Bay County which includes, birth certificates, death certificates, marriage certificates, notary public licenses, veterans' discharge licenses, assumed names certificates for businesses, and business co-partnership filings. (Luczak Affidavit, para 8)

14. In addition, as Registrar of Vital Statistics, Luczak is the access point for Bay County residents to obtain a Concealed Pistol License (CPL), accepting all CPL applications, and attending and serving as Clerk for the Concealed Weapons Licensing Board. (Luczak Affidavit, para 9).

15. As Clerk for the Concealed Weapons Licensing Board, Luczak is required to attend every meeting of the Concealed Weapons Licensing Board, prepare and maintain all official minutes, and ultimately issuing CPLs to applicants that are approved. (Luczak Affidavit, para 10).

16. Effective December 1, 2015 the Concealed Weapons Licensing Board will be eliminated and the County Clerk will continue to be responsible for: storing and maintaining all records related to the issuance of concealed weapon licenses; the issuance of licenses to carry concealed pistol; the issuance of notices of statutory disqualification, notices of suspensions, notices of denials, and notices of revocations; the issuance of emergency licenses in the event that an individual has obtained personal protection order; and the retention and destruction of concealed pistol records at the direction of the Michigan State Police. See MCL 28.425a, and 28.425b, as amended by Michigan Public Act 3 of the Public Acts of 2015. (Luczak Affidavit, para 11).

17. As the Chief Election Official for the County, Luczak is required to preside over every election held within Bay County, which may include three election dates per year: May, August and November, as well as the Presidential primary on March 8, 2016. (Luczak Affidavit, para 12).

18. In addition, as the Chief Election Official for the County, Luczak is responsible for accepting, recording and storing candidate filings, programming voting equipment, testing and coding on the ballots and machines, preparing and ordering the printing of all ballots, distributing ballots to all local jurisdictions, maintaining all campaign finance reports, training of all election inspectors, and the tabulation of election results. (Luczak Affidavit, para 13).

19. As County Clerk, Luczak is the Clerk for the Board of Canvassers, where she is required to attend all meetings of this board, review, audit and certify all local election results; maintain all minutes and permanent record of all official election results; and, oversee and manage all recounts conducted by the County. (Luczak Affidavit, para 14).

20. As County Clerk, Luczak serves on the County Election Commission, whose duties include proof of all ballots prior to printing, manage all precinct consolidation and polling location changes, and all other election related responsibilities; and, required to attend clarity hearings when a recall petition has been filed. (Luczak Affidavit, para 15).

21. As the Chief Election Official for the County, Luczak is required to maintain the Voter Registration and Street Index File (also known as Qualified Voter File or QVF) to ensure that all voters get proper ballots in conjunction with and assistance of local township and city clerks. (Luczak Affidavit, para 16).

22. In February, 2011 Luczak's non-circuit court clerk staff was reduced by two full-time employees, a reduction of approximately 50% to compensate for reductions in appropriations. (Luczak Affidavit, para 18).

23. On information and belief in 2011 other county-wide departments, including the County Executive administrative staff, Sheriff, Treasurer and/or the Register of Deeds, also observed staff reductions but not to the same extent. (Luczak Affidavit, para 19).

24. However, on information and belief, since 2011, the County Executive ("County Executive") and County Board of Commissioners ("Board") have permitted restoration, re-classification, re-organization and/or increases in staffing levels, and/or created "new positions," for the County Executive administrative staff, Sheriff, Treasurer and Register of Deeds to address mandated constitutional and statutory duties, and non-mandated duties. (Luczak Affidavit, para 20).

25. On information and belief, before authorizing the restoration, reclassification, reorganization, and/or increases in staffing levels, and the creation of new positions, the

Defendants did not require extensive study of the operations of the County Executive administrative staff, Sheriff, Treasurer and/or Register of Deeds. (Luczak Affidavit, para 21).

26. Since at least 2011, Luczak has made repeated requests to address her limited staffing levels, including presenting information of the diverse and extensive services provided by her office, and presenting internal remedies to fund said positions to the County Executive and the Board, only to be summarily denied requests to address her staffing levels. (Luczak Affidavit, para 22).

27. Instead, Luczak has been subjected to unreasonable demands made by the County Executive and his staff, such as submitting to “study of the Clerk’s operations,” which on information and belief, no other county-wide elected official has had to endure before restoration, re-classification, reorganization and/or increases in staffing levels or the creation of new positions. (Luczak Affidavit, para 22).

28. The current staffing level for carrying out the functions and duties related to Luczak’s role as Clerk of the Circuit Court includes four (4) full-time employees, while the staffing level to perform *all other functions identified above* includes three full-time employees: Luczak, her chief deputy and one full time employee designated as clerical. (Emphasis added) (Luczak Affidavit, para 17).

29. Due to the extensive and diverse functions required of the County Clerk and her staff, each working day can and often presents different and multiple tasks, with limited time available to meet the demands from the public, courts (in and outside of Bay County), federal, state and local governments, and law enforcement agencies. (Luczak Affidavit, para 23).

30. For example requests for birth, death and marriage certificates, certification of convictions, expungement, civil judgments, indexing and filing circuit court documents come not

only from the public, but from law enforcement agencies, court systems and other governmental agencies (e.g. Michigan Department of Community Health), in and outside of Bay County. (Luczak Affidavit, para 24).

31. Responding to requests for birth, death and marriage certificates, certification of convictions, expungement, civil judgments, indexing and filing circuit court documents, requires time for the research, verification and retrieval of information and can take as little as 5 minutes or a 1/2 hour, and at many times much longer depending on the request. (Luczak Affidavit, para 25).

32. Luczak has implemented cost saving measures by offering to the public the ability to order birth, death and marriage certificates online through the county's website, but due to the loss of two full time employees in 2011, as well as the daily operations and demands of the workload placed on the two remaining non-circuit court employees, Luczak is the sole person responding and completing the online orders. (Luczak Affidavit, para 26).

33. Absent Luczak personally working 10-12 hour days, often coming in before the office is open and/or staying as late 11:00 p.m., filling online orders would not get done and/or would be delayed. (Luczak Affidavit, para 27).

34. Pursuant to Michigan Law, the County Clerk is required to "flag" missing person vital records with immediate action in the event a child is kidnapped and there is an attempt to obtain an unauthorized record, but due to limited staff, this action has not been addressed since June, 2015. (Luczak Affidavit, para 28).

35. As record keeping has become more automated with loads of information needing to be imputed and stored electronically, Luczak and her non-circuit court staff, when not responding to requests for vital statistical information and court information (e.g. civil

judgments, divorce decrees, conviction records) must also verify information imputed and stored electronically to ensure it accurately reflects the written records on file. (Luczak Affidavit, para 29).

36. However, since 2004 the County Clerk's staff has been unable to comply with the mandated State of Michigan record retention requirements by reviewing, verifying, organizing and filing Circuit Court microfilm images of circuit court proceedings and orders, and as a result over 10 years of records that are required to be indexed and filed remain in an indeterminate state and not readily accessible. (Luczak Affidavit, para 30).

37. Michigan law (MCL 445.1 et seq.) requires that a "person shall not carry on, conduct, or transact business in this state under an assumed name... unless the person files ...in the office of the clerk ... certificate on a form furnished by the county clerk setting for the name under which the business is owned is, or is to be, conducted or transacted...." and further requires the Clerk to notify business owners of the renewal of the assumed name, but due to limited staff, this mandated County Clerk activity has not been maintained since 2011. (Luczak Affidavit, para 31).

38. In order to meet the demands of the public and various outside agencies, and fulfill her statutory and constitutional duties, Luczak and her non-circuit court staff have had to work afterhours or have incurred significant delays in processing service requests from taxpayers and government agencies. (Luczak Affidavit, para 32).

39. Due to the volume of service requests, Luczak has personally worked the counter of the County Clerk's office assisting with service requests from taxpayers, and working before and after business hours, sometimes 10-12 hour days in order fulfill her constitutional and statutory duties. (Luczak Affidavit, para 33)

40. From time-to-time the Clerk's office is without sufficient trained non-circuit court staff when her Chief Deputy and/or clerical staff are not available to work due to injuries, sickness, vacation or other leave afforded by union contract. (Luczak Affidavit, para 34).

41. From time-to-time, the County Clerks' office, either Luczak, or non-circuit court staff have been left alone solely to conduct daily operations presenting what Luczak believes is a serious security concern in the workplace. (Luczak Affidavit, para 35).

42. In an attempt to accommodate for the limited and insufficient trained non-circuit court staff, Luczak has closed the County Clerk's Office from noon to 1:00 PM each day only to receive criticism from the County Executive, and members of the Board and the public. (Luczak Affidavit, para 36).

43. Due to her limited non-circuit court staff, Luczak's statutory responsibilities, such as preparing and filing of minutes of the Concealed Weapons Licensing Board, filings with the State of Michigan, and other responsibilities associated with vital statistics (i.e. birth certificates, death certificates, and marriage certificates) have been delayed or remain incomplete. (Luczak Affidavit, para 37).

44. For example, the detailed and permanent minutes of the Concealed Weapons Licensing Board from November 2014, April 2015, May 2015, June 2015, July 2015, and August 2015, have not been completed. (Luczak Affidavit, para 38).

45. The Clerk, as secretary to the Concealed Weapons Licensing Board, is responsible for notifying permit holders when a permit has been revoked or suspended but has not been able to issue timely notifications because the lack of available time and resources. (Luczak Affidavit, para 39).

46. Effective December 1, 2015 the Concealed Weapons Licensing Board will be eliminated and a new process and forms for the issuance of concealed weapon permit must be in place in order to comply with new requirements pursuant to Michigan Public Act 3 of the Public Acts of 2015, and Luczak maintains there is an immediate concern she will not be able to comply with Act 3 with the current non-circuit court staff absent assistance from Defendants. (Luczak Affidavit, para 40).

47. As an example of disparate and arbitrary action on the part of the Board, on information and belief, in July 2013, in retaliation against Luczak and direct interference with her statutory responsibilities as the Chief Election official within the county, the Board eliminated all funding of the County Board of Canvassers because a temporary employee hired by the Board of Canvassers and working in the County Clerk's office (and performing services for the Board of Canvassers), assisted another county-wide elected official with a request that was not part of the temporary employees' responsibilities. (Luczak Affidavit, para 41).

48. On further information and belief, the Board restored funding after receiving a letter from the members of the Board of Canvassers to the Michigan Secretary of State, Director of the Michigan Bureau of Elections, and the Michigan Attorney General indicating a potential election law violation and inability to conduct canvass of the election because of the Board's elimination of the Board of Canvassers' budget. (Luczak Affidavit, para 41).

49. Under Michigan election law, among other things, candidates for local political office are required to file with the County Clerk, quarterly campaign finance disclosure statements, in addition to pre-primary election, post primary election, pre general election and post general election reports, the failure of which results in fines to a candidate. (Luczak Affidavit, para 42).

50. The County Clerk is required to notify candidates for local political office when a candidate fails to file the required report, and impose and collect fines under Michigan election law. (Luczak Affidavit, para 43).

51. In or about November 2014, Luczak presented a request to the Board of Commissioners for the approval of the purchase and implementation of a campaign finance indexing and reporting computer software system in order to comply with Michigan Campaign Finance Act (that requires the filing and maintenance of campaign committee statements), and a separate request dealing with a record retention system. (Luczak Affidavit, para 44).

52. The campaign finance indexing and reporting computer software system and the a record retention system software were accounted for in the Clerk's budget and thus did not require a budget amendment. (Luczak Affidavit, para 45).

53. On December 2, 2014 the Board of Commissioners approved every item on their agenda, except for Luczak's request to purchase and implementation of a campaign finance indexing and reporting computer software system and her request for the record retention system software; and instead, directed that her requests be reviewed by the County Executive, where it has remained without further action by the Defendants. (Luczak Affidavit, para 46).

54. As a result of not implementing the campaign finance indexing and reporting computer software system, along with the lack of available time due to daily operations and administration of her office, Luczak has been unable to notify candidates for local political office regarding the July 2015 filing of quarterly campaign finance disclosure statements in accordance with her mandated responsibilities pursuant to the Michigan Campaign Finance Act. (Luczak Affidavit, para 47).

55. On information and belief, Luczak's purchase requests for goods and services to the County Executive and Board of Commissioners have been unusually delayed and/or funding withheld as compared to other county-wide elected officials and county departments even though she has provided sufficient information to the County Executive and Board. (Luczak Affidavit, para 48).

56. For example, in February, 2015 she submitted purchase requests for the programming services and ballot printing for the May 2015 election, but despite the fact that the State of Michigan would be reimbursing the County for the full cost this election, the County Executive staff refused to process her purchasing requests, insisting that Luczak submit a sole source letter or new bid request even though since 2005, Bay County had utilized the same vendor and the only vendor, who could service the election equipment, and had, just a year before approved the vendor used for the printing of ballots. (Luczak Affidavit, para 48).

57. In 2015, Luczak was informed by the county corporation counsel that her staffing concerns would require a new study of the County Clerk's operations by the County Executive, and the Board, allocated up to \$6,000 of taxpayer dollars for said study on July 14, 2015. (See Luczak Affidavit, para 49).

58. On information and belief no other county-wide official has been subjected to or required to undertake a study of their respective operations before being authorized to hire additional staff by the County Executive and/or Board. (Luczak Affidavit, para 50).

59. Luczak maintains that the suggested operational study, which would be under the complete control of the County Executive, is unlikely to be objective and meaningful; and simply designed to unlawfully control her constitutional office and therefore is suspect. (Luczak Affidavit, para 51).

60. With regard to staffing levels associated with her duties as Clerk of the Circuit Court, Luczak has been denied the ability to utilize and re-deploy these circuit court clerk employees to perform circuit court related duties currently being performed by non-circuit court county clerk employees, in order to meet serviceable levels of her non-circuit court functions based on the direction of Defendant, 18<sup>th</sup> Judicial Circuit and/or Defendant, Kim Mead, Court Administrator. (Luczak Affidavit, para 52).

61. On information and belief, as the Clerk of the Circuit Court, the Court Administrator has not included her in the proceedings involving the transformation of the Circuit Court's e-filing system despite her repeated requests to be included, and following the training she received from the State Court Administrator's Office. (Luczak Affidavit, para 53).

62. Many of Luczak's ministerial duties associated with the 18<sup>th</sup> Judicial Circuit is supposed to involve the safekeeping of all Circuit Court records and making those records available to the court, the collecting of court ordered fees such as fines, costs and restitution, and transmission of the revenue collected, and serving as the Clerk of the Jury Board, have been assumed by the Court Administrator with no agreement with Luczak in place. (Luczak Affidavit, para 54).

63. Pursuant to Section 4(4) of Act 139, "[T]he power vested in the office of county prosecuting attorney, county sheriff, county register of deeds, *county clerk*, county treasurer, county drain commissioner, or the board of county road commissioners, *shall not be minimized or divested by this act.*" [emphasis added].

64. Pursuant to Section 12 of Act 139 "[U]pon the date an optional unified form of county government becomes effective, the following officials *shall exercise the powers and*

*functions as provided by law, unless other powers or functions are delegated to an official by the board of county commissioners ..... (b) The ... clerk.” MCL 45.562. [Emphasis added].*

65. Luczak maintains that her constitutionally and statutorily established duties of her office and her obligations to protect the functions of her office are being threatened, impaired, hampered, minimized and/or divested by the actions and inactions, either actual or implied, and/or by deliberate indifference by the County Executive and the Board because her repeated requests for assistance and technology upgrades have been routinely and repeatedly denied by these Defendants since at least 2011. (Luczak Affidavit, para 55).

66. Luczak maintains that her constitutionally and statutorily established duties in her capacity as Clerk of the Circuit Court are being threatened, impaired, hampered, minimized and/or divested by the actions and inactions, either actual or implied, by the assumption of her ministerial duties associated with the 18<sup>th</sup> Judicial Circuit by the Court Administrator and/or 18<sup>th</sup> Judicial Circuit with no agreement with Luczak in place. (Luczak Affidavit, para 56).

67. Luczak further maintains that it is unlikely that the County Executive and/or Board will grant any requests for assistance and/or technology needs in order to comply with the Michigan Campaign Finance Act, without guidance from this Court, and therefore there is an actual controversy. (Luczak Affidavit, para 57).

**COUNT I**  
**COMPLAINT FOR APPOINTMENT OF LEGAL COUNSEL**

68. Luczak incorporates by reference the allegations contained in paragraphs 1 through 67 as though fully set forth herein.

69. On June 8, 2015 Luczak notified the Bay County corporation counsel requesting permission to hire independent legal counsel at the expense of the county to investigate and

define the legal issues in order to ensure that the County Clerk's office had sufficient staff to carry out its constitutional and statutorily mandated functions; to ensure that current, past and future employees of the Clerk's office were lawfully compensated for hours worked on behalf of the taxpayers; and to investigate any discriminatory behavior perpetrated against the Clerk's official position and Clerk's office by the County Executive and Board. (Luczak Affidavit, para 58).

70. On June 8, 2015 Luczak also indicated to Bay County's corporation counsel that independent legal assistance was necessary in order to define the legal issues and if necessary, bringing suit to declare the rights of the office of the County Clerk and protect the constitutional duties and functions of the office of the County Clerk. (Luczak Affidavit, para 59).

71. On June 8, 2015 Luczak advised Bay County's corporation counsel that due to the allegations and concerns against the Board, there was an inherent conflict of interest requiring the hiring of independent legal counsel, and further requested the retention of legal services from Clark Hill, PLC. (Luczak Affidavit, para 60).

72. On June 18, 2015 Luczak received a correspondence from Bay County's corporation counsel denying Luczak's request for independent legal counsel, claiming that there was no conflict of interest, and then indicated that Corporation Counsel would be retaining outside legal counsel to determine whether the Luczak's legal claims had any merit to justify the retention of legal counsel by the Clerk. (Luczak Affidavit, para 61, 62).

73. In the letter from June 18, 2015, Bay County corporation counsel further noted that county's outside legal counsel would be contacting the Luczak to "confer with you and your staff regarding your current workload and statutorily or constitutionally required duties..", but then added: "Please remember during these consultations that there exists no attorney-client

privilege between you and” outside counsel retained by the County corporation counsel. (Luczak Affidavit, para 62).

74. On July 1, 2015 Luczak responded to Bay County corporation counsel requesting the counsel for Bay County file suit seeking declaratory and injunctive relief against the County Board of Commissioners and the County Executive on the her behalf. (Luczak Affidavit, para 63).

75. On July 7, 2015 the Bay County corporation counsel asserted that she had “NOT in fact ‘denied your request’ for the retention of outside legal counsel” but was trying to resolve the issues without litigation, and continued to profess there was no conflict of interest, encourage Luczak to consult with corporation counsel’s hand-picked legal counsel (without any privileges associated therewith), and the retention of a consultant to study the operations of the County Clerk. (Luczak Affidavit, para 64).

76. On July 13, 2015 through legal counsel, the Bay County corporation counsel was notified via letter by counsel retention of the Clark Hill law firm, and further instructed counsel to preserve all documents and materials, regardless of medium or storage location, that may be relevant to the claims asserted by the County Clerk, i.e. Litigation Hold letter. (Exhibit B, Litigation Hold Letter).

77. In a letter dated July 20, 2015 the Bay County corporation counsel acknowledged the Luczak’s retention of the legal services of Clark Hill, PLC and asserting that the County has not and will not authorize the retention of and payment of fees incurred by Luczak. (Exhibit C).

78. Corporation counsel refusal to acknowledge that a conflict exists has resulted in Luczak being denied legal assistance such that her constitutional and statutory obligations to provide clerk services to the County’s citizens has been severely limited.

79. Luczak is in need of and has utilized the assistance of legal counsel to assist her in defining the legal problems involved, negotiating resolution of the legal problems involved, or bringing suit to declare the rights of her office and to protect the functions of her office. (Luczak Affidavit, para 65).

80. A legal conflict exists between Luczak's office and Bay County corporation counsel such that the appointment and payment of independent counsel is necessary to define Luczak's rights. (Luczak Affidavit, para 66).

81. Luczak maintains that the County Executive and/or the Board actions and/or inactions by not providing Luczak assistance or resources necessary to meet her statutory and constitutional duties have minimized the functions of the office County Clerk in violation of Michigan law. (Luczak Affidavit, para 67)

82. This is particularly true when Luczak's inability to fulfill her constitutional and statutory duties is due solely to the seemingly arbitrary or politically motivated to control her office by the Defendants, County Executive and/or Board. (Luczak Affidavit, para 68).

83. Luczak maintains that if she is required to pay for legal services out of her own pocket, the problem giving rise to the need for legal services will be exacerbated. (Luczak Affidavit, para 69).

84. Luczak maintains that the matter before this Court is of public interest and benefit to the residents of the County such that appointment and payment of outside counsel is appropriate. (Luczak Affidavit, para 70).

85. Luczak has retained Attorney Matthew Smith, Clark Hill PLC, to assist her in these matters. (Luczak Affidavit, para 71).

86. Luczak further alleges that Matthew Smith or his associates have provided Luczak with legal services to assist in the resolution of the issues. (Luczak Affidavit, para 72).

87. The services provided thus far include, in part, legal research and advice on the constitutional and statutory responsibilities of Luczak's office, meetings to help identify the issues and develop a plan for remediation, identifying the legal issues involved, provided response to legal counsel, communications with the County representatives, receiving and reviewing records, minutes, board resolutions, budgets, and related research of employment and staffing issues.

88. Luczak has followed to the letter the County's alleged procedures by first requesting legal advice and counsel from Bay County corporation counsel but was effectively denied by her failure to acknowledge that a conflict of interest exists.

89. The County's corporation counsel's denial of legal assistance combined with the increasing and severe time limitation, and limited staff resources to service requests, repeated attempts to obtain assistance spanning several years, has compelled Luczak to seek the retention of private counsel.

90. Luczak is acting in her official capacity as County Clerk in performing her statutory responsibilities and carrying out constitutionally mandated services on behalf of the residents of the County and the situation of necessity exists which required assistance of legal counsel, the retention and payment for legal service is required. *See McKim v Green Oak Township Board*, 158 Mich App 200, 207-08; 404 NW2d 658 (1987) (In connection with asserting or defending the performance of his or her legal duties a public official may be entitled to attorney fees under certain circumstances).

91. The County Executive and the Board have legal counsel regarding their respective position.

92. As constitutional officer, Luczak maintains that she has a constitutional right to counsel of her choosing.

93. Luczak should be able to cause her attorney to be paid a reasonable fee, and that her counsel should be able to submit the invoices for legal services in the normal course of business and have them paid according to the normal procedure for the payment of bills by the County.

94. Attached as Exhibit A is an Affidavit by Luczak supporting the facts as alleged.

**WHEREFORE**, the Luczak respectively request from this Honorable Court grant authority for the Luczak, Bay County Clerk to retain counsel, and to have all outstanding fees and fees to be accrued according to the normal procedures for payment of bills by the County of Bay.

**COUNT II**  
**DECLARATORY RULING ON CLERK'S DUTY**  
**TO BE COUNTY AND CLERK OF THE CIRCUIT COURT**

95. Plaintiffs incorporate by reference the allegations contained in paragraphs 1 through 94 as though fully set forth herein.

96. That as the duly elected County Clerk, Luczak is constitutionally obligated to serve as clerk of the circuit court pursuant to Article VII, section 4 of the Michigan Constitution of 1963, which in pertinent part, provides:

There shall be elected for four-year terms in each organized county a sheriff, a county clerk, a county treasurer, a register of deeds and a prosecuting attorney, whose duties and powers shall be provided by law. ....

97. That section 591 of the Revised Judicature Act, 1961 PA 236, as amended, MCL 600.591 provides that:

The county clerk of each county shall:

- (a) Be the clerk of the circuit court for the county.
- (b) Attend the circuit court sessions.
- (c) Appoint in counties with more than 1 circuit judge or having more than 100,000 population but less than 1,000,000 a deputy for each judge and approved by the judge to attend the court sessions. Each deputy shall receive a salary of at least \$6,500.00.
- (d) On the first day of each court term render an accounting to the court of all funds, stocks or securities deposited with the court clerk pursuant to court order.
- (e) Within 10 days after the beginning of each court term pay over to the county treasurer all fees belonging to the county received during the preceding court term together with an accounting thereof.
- (f) Have the care and custody of all the records, seals, books and papers pertaining to the office of the clerk of such court, and filed or deposited therein, and shall provide such books for entering the proceedings in said court, as the judge thereof shall direct.
- (g) Perform such duties as may be prescribed by court rule. Whenever in any statute of this state, the designation "register in chancery" occurs, it shall be deemed to apply to the clerk of the circuit court.

98. The Michigan Supreme Court, in interpreting the provisions of Article VII, section 4 of the Michigan Constitution of 1963, has declared that "the clerk has a constitutional obligation to have the care and custody of the circuit court's records." *Lapeer Co Clerk v Lapeer Circuit Court*, 469 Mich 146, 158; 665 NW2d 452 (2003).

99. The Michigan Supreme Court's opinion plainly provides that Luczak has the constitutional obligation to be the clerk of the court and that duty is one that she may not abrogate.

100. Constitutional obligations are not meant to be convenient, even in times of fiscal difficulty and as such, neither Luczak nor the County Executive or Board may take steps to eliminate, reduce, hamper or minimize any of Luczak's constitutional obligations.

101. Luczak stands to suffer irreparable harm if her rights and responsibilities to serve as County Clerk and Clerk of the Circuit Court are not declared and protected by this Court.

102. Luczak maintains that as a constitutional officer that she should have the right to utilize and re-deploy employees in order to meet the constitutional demands of the Clerk's office but has been denied the ability by the Defendant, Court Administrator and/or the 18<sup>th</sup> Circuit Court. (Luczak Affidavit, para 52).

103. The inability to utilize and redeploy Circuit Court Clerk employees to assist with circuit court related responsibilities currently being performed by non-circuit court clerk employees in the County Clerk's office creates an actual controversy.

104. Luczak respectfully requests that this Court declare the rights of the parties, and it issue a judgment ruling that the Luczak is constitutionally and statutorily required to serve as County Clerk and Clerk of the Court with the ability and discretion to utilize and redeploy employees in order to meet serviceable levels within the office of the Clerk.

**WHEREFORE**, Luczak requests that this Court enter a judgment in its favor against Defendants ordering the following relief:

- A. A declaratory ruling determining the statutory and constitutional duties of the County Clerk, and whether or not the Defendants, County Executive, Board, Court Administrator and/or 18<sup>th</sup> Circuit Court have the right or authority to excuse the Luczak from performing those duties;
- B. A declaratory ruling that Luczak's constitutional and statutory duties of her office and her obligations have been threatened, impaired, hampered, minimized and/or divested by the actions and inactions, either actual or implied, and/or by deliberate indifference by the County Executive and the Board and order the County

Executive and Board to take immediate action allocate existing resources within the current 2014-2015 budget to assist the County Clerk in meeting her constitutional and statutory duties.

- C. A declaratory ruling that Luczak's constitutional and statutory duties in her capacity as Clerk of the Circuit Court are being threatened, impaired, hampered, minimized and/or divested by the actions and inactions, either actual or implied, by the assumption of her ministerial duties associated with the circuit court by the Court Administrator and/or 18<sup>th</sup> Circuit Court with no agreement with Luczak in place.
- D. A declaratory ruling that Luczak has the right utilize and redeploy circuit court clerks to assist non-circuit court county clerks with circuit court record retention duties involving the review, verification, organization and filing of microfilm images of circuit court proceedings and orders.
- E. Any other relief the Court deems and just and equitable.

**COUNT III**  
**WRIT OF MANDAMUS ORDERING COUNTY EXECUTIVE AND BOARD OF**  
**COMMISSIONER TO ALLOCATE FROM EXISTING RESOURCES**  
**TO MEET SERVICEABLE LEVEL**

105. Luczak incorporates by reference the allegations contained in paragraphs 1 through 104 as though fully set forth herein.

106. That as the duly elected County Clerk, Luczak has constitutional and statutory obligations which she cannot abrogate.

107. Defendant County Executive has a clear duty pursuant to Act 139 not to minimize or divest the authority and powers of the County Clerk.

108. Defendant Board has a clear duty pursuant to Act 139 not to minimize or divest the authority and powers of the County Clerk.

109. Mandamus is appropriate to compel the County Executive and Board to take immediate action to allocate existing resources within the current 2014-2015 budget in order to assist the County Clerk in meeting her constitutional and statutory duties.

110. There is no adequate remedy at law.

111. Without a writ of mandamus, County Executive and the Board of Commissioners will continue to act in an arbitrary and capricious manner, impairing Luczak's constitutional and statutory obligations as Clerk, her staff, and the public they serve will continue to be harmed.

**WHEREFORE**, the Luczak respectfully request from this Honorable Court for an order compelling County Executive and Board to allocate existing resources within the current 2014-2015 budget in order to assist the County Clerk in meeting her constitutional and statutory duties.

**COUNT IV**  
**INJUNCTIVE RELIEF PREVENTING THE COUNTY EXECUTIVE AND**  
**BOARD OF COMMISSIONERS FROM**  
**INTERFERING OR IMPAIRING THE OFFICE OF THE COUNTY CLERK**

112. Luczak incorporates by reference the allegations contained in paragraphs 1 through 111 as though fully set forth herein.

113. That as the duly elected County Clerk, Luczak has constitutional and statutory obligations which she cannot abrogate.

114. Defendant County Executive has a clear duty pursuant to Act 139 not to minimize or divest the authority and powers of the County Clerk.

115. Defendant Board has a clear duty pursuant to Act 139 not to minimize or divest the authority and powers of the County Clerk.

116. On information and belief, no other office of a county-wide elected official has been required to undergo an evaluation by and through the County Executive in order have their budgets increased, or the restoration, re-classification and/or the hiring of personnel.

117. Luczak believes that the duties of her office are being impaired or infringed upon by the arbitrary and capricious actions of the Defendants, County Executive and/or Board through the implication of policies and/or procedures that, on information and belief, have not been applied to other county-wide elected officials.

118. Without injunctive relief, the County Executive and the Board of Commissioners will continue to act in an arbitrary and capricious manner impairing Luczak's constitutional and statutory obligations as Clerk, her staff and the public they serve will continue to be harmed.

**WHEREFORE**, the Luczak respectively request this Honorable Court for an order preventing County Executive and Board from implementing policies and/or procedures that interfere, impair or otherwise infringed upon the rights and responsibilities of the office of County Clerk official office.

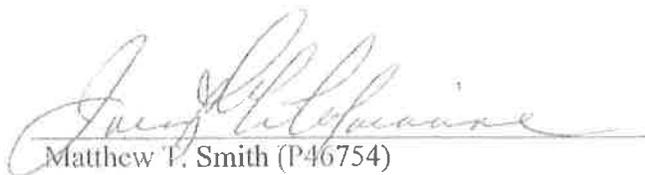
I declare the above statements are true to the best of my information, knowledge and belief.

Respectfully submitted,

CLARK HILL PLC

Dated: October 30, 2015

By:



Matthew T. Smith (P46754)  
Joseph W. Colaianne (P47404)  
CLARK HILL PLC  
Attorneys for Petitioner, Cynthia Luczak  
212 E. Grand River Ave.  
Lansing, MI 48906  
(517) 318-3100

# EXHIBIT C

**STATE OF MICHIGAN  
IN THE CIRCUIT COURT FOR THE COUNTY OF BAY**

CYNTHIA A. LUCZAK, BAY COUNTY  
CLERK,

Plaintiff,

Bay County Case No.  
15-3583-AW

v

Hon. Paul H. Chamberlain

THOMAS L. HICKER, Bay County  
Executive, BAY COUNTY BOARD OF  
COMMISSIONERS, 18<sup>th</sup> JUDICIAL  
CIRCUIT COURT, and KIM MEAD, Bay  
County Circuit Court Administrator,

Defendants.

**FILED**

FEB 05 2016

ISABELLA COUNTY CLERK  
MT. PLEASANT, MICH.

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**OPINION AND ORDER  
ON DEFENDANTS' CONSOLIDATED MOTION FOR SUMMARY DISPOSITION AND  
PLAINTIFF'S MOTION FOR SUMMARY DISPOSITION ON COUNT I**

**I. FACTS**

Plaintiff filed this action against defendants in the Bay County Circuit Court. Due to a disqualification of the judges of the Bay County Circuit Court, the action was assigned to Judge Paul H. Chamberlain, Chief Judge of the Isabella County Trial Court, by the State Court Administrative Office. Plaintiff, the Bay County Clerk, requests this court to declare the rights and responsibilities of her duties as County Clerk, and rule that defendants have not adequately funded her office. Plaintiff also seeks injunctive relief preventing the Bay County Executive and Board of Commissioners from interfering with or impairing the office of the County Clerk. Additionally, plaintiff seeks a court order appointing legal counsel on her behalf and requiring Bay County to pay for her attorney fees.

In 2004, plaintiff was appointed and then subsequently elected to the office of Bay County Clerk. Plaintiff alleges that since that time, there has been a systematic, methodical and deliberate effort by the County Executive and the County Board of Commissioners to interfere with, deny, and marginalize plaintiff and her office.

In her position as Bay County Clerk, plaintiff performs the duties of the clerk of the Circuit Court, clerk to the County Board of Commissioners, Registrar of Vital Statistics and Chief Election Official for Bay County. Effective December 1, 2015, the Concealed Weapons Licensing Boards in Michigan are eliminated and the County Clerk is responsible for storing and maintaining all records related to the issuance of concealed weapons licenses; the issuance of licenses to carry a concealed pistol; the issuance of notices of statutory disqualification, notices

of suspensions, notices of denials, and notices of revocations; the issuance of emergency licenses in the event that an individual has obtained a personal protection order; and the retention and destruction of concealed pistol records at the direction of the Michigan State Police. MCL 28.425a; MCL 28.425b.

In order to carry out the functions and duties of the County Clerk, plaintiff requires experienced and trained staff. Currently, plaintiff's staff consists of only 2 full-time employees: her chief deputy and a file clerk. Plaintiff's staff was reduced from four full-time employees in 2011. Plaintiff's request to utilize the Circuit Court clerks to assist in carrying out plaintiff's mandated statutory functions has been denied by defendant Kim Mead, the Bay County Circuit Court Administrator. Additionally, plaintiff claims that the County Executive and Board of Commissioners have repeatedly denied plaintiff's requests for additional staff assistance. To meet the demands of the public and fulfill the County Clerk's statutory and constitutional duties, plaintiff alleges that she and her staff have had to work after hours and have incurred significant delays in processing service requests from taxpayers.

Plaintiff also claims that the County Executive and County Board of Commissioners have permitted the restoration, reclassification, and hiring of personnel by other county-wide elected officials (such as the Sheriff, County Register of Deeds, and Treasurer) and permitted budget amendments to accommodate their employment demands without a study of office and functions. However, plaintiff claims that the County Executive is arbitrarily requiring a study of the County Clerk's office and functions before taking any action to improve the office. Plaintiff argues that the County Executive, Board of Commissioners, and Court Administrator have made it virtually impossible for her to adequately perform her constitutional and statutory responsibilities at a serviceable level. Plaintiff's counsel states that these issues have existed for at least five years.

On June 8, 2015, plaintiff requested permission to hire independent legal counsel at the expense of Bay County to investigate and define the legal issues in this action. On June 18, 2015, Bay County's corporation counsel denied plaintiff's request for independent legal counsel and indicated that the County's corporation counsel would be retaining outside legal counsel to determine whether plaintiff's legal claims had any merit. Corporation counsel also indicated that the County's outside legal counsel would confer with plaintiff, but that there would exist no attorney-client privilege between plaintiff and the outside counsel retained by the County's corporation counsel. Plaintiff subsequently retained counsel and, on July 13, 2015, plaintiff's counsel notified Bay County's corporation counsel of plaintiff's retention of counsel. In a letter dated July 20, 2015, the Bay County corporation counsel acknowledged plaintiff's retention of counsel and stated that the County has not and will not authorize the retention of counsel and payment of fees incurred by plaintiff.

On January 6, 2016, this court heard oral argument on defendants' consolidated motion for summary disposition pursuant to MCR 2.116(C)(4), (C)(8), and (C)(10), and plaintiff's motion for summary disposition on Count I, the appointment of legal counsel and reimbursement of legal fees, pursuant to MCR 2.116(C)(10). Defendants request this court to dismiss this action in its entirety. Plaintiff requests this court to grant her request to retain the law firm of Clark Hill, PLC and to have all legal fees accrued and legal fees to be accrued in this action reimbursed and paid by Bay County.

## II. ANALYSIS

First, defendants argue that this court lacks jurisdiction to address plaintiff's claims. MCR 2.116(C)(4) permits summary disposition when the court "lacks jurisdiction of the subject matter." Jurisdiction over the subject matter is "the right of the court to exercise judicial power over the class of cases, not the particular case before it; to exercise the abstract power to try a case of the kind or character of the one pending." *Allman v Nelson*, 197 Mich App 467, 472; 495 NW2d 826 (1992). The grounds listed in MCR 2.116(C)(4) may be raised at any time. MCR 2.116(D)(3).

As part of the Uniform Budgeting and Accounting Act, MCL 141.438(6) states that "an elected official who heads a branch of county government...has standing to bring suit against the chief administrative officer of that county concerning an action relating to the enforcement of a general appropriations act for that branch of county government..." Additionally, MCL 141.436(9) states that "an elected official who heads a branch of county government...has standing to bring a suit against the legislative body of that county concerning a general appropriations act, including any challenge as to serviceable levels of funding for that branch of county government..." MCL 141.438(10) provides that the Court of Appeals has exclusive jurisdiction over a suit brought under MCL 141.438(6) or MCL 141.436(9). As used in the Uniform Budgeting and Accounting Act, "general appropriations act" means "the budget as adopted by the legislative body..." MCL 141.422c.

Essentially, under the Uniform Budgeting and Accounting Act, the Court of Appeals has exclusive jurisdiction of a suit concerning a county's budget brought by an elected official who heads a branch of county government against the chief administrative officer or legislative body of that county. Defendants argue that this entire action concerns either Bay County's budget or the enforcement of Bay County's budget, and so claim that the Court of Appeals has exclusive jurisdiction over this action pursuant to MCL 141.438(10). Plaintiff argues that her action is actually about defendants' alleged interference with plaintiff's constitutional duties, and so is within the jurisdiction of this court.

First, Count II clearly is not a claim addressed by the Uniform Budgeting and Accounting Act. Count II is a claim against the 18<sup>th</sup> Judicial Circuit Court and Kim Mead, the Circuit Court Administrator, requesting a declaratory ruling on plaintiff's duties as clerk of the circuit court. This claim is not related to the County's budget, nor is it a suit against the legislative body of the County or the chief administrative officer of the County. The parties have not shown that this court does not have jurisdiction over the claim set forth in Count II. Therefore, defendants' motion for summary disposition under MCR 2.116(C)(4) is denied as to Count II.

Count III requests this court to order the County Executive and Board of Commissioners to allocate from existing resources to meet a serviceable level. This is a claim addressed by MCL 141.438(6) and MCL 141.436(9). It is a claim brought against the legislative body of Bay County and the chief administrative officer of Bay County. The claim clearly concerns Bay County's budget. In fact, MCL 141.436(9) specifically covers "any challenge as to serviceable levels of funding," which is precisely what plaintiff is arguing in Count III. Therefore, Count III falls under the exclusive jurisdiction of the Court of Appeals pursuant to MCL 141.438(10), and so defendants' (C)(4) motion for summary disposition is granted as to Count III.

Count IV requests injunctive relief preventing the County Executive and Board of Commissioners from interfering with or impairing the office of the County Clerk. Plaintiff

argues that these defendants are interfering with her ability to perform her constitutionally and statutorily mandated duties. Plaintiff claims that the defendants are accomplishing such interference by arbitrarily requiring her to undergo unnecessary procedures before increasing plaintiff's budget. Plaintiff's claim set forth in Count IV clearly concerns Bay County's budget. This claim is also brought against the legislative body of Bay County and the chief administrative officer of Bay County. Count IV consists of a claim that is addressed by MCL 141.438(6) and MCL 141.436(9), and so it falls under the exclusive jurisdiction of the Court of Appeals pursuant to MCL 141.438(10). Defendants' (C)(4) motion for summary disposition is granted as to Count IV.

Defendants request this court to grant summary disposition in their favor as to Count I, the appointment of legal counsel and reimbursement of legal fees. Plaintiff also filed a motion requesting this court to grant summary disposition in her favor as to Count I. Plaintiff asks this court to grant her request to retain the law firm of Clark Hill, PLC and to have all legal fees accrued and legal fees to be accrued in this action reimbursed and paid by Bay County.

In Count I, plaintiff is essentially seeking an order from this court requiring the Bay County Board of Commissioners to use funds from the Bay County budget to pay for plaintiff's counsel. Therefore, Count I, a claim against the legislative body of the County concerning the County's budget, also falls under the exclusive jurisdiction of the Court of Appeals pursuant to MCL 141.438(10). Under MCR 2.116(C)(4), this court grants defendants' motion for summary disposition as to Count I. Due to this court's lack of jurisdiction over the claim set forth in Count I, plaintiff's motion for summary disposition pursuant to MCR 2.116(C)(10) as to Count I is now moot.

This court finds that it does not have jurisdiction over plaintiff's claim for attorney fees, and so cannot make a ruling on this issue. Count I is within the exclusive jurisdiction of the Court of Appeals. However, the court carefully reviewed the law and arguments submitted by the parties and now addresses this issue by way of dicta.

The Michigan Court of Appeals has recognized, under certain circumstances, an exception to the general rule that attorney fees may be awarded only when authorized by statute or court rule. *McKim v Green Oak Tp Bd*, 158 Mich App 200, 207; 404 NW2d 658 (1987). *McKim* is the seminal case on this issue, expanding prior existing law to establish this exception. Such exception exists "when a public official incurs attorney fees in connection with asserting or defending the performance of his or her legal duties." *Id.* The decision to award attorney fees is discretionary in the trial court. *Id.*

Defendants argue that this action does not fall under the *McKim* exception because three cases cited as examples in *McKim* emphasize exigency as an important factor for the court to consider in determining whether a public official should be awarded attorney fees. *Smedley v City of Grand Haven*, 125 Mich 424, 84 N.W. 626 (1900); *Exeter Twp Clerk v Exeter Twp Bd*, 108 Mich App 262, 310 NW2d 357 (1981); *City of Warren v Dannis*, 136 Mich App 651, 357 NW2d 731 (1984). Defendants argue that such exigency does not exist in this case because, by plaintiff's counsel's own admission, the issues raised in this case have been in existence for at least the last five years. However, in *McKim*, the Court of Appeals expands on *Smedley*, *Exeter*, and *Dannis*. *McKim* does not establish an exigency requirement. Further, the cases cited in *McKim* do not deal with the issue of separation of powers, which is a predominant issue in this case.

Plaintiff argues that she has inherent authority to hire legal counsel at Bay County's

expense in order to preserve, protect, and assert her constitutional authority. Plaintiff cites Michigan case law establishing that “each branch of government has inherent power to preserve its constitutional authority.” *Employees & Judge of Second Judicial Dist Court, Second Div v Hillsdale Co*, 423 Mich 705, 717; 378 NW2d 744 (1985). One branch of government cannot prevent another branch from doing so without violating the doctrine of separation of powers.

Michigan’s Constitution specifically addresses the doctrine of separation of powers:

The powers of government are divided into three branches: legislative, executive and judicial. No person exercising powers of one branch shall exercise powers properly belonging to another branch except as expressly provided in this constitution. Const. 1963, art. 3, § 2.

One department, in the exercise of its powers, should not be “able to prevent another department from fulfilling its responsibilities to the people under the Constitution.” *Hillsdale*, 423 Mich at 717. The County Clerk is an executive officer, and the County Board of Commissioners is a part of the legislative branch. *Lapeer Co Clerk v Lapeer Circuit Court*, 469 Mich 146, 162; 665 NW2d 452 (2003). Under the doctrine of separation of powers, one cannot prevent the other from fulfilling its responsibilities under the Constitution. As stated above, this court seemingly does not have jurisdiction to make a ruling on this issue. Addressing this issue by way of dicta, this court comments that in order for one branch of government to exercise its inherent powers to protect its constitutional authority, it must have the ability to retain counsel. The court feels compelled to mention this because plaintiff still has a cause of action, and jurisdiction to decide the funding issue lies in the Court of Appeals. In the meantime, it would seem to this court that plaintiff should be entitled to prosecute her claim and to do so with some predictability as to the ruling of this court on the issue of whether the County has an obligation to fund an attorney in order to allow plaintiff to protect the constitutional authority of the County Clerk.

This court finds that it does not have jurisdiction over plaintiff’s claims against the Bay County Board of Commissioners and the Bay County Executive set forth in Counts I, III, and IV. Under MCL 141.438(10), the Court of Appeals has exclusive jurisdiction over these claims concerning Bay County’s budget and budget enforcement brought against the chief administrative officer and legislative body of Bay County. However, in this court’s opinion, the constitutionality of MCL 141.438(10) is in question. This issue was not raised by the parties, and so, despite this question, the court is not making a ruling regarding the statute’s constitutionality at this time, but the court will outline its concerns with the statute’s constitutionality.

The Title-Object Clause of the Michigan Constitution, Const 1963, art 4, § 24, states that “no law shall embrace more than one object, which shall be expressed in its title.” The “object” of a law is its general purpose. *Gen Motors Corp v Dep’t of Treasury*, 290 Mich App 355, 388; 803 NW2d 698 (2010). The Title-Object Clause is intended to ensure “that legislators and the public receive proper notice of legislative content.” *Pohutski v Allen Park*, 465 Mich 675, 691; 641 NW2d 219 (2002). The clause also prevents deceit and subterfuge. *Id.* The title of an act is not required to refer to every detail of the act. Instead, “it is sufficient that the act centers to one main general object or purpose which the title comprehensively declares, though in general terms, and if provisions in the body of the act not directly mentioned in the title are germane, auxiliary, or incidental to that general purpose.” *Gen Motors*, 290 Mich App at 388-89.

MCL 141.438(10) is part of the Uniform Budgeting and Accounting Act. The title of this act states that it is:

An act to provide for the formulation and establishment of uniform charts of accounts and reports in local units of government; to define local units of government; to provide for the examination of the books and accounts of local units of government; to provide for annual financial reports from local units of government; to provide for the administration of this act; to prescribe the powers and duties of the state treasurer, the attorney general, the library of Michigan and depository libraries, and other officers and entities; to provide penalties for violation of certain requirements of this act; to provide for meeting the expenses authorized by this act; to provide a uniform budgeting system for local units; and to prohibit deficit spending by a local unit of government.

The title of the Uniform Budgeting and Accounting Act provides no notice that MCL 141.438(10) expands the jurisdiction of the Court of Appeals. Jurisdiction is not mentioned at all in the title. As a result, the act's title does not do anything to provide legislators and the public with proper notice of MCL 141.438(10)'s legislative content. In order to provide appropriate notice, a provision expanding the jurisdiction of the Court of Appeals would perhaps be better placed in the Revised Judicature Act, MCL 600.101, *et seq.* The title of the Revised Judicature Act states, in pertinent part, that it is "an act to revise and consolidate the statutes relating to the organization and jurisdiction of the courts of this state..."

The Court of Appeals may or may not have jurisdiction to rule on the constitutional issue. As the court has previously stated, this issue has not been raised or briefed by either plaintiff or defendants, and so the court is not making a ruling on this issue. The court shall take a more in depth look at this issue should either party deem it appropriate to file a motion in this court. Should either party file such a motion, this court would want briefs addressing which court, the Court of Appeals or this court, has jurisdiction to decide the constitutional issue.

As this court finds that it does not have jurisdiction over plaintiff's claims against the Bay County Board of Commissioners and the Bay County Executive set forth in Counts I, III, and IV, the remainder of defendants' motion for summary disposition will be considered as to the claims against the 18<sup>th</sup> Judicial Circuit Court and Court Administrator Kim Mead set forth in Count II only.

Defendants claim that Circuit Court Administrator Kim Mead is an improper party to this action. Plaintiff alleges that Mr. Mead has denied plaintiff the ability to utilize and share employees as necessary, that Mr. Mead has not included plaintiff in training regarding the Circuit Court's e-filing system, and that many of plaintiff's duties have been assumed by Mr. Mead without agreement by plaintiff. Defendants argue that, as the Circuit Court Administrator, Mr. Mead's involvement with plaintiff is solely within the scope of his employment with the 18<sup>th</sup> Circuit Court. Defendants state that Mr. Mead serves at the direction of the Bay County Circuit Court, not independently. Therefore, defendants assert that the 18<sup>th</sup> Circuit Court, not Mr. Mead, is the proper party to this action, and Mr. Mead should be dismissed pursuant to MCR 2.116(C)(8).

MCR 2.116(C)(8) permits summary disposition when "the opposing party has failed to state a claim upon which relief can be granted." MCR 2.116(C)(8). A motion under this subsection determines whether the opposing party's pleadings allege a prima facie case and the

court must accept as true all well-pleaded facts. MCR 2.116(C)(8). Finally, the court should grant summary disposition for failure to state a claim only when the claim is so clearly unenforceable as a matter of law that no factual development could establish the claim and thus justify recovery. *Feyz v Mercy Memorial Hosp*, 475 Mich 663, 672; 719 NW2d 1 (2006).

Prior to defendants' filing their motion for summary disposition, plaintiff informed defendants that she would agree to dismiss Mr. Mead without prejudice. However, no agreement was reached, and plaintiff maintains that the dismissal of Mr. Mead would be premature at this time. Discovery in this action is not yet complete, and plaintiff argues that factual development may establish either that Mr. Mead acted on his own accord or with direction from the Circuit Court with respect to the allegations in plaintiff's complaint. Accordingly, defendants' motion for summary disposition pursuant to MCR 2.116(C)(8) as to the claims against Mr. Mead is premature at this time.

Next, the 18<sup>th</sup> Judicial Circuit Court and Court Administrator Kim Mead argue that they have not interfered with or impaired the office of the County Clerk, and that summary disposition as to the action in its entirety would be appropriate under MCR 2.116(C)(10). Subsection (C)(10) permits summary disposition when, except for the amount of damages, there is no genuine issue concerning any material fact and the moving party is entitled to judgment as a matter of law. *Thomas v Stubbs*, 218 Mich App 46, 49; 553 NW2d 634 (1996). The court reviewing the motion must consider pleadings, affidavits, depositions, admissions, and any other evidence in favor of the opposing party and grant the benefit of any reasonable doubt to the opposing party. *Id.* The party responding to a motion for summary disposition must present evidentiary proofs creating a genuine issue of material fact for trial; otherwise, summary disposition is properly granted. *Smith v Globe Life Ins Co*, 460 Mich 446, 455; 597 NW2d 28 (1999). Finally, the test for an existence of a genuine issue of material fact is whether the record, when looked at in the light most favorable to the non-moving party, leaves open an issue upon which reasonable minds might differ. *West v General Motors Corp*, 469 Mich 177, 183; 665 NW2d 468 (2003).

Plaintiff claims that she should have the right to utilize and re-deploy Circuit Court Clerk employees to meet the constitutional demands of the office of the County Clerk. Plaintiff also argues that the Court Administrator has assumed some of plaintiff's duties without the agreement of plaintiff, and that the Circuit Court and Court Administrator have not included plaintiff in plans regarding the adoption of e-filing. Defendants claim that they have not interfered with plaintiff's constitutional or statutory duties. Additionally, defendants argue that if plaintiff were to have the ability to utilize Circuit Court employees and use them for non-Circuit Court functions, this would violate the separation of powers doctrine of the Michigan Constitution.

Plaintiff argues that defendants' motion for summary disposition should not be granted because discovery is not yet complete and there exist genuine issues of material fact in this action. Additionally, defendants have not yet filed an answer in this case, as their motion for summary disposition was filed in lieu of an answer. As plaintiff argues, it is unclear precisely which allegations contained in plaintiff's complaint are accepted as true or contested by defendants. Before the court can make a decision on a motion for summary disposition of Count II pursuant to MCR 2.116(C)(10), defendants need to file an answer and discovery needs to progress further. There are too many issues in question at this point, and the facts have not been sufficiently developed by either plaintiff or defendants. Accordingly, this court finds that

defendants' motion for summary disposition as to Count II is premature at this time, and so it is denied without prejudice.

Finally, defendants request this court to order sanctions pursuant to MCR 2.114. Defendants argue that plaintiff's action is frivolous and not warranted by existing law, and so sanctions are appropriate. MCR 2.114(D), (E), (F). A claim is frivolous (1) if the plaintiffs' primary purpose for bringing the suit was to harass, embarrass, or injure the other party; (2) if the plaintiffs have no reasonable basis to believe the underlying facts are true; or (3) if the plaintiffs' legal position is without arguable legal merit. *Meagher v Wayne State Univ*, 222 Mich App 700; 565 NW2d 401 (1997). The action has not been dismissed in its entirety and is still pending. This court finds that, at this time, a request for sanctions is premature. Defendants' request for sanctions is denied without prejudice.

THEREFORE IT IS ORDERED that defendants' motion for summary disposition pursuant to MCR 2.116(C)(4) is granted as to Counts I, III, and IV, as they are within the exclusive jurisdiction of the Court of Appeals. This court does not have jurisdiction over any of plaintiff's claims against the Bay County Board of Commissioners or the Bay County Executive, and so said defendants are dismissed from this action.

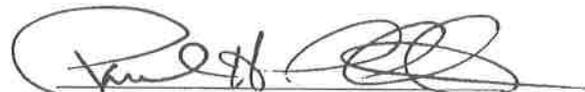
IT IS FURTHER ORDERED that defendants' motion for summary disposition pursuant to MCR 2.116(C)(4) as to Count II is denied. This court retains jurisdiction over the claim set forth in Count II and defendants 18<sup>th</sup> Judicial Circuit Court and Court Administrator Kim Mead.

IT IS FURTHER ORDERED that plaintiff's motion for summary disposition pursuant to MCR 2.116(C)(10) as to Count I is denied as moot due to this court's determination that it lacks jurisdiction over Count I.

IT IS FURTHER ORDERED that defendants' motion for summary disposition pursuant to MCR 2.116(C)(8) as to the claim against the Court Administrator Kim Mead, defendants' motion for summary disposition pursuant to MCR 2.116(C)(10), and defendants' request for sanctions are premature at this time, and so are denied without prejudice.

This order does not resolve the last pending claim or close the case.

Date: February 5, 2016



Hon. Paul H. Chamberlain (P31682)  
Chief Judge  
Isabella County Trial Court

# EXHIBIT D

To follow, is the Clerk Office Service Enhancement Proposal to include additional detail from inclusion in the original July budget paperwork and second September 22, 2015 submission that was deemed insufficient. Since this is a new requirement that I had not completed in the past, it may still not cover every single aspect of the service enhancement form.

This should explain the duties that each full time Typist Clerk (TU07) would perform along with an outline of assignments a part-time contractual cpl counter staff person would be responsible for up to an assigned number of hours per week. If you have any specific questions please respond. I have spent a considerable amount of work hours on this form while other duties have been neglected.

Cynthia A. Luczak  
Bay County Clerk  
(989) 895-4280

**COPY**

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From: clerk-copier/scanner@baycounty.net [clerk-copier/scanner@baycounty.net]  
Sent: Friday, October 30, 2015 3:46 PM  
To: Cindy Luczak  
Subject: Message from "Clerkmfp9"

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

Scan Date: 10.30.2015 15:46:32 (-0400)  
Queries to: clerk-copier/scanner@baycounty.net

SERVICE ENHANCEMENT PROPOSAL  
COUNTY OF BAY 2016 BUDGET  
COUNTY CLERK OFFICE

1. WHAT IS THE OVERALL SERVICE ENHANCEMENT PROPOSAL?

The attached proposal will outline the mandated and non-mandated services associated with the reinstatement of two (2) full time Clerk Typist (TU07) positions in the office of the Bay County Clerk. The securing of staff to perform said duties listed will assure compliance with state/federal law, provide for better efficiency, address a backlog of document processing while offering extended public service(s).

2. HOW WAS THE NEED FOR THE ENHANCEMENT DETERMINED?

The Clerk office offers a variety of services for a variety of reasons. The ever changing laws of the state cause the office to revamp entire processes to accommodate for the requirements as well as provide for the needs of the community. As the Clerk office is responsible for carrying out the demands of the State/Federal branches of govt. such as Secretary of State; Office of the Great Seal; Department of Community Health; Bureau of Elections; Michigan State Police , Health and Human Services, Social Security, Vital Records division, State campaign finance division and the local court systems. These demands are ever increasing with stricter identity requirements, availability of vital records on-line, same sex marriage processes, new election voting equipment, social security reporting, addition of two (2) additional filing campaign finance dates per year and new concealed carry weapons laws 12/1/2015.

3. WHAT COLLABORATION IS NECESSARY FOR THIS TO OCCUR?

Executive Hickner would include the funded full time positions in the 2016 recommended budget. The United Steelworker Union would be notified of the potential addition of positions to the union. The County Board would approve posting/ filling/advertising of the positions effective January 1, 2016.

4. WHERE DOES THIS FIT IN THE BUSINESS PLAN-IMPACTED PROCESS?

The posting/advertising/filling of two (2) full time Typist Clerk positions will result in the realignment of current duties absorbed by the existing staff members, increased efficiency, increased production, clean up of backlogged projects, preparation for new technology and equipment and the reinstatement of services eliminated in 2011 when positions eliminated.

5. WHERE DOES THIS FIT IN A BUSINESS PLAN-IMPACTED PROGRAM?  
By implementation of two full time typist positions, the state required mandated functions will be completed without backlog. With the reinstatement of services, the business plan should realize increased revenue lost from the processing of renewal notice for business filings, genealogical fees with expanded office hours, availability through the lunch hours, possible passport processing fees.
6. WHAT PRIORITIES WILL THIS ADVANCE?  
The Clerk office would realize more efficient, extend serviceability, complete projects within deadline, have quicker response times for records requests, reduce stress of current workload absorbed by remaining employees, will reduce wait times by the customers, will remain open during lunch hours, accommodate the courts and other state and local agencies.
7. WHAT IS THE EXPECTED OUTCOME OF THIS ENHANCEMENT?  
Filing of office positions would afford the Clerk office to reorganize and realign mandated and non-mandated functions within each position and streamline current processes and result in more efficient operations. Delayed record processing would be reduced and/or eliminated. The court microfilm project that had been neglected since 2004 would be given attention and allow for the production of records from 2000 to 2015 from the Bay County building which are housed now at the Court Facility and taxpayers requesting documents would not be inconvenienced to travel down the street for a document. Operations would resume over the lunch hours. Office would be adequately staffed during times of vacation, sick, funeral, meetings, conference, training, community promotions, family leaves and other reasons. The county general fund should realize increased revenue as services are enhanced.
8. WHAT MEASUREMENT WOULD DEMONSTRATE THE ATTAINMENT OF THE EXPECTED OUTCOME?  
The elimination of customer complaints for lunch time closure, delay of record processing, potential revenue increases, increased efficiency and better public service.
9. WHAT IS THE COMPLETION DATE, SCHEDULE OR INTERVAL?  
It is anticipated that once positions are filled and employees trained, all duties and responsibilities associated with carrying out of federal/state/local rules would meet compliant levels without backlogs, delays, confusion, coordination and stress.

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

10. PLEASE COMPLETE THE FOLLOWING:

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

Request for Full Time Typist Clerk (TU07) to perform duties related but not limited to the processing of Birth Records; Business Assumed Names/CoPartnerships and Circuit Court functions as described:

**Birth:**

Organize each record received from McLaren Bay Region by date once received.

Verify that all birth records received from McLaren are required to be filed in Bay County as the child was born in Bay County as often times documents are sent to the Bay County Clerk generated from a database that include other county records of birth.

Observe the required signatures on each record(s) to include that of the parent(s), hospital certifying staff and County Clerk.

Observe the required date of birth and affix date of filing on each record(s) received by Clerk

Number each birth record in its corresponding year, file and index on computer accordingly.

Return documents and letter by mail to McLaren returning birth documents if above criteria had not been met. My involve telephone contact to resolve other issues with medical staff.

Copy each birth record on to Clerk achieve paper for permanent preservation

Generate copies of birth record on demand in person, fax, mail, email, Vital Chek.

Verify identity of qualifying person allowed to receive a birth record under the law

Type all "Home Birth" documents required by the State of Michigan. Parents appear by appointment for this service as it is very detailed oriented and time consuming.

Under law, follow a process to "mark" a birth record for a person born in Bay County who has passed away in a statutory attempt to reduce and/or eliminate identity theft of a deceased person. Notice of deceased persons are transmitted to Clerk office from State and local authorities and a large undertaking to maintain current accurate records. This requires physically locating and "marking" each document as well as entering notations in the computer systems to "mark" this information. At the current time, approximately 1 to 2 years of backlog.

Under law, follow a process to "mark" a birth record for a person born in Bay County who has passed away from death records filed in Bay County. Not only are we notified of deaths in out of county from state and local authorities in above paragraph, we work off of all death records filed in Bay County to further "mark" births. More current remedy.

Under the law, follow a process to "mark" a birth record for a person born in Bay County who is deemed "missing" by the State of Michigan as a runaway, abandon, stolen, adopted,

once we receive notification. This requires physical retrieval of the record and "marking" on both the record and the computer. This process is five (5) months delinquent since the reduction in full time qualified staff June 2015.

Under the law, follow a process to remove "marks" from the physical birth records and computer systems for those persons no longer under a "missing" status with the State. We must also communicate by phone, email, fax, to monitor status of these documents.

Receive amended/corrected birth records from the State requiring indexing, copying, filing, retention and replacement in computer systems.

Issue birth records upon demand by mail, email, in person, Vital Chek and Central Registry.

Effective 4/22/2014, Bay County Clerk was 4<sup>th</sup> in State of Michigan to obtain access to the Central Registry Birth System from the Department of Community Health to generate State held birth records at the local level. Involved training/certification/security clearances/forms/ and new sources of revenue for Bay County. The County Clerk is the only person who now performs this service afforded for those to obtain a birth record in Bay County where no other record existed at the local level due to the fact that the person was illegitimate, adopted, or had a record filed under other extenuating circumstances (husband was not biological father). This full time Typist will perform this function. Within a half hour, data is entered, transmitted to the State portal, access given, approval granted, record emailed to Clerk, printed, a major service enhancement for Bay County residents- not traveling to Lansing or waiting 4-6 weeks to process.

At month end, proofread all birth data entered for accuracy and permanent record retrieval.

Will enhance service by processing vital records through the Vital Chek online ordering system which went into effect 2/1/2015. County Clerk currently processes these documents but with the success and popularity of the program that will continue to grow and create revenue for Bay County.

**Assumed Names:**

Accept filings for all assumed business names and co partnerships.

Index, File, Collect fees for all assumed business names and co partnerships.

Prepares weekly, monthly, yearly lists of business assumed names and co partnerships for purchase by the Public as a revenue source along with providing complimentary copies of the list to the Courts, City/County tax officials, Bay City Times and Bay City Democrat news.

File, Index Notices of Business Discontinuances upon request.

Process filing fees for new, renew and discontinued business filings per state law. Reconcile.

Audit functions and balance of number of records filed with the amount of revenue generated on daily, weekly, monthly, yearly, basis.

Prepare and mail renewal notifications of all business filings as required under statute. This statutory requirement was eliminated in 2011 following reduction in staff and the significant loss of revenue. A very time consuming function of this position.

**Circuit Court:**

Perform all statutory duties of the Circuit Court including but not limited to:

Filing of Circuit Court documents in older court Civil/Domestic/Criminal filings housed in the Bay County Building from years 1970 through 2000. Years 2000-2015 at Court Facility a couple of blocks to the north of this building.

Retrieval of documents on demand in person, fax, mail, email, etc.

Generation/certification of court documents from microfilmed records 1953 to 1985 for a variety of research and/or genealogical purposes. Files 1985 to 2000 are copied from actual original documents in the file as the microfilm is not as accurate from that time. Files 2000 to present are located in another facility and Clerk in County Building must physically direct customer to another location as the back up microfilm documents are a mess and in boxes in the Clerk back office and have received little or no attention since 2004. Should this project be accomplished to date, service would be enhanced by printing documents at this location and not causing persons to travel to the court facility.

Production of certified copies of Conviction and/or Judgment on demand-time consuming.

Respond to mail, faxed, emailed, requests for civil, criminal and domestic certified copies of documents from plaintiffs, defendants, Prosecutors, Attorney General, FBI NICS, law enforcement from state and local offices, social service agencies, military sources and many other out of state entities. With staff available to process these only as time permits, requests will be fulfilled in a more timely manner for said agencies listed above.

Provide expungement forms and prepare certified copies of convictions upon demand. Convey any orders to Set Aside to the County Clerk for consideration of reinstatement of ccw rights.

This position would resume verification/filing/indexing of the permanent retention of court microfilm documents under law. This project has received little or no attention following the elimination of staff in 2004. Clerk attempted to contract with three (3) temporary workers to address backlog and have been unsuccessful in doing so. The last assistant/college student willing to attempt this task was B. Walraven (February 2015) who was removed by the Board Chairman and Counsel Johnson due to the fact that an "Independent Contractor Agreement" had not been executed and/or approved by the Board. Funds existed in the Clerk approved 2015 budget.

Full Time Typist

-4-

Reinstatement of this position will assist County Clerk in compiling annual statistical data backlog reflecting case types in each year as not addressed since 2011.

Performs background checks on demand for civil, criminal, domestic matters by mail, fax, email, for employment/schools/other agencies. Charge fees set by the County Board.

Researches old chancery documents upon demand for persons seeking archived old info such as the Bay City Times, Genealogical societies, Attorneys.

Perform services and prepare documents for other county departments, Judges, District Courts and Friend of the Court for Bay County. Many requests involve a number of files and a number of certified copies as in the case of a Paternity action/out of state requirements.

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 accepted per year. Clerk has been in contact with a rep from Congress Kildee's office and Dept. Of State.

Request for 2nd Full Time Typist Clerk (TU07) to perform duties related but not limited to the processing of the Clerk Cash Management System, Munis functions and Administration of Concealed Carry Weapons Processing as described:

**Cash Management:**

All cash management functions including the balancing and reconciliation of daily, weekly, monthly, yearly cash receipts and all required reporting established at present.

Daily communications/deposit to the County Treasurer

Monitor and Maintain the Clerk Trust & Agency Account for all deposits and refunds. Work to reconcile this account and escheat funds to the State of Michigan. This has not been accomplished since 2004 when Clerk took position despite numerous contacts to the Finance department. Just as of 2015, J. LaPraire of the finance department has given Clerk T&A attention.

Will complete monthly reconciliation of balances to transfer to yearly totals of revenue against services provided, prepares vouchers for payment of State fees on regular basis.

Collect, list, track, refund all transactions relating to election related fees paid by candidates and/or school officials and determine under law who would be entitled to a refund and who will forfeit a filing fee under the provisions of the law. Currently the County Clerk reviews and recommends this procedure but it should be the responsibility of this position. Prepares vouchers to the County General Fund and/or Individuals receiving a refund.

Documents all Sheriff Overage Sale Transactions. Documents property sold with owner and date of purchase along with purchase price and receipt number. This documentation should be reviewed and reconciled as it has not been done since 2011. Must produce lists of Sheriff Overage sale properties upon demand and under FOIA. Current Clerk attempting to maintain this list and running total of T&A account.

Maintain statistical data on a daily, weekly, monthly, yearly basis for permanent retention such as 400 assumed business names @ \$10 each; 500 marriage licenses @ \$20 each; 500 gun permits @ \$105 each, per year for comparison and public information.

**Munis:**

This position will resume the daily data entry of cash receipts into the Munis financial system.

This position will cross train with the Current Chief Deputy Clerk on all Munis financial duties. There has not been a qualified staff member to assume this role in the past. It will be determined which duties of the office accounting this position will be responsible for but may include Accounts Payable/Accounts Receivable/Purchase Order processing and/or Budgetary functions.

### **Concealed Weapons Licenses-Administrative**

Work collectively with County Clerk to comply with Administrative requirements for the processing of carry concealed weapons licenses and implementation of legislative changes presented under Senate Bill 34 effective December 1, 2015.

- Not limited to the following...
- A. Data Entry from completed applications
  - B. Review of Acceptable documents/training credentials
  - C. Scanning of documents to Michigan State Police
  - D. Issuance of approval letters
  - E. Preparation of Permits
  - F. Instruction to applicants regarding fingerprint process
  - G. Entry of Data into MICJIN portal for State Police
  - H. Determination of any "Disqualify" status
  - I. Entry of Revocations/Suspension/Denial status
  - J. Letters to applicants of Revocation/Suspension/Denial
  - K. Preparation of Annual Report(s) for MSP
  - L. All other administrative functions
  - M. Continuing Education sessions
  - N. Download/Verification of Photos from SOS
  - O. Review/approve monthly billing statement of fees
  - P. Process monthly payment in Munis financial system
  - Q. Maintain a list of all "Pending" applications in order to issue in a timely manner pursuant to law.
  - R. Assist in backlog of suspension/revocations/denials notices
  - S. Communicate with Training Instructors
  - T. Responsible for enforcement of all laws
  - U. Assist in backlog of ccw minutes under 2015 law
  - V. Prepare Renewal letters for applicants per law
  - W. Communicate problems/issues to MSP staff
  - X. Work on filing of backlog documents since 2011
  - Y. Review retention schedule and dispose of applications
  - Z. Provide direction/instruction to Part Time CCW Clerk

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 Kildee's office and Dept of State.

# EXHIBIT D

# CLARK HILL

Matthew T. Smith  
T 517.318.3037  
F 517.318.3080  
Email: msmith@clarkhill.com

Clark Hill PLC  
212 East Grand River Avenue  
Lansing, MI 48906  
T 517.318.3100  
F 517.318.3099  
clarkhill.com

July 13, 2015

Ms. Amber Davis-Johnson, Esq.  
Bay County Corporation Counsel  
515 Center Avenue, Suite 402  
Bay City, MI 48708-5941

Re: Legal Representation – Bay County Clerk  
Litigation - Hold

Dear Ms. Davis-Johnson:

Please be advised that Cynthia Luczak, Bay County Clerk has retained Clark Hill, PLC to assist her in defining the legal issues involved, negotiating a resolution of the these legal issues, or if necessary bringing suit to declare the rights of her office and to protect the constitutional and statutory duties of her office. Ms. Luczak forwarded your most recent letter to my attention concerning the above referenced matter.

Your decision to delay Ms. Luczak's request for the retention of legal counsel pending the receipt of an "independent legal opinion" on whether there is a non-frivolous, legal basis for her to proceed with legal action is not appropriate given the reasons articulated in her previous correspondence to you. As you know the attorney-client relationship demands fidelity between attorney and client, including upholding the privilege of attorney-client communications. You have asked Ms. Luczak to consult with a law firm of your choosing, while informing her that her communications would not be subject to this important privilege. This is not acceptable. We maintain that Ms. Luczak, as a constitutional officer, has an absolute right to retain counsel of her choosing.

Secondly, engaging an expert consultant to conduct an independent analysis of her office work flow, exemplifies the unreasonable hurdles and disparate treatment by the County Executive and the County Board of Commissioners ("Board") continue to impose on her official position and the Bay County Clerk's office. One need only review of the minutes and resolutions of the Board, and county budgets dating back over the last 10 years, and you will find no other department or agency, including the offices of the Sheriff, Register of Deeds, Treasurer or County Executive that have had to go through more barriers in order to receive the approval for the hiring additional personnel or budget amendments. Indeed, nearly every request Ms. Luczak has made to the Board for additional assistance or other requests have either been denied, delayed or diminished.

Ms. Luczak has indicated that she would prefer to find an amicable resolution to this matter without the necessity of litigation. To this end, we are willing to work with you, independent counsel, and/or the expert consultant in negotiating her staffing and other needs that are necessary and appropriate for her office.

Please contact me to discuss. If I do not hear from you within the next five (5) days, I will assume that we are at an impasse and will take appropriate legal action.

### **Litigation Hold**

In connection with matter, the parties involved are required to preserve documents and materials, regardless of medium or storage location, that may be relevant to the claims asserted by the County Clerk. This litigation hold notice ("Litigation Hold") outlines the steps that you must take immediately. Until further notice, it is critical that all documents relevant to this matter be preserved. If you have any questions or concerns about the requirements set forth in this Litigation Hold, please direct them to me at the number and email address listed above.

### **Subject Matter of Documents to Preserve**

The subject matter of the County Clerk's claim(s) involve the acts and omissions of each County Commissioner, the County Executive, County Departments, and Circuit Court administration relating to the hiring of county staff including but not limited to, the hiring of staff of the Sheriff, Register of Deeds, Treasurer, and County Executive; approving or modifying county budgets of the County Clerk, Sheriff, Register of Deeds, Treasurer, and County Executive and county departments; and information and documentation relevant to Ms. Luczak claim of disparate treatment by members of the County Board of Commissioners and the County Executive.

### **Types of Documents to Preserve**

The obligation to preserve documents and materials applies to tangible information of any kind, whether in hard copy or electronically stored.

Hard-copy documents and materials include, but are not limited to, letters, memoranda, notes, plans, surveys, models, drawings, designs, calendars, diaries, reports, studies, statistical or informational accumulations, analyses, tabulations, records of meetings, records of conversations (including tape recordings), manuals, charts, and graphs.

Electronically stored information includes, but is not limited to, digital communications such as e-mail and attachments, voice mail and instant messaging, word-processing documents, spreadsheets, databases, calendar entries (such as Outlook), computer drawings, computer plans and surveys, network access, internet usage files, presentations (such as PowerPoint), or any other documents or files created or stored on the company's computer or other information systems, including backup and archival files.

Please keep in mind that you can have both a hard copy and an electronic copy of the same document or information. You are obligated to preserve both. Further, this obligation to preserve applies to any copy or draft of a document or tangible thing that is not an identical duplicate of the original document or tangible thing.

Ms. Amber Davis-Johnson  
July 13, 2015  
Page 3

### Suspension of all Ordinary-Course Deletion of Electronic Documents

Effective immediately, it is critical that you and all relevant individuals do NOT delete, over-write, or otherwise alter or destroy any documents, files or information (paper copy or electronic, including backup) which may be relevant to this case and subject to this Litigation Hold and that you take those steps necessary to guard against such deletion.

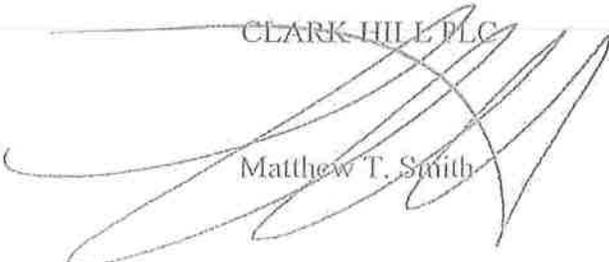
### Documents to be Retained

All documents (including hard-copy documents, electronic documents, and e-mail messages) that refer or relate to the Cynthia Luczak, County Clerk and the County Clerk Office, county appropriations, hiring of county staff (including but not limited to, the hiring of staff of the Sheriff, Register of Deeds, Treasurer, and County Executive), and/or the disparate treatment by members of the County Board of Commissioners and the County Executive must be retained no matter how old the documents may be. If you are uncertain as to whether to retain a document, please err on the side of retention. As indicated above, please direct any questions regarding retention to me. The topics of information subject to this Litigation Hold may change and we will keep you informed of any such changes.

### Summary

In summary, you should take all steps necessary, including instructing other employees under your supervision, to retain paper documents and materials and electronically stored documents and information that relate in any manner to the subjects relevant to this Litigation Hold. Please immediately review where you might have any such relevant documents, materials and information, including any personal electronic devices, so that you can ensure that any such documents, materials, and information are not accidentally deleted or altered. Please circulate this Litigation Hold to all necessary past and present agents, representatives, counsel and employees of the County to ensure that all potentially relevant evidence and information is adequately preserved.

Sincerely,

CLARK HILL PLC  
  
Matthew T. Smith

cc: Cynthia Luczak

# EXHIBIT E





**FALL 2015 SURVEY OF MICHIGAN COUNTY CLERKS**

**SALARIES – BENEFITS – RESPONSIBILITIES**

**MACC STANDARDIZATION & REVIEW COMMITTEE**

**NOVEMBER 20, 2015**



November 20, 2015

To the Michigan Association of County Clerks,

The following report is a compilation of the results of a survey conducted of the membership of MACC from approximately September 15 – October 15, 2015. This survey dealt with salaries of all county elected officials, benefits that individual counties offer, and responsibilities that each individual Clerk has in his or her unique office.

We want to thank the 69 County Clerks that participated in the survey, and we believe that the results will be helpful to many.

Each individual response, as well as other charts and graphs relating to this survey is available online through Survey Monkey at the following web address:

<https://www.surveymonkey.com/results/SM-2HMFTYZC/>

This document will be available on the MACC website in the next few weeks.

2015 Standardization & Review Committee  
Michigan Association of County Clerks

Chair - Tim Snow - Kalamazoo

Diana Bosworth – Eaton  
Lauri Braid – Shiawassee  
Lisa Brown – Oakland  
Barb Byrum – Ingham  
Jodi Fetting – Tuscola  
Bonnie Friedrichs – Alpena  
Mary Hollinrake – Kent  
Kris Millard – Montcalm  
Dawn Olney – Benzie  
Patti Truman - Alcona

COUNTY	2010 POPULATION	2015 TAXABLE VALUE	POP RANK	T.V. RANK
ALCONA	10,492	742,912,153	75	65
ALGER	9,601	369,335,956	77	78
ALLEGAN	111,408	4,402,665,052	18	16
ALPENA	29,598	906,860,375	49	62
ANTRIM	23,580	1,738,618,499	61	36
ARENAC	15,899	558,205,702	68	71
BARAGA	8,860	248,919,839	78	81
BARRY	59,173	2,005,640,124	32	32
BAY	107,777	2,847,034,923	19	23
BENZIE	17,525	1,158,546,881	65	52
BERRIEN	156,813	7,436,838,041	15	10
BRANCH	45,248	1,394,454,321	38	44
CALHOUN	136,146	3,631,219,496	17	20
CASS	52,293	1,981,761,771	35	33
CHARLEVOIX	25,949	2,031,837,198	54	31
CHEBOYGAN	26,152	1,355,502,053	53	45
CHIPPEWA	38,520	1,094,634,260	42	56
CLARE	30,926	1,009,902,066	48	57
CLINTON	75,382	2,547,727,561	26	26
CRAWFORD	14,074	537,770,714	70	73
DELTA	37,069	1,206,534,426	43	50
DICKINSON	26,168	1,000,014,766	52	58
EATON	107,759	3,353,542,662	20	21
EMMET	32,694	2,694,571,595	47	24
GENESEE	436,141	8,708,327,172	5	7
GLADWIN	25,692	942,702,205	56	60
GOGEBIC	16,427	502,635,304	67	74
GRAND TRAVERSE	86,986	4,620,528,695	23	15
GRATIOT	42,285	1,288,380,729	41	47
HILLSDALE	46,688	1,292,177,928	37	46
HOUGHTON	36,628	852,537,453	44	63
HURON	33,118	2,194,991,653	45	29
INGHAM	280,985	7,377,720,492	7	11
IONIA	58,777	1,525,847,931	33	42
IOSCO	25,887	1,131,036,902	55	54
IRON	11,817	486,710,195	72	76
ISABELLA	70,311	1,711,805,770	28	38
JACKSON	160,248	4,317,954,029	14	18
KALAMAZOO	250,331	8,170,869,806	9	8
KALKASKA	17,153	732,416,220	66	66
KENT	602,622	21,007,674,507	4	4
KEWEENAW	2,156	134,764,992	83	83
LAKE	11,539	547,934,388	73	72
LAPEER	88,319	2,689,687,494	22	25
LEELANAU	21,708	2,523,729,240	63	27
LENAWEE	99,892	2,052,742,904	21	30

LIVINGSTON	181,722	8,053,582,840		11	9
LUCE	6,631	188,651,750		82	82
MACKINAC	11,037	996,402,485		74	59
MACOMB	840,978	25,559,369,130		3	3
MANISTEE	24,733	1,114,882,633		57	55
MARQUETTE	67,077	2,283,247,444		29	28
MASON	28,705	1,705,609,433		50	39
MECOSTA	42,798	1,246,834,552		40	49
MENOMINEE	24,029	728,834,552		60	67
MIDLAND	83,629	3,684,561,852		24	19
MISSAUKEE	14,478	577,196,272		69	70
MONROE	152,021	5,683,655,583		16	12
MONTCALM	60,842	1,728,250,360		31	37
MONTMORENCY	9,765	494,985,008		76	75
MUSKEGON	172,188	4,351,224,209		12	17
NEWAYGO	48,460	1,470,210,200		36	43
OAKLAND	1,202,362	51,895,341,437		2	1
OCEANA	26,570	1,163,506,921		51	51
OGEMAW	21,699	817,499,656		64	64
ONTONAGON	6,780	255,268,486		81	80
OSCEOLA	23,528	699,675,520		62	68
OSCODA	8,640	388,609,986		79	77
OTSEGO	24,164	1,137,047,405		59	53
OTTAWA	263,801	10,297,569,794		8	6
PRESQUE ISLE	13,376	654,948,416		71	69
ROSCOMMON	24,449	1,256,513,306		58	48
SAGINAW	200,169	4,926,248,765		10	14
SANILAC	43,114	1,539,732,404		39	41
SCHOOLCRAFT	8,485	356,394,136		80	79
SHIAWASSEE	70,648	1,701,036,561		27	40
ST. CLAIR	163,040	5,628,240,115		13	13
ST. JOSEPH	61,295	1,959,154,984		30	34
TUSCOLA	55,729	1,765,660,266		34	35
VAN BUREN	76,258	3,170,047,497		25	22
WASHTENAW	344,791	14,925,681,702		6	5
WAYNE	1,820,584	40,277,599,494		1	2
WEXFORD	32,735	934,894,362		46	61

COUNTIES IN POPULATION ORDER

RANK	COUNTY	2010 POPULATION	2015 TAXABLE VALUE
1	WAYNE	1,820,584	40,277,599,494
2	OAKLAND	1,202,362	51,895,341,437
3	MACOMB	840,978	25,559,369,130
4	KENT	602,622	21,007,674,507
5	GENESEE	436,141	8,708,327,172
6	WASHTENAW	344,791	14,925,681,702
7	INGHAM	280,985	7,377,720,492
8	OTTAWA	263,801	10,297,569,794
9	KALAMAZOO	250,331	8,170,869,806
10	SAGINAW	200,169	4,926,248,765
11	LIVINGSTON	181,722	8,053,582,840
12	MUSKEGON	172,188	4,351,224,209
13	ST. CLAIR	163,040	5,628,240,115
14	JACKSON	160,248	4,317,954,029
15	BERRIEN	156,813	7,436,838,041
16	MONROE	152,021	5,683,655,583
17	CALHOUN	136,146	3,631,219,496
18	ALLEGAN	111,408	4,402,665,052
19	BAY	107,777	2,847,034,923
20	EATON	107,759	3,353,542,662
21	LENAWEE	99,892	2,052,742,904
22	LAPEER	88,319	2,689,687,494
23	GRAND TRAVERSE	86,986	4,620,528,695
24	MIDLAND	83,629	3,684,561,852
25	VAN BUREN	76,258	3,170,047,497
26	CLINTON	75,382	2,547,727,561
27	SHIAWASSEE	70,648	1,701,036,561
28	ISABELLA	70,311	1,711,805,770
29	MARQUETTE	67,077	2,283,247,444
30	ST. JOSEPH	61,295	1,959,154,984
31	MONTCALM	60,842	1,728,250,360
32	BARRY	59,173	2,005,640,124
33	IONIA	58,777	1,525,847,931
34	TUSCOLA	55,729	1,765,660,266
35	CASS	52,293	1,981,761,771
36	NEWAYGO	48,460	1,470,210,200
37	HILLSDALE	46,688	1,292,177,928
38	BRANCH	45,248	1,394,454,321
39	SANILAC	43,114	1,539,732,404
40	MECOSTA	42,798	1,246,834,552
41	GRATIOT	42,285	1,288,380,729
42	CHIPPEWA	38,520	1,094,634,260
43	DELTA	37,069	1,206,534,426
44	HOUGHTON	36,628	852,537,453
45	HURON	33,118	2,194,991,653
46	WEXFORD	32,735	934,894,362

COUNTIES IN POPULATION ORDER

47	EMMET	32,694	2,694,571,595
48	CLARE	30,926	1,009,902,066
49	ALPENA	29,598	906,860,375
50	MASON	28,705	1,705,609,433
51	OCEANA	26,570	1,163,506,921
52	DICKINSON	26,168	1,000,014,766
53	CHEBOYGAN	26,152	1,355,502,053
54	CHARLEVOIX	25,949	2,031,837,198
55	IOSCO	25,887	1,131,036,902
56	GLADWIN	25,692	942,702,205
57	MANISTEE	24,733	1,114,882,633
58	ROSCOMMON	24,449	1,256,513,306
59	OTSEGO	24,164	1,137,047,405
60	MENOMINEE	24,029	728,834,552
61	ANTRIM	23,580	1,738,618,499
62	OSCEOLA	23,528	699,675,520
63	LEELANAU	21,708	2,523,729,240
64	OGEMAW	21,699	817,499,656
65	BENZIE	17,525	1,158,546,881
66	KALKASKA	17,153	732,416,220
67	GOGEBIC	16,427	502,635,304
68	ARENAC	15,899	558,205,702
69	MISSAUKEE	14,478	577,196,272
70	CRAWFORD	14,074	537,770,714
71	PRESQUE ISLE	13,376	654,948,416
72	IRON	11,817	486,710,195
73	LAKE	11,539	547,934,388
74	MACKINAC	11,037	996,402,485
75	ALCONA	10,492	742,912,153
76	MONTMORENCY	9,765	494,985,008
77	ALGER	9,601	369,335,956
78	BARAGA	8,860	248,919,839
79	OSCODA	8,640	388,609,986
80	SCHOOLCRAFT	8,485	356,394,136
81	ONTONAGON	6,780	255,268,486
82	LUCE	6,631	188,651,750
83	KEWEENAW	2,156	134,764,992

COUNTIES IN TAXABLE VALUE ORDER

RANK	COUNTY	2010 POPULATION	2015 TAXABLE VALUE
1	OAKLAND	1,202,362	51,895,341,437
2	WAYNE	1,820,584	40,277,599,494
3	MACOMB	840,978	25,559,369,130
4	KENT	602,622	21,007,674,507
5	WASHTENAW	344,791	14,925,681,702
6	OTTAWA	263,801	10,297,569,794
7	GENESEE	436,141	8,708,327,172
8	KALAMAZOO	250,331	8,170,869,806
9	LIVINGSTON	181,722	8,053,582,840
10	BERRIEN	156,813	7,436,838,041
11	INGHAM	280,985	7,377,720,492
12	MONROE	152,021	5,683,655,583
13	ST. CLAIR	163,040	5,628,240,115
14	SAGINAW	200,169	4,926,248,765
15	GRAND TRAVERSE	86,986	4,620,528,695
16	ALLEGAN	111,408	4,402,665,052
17	MUSKEGON	172,188	4,351,224,209
18	JACKSON	160,248	4,317,954,029
19	MIDLAND	83,629	3,684,561,852
20	CALHOUN	136,146	3,631,219,496
21	EATON	107,759	3,353,542,662
22	VAN BUREN	76,258	3,170,047,497
23	BAY	107,777	2,847,034,923
24	EMMET	32,694	2,694,571,595
25	LAPEER	88,319	2,689,687,494
26	CLINTON	75,382	2,547,727,561
27	LEELANAU	21,708	2,523,729,240
28	MARQUETTE	67,077	2,283,247,444
29	HURON	33,118	2,194,991,653
30	LENAWEE	99,892	2,052,742,904
31	CHARLEVOIX	25,949	2,031,837,198
32	BARRY	59,173	2,005,640,124
33	CASS	52,293	1,981,761,771
34	ST. JOSEPH	61,295	1,959,154,984
35	TUSCOLA	55,729	1,765,660,266
36	ANTRIM	23,580	1,738,618,499
37	MONTCALM	60,842	1,728,250,360
38	ISABELLA	70,311	1,711,805,770
39	MASON	28,705	1,705,609,433
40	SHIAWASSEE	70,648	1,701,036,561
41	SANILAC	43,114	1,539,732,404
42	IONIA	58,777	1,525,847,931
43	NEWAYGO	48,460	1,470,210,200
44	BRANCH	45,248	1,394,454,321
45	CHEBOYGAN	26,152	1,355,502,053
46	HILLSDALE	46,688	1,292,177,928

COUNTIES IN TAXABLE VALUE ORDER

47	GRATIOT	42,285	1,288,380,729
48	ROSCOMMON	24,449	1,256,513,306
49	MECOSTA	42,798	1,246,834,552
50	DELTA	37,069	1,206,534,426
51	OCEANA	26,570	1,163,506,921
52	BENZIE	17,525	1,158,546,881
53	OTSEGO	24,164	1,137,047,405
54	IOSCO	25,887	1,131,036,902
55	MANISTEE	24,733	1,114,882,633
56	CHIPPEWA	38,520	1,094,634,260
57	CLARE	30,926	1,009,902,066
58	DICKINSON	26,168	1,000,014,766
59	MACKINAC	11,037	996,402,485
60	GLADWIN	25,692	942,702,205
61	WEXFORD	32,735	934,894,362
62	ALPENA	29,598	906,860,375
63	HOUGHTON	36,628	852,537,453
64	OGEMAW	21,699	817,499,656
65	ALCONA	10,492	742,912,153
66	KALKASKA	17,153	732,416,220
67	MENOMINEE	24,029	728,834,552
68	OSCEOLA	23,528	699,675,520
69	PRESQUE ISLE	13,376	654,948,416
70	MISSAUKEE	14,478	577,196,272
71	ARENAC	15,899	558,205,702
72	LAKE	11,539	547,934,388
73	CRAWFORD	14,074	537,770,714
74	GOGEBIC	16,427	502,635,304
75	MONTMORENCY	9,765	494,985,008
76	IRON	11,817	486,710,195
77	OSCODA	8,640	388,609,986
78	ALGER	9,601	369,335,956
79	SCHOOLCRAFT	8,485	356,394,136
80	ONTONAGON	6,780	255,268,486
81	BARAGA	8,860	248,919,839
82	LUCE	6,631	188,651,750
83	KEWEENAW	2,156	134,764,992

PROSECUTING ATTORNEY SALARY

COUNTY	2010 POPULATION	2014	2015	2016
ALCONA	10,492	74,721.00	75,358.00	75,995.00
ALGER	9,601	72,110.48	73,192.08	74,289.96
ALLEGAN	111,408			
ALPENA	29,598	76,370.00	78,181.00	
ANTRIM	23,580	85,332.78	87,039.44	
ARENAC	15,899	68,452.00	68,952.00	
BARAGA	8,860			
BARRY	59,173	95,356.99	95,356.99	
BAY	107,777	105,576.03	105,576.03	105,576.03
BENZIE	17,525	62,568.00	64,464.00	83,576.00
BERRIEN	156,813	121,250.00	122,463.00	
BRANCH	45,248	85,817.00	87,533.00	87,533.00
CALHOUN	136,146			
CASS	52,293	88,998.19	91,223.00	93,504.00
CHARLEVOIX	25,949	80,000.00	86,598.00	87,897.00
CHEBOYGAN	26,152	92,302.89	94,148.95	
CHIPPEWA	38,520			
CLARE	30,926	81,660.73	83,293.94	89,124.52
CLINTON	75,382	100,698.00	103,732.00	
CRAWFORD	14,074	88,862.23	90,639.47	92,452.26
DELTA	37,069	98,345.00	98,345.00	98,345.00
DICKINSON	26,168	98,001.00	106,312.00	113,022.00
EATON	107,759	98,811.00	105,331.00	109,720.00
EMMET	32,694	82,500.00	86,000.00	87,290.00
GENESEE	436,141	155,020.00	155,020.00	155,020.00
GLADWIN	25,692	86,352.00	86,352.00	86,352.00
GOGEBIC	16,427	74,311.00	75,811.00	
GRAND TRAVERSE	86,986	114,566.00	116,293.00	116,293.00
GRATIOT	42,285	82,942.00	86,609.00	90,381.00
HILLSDALE	46,688	81,196.40	84,930.94	88,665.48
HOUGHTON	36,628			
HURON	33,118	80,626.00	82,239.00	83,884.00
INGHAM	280,985	127,578.00	130,767.00	
IONIA	58,777			
IOSCO	25,887	78,725.52	80,300.34	81,906.22
IRON	11,817	81,601.00	83,314.00	86,239.00
ISABELLA	70,311	98,412.66	100,872.98	102,890.44
JACKSON	160,248	107,529.00	107,529.00	107,529.00
KALAMAZOO	250,331	101,171.28	109,200.00	114,171.20
KALKASKA	17,153			
KENT	602,622	146,290.00	149,200.00	152,200.00
KEWEENAW	2,156	45,189.00	46,545.00	47,476.00
LAKE	11,539	85,000.00	86,275.00	86,275.00
LAPEER	88,319	92,504.36	94,354.52	94,354.52
LEELANAU	21,708	84,870.22	86,143.07	86,143.07
LENAWEE	99,892	76,222.29	76,222.29	

PROSECUTING ATTORNEY SALARY

LIVINGSTON	181,722	124,110.60	131,787.47	131,787.47
LUCE	6,631	49,016.00	55,174.00	55,174.00
MACKINAC	11,037	85,831.00	88,406.00	
MACOMB	840,978			
MANISTEE	24,733	103,726.00	104,771.00	105,819.00
MARQUETTE	67,077			
MASON	28,705	94,106.36	95,517.96	
MECOSTA	42,798	90,356.00	92,163.00	94,006.00
MENOMINEE	24,029	91,870.00	93,707.00	95,581.00
MIDLAND	83,629	118,143.00	119,324.00	
MISSAUKEE	14,478	78,944.00	80,523.00	75,000.00
MONROE	152,021			
MONTCALM	60,842	91,895.00	94,636.00	95,582.00
MONTMORENCY	9,765	72,894.00	72,894.00	
MUSKEGON	172,188	141,128.93	142,540.22	142,540.22
NEWAYGO	48,460			
OAKLAND	1,202,362			
OCEANA	26,570	96,225.00	98,150.00	
OGEMAW	21,699	85,572.33	84,408.22	85,252.30
ONTONAGON	6,780	64,648.00	65,398.00	
OSCEOLA	23,528	81,537.00	61,125.00	84,744.00
OSCODA	8,640	71,500.00	74,500.00	
OTSEGO	24,164			
OTTAWA	263,801	131,145.00	135,078.00	138,455.00
PRESQUE ISLE	13,376	88,800.00	88,800.00	89,300.00
ROSCOMMON	24,449			
SAGINAW	200,169	135,136.00	135,136.00	135,136.00
ST. CLAIR	163,040	107,778.00	109,934.00	109,934.00
ST. JOSEPH	61,295	92,729.00	97,909.00	100,846.00
SANILAC	43,114	78,818.03	82,733.19	86,978.67
SCHOOLCRAFT	8,485			
SHIAWASSEE	70,648	83,846.00	83,846.00	83,846.00
TUSCOLA	55,729	85,940.00	97,658.00	89,412.00
VAN BUREN	76,258	100,366.50	104,403.00	105,458.25
WASHTENAW	344,791	119,268.00	120,461.00	122,870.00
WAYNE	1,820,584			
WEXFORD	32,735	84,266.00	84,266.00	
TOTAL	9,886,126			

## SHERIFF SALARY

COUNTY	2010 POPULATION	2014	2015	2016
ALCONA	10,492	51,863.00	52,591.00	53,319.00
ALGER	9,601	54,392.52	55,208.40	56,036.53
ALLEGAN	111,408			
ALPENA	29,598	57,104.00	57,915.00	
ANTRIM	23,580	66,281.28	67,606.89	
ARENAC	15,899	44,130.00	45,130.00	
BARAGA	8,860			
BARRY	59,173	73,875.18	73,875.18	
BAY	107,777	83,951.18	83,951.18	
BENZIE	17,525	52,659.00	54,255.00	54,797.00
BERRIEN	156,813	98,846.00	99,834.00	
BRANCH	45,248	67,525.00	68,876.00	
CALHOUN	136,146			
CASS	52,293	76,064.31	77,966.00	79,915.00
CHARLEVOIX	25,949	71,420.00	76,469.00	77,776.00
CHEBOYGAN	26,152	71,843.20	73,998.29	
CHIPPEWA	38,520			
CLARE	30,926	56,200.75	57,324.77	65,000.00
CLINTON	75,382	87,261.00	89,006.00	
CRAWFORD	14,074	58,192.00	59,355.84	60,542.96
DELTA	37,069	66,500.00	66,500.00	69,992.00
DICKINSON	26,168	68,403.00	69,097.00	69,788.00
EATON	107,759	90,860.00	95,410.00	99,237.00
EMMET	32,694	73,000.00	78,000.00	79,170.00
GENESEE	436,141	112,469.00	112,469.00	112,469.00
GLADWIN	25,692	58,286.00	58,286.00	58,286.00
GOGEBIC	16,427	56,087.00	57,587.00	
GRAND TRAVERSE	86,986	95,618.00	97,053.00	97,053.00
GRATIOT	42,285	55,243.00	58,353.00	61,560.00
HILLSDALE	46,688	60,842.26	64,147.90	67,453.34
HOUGHTON	36,628			
HURON	33,118	62,615.00	63,867.00	65,144.00
INGHAM	280,985	119,486.00	122,473.00	
IONIA	58,777			
IOSCO	25,887	48,491.68	49,461.35	50,450.38
IRON	11,817	59,120.00	60,361.00	63,481.00
ISABELLA	70,311	63,979.50	65,578.99	66,890.57
JACKSON	160,248	87,734.00	87,734.00	87,734.00
KALAMAZOO	250,331	110,822.40	119,121.60	124,092.80
KALKASKA	17,153			
KENT	602,622	128,600.00	131,200.00	133,800.00
KEWEENAW	2,156	52,326.00	53,896.00	54,974.00
LAKE	11,539	62,360.00	63,295.00	63,295.00
LAPEER	88,319	81,246.62	83,235.62	83,235.62
LEELANAU	21,708	71,454.08	72,525.89	72,525.89
LENAWEE	99,892	92,495.64	92,495.64	92,495.64

## SHERIFF SALARY

LIVINGSTON	181,722	114,753.79	118,196.40	118,196.40
LUCE	6,631	39,244.00	39,244.00	39,244.00
MACKINAC	11,037	58,365.00	65,000.00	
MACOMB	840,978			
MANISTEE	24,733	66,389.00	67,058.00	67,729.00
MARQUETTE	67,077			
MASON	28,705	57,015.80	57,871.03	
MECOSTA	42,798	70,365.00	71,772.00	73,207.00
MENOMINEE	24,029	61,706.00	62,940.00	64,199.00
MIDLAND	83,629	100,384.00	101,388.00	
MISSAUKEE	14,478	67,630.00	69,010.00	70,390.00
MONROE	152,021			
MONTCALM	60,842	72,368.00	74,526.00	75,271.00
MONTMORENCY	9,765	45,814.00	46,500.00	
MUSKEGON	172,188	101,408.69	102,422.77	102,422.77
NEWAYGO	48,460			
OAKLAND	1,202,362			
OCEANA	26,570	75,806.00	77,322.00	
OGEMAW	21,699	55,292.74	55,845.66	56,404.12
ONTONAGON	6,780	46,026.00	46,776.00	
OSCEOLA	23,528	59,911.00	61,125.00	63,769.00
OSCODA	8,640	45,500.00	48,500.00	
OTSEGO	24,164			
OTTAWA	263,801	115,506.00	118,971.00	121,945.00
PRESQUE ISLE	13,376	55,300.00	55,300.00	55,800.00
ROSCOMMON	24,449			
SAGINAW	200,169	107,927.00	107,927.00	107,927.00
ST. CLAIR	163,040	83,981.00	85,661.00	85,661.00
ST. JOSEPH	61,295	72,715.00	75,369.00	77,630.00
SANILAC	43,114	56,872.33	60,908.95	65,518.78
SCHOOLCRAFT	8,485			
SHIAWASSEE	70,648	76,846.00	76,846.00	76,846.00
TUSCOLA	55,729	68,390.00	69,758.00	71,153.00
VAN BUREN	76,258	81,931.20	85,217.60	86,074.40
WASHTENAW	344,791	119,268.00	119,268.00	122,870.00
WAYNE	1,820,584			
WEXFORD	32,735	66,144.00	66,144.00	
TOTAL	9,886,126			

CLERK, CLERK/REGISTER, REGISTER OF DEEDS SALARY

COUNTY	2010 POPULATION	CLERK 2014	CLERK 2015	CLERK 2016	C/R 2014	C/R 2015	C/R 2016	ROD 2014	ROD 2015	ROD 2016
ALCONA	10,492	43,477.00	44,114.00	44,751.00				43,477.00	44,114.00	44,751.00
ALGER	9,601				C/R	48,476.93	49,337.42			
ALLEGAN	111,408				C/R					
ALPENA	29,598	58,104.00	58,104.00					49,709.00	49,709.00	
ANTRIM	23,580	56,857.88	57,994.69					54,476.86	55,690.18	
ARENAC	15,899	42,134.00	44,634.00					35,662.00	36,662.00	
BARAGA	8,860				C/R					
BARRY	59,173	62,775.27	62,775.27					58,062.86	58,062.86	
BAY	107,777	73,900.44	73,900.44					71,126.65	71,126.65	
BENZIE	17,525	51,889.00	53,451.00	53,996.00				51,889.00	53,461.00	53,996.00
BERRIEN	156,813	76,441.00	77,205.00					76,441.00	77,205.00	
BRANCH	45,248	50,812.00	51,828.00	52,760.00	C/R			50,812.00	51,828.00	51,828.00
CALHOUN	136,146				C/R	75,212.00	77,958.00			
CASS	52,293					60,378.67	63,435.00			
CHARLEVOIX	25,949	57,257.00	58,987.00	59,872.00				51,691.00	53,252.00	54,050.00
CHEBOYGAN	26,152				C/R	64,069.47				
CHIPPEWA	38,520									
CLARE	30,926				C/R	54,957.63	56,056.78			
CLINTON	75,382				C/R	72,133.00	73,576.00			
CRAWFORD	14,074				C/R	51,701.20	52,740.32			
DELTA	37,069				C/R	60,200.00	60,200.00			
DICKINSON	26,168				C/R	59,821.00	60,419.00			
EATON	107,759				C/R	64,962.00	68,910.00			
EMMET	32,694	59,000.00	60,621.48	61,530.00				52,100.00	54,000.00	54,810.00
GENESEE	436,141				C/R	81,921.00	81,921.00			
GLADWIN	25,692	52,913.00	52,913.00	52,913.00				50,524.00	50,524.00	50,524.00
GOGEBIC	16,427				C/R	49,504.00	51,004.00			
GRAND TRAVERSE	86,986	66,435.00	67,434.00	67,434.00				62,088.00	63,024.00	63,024.00
GRATIOT	42,285	47,813.00	50,775.00	53,829.00				47,813.00	50,775.00	53,829.00
HILLSDALE	46,688	51,078.03	53,700.06	56,322.09				50,673.00	52,890.00	55,107.00
HOUGHTON	36,628				C/R					
HURON	33,118	56,002.00	57,122.00	58,265.00				47,177.00	48,124.00	49,083.00
INGHAM	280,985	88,590.00	90,805.00					82,812.00	84,882.00	
IONIA	58,777									
IOSCO	25,887	54,896.70	55,994.20	57,114.08				45,663.70	46,576.89	47,508.43
IRON	11,817	47,354.00	48,348.00	51,273.00				47,354.00	48,348.00	51,273.00
ISABELLA	70,311	57,039.42	58,465.41	59,634.72				57,039.42	58,465.41	59,634.72
JACKSON	160,248				C/R	76,987.00	76,987.00			
KALAMAZOO	250,331				C/R	92,289.60	99,028.80			
KALKASKA	17,153									
KENT	602,622				C/R	105,500.00	107,600.00			
KEWEENAW	2,156				C/R	44,495.00	45,850.00			
LAKE	11,539				C/R	55,195.00	56,023.00			
LAPEER	88,319	57,764.72	58,919.90	58,919.90				51,645.36	52,678.34	52,678.34
LEELANAU	21,708	63,518.10	64,470.87	64,470.87				63,518.10	64,470.87	64,470.87
LENAWEE	99,892	62,158.44	62,158.44	62,158.44				58,864.81	58,864.81	58,864.81

CLERK, CLERK/REGISTER, REGISTER OF DEEDS SALARY

COUNTY	2010 POPULATION	CLERK 2014	CLERK 2015	CLERK 2016	C/R	C/R 2014	C/R 2015	C/R 2016	ROD 2014	ROD 2015	ROD 2016
LIVINGSTON	181,722	94,218.16	97,044.70	97,044.70					97,379.15	100,024.52	100,024.52
LUCE	6,631				C/R	39,054.00	42,854.00	42,854.00	51,095.00	52,627.00	
MACKINAC	11,037	53,998.00	55,618.00								
MACOMB	840,978				C/R						
MANISTEE	24,733	61,812.00	62,434.00	63,059.00							
MARQUETTE	67,077										
MASON	28,705	48,526.76	49,254.66						43,799.30	44,456.29	
MECOSTA	42,798	55,948.00	57,067.00	58,208.00					54,244.00	55,329.00	56,436.00
MENOMINEE	24,029				C/R	54,848.00	55,944.00	57,063.00			
MIDLAND	83,629	75,787.00	76,545.00						72,305.00	73,028.00	
MISSAUKEE	14,478				C/R	49,100.00	49,889.00	47,889.00			
MONROE	152,021				C/R						
MONTCALM	60,842	56,285.00	57,964.00	58,544.00					56,285.00	57,964.00	58,544.00
MONTMORENCY	9,765	39,562.00	40,500.00						39,019.00	39,500.00	
MUSKEGON	172,188	77,021.34	77,791.55	77,791.55					77,021.34	77,791.55	77,791.55
NEWAYGO	48,460										
OAKLAND	1,202,362				C/R						
OCEANA	26,570	51,883.00	52,921.00						51,883.00	52,921.00	
OGEMAW	21,699	51,562.03	52,072.20	52,592.93					51,562.03	52,078.26	52,599.05
ONTONAGON	6,780				C/R	41,484.00	42,234.00				
OSCEOLA	23,528	56,002.00	57,137.00	57,137.00					48,519.00	49,503.00	52,178.00
OSCODA	8,640				C/R	41,000.00	44,000.00				
OTSEGO	24,164				C/R						
OTTAWA	263,801										
PRESCUE ISLE	13,376	37,000.00	39,500.00	41,500.00					46,300.00	47,000.00	47,500.00
ROSCOMMON	24,449				C/R	93,004.00	95,794.00	98,189.00			
SAGINAW	200,169	80,709.00	80,709.00	80,709.00					79,333.00	79,333.00	79,333.00
ST. CLAIR	163,040				C/R	68,067.00	69,428.00	69,428.00			
ST. JOSEPH	61,295				C/R	71,135.00	71,135.00	71,135.00			
SANILAC	43,114	51,907.39	54,115.16	54,413.69					46,878.70	49,878.09	51,380.24
SCHOOLCRAFT	8,485				C/R						
SHIAWASSEE	70,648	50,424.00	50,424.00	50,424.00					50,424.00	50,424.00	50,424.00
TUSCOLA	55,729	54,680.00	55,774.00	56,889.00					53,047.00	54,108.00	55,190.00
VAN BUREN	76,258	63,870.89	66,099.00	67,113.75					59,498.60	61,893.00	62,523.00
WASHTENAW	344,791										
WAYNE	1,820,584				C/R	101,685.00	102,702.00	104,756.00			
WEXFORD	32,735	56,524.00	56,524.00						54,288.00	54,288.00	

TREASURER SALARY

COUNTY	2010 POPULATION	2014	2015	2016
ALCONA	10,492	43,477.00	44,114.00	44,751.00
ALGER	9,601	48,476.93	48,608.30	49,337.42
ALLEGAN	111,408			
ALPENA	29,598	48,673.00	48,673.00	
ANTRIM	23,580	54,804.04	55,690.18	
ARENAC	15,899	43,556.00	44,556.00	
BARAGA	8,860			
BARRY	59,173	59,001.07	59,001.07	
BAY	107,777	71,126.65	71,126.65	
BENZIE	17,525	51,889.00	53,461.00	53,996.00
BERRIEN	156,813		76,441.00	77,205.00
BRANCH	45,248		50,812.00	51,828.00
CALHOUN	136,146			
CASS	52,293	58,935.74	60,409.00	61,919.00
CHARLEVOIX	25,949	53,289.00	54,898.00	55,722.00
CHEBOYGAN	26,152	62,765.24	64,020.54	
CHIPPEWA	38,520		68,699.54	
CLARE	30,926	47,312.98	48,259.24	54,759.24
CLINTON	75,382	65,469.00	66,778.00	
CRAWFORD	14,074	51,706.20	52,740.32	53,795.13
DELTA	37,069	60,100.00	60,100.00	60,100.00
DICKINSON	26,168	56,381.00	60,419.00	61,023.00
EATON	107,759	64,962.00	68,910.00	71,906.00
EMMET	32,694	64,100.00	67,000.00	68,005.00
GENESEE	436,141	81,921.00	81,921.00	81,921.00
GLADWIN	25,692	50,524.00	50,524.00	50,524.00
GOGEBIC	16,427	45,900.00	47,200.00	
GRAND TRAVERSE	86,986	79,747.00	80,954.00	80,954.00
GRATIOT	42,285	47,813.00	50,775.00	53,829.00
HILLSDALE	46,688	50,673.00	52,890.00	55,107.00
HOUGHTON	36,628			
HURON	33,118	56,002.00	57,122.00	58,265.00
INGHAM	280,985	119,486.00	122,473.00	
IONIA	58,777	52,219.00	54,329.00	
IOSCO	25,887	53,912.86	54,990.68	56,090.49
IRON	11,817	47,354.00	48,348.00	51,273.00
ISABELLA	70,311	57,039.42	58,465.41	59,634.72
JACKSON	160,248	73,075.00	73,075.00	73,075.00
KALAMAZOO	250,331	92,289.60	99,028.80	105,319.14
KALKASKA	17,153			
KENT	602,622	99,900.00	102,900.00	105,000.00
KEWEENAW	2,156	42,595.00	43,873.00	44,750.00
LAKE	11,539	52,312.00	53,097.00	53,097.00
LAPEER	88,319	60,836.36	62,052.90	62,052.90
LEELANAU	21,708	63,518.10	64,470.87	64,470.87
LENAWEE	99,892	62,158.44	62,158.44	62,158.44

TREASURER SALARY

LIVINGSTON	181,722	94,218.16	97,044.70	97,044.70
LUCE	6,631	36,844.00	36,844.00	36,844.00
MACKINAC	11,037	52,446.00	54,019.00	
MACOMB	840,978			
MANISTEE	24,733	58,792.00	59,384.00	59,978.00
MARQUETTE	67,077			
MASON	28,705	48,526.76	49,254.66	
MECOSTA	42,798	54,244.00	55,329.00	56,436.00
MENOMINEE	24,029	52,107.00	53,149.00	54,212.00
MIDLAND	83,629	78,954.00	79,744.00	
MISSAUKEE	14,478	49,100.00	49,889.00	49,889.00
MONROE	152,021			
MONTCALM	60,842	56,285.00	57,964.00	58,544.00
MONTMORENCY	9,765	40,034.00	40,034.00	
MUSKEGON	172,188	89,376.39	90,270.15	90,270.15
NEWAYGO	48,460			
OAKLAND	1,202,362			
OCEANA	26,570	51,883.00	52,921.00	
OGEMAW	21,699	51,562.63	52,078.26	55,599.05
ONTONAGON	6,780	41,484.00	42,234.00	
OSCEOLA	23,528	47,987.00	48,959.00	51,836.00
OSCODA	8,640	41,000.00	44,000.00	
OTSEGO	24,164			
OTTAWA	263,801	93,004.00	95,794.00	98,189.00
PRESQUE ISLE	13,376	37,000.00	39,500.00	41,500.00
ROSCOMMON	24,449			
SAGINAW	200,169	89,313.00	89,313.00	89,313.00
ST. CLAIR	163,040	63,715.00	64,989.00	64,989.00
ST. JOSEPH	61,295	60,935.00	65,758.00	67,730.00
SANILAC	43,114	50,484.75	51,117.46	53,015.59
SCHOOLCRAFT	8,485			
SHIAWASSEE	70,648	50,424.00	50,424.00	50,424.00
TUSCOLA	55,729	53,489.00	55,774.00	56,889.00
VAN BUREN	76,258	63,726.00	66,300.00	66,977.25
WASHTENAW	344,791	101,685.00	102,702.00	104,756.00
WAYNE	1,820,584			
WEXFORD	32,735	55,536.00	55,536.00	
TOTAL	9,886,126			

## DRAIN COMMISSIONER/WATER RESOURCES COMMISSIONER SALARY

COUNTY	2010 POPULATION	2014	2015	2016
ALCONA	10,492			
ALGER	9,601			
ALLEGAN	111,408			
ALPENA	29,598	7,584.00	7,990.00	
ANTRIM	23,580	520.26	530.59	
ARENAC	15,899	27,379.00	28,879.00	
BARAGA	8,860			
BARRY	59,173	58,062.86	58,062.86	
BAY	107,777	71,126.65	71,126.65	
BENZIE	17,525	1,285.00	1,285.00	
BERRIEN	156,813	76,441.00	77,205.00	
BRANCH	45,248	42,909.00	43,767.00	43,767.00
CALHOUN	136,146			
CASS	52,293	49,260.82	50,739.00	52,261.00
CHARLEVOIX	25,949	2,400.00	2,400.00	2,400.00
CHEBOYGAN	26,152	600.00	600.00	
CHIPPEWA	38,520		892.32	
CLARE	30,926	31,462.38	32,091.63	
CLINTON	75,382	60,928.00	62,147.00	
CRAWFORD	14,074	5,113.00	5,217.26	5,319.57
DELTA	37,069	50.00	50.00	50.00
DICKINSON	26,168	1,338.00	1,351.00	1,365.00
EATON	107,759	64,962.00	68,910.00	71,906.00
EMMET	32,694			
GENESEE	436,141	147,419.00	147,419.00	147,419.00
GLADWIN	25,692	30,255.00	30,255.00	30,255.00
GOGEBIC	16,427	1.00	1.00	
GRAND TRAVERSE	86,986	7,114.00	7,218.00	7,218.00
GRATIOT	42,285	47,813.00	50,775.00	53,829.00
HILLSDALE	46,688	50,113.33	51,770.66	53,427.99
HOUGHTON	36,628			
HURON	33,118	2,500.00	2,500.00	2,500.00
INGHAM	280,985	82,812.00	84,882.00	
IONIA	58,777			
IOSCO	25,887	16,785.84	17,121.80	17,464.24
IRON	11,817	4,060.00	4,145.00	4,145.00
ISABELLA	70,311	57,039.42	58,465.41	59,634.72
JACKSON	160,248	65,230.00	65,230.00	65,230.00
KALAMAZOO	250,331	77,188.80	82,922.00	88,368.54
KALKASKA	17,153			
KENT	602,622	90,800.00	92,600.00	94,500.00
KEWEENAW	2,156			
LAKE	11,539			
LAPEER	88,319	53,335.88	54,402.66	54,402.66
LEELANAU	21,708	12,988.87	13,183.70	13,183.70
LENAWEE	99,892	55,379.28	55,379.28	55,379.28

## DRAIN COMMISSIONER/WATER RESOURCES COMMISSIONER SALARY

LIVINGSTON	181,722	101,466.46	104,510.45	104,510.45
LUCE	6,631			
MACKINAC	11,037			
MACOMB	840,978			
MANISTEE	24,733	4,495.00	4,055.00	4,096.00
MARQUETTE	67,077			
MASON	28,705			
MECOSTA	42,798	54,244.00	55,329.00	56,436.00
MENOMINEE	24,029	500.00	500.00	500.00
MIDLAND	83,629	74,156.00	74,898.00	
MISSAUKEE	14,478			
MONROE	152,021			
MONTCALM	60,842	56,285.00	57,964.00	58,544.00
MONTMORENCY	9,765	8,830.00	8,830.00	
MUSKEGON	172,188	75,830.93	76,589.34	76,589.34
NEWAYGO	48,460			
OAKLAND	1,202,362			
OCEANA	26,570	51,883.00	52,921.00	
OGEMAW	21,699	3,838.54	3,838.54	3,838.54
ONTONAGON	6,780			
OSCEOLA	23,528	13,066.00	13,327.00	13,327.00
OSCODA	8,640			
OTSEGO	24,164			
OTTAWA	263,801	81,563.00	84,010.00	86,110.00
PRESQUE ISLE	13,376	5,200.00	5,200.00	5,200.00
ROSCOMMON	24,449			
SAGINAW	200,169	89,171.00	89,171.00	89,171.00
ST. CLAIR	163,040	58,847.00	60,024.00	60,024.00
ST. JOSEPH	61,295	52,958.00	55,384.00	57,045.00
SANILAC	43,114	46,878.70	47,644.09	49,940.24
SCHOOLCRAFT	8,485			
SHIAWASSEE	70,648	50,424.00	50,424.00	50,424.00
TUSCOLA	55,729	53,047.00	54,108.00	55,190.00
VAN BUREN	76,258	59,301.65	61,698.00	62,328.00
WASHTENAW	344,791	101,685.00	102,702.00	104,756.00
WAYNE	1,820,584			
WEXFORD	32,735	11,960.00	11,960.00	
TOTAL	9,886,126			

COMPILATION OF 2014-2015-2016 ELECTED OFFICIAL SALARIES

COUNTY	PA 2014	PA 2015	PA 2016	SHER 2014	SHER 2015	SHER 2016	CLERK 2014	CLERK 2015	CLERK 2016	C/R 2014	C/R 2015	C/R 2016
ALCONA	74,721.00	75,358.00	75,995.00	51,863.00	52,591.00	53,319.00	43,477.00	44,114.00	44,751.00			
ALGER	72,110.48	73,192.08	74,289.96	54,392.52	55,208.40	56,036.53				48,476.93	48,608.30	49,337.42
ALLEGAN												
ALPENA	76,370.00	78,181.00		57,104.00	57,915.00		58,104.00	58,104.00				
ANTRIM	85,332.78	87,039.44		66,281.28	67,606.89		56,857.88	57,994.69				
ARENAC	68,452.00	68,952.00		44,130.00	45,130.00		42,134.00	44,634.00				
BARAGA												
BARRY	95,356.99	95,356.99		73,875.18	73,875.18		62,775.27	62,775.27				
BAY	105,576.03	105,576.03	105,576.03	83,951.18	83,951.18		73,900.44	73,900.44				
BENZIE	62,568.00	64,464.00	83,576.00	52,659.00	54,255.00	54,797.00	51,889.00	53,461.00	53,996.00			
BERRIEN	121,250.00	122,463.00		98,846.00	99,834.00		76,441.00	77,205.00				
BRANCH	85,817.00	87,533.00	87,533.00	67,525.00	68,876.00		50,812.00	51,828.00	51,828.00			
CALHOUN												
CASS	88,998.19	91,223.00	93,504.00	76,064.31	77,966.00	79,915.00				75,212.00	76,806.00	77,958.00
CHARLEVOIX	80,000.00	86,598.00	87,897.00	71,420.00	76,469.00	77,776.00	57,257.00	58,987.00	59,872.00	60,378.67	61,888.00	63,435.00
CHEBOYGAN	92,302.89	94,148.95		71,843.20	73,998.29					64,069.47	65,350.45	
CHIPPEWA												
CLARE	81,660.73	83,293.94	89,124.52	56,200.75	57,324.77	65,000.00				54,957.63	56,056.78	62,556.78
CUNTON	100,698.00	103,732.00		87,261.00	89,006.00					72,133.00	73,576.00	
CRAWFORD	88,862.23	90,639.47	92,452.26	58,192.00	59,355.84	60,542.96				51,701.20	52,740.32	53,795.13
DELTA	98,345.00	98,345.00	98,345.00	66,500.00	66,500.00	69,992.00				60,200.00	60,200.00	60,200.00
DICKINSON	98,001.00	106,312.00	113,022.00	68,403.00	69,097.00	69,788.00				59,821.00	60,419.00	61,023.00
EATON	98,811.00	105,331.00	109,720.00	90,860.00	95,410.00	99,237.00				64,962.00	68,910.00	71,906.00
EMMET	82,500.00	86,000.00	87,290.00	73,000.00	78,000.00	79,170.00	59,000.00	60,621.48	61,530.00			
GENESEE	155,020.00	155,020.00	155,020.00	112,469.00	112,469.00	112,469.00				81,921.00	81,921.00	81,921.00
GLADWIN	86,352.00	86,352.00	86,352.00	58,286.00	58,286.00	58,286.00	52,913.00	52,913.00	52,913.00			
GOGEBIC	74,311.00	75,811.00		56,087.00	57,587.00					49,504.00	51,004.00	
GRAND TRAVERSE	114,566.00	116,293.00	116,293.00	95,618.00	97,053.00	97,053.00	66,435.00	67,434.00	67,434.00			
GRATIOT	82,942.00	86,609.00	90,381.00	55,243.00	58,353.00	61,560.00	47,813.00	50,775.00	53,829.00			
HILLSDALE	81,196.40	84,930.94	88,665.48	60,842.26	64,147.90	67,453.34	51,078.03	53,700.06	56,322.09			
HOUGHTON												
HURON	80,626.00	82,239.00	83,884.00	62,615.00	63,867.00	65,144.00	56,002.00	57,122.00	58,265.00			
INGHAM	127,578.00	130,767.00		119,486.00	122,473.00		88,590.00	90,805.00				
IONIA												
IOSCO	78,725.52	80,300.34	81,906.22	48,491.68	49,461.35	50,450.38	54,896.70	55,994.20	57,114.08			
IRON	81,601.00	83,314.00	86,239.00	59,120.00	60,361.00	63,481.00	47,354.00	48,348.00	51,273.00			
ISABELLA	98,412.66	100,872.98	102,890.44	63,979.50	65,578.99	66,890.57	57,039.42	58,465.41	59,634.72			
JACKSON	107,529.00	107,529.00	107,529.00	87,734.00	87,734.00	87,734.00				76,987.00	76,987.00	76,987.00
KALAMAZOO	101,171.28	109,200.00	114,171.20	110,822.40	119,121.60	124,092.80				92,289.60	99,028.80	105,319.14
KALKASKA												
KENT	146,290.00	149,200.00	152,200.00	128,600.00	131,200.00	133,800.00				105,500.00	107,600.00	109,700.00
KEWEENAW	45,189.00	46,545.00	47,476.00	52,326.00	53,896.00	54,974.00				44,495.00	45,830.00	46,747.00



COMPILATION OF 2014-2015-2016 ELECTED OFFICIAL SALARIES

COUNTY	ROD 2014	ROD 2015	ROD 2016	TREAS 2014	TREAS 2015	TREAS 2016	DRAIN 2014	DRAIN 2015	DRAIN 2016
ALCONA	43,477.00	44,114.00	44,751.00	43,477.00	44,114.00	44,751.00			
ALGER				48,476.93	48,608.30	49,337.42			
ALLEGAN									
ALPENA	49,709.00	49,709.00		48,673.00	48,673.00		7,584.00	7,990.00	
ANTRIM	54,476.86	55,690.18		54,804.04	55,690.18		520.26	530.59	
ARENAC	35,662.00	36,662.00		43,556.00	44,556.00		27,379.00	28,879.00	
BARAGA									
BARRY	58,062.86	58,062.86		59,001.07	59,001.07		58,062.86	58,062.86	
BAY	71,126.65	71,126.65		71,126.65	71,126.65		71,126.65	71,126.65	
BENZIE	51,889.00	53,461.00	53,996.00	51,889.00	53,461.00	53,996.00	1,285.00	1,285.00	
BERRIEN	76,441.00	77,205.00			76,441.00	77,205.00	76,441.00	77,205.00	
BRANCH	50,812.00	51,828.00	51,828.00		50,812.00	51,828.00	42,909.00	43,767.00	43,767.00
CALHOUN									
CASS				58,935.74	60,409.00	61,919.00	49,260.82	50,739.00	52,261.00
CHARLEVOIX	51,691.00	53,252.00	54,050.00	53,289.00	54,898.00	55,722.00	2,400.00	2,400.00	2,400.00
CHEBOYGAN				62,765.24	64,020.54		600.00	600.00	
CHIPEWA					68,699.54			892.32	
CLARE				47,312.98	48,259.24	54,759.24	31,462.38	32,091.63	
CUNTON				65,469.00	66,778.00		60,928.00	62,147.00	
CRAWFORD				51,706.20	52,740.32	53,795.13	5,113.00	5,217.26	5,319.57
DELTA				60,100.00	60,100.00	60,100.00	50.00	50.00	50.00
DICKINSON				56,381.00	60,419.00	61,023.00	1,338.00	1,351.00	1,365.00
EATON				64,962.00	68,910.00	71,906.00	64,962.00	68,910.00	71,906.00
EMMET	52,100.00	54,000.00	54,810.00	64,100.00	67,000.00	68,005.00			
GENESEE				81,921.00	81,921.00	81,921.00	147,419.00	147,419.00	147,419.00
GLADWIN	50,524.00	50,524.00	50,524.00	50,524.00	50,524.00	50,524.00	30,255.00	30,255.00	30,255.00
GOGEBIC				45,900.00	47,200.00		1.00	1.00	
GRAND TRAVERSE	62,088.00	63,024.00	63,024.00	79,747.00	80,954.00	80,954.00	7,114.00	7,218.00	7,218.00
GRATIOT	47,813.00	50,775.00	53,829.00	47,813.00	50,775.00	53,829.00	47,813.00	50,775.00	53,829.00
HILLSDALE	50,673.00	52,890.00	55,107.00	50,673.00	52,890.00	55,107.00	50,113.33	51,770.66	53,427.99
HOUGHTON									
HURON	47,177.00	48,124.00	49,083.00	56,002.00	57,122.00	58,265.00	2,500.00	2,500.00	2,500.00
INGHAM	82,812.00	84,882.00		119,486.00	122,473.00		82,812.00	84,882.00	
IONIA				52,219.00	54,329.00				
IOSCO	45,663.70	46,576.89	47,508.43	53,912.86	54,990.68	56,090.49	16,785.84	17,121.80	17,464.24
IRON	47,354.00	48,348.00	51,273.00	47,354.00	48,348.00	51,273.00	4,060.00	4,145.00	4,145.00
ISABELLA	57,039.42	58,465.41	59,634.72	57,039.42	58,465.41	59,634.72	57,039.42	58,465.41	59,634.72
JACKSON				73,075.00	73,075.00	73,075.00	65,230.00	65,230.00	65,230.00
KALAMAZOO				92,289.60	99,028.80	105,319.14	77,188.80	82,922.00	88,368.54
KALKASKA									
KENT				99,900.00	102,900.00	105,000.00	90,800.00	92,600.00	94,500.00
KEWEENAW				42,595.00	43,873.00	44,750.00			



2015 ELECTED OFFICIAL SALARIES

COUNTY	2010 POPULATION	PROSECUTING ATTORNEY 2015	SHERIFF 2015	CLERK 2015	CLERK/ REGISTER 2015	REGISTER OF DEEDS 2015	TREASURER 2015	DRAIN COMMISSIONER (WRC) 2015
ALCONA	10,492	75,358.00	52,591.00	44,114.00		44,114.00	44,114.00	
ALGER	9,601	73,192.08	55,208.40				48,608.30	
ALLEGAN	111,408							
ALPENA	29,598	78,181.00	57,915.00	58,104.00		49,709.00	48,673.00	7,990.00
ANTRIM	23,580	87,039.44	67,606.89	57,994.69		55,690.18	55,690.18	530.59
ARENAC	15,899	68,952.00	45,130.00	44,634.00		36,662.00	44,556.00	28,879.00
BARAGA	8,860							
BARRY	59,173	95,356.99	73,875.18	62,775.27		58,062.86	59,001.07	58,062.86
BAY	107,777	105,576.03	83,951.18	73,900.44		71,126.65	71,126.65	71,126.65
BENZIE	17,525	64,464.00	54,255.00	53,461.00		53,461.00	53,461.00	1,285.00
BERRIEN	156,813	122,463.00	99,834.00	77,205.00		77,205.00	76,441.00	77,205.00
BRANCH	45,248	87,533.00	68,876.00	51,828.00		51,828.00	50,812.00	43,767.00
CALHOUN	136,146							
CASS	52,293	91,223.00	77,966.00				60,409.00	50,739.00
CHARLEVOIX	25,949	86,598.00	76,469.00	58,987.00		53,252.00	54,898.00	2,400.00
CHEBOYGAN	26,152	94,148.95	73,998.29				64,020.54	600.00
CHIPPEWA	38,520						68,699.54	892.32
CLARE	30,926	83,293.94	57,324.77				48,259.24	32,091.63
CUINTON	75,382	103,732.00	89,006.00				66,778.00	62,147.00
CRAWFORD	14,074	90,639.47	59,355.84				52,740.32	5,217.26
DELTA	37,069	98,345.00	66,500.00				60,100.00	50.00
DICKINSON	26,168	106,312.00	69,097.00				60,419.00	1,351.00
EATON	107,759	105,331.00	95,410.00				68,910.00	68,910.00
EMMET	32,694	86,000.00	78,000.00	60,621.48		54,000.00	67,000.00	
GENESEE	436,141	155,020.00	112,469.00				81,921.00	147,419.00
GLADWIN	25,692	86,352.00	58,286.00	52,913.00		50,524.00	50,524.00	30,255.00
GOGEBIC	16,427	75,811.00	57,587.00				47,200.00	1.00
GRAND TRAVERSE	86,986	116,293.00	97,053.00	67,434.00		63,024.00	80,954.00	7,218.00
GRATIOT	42,285	86,609.00	58,353.00	50,775.00		50,775.00	50,775.00	50,775.00
HILLSDALE	46,688	84,930.94	64,147.90	53,700.06		52,890.00	52,890.00	51,770.66
HOUGHTON	36,628							
HURON	33,118	82,239.00	63,867.00	57,122.00		48,124.00	57,122.00	2,500.00
INGHAM	280,985	130,767.00	122,473.00	90,805.00		84,882.00	122,473.00	84,882.00
IONIA	58,777						54,329.00	
IOSCO	25,887	80,300.34	49,461.35	55,994.20		46,576.89	54,990.68	17,121.80
IRON	11,817	83,314.00	60,361.00	48,348.00		48,348.00	48,348.00	4,145.00
ISABELLA	70,311	100,872.98	65,578.99	58,465.41		58,465.41	58,465.41	58,465.41

2015 ELECTED OFFICIAL SALARIES

COUNTY	2010 POPULATION	PROSECUTING ATTORNEY 2015	SHERIFF 2015	CLERK 2015	CLERK/ REGISTER 2015	REGISTER OF DEEDS 2015	TREASURER 2015	DRAIN COMMISSIONER (WRC) 2015
JACKSON	160,248	107,529.00	87,734.00		76,987.00		73,075.00	65,230.00
KALAMAZOO	250,331	109,200.00	119,121.60		99,028.80		99,028.80	82,922.00
KALKASKA	17,153							
KENT	602,622	149,200.00	131,200.00		107,600.00		102,900.00	92,600.00
KEWEENAW	2,156	46,545.00	53,896.00		45,830.00		43,873.00	
LAKE	11,539	86,275.00	63,295.00		56,023.00		53,097.00	
LAPEER	88,319	94,354.52	83,235.62	58,919.90		52,678.34	62,052.90	54,402.66
LEELANAU	21,708	86,143.07	72,525.89	64,470.87		64,470.87	64,470.87	13,183.70
LENAWEE	99,892	76,222.29	92,495.64	62,158.44		58,864.81	62,158.44	55,379.28
LIVINGSTON	181,722	131,787.47	118,196.40	97,044.70		100,024.52	97,044.70	104,510.45
LUCÉ	6,631	55,174.00	39,244.00		42,854.00		36,844.00	
MACKINAC	11,037	88,406.00	65,000.00	55,618.00		52,627.00	54,019.00	
MACOMB	840,978							
MANISTEE	24,733	104,771.00	67,058.00	62,434.00		58,540.00	59,384.00	4,055.00
MARQUETTE	67,077							
MASON	28,705	95,517.96	57,871.03	49,254.66		44,456.29	49,254.66	
MECOSTA	42,798	92,163.00	71,772.00	57,067.00		55,329.00	55,329.00	55,329.00
MENOMINEE	24,029	93,707.00	62,940.00		55,944.00		53,149.00	500.00
MIDLAND	83,629	119,324.00	101,388.00	76,545.00		73,028.00	79,744.00	74,898.00
MISSAUKEE	14,478	80,523.00	69,010.00		49,889.00		49,889.00	
MONROE	152,021							
MONTCALM	60,842	94,636.00	74,526.00	57,964.00		57,964.00	57,964.00	57,964.00
MONTMORENCY	9,765	72,894.00	46,500.00	40,500.00		39,500.00	40,034.00	8,830.00
MUSKEGON	172,188	142,540.22	102,422.77	77,791.55		77,791.55	90,270.15	76,589.34
NEWAYGO	48,460							
OAKLAND	1,202,362							
OCEANA	26,570	98,150.00	77,322.00	52,921.00		52,921.00	52,921.00	52,921.00
OGEMAW	21,699	84,408.22	55,845.66	52,072.20		52,078.26	52,078.26	3,838.54
ONTONAGON	6,780	65,398.00	46,776.00		42,234.00		42,234.00	
OSCEOLA	23,528	61,125.00	61,125.00	57,137.00		49,503.00	48,959.00	13,327.00
OSCODA	8,640	74,500.00	48,500.00		44,000.00		44,000.00	
OTSEGO	24,164							
OTTAWA	263,801	135,078.00	118,971.00		95,794.00		95,794.00	84,010.00
PRESQUE ISLE	13,376	88,800.00	55,300.00	39,500.00		47,000.00	39,500.00	5,200.00
ROSCOMMON	24,449							
SAGINAW	200,169	135,136.00	107,927.00	80,709.00		79,333.00	89,313.00	89,171.00
SANILAC	43,114	82,733.19	60,908.95	54,115.16		49,878.09	51,117.46	47,644.09

2015 ELECTED OFFICIAL SALARIES

COUNTY	2010 POPULATION	PROSECUTING ATTORNEY 2015	SHERIFF 2015	CLERK 2015	CLERK/ REGISTER 2015	REGISTER OF DEEDS 2015	TREASURER2015	DRAIN COMMISSIONER (WRC)2015
SCHOOLCRAFT	8,485							
SHIAWASSEE	70,648	83,846.00	76,846.00	50,424.00		50,424.00	50,424.00	50,424.00
ST. CLAIR	163,040	109,934.00	85,661.00		69,428.00		64,989.00	60,024.00
ST. JOSEPH	61,295	97,909.00	75,369.00		71,135.00		65,758.00	55,384.00
TUSCOLA	55,729	97,658.00	69,758.00	55,774.00		54,108.00	55,774.00	54,108.00
VAN BUREN	76,258	104,403.00	85,217.60	66,099.00		61,893.00	66,300.00	61,698.00
WASHTENAW	344,791	120,461.00	119,268.00		102,702.00		102,702.00	102,702.00
WAYNE	1,820,584							
WEXFORD	32,735	84,266.00	66,144.00	56,524.00		54,288.00	55,536.00	11,960.00



2016 SALARIES COMMENTS

COUNTY	"Brief Comment regarding 2016 salaries (set, anticipated, etc.)
ALCONA	anticipated
ALGER	Thinking a 1.5% raise for 2016 from 2015
ALLEGAN	
ALPENA	same amount as union will receive
ANTRIM	WAITING TO BEGIN NEGOTIATIONS PENDING SURVEY
ARENAC	Unknown
BARAGA	
BARRY	NO CHANGE ANTICIPATED
BAY	Bet they will remain the same
BENZIE	PA received a large increase because she brought in a DHS contract; her Asst PA did as well, nearly 20,000 for each of them.
BERRIEN	Just beginning budget hearings and those numbers are not available to us at this time.
BRANCH	Received 2% in 2015. Will probably not receive an increase in 2016.
CALHOUN	
CASS	set
CHARLEVOIX	2016 salaries have been set and will be adopted by the 23rd of September
CHEBOYGAN	
CHIPPEWA	
CLARE	Elected officials had gone 6 years straight without an increase
CLINTON	unknown at this time
CRAWFORD	2% the past 3 years
DELTA	
DICKINSON	Mine Inspector - 27.62/hr up to 190 hours, 27.89/hr and 1% increase for 2016
EATON	
EMMET	2016 salary estimated on 1.5% increase
GENESEE	
GLADWIN	We are scheduled to not receive a raise for the 4th year.
GOGEBIC	Budget is calendar year
GRAND TRAVERSE	We do not expect to receive a raise in 2016
GRATIOT	Set
HILLSDALE	The Elected and Appointed Officials will also be receiving the same percentage raise as the Union employees
HOUGHTON	
HURON	Anticipateing 2% increase
INGHAM	Not done
IONIA	
IOSCO	2% increase for 2016; will also receive a 2% increase for 2017
IRON	Set except for Drain Commisisoner
ISABELLA	
JACKSON	A Classification and Compensation Study will be conducted this Fall.
KALAMAZOO	2016 salaries are as in the preliminary budget. It is possible that the final budget will include a 2.5% schedule adjustment for all non-union employees.
KALKASKA	
KENT	
KEWEENAW	Salaries for 2016 are not set yet but union received 2% so we usually follow suit
LAKE	In process
LAPEER	Uncertain at this time if there will be any salary increases in 2016
LEELANAU	Used the Max allowable, 5 step scale, no adj yet for 2016
LENAWEE	Prosecutor's Ofc. is being reorganized. That is the reason I do not know the 2016 salary.
LIVINGSTON	Do not anticipate any change
LUCE	Same - no increase anticipated
MACKINAC	no discussions yet
MACOMB	
MANISTEE	1% is budgetd for 2015/16

## 2016 SALARIES COMMENTS

COUNTY	"Brief Comment regarding 2016 salaries (set, anticipated, etc.)"
MARQUETTE	
MASON	
MECOSTA	set
MENOMINEE	The budget is being approved with a 2% raise, but salaries will still need to be approved.
MIDLAND	Elected officials receive % increase in line with non-union
MISSAUKEE	
MONROE	
MONTCALM	2016 Salaries have not been adopted yet but 1% is anticipated.
MONTMORENCY	n/a
MUSKEGON	There hasn't been any real increase in several years, just a small cost of living adjustment.
NEWAYGO	
OAKLAND	
OCEANA	The 2016 budget has not been set yet, but most likely a 1 - 2% salary increase
OGEMAW	
ONTONAGON	possibly a \$650 annual increase
OSCEOLA	New Wage Study being put in place
OSCODA	Will be set at budget hearing in Dec. 2015
OTSEGO	
OTTAWA	Salries are set through 2016
PRESQUE ISLE	projected from past trends only
ROSCOMMON	
SAGINAW	No raises in sight
SANILAC	
SCHOOLCRAFT	
SHIAWASSEE	No change
ST. CLAIR	PROPOSED 2% INCREASE
ST. JOSEPH	Assume 3% raise. Clerk/register same bc appt midterm.
TUSCOLA	
VAN BUREN	these are set
WASHTENAW	set
WAYNE	
WEXFORD	

COUNTY	"Brief Comment regarding how salaries are determined in your county"
ALCONA	Follows what other employees get
ALGER	By the board...everyone gets the same raise
ALLEGAN	
ALPENA	same amount as union receive (per hour x 2080 hours)
ANTRIM	SURVEY 10 COUNTIES - KICK OUT HI AND LOW
ARENAC	By Board of Commissioners
BARAGA	
BARRY	
BAY	Increases of Elected officials based on United Steelworker contract
BENZIE	
BERRIEN	By the Board of Commissioners
BRANCH	Usually what is given in the union contracts
CALHOUN	No wage scale for elected / appointed officials
CASS	Board of Commissioners Subcommittee
CHARLEVOIX	By survey of like counties referencing population and SEV
CHEBOYGAN	Salaries are determined by using data from 5 comparable counties.
CHIPPEWA	
CLARE	
CLINTON	Study of counties everyother year - paid 10% above average
CRAWFORD	County Board
DELTA	Set by Board of Commissioners
DICKINSON	Negotiations with union and then we(elected) get the same increase.
EATON	Salaries are voted on the by BOC annually
EMMET	
GENESEE	
GLADWIN	They are determined by the Board.
GOGEBIC	Bord of Commissioners
GRAND TRAVERSE	Commissioners set elected officials salaries before the election.
GRATIOT	Adminstrator & Board
HILLSDALE	Our salaries were determined by taking an average of 10 counties; 5 counties above our population and 5 below.
HOUGHTON	
HURON	Recommended by Personnel Committee
INGHAM	No rhyme or reason
IONIA	
IOSCO	Set by the Board of Commissioners/percentage increases usually based on what the unions get
IRON	Increases ususally go closely with Union contracts
ISABELLA	
JACKSON	
KALAMAZOO	Elected Official positions are rated and placed on the salary scale with all other non-union employees. Prosecutor & Sheriff are at K-16; Clerk/Register & Treasurer are K-14; Drain Comm is K-13. There are 8 steps total. Clerk/Reg & Treas have 1 more step; Sheriff & Drain have 2 more steps; Prosecutor has 4 more steps.
KALKASKA	
KENT	
KEWEENAW	After union negotiations
LAKE	1.5% or COLA for salaried employees
LAPEER	County Administrator and Finance Dept. review budget and may recommend to Commissioners to consider a small percentage increase in salaries
LEELANAU	Wage study in 1993.
LENAWEE	

COUNTY	"Brief Comment regarding how salaries are determined in your county"
LIVINGSTON	
LUCE	Unknown
MACKINAC	
MACOMB	
MANISTEE	Wage Scale Classification
MARQUETTE	
MASON	These are starting wages listed above. Each additional year of service, you will get a pro-rated raise.
MECOSTA	
MENOMINEE	Salaries are normally set each year at whatever % raise the unions receive. Although there have been times that the union employees have received raises and the Elected Officials have not.
MIDLAND	See above
MISSAUKEE	We all wonder
MONROE	
MONTCALM	Finance & Personnel Committee recommendation
MONTMORENCY	No consistency.
MUSKEGON	In order to determine the proper salary, Muskegon County performs salary studies with comparable Counties as well as with applicable internal positions. In addition, Muskegon County evaluates job duties, experience and education required for the position.
NEWAYGO	
OAKLAND	
OCEANA	Board of Commissioners and Administrator set salaries
OGEMAW	BOC budgetary decision
ONTONAGON	
OSCEOLA	
OSCODA	By the Board of Commissioners
OTSEGO	
OTTAWA	Compensation Commission
PRÉSQUE ISLE	personnel committee meets w/ officials and suggests to the full Board for approval
ROSCOMMON	
SAGINAW	Board of Commissioners
SANILAC	
SCHOOLCRAFT	
SHIAWASSEE	Rye Schedule
ST. CLAIR	BOARD OF COMMISSIONERS DETERMINE
ST. JOSEPH	Nottley Salary Survey
TUSCOLA	
VAN BUREN	comparable co. comparison, annual union % increases given
WASHTENAW	BOC resolution
WAYNE	
WEXFORD	We have not received a raise since 2009; however, in 2014 we receive a 1% increase

COUNTY	"Does your county have a policy or rule regarding the salary of a newly elected official?"
ALCONA	No
ALGER	No, not anymore. The clerk's and PA salary was dropped when first elected by 15%. They have never gave that raise back.
ALLEGAN	
ALPENA	yes, they start 10\$ less then the current and then \$1000 each year til they reach the salary of the prior elected official
ANTRIM	N/A
ARENAC	
BARAGA	
BARRY	No
BAY	No
BENZIE	No
BERRIEN	No
BRANCH	We do not have a policy
CALHOUN	Same as the former elected official
CASS	No
CHARLEVOIX	No
CHEBOYGAN	No
CHIPPEWA	
CLARE	No
CLINTON	
CRAWFORD	
DELTA	
DICKINSON	It is a three step process to reach current salary. Appointed gets full salary right away. Don't know if it is legal.
EATON	Set annually at the Truth and Taxation hearing
EMMET	
GENESEE	
GLADWIN	
GOGEBIC	No
GRAND TRAVERSE	No
GRATIOT	No
HILLSDALE	The elected officials will make what the Board of Commissioners have set for that office. There is no step increase.
HOUGHTON	
HURON	The rule is the starting salary where the exiting official left at.
INGHAM	No
IONIA	
IOSCO	No. The newly elected official receives what the former elected official received.
IRON	Policy has been to get same as outgoing official, but Board would like to change that.
ISABELLA	
JACKSON	
KALAMAZOO	Yes. An appointed officer who is elected is placed at the step below where they came in at. A new elected official is placed at the "A" step.
KALKASKA	
KENT	
KEWEENAW	No
LAKE	No
LAPEER	
LEELANAU	They are to start at the starting step. Salaries listed on the maxium, Sheriff, Treas, ROD are not at top yet.
LENAWEE	
LIVINGSTON	
LUCE	No
MACKINAC	No
MACOMB	

COUNTY	"Does your county have a policy or rule regarding the salary of a newly elected official?"
MANISTEE	If re-elected the salary stays the same + increase that all others receive each year. If newly elected, compensation is determined by a salary scale reflective of individual experience, previous years of service with county government & qualifications
MARQUETTE	
MASON	Start at what previous person left at until term completed. Once hired drops back to beginning of payscale for that position. Newly elected start at beginning of payscale and then advance per years of service.
MECOSTA	move into what was approved
MENOMINEE	No
MIDLAND	They get paid whatever the last elected official was getting paid
MISSAUKEE	
MONROE	
MONTCALM	We do NOT use a pay scale for elected. The salary is just set regardless of how many years of service. New will make the same amount as someone in office 25 years.
MONTMORENCY	None that I know of.
MUSKEGON	
NEWAYGO	
OAKLAND	
OCEANA	Most newly elected officials begin at the same rate as the previous official.
OGEMAW	
ONTONAGON	
OSCEOLA	
OSCODA	Not sure what they will do this year.
OTSEGO	
OTTAWA	
PRESQUE ISLE	No
ROSCOMMON	
SAGINAW	No
SANILAC	
SCHOOLCRAFT	
SHIAWASSEE	None
ST. CLAIR	No
ST. JOSEPH	No
TUSCOLA	
VAN BUREN	salary is not reduced for newly election officials
WASHTENAW	Elected official salary not affected by time in office.
WAYNE	
WEXFORD	No

COUNTY	Do you receive any additional pay for special duties? Please explain what and how much. (Please include such things as Plat Board, Elections Administration, Longevity Pay, etc.)
ALCONA	3500/yr Board liaison
ALGER	Some for the primary and general elections only. Also for doing remonumentation.
ALLEGAN	
ALPENA	\$950 Longevity pay, \$350 birth and deaths, and \$30 per plat board-but haven't had any for about 8 years
ANTRIM	No
ARENAC	Longevity of \$850 in salary listed
BARAGA	
BARRY	\$25/YEAR LONGEVITY
BAY	No
BENZIE	Longevity - 2016 - \$1,130
BERRIEN	Plat Board Per Diem - \$55
BRANCH	Plat Board - Canvass Board - Same as BOC - 50.00/ 1/2 day; 100.00/ full day
CALHOUN	Longevity
CASS	No
CHARLEVOIX	As fiscal officer I receive an additional \$10,400 per year
CHEBOYGAN	No - except Plat Board is per diem based
CHIPPEWA	
CLARE	No
CLINTON	Plat Board Per Diem \$50 half day/\$90 full day
CRAWFORD	No - Plat Board - \$35 per diem
DELTA	Programming of memory cards \$75 per precinct charged back to the municipalities
DICKINSON	longevity goes by years of service, I get \$1,000 for 25 years
EATON	No
EMMET	
GENESEE	No
GLADWIN	
GOGEBIC	No
GRAND TRAVERSE	Per Diem to clerk the Building Authority meetings. They meet 5-6 times per year.
GRATIOT	Plat Board
HILLSDALE	I receive a per diem as set by the Board of Commissioners for Plat Board, Election Commission and Board of Canvassers.
HOUGHTON	
HURON	Longevity
INGHAM	No
IONIA	
IOSCO	Election Night Reporting 0-4 hours \$50 after 4 hours \$100; Canvass \$35 per diem; Co-Administrator \$4000 annually; Tax Allocation \$80 per meeting; Election Commission \$
IRON	No
ISABELLA	Plat Board
JACKSON	No
KALAMAZOO	Plat Board - \$25 per meeting
KALKASKA	
KENT	No
KEWEENAW	No
LAKE	CFO \$25,000, Longevity \$500
LAPEER	Per diem re: Board of Canvassers & Plat Board; Longevity Pay after 10 years of service
LEELANAU	Per Diem for Plat Board, but we haven't met in years. I receive \$1,000.00 longevity per year if I contribute \$1,000.00/year to a Money Purchase Plan
LENAWEE	I receive per diem for Canvassing Elections and Plat Board Meetings.
LIVINGSTON	No
LUCE	No
MACKINAC	No

COUNTY	Do you receive any additional pay for special duties? Please explain what and how much. (Please include such things as Plat Board, Elections Administration, Longevity Pay, etc.)
MACOMB	
MANISTEE	No
MARQUETTE	
MASON	Tax allocation is only one to receive a per diem \$45. All other evening meetings are not paid and are to be included as part of the salary.
MECOSTA	Plat Board per-diem by law; p.m. meeting per diem (don't do p.m. meetings anymore)
MENOMINEE	No
MIDLAND	
MISSAUKEE	per diem rate based on size of election
MONROE	
MONTCALM	I receive \$7,000 per year for election programming. I do not receive any other per diems for extra meetings and no longevity pay.
MONTMORENCY	Law Librarian \$750; Longevity pay \$450 p/yr.
MUSKEGON	No
NEWAYGO	
OAKLAND	
OCEANA	We do receive a per diem for Plat Board and Election Commission.
OGEMAW	\$12,360 County Coordinator Services
ONTONAGON	longevity 5%
OSCEOLA	No
OSCODA	No
OTSEGO	No
OTTAWA	
PRESQUE ISLE	No
ROSCOMMON	
SAGINAW	No
ST. CLAIR	No
ST. JOSEPH	No
SANILAC	\$2,500 yearly for being Remonumentation Grant Administrator
SCHOOLCRAFT	
SHIAWASSEE	Plat Board, Canvassers, Election Commission
TUSCOLA	No
VAN BUREN	\$2,000-elections; \$50/plat board mtg (mtgs are rare)
WASHTENAW	No
WAYNE	
WEXFORD	Recently appointed interim administrator - \$500 per week

OFFICIAL HOURS

COUNTY	40	37.5	37	35	34	COMMENTS
ALCONA				X		
ALGER		X				
ALLEGAN						
ALPENA	X					office is open 40 hours per week, employees work 35 hours a week, 1 hour unpaid rotated lunch hours
ANTRIM	X					Office hours are 8:30 - 5:00 we do not close for lunch 5 days a week = 42.5 open to the public. Staff works 37.5 per week
ARENAC				X		We are open 37.5 hours however as we remain open during lunch hour.
BARAGA						
BARRY	X					8 AM - 5 PM MONDAY-FRIDAY. CLOSED FEDERAL HOLIDAYS.
BAY	X					Add another 10-15 hours per week that the Clerk adds
BENZIE	X					
BERRIEN		X				Monday - Friday - 8:30 a.m. to 5:00 p.m.
BRANCH	X					
CALHOUN	X					8:00 a.m. to 5:00 p.m. and open through the lunch hour equals 45 hours per week
CASS	X					
CHARLEVOIX	X					
CHEBOYGAN	X					Two Employees work 40 hour weeks, the other four work 35 hours. All six are considered full time positions.
CHIPPEWA						
CLARE		X				
CLINTON	X					
CRAWFORD				X		
DELTA				X		Office open 8:00 am to 4:00 pm, but staff are 35 hours/week.
DICKINSON		X				
EATON	X					
EMMET	X					
GENESEE	X					Clerks office hours Mon/Tues/Thurs/Fri 8:00am until 4:15pm - Weds. 8:00am until 1pm ROD office hours Mon/Tues/Fri 8:00am until 4:30 - Weds/Thurs 8:00 until Noon
GLADWIN					X	Courthouse employees (including my office) are paid 34 hours. Court employees are 35 hours and Sheriff Dept employees are 40 hours.
GOGEBIC				X		
GRAND TRAVERSE	X					We are open 45 hours per week. We do not close for the lunch hour. Staff works 40 hours.
GRATIOT		X				
HILLSDALE		X				
HOUGHTON						We avoid paying overtime and will give comp time. On election night, it is strictly overtime.
HURON		X				
INGHAM	X					45 hours per week: 8a-5p M-5 My full-time staff each work 40 hours/week
IONIA						
IOSCO				X		
IRON		X				

OFFICIAL HOURS

COUNTY	40	37.5	37	35	34	COMMENTS
ISABELLA			X			
JACKSON	X					
KALAMAZOO	X					Office is open 8:00 - 4:30; staff reports at 7:30 am.
KALKASKA						
KENT	X					office is open 45 hours per week, staff work 40 hours less 1/2 break time per day
KEWEENAW				X		
LAKE		X				M-F 8:30am- 5:00pm
LAPEER	X					
LEELANAU				X		F.T. is 35 hours per week; office open 9:00-5:00 40 hours per week; staff gets extra hours if necessary on court days as court starts before we open. Over-time authorized as needed.
LENAWEE		X				We are open from 8 AM to 4:30 PM. Closed for lunch from 12 PM to 1 PM daily.
LIVINGSTON	X					
LUCE				X		
MACKINAC				X		
MACOMB				X		
MANISTEE		X				
MARQUETTE						
MASON	X					Our office is open 45 hours a week from 8-5. Staff rotates shifts (9 hour with 1 hour lunch) to work an 8 hour day.
MECOSTA		X				
MENOMINEE	X					
MIDLAND	X					
MISSAUKEE	X					
MONROE						
MONTCALM	X					M - F 8: 00 a.m. - noon and 1 p.m. - 5 p.m.
MONTMORENCY				X		
MUSKEGON	X					We are short staffed so the CPL/Jury Clerk is working overtime daily. Also, the Interim Elections Coordinator is doing elections as well as Administrative Assistant to Clerk. We have help from Finance for payroll, accounts payable, etc. WE are doing ECM and CCR staff is working overtime and Saturdays to try to stay current while testing for ECM.
NEWAYGO						
OAKLAND						
OCEANA				X		Clerk's office is open 7 hours a day - staff works 35 hours per week.
OGEMAW				X		
ONTONAGON				X		
OSCEOLA		X				
OSCODA				X		8:30 to 4:30; 1 hour lunch
OTSEGO		X				
OTTAWA	X					
PRESQUE ISLE	X					4 staff members all work 40 hours per week

OFFICIAL HOURS

COUNTY	40	37.5	37	35	34	COMMENTS
ROSCOMMON						
SAGINAW	X					
ST. CLAIR	X					OFFICE IS OPEN 40.5 HOURS PER WEEK AND THE STAFF WORKS 37.5 HOURS PER WEEK
ST. JOSEPH	X					
SANILAC		X				
SCHOOLCRAFT						
SHIAWASSEE	X					
TUSCOLA		X				
VAN BUREN		X				
WASHTENAW		X				Office is open 8:30 pm - 5:00 pm Monday through Friday (42.5 hours/week). Employees get one hour lunch, but lunches are staggered so the office doesn't close at lunch time.
WAYNE						
WEXFORD		X				
TOTAL	33	19	1	15	1	



AVERAGE HOURS

COUNTY	70	65	55	50	45	40	37.5	35	COMMENTS
ALCONA						X			
ALGER				X					
ALLEGAN									
ALPENA			X						
ANTRIM					X				May vary depending on the hot topic of any given day.
ARENAC					X				Im usually here early as well as late and sometimes on Sat/Sun when work needs done, like other Clerks.
BARAGA									
BARRY					X				40 - 45
BAY				X					
BENZIE					X				
BERRIEN				X					
BRANCH					X				
CALHOUN								X	Between 35 - 40 hours in the office hours plus meetings outside of the office
CASS					X				
CHARLEVOIX				X					
CHEBOYGAN								X	There times I am here longer than 35 hours and other times I work more.
CHIPPEWA									
CLARE	X								The job is never done, there is always something more, something to be done, something to read.
CLINTON					X				
CRAWFORD					X				
DELTA								X	
DICKINSON				X					
EATON					X				
EMMET				X					I typically work after hours at home.
GENESEE				X					50+ depending on phone calls and events to attend.
GLADWIN					X				Some weeks are up to 50+ depending on the workload and how many staff I have on vacation.
GOGEBIC									
GRAND TRAVERSE					X				
GRATIOT						X			

AVERAGE HOURS

COUNTY	70	65	55	50	45	40	37.5	35	COMMENTS
HILLSDALE					X				
HOUGHTON									
HURON					X				
INGHAM			X						Committee meetings
IONIA									
IOSCO								X	Depending on the year. If it's an election year I will more than likely work more. But try to average it out that I only work 35 hours.
IRON						X			
ISABELLA						X			Board of Commissioner Meetings
JACKSON					X				
KALAMAZOO				X					Varies throughout the year. Election season is more, other times less.
KALKASKA									
KENT									
KEWEENAW						X			
LAKE					X				Available 24/7 via cell phone and county email
LAPEER			X						
LEELANAU				X					
LENAWEE					X				More during even year elections.
LIVINGSTON								X	
LUCE								X	
MACKINAC							X		Depends on the problem of the day...
MACOMB									
MANISTEE				X					
MARQUETTE									
MASON			X						I have been working since April 1 and have worked from 7 a.m. to 5 p.m. and then also evening meetings- up to 3-4 per week on certain weeks, some of which are 2 hours long. Being new lots to learn and go over in the office, as well as having to help staff through lunch hours for additional coverage.
MECOSTA						X			
MENOMINEE					X				Actually between 45-50 hours per week



AVERAGE HOURS

COUNTY	70	65	55	50	45	40	37.5	35	COMMENTS
SHIAWASSEE					X				
TUSCOLA						X			
VAN BUREN						X			hours are greatly increased in the general election years
WASHTENAW							X		
WAYNE									
WEXFORD									
TOTAL	1	1	6	11	24	14	2	7	

## CODES USED IN "RESPONSIBILITIES" TABLE

### YES

- A. Only me
- B. Usually me, occasionally staff helps
- C. Usually about 50% me, 50% staff
- D. Usually more staff than me, but I assist daily
- E. Primarily staff with regular assistance from me
- F. Nearly 100% of the time by staff, I will assist as needed
- G. Always only staff, I never assist with this

### NO

- 1. Administration staff (works for Administrator/Controller)
- 2. Circuit Court Staff (works for Judges)
- 3. Drain Commissioner Department
- 4. Finance Department (or similar department)
- 5. Register of Deeds Department
- 6. Road Commission staff
- 7. Treasurer Department
- 8. Other





RESPONSIBILITIES

COUNTY	VITAL RECORDS	CIRCUIT COURT RECORDS	FAMILY COURT RECORDS	BOC MINUTES	BOC AGENDA	BOC PACKET	BOC COM- MITTEE AGENDA	BOC COM- MITTEE MINUTES	GUN BOARD APPLI- CATIONS	GUN BOARD MINUTES	ROAD COM- MISSION MINUTES	JURY BOARD
INGHAM	E	2	2F	G	G	G	1G	F	F	F	8	2
IONIA												
IOSCO	E	E	B	X	X	X	X	E	E	F	X	X
IRON	E		2B	1	1	1	1B	F	F	B	6	2
ISABELLA	C	E	2C	1	1	1	1C	1C	1C	C	6C	
JACKSON	F	E	B	1	1	1	1F	F	F	F	6G	
KALAMAZOO	F	2	2	1	1	1	1	1F	1F	F	6	2
KALKASKA												
KENT	X	X	X				C	F	F	G	X	X
KEWEENAW	D	B	A	A	A		X	X	C	A	X	A
LAKE	F	X	C	C	C	X	C	C	F	F		X
LAPEER	F	G	F	F	F	F	F	F	F	F		
LEELANAU	E	F	B	1	1	1	1F	D	D	B	6E	
LENAWEE	F	E	B	A	A	X	X	B	G	G	X	F
LIVINGSTON	F	F	C		X	X	X	X	F	G	X	X
LUCE	D	D	A	A	A	A	A	A	F	F	6A	
MACKINAC	F	F	A	A	A	A	A	A	F	F	X	A
MACOMB												
MANISTEE	D	D	B		X	X	X	C	D	A	X	F
MARQUETTE												
MASON	D	F	B	1	1	1	1B	F	F	F	X	F
MECOSTA	F	F	A	1	1	1	1	1F	G	G	6F	
MENOMINEE	D	F	A	X	X	1	1	1D	A	A	6F	
MIDLAND	E	E	8A	8(1)	8(1)	8(1)	8(1)	8(1)	F	F	6F	
MISSAUKEE	D	F	A	A	A	A	B	C	A	A	6E	
MONROE												
MONTCALM	E	F	A	1	1	1	1A	E	E	F	6A	
MONTMORENCY	F	B	C	1	1	1	1	X	F	B	6E	





RESPONSIBILITIES

COUNTY	PASS-PORTS		ACCOU-NTING		PAYABLES		PAYROLL		COURT COSTS/ FINES	COMMENTS
	YES	NO	YES	NO	YES	NO	YES	NO		
ALCONA		X	D							
ALGER		X		7	E					I only do the minutes for the committees I am supposed to attend.
ALLEGAN										
ALPENA			5	C	E					
ANTRIM										
ARENAC		X	C		D					Road Commission minutes - I have a deputized employee at the Road Commission. Also do Medical Examiners Bills and Accounting, Soldiers & Sailors Relief Commission Bills and correspondence and assist Veterans Trust Fund Agent (a volunteer) with his business. I handle all first time requests for veterans questions and refer them first.
BARAGA										
BARRY			8	G						INDIVIDUAL COMMITTEES RESPONSIBLE FOR MINUTES.
BAY		X		X		X	X			
BENZIE			5		1			1	D	
BERRIEN		X		X		X	X			
BRANCH			8		1			1	G	
CALHOUN			8		4			4	G	
CASS			8		1			1	F	Post Office does Passports Family Court Records are maintained by Family Court Staff. Passports are not processed in Cass County.
CHARLEVOIX		X	A		F					I deputize two persons in Probate Court that handle family court matters for me. I deputize the Road Commission secretary to take the minutes for me. We no longer issue passports due to the fact that we issue birth certificates.
CHEBOYGAN			7		4			4	X	
CHIPPEWA										
CLARE		X		X						
CLINTON		E		F		F				Portion of Accounting, Payables, Payroll are done by Clerks Office, rest in done by Accounting Department
CRAWFORD		G		X			X			
DELTA		F		X	F					
DICKINSON			7	X		X				
EATON			5		1			1	G	
EMMET										
GENESEE			8		1			1	D	
GLADWIN		G		B		B			2	Genesee County does not process passport applications.
GOGEBIC			5	F		F				Pertaining to the Commissioner items, the Board Secretary is responsible for the items that have been marked as not my responsibility. Road Commission is separate
GRAND TRAVERSE			7		4			4	F	
GRATIOT			5		1			1	F	Board of Commissioners do not have committees.
HILLSDALE					7	F			G	
HOUGHTON										
HURON		F		C		X			E	

RESPONSIBILITIES

COUNTY	PASS-PORTS	ACCOU-NTING	PAYABLES	PAYROLL	COURT COSTS/ FINES	COMMENTS
INGHAM	8	4	4	4	2	Passport Processing is done by the Parks Department Committee Agendas are done by the Controller's Department Staff Accounting, Payables and Payroll is done by the Finance Department <b>We no longer have a Road Commission (now Road Department)</b>
IONIA						
IOSCO	G	E	E	E	E	The BOC and committee of the whole agenda are taken care of by the Board secretary as well as the packets. She also prepares the resolutions, minutes of the full board and committee of the whole. The road commission is a separate entity. The jury board is appointed by the Chief Judge.
IRON	8	7	F	G	D	No passports are issued by County departments.
ISABELLA	5	4	4	4	4	
JACKSON	7	4	4	4	8	
KALAMAZOO	8	4	4	4	2	I do all election programming, train election inspectors, write all manuals, etc., as well as being the Register of Deeds.
KALKASKA						
KENT	X	X	X	X	G	
KEWEENAW	X	C	7	D	E	
LAKE	G	A	F	F	F	Trial Court on all with exception of Board of Commissioner do not receive packets they receive emails.
LAPEER	8	4	4	4	4	Passports are now handled through our local Post Office
LEELANAU	5	C	E	E	F	We assist and prepare the County's budget. I personally attend all of those meetings as well as attend labor negotiations with the County Administrator.
LENAWEE	X	F	F	F	F	
LIVINGSTON	X	X	X	X	X	
LUCE						
MACKINAC	X	8	G	G	G	
MACOMB						
MANISTEE	X	E	F	F	X	
MARQUETTE						
MASON		X	X	X	D	
MASON	5	7	G	G	G	Being new, still trying to learn all aspects of everything I am responsible for. Some items only come up once in a while. I deal with them as I get to them.
MECOSTA	5	1	1	1	1	
MENOMINEE	5	F	F	F	F	I did not see Elections listed. I handle almost every aspect of the elections. My Chief Deputy maintains the QVF and takes in some candidate filings. I handle everything else.
MIDLAND	F	1	1	1	1	Probate Court handles they Family Court records. Board of Commissioners have a support staff person.
MISSAUKEE	G	1	D	1	1	
MONROE						
MONTCALM	F	1	1	1	1	Family court/Juvenile files are kept in Probate/Juvenile court and I deputize that staff. Only circuit court files are kept in my office.
MONTMORENCY	5	F	F	F	A	No minutes taken at committee meetings (not a decision making body/must bring recommendations to full board for a vote).

RESPONSIBILITIES

COUNTY	PASS-PORTS	ACCOUNTING	PAYABLES	PAYROLL	COURT COSTS/ FINES	COMMENTS
MUSKEGON	X	4	4	4	8(2)	Both Family Court Records and Collection-Disbursement of Court Costs & Fines are handled by FOC staff under the supervision of the Circuit Court Administrator.
NEWAYGO						
OAKLAND						
OCEANA	8	E	E		2	Our courthouse no longer process passport applications.
OGEMAW	X	F	F	F		
ONTONAGON	X	X	X	X		
OSCEOLA	X	X	F	F	E	I monitor budgets as related to any health care line items to make sure all departments have enough funding for their staffing benefit package. This includes budget amendments as necessary. I also maintain the Worker's Compensation payments and allocation to various departmental budgets.
OSCODA	8	D	D	D	D	Board of Commissioners Agenda, Packet, Committee Agenda and Committee Minutes are done by Board Secretary. I also take Committee Minutes to compare. Passports are done at the Post Office.
OTSEGO	1	4	4	4	4	
OTTAWA	G	X	X	X	G	
PRESQUE ISLE	8	C	D	E	E	we longer process passport applications in the county building. available at the local post office across the street.
ROSCOMMON						
SAGINAW	X	X	X	X	X	
ST. CLAIR	X	X	X	X	E	
ST. JOSEPH	G	4	4	4	4	Road Commission staff is deputized by me.
SANILAC	X	X	X	X	F	Myself and Election Assistant are responsible for all the election duties including coding, proofing, test decks, testing, etc.
SCHOOLCRAFT						
SHIAWASSEE	F	F	F	G	F	
TUSCOLA	8	1	1	1	1	Passport applications are not accepted by any county office. We have to send to the Post Office. Payroll if processed and prepared by the Controller's office although the County Clerk signs, sorts and delivers payroll to the appropriate department on payday.
VAN BUREN	8	7	1	1	1	
WASHTENAW	G	4	4	4	4	Deputy clerks (12) in the Trial Court are governed under a partnership agreement between myself and the court. The Trial Court Administrator reports jointly to me and the Chief Judge, but in practice I have little involvement with the court staff. All county contracts are filed in my office, and staff participates in getting and verifying contract approvals.
WAYNE						
WEXFORD	5	C	G	C	E	We gather the payroll information and contract out the checks to an account agency.
TOTAL						



EMPLOYEES

COUNTY	2010 POPULATION	VITAL RECORDS	CIRCUIT COURT	FINANCIALS, ETC.	ELECTIONS	REGISTER OF DEEDS	VITALS/ DEEDS CROSS- TRAINED	VITALS/ COURT CROSS- TRAINED	VITALS/ COURT/ DEEDS CROSS- TRAINED	ADMIN ASST.	COMMENTS
ALCONA	10,492	3	2	2	1						
ALGER	9,601			1		1	1	1			My payroll/accounts payable is also an Administrative Assistant and also fills in when needed along with the other two.
ALLEGAN	111,408										
ALPENA	29,598	4	4	3	4			4			all employees are cross trained, some more in depth in certain areas
ANTRIM	23,580	0.5	1.5	1	0.5			0.5	1		The Administrative Assistant is the Chief Deputy County Clerk. Have 3.5 equivalent direct staff and family court clerk who has other court responsibilities and works in a "central filing room with my Chief Deputy County Clerk" remote from the Clerk's Office
ARENAC	15,899	2.5	1.5	2	2			2			
BARAGA	8,860										
BARRY	59,173	4	4	1	1.5		4	4	4	1	I HAVE 6 STAFF IN MY OFFICE. TWO HANDLE PAYROLL/ACCTS. PAYABLE/INSURANCE CLAIMS. FOUR STAFF MEMBERS ARE CROSS TRAINED W/VITAL RECORDS & CIRCUIT COURT FILINGS. ONE STAFF PERSON ASSISTS ME WITH ELECTIONS.
BAY	107,777	2	4		1						
BENZIE	17,525	3	3		3						
BERRIEN	156,813	5.5	10		1.5						
BRANCH	45,248	5	5		2						One Chief Deputy who handles the Administrative Duties of the Department All 5 of my staff do everything. Each specialize in certain areas. Clerk and Register of Deeds staff are cross trained to do both functions
CALHOUN	136,146	1	13		1		6	5		1	
CASS	52,293		3								
CHARLEVOIX	25,949	2	2		2						3 staff members in Clerk/Register's Office who are crosstrained 3 staff members in Circuit Court File Room
CHEBOYGAN	26,152	4	3		2			2		1	
CHIPPEWA	38,520				2		1	3	1	1	



EMPLOYEES

COUNTY	2010 POPULATION	VITAL RECORDS	CIRCUIT COURT	FINANCIALS, ETC.	ELECTIONS	REGISTER OF DEEDS	VITALS/DEEDS CROSS-TRAINED	VITALS/COURT CROSS-TRAINED	VITALS/COURT/DEEDS CROSS-TRAINED	ADMIN ASST.	COMMENTS
IOSCO	25,887	4	6	2	6						I have the following staff: Chief Deputy, Family/General Clerk; Criminal/General Clerk; Civil/General Clerk; Payroll/General Clerk and an Accounts Payable/General Clerk. They are all cross-trained in a lot of each others areas but not all. My chief deputy and I are able to set at anyone's desk and do their day to day work. Not all employees can handle births because of the passport restrictions otherwise they would. They usually all work election nights - for election night reporting but do not know how to do ballot programming etc. Only myself and my chief deputy know how to do that. My chief deputy used to be the accounts payable clerk so she knows that job inside and out. The payroll and accounts payable back each other up somewhat.
IRON	11,817	2.5	2.5	2	0.5			2.5			
ISABELLA	70,311	3	2		3						
JACKSON	160,248	3	5.5		1.5	4					
KALAMAZOO	250,331	5.5			0.5	5.5					One staff member is .5 Elections and .5 Vital Records. The .5 Register of Deeds staff is in historical records, being paid from the Automation Fund.
KALKASKA	17,153										
KENT	602,622	8	23.5		1.5	10				1	
KEWEENAW	2,156										There are two people in my office which includes me. We handle Circuit, District Court, Register of Deeds, Clerk, Payables, Payroll, Board of Commissioner things and all Human Resources
LAKE	11,539	3			3	4					
LAPPEER	88,319	4	4		2					4	

EMPLOYEES

COUNTY	2010 POPULATION	VITAL RECORDS	CIRCUIT COURT	FINANCIALS, ETC.	ELECTIONS	REGISTER OF DEEDS	VITALS/ DEEDS CROSS- TRAINED	VITALS/ COURT CROSS- TRAINED	VITALS/ COURT/ DEEDS CROSS- TRAINED	ADMIN ASST.	COMMENTS
LEELANAU	21,708	3.5	3.5	2	3.5						I have a staff of six (5 FT, 1 PT). Two are financials/payables/payroll. My Chief Deputy and I also work in this area and I have cross training when/where necessary. My three Deputies work main Clerk functions including court, etc.
LENAWEE	99,892	1.5	5.5	2	1				1		
LIVINGSTON	181,722	4	11		1.5				1		
LUCE	6,631	2	2	1	2	1	3	2	2		
MACKINAC	11,037		1	1				1			We can all help out if need be in each others position...sometimes it is limited to how the computer programs are set up.
MACOMB	840,978										
MANISTEE	24,733	2.5	3.5		2			3			We have a Juvenile Register in the Clerk's Office. She is included in the Circuit Court question.
MARQUETTE	67,077										
MASON	28,705	4	1	2	3			3			All of the staff is cross trained in most areas of the office. Some do not overlap, i.e. payroll/AP. Everyone in our office can do vital records and circuit court filings.
MECOSTA	42,798	5	1		1			1			
MENOMINEE	24,029	4	2		1	2	1	2			I have 4 employees in the County Clerk's office and 2 employees in the Register of Deeds office. Above is how those employee's duties are distributed.
MIDLAND	83,629	4	6		1						
MISSAUKEE	14,478										
MONROE	152,021						3	3	3		
MONTCALM	60,842	2	4					1.5			I have 2 ft employees in my Vitals/Elections office - 1 of those helps me with elections 1 have 4 ft employees in my courts office. - 1 of those is cross trained to fill in in the vitals/elections office if needed
MONTMORENCY	9,765	2	1	2	2			1			I have 2.5 employees (2 full time and 1 part time (27 hrs p/wk). Most areas have at least two persons who can do the duties.

EMPLOYEES

COUNTY	2010 POPULATION	VITAL RECORDS	CIRCUIT COURT	FINANCIALS, ETC.	ELECTIONS	REGISTER OF DEEDS	VITALS/ DEEDS CROSS- TRAINED	VITALS/ COURT CROSS- TRAINED	VITALS/ COURT/ DEEDS CROSS- TRAINED	ADMIN ASST.	COMMENTS
MUSKOGON	172,188	3	6	0.5	1	1				0.5	We have one (1) Jury/CPL Clerk to work with juror roll call, payroll, etc. and the processing of CPL applications in lein, gun board, etc.
NEWAYGO	48,460										
OAKLAND	1,202,362										
OCEANA	26,570	2.5	1.5	3	2.5						
OGEMAW	21,699	1	1	1	1	1				1	5 total staff members - cross trained in most areas
ONTONAGON	6,780			1					2		3 employees not counting me (Clerk/Register of Deeds)
OSCEOLA	23,528	5	2	3				2			
OSCODA	8,640	3	2	2		2	1				
OTSEGO	24,164	1.5	1.5			2	1	1	1		I am the primary one who works on elections, I have staff help me when needed.
OTTAWA	263,801	5.5	19		1	6			2		
PRESQUE ISLE	13,376	4	2.5	2.5	1.5			2.5			all 4 of my staff is trained in handling all vital records requests, they all know how to process vouchers/checks through accounts payable. at least one additional person is cross trained in another persons main duties (ie: payroll, QVF, Accounts payables, Court proceedings, etc)
ROSCOMMON	24,449										
SAGINAW	200,169	6	8		1						
ST. CLAIR	163,040	2.5	4.5	2	2	3	1	1	1		
ST. JOSEPH	61,295	2	4		1	2.5					Elections person is also cross trained and assists daily with vital records.
SANILAC	43,114	2	3		1				1		
SCHOOLCRAFT	8,485										
SHIAWASSEE	70,648	2.5	3.5	2.5	1			1			
TUSCOLA	55,729	3	4	1.5	2			3			
VAN BUREN	76,258	5	3	0	1			5			

EMPLOYEES

COUNTY	2010 POPULATION	VITAL RECORDS	CIRCUIT COURT	FINANCIALS, ETC.	ELECTIONS	REGISTER OF DEEDS	VITALS/ DEEDS CROSS- TRAINED	VITALS/ COURT CROSS- TRAINED	VITALS/ COURT/ DEEDS CROSS- TRAINED	ADMIN ASST	COMMENTS
WASHTENAW	344,791	7.5			4.5	8					Deputy clerks (12) in the Trial Court are subject to a partnership agreement between myself and the court, and are not counted here. Vitals also includes business names, military discharges, notary commissions, county IDs. Elections also includes gun permits, passports, campaign finance reporting, BOC packets/agendas/minutes, county contracts, and all miscellaneous administration.
WAYNE	1,820,584										
WEXFORD	32,735	2	2	2	0.5			2.5			

Q.6 Retirement & Benefits

TYPE OF BENEFIT	YES	NO
401k	18	48
Defined Benefit	53	13
Defined Contribution	32	31
MERS	57	10
Retirement plan is self funded	14	43
Medical Insurance	66	3
Dental Insurance	59	9
Optical Insurance	55	12
Health Savings Account	36	30
Is medical insurance self funded	23	38

If your county offers these benefits, who pays for them?

TYPE	COUNTY PAYS ALL	COST SHARING (I.E. 80%/20%)	EMPLOYEE PAYS ALL
401k	1	1	11
Defined Benefit	13	23	3
Defined Contribution	1	15	4
MERS	11	25	0
Retirement plan is self funded	5	3	1
Medical Insurance	7	41	0
Dental Insurance	17	25	6
Optical Insurance	14	23	8
Health Savings Account	6	4	16
Is medical insurance self funded	3	6	0



COUNTY	RETIREMENT & BENEFITS COMMENTS
ALCONA	Employer pays health insurance up to hard cap amount
ALGER	The county has both where the county pays all of the MERS retirement and for newer employees the county pays part and the employee pays part.
ALLEGAN	
ALPENA	
ANTRIM	MERS DEFINED CONTRIBUTION NEW HIRES 1/1/2015. WITH CO PAY MAX 8% OF EARNING MEDICAL INSURANCE - STATE SET HARD CAPS.
ARENAC	Old Elected Officials have Defined Benefit MERS, Newer Ones have Defined Contribution MERS Employee pays 3%, Employer pays 9% with 5 year vesting.
BARAGA	
BARRY	WE HAVE SEVERAL UNITS IN MERS. WE HAVE 5 MEDICAL PLANS WITH 3 TIERS OF COVERAGE.
BAY	
BENZIE	
BERRIEN	Defined Benefit is cost shared - elected officials contribute 4.5% and the employer contributes 12.83% of the elected's salary. While the County does not offer dental or vision insurance there is a reimbursement program up to \$950.
BRANCH	Several employee pay retirement plans available. County chose hard cap insurance option. Employees pay a portion of their insurance. We also have a \$5000.00 cash in lieu of insurance option.
CALHOUN	
CASS	
CHARLEVOIX	
CHEBOYGAN	
CHIPPEWA	
CLARE	
CLINTON	
CRAWFORD	
DELTA	Actually a 457 Retirement Plan funded by employees. MERS Defined Benefit for long term employees with Defined Contribution for newer employees.
DICKINSON	
EATON	Our county offers a 457 Plan - Deferred compensation plan
EMMET	
GENESEE	
GLADWIN	Currently the County pays the entire cost of medical, less the HICCA taxes, which is the responsibility of the employees.
GOGEBIC	
GRAND TRAVERSE	Defined Benefit was stopped in 2001. Employees here in 2001 were given the option to switch to Defined Contribution or be grandfathered in under Defined Benefit. The Circuit Court staff are the only ones who still have Defined Benefit. All other employees hired after 2001 get Defined Contribution. County pays 6% to Defined Contribution if employee contributes 3%. Employees pay 6% of health insurance premium and the insurance covers 80% of medical bills after employee deductible.
GRATIOT	Defined benefit plan closed 2006, we pay 6%. Defined contribution is 6/3 or 9/3 I believe. We have a \$500 dental/optical reimbursement.
HILLSDALE	
HOUGHTON	
HURON	Our retirement is MERS Defined benefit. The County pays a percentage, the employees pay 3% up to \$4,200 then 5% until the end of the year. We have a 4 tier health plan. If you want a better option you buy up from the basic plan which has deductibles and co-pays.
INGHAM	Dependent Care Account (similar to Health Savings Acct) 100% Employee funded
IONIA	
IOSCO	Defined Benefit - elected officials pay .94% for the F/50; F/55 and FAC-3 riders. Defined Contribution for elected officials hired after 3/21/2001 the employer will contribute 7% of their salary.

COUNTY	RETIREMENT & BENEFITS COMMENTS
IRON	New hires & newly elected will no longer be in MERS defined benefit. They are in a defined contribution with the County contributing 6% for full time employees. Employees can contribute more, with the County matching up to 3% of the employee's additional.
ISABELLA	
JACKSON	
KALAMAZOO	All health insurance is shared cost at 80/20.
KALKASKA	
KENT	
KEWEENAW	
LAKE	
LAPEER	
LEELANAU	County offers a 457B plans through 5 vendors; I have a B-4 and contribute 0% towards my MERS, 10 year vesting 25/50; All new hires after 1/1/12 have a B-2 plan & contribute 2% of gross, 10 year vesting, draw at 60; Some union contracts prior to 1/1/12 new hires have B-4, 2.52%, 1.0%, and .92% contribution rates from the employees.
LENAWEE	
LIVINGSTON	Livingston has a voluntary 457 plan
LUCE	MERS - Employee pays 4.3% of wage. County pays balance.
MACKINAC	Health Insurance - We have three plans to chose from....We use the caps set by legislators. Plan 1 - no cost to employee- high deductible - Plan 2 & 3 - employee pays depending on medical deductible amount (\$5,000 or \$10,000 deductible)
MACOMB	
MANISTEE	Employees before 2015 have defined benefit. New employees are under a Hybrid program. Employee contribution for medical and dental insurance is at 9%, then benefits are 80%/20%.
MARQUETTE	
MASON	With benefits we have to pick our HSA policy. There are several policies to choose from. So depending on which one you pick is how you get billed for your premium. County pays a portion, employee has remainder taken out of paycheck pre-taxed until premiums paid in full.
MECOSTA	No longer offer new employees defined benefits.
MENOMINEE	
MIDLAND	
MISSAUKEE	Employees pay certain portion of medical premiums or receive \$300 per month to not take insurance. Elected officials are in MERS pension - defined benefited - could be changing to hybrid plan of defined benefit and defined contribution.
MONROE	
MONTCALM	The pension plan used to be a Defined Benefit. A few years ago the county offered a Defined Contribution through MERS and employees could choose whether to switch or not. Employees contribute 5% and county matches at 3.5% We do have a high deductible health insurance plan but the county pays our deductible by depositing that amount in our HSA account.
MONTMORENCY	Life Insurance of \$10,000 paid f/by county. Long Term Disability premium paid f/by county f/elected officials (Est. \$6/per month p/elected official).
MUSKEGON	
NEWAYGO	
OAKLAND	
OCEANA	all new employees (since 2013) are under the MERS Defined Contribution - the county will pay up to 6% Employees under MERS Defined Benefit pay 5%, county pays a monthly fee determined by MERS A 401K plan is offered to employees as a voluntary benefit - employees pay all. Medical, Dental and Optical Insurance - all paid for by county except any new employees (since 2013) pay 15% of premium
OGEMAW	County uses Hard Cap limits for health insurance. HSA is a selection option DC Plan employer match up to 7% contribution
ONTONAGON	Employees hired after 10/01/15 pay 10% towards health insurance and 5% towards MERS.
OSCEOLA	

COUNTY	RETIREMENT & BENEFITS COMMENTS
OSCODA	MERS - employees pay 1 1/2%, County pays balance. Medical/Dental/Optical Insurance (combined) - employees - single \$25; 2 person \$50; family \$60. County pays balance.
OTSEGO	
OTTAWA	
PRESQUE ISLE	currently we contribute 4% towards our MERS, we have additional 457 programs we can participate in. you can retain Medical and Dental insurance upon retirement at full cost to retiree.
ROSCOMMON	
SAGINAW	
ST. CLAIR	ALL NEW EMPLOYEES ARE IN A 457 WITH AN 8% MATCH FROM THE COUNTY. EMPLOYEES HIRED PRIOR TO 2009 ARE IN A DEFINED BENEFIT PENSION SYSTEM. THE COUNTY SELF FUNDS THE HEALTH INSURANCE AND THE EMPLOYEES PAY 80/20 COST SHARE.
ST. JOSEPH	MERS is hybrid plan with 1% from County toward defined contribution. There is discussion to increase that percent for employee talent attraction and retention.
SANILAC	
SCHOOLCRAFT	
SHIAWASSEE	
TUSCOLA	We have a tier medical insurance. The lowest plan (80/20) is paid for by the County. If you want more coverage, than the employee pays the difference to upgrade plans.
VAN BUREN	
WASHTENAW	Different groups of county employees are covered under different retirement plans. Elected officials are under defined benefit plan; all future new hires (except elected officials) are under defined contribution plan. Will update with information on county vs. employee contribution to the various plans and medical plan cost sharing.
WAYNE	
WEXFORD	





# EXHIBIT F

COUNTY OF BAY  
OFFICE OF COUNTY CLERK

AFFIDAVIT

STATE OF MICHIGAN

} ss.

COUNTY OF BAY

I, Cynthia A. Luczak, Clerk of the County of Bay, State of Michigan, Do Hereby Certify that I have compared the annexed Resolution No. 2015-276, adopted by the Bay County Board of Commissioners on December 8, 2015, with the original filed in the County Clerk's Office and that it is a true and correct transcript therefrom and of the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Circuit Court of Bay County, Bay City, Michigan, this 13th day of January, A.D. 2016.



Cynthia A. Luczak  
Cynthia A. Luczak, Bay County Clerk

BAY COUNTY BOARD OF COMMISSIONERS

ADOPTED DECEMBER 8, 2015

2016

GENERAL APPROPRIATION BUDGET ACT RESOLUTION

BY: BAY COUNTY BOARD OF COMMISSIONERS

WHEREAS, THE PROPOSED 2016 BAY COUNTY BUDGET HAS BEEN SUBMITTED TO THE BAY COUNTY BOARD OF COMMISSIONERS; PURSUANT TO THE PROVISIONS OF ACT 43 OF THE P.A., 1963, AS AMENDED BY P.A. 40 OF 1995, OF THE STATE OF MICHIGAN

WHEREAS, THE TOTAL NUMBER OF MILLS TO BE LEVIED IN 2015 FOR 2016 OPERATIONS IS 10.7162. THE PURPOSE FOR WHICH THAT MILLAGE IS TO BE LEVIED IS AS FOLLOWS:

BAY COUNTY GENERAL OPERATING	5.7257
BAY COUNTY LIBRARY .. .. .	.9953
BAY COUNTY LIBRARY .. .. .	1.0000
BAY COUNTY MOSQUITO CONTROL	.4500
BAY COUNTY SENIOR CITIZENS .....	.5000
BAY COUNTY SENIOR CITIZENS .....	.3000
BAY COUNTY 911 CENTRAL DISPATCH	.7000
BAY COUNTY MEDICAL CARE FACILITY	.7500
BAY COUNTY HISTORICAL .....	.0952
BAY COUNTY VETERANS .....	.1000
BAY COUNTY GYPSY MOTH .....	.1000
TOTAL	10.7162

WHEREAS, IN CONFORMITY WITH ACT 2, MICHIGAN PUBLIC ACT OF 1968, AS AMENDED, IT IS REQUIRED THAT A GENERAL APPROPRIATIONS ACT BE ADOPTED WHICH SETS FORTH THE AMOUNTS APPROPRIATED BY THE BAY COUNTY BOARD OF COMMISSIONERS TO DEFRAY EXPENDITURES AND MEET THE LIABILITIES OF BAY COUNTY FOR THE ENSUING 2016 FISCAL YEAR ENDING DECEMBER 31, AND WHICH ALSO SETS FORTH THE ESTIMATED REVENUES, BY SOURCE IN EACH FUND FOR THE ENSUING YEAR,

WHICH SAID ESTIMATED REVENUES AND EXPENDITURES/  
EXPENSES ARE BALANCED AS FOLLOWS:

GENERAL OPERATING FUND	33,888,195
SPECIAL REVENUE FUNDS	22,290,286
DEBT SERVICE FUNDS	6,130,985
CAPITAL PROJECT FUNDS	1,119,915
ENTERPRISE FUNDS	27,696,844
INTERNAL SERVICE FUNDS	7,626,954
TRUST FUNDS	29,855,443

**RESOLVED,** BY THIS BOARD OF COMMISSIONERS OF BAY COUNTY, MICHIGAN, THAT THE 2016 BAY COUNTY BUDGET, AS PRESENTED TO THE BAY COUNTY COMMISSIONERS IS ADOPTED ON A FUNCTIONAL LEVEL FOR THE GENERAL FUND AND ALL SPECIAL REVENUE FUNDS, SUBJECT TO ALL COUNTY POLICIES REGARDING THE EXPENDITURE OF FUNDS AND THE CONDITIONS SET FORTH IN THIS RESOLUTION; AND BE IT FURTHER

**RESOLVED,** THAT THE PROPER ELECTED AND APPOINTED COUNTY OFFICIALS ARE DIRECTED TO IMPLEMENT THIS 2016 COUNTY BUDGET IN CONFORMITY WITH ITS PROVISIONS; BE IT FURTHER

**RESOLVED,** THAT THE FOLLOWING BUDGET STIPULATIONS ARE ADOPTED IN CONFORMITY WITH THE 2016 BUDGET AND ALL PROPER AND NECESSARY COUNTY OFFICIALS ARE DIRECTED TO FOLLOW THESE STIPULATIONS WHILE IMPLEMENTING THE 2016 BUDGET:

1. THE FOLLOWING ACCOUNTS SHALL HAVE THEIR APPROPRIATIONS DISTRIBUTED QUARTERLY UNLESS OTHERWISE DIRECTED BY THE BAY COUNTY BOARD OF COMMISSIONERS.
  - A. SUBSTANCE ABUSE APPROPRIATION
  - B. BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY
  - C. MID-MICHIGAN DISPUTE RESOLUTION

THE APPROPRIATION IN FISCAL YEAR 2016 TO THE BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY WILL BE \$682,242.

2. STATE AND FEDERAL GRANT REIMBURSEMENTS TO ALL APPLICABLE FUNDS OF THE COUNTY ARE OF EVER INCREASING IMPORTANCE. NOW, THEREFORE; THE FINANCE DEPARTMENT SHALL PREPARE AND IMPLEMENT THE NECESSARY CHARGES AND ACCOUNTING PROCEDURES TO INSURE THESE REIMBURSEMENTS ARE TIMELY AND CORRECT.
3. THE COUNTY EXECUTIVE SHALL COMPLY WITH THE PROVISIONS OF ACT 139 IN MAKING QUARTERLY REPORTS TO THE BAY COUNTY COMMISSIONERS AND THOSE REPORTS WILL INCLUDE AT LEAST THE COUNTY'S RECEIPT OF REVENUES, AND DISBURSEMENT OF EXPENDITURES/ EXPENSES FROM THE VARIOUS DEPARTMENTS ON A LINE ITEM BASIS FOR ALL FUNDS.
4. NO MEMBER OF THE BOARD OF COMMISSIONERS, THE COUNTY EXECUTIVE, ANY ELECTED OFFICER, THE FINANCE OFFICER, ANY OTHER ADMINISTRATIVE OFFICER OR EMPLOYEE OF BAY COUNTY SHALL NOT CREATE A DEBT, INCUR A FINANCIAL OBLIGATION ON BEHALF OF THE COUNTY AGAINST AN APPROPRIATION ACCOUNT IN EXCESS OF THE AMOUNT AUTHORIZED, NOR APPLY OR DIVERT MONEY OF THE COUNTY FOR PURPOSES INCONSISTENT WITH THOSE SPECIFIED IN THE GENERAL APPROPRIATIONS MEASURE AS APPROVED AND AMENDED BY THE BOARD OF COMMISSIONERS.
5. ANY VIOLATION OF THE GENERAL APPROPRIATIONS MEASURE BY THE COUNTY EXECUTIVE, ANY ELECTED OFFICER, THE FINANCE OFFICER, ANY ADMINISTRATIVE OFFICER, EMPLOYEE OF BAY COUNTY, OR MEMBER OF THE BOARD OF COMMISSIONERS DETECTED THROUGH APPLICATION OF GENERALLY ACCEPTED ACCOUNTING PRINCIPLES AND/OR AUDITING STANDARDS UTILIZED BY BAY COUNTY OR DISCUSSED IN AN AUDIT OF THE FINANCIAL RECORDS AND ACCOUNTS OF THE COUNTY SHALL BE FILED WITH THE STATE TREASURER AND REPORTED BY THE STATE TREASURER TO THE ATTORNEY GENERAL. PURSUANT TO PUBLIC ACT 621 OF 1978, THE UNIFORM BUDGETING AND ACCOUNTING ACT, THE ATTORNEY GENERAL SHALL REVIEW THE REPORT AND INITIATE APPROPRIATE ACTION AGAINST THE PERSON OR PERSONS IN VIOLATION. FOR USE AND BENEFIT OF THE COUNTY OF BAY, THE ATTORNEY GENERAL OR PROSECUTING ATTORNEY MAY INSTITUTE A CIVIL AND/OR CRIMINAL ACTION IN A COURT OF COMPETENT JURISDICTION FOR THE RECOVERY OF COUNTY FUNDS DISCLOSED BY AN

EXAMINATION TO HAVE BEEN ILLEGALLY EXPENDED OR COLLECTED AS A RESULT OF MALFEASANCE, AND FOR THE RECOVERY OF PUBLIC PROPERTY DISCLOSED TO HAVE BEEN CONVERTED OR MISAPPROPRIATED.

6. THE BAY COUNTY EXECUTIVE SHALL PREPARE AS AN EXPLANATION TO THE 2016 BUDGET THE FOLLOWING CHARTS AND DESCRIPTION:
  - A. SOURCE AND USE OF MONIES
  - B. EXPENDITURE SUMMARIES BY FUNCTION
  - C. DEPARTMENT/PROGRAM DESCRIPTION AND NUMBER OF PERSONNEL OF ALL DEPARTMENTS BUDGETED IN THE 2016 BUDGET
  
7. THE LEVEL OF EXPENDITURES OF THE FOLLOWING FUNDS ARE PREDICATED ON RECEIPT OF ANTICIPATED REVENUES FROM STATE AND/OR FEDERAL AGENCIES:
  - A. GENERAL OPERATING FUND
  - B. 911 CENTRAL DISPATCH FUND
  - C. FRIEND OF THE COURT FUND
  - D. HEALTH FUND
  - E. MOSQUITO CONTROL FUND
  - F. LIBRARY FUND
  - G. COMMUNITY CORRECTIONS FUND
  - H. DIVISION ON AGING FUND
  - I. HOME REHABILITATION FUND
  - J. CHILD CARE FUND
  - K. VETERANS TRUST FUND
  - L. MEDICAL CARE FACILITY FUND
  - M. HOUSING FUND
  
8. THE BAY COUNTY EXECUTIVE IS DIRECTED TO CHARGE ALL FUNDS FOR THE ACTUAL CHARGES FOR FRINGE BENEFITS. IF THE ACTUAL CHARGES EXCEED OR ARE LESS THAN WHAT HAS BEEN BUDGETED AS A RESULT OF RATE CHANGES, ALL APPLICABLE BUDGET ADJUSTMENTS MUST BE APPROVED BY THE BOARD OF COMMISSIONERS AS SOON AS THE NEW RATES ARE IMPLEMENTED OR SHORTLY THEREAFTER.
  
9. EXCEPT FOR THE COURTS AND THE PERFORMANCE OF STATUTORY DUTIES BY THE PROSECUTING ATTORNEY, NO FUNDS APPROPRIATED IN THE 2016 GENERAL FUND

EXPENDITURES BUDGET, WHETHER IN LINE ITEMS LABELED LEGAL OR NOT, MAY BE EXPENDED FOR LITIGATION AGAINST ANOTHER GOVERNMENTAL ENTITY, ELECTED OFFICIAL, OR BODY OR PUBLIC CORPORATION WITHOUT THE PERMISSION OF THE BAY COUNTY BOARD OF COMMISSIONERS.

10. THE FEE SCHEDULE MARKED AS APPENDIX A IS MADE A PART HEREOF AND IDENTIFIES CERTAIN DEPARTMENTAL FEES THAT WILL BE INCREASED EFFECTIVE JANUARY 1, 2016, UNLESS OTHERWISE INDICATED.
11. THE WORKING 2016 BUDGET FOR ALL ACTIVITIES OF ALL FUNDS WILL BE MONITORED ONTO THE FOLLOWING SIX BUDGETARY CATEGORIES, WHICH IS IN ACCORDANCE WITH THE STATE'S LEGAL REQUIREMENT AND IS THE LEVEL OF CLASSIFICATION DETAIL AT WHICH EXPENDITURES MAY NOT LEGALLY EXCEED APPROPRIATIONS:
  - A. PERSONAL SERVICES
  - B. SUPPLIES
  - C. OTHER SERVICES & CHARGES
  - D. CAPITAL OUTLAY
  - E. DEBT SERVICE
  - F. TRANSFERS

AND SUBJECT TO THE FOLLOWING RESTRICTIONS:

- A. THE ELECTED OFFICIALS AND AUTHORIZED DEPARTMENT/DIVISION HEADS ARE AUTHORIZED TO TRANSFER BUDGETED AMOUNTS BETWEEN LINE ITEMS WITHIN A CATEGORY.
- B. THE ELECTED OFFICIALS AND AUTHORIZED DEPARTMENT/DIVISION HEADS ARE AUTHORIZED TO TRANSFER BUDGETED AMOUNTS BETWEEN CATEGORIES. ANY ADJUSTMENTS THAT ALTER THE TOTAL BUDGET OF ANY CATEGORY BY \$5,000 MUST BE APPROVED BY THE BOARD OF COMMISSIONERS
- C. IF A BUDGET ADJUSTMENT BETWEEN CATEGORIES IS DETERMINED TO BE REQUIRED BECAUSE OF AN ACCOUNTING CHANGE OR ERRORS AND OMISSIONS, AND THE USE OF THE APPROPRIATED FUNDS HAS NOT CHANGED, THE BUDGET ADJUSTMENT ONLY REQUIRES

PRIOR APPROVAL OF THE FINANCE OFFICER.

D. APPROPRIATIONS IN THE PERSONAL SERVICES CATEGORY MAY ONLY BE EXPENDED FOR PERSONAL SERVICES, AND ANY APPROPRIATIONS NOT EXPENDED DUE TO VACANCIES, RESIGNATIONS, ETC., SHALL BE REMOVED FROM THE 2016 DEPARTMENTAL EXPENDITURE BUDGETS AND PLACED IN FUND BALANCE BY THE FINANCE DEPARTMENT UNLESS OTHERWISE APPROVED BY THE BOARD OF COMMISSIONERS.

E. 2016 CAPITAL EXPENDITURES WILL BE LIMITED TO THOSE APPROVED WITH THIS RESOLUTION (APPENDIX B). ANY MODIFICATIONS OF A DEPARTMENT'S CAPITAL OUTLAY CATEGORY GREATER THAN \$5,000 PER ITEM, MUST FIRST GAIN APPROVAL OF THE BOARD OF COMMISSIONERS.

HOWEVER, THE WORKING 2016 BUDGET FOR ALL ACTIVITIES OF ALL FUNDS WILL BE ACCOUNTED FOR AND REPORTED ON A LINE-ITEM BASIS.

12. AT THE END OF THE 2016 FISCAL YEAR THE VALUE OF ALL ENCUMBRANCES FOR ANY UNLIQUIDATED COMMITMENT OR OBLIGATION (I.E. OPEN PURCHASE ORDER OR UNFULFILLED CONTRACT) OF THE COUNTY SHALL BECOME A PART OF DESIGNATED FUND BALANCE. IN 2016 THE FINANCE DEPARTMENT SHALL REAPPROPRIATE FROM DESIGNATED FUND BALANCE TO THE RESPECTIVE BUDGETS THE VALUE OF SUCH COMMITMENTS OR OBLIGATIONS FROM THE FUND BALANCE DESIGNATED FOR ENCUMBRANCES. IN ADDITION IN 2016, THE FINANCE DEPARTMENT SHALL REAPPROPRIATE TO THE RESPECTIVE CAPITAL PROJECT BUDGETS THE VALUE OF UNSPENT/UNENCUMBERED FUNDS APPROPRIATED IN 2015 FOR SUCH PROJECT.
13. THE CHAIRMAN OF THE BOARD OF COMMISSIONERS IS THE AUTHORIZED DEPARTMENT HEAD FOR ALL BOARD OF COMMISSIONERS BUDGET ACTIVITIES.
14. THE COUNTY EXECUTIVE SHALL SUBMIT TO THE BOARD OF COMMISSIONERS AT THEIR ANNUAL ORGANIZATIONAL

MEETING, A LIST OF "AUTHORIZED DEPARTMENT HEADS."

15. ALL ELECTED OFFICIALS, EXCLUSIVE OF THE BOARD OF COMMISSIONERS, AND NON-REPRESENTED EMPLOYEES SHALL RECEIVE A PAY INCREASE EQUAL TO THE BOARD APPROVED INCREASE GRANTED TO THE UNITED STEELWORKERS OF AMERICA (U.S.W.A.) - FULL TIME BARGAINING UNIT. THIS METHOD SHALL BE USED FOR ALL FUTURE WAGE INCREASES. ELECTED OFFICIALS AFFECTED ARE AS FOLLOWS:

EXECUTIVE  
SHERIFF  
PROSECUTOR  
TREASURER  
CLERK  
REGISTER OF DEEDS  
DRAIN COMMISSIONER  
ROAD COMMISSIONERS

16. THE BAY COUNTY CIRCUIT COURT EXPENDITURE BUDGET CONSIST OF \$2,515,162 PERSONNEL COST AND \$722,207 OTHER OPERATING EXPENDITURES, FOR A TOTAL APPROPRIATION OF \$3,237,369. THE CIRCUIT COURT BUDGETS INCLUDE: CIRCUIT COURT, CIRCUIT COURT ADULT PROBATION, CIRCUIT ADULT DRUG COURT, FRIEND OF THE COURT, FRIEND OF THE COURT COOPERATIVE REIMBURSEMENT, FRIEND OF THE COURT MEDIATION DUTIES, LAW LIBRARY AND JURY/JUDICIAL COUNCIL.
17. THE BAY COUNTY PROBATE COURT EXPENDITURE BUDGET CONSIST OF \$905,007 PERSONNEL COST AND \$291,750 OTHER OPERATING EXPENDITURES, FOR A TOTAL APPROPRIATION OF \$1,196,757. TOTAL EXPENDITURES INCLUDE PROBATE COURT AND PUBLIC GUARDIAN.
18. THE BAY COUNTY DISTRICT COURT EXPENDITURE BUDGET CONSIST OF \$1,545,848 PERSONNEL COST AND \$208,891 OTHER OPERATING EXPENDITURES, FOR A TOTAL APPROPRIATION OF \$1,754,739. TOTAL EXPENDITURES INCLUDE DISTRICT COURT, DISTRICT COURT ADULT PROBATION AND DISTRICT COURT OWI TREATMENT GRANT.

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19. ANY NON-COUNTY ENTITY RECEIVING FUNDS FROM THE COUNTY MUST PRESENT THE BOARD OF COMMISSIONERS WITH DETAILED FINANCIAL REPORTS NO LESS THAN ANNUALLY. THESE ENTITIES SHALL BE PROPERLY BONDED AND INSURED TO PROTECT THE COUNTY FROM ANY AND ALL LIABILITY RESULTING FROM THE ENTITY'S ACTIONS. THE BAY COUNTY EXECUTIVE SHALL STOP PAYMENT OF COUNTY FUNDS TO ANY ENTITY THAT FAILS TO COMPLY WITH THESE REQUIREMENTS.
20. COUNTY COMMISSIONERS SERVING ON COUNTY RELATED BOARDS AND COMMISSIONS SHALL BE REIMBURSED \$45.00 PER MEETING, EXCEPT THAT PER DIEM PAID TO THE BOARD OF CANVASSERS WILL BE \$50.00 PER HALF DAY AND \$100.00 PER FULL DAY. JURY BOARD MEMBERS WILL BE PAID \$25.00 HALF DAY OF SERVICE AND \$50.00 PER FULL DAY.
21. ALL PERSONNEL VACANCIES, REGARDLESS OF FUND, THAT ARE BUDGETED OR OCCUR IN THE 2016 DEPARTMENT EXPENDITURES BUDGET SHALL BE FILLED ONLY AFTER CONCURRENCE BY THE BOARD OF COMMISSIONERS.
22. THE COUNTY TREASURER IS AUTHORIZED, AS PERMITTED BY THE STATUTE, TO ADVANCE THE NECESSARY FUNDS FROM THE GENERAL FUND TO ANY SPECIAL REVENUE FUND FOR CASH FLOW PURPOSES.

ERNIE KRYGIER, CHAIR  
AND BOARD

MOVED BY COMM. Tilley  
SUPPORTED BY COMM. Coonan

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK	✓			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 7 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED ✓ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

BAY COUNTY USER FEES  
2014 and 2015

		<u>2015</u>	<u>2016</u>
<b><u>ANIMAL CONTROL DEPARTMENT</u></b>			
<b>ADOPTION-DOGS</b>			
	License	8.00	8.00
	Adoption	18.00	18.00
	Total	<u>26.00</u>	<u>26.00</u>
Prepayment of sterilization and rabies vaccination is required prior to animal release.			
<b>ADOPTION-CATS</b>			
	License	8.00	8.00
	Adoption	18.00	18.00
	Total	<u>26.00</u>	<u>26.00</u>
Prepayment of sterilization and rabies vaccination is required prior to animal release.			
<b>LICENSE-DOGS</b>	Unaltered	N/A	N/A
	Unaltered-Late	N/A	N/A
	Altered	N/A	N/A
	Altered-Late	N/A	N/A
<b>LICENSE-CATS</b>	Unaltered	N/A	N/A
	Unaltered-Late	N/A	N/A
	Altered	N/A	N/A
	Altered-Late	N/A	N/A
<b>ANIMAL LICENSE</b>	Unaltered	27.00	27.00
	Unaltered-Late	47.00	47.00
	Altered	9.00	9.00
	Altered-Late	29.00	29.00
<b>3 YEAR LICENSE Dogs and Cats</b>	Unaltered	69.00	69.00
	Unaltered (Late)	89.00	89.00
	Altered	23.00	23.00
	Altered (Late)	43.00	43.00
<b>LICENSE-KENNEL</b>	1 to 5 dogs	19.00	19.00
	6 to 10 dogs	33.00	33.00
	11 to 15 dogs	52.00	52.00
	Each additional 10 dogs	27.00	27.00
<b>ANIMAL PICK-UP</b>	Owner/Business Request-Daytime	41.00	41.00
	Owner/Business Request-After-Hours	82.00	82.00
<b>IMPOUNDMENT</b>	1st Time	41.00	41.00
	2nd Time	92.00	92.00
	3rd Time	163.00	163.00
	4th Time	306.00	306.00
<b>BOARD &amp; CARE</b>	Small Animals, per day	13.00	13.00
	Large Animals, per day	26.00	26.00
<b>EUTHANASIA</b>	Owner Requested	47.00	47.00
	Disposal	19.00	19.00

BAY COUNTY USER FEES  
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CLERK

ASSUMED NAME (DBA) FILING- Includes 2 certified copies		10.00	10.00
ASSUMED NAME CERTIFIED COPY		2.00	2.00
ASSUMED NAME DISCONTINUANCE		10.00	10.00
BIRTH CERTIFICATES	Certified	14.00	14.00
	Each additional copy of same record	3.00	3.00
DEATH CERTIFICATES	Certified	14.00	14.00
	Each additional copy of same record	3.00	3.00
	Non-Certified	4.50	4.50
MARRIAGE CERTIFICATES	Certified	14.00	14.00
	Each additional copy of same record	3.00	3.00
	Non-Certified	4.50	4.50
CO-PARTNERSHIP FILING	Includes 2 certified copies	10.00	10.00
CO-PARTNERSHIP	Certified Copy	2.00	2.00
CO-PARTNERSHIP	Discontinuance	10.00	10.00
CONCEALED WEAPONS PERMIT	New	105.00	105.00
	Renewal	105.00	105.00
	Duplicate	10.00	10.00
CRIMINAL RECORDS SEARCH	Each	10.00	10.00
ADDITIONAL COPIES	Each	3.00	3.00
PHOTOCOPY	Each	1.00	1.00
CERTIFIED		2.00	2.00
MARRIAGE LICENSE	Bay County Resident	20.00	20.00
	Out of State Resident	30.00	30.00
MARRIAGE CEREMONY FEE	Performed by County Clerk	25.00	25.00
Waive 3 day waiting period for marriage license		15.00	15.00
NOTARY PUBLIC	Bond Filing	10.00	10.00
POWER OF ATTORNEY FILING		1.00	1.00
POWER OF ATTORNEY	Certified Copy	10.00	10.00

BAY COUNTY USER FEES  
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APPENDIX A  
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EQUALIZATION

SUMMER TAX BILLING	Tax bills and receipt	0.20	0.20
	Tax roll per page	0.10	0.10
	Personnel	0.25	0.25
	Envelope	0.05	0.05
WINTER BILL	Tax bills and receipt	0.20	0.20
	Tax roll per page	0.10	0.10
	Maintenance	1.10	1.10
	Personnel	0.25	0.25
	Envelope	0.05	0.05
CHANGE OF ASSESSMENT NOTICES			
	Notices	0.15	0.15
	Rolls per page	0.10	0.10
	Envelope	0.05	0.05
PERSONAL PROPERTY STATEMENTS		0.35	0.35
In addition to the above charges, will also bill back to the units the cost of postage			
ELECTRONIC TRANSFER OF COUNTY-WIDE ASSESSMENT INFORMATION (INCLUDES NAME, ADDRESS & PROPERTY DESCRIPTION)		510.00	510.00
PERCENTAGE OF PARCELS			
0% - 25%		128.00	128.00
25.01% - 50%		255.00	255.00
50.01% - 75%		383.00	383.00
75.01% - 100%		510.00	510.00
REPORTS/PRINTOUTS		10.00	10.00
		0.10	0.10
LABELS			
NAME & ADDRESS OR NAME, ADDRESS & PROPERTY DESCRIPTION			
0 - 50		5.00	5.00
		0.20	0.20
OVER 50 LABELS		5.00	5.00
		10.00	10.00
		0.03	0.03
COPIES--8.5" X 11.0"		0.50	0.50
(INCLUDING TAX MAPS, ARCHIVED ASSESSMENT RECORDS)			

BAY COUNTY USER FEES  
2014 and 2015

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GOLF COURSE

TRAIL FEES	Seasonal	105.00	105.00
GREEN FEES-9 HOLES May 4 - September 15	Monday-Sunday	14.00	14.00
	Seniors: Before 3pm, Mon-Fri	10.00	10.00
	Juniors: Before 3pm, Mon-Fri & After 3pm Weekends	8.00	8.00
PROMOTIONAL	9 Holes w/cart noon-3pm Mon-Thur.	N/A	N/A
FOURSOME	18 holes w/cart after 11:00am Fri, Sat. & Sun.	N/A	N/A
CART RENTAL-9 HOLES May 4 - September 15	Daily	12.00	12.00
	Pull Cart Fee	3.00	3.00
TWILIGHT W/CART - 9 HOLES	Fri, Sat & holidays after 3pm	17.00	17.00
GREEN FEES - 18 HOLES	Monday - Friday	23.00	23.00
	Weekend	25.00	25.00
	Seniors: Before 3pm Mon-Fri	15.00	15.00
	Juniors: Before 3pm Mon-Fri & After 3pm - weekends	11.00	11.00
CART RENTAL - 18 HOLES	Daily	24.00	24.00
	Before 12pm (noon) Mon-Fri	N/A	N/A
	Pull Cart Fee	3.00	3.00
TWILIGHT W/CART - 18 HOLES	Fri, Sat & holidays after 3pm	29.00	29.00
OUT OF SEASON FEES			
April 1-May 3 and September 16 to close	9 Holes Walking	12.00	12.00
	18 Holes Walking	20.00	20.00
	9 Holes w/cart Mon-Sun	17.00	17.00
	18 Holes w/cart Mon-Sun	29.00	29.00
GOLF PACKAGES			
Out of Season	9 hole 5 round pass	N/A	N/A
	9 hold 10 round pass	N/A	N/A
	18 hole 5 round pass	N/A	N/A
	18 hold 10 round pass	N/A	N/A
GOLF PACKAGES			
In Season (May-Sept.)	9 hole 5 round pass	90.00	90.00
	9 hold 10 round pass	175.00	175.00
	18 hole 5 round pass	165.00	165.00
	18 hold 10 round pass	325.00	325.00

BAY COUNTY USER FEES  
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DRIVE RANGE	Small buckets	3.00	3.00
	Large buckets	N/A	N/A
CART STORAGE	Gas Cart	300.00	300.00
	Electric Cart	N/A	N/A
SEASON PASS - 5 DAY	Single	575.00	575.00
	Husband & Wife	775.00	775.00
	Family (each child)	95.00	95.00
SEASON PASS - 7 DAY	Single	775.00	775.00
	Husband & Wife	975.00	975.00
	Family (each child)	115.00	115.00
SENIOR PASS - 5 DAY	Single (age 60 or over)	525.00	525.00
	Husband & Wife (age 60 or over)	675.00	675.00
JUNIOR PASS - 7 DAY	Under age 18	275.00	275.00
	After 3pm weekends		
COLLEGE PASS - 5 DAY	Age 19 thru 24	400.00	400.00
SEASON CART FEE - 5 DAY	Single	500.00	500.00
	Husband & Wife	700.00	700.00
	Family (each child)	95.00	95.00
SEASON CART FEE - 7 DAY	Single	700.00	700.00
	Husband & Wife	900.00	900.00
	Family (each child)	115.00	115.00
SENIOR CART FEE - 5 DAY	Single (age 60 or over)	500.00	500.00
	Husband & Wife (age 60 or over)	700.00	700.00

BAY COUNTY USER FEES  
2014 and 2015

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PARKS AND RECREATION

COMMUNITY CENTER

OPEN GYM:

Age 14 and under	2.00	2.00
Age 15 thru 17	4.00	4.00
Age 18 and over	4.00	4.00

WEIGHT ROOM:

Daily Pass	3.00	3.00
Monthly Pass (18 and over)	15.00	15.00
Monthly Couple (same residence)	25.00	25.00
Monthly Family (up to 4)	35.00	35.00
Monthly Team Pass	85.00	85.00
Yearly Pass (18 and over)	125.00	125.00

LOCKER:

1.00	1.00
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1 HOUR FITNESS CLASS

5.00	5.00
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30 MINUTE FITNESS CLASS

3.00	3.00
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FITNESS CLASS WITH GYM MEMBERSHIP

3.00	3.00
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30 MINUTE FITNESS CLASS WITH GYM MEMBERSHIP

2.00	2.00
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PUNCH CARD FOR FITNESS 10 CLASSES/11TH CLASS FREE

50.00	50.00
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PICKLE BALL COURTS

Per Player/2 hours	4.00	4.00
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COMMUNITY EDUCATION

Per Class	TBD	TBD
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ROOM RENTALS:

Small meeting room per hour-weekday	27.00	27.00
Small meeting room per hour-weekend	37.00	37.00
Large meeting room per hour-weekday	37.00	37.00
Large meeting room per hour-weekend	47.00	47.00
Small gym room per hour-weekday	42.00	42.00
Small gym room per hour-weekend	53.00	53.00
Large gym per hour-weekday	70.00	70.00
Large gym per hour-weekend	80.00	80.00

SUMMER YOUTH RECREATION PROGRAM

110.00	110.00
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BASKETBALL:

Women's	25.00	25.00
Men's	25.00	25.00
Church	25.00	25.00
Michigan Fastbreak Program	N/A	N/A

SUMMER BASKETBALL CAMP GYM RENTAL FEE IS PER CHILD

75.00	75.00
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VOLLEYBALL:

Women's per person per season	16.00	16.00
Men's and coed per person per season	16.00	16.00

<b>BAY COUNTY USER FEES</b>		<u>2015</u>	<u>2016</u>
<b>2014 and 2015</b>			
SWIMMING POOL ADMISSION:	Age 17 and under	4.00	4.00
	Age 18 and over	5.00	5.00
SUMMER SWIMMING PASS	Age 17 and under	50.00	50.00
	Age 18 and over	75.00	75.00
FAMILY PASS (season)	Swimming Pool	150.00	150.00
FAMILY PASS (daily)	Up to 6 swimmers	13.00	13.00
THURSDAY RATE	Children and adults	2.00	2.00
SWIMMING LESSON FEES		32.00	32.00
PRIVATE POOL PARTY	Per hour +	50.00	50.00
	Per attendant	4.00	4.00
<b><u>FAIRGROUND RENTALS</u></b>			
HOUSE	Monthly	500.00	500.00
MERCHANTS BUILDING:		163.00	163.00
WINTER STORAGE:	Winter storage-Oct. 15-May 1	250.00	250.00
CANTEEN:	4 hr. Rate non-alcoholic day events	300.00	300.00
	alcoholic events	600.00	600.00
PAVILION		45.00	45.00
HORSE STALLS:	Monthly (per horse)	58.00	58.00
	1 year pre-pay	624.00	624.00
GROUNDS & BUILDINGS:	Per weekend	3700.00	3700.00
CAMPING RATES	per night	15.00	15.00
	youth groups using tents: \$5.00 per night per tent		
SEPTIC DISPOSAL		4.00	4.00
<b><u>PERE MARQUETTE PARKING</u></b>			
PER MONTH:		33.00	33.00
FEDERAL JURY PARKING - PER DAY:		3.00	3.00
BAYSHIRE STUDENTS	PER MONTH	26.00	26.00

BAY COUNTY USER FEES  
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CIVIC/ICE ARENA

BASE PRIME ICE (hourly rates reserved):		230.00	230.00
U-8		50.00	50.00
Plus \$50 per child over 15 children			
NON-PRIME RATES:	9 a.m. - 3 p.m. Mon.-Fri. non-holidays	200.00	200.00
MORNING ICE:	Mon.-Fri. 6-9 a.m.	155.00	155.00
UNRESERVED ICE:		155.00	155.00
DRY FLOOR RENTAL:		1,575.00	1,575.00
CEMENT FLOOR RENTAL		750.00	750.00
	Hourly Rate	75.00	75.00
BIRTHDAY PARTIES	Regular package-per child	10.00	10.00
	Deluxe package-per child	12.00	12.00
PUBLIC SKATE	Weekdays @ noon-Mon-Fri	4.00	4.00
	Skate rental	3.00	3.00
	Helmet rental	2.00	2.00
	Friday morning 2hrs (18 & up only)	5.00	5.00
	Weekend 1hr, 20 mins	5.00	5.00
DROP IN HOCKEY	Wed, Fri, Sun. 1 1/2 hrs	8.00	8.00
	Skate rental	3.00	3.00
	Helmet rental	2.00	2.00
RECREATIONAL YOUTH HOCKEY	Ages K-4th Grade (Limit one per person)	Free for 1st year	Free for 1st year
WEIGHT ROOM	Daily Pass	3.00	3.00
	Monthly Pass (18 and over)	15.00	15.00
	Monthly Couple (same residence)	25.00	25.00
	Monthly Family (up to 4)	35.00	35.00
	Monthly Team Pass	85.00	85.00
	Yearly Pass (18 and over)	125.00	125.00
DRY FLOOR DROP IN LEARN TO PLAY		4.00	4.00
SUMMER SKATING PASS	DAY CAMP (1 WEEK)	100.00	100.00
FREE SUMMER SKATING	(K-7TH GRADE)	30.00	30.00
BROOMBALL LEAGUE		0.00	0.00
DROP IN STICK & PUCK	Afternoon	60.00	60.00
	Evening	3.00	4.00
DROP IN FIGURE SKATING	1HR	4.00	5.00
	1HR 20 MIN	10.00	10.00
		15.00	15.00

BAY COUNTY USER FEES  
2014 and 2015

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APPENDIX A  
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PINCONNING PARK

DAY USE PERMITS:

Season - regular	15.00	15.00
Season - senior	11.00	11.00
Daily	3.00	3.00
Daily Boat Launch Permit	4.00	4.00
Annual Boat Launch Permit	35.00	35.00

RENTALS:

Gazebo (Bldgs. & Grnds.)-per day	40.00	40.00
Pavilion (Bldgs. & Grnds.)-per day	56.00	56.00

CAMPGROUNDS: Prices below do not include vehicle permit.

Modern Site:

One night	23.00	23.00
One week	138.00	138.00
One month	430.00	430.00
Three months	825.00	825.00
Five months	1381.00	1381.00
Full year	2100.00	2400.00

Cabin

Per day	53.00	53.00
Three day	125.00	125.00
Seven day	250.00	250.00
Two day Off Season ( Nov 1- April 30)	85.00	85.00

Other

Septic Disposal	6.00	6.00
1 day trailer storage	2.00	2.00
1 month trailer storage	35.00	35.00
Ice	2.00	2.00
Firewood (Bundle)	4.75	4.75

BAY COUNTY USER FEES  
2014 and 2015

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APPENDIX A  
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REGISTER OF DEEDS

RECORDING FEES	First page	14.00	14.00
	Each additional page	3.00	3.00
ASSIGNMENT AND DISCHARGE		3.00	3.00
TAX CERTIFICATE FEE		5.00	5.00
TRANSFER TAX	State (per thousand consideration)	7.50	7.50
	County (per thousand consideration)	1.10	1.10
FILING AND INDEXING		15.00	15.00
COPY - PLATS OF RECORD:	Each	1.00	1.00
MICROFILM IMAGE:	Each	1.00	1.00

**BAY COUNTY USER FEES  
2014 and 2015**

2015      2016

PLANNING

AERIAL PHOTOS:                      8.5"x11" (labor included)                      10.00                      10.00  
Years available: 1993, 1987, 1978, 1963

GIS-Prices for non-governmental agencies

**SPECIALTY MAPS**

A minimum cost of \$25 for any GIS product from Bay County

8.5"x11" Color	4.00	4.00
8.5"x11" Black & White	3.00	3.00
11"x17" Color	7.00	7.00
11"x17" Black & White	6.00	6.00
24"x24"	16.00	16.00
36"x36"	21.00	21.00
42"x42"	37.00	37.00

(+Printing on 24 inch roll paper. Min. charge of \$10; for each inch over 24" in length, a charge of \$0.25 will be added.

++ Printing on 36" roll paper. Min

**LABOR  
DATA**

\*Tax Parcels (Not available for Parcel                      0.77                      0.77

(\$27,033 if by parcel totals

County Wide as of 2004)                      10200.00                      10200.00

Annual County Wide update (Prior purchase req annual                      1530.00                      1530.00

**Street Centerline (With Address**

Local Unit                      157.00                      157.00

County Wide                      2614.00                      2614.00

**Subdivision Plats**

Lot (Includes all lot lines)                      1.30                      1.30

**\*Digital Aerial Photography (1993)**

Local Unit                      314.00                      314.00

**\*2005 Color Digital Orthophotography (100' scale 6" pixel)**

Tile (Tile is 2500'x2500')                      31.00                      31.00

Tile (4-150 Tiles)                      26.00                      26.00

Tile (151-500 Tiles)                      21.00                      21.00

Tile (501-1000 Tiles)                      16.00                      16.00

Tile (1001+ Tiles)                      10.00                      10.00

Bay City/Twp Mr. Sid Mosaic                      3,137.00                      3,137.00

Cities of Auburn, Pinconning,

Essexville Mr. Sid Mosaic                      1,046.00                      1,046.00

\*Digital Tax Parcel and Digital Aerial Photography sales require a data

Other data may be available upon request. Prices to be determined.

BAY COUNTY USER FEES  
2014 and 2015

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SHERIFF DEPARTMENT

PBT TEST:	Each	5.50	5.50
DRUG TESTING FEE	Each	10.00	10.00
DRUG TESTING FEE	Contested	15.00	15.00
INCIDENT/ACCIDENT REPORTS:		20.00	20.00
FINGERPRINTING:		17.00	17.00
PHOTO SALES:		3.00	3.00
EXPLOSIVE PERMIT:		16.00	16.00
CERTIFIED DOCUMENTS:		3.00	3.00
TETHER FEE:		9.50	9.50
FALSE ALARM:		40.00	40.00
LAMINATING RECORDS:		3.00	3.00
RECORDS CHECK:		16.00	16.00
LINE UPS:	Defense	243.00	243.00
ENTER WARRANTS:	Other agency	13.00	13.00
DIVE WORK:	Per hour	83.00	83.00
HOUSING PRISONERS:	Sentenced inmate housing per day	20.00	20.00
	Work release fee	9.50	9.50
	Out of County prisoner/Individual per day	49.00	49.00
	Federal per day	67.70	67.70
	State per day	35.00	35.00
<u>CRIMINAL DEFENSE</u>	Police Reports (per page)	0.10	0.10
<u>PUBLIC DEFENDER</u>	Police Reports (per page)	0.10	0.10
<u>PROSECUTOR</u>	Police Reports (per page)	0.50	0.50
	911 tapes	5.00	5.00
	Videos	5.00	5.00
	DVDs	5.00	5.00
<u>COMMUNITY CORRECTIONS</u>			
Tether Fee		9.50	9.50
<u>JUVENILE HOME</u>			
HOUSING - Per day:	OUT-OF-COUNTY & STATE WARD JUVENILES	150.00	150.00

BAY COUNTY USER FEES  
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APPENDIX A  
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SOIL EROSION

RESIDENTIAL:

Plan review	Up to one acre	61.00	61.00
Plan Revisions/Amendments			
Permit fee	Up to one acre	34.00	34.00
Renewal of lapsed permit			

TRANSPORTATION FACILITIES:

Railroads, airports, trails			
Plan review	Up to ½ mile	70.00	70.00
Permit fee	Up to ½ mile	240.00	240.00
Permit fee	Each add'l 1/2 mile or fraction thereof	215.00	215.00

UTILITIES:

Pipelines, water mains, sewers:			
Plan review	Up to ½ mile	71.00	71.00
Permit fee	Up to ½ mile	240.00	240.00
Permit fee	Each add'l ½ mile or fraction thereof	121.00	121.00

Underground cables:

Plan review	Up to ½ mile	71.00	71.00
Permit fee	Up to ½ mile	240.00	240.00
Permit fee	Each add'l ½ mile or fraction thereof	27.00	27.00

SUBDIVISIONS:

Plat Development:			
Plan review	Up to 5 acres	71.00	71.00
Permit fee	Up to 5 acres	240.00	240.00
Permit fee	Each add'l acre or fraction thereof	121.00	121.00

Mobile Home Parks, Multiple  
Housing Units, and  
Condominiums:

Plan review	Up to one acre	71.00	71.00
Permit fee	Up to one acre	418.00	418.00
Permit fee	Each add'l acre or fraction thereof	122.00	122.00

SERVICE FACILITIES:

Schools, Churches			
Plan review	Up to one acre	71.00	71.00
Permit fee	Up to one acre	173.00	173.00
Permit fee	Each add'l acre or fraction thereof	59.00	59.00

BAY COUNTY USER FEES  
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COMMERCIAL BUILDINGS:

Restaurants, Gas Stations,  
Party Stores, Shopping Centers:

Plan review	Up to one acre	71.00	71.00
Permit fee	Up to one acre	417.00	417.00
Permit fee	Each add'l acre or fraction thereof	141.00	141.00

SEA WALLS & BOAT SLIPS:

Sea Walls:

Plan review	Up to 100 linear feet	71.00	71.00
Permit fee	Up to 100 linear feet	59.00	59.00
Permit fee	Each add'l 5 linear feet or fraction thereof	2.00	2.00

Boat Slips:

Plan review	Up to 100 linear feet	71.00	71.00
Permit fee	Up to 100 linear feet	59.00	59.00
Permit fee	Each add'l 5 linear feet or fraction thereof	2.00	2.00

Note: No additional charge for  
seawall if part of a boat slip—to a  
maximum of 300 linear feet.

RECREATIONAL FACILITIES:

Parks, Campgrounds, and Golf  
Courses:

Plan review	Up to one acre	71.00	71.00
Permit fee	Up to one acre	240.00	240.00
Permit fee	Each add'l acre or fraction thereof	121.00	121.00

WATER IMPOUNDMENTS:

Ponds:

Plan review	Up to one acre	71.00	71.00
Permit fee	Up to one acre	240.00	240.00
Permit fee	Each add'l acre or fraction thereof	61.00	61.00

EXCAVATION:

Oil Stripping/Top Soil Removal,  
Borrow Pits:

Plan review	Up to one acre	71.00	71.00
Permit fee	Up to one acre	300.00	300.00
Permit fee	Each add'l acre or fraction thereof	61.00	61.00

WATERCOURSES:

Ditches/Drains:

Plan review	Up to one mile	71.00	71.00
Permit fee	Up to one mile	215.00	215.00
Permit fee	Each add'l 1/2 mile or fraction thereof	72.00	72.00

BAY COUNTY USER FEES  
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APPENDIX A  
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TREASURER

NOTICE OF TAXES RTND.DLQ (MCLA 211.57)

5.00

5.00

NSF CHECK RETURN

20.00

20.00

ADMINISTRATIVE SERVICES

FOIA

Cost for copies per page

0.20

.0139\*

\*Plus cost of hourly wage rate, multiplied by time required, plus postage, with rates adjusted for actual cost of other media requested and available.

FINANCE

Invoices left unpaid after 30 days will incur a \$25.00 late fee.

A 1 1/2% (18% APR) interest penalty per month on unpaid balances will be charged.

BAY COUNTY USER FEES  
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HEALTH DEPARTMENT

CLINIC FEES

FAMILY PLANNING

Preventive care, Adolescent	102.00	102.00
Preventive care, Adult	102.00	102.00
Preventive care, Est, Adolescent	102.00	102.00
Preventive care, Est, Adult	135.00	135.00
Office/Outpatient New Focused	31.00	31.00
Office/Outpatient New Expanded	46.00	46.00
Office/Outpatient New Detailed	60.00	60.00
Office/Outpatient Est. RN Eval	21.00	21.00
Office/Outpatient Est. Focused	31.00	31.00
Office/Outpatient Est. Expanded	42.00	42.00
Pap Smear	19.00	19.00
Hematocrit	8.00	8.00
Wet Mount	19.00	19.00
Flagyl-7 day supply	21.00	21.00
Condoms (12 per package)	2.00	2.00
Oral Contraceptives	20.00	20.00
Depo-Provera Injection	45.00	45.00
Nuva Ring	48.00	48.00
Orlho Evra Patch	31.00	31.00
Foam/Jelly/Cream	10.00	10.00
Terazol Cream	16.00	16.00
Blood Draw	10.00	10.00
Serum Pregnancy Test	31.00	31.00
Urine Pregnancy Test	16.00	16.00

HEARING AND VISION PROGRAM

HEARING SCREENING:	20.00	20.00
VISION SCREENING	20.00	20.00

Per Board Resolution 2010-21  
all charges are based on cost

BAY COUNTY USER FEES  
2014 and 2015

2015

2016

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IMMUNIZATION/CONTAGIOUS DISEASE

TB SKIN TEST:		22.00	22.00
VACCINE ADMIN FEE	(includes oral/nasal routes)	20.00	20.00
DT(Dip/Tet) Child up to 7 yrs.		31.00	31.00
DtaP		35.00	35.00
DtaP-IVP-HepB		84.00	84.00
Dtap-IVP (Kinrix)		82.00	82.00
Hepatitis A	Adult	85.00	85.00
	Child	47.00	47.00
Hepatitis B	Adult	73.00	73.00
	Child	36.00	36.00
Hepatitis A/B (Twinrix)		95.00	95.00
Hib		40.00	40.00
HPV		147.00	147.00
Influenza		26.00	26.00
Meningococcal MCV4	Meningitis	135.00	135.00
MMR		66.00	66.00
MMRV		132.00	132.00
Pneumococcal Conjugate	PCV13	136.00	136.00
Pneumococcal PPC23		40.00	40.00
Polio-IVP		38.00	38.00
Prevnar		85.00	85.00
Rotavirus		75.00	75.00
Varicella (Chick Pox)		97.00	97.00
Td		31.00	31.00
Tdap		44.00	44.00
Zostavax (Shingles)		180.00	180.00

LABORATORY

BLOOD DRAW	12.00	12.00
CHLAMYDIA	36.00	36.00
CHOLESTEROL SCREEN	12.00	12.00
GLUCOSE SCREEN	12.00	12.00
GONORRHEA CULTURE	21.00	21.00
GONORRHEA SMEAR	16.00	16.00
HERPES SIMPLEX TYPE 2 TESTING	29.00	29.00
HEMOGLOBIN	9.00	9.00
LEAD TESTING	17.00	17.00
PATERNITY	16.00	16.00
RPR	13.00	13.00
SERUM PREGNANCY	20.00	20.00
URINE PREGNANCY	16.00	16.00
WET PREPS	20.00	20.00





**BAY COUNTY USER FEES  
2014 and 2015**

2015

2016

APPENDIX A  
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**FOOD SERVICE PLAN REVIEW FEES**

Equipment Only 128.00 128.00

Remodel of Existing, Licensed Facility

Type I Restaurant	281.00	281.00
Type II Restaurant	388.00	388.00
Type III Restaurant	388.00	388.00
All Others	281.00	281.00

New Construction

Type I Restaurant	581.00	581.00
Type II Restaurant	796.00	796.00
Type III Restaurant	796.00	796.00
All Others	582.00	582.00

Resubmission of Plans or  
Modified Plans AFTER Plan

Site Inspection Fee (After Second Fee) 163.00 163.00

Fee if remodeling/construction is  
started before plans have been

**WATER/SEWAGE PROGRAMS**

CAMPGROUND & SWIMMING POOL INSPECTION: 179.00 179.00

SANITARY CODE BOARD OF APPEALS HEARING FEE 102.00 102.00

**DHS FACILITY INSPECTIONS:**

SEWAGE AND/OR WATER	Partial inspection	204.00	204.00
	Full inspection	206.00	206.00
	Plan Review	204.00	204.00

**SEWAGE AND WELL**

Includes Permit Extension, Refunds, Etc.

Reinspection Fee 179.00 179.00

Alternative OSDS Plan Review 214.00 214.00

SITE EVALUATION FEE 163.00 163.00

ON SITE SEWAGE DISPOSAL PERMIT: 286.00 286.00

SEPTIC TANK REPLACEMENT: 189.00 189.00

SEPTIC TANK INTERNAL INSPECTION 77.00 77.00

SEWAGE INSTALLER INSTALLATION FEE 51.00 51.00

TYPE II WATER SUPPLY SAMPLING: 61.00 61.00

TYPE II WATER SUPPLY FOLLOW-UP SAMPLING: 61.00 61.00

**BAY COUNTY USER FEES  
2014 and 2015**

2015

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WELL PERMITS:	Type III & private	281.00	281.00
	Type I & Type II	587.00	587.00
	Follow-up sampling	61.00	61.00

**LOAN EVALUATION:**

Sewage System Evaluation	179.00	179.00
Sewage & Private Water Supply Evaluation	332.00	332.00

LIMITED WELL INSPECTION	92.00	92.00
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Fee if construction is started before permit is issued

**ORDINANCE ENFORCEMENT**

Ordinance #51 Bay County Pawn Broker License Payable Annually	204.00	204.00
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Ordinance #52 Secondhand Dealer License Payable Annually	204.00	204.00
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Scrap Dealer License Payable Annually	204.00	204.00
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**TATTOO-BODY ART PROGRAM**

Tattoo Parlor Inspection Fee	204.00	204.00
Plan Review	204.00	204.00

FY 2016 BUDGET REQUESTS - CAPITAL ITEMS

NUMERIC BY DEPARTMENT ORG NUMBER  
 last updated 12/01/15  
 GENERAL FUND

ORG	OBJ	DESCRIPTION	DEPARTMENT	FINANCE	EXECUTIVE	COMMISSION	NARRATIVE
<b>CLERK</b>							
10121500	96740	OFFICE EQUIP.& FURN. EXPENSE	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	2 Shelving Units for Election Supplies
			\$500.00	\$500.00	\$500.00	\$500.00	Replace Fax Machine
			\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	4 Office Chairs (\$500/ea)
<b>INFORMATION SYSTEMS</b>							
10122800	93700	HARD/SOFTWARE REPAIR & MAINT.	\$0.00	\$365,091.00	\$365,091.00	\$372,348.00	Annual Software Contracts Annual Hardware Maintenance
10122800	96741	COMPUTER HARDWARE EXPENSE	\$0.00	\$68,500.00	\$68,500.00	\$66,250.00	See ISD 2016 Budget Requests
10122800	96742	COMPUTER SOFTWARE EXPENSE	\$0.00	\$20,960.00	\$20,960.00	\$20,960.00	See ISD 2016 Budget Requests
10122800	98001	COMPUTER SOFTWARE	\$0.00	\$30,000.00	\$30,000.00	\$30,000.00	See ISD 2016 Budget Requests
10122800	98002	COMPUTER HARDWARE	\$0.00	\$117,000.00	\$117,000.00	\$117,000.00	See ISD 2016 Budget Requests
<b>ELECTIONS</b>							
10126200	96740	OFFICE EQUIP.& FURN. EXPENSE	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	New Voting Equipment
<b>BUILDINGS AND GROUNDS</b>							
10126500	96720	BLDGS/BLDG ADD.& IMPROVE EXPEN	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	Carpeting Various Facilities
			\$0.00	\$200,000.00	\$200,000.00	\$200,000.00	Roof Replacement at Court Facility
			\$0.00	\$15,000.00	\$15,000.00	\$15,000.00	Roof Repairs at Various County Facilities
10126500	96730	MACHINERY & EQUIPMENT EXPENSE	\$450.00	\$450.00	\$450.00	\$450.00	2 Magliner Handcarts (\$225/ea)
			\$850.00	\$850.00	\$850.00	\$850.00	Fan Coil Lift to Lower/Raise Units @ Co
			\$400.00	\$400.00	\$400.00	\$400.00	Oxygen Acetylene Torch Kit
			\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	2 Vacuum Cleaners (\$600/ea)
			\$500.00	\$500.00	\$500.00	\$500.00	2 Impact Driver & Drill Kits (\$250/ea)
			\$350.00	\$350.00	\$350.00	\$350.00	Hammer Drill
			\$400.00	\$400.00	\$400.00	\$400.00	2 Mowers (\$200/ea)
			\$175.00	\$175.00	\$175.00	\$175.00	Leaf Blower
			\$500.00	\$500.00	\$500.00	\$500.00	2 Weed Trimmers (\$250/ea)
			\$250.00	\$250.00	\$250.00	\$250.00	Hole Saw Kit
10126500	97101	LAND IMPROVEMENTS	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	Sidewalk Repair (Several Facilities)
10126500	97500	BLDGS/BLDG ADD.& IMPROVE EXPEN	\$0.00	\$27,000.00	\$27,000.00	\$27,000.00	Front Entrance Steps at County Building
10126500	97900	MACHINERY & EQUIPMENT EXPENSE	\$0.00	\$400,000.00	\$400,000.00	\$400,000.00	County Wide Phone System
<b>PROSECUTING ATTORNEY</b>							
10126700	96741	COMPUTER HARDWARE EXPENSE	\$0.00	\$0.00	\$0.00	\$2,250.00	3 Desktop Replacements (\$750/ea)
10126700	96742	COMPUTER SOFTWARE EXPENSE	\$0.00	\$0.00	\$0.00	\$675.00	3 Microsoft Office License (\$225/ea)
<b>CRIME VICTIMS RIGHTS</b>							
10126702	96740	OFFICE EQUIP. & FURN. EXPENSE	\$0.00	\$0.00	\$0.00	\$4,400.00	Chairs and Table
10126702	96741	COMPUTER HARDWARE EXPENSE	\$0.00	\$0.00	\$0.00	\$2,400.00	See ISD Millage Budget Requests
<b>REGISTER OF DEEDS</b>							
10126800	96740	OFFICE EQUIP.& FURN. EXPENSE	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	Lobby Furniture
<b>BLDG AUTH-MH GRP HOME, PARKER</b>							
10127903	96720	BLDGS/BLDG ADD.& IMPROVE EXPEN	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Repairs-Group Homes
<b>BLDG AUTH-MH GRP HOME, ZIELINSK</b>							
10127909	96720	BLDGS/BLDG ADD. & IMPROVE EXPEN	\$0.00	\$0.00	\$0.00	\$1,000.00	Repairs-Group Homes
<b>BLDG AUTH-MH GRP HOME, BANGOR</b>							
10127910	96720	BLDGS/BLDG ADD.& IMPROVE EXPEN	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Repairs-Group Homes
<b>BLDG AUTH-MH GRP HOME, FISHER</b>							
10127911	96720	BLDGS/BLDG ADD.& IMPROVE EXPEN	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Repairs-Group Homes
<b>BLDG AUTH-MH GRP HOME, HICKORY</b>							
10127912	96720	BLDGS/BLDG ADD.& IMPROVE EXPEN	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Repairs-Group Homes
<b>BLDG AUTH-MH GRP HOME, MCNALLY</b>							
10127919	96720	BLDGS/BLDG ADD. & IMPROVE EXPEN	\$0.00	\$0.00	\$0.00	\$1,000.00	Repairs-Group Homes
<b>BLDG AUTH-MH GRP HOME, GROVE</b>							
10127920	96720	BLDGS/BLDG ADD. & IMPROVE EXPEN	\$0.00	\$0.00	\$0.00	\$1,000.00	Repairs-Group Homes
<b>BLDG AUTH-MH GRP HOME, ALMONT 1</b>							
10127921	96720	BLDGS/BLDG ADD. & IMPROVE EXPEN	\$0.00	\$0.00	\$0.00	\$1,000.00	Repairs-Group Homes
<b>BLDG AUTH-MH GRP HOME, ALMONT 2</b>							
10127922	96720	BLDGS/BLDG ADD.& IMPROVE EXPEN	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Repairs-Group Homes
<b>ENVIRONMENTAL AFFAIRS</b>							
10128700	96730	MACHINERY & EQUIPMENT EXPENSE	\$400.00	\$0.00	\$0.00	\$0.00	Moved to Other Supplies (79900)
<b>SHERIFF DEPARTMENT</b>							
10130100	96720	BLDGS/BLDG ADD.& IMPROVE EXPEN	\$88,000.00	\$6,500.00	\$6,500.00	\$6,500.00	Connectivity to Main Fire Alarm System
10130100	96730	MACHINERY & EQUIPMENT EXPENSE	\$14,845.00	\$14,845.00	\$14,845.00	\$14,845.00	Camera Upgrades
10130100	96740	OFFICE EQUIP.& FURN. EXPENSE	\$1,292.00	\$1,292.00	\$1,292.00	\$1,292.00	Replace 24/7 Heavy Duty Chairs
10130100	96751	VEHICLE EQUIPMENT EXPENSE	\$450.00	\$450.00	\$450.00	\$450.00	Maintain Equip/Lettering for Vehicles
10130100	96760	AUDIO / VISUAL EXPENSE	\$3,500.00	\$3,500.00	\$3,500.00	\$0.00	PolyCam System - 2nd Floor Jail
			\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	4 Ceiling Mounted Monitors - 2nd Floor Jail
			\$19,265.00	\$19,265.00	\$19,265.00	\$19,265.00	Update Live Scan Booking System
10130100	97101	LAND IMPROVEMENTS	\$0.00	\$34,000.00	\$34,000.00	\$34,000.00	Parking Lot
10130100	98500	AUDIO/VISUAL	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	Replacement Cameras
<b>SECONDARY ROAD PATROL</b>							
10131500	96730	MACHINERY & EQUIPMENT EXPENSE	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	Taser Replacement/Cartridges (\$50/ea) Install/Uninstall Equip & Lettering on 3
10131500	96751	VEHICLE EQUIPMENT EXPENSE	\$20,381.00	\$20,381.00	\$20,381.00	\$20,381.00	New/Old Vehicles 3 Vehicles to Replace/Up-Grade 24/7
10131500	98100	VEHICLES	\$101,000.00	\$101,000.00	\$101,000.00	\$101,000.00	Secondary Rd Patrol Vehicles

10131503	96730	MACHINERY & EQUIPMENT EXPENSE	\$400.00	\$400.00	\$400.00	\$400.00	Maintain Equipment	
<b><u>2ND RD PATROL-CITY OF AUBURN</u></b>								
10131507	96750	VEHICLE EXPENSE	\$0.00	\$0.00	\$0.00	\$500.00	Upkeep	
<b><u>SECONDARY ROAD PATROL GRANT</u></b>								
10131600	96751	VEHICLE EQUIPMENT EXPENSE	\$3,050.00	\$3,050.00	\$3,050.00	\$3,050.00	Install/Uninstall Equip & Lettering on	
<b><u>ROAD PATROL GRANT OCT-DEC</u></b>								
10131681	96751	VEHICLE EQUIPMENT EXPENSE	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	Install/Uninstall Equip & Lettering on	
10131681	98100	VEHICLES	\$24,500.00	\$24,500.00	\$24,500.00	\$24,500.00	Purchase Vehicle	
<b><u>OFF OF EMERG SERV-CIVIL DEFENS</u></b>								
10142600	96742	COMPUTER SOFTWARE EXPENSE	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	See ISD Millage Budget Requests	
<b><u>ANIMAL SHELTER/DOG WARDEN</u></b>								
10143000	96720	BLDGS/BLDG ADD.& IMPROVE EXPEN	\$1,700.00	\$0.00	\$0.00	\$0.00	Removal per Department	
10143000	96730	MACHINERY & EQUIPMENT EXPENSE	\$1,918.00	\$0.00	\$0.00	\$0.00	Removal per Department	
<b><u>PARKS/RECREATION MAINTENANCE</u></b>								
10175112	96720	BLDGS/BLDG ADD.& IMPROVE EXPEN	\$3,700.00	\$3,700.00	\$3,700.00	\$3,700.00	2 Overhead Garage Doors	
10175112	96730	MACHINERY & EQUIPMENT EXPENSE	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	PTO for Dump Truck	
			\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Air Seat & Air Dryer for Dump Truck	
			\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	Snow Pusher Box for Backhoe	
			\$900.00	\$900.00	\$900.00	\$900.00	2 Truck Tool Boxes (\$450/ea)	
<b><u>COMMUNITY CENTER</u></b>								
10175700	93300	BLDG. REPAIR & MAINTENANCE	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	Building Repair	
			\$0.00	\$0.00	\$2,000.00	\$2,000.00	Showers: All 4 Locker Rooms	
10175700	96720	BLDGS/BLDG ADD. & IMPROVE EXPEN	\$0.00	\$0.00	\$3,500.00	\$3,500.00	New Windows 128 & 124	
10175700	96730	MACHINERY & EQUIPMENT EXPENSE	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	Portable Tennis Nets/Courts	
10175700	97500	BLDGS/BLDG ADD.& IMPROVE EXPEN	\$0.00	\$0.00	\$10,000.00	\$10,000.00	Lighting/Celling Fans for Both Gyms	
			\$0.00	\$0.00	\$6,500.00	\$6,500.00	Flooring	
10175700	97900	MACHINERY & EQUIPMENT EXPENSE	\$0.00	\$0.00	\$10,300.00	\$10,300.00	Lockers: All 4	
			\$0.00	\$0.00	\$6,000.00	\$6,000.00	Bleachers (Large Gym)	
<b><u>FAIRGROUNDS</u></b>								
10176000	97500	BLDGS/BLDG ADD.& IMPROVE EXPEN	\$0.00	\$30,000.00	\$30,000.00	\$0.00	New Storage Building	
<b><u>PINCONNING PARK</u></b>								
10176300	96711	LAND IMPROVEMENT EXPENSE	\$0.00	\$0.00	\$3,200.00	\$3,200.00	Gravel for Roads & Campsites (4 trains)	
			\$0.00	\$0.00	\$0.00	\$6,594.00	Wildlife	
10176300	96720	BLDGS/BLDG ADD. & IMPROVE EXPEN	\$0.00	\$5,000.00	\$5,000.00	\$3,000.00	New Roof for the Bathhouse	
10176300	96730	MACHINERY & EQUIPMENT EXPENSE	\$0.00	\$0.00	\$10,000.00	\$6,000.00	15 Electrical Boxes (\$400/ea)	
<b><u>WELLNESS PROGRAM</u></b>								
10185900	96730	MACHINERY & EQUIPMENT EXPENSE	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	Exercse Equipment	
<b><u>TOTAL GEN-FUND</u></b>			<b><u>\$385,476.00</u></b>	<b><u>\$1,652,509.00</u></b>	<b><u>\$1,704,099.00</u></b>	<b><u>\$1,665,335.00</u></b>		

**SPECIAL REVENUE FUNDS**

ORG	OBJ	DESCRIPTION	DEPARTMENT	FINANCE	EXECUTIVE	COMMISSION	NARRATIVE
<b><u>FRIEND OF THE COURT</u></b>							
2.15E+08	96741	COMPUTER HARDWARE EXPENSE	\$0.00	\$20,250.00	\$20,250.00	\$20,250.00	See ISD Millage Budget Request
2.15E+08	96742	COMPUTER SOFTWARE EXPENSE	\$0.00	\$6,615.00	\$6,615.00	\$6,615.00	See ISD Millage Budget Request
<b><u>HEALTH DEPT-ADMINISTRATION</u></b>							
22160100	96720	BLDGS/BLDG ADD.& IMPROVE EXPEN	\$0.00	\$100,000.00	\$100,000.00	\$100,000.00	Roof Replacement
22160100	96741	COMPUTER HARDWARE EXPENSE	\$4,200.00	\$0.00	\$0.00	\$0.00	Removal per Department
22160100	97500	BLDGS/BLDG ADD.& IMPROVE EXPEN	\$21,734.00	\$5,000.00	\$5,000.00	\$5,000.00	Security Upgrades
<b><u>BIOTERRORISM-OCT/DEC</u></b>							
22160581	96741	COMPUTER HARDWARE EXPENSE	\$300.00	\$0.00	\$0.00	\$0.00	Removal per Department
22160581	98000	OFFICE EQUIPMENT AND FURNITURE	\$1,000.00	\$0.00	\$0.00	\$0.00	Removal per Department
<b><u>IMMUNIZATIONS</u></b>							
22161106	96730	MACHINERY & EQUIPMENT EXPENSE	\$10,000.00	\$0.00	\$0.00	\$0.00	Generator/Being purchased In 2015
<b><u>HEALTH EDUCATION GRANT</u></b>							
22161502	96741	COMPUTER HARDWARE EXPENSE	\$566.00	\$0.00	\$0.00	\$0.00	Removal per Department
<b><u>FAMILY PLANNING</u></b>							
22161600	96741	COMPUTER HARDWARE EXPENSE	\$1,800.00	\$0.00	\$0.00	\$0.00	Removal per Department
22161600	96742	COMPUTER SOFTWARE EXPENSE	\$260.00	\$0.00	\$0.00	\$0.00	Removal per Department
<b><u>WOMEN, INFANTS, &amp; CHILDREN</u></b>							
22161800	97500	BLDGS/BLDG ADD.& IMPROVE EXPEN	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00	New Walls **GRANT MONEY**
<b><u>MOSQUITO CONTROL</u></b>							
24062000	96741	COMPUTER HARDWARE EXPENSE	\$1,000.00	\$1,700.00	\$1,700.00	\$1,700.00	See ISD Millage Budget Requests
24062000	96751	VEHICLE EQUIPMENT EXPENSE	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	2nd Phase of Velocity GIS System
24062000	98100	VEHICLES	\$24,000.00	\$24,000.00	\$24,000.00	\$24,000.00	Replacement Vehicle (Truck)
<b><u>REGIST. OF DEEDS AUTOMATION FND</u></b>							
25626800	96741	COMPUTER HARDWARE EXPENSE	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	See ISD Millage Budget Requests
<b><u>911 CENTRAL DISPATCH</u></b>							
26132500	96720	BLDGS/BLDG ADD.& IMPROVE EXPEN	\$16,500.00	\$16,500.00	\$16,500.00	\$16,500.00	Purchase/Installation LED Overhead
26132500	96730	MACHINERY & EQUIPMENT EXPENSE	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	A/C Unit for Bangor Twp Backup Center
26132500	96740	OFFICE EQUIP.& FURN. EXPENSE	\$7,300.00	\$7,300.00	\$7,300.00	\$7,300.00	Dispatch Chair Purchase & Repair
26132500	96741	COMPUTER HARDWARE EXPENSE	\$61,000.00	\$61,000.00	\$61,000.00	\$61,000.00	See ISD Millage Budget Requests
26132500	96742	COMPUTER SOFTWARE EXPENSE	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	See ISD Millage Budget Requests
26132500	96760	AUDIO / VISUAL EXPENSE	\$17,500.00	\$17,500.00	\$17,500.00	\$17,500.00	Siren Maintenance
26132500	96761	RADIO EQUIPMENT EXPENSE	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	800 Mic Fees
			\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	KVM, Cabling & Radio PC Install
			\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	800 Repeater
			\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	Cordless Headset Install
			\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	Radio over IP

26132500	98000	OFFICE EQUIPMENT AND FURNITURE	\$18,000.00	\$18,000.00	\$18,000.00	\$18,000.00	Console Furniture - Replace 6th Dispatch Furniture
26132500	98001	COMPUTER SOFTWARE	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	See ISD Millage Budget Requests
26132500	98002	COMPUTER HARDWARE	\$150,000.00	\$200,000.00	\$200,000.00	\$200,000.00	See ISD Millage Budget Requests
26132500	98500	AUDIO/VISUAL	\$22,000.00	\$22,000.00	\$22,000.00	\$22,000.00	2 Sirens
26132500	98501	RADIO EQUIPMENT	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	Purchase 800 MHz & VHF Radio Equipment
<b>CLERK-CONCEALED PISTOL LICENSE</b>							
26321500	96730	MACHINERY & EQUIPMENT EXPENSE	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Purchase Identphoto/CCW Card Printer
<b>B.A.Y.A.N.E.T.</b>							
26513120	96730	MACHINERY & EQUIPMENT EXPENSE	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	Component Unit
26513120	96740	OFFICE EQUIP. & FURN. EXPENSE	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	Component Unit
<b>LIBRARY</b>							
27179000	96730	MACHINERY & EQUIPMENT EXPENSE	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	Component Unit
27179000	96740	OFFICE EQUIP. & FURN. EXPENSE	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	Component Unit
27179000	96741	COMPUTER HARDWARE EXPENSE	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	Component Unit
27179000	96742	COMPUTER SOFTWARE EXPENSE	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	Component Unit
27179000	96760	AUDIO / VISUAL EXPENSE	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	Component Unit
27179000	96770	BOOK EXPENSE	\$370,000.00	\$370,000.00	\$370,000.00	\$370,000.00	Component Unit
27179000	96771	BOOK - CD ROM/DISKETTE EXPENSE	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	Component Unit
27179000	96772	MICROFORMS EXPENSE	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	Component Unit
<b>DIV. ON AGING ADMINISTRATION</b>							
27667200	96740	OFFICE EQUIP. & FURN. EXPENSE	\$400.00	\$400.00	\$400.00	\$400.00	Replace Office Desk
			\$400.00	\$400.00	\$400.00	\$400.00	Replace 2 Office Chairs (\$200/ea)
27667200	96741	COMPUTER HARDWARE EXPENSE	\$3,600.00	\$3,600.00	\$3,600.00	\$3,600.00	See ISD Millage Budget Requests
27667200	98100	VEHICLES	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	Replace 2004 Home Delivery Meal Cargo
<b>FEDERAL CI-CONGREGATE</b>							
27667206	96730	MACHINERY & EQUIPMENT EXPENSE	\$1,000.00	\$0.00	\$0.00	\$0.00	Removal per Department
<b>DIV. ON AGING-2013 SPECIAL PROJECT</b>							
27667250	97500	BLDGS/BLDG ADD. & IMPROVE EXPEN	\$684,729.00	\$0.00	\$0.00	\$0.00	Project Ended
<b>INSTIT. CARE-DET. FAC (IUV HOME)</b>							
29266203	96711	LAND IMPROVEMENT EXPENSE	\$0.00	\$31,000.00	\$31,000.00	\$31,000.00	Repair Front Parking Lot and Both
29266203	96730	MACHINERY & EQUIPMENT EXPENSE	\$379.00	\$0.00	\$0.00	\$0.00	Removal per Department
29266203	97500	BLDGS/BLDG ADD. & IMPROVE EXPEN	\$96,000.00	\$0.00	\$0.00	\$0.00	Removal per Department
<b>TOTAL SPECIAL REV</b>			<b>\$1,903,168.00</b>	<b>\$1,309,765.00</b>	<b>\$1,309,765.00</b>	<b>\$1,309,765.00</b>	

ENTERPRISE/INTERNAL SERVICE/TRUST FUNDS

ORG	OBJ	DESCRIPTION	DEPARTMENT	FINANCE	EXECUTIVE	COMMISSION	NARRATIVE
<b>GOLF COURSE</b>							
50975600	96720	BLDGS/BLDG ADD. & IMPROVE EXPEN	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	Roof Replacement
<b>SOCIAL SERVICES-MED CARE FACIL.</b>							
51267100	96741	COMPUTER HARDWARE EXPENSE	\$68,920.00	\$71,420.00	\$71,420.00	\$71,420.00	Component Unit
<b>HOUSING FUND-MATERIALS</b>							
53504420	96730	MACHINERY & EQUIPMENT EXPENSE	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	Mechanical Room Equipment
<b>HOUSING FUND-CONTRACT COSTS</b>							
53504430	96730	MACHINERY & EQUIPMENT EXPENSE	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	2 Washers (\$1,250/ea)
			\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	2 Dryers (\$1,250/ea)
<b>HOUSING FUND-NON ROUTINE MAINTENANCE</b>							
53504610	97500	BLDGS/BLDG ADD. & IMPROVE EXPEN	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	Fire Panel/Fire System Upgrade
			\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	Parking Lot
<b>RETIREMENT BOARD</b>							
73127400	96730	MACHINERY & EQUIPMENT EXPENSE	\$0.00	\$3,400.00	\$3,400.00	\$3,400.00	Desk & Hutch/Fax Machine/Printer/Voice Recorder
73127400	96740	OFFICE EQUIP. & FURN. EXPENSE	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00	Office & Guest Chairs/Shredder/Filing
<b>TOTAL ENT/INT SERV/TRUSTS</b>			<b>\$226,020.00</b>	<b>\$236,920.00</b>	<b>\$236,920.00</b>	<b>\$236,920.00</b>	

Line Item & Description	Expense
<b>93700 Maintenance Expenses</b>	
Annual software contracts	\$312,381 *Details Below Under Software
Annual maintenance contracts	\$59,967 *Details Below Under Hardware
<b>Total line item 93700</b>	<b>\$372,348</b>
<b>96741 Computer Hardware Expense</b>	
General Fund Department Requests	\$66,250 *Details in ISD 2016 General Budget Requests
Departments with Millage Funds	\$100,950 *Details Inside ISD 2016 Millage Budget Requests
<b>Total line item 96741</b>	<b>\$167,200</b>
<b>96742 Computer Software Expense</b>	
Department Requests	\$20,960 *Details Inside ISD 2016 General Budget Requests
Departments with Millage Funds	\$33,115 *Details Inside ISD 2016 Millage Budget Requests
<b>Total line item 96742</b>	<b>\$54,075</b>
<b>98001 Computer Software</b>	
Department Requests	\$30,000 *Details Inside ISD 2016 General Budget Requests
Departments with Millage Funds	\$200,000 *Details Inside ISD 2016 Millage Budget Requests
<b>Total line item 98001</b>	<b>\$230,000</b>
<b>98002 Computer Hardware</b>	
Department Requests	\$117,000 *Details Inside ISD 2016 General Budget Requests
Departments with Millage Funds	\$50,000 *Details Inside ISD 2016 Millage Budget Requests
<b>Total line item 98002</b>	<b>\$167,000</b>
<b>Grand Total 93700-98002</b>	<b>\$990,623</b>

Maintenance	2016	2015
<b>Software Vendor</b>		
Time Clock Plus Web	\$1,758	\$1,758 Increase due to more time clocks
iyetek e-ticketing	\$7,300	\$7,300
MDM	\$2,500	\$2,500
iSeries Software maintenance	\$5,929	\$5,929 10% increase
iSeries HMC Software maintenance	\$500	\$497 10% increase
FTR	\$1,300	\$1,300
Symantec Backup/Replacing with VEEAM	\$0	\$0 Expires 1/20/16
Symantec Anti Virus	\$5,300	\$5,300 535 Licenses
ASK	\$3,900	\$3,900 Yearly fee for the iSeries DR box
Disaster Recovery	\$3,700	\$3,700 NetSource One/SVSU
BS&A Assessing and Tax System	\$8,300	\$4,260 Equalization .Net Systems
BS&A Animal Licensing	\$900	\$850
NIGP Nat. Institute prior Purchasing Dept	\$775	\$775 10% increase
VMWare	\$8,000	\$8,000
What's Up Gold	\$1,000	\$895
Survey Monkey	\$250	\$225 Annual invoice
Telemate	\$1,250	\$1,250 Expires on 12/26 yearly
Cherry Lan-Probate Module	\$4,250	\$4,250

Cherry Lan-Prosecutor Module	\$4,250	\$4,250	
CherryLan-Filer	\$11,000	\$11,000	
Track IT Help Desk Software	\$10,500	\$10,500	Expires 11/27/13, 2010 thru 2013
MUNIS/TYLER - Financials	\$107,867	\$102,730	5% annual increase from '12
MUNIS/TYLER - OS/DBA Contract	\$25,689	\$24,465	5% annual increase from '12
MUNIS/TYLER - Site License	\$5,593	\$5,326	5% annual increase from '12
VMWare View - Desktop Virtualization	\$0	\$0	
Imagesoft - Customer Care Annual	\$24,580	\$24,580	
ESRI Annual Server Maintenance	\$5,000	\$5,000	
Imagesoft Annual Software Maintenance	\$8,000	\$8,000	
OnBase Annual Software Maintenance	\$40,423	\$40,423	
West Law/Concourse	\$5,310	\$5,310	
In2Gro Video Maintenance	\$7,257		
<b>Software Subtotal</b>	<b>\$312,381</b>	<b>\$294,273</b>	
<b>Hardware Vendor</b>			
Solutionary	\$17,000	\$17,000	Firewall Monitoring
Service Express – AS/400 Printers	\$1,000	\$1,000	Bank of hours due to less usage
9-1-1 Generator - 1/2 the total cost	\$900	\$900	9-1-1 still uses iSeries
Iseries County	\$5,028	\$5,028	9-1-1 splits
Iseries – Spare/redundant	\$2,640	\$2,640	All General Fund
Dell	\$4,500	\$4,500	Sheriff Vid.Server
Small Peripherals – Desktops and printers	\$15,000	\$15,000	Maintenance inspect and yearly
UPS County - APC	\$0	\$0	Maintenance inspect and yearly
CISCO Network switches/backbone	\$10,000	\$10,000	Exp 8/26/12 - one yr - NS1
UPS 911	\$1,439	\$1,439	Eaton UPS Switch - 9-1-1
Shred Experts	\$2,000	\$0	Shredding and disposal of hard drives
Verizon – ISD Laptop/On-call	\$460	\$460	Wireless AirCard/Verizon
<b>Hardware Subtotal</b>	<b>\$59,967</b>	<b>\$57,967</b>	
<b>Total Expense 93700</b>	<b>\$372,348</b>	<b>\$352,240</b>	

<b>Outside of ISD Budget</b>	
Apex Software	Equalization Pays
Fujitsu Copier	Register of Deeds
CareVantage	Health Department Pays
Sword Solutions	
M & M - Health Department main. - VHN	Health Department Pays
M & M - Health Department - interface.	Health Department Pays
BS&A PRE Audit	Treasurer Pays
BS&A Internet Services	Treasurer Pays
BS&A Delinquent Tax System	Treasurer Pays
BS&A Delinquent Tax System	Treasurer Pays

ISD 2016 General Fund Budget Requests

APPENDIX B

Last Updated: 12/1/2015

Department/Division	Software	Hardware	Comments
<b>Administrative Services</b>			
	Laptop	\$1,500	Includes docking station
	<b>Subtotal</b>	<b>\$1,500</b>	
<b>Environmental Affairs</b>			
	Mobile Projector	\$400	
	Laptop	\$1,200	Includes docking station
	<b>Subtotal</b>	<b>\$1,600</b>	
<b>Finance</b>			
	Laptop	\$1,950	Includes docking station
	<b>Subtotal</b>	<b>\$1,950</b>	
<b>Prosecutor</b>			
	Large Monitors	\$600	
	<b>SubTotal</b>	<b>\$0</b>	<b>\$600</b>
<b>Sheriff Department</b>			
	Ceiling Mounted Monitors	\$2,000	
	<b>SubTotal</b>	<b>\$0</b>	<b>\$2,000</b>
<b>Information Systems</b>			
	Monitors	\$35,000	
	Desktop Printer Replacement	\$5,000	
	Desktop Scanners	\$10,000	
	Mobile Projector	\$400	
	Memory for Server	\$3,200	
	Wireless Equipment for Enhanced Wireless	\$5,000	
	ImageSoft Licensing	\$20,000	
	Production Document Imaging	\$960	
	<b>Sub Total</b>	<b>\$20,960</b>	<b>\$58,600</b>
	<b>Software (96472) Hardware (96741)</b>	<b>\$20,960</b>	<b>\$66,250</b>
	<b>Expenses for General Fund:</b>		
	<b>96742 (Software) &amp; 96741 (Hardware)</b>		<b>\$87,210</b>
<b>Capital Expenditures</b>			
	ImageSoft Web Server Application	\$10,000	ISD: External web user access
	Additional Drive Space for System	\$65,000	
	Polycom System Second Floor Jail	\$12,000	
	Core Switch Updates	\$40,000	
	LiveScan Upgrade	\$20,000	
	<b>Software (98001) Hardware (98002)</b>	<b>\$30,000</b>	<b>\$117,000</b>
	<b>Capital Expenditures for General Fund: 98001 (Software) &amp; 98002 (Hardware)</b>		<b>\$147,000</b>

ISD 2016 General Fund Budget Requests  
Last Updated: 12/1/2015

APPENDIX B

No Requests

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Budget  
Buildings & Grounds  
Circuit Court  
Civic Areana  
County Clerk  
District Court  
District Court Probation  
Drain Office  
Drain Office - Soil Erosion  
Emergency Services  
Equalization  
GIS  
Health - Medical Examiner  
Juvenile Home  
LEPC  
MSU Extension  
MSU Training Lab  
Office of Assigned Counsel  
MSU Training Lab  
Parks & Recreation  
Payroll & Benefits  
Personnel  
Probate Court  
Public Defender  
Remomentation  
Soil Erosion  
Trasportation and Planning  
Treasurer

ISD 2016 Millage Grant Fund Budget Requests  
 Last Updated: 12/1/2015

APPENDIX B

Department/Division	Software	Hardware	Comments
<b>911 Central Dispatch</b>			
6 CAD Computers		\$20,000	
2 Laptops		\$3,500	
iPad Replacements		\$2,500	
Video Wall		\$32,000	
KVM Box and Cabling		\$3,000	
Software for Windows/911 Upgrades	\$18,500		
Software for New Hardware	\$6,500		
Sub Total	\$25,000	\$61,000	
<b>Division on Aging</b>			
3 Laptops		\$3,600	Include Docking Station
Sub Total		\$3,600	
<b>Friend of the Court</b>			
27 Desktops		\$20,250	
27 Microsoft Licenses	\$6,615		
Sub Total	\$6,615	\$20,250	
<b>Mosquito Control</b>			
Desktops for Melinda and Rebecca Brandt		\$1,700	
Sub Total		\$1,700	
<b>Register of Deeds - Tech Fund</b>			
Computer Equipment or Updates		\$12,000	
Sub Total		\$12,000	
<b>Emergency Services - Civil Defense</b>			
TIER II Manager - Emergency Planning and Community Right-to-Know			
	\$1,500		
Sub Total	\$1,500		
<b>Victim's Advocates</b>			
2 Laptops		2400	
Sub Total		\$2,400	
<b>911 Central Dispatch - Capital Expenses</b>			
Upgrade 911			
Networks/SANS/Switches/Routers	\$50,000		
Upgrade 911 Network		\$200,000	
Capital 98002/98001	\$50,000	\$200,000	
Totals 96742/96741	\$33,115	\$100,950	
<b>No Requests</b>			
Golf Course			
Gypsy Moth			
Health Bio Terrorism Pandemic Flu			
Health Children's Special Health Care			
Health-Hearing and Vision			
Health-Environmental Health			
Health-Family Planning			
Health-Fiscal			
Health-Immunization			
Health-Laboratory			
Health-Maternal/Infant Support			
Health-Health Screening			
Health-WIC/Pinconning Clinic			
Housing			
Retirement System			
Health - Admin			
<b>Grand Total</b>			
Software & Hardware	\$25,000	\$82,950	
Millage & Grants (96742 & 96741)		\$82,950	
Millage & Grants (98001 & 98002)	\$50,000	\$200,000	

## Bay County 2016 Commissioner Budget

THE FOLLOWING REPRESENTS PROPOSED CHANGES TO THE 2016 BUDGET,  
AS ORIGINALLY RECOMMENDED IN THE EXECUTIVE'S BUDGET ON 10/01/2015

							Revenue changes Positive (negative) IMPACT	Expenditure changes (positive) negative IMPACT	
							Bgt req Exec:level-3	Bgt req Comm:level-4	
<b>1010 GENERAL FUND</b>									
<u>BOARD OF COMMISSIONERS</u>									
1	10110100	40003	INCREASE	FUND BALANCE-RESRVSDSGNATIONS	RA	0	-11,594	11,594	
2	10110100	85201	INCREASE	CELLPHONE	XL	500	700		200
3	10110100	86500	INCREASE	STATE TRAVEL MILEAGE	XL	100	500		400
4	10110100	90000	DECREASE	PRINTING/PUBLISHING/ADVERTISI	XL	4,500	2,000		-2,500
5	10110100	94601	INCREASE	EQUIPMENT RENTAL-COPY MACHINES	XL	2,931	4,000		1,069
6	10110100	96900	DECREASE	CONTRIBUTIONS - OTHER	XL	100,000	50,000		-50,000
<u>CIRCUIT COURT</u>									
7	10113100	60300	DECREASE	COURT COSTS AND FEES - MISC	RL	-95,000	-65,000	-30,000	
8	10113100	60303	DECREASE	COURT FILING FEES	RL	-26,000	-22,000	-4,000	
9	10113100	67801	DECREASE	JUDGES SALARY REIMBURSEMENT	RR	-137,172	-91,448	-45,724	
10	10113100	70300	DECREASE	SALARIES-ELECTED OR APPOINTED	XE	537,344	446,747		-90,597
11	10113100	70400	DECREASE	WAGES-CLERICAL-OTHER FULL TIME	XE	179,951	148,838		-31,113
12	10113100	70401	DECREASE	PAY IN LIEU OF HEALTH INSURANC	XE	9,900	6,300		-3,600
13	10113100	71500	DECREASE	SOCIAL SECURITY	XF	44,890	38,800		-6,090
14	10113100	71600	DECREASE	HEALTH INSURANCE	XF	129,688	118,065		-11,623
15	10113100	71700	DECREASE	LIFE INSURANCE	XF	1,589	1,297		-292
16	10113100	71800	DECREASE	RETIREMENT	XF	51,084	41,058		-10,026
17	10113100	72100	DECREASE	WORKERS' COMPENSATION	XF	1,099	909		-190
18	10113100	72200	DECREASE	SICK AND ACCIDENT INSURANCE	XF	6,824	5,908		-916
19	10113100	72500	DECREASE	UNEMPLOYMENT COMPENSATION	XF	896	775		-121
20	10113100	86100	DECREASE	CONFERENCE FEES & EXPENSES	XL	5,500	3,500		-2,000
21	10113100	86600	INCREASE	LOCAL TRAVEL MILEAGE	XL	0	3,500		3,500
<u>CIRCUIT COURT - SSSPP GRANT</u>									
22	10113101	53900	DECREASE	STATE GRANTS	RH	-325,345	-162,000	-163,345	
23	10113101	70600	DECREASE	OVERTIME	XE	8,329	0		-8,329
24	10113101	80200	DECREASE	CONTRACTUAL SERVICES	XL	239,497	85,890		-153,607
25	10113101	83100	DECREASE	OTHER SERVICES AND CHARGES	XL	10,353	8,944		-1,409
<u>DISTRICT COURT</u>									
26	10113600	60300	DECREASE	COURT COSTS AND FEES - MISC	RL	-159,000	-134,000	-25,000	
27	10113600	60301	DECREASE	COURT COSTS - COURT FACILITIES	RL	-366,000	-285,000	-81,000	
28	10113600	60303	DECREASE	COURT FILING FEES	RL	-135,000	-105,000	-30,000	
29	10113600	60305	INCREASE	WRIT OF GARNISH/REST/ATTACH/EX	RL	-115,000	-148,000	33,000	
30	10113600	60600	DECREASE	ASSESSMENT FEES - O.U.I.L.	RL	-52,000	-40,000	-12,000	
31	10113600	60603	DECREASE	ASSESSMENT FEES-PROSECUTION	RL	-36,000	-10,000	-26,000	
32	10113600	61000	INCREASE	VICTIM RIGHTS/FORENSIC ADM FEE	RL	-8,000	-15,000	7,000	
33	10113600	61100	DECREASE	REIMBURSEMENT-ATTORNEY FEE	RL	-65,000	-35,000	-30,000	
34	10113600	63700	DECREASE	DEPARTMENT SERVICES	RL	-16,000	-10,000	-6,000	
35	10113600	65700	DECREASE	ORDINANCE FINES AND COSTS	RN	-120,000	-100,000	-20,000	
36	10113600	72700	DECREASE	OFFICE SUPPLIES	XI	8,340	6,000		-2,340
37	10113600	72702	DECREASE	BOOK SUPPLIES	XI	2,500	500		-2,000
38	10113600	79900	DECREASE	OTHER SUPPLIES	XI	1,250	250		-1,000
<u>DISTRICT COURT ADULT PROBATION</u>									
39	10113700	80200	DECREASE	CONTRACTUAL SERVICES	XL	6,800	3,800		-3,000
<u>FRIEND OF THE COURT</u>									
40	10114100	72700	DECREASE	OFFICE SUPPLIES	XI	6,800	4,000		-2,800
41	10114100	96000	DECREASE	EDUCATION AND TRAINING	XL	2,500	1,300		-1,200

## Bay County 2016 Commissioner Budget

THE FOLLOWING REPRESENTS PROPOSED CHANGES TO THE 2016 BUDGET,  
AS ORIGINALLY RECOMMENDED IN THE EXECUTIVE'S BUDGET ON 10/01/2015

						Bgt req Exec:level-3	Bgt req Comm:level-4	Revenue changes Positive (negative) IMPACT	Expenditure changes (positive) negative IMPACT
<u>FRND OF CRT-COOP REIMBURSEMENT</u>									
42	10114200	53100	INCREASE	FEDERAL GRANT-COOPERATIVE REIM	RF	-950,000	-1,110,000	160,000	
43	10114200	71600	INCREASE	HEALTH INSURANCE	XF	116,228	119,133		2,905
<u>JURY/JUDICIAL COUNCIL</u>									
44	10114700	60304	DECREASE	JURY DEMAND FEES	RL	-11,000	-8,000	-3,000	
45	10114700	61100	DECREASE	REIMBURSEMENT-ATTORNEY FEE	RL	-20,000	-4,000	-16,000	
46	10114700	68305	DECREASE	REIMB. STATE-JURY FEES	RR	-40,000	-28,000	-12,000	
47	10114700	72900	INCREASE	POSTAGE	XI	6,800	10,000		3,200
48	10114700	82500	DECREASE	JURY FEES	XL	95,991	72,000		-23,991
49	10114700	86000	DECREASE	TRANSPORTATION	XL	12,000	7,000		-5,000
50	10114700	86100	DECREASE	CONFERENCE FEES & EXPENSES	XL	2,000	500		-1,500
51	10114700	93700	DECREASE	HARD/SOFTWARE REPAIR & MAINT	XL	1,500	1,000		-500
<u>PROBATE COURT</u>									
52	10114800	60300	DECREASE	COURT COSTS AND FEES - MISC	RL	-25,000	-20,000	-5,000	
53	10114800	70300	DECREASE	SALARIES-ELECTED OR APPOINTED	XE	303,707	300,805		-2,902
54	10114800	71500	DECREASE	SOCIAL SECURITY	XF	50,345	50,123		-222
55	10114800	71800	DECREASE	RETIREMENT	XF	43,022	42,790		-232
56	10114800	72100	DECREASE	WORKERS' COMPENSATION	XF	1,020	1,016		-4
57	10114800	72200	DECREASE	SICK AND ACCIDENT INSURANCE	XF	6,188	6,155		-33
58	10114800	72500	DECREASE	UNEMPLOYMENT COMPENSATION	XF	810	806		-4
59	10114800	80100	DECREASE	PROFESSIONAL SERVICES	XL	2,500	1,000		-1,500
60	10114800	81200	DECREASE	MEDICAL SERVICES	XL	7,500	6,000		-1,500
61	10114800	81800	DECREASE	AUDIT FEES	XL	7,000	4,000		-3,000
62	10114800	93700	DECREASE	HARD/SOFTWARE REPAIR & MAINT	XL	21,000	19,000		-2,000
63	10114800	94601	DECREASE	EQUIPMENT RENTAL-COPY MACHINES	XL	3,200	2,100		-1,100
<u>PUBLIC GUARDIAN</u>									
64	10114802	80200	DECREASE	CONTRACTUAL SERVICES	XL	210,000	200,000		-10,000
<u>COUNTY EXECUTIVE</u>									
65	10117100	86100	INCREASE	CONFERENCE FEES & EXPENSES	XL	2,000	3,500		1,500
66	10117100	86500	INCREASE	STATE TRAVEL MILEAGE	XL	1,200	2,000		800
<u>ACCOUNTING DEPARTMENT</u>									
67	10119100	70400	DECREASE	WAGES-CLERICAL-OTHER FULL TIME	XE	69,638	67,571		-2,067
68	10119100	71500	DECREASE	SOCIAL SECURITY	XF	22,846	22,688		-158
69	10119100	71600	DECREASE	HEALTH INSURANCE	XF	58,112	48,427		-9,685
70	10119100	71800	DECREASE	RETIREMENT	XF	23,894	23,728		-166
71	10119100	72100	DECREASE	WORKERS' COMPENSATION	XF	451	448		-3
72	10119100	72200	DECREASE	SICK AND ACCIDENT INSURANCE	XF	3,436	3,412		-24
73	10119100	72500	DECREASE	UNEMPLOYMENT COMPENSATION	XF	451	448		-3
74	10119100	72800	DECREASE	PRINTING AND BINDING	XI	2,000	500		-1,500
75	10119100	80100	DECREASE	PROFESSIONAL SERVICES	XL	2,600	1,000		-1,600
76	10119100	81100	DECREASE	PHOTO & MICROFILM/FICHE SERVIC	XL	2,170	170		-2,000
77	10119100	81400	DECREASE	INVESTMENT/BANK SERVICE CHARGE	XL	45	45		0
78	10119100	86100	DECREASE	CONFERENCE FEES & EXPENSES	XL	5,280	3,500		-1,780
79	10119100	94601	DECREASE	EQUIPMENT RENTAL-COPY MACHINES	XL	5,350	3,000		-2,350
80	10119100	95500	DECREASE	MISCELLANEOUS	XL	140	140		0
<u>BUDGET DEPARTMENT</u>									
81	10121200	75100	DECREASE	COMPUTER SUPPLIES	XI	2,200	1,000		-1,200
82	10121200	95500	INCREASE	MISCELLANEOUS	XL	349	349		0
<u>CLERK</u>									

Projection no. 2016

## Bay County 2016 Commissioner Budget

THE FOLLOWING REPRESENTS PROPOSED CHANGES TO THE 2016 BUDGET,  
AS ORIGINALLY RECOMMENDED IN THE EXECUTIVE'S BUDGET ON 10/01/2015

						Bgt req	Bgt req	Revenue	Expenditure
						Exec:level-3	Comm:level-4	changes	changes
								Positive	(positive)
								(negative)	negative
								IMPACT	IMPACT
83	10121500	63700	DECREASE	DEPARTMENT SERVICES	RL	-150,000	-130,000	-20,000	
84	10121500	70400	DECREASE	WAGES-CLERICAL-OTHER FULL TIME	XE	39,256	27,479		-11,777
85	10121500	71500	DECREASE	SOCIAL SECURITY	XF	12,880	11,978		-902
86	10121500	71600	DECREASE	HEALTH INSURANCE	XF	24,214	22,761		-1,453
87	10121500	71700	DECREASE	LIFE INSURANCE	XF	281	261		-20
88	10121500	71800	DECREASE	RETIREMENT	XF	13,562	12,618		-944
89	10121500	72100	DECREASE	WORKERS' COMPENSATION	XF	255	237		-18
90	10121500	72200	DECREASE	SICK AND ACCIDENT INSURANCE	XF	1,100	964		-136
91	10121500	72500	DECREASE	UNEMPLOYMENT COMPENSATION	XF	144	126		-18
92	10121500	74000	DECREASE	OPERATING SUPPLIES	XI	1,500	500		-1,000
93	10121500	74700	DECREASE	PHOTO & MICROFILM/FICHE SUPPLY	XI	10,000	0		-10,000
94	10121500	80200	DECREASE	CONTRACTUAL SERVICES	XL	8,900	3,500		-5,400
95	10121500	81301	DECREASE	INTERNET/CABLE SERVICES	XL	500	0		-500
<b><u>INFORMATION SYSTEMS DIVISION</u></b>									
96	10122800	75100	DECREASE	COMPUTER SUPPLIES	XI	6,000	4,000		-2,000
97	10122800	80200	DECREASE	CONTRACTUAL SERVICES	XL	125,000	115,725		-9,275
98	10122800	81301	DECREASE	INTERNET/CABLE SERVICES	XL	16,600	600		-16,000
99	10122800	85201	INCREASE	CELLPHONE	XL	4,200	6,000		1,800
100	10122800	86100	DECREASE	CONFERENCE FEES & EXPENSES	XL	4,000	2,000		-2,000
101	10122800	93700	INCREASE	HARD/SOFTWARE REPAIR & MAINT	XL	365,091	372,348		7,257
102	10122800	96741	DECREASE	COMPUTER HARDWARE EXPENSE	XL	68,500	66,250		-2,250
<b><u>TREASURER</u></b>									
103	10125300	81400	DECREASE	INVESTMENT/BANK SERVICE CHARGE	XL	5,000	500		-4,500
104	10125300	83101	DECREASE	ANIMAL LICENSE PROCESSING FEE	XL	12,500	9,000		-3,500
<b><u>EQUALIZATION DEPARTMENT</u></b>									
105	10125700	68100	DECREASE	REIMBURSEMENT-TOWNSHIPS/CITIES	RR	-27,000	-21,000	-6,000	
106	10125700	72800	DECREASE	PRINTING AND BINDING	XI	15,500	10,500		-5,000
107	10125700	72900	DECREASE	POSTAGE	XI	27,000	22,000		-5,000
108	10125700	86600	DECREASE	LOCAL TRAVEL MILEAGE	XL	2,000	1,000		-1,000
109	10125700	93700	DECREASE	HARD/SOFTWARE REPAIR & MAINT	XL	3,000	1,200		-1,800
<b><u>ELECTIONS</u></b>									
110	10126200	72900	DECREASE	POSTAGE	XI	3,500	1,500		-2,000
<b><u>BOARD OF CANVASSERS</u></b>									
111	10126201	86600	DECREASE	LOCAL TRAVEL MILEAGE	XL	2,000	600		-1,400
<b><u>BUILDINGS AND GROUNDS</u></b>									
112	10126500	67600	DECREASE	REIMBURSEMENTS	RR	-9,000	-3,000	-6,000	
113	10126500	70400	DECREASE	WAGES-CLERICAL-OTHER FULL TIME	XE	501,349	469,401		-31,948
114	10126500	71500	DECREASE	SOCIAL SECURITY	XF	52,794	52,628		-166
115	10126500	71600	DECREASE	HEALTH INSURANCE	XF	183,059	168,531		-14,528
116	10126500	71700	DECREASE	LIFE INSURANCE	XF	1,280	1,215		-65
117	10126500	71800	DECREASE	RETIREMENT	XF	54,064	51,488		-2,576
118	10126500	72100	DECREASE	WORKERS' COMPENSATION	XF	1,045	1,042		-3
119	10126500	72200	DECREASE	SICK AND ACCIDENT INSURANCE	XF	7,517	7,146		-371
120	10126500	72301	DECREASE	UNIFORM ALLOWANCE	XF	1,750	1,500		-250
121	10126500	72500	DECREASE	UNEMPLOYMENT COMPENSATION	XF	1,020	1,017		-3
122	10126500	82300	DECREASE	GARBAGE REMOVAL	XL	6,370	4,000		-2,370
<b><u>CORPORATION COUNSEL</u></b>									
123	10126600	81301	DECREASE	INTERNET/CABLE SERVICES	XL	5,400	0		-5,400
124	10126600	82000	DECREASE	MEMBERSHIPS AND DUES	XL	2,495	2,000		-495

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## Bay County 2016 Commissioner Budget

THE FOLLOWING REPRESENTS PROPOSED CHANGES TO THE 2016 BUDGET,  
AS ORIGINALLY RECOMMENDED IN THE EXECUTIVE'S BUDGET ON 10/01/2015

						Bgt req Exec:level-3	Bgt req Comm:level-4	Revenue changes Positive (negative) IMPACT	Expenditure changes (positive) negative IMPACT
125	10126600	82900	DECREASE	FILING FEES	XL	1,000	200		-800
<u>PROSECUTING ATTORNEY</u>									
126	10126700	50100	DECREASE	FEDERAL GRANTS	RF	-8,592	-5,907	-2,685	
127	10126700	60600	DECREASE	ASSESSMENT FEES - O.U.I.L.	RL	-4,000	-1,000	-3,000	
128	10126700	63700	DECREASE	DEPARTMENT SERVICES	RL	-5,000	-1,000	-4,000	
129	10126700	63900	DECREASE	POLICE REPORTS	RL	-4,500	-1,000	-3,500	
130	10126700	72702	DECREASE	BOOK SUPPLIES	XI	3,795	100		-3,695
131	10126700	75100	DECREASE	COMPUTER SUPPLIES	XI	4,500	3,000		-1,500
132	10126700	85300	DECREASE	LAW ENFORCE.INFO. NETWORK	XL	900	0		-900
133	10126700	94601	DECREASE	EQUIPMENT RENTAL-COPY MACHINES	XL	6,575	4,575		-2,000
134	10126700	95500	DECREASE	MISCELLANEOUS	XL	1,100	500		-600
135	10126700	96741	INCREASE	COMPUTER HARDWARE EXPENSE	XL	0	2,250		2,250
136	10126700	96742	INCREASE	COMPUTER SOFTWARE EXPENSE	XL	0	675		675
<u>CRIME VICTIMS RIGHTS</u>									
137	10126702	53900	INCREASE	STATE GRANTS	RH	-148,238	-150,638	2,400	
138	10126702	72700	DECREASE	OFFICE SUPPLIES	XI	2,500	2,000		-500
139	10126702	72800	DECREASE	PRINTING AND BINDING	XI	2,000	1,000		-1,000
140	10126702	79900	DECREASE	OTHER SUPPLIES	XI	3,401	501		-2,900
141	10126702	80100	INCREASE	PROFESSIONAL SERVICES	XL	5,000	5,430		430
142	10126702	80200	DECREASE	CONTRACTUAL SERVICES	XL	2,400	0		-2,400
143	10126702	86500	DECREASE	STATE TRAVEL MILEAGE	XL	1,000	500		-500
144	10126702	96740	INCREASE	OFFICE EQUIP.& FURN. EXPENSE	XL	0	4,400		4,400
145	10126702	96741	INCREASE	COMPUTER HARDWARE EXPENSE	XL	0	2,400		2,400
<u>REGISTER OF DEEDS</u>									
146	10126800	60700	INCREASE	TRANSFER TAX STAMPS	RL	-160,000	-200,000	40,000	
147	10126800	60800	DECREASE	RECORDING FEES	RL	-220,000	-180,000	-40,000	
148	10126800	62500	DECREASE	MISC. SERVICES / FEES	RL	-140,000	-115,000	-25,000	
149	10126800	82000	DECREASE	MEMBERSHIPS AND DUES	XL	1,500	1,000		-500
150	10126800	94601	DECREASE	EQUIPMENT RENTAL-COPY MACHINES	XL	5,380	2,200		-3,180
<u>PERSONNEL &amp; EMPLOYEE RELATIONS</u>									
151	10127000	70400	INCREASE	WAGES-CLERICAL-OTHER FULL TIME	XE	0	15,849		15,849
152	10127000	70501	DECREASE	PART TIME WAGES	XE	15,797	0		-15,797
153	10127000	70600	DECREASE	OVERTIME	XE	1,831	300		-1,531
154	10127000	71500	INCREASE	SOCIAL SECURITY	XF	11,830	11,831		1
155	10127000	71600	INCREASE	HEALTH INSURANCE	XF	23,245	31,961		8,716
156	10127000	71700	INCREASE	LIFE INSURANCE	XF	194	258		64
157	10127000	71800	INCREASE	RETIREMENT	XF	11,474	11,478		4
158	10127000	72200	INCREASE	SICK AND ACCIDENT INSURANCE	XF	1,468	1,650		182
159	10127000	73000	DECREASE	MAGAZINES AND PERIODICALS	XI	408	0		-408
160	10127000	80100	DECREASE	PROFESSIONAL SERVICES	XL	10,000	9,243		-757
161	10127000	80101	DECREASE	ACTUARIAL SERVICES	XL	2,400	0		-2,400
162	10127000	80200	DECREASE	CONTRACTUAL SERVICES	XL	13,500	0		-13,500
163	10127000	81700	INCREASE	LEGAL FEES	XL	0	10,000		10,000
164	10127000	83500	DECREASE	HEALTH SERVICES	XL	16,000	7,000		-9,000
165	10127000	86100	DECREASE	CONFERENCE FEES & EXPENSES	XL	3,000	2,000		-1,000
166	10127000	86500	DECREASE	STATE TRAVEL MILEAGE	XL	2,000	1,000		-1,000
<u>ADMINISTRATIVE SERVICES</u>									
167	10127200	67607	INCREASE	REIMBURSEMENT - FOIA REQUESTS	RR	0	-1,200	1,200	
168	10127200	72700	DECREASE	OFFICE SUPPLIES	XI	1,000	500		-500
169	10127200	72800	DECREASE	PRINTING AND BINDING	XI	1,000	100		-900

## Bay County 2016 Commissioner Budget

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AS ORIGINALLY RECOMMENDED IN THE EXECUTIVE'S BUDGET ON 10/01/2015

						Bgt req	Bgt req	Revenue	Expenditure
						Exec:level-3	Comm:level-4	changes	changes
								Positive	(positive)
								(negative)	negative
								IMPACT	IMPACT
170	10127200	80100	DECREASE	PROFESSIONAL SERVICES	XL	2,100	500		-1,600
171	10127200	80200	DECREASE	CONTRACTUAL SERVICES	XL	8,000	5,000		-3,000
172	10127200	81301	DECREASE	INTERNET/CABLE SERVICES	XL	500	0		-500
173	10127200	82000	DECREASE	MEMBERSHIPS AND DUES	XL	365	265		-100
<u>INDIGENT ATTORNEY</u>									
174	10127301	81505	DECREASE	ATTY FEES-INDIGENTS APPEALS	XL	80,000	50,000		-30,000
175	10127301	81506	DECREASE	ATTY FEES-INDIGENTS DEP/NEGLEC	XL	185,000	154,000		-31,000
<u>DRAIN - COUNTY AT LARGE</u>									
176	10127507	96901	DECREASE	CONTRIBUTION TO COMPONENT UNIT	XL	83,243	81,653		-1,590
<u>BLDG AUTH-MH GRP HOME,ZIELINSK</u>									
177	10127909	96720	INCREASE	BLDGS/BLDG ADD.& IMPROVE EXPEN	XL	0	1,000		1,000
<u>BLDG AUTH-MH GRP HOME,MCNALLY</u>									
178	10127919	96720	INCREASE	BLDGS/BLDG ADD.& IMPROVE EXPEN	XL	0	1,000		1,000
<u>BLDG AUTH-MH GRP HOME,GROVE</u>									
179	10127920	96720	INCREASE	BLDGS/BLDG ADD.& IMPROVE EXPEN	XL	0	1,000		1,000
<u>BLDG AUTH-MH GRP HOME,ALMONT 1</u>									
180	10127921	96720	INCREASE	BLDGS/BLDG ADD.& IMPROVE EXPEN	XL	0	1,000		1,000
<u>ENVIRONMENTAL AFFAIRS</u>									
181	10128700	67500	DECREASE	CONTRIBUTIONS FROM PVT SOURCES	RR	-14,400	0	-14,400	
182	10128700	70400	INCREASE	WAGES-CLERICAL-OTHER FULL TIME	XE	3,563	12,468		8,905
183	10128700	71500	INCREASE	SOCIAL SECURITY	XF	4,758	5,394		636
184	10128700	71600	INCREASE	HEALTH INSURANCE	XF	13,320	16,225		2,905
185	10128700	71700	INCREASE	LIFE INSURANCE	XF	94	110		16
186	10128700	71800	INCREASE	RETIREMENT	XF	4,992	5,704		712
187	10128700	72100	INCREASE	WORKERS' COMPENSATION	XF	90	104		14
188	10128700	72200	INCREASE	SICK AND ACCIDENT INSURANCE	XF	718	820		102
189	10128700	72500	INCREASE	UNEMPLOYMENT COMPENSATION	XF	90	104		14
190	10128700	80100	DECREASE	PROFESSIONAL SERVICES	XL	25,000	0		-25,000
191	10128700	96900	DECREASE	CONTRIBUTIONS - OTHER	XL	18,450	4,050		-14,400
<u>EUCLID LINEAR PARK</u>									
192	10128703	80200	INCREASE	CONTRACTUAL SERVICES	XL	800	5,000		4,200
<u>SHERIFF DEPARTMENT</u>									
193	10130100	45300	INCREASE	LIQUOR LICENSES	RD	-5,000	-7,500	2,500	
194	10130100	61800	INCREASE	FINGERPRINTING FEES	RL	-14,520	-23,000	8,480	
195	10130100	61801	DECREASE	D N A TESTING / ADMIN FEES	RL	-2,700	-100	-2,600	
196	10130100	61802	INCREASE	PRELIMINARY BREATH TEST	RL	-52,000	-65,000	13,000	
197	10130100	61804	INCREASE	DRUG TESTING FEES	RL	-35,347	-59,000	23,653	
198	10130100	63000	DECREASE	SERVICE OF PAPERS	RL	-64,593	-37,000	-27,593	
199	10130100	63700	DECREASE	DEPARTMENT SERVICES	RL	-36,035	-22,000	-14,035	
200	10130100	63900	INCREASE	POLICE REPORTS	RL	-10,000	-13,000	3,000	
201	10130100	64601	DECREASE	FOOD SALES - NON TAXABLE	RL	-40,647	-35,000	-5,647	
202	10130100	66701	DECREASE	RENT-JAIL	RP	-82,000	0	-82,000	
203	10130100	67101	DECREASE	PAY TELEPHONE	RR	-112,832	-52,000	-60,832	
204	10130100	67600	INCREASE	REIMBURSEMENTS	RR	0	-82,000	82,000	
205	10130100	68300	INCREASE	REIMBURSEMENTS-STATE	RR	-3,319	-5,000	1,681	
206	10130100	68501	INCREASE	JAIL KEEP REIMBURSEMENT-FEDERA	RR	-285,220	-300,000	14,780	
207	10130100	68502	INCREASE	JAIL KEEP REIMBURSEMENT-STATE	RR	-83,487	-110,000	26,513	
208	10130100	68503	INCREASE	JAIL KEEP REIMBURSE-INDIVIDUAL	RR	-183,550	-200,000	16,450	

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## Bay County 2016 Commissioner Budget

THE FOLLOWING REPRESENTS PROPOSED CHANGES TO THE 2016 BUDGET,  
AS ORIGINALLY RECOMMENDED IN THE EXECUTIVE'S BUDGET ON 10/01/2015

						Bgt req Exec:level-3	Bgt req Comm:level-4	Revenue changes Positive (negative) IMPACT	Expenditure changes (positive) negative IMPACT
209	10130100	68600	DECREASE	REIMBURSEMENTS - FEDERAL	RR	-5,000	0	-5,000	
210	10130100	71600	INCREASE	HEALTH INSURANCE	XF	476,695	490,255		13,560
211	10130100	72800	DECREASE	PRINTING AND BINDING	XI	4,200	2,200		-2,000
212	10130100	72900	DECREASE	POSTAGE	XI	2,500	1,500		-1,000
213	10130100	74200	DECREASE	FOOD SUPPLIES	XI	300,000	275,000		-25,000
214	10130100	74700	DECREASE	PHOTO & MICROFILM/FICHE SUPPLY	XI	500	100		-400
215	10130100	75700	DECREASE	TRAINING SUPPLIES	XI	9,000	6,000		-3,000
216	10130100	76100	DECREASE	D.N.A.,DRUGS,ECT. TESTING KITS	XI	13,700	9,000		-4,700
217	10130100	76200	DECREASE	P.B.T. TESTING SUPPLIES	XI	2,600	600		-2,000
218	10130100	77600	INCREASE	CUSTODIAL SUPPLIES	XI	15,000	18,000		3,000
219	10130100	79900	INCREASE	OTHER SUPPLIES	XI	1,000	2,000		1,000
220	10130100	80200	DECREASE	CONTRACTUAL SERVICES	XL	19,300	12,000		-7,300
221	10130100	80500	INCREASE	LAUNDRY SERVICES	XL	4,000	7,000		3,000
222	10130100	81301	DECREASE	INTERNET/CABLE SERVICES	XL	2,700	0		-2,700
223	10130100	82000	DECREASE	MEMBERSHIPS AND DUES	XL	3,450	2,450		-1,000
224	10130100	83500	INCREASE	HEALTH SERVICES	XL	320,000	375,000		55,000
225	10130100	85200	INCREASE	TELEPHONE	XL	6,300	9,000		2,700
226	10130100	85201	INCREASE	CELLPHONE	XL	2,000	4,000		2,000
227	10130100	92000	INCREASE	PUBLIC UTILITIES	XL	405,000	450,000		45,000
228	10130100	93300	DECREASE	BLDG. REPAIR AND MAINTENANCE	XL	85,888	35,000		-50,888
229	10130100	96760	DECREASE	AUDIO / VISUAL EXPENSE	XL	26,765	23,265		-3,500
<u>B.A.Y.A.N.E.T.</u>									
230	10131200	50100	DECREASE	FEDERAL GRANTS	RF	-16,780	-11,537	-5,243	
<u>2ND RD PATROL - CITY OF AUBURN</u>									
231	10131507	68125	INCREASE	REIMBURSEMENT-CITY OF AUBURN	RR	-64,234	-65,534	1,300	
232	10131507	75000	INCREASE	GAS, OIL AND GREASE	XI	0	500		500
233	10131507	93200	INCREASE	VEHICLE REPAIR & MAINTENANCE	XL	0	300		300
234	10131507	96750	INCREASE	VEHICLE EXPENSE	XL	0	500		500
<u>DRIVE MI SAFELY/TASK FORCE</u>									
235	10131902	50100	INCREASE	FEDERAL GRANTS	RF	-5,000	-7,998	2,998	
236	10131902	70600	INCREASE	OVERTIME	XE	4,423	7,421		2,998
<u>YOUTH ALCOHOL ENFORCEMENT</u>									
237	10131903	50100	INCREASE	FEDERAL GRANTS	RF	-10,000	-16,996	6,996	
238	10131903	70600	INCREASE	OVERTIME	XE	8,846	15,842		6,996
<u>MARINE LAW ENFORCEMENT GRANT</u>									
239	10133100	70500	DECREASE	TEMPORARY HELP	XE	24,800	15,000		-9,800
240	10133100	74600	DECREASE	UNIFORM PURCHASES	XI	400	0		-400
<u>HOMELAND SECURITY ACTIVITY</u>									
241	10142602	50100	INCREASE	FEDERAL GRANTS	RF	-123,585	-124,934	1,349	
242	10142602	72800	DECREASE	PRINTING AND BINDING	XI	4,800	0		-4,800
243	10142602	86100	INCREASE	CONFERENCE FEES & EXPENSES	XL	1,300	2,490		1,190
244	10142602	86500	DECREASE	STATE TRAVEL MILEAGE	XL	800	0		-800
245	10142602	96900	INCREASE	CONTRIBUTIONS - OTHER	XL	116,685	122,444		5,759
<u>ANIMAL SHELTER/DOG WARDEN</u>									
246	10143000	64101	DECREASE	EUTHANASIA & CREMATION SERVICE	RL	-15,000	-13,500	-1,500	
247	10143000	64300	DECREASE	SALE OF ANIMALS	RL	-9,000	-7,000	-2,000	
248	10143000	67501	DECREASE	CONTRIBUTIONS FROM INDIVIDUALS	RR	-2,000	-300	-1,700	
249	10143000	70500	INCREASE	TEMPORARY HELP	XE	0	3,114		3,114
250	10143000	75000	DECREASE	GAS, OIL AND GREASE	XI	13,300	12,000		-1,300

## Bay County 2016 Commissioner Budget

THE FOLLOWING REPRESENTS PROPOSED CHANGES TO THE 2016 BUDGET,  
AS ORIGINALLY RECOMMENDED IN THE EXECUTIVE'S BUDGET ON 10/01/2015

					Bgt req Exec:level-3	Bgt req Comm:level-4	Revenue changes Positive (negative) IMPACT	Expenditure changes (positive) negative IMPACT
251	10143000	81301	DECREASE	INTERNET/CABLE SERVICES	XL	1,100	0	-1,100
252	10143000	82300	DECREASE	GARBAGE REMOVAL	XL	1,600	800	-800
253	10143000	85000	DECREASE	COMMUNICATIONS	XL	1,114	600	-514
254	10143000	93200	DECREASE	VEHICLE REPAIR & MAINTENANCE	XL	5,000	2,000	-3,000
<u>PERE MARQUETTE PARKING</u>								
255	10158000	92000	DECREASE	PUBLIC UTILITIES	XL	3,000	1,500	-1,500
256	10158000	93600	DECREASE	GROUNDS MAINTENANCE	XL	5,851	500	-5,351
<u>HEALTH DEPART.- ADMINISTRATION</u>								
257	10160100	99900	DECREASE	TRANSFERS OUT TO OTHER FUNDS	XX	996,598	901,756	-94,842
<u>MEDICAL EXAMINER</u>								
258	10164800	80800	INCREASE	AUTOPSIES	XL	75,000	92,000	17,000
<u>RECREATION &amp; FACILITIES</u>								
259	10175110	81900	DECREASE	CONSULTANTS	XL	10,000	0	-10,000
<u>PARKS/RECREATION MAINTENANCE</u>								
260	10175112	67600	INCREASE	REIMBURSEMENTS	RR	0	-9,000	9,000
<u>COMMUNITY CENTER</u>								
261	10175700	67500	INCREASE	CONTRIBUTIONS FROM PVT SOURCES	RR	0	-2,500	2,500
262	10175700	92000	DECREASE	PUBLIC UTILITIES	XL	88,000	70,000	-18,000
<u>FAIRGROUNDS</u>								
263	10176000	97500	DECREASE	BLDGS, BLDG ADDITIONS & IMPROV	XQ	30,000	0	-30,000
<u>CIVIC/ICE ARENA</u>								
264	10176200	70400	INCREASE	WAGES-CLERICAL-OTHER FULL TIME	XE	49,666	55,282	5,616
265	10176200	71500	INCREASE	SOCIAL SECURITY	XF	11,835	12,264	429
266	10176200	71700	INCREASE	LIFE INSURANCE	XF	151	238	87
267	10176200	71800	INCREASE	RETIREMENT	XF	9,714	10,164	450
268	10176200	72100	INCREASE	WORKERS' COMPENSATION	XF	236	245	9
269	10176200	72200	INCREASE	SICK AND ACCIDENT INSURANCE	XF	1,259	1,323	64
270	10176200	72500	INCREASE	UNEMPLOYMENT COMPENSATION	XF	236	245	9
271	10176200	81301	DECREASE	INTERNET/CABLE SERVICES	XL	2,050	0	-2,050
<u>CIVIC/ICE ARENA-ICE/DRY SURFAC</u>								
272	10176201	66708	DECREASE	RENT-ICE (RESERVED)	RP	-400,000	-380,000	-20,000
273	10176201	66710	DECREASE	RENT-DRY FLOOR	RP	-15,000	-9,000	-6,000
274	10176201	66711	DECREASE	RENT-ADVERTISING	RP	-20,000	-11,000	-9,000
275	10176201	66713	DECREASE	RENT-ICE (UNRESERVED)	RP	-12,500	-10,000	-2,500
<u>CIVIC/ICE ARENA-CONCESSION</u>								
276	10176202	67103	DECREASE	VENDING MACHINE	RR	-3,000	-1,000	-2,000
<u>CIVIC/ICE ARENA-PRO SHOP</u>								
277	10176203	64500	DECREASE	MERCHANDISE SALES	RL	-36,250	-34,000	-2,250
<u>PINCONNING PARK</u>								
278	10176300	66700	INCREASE	RENTS AND LEASES	RP	-1,500	-3,000	1,500
279	10176300	96711	INCREASE	LAND IMPROVEMENT EXPENSE	XL	3,200	9,794	6,594
280	10176300	96720	DECREASE	BLDGS/BLDG ADD.& IMPROVE EXPEN	XL	5,000	3,000	-2,000
281	10176300	96730	DECREASE	MACHINERY & EQUIPMENT EXPENSE	XL	10,000	6,000	-4,000
<u>RISK MANAGEMENT</u>								
282	10185100	68700	INCREASE	REFUNDS - REBATES	RR	0	-200,000	200,000
283	10185100	96502	DECREASE	SELF INS RETENT-EXPENSE	XL	150,000	100,000	-50,000

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## Bay County 2016 Commissioner Budget

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						Bgt req Exec:level-3	Bgt req Comm:level-4	Revenue changes Positive (negative) IMPACT	Expenditure changes (positive) negative IMPACT
<u>WELLNESS PROGRAM</u>									
284	10185900	69900	INCREASE	TRANSFERS IN FROM OTHER FUNDS	RT	-26,618	-28,118	1,500	
285	10185900	81900	INCREASE	CONSULTANTS	XL	1,500	3,000		1,500
<u>RETIREEES HEALTH/LIFE INSURANCE</u>									
286	10187800	71601	INCREASE	RETIREEES HEALTH INS-GENERAL GP	XF	677,462	683,738		6,276
287	10187800	71604	INCREASE	RETIREEES HEALTH INS-SHERIFF GP	XF	242,215	242,289		74
288	10187800	71701	DECREASE	RETIREEES LIFE INSURANCE	XF	1,260	1,220		-40

**SUMMARY:**

Total Revenue Changes-Positive (Negative)	-209,160
Total Expenditure Changes (Positive) Negative	-851,257

Proposed changes [ Increase(decrease) use of Unreserved, undesignated Fund Bal. in Commiss.Budget ] <u>Rev. &amp; Exp.</u>	-209,160	-851,257
Revenues and Expenditures in the <u>Executive</u> proposed budget	<u>34,739,452</u>	<u>34,739,452</u>
Revenue/Expenditure with above changes (except addition to fund balance)	<u>34,530,292</u>	<u>33,888,195</u>
Unreserved, undesignated Fund Bal. included in <u>Executive</u> Recom. Budget	<u>895,355</u>	
Increase(decrease) use of Unreserved, undesignated Fund Bal. in Commiss.Budget ( <u>EXP. minus REV.</u> )	-642,097	
Total use of (addition to) General Fund Balance	<u>253,258</u>	

## Bay County 2016 Commissioner Budget

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AS ORIGINALLY RECOMMENDED IN THE EXECUTIVE'S BUDGET ON 10/01/2015

						Bgt req Exec:level-3	Bgt req Comm:level-4	Revenue changes Positive (negative) IMPACT	Expenditure changes (positive) negative IMPACT
<b>2150 FRIEND OF THE COURT FUND</b>									
<u>FOTC-MEDIATION DUTIES PA294-82</u>									
21514300	40001	INCREASE	FUND BALANCE	RA	-9,538	-13,952	4,414		
21514300	71601	INCREASE	RETIREEES HEALTH INS-GENERAL GP	XF	0	4,414			4,414
							Fund 2150	<u>4,414</u>	<u>4,414</u>
<b>2210 HEALTH DEPT - DIST HEALTH FUND</b>									
<u>HEALTH DEPART.- ADMINISTRATION</u>									
22160100	40001	INCREASE	FUND BALANCE	RA	-100,000	-200,000	100,000		
22160100	69901	DECREASE	TRANSFERS IN FROM GENERAL FUND	RT	-996,598	-901,756	-94,842		
22160100	71601	INCREASE	RETIREEES HEALTH INS-GENERAL GP	XF	155,289	156,146			857
<u>INTER PROFESSIONAL CARE CLINIC</u>									
22161200	76000	INCREASE	MEDICAL SUPPLIES	XI	3,020	7,321			4,301
							Fund 2210	<u>5,158</u>	<u>5,158</u>
<b>2380 GYPSY MOTH CONTROL FUND</b>									
<u>GYPSY MOTH SUPPRESSION</u>									
23828600	40001	DECREASE	FUND BALANCE	RA	56,699	70,003	-13,304		
23828600	70400	DECREASE	WAGES-CLERICAL-OTHER FULL TIME	XE	10,687	1,782			-8,905
23828600	71500	DECREASE	SOCIAL SECURITY	XF	4,894	4,258			-636
23828600	71600	DECREASE	HEALTH INSURANCE	XF	9,318	6,413			-2,905
23828600	71700	DECREASE	LIFE INSURANCE	XF	115	99			-16
23828600	71800	DECREASE	RETIREMENT	XF	4,536	3,824			-712
23828600	72100	DECREASE	WORKERS' COMPENSATION	XF	101	87			-14
23828600	72200	DECREASE	SICK AND ACCIDENT INSURANCE	XF	653	551			-102
23828600	72500	DECREASE	UNEMPLOYMENT COMPENSATION	XF	101	87			-14
							Fund 2380	<u>-13,304</u>	<u>-13,304</u>
<b>2560 REGIST.OF DEEDS AUTOMATION FND</b>									
<u>REGISTER OF DEEDS</u>									
25626800	40001	INCREASE	FUND BALANCE	RA	0	-20,000	20,000		
25626800	80200	INCREASE	CONTRACTUAL SERVICES	XL	28,000	48,000			20,000
							Fund 2560	<u>20,000</u>	<u>20,000</u>
<b>2610 911 SERVICE FUND</b>									
<u>911 CENTRAL DISPATCH</u>									
26132500	40001	DECREASE	FUND BALANCE	RA	-857,882	-802,836	-55,046		
26132500	70400	DECREASE	WAGES-CLERICAL-OTHER FULL TIME	XE	895,646	853,446			-42,200
26132500	71500	DECREASE	SOCIAL SECURITY	XF	78,030	74,770			-3,260
26132500	71600	DECREASE	HEALTH INSURANCE	XF	287,660	279,912			-7,748
26132500	71601	INCREASE	RETIREEES HEALTH INS-GENERAL GP	XF	57,847	60,484			2,637
26132500	71700	DECREASE	LIFE INSURANCE	XF	1,164	1,120			-44
26132500	71701	DECREASE	RETIREEES LIFE INSURANCE	XF	23	20			-3
26132500	71800	DECREASE	RETIREMENT	XF	77,912	74,502			-3,410
26132500	72100	DECREASE	WORKERS' COMPENSATION	XF	1,555	1,491			-64
26132500	72200	DECREASE	SICK AND ACCIDENT INSURANCE	XF	11,206	10,716			-490

## Bay County 2016 Commissioner Budget

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26132500	72301	DECREASE	UNIFORM ALLOWANCE	XF	9,600	9,200		-400
26132500	72500	DECREASE	UNEMPLOYMENT COMPENSATION	XF	1,555	1,491		-64
						Fund 2610	<u>-55,046</u>	<u>-55,046</u>
<b>2630 CONCEALED PISTOL LICENSING</b>								
<u>CLERK-CONCEALED PISTOL LICENSING</u>								
26321500	48900	DECREASE	PISTOL PERMITS	RD	-40,000	-21,268	-18,732	
26321500	70400	INCREASE	WAGES-CLERICAL-OTHER FULL TIME	XE	0	11,777		11,777
26321500	71500	INCREASE	SOCIAL SECURITY	XF	0	902		902
26321500	71600	INCREASE	HEALTH INSURANCE	XF	0	1,453		1,453
26321500	71700	INCREASE	LIFE INSURANCE	XF	0	20		20
26321500	71800	INCREASE	RETIREMENT	XF	0	944		944
26321500	72100	INCREASE	WORKERS' COMPENSATION	XF	0	18		18
26321500	72200	INCREASE	SICK AND ACCIDENT INSURANCE	XF	0	136		136
26321500	72500	INCREASE	UNEMPLOYMENT COMPENSATION	XF	0	18		18
26321500	80200	DECREASE	CONTRACTUAL SERVICES	XL	34,000	0		-34,000
						Fund 2630	<u>-18,732</u>	<u>-18,732</u>
<b>2651 DRUG LAW ENFORCEMENT-BAYANET</b>								
<u>B.A.Y.A.N.E.T.</u>								
26513120	40001	INCREASE	FUND BALANCE	RA	149,044	144,153	4,891	
26513120	50100	DECREASE	FEDERAL GRANTS	RF	-78,000	-44,809	-33,191	
26513120	65900	INCREASE	DRUG ENFORCEMENT FORFEITURES	RN	-148,000	-176,300	28,300	
<b>2710 LIBRARY FUND</b>								
<u>SPECIAL LIBRARY MILLAGE</u>								
27179201	96902	INCREASE	CONTRIBUTION TO PRIMARY GOV'T	XL	0	1,437,400		1,437,400
27179201	99900	DECREASE	TRANSFERS OUT TO OTHER FUNDS	XX	1,437,400	0		-1,437,400
<b>2760 DIVISION ON AGING FUND</b>								
<u>ADMINISTRATION - DIV. ON AGING</u>								
27667200	40001	INCREASE	FUND BALANCE	RA	535,593	515,479	20,114	
27667200	71601	INCREASE	RETIREEES HEALTH INS-GENERAL GP	XF	45,560	47,018		1,458
<u>FEDERAL C1-CONGREGATE</u>								
27667206	92000	INCREASE	PUBLIC UTILITIES	XL	16,380	18,207		1,827
<u>HOME DELIVERED MEALS</u>								
27667208	92000	INCREASE	PUBLIC UTILITIES	XL	4,300	16,470		12,170
<u>EVIDENCE BASED PROGRAMS</u>								
27667209	55500	INCREASE	STATE GRANTS-HEALTH	RH	0	-9,932	9,932	
27667209	72700	INCREASE	OFFICE SUPPLIES	XI	588	788		200
27667209	74200	INCREASE	FOOD SUPPLIES	XI	163	263		100
27667209	80200	INCREASE	CONTRACTUAL SERVICES	XL	0	9,582		9,582
27667209	86600	INCREASE	LOCAL TRAVEL MILEAGE	XL	150	200		50
<u>FEDERAL C1-CONGREGATE OCT-DEC</u>								
27667236	92000	INCREASE	PUBLIC UTILITIES	XL	5,500	6,109		609
<u>HOME DELIVERED MEALS OCT-DEC</u>								
27667238	92000	INCREASE	PUBLIC UTILITIES	XL	1,440	5,490		4,050

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				Bgt req Exec:level-3	Bgt req Comm:level-4	Revenue changes Positive (negative) IMPACT	Expenditure changes (positive) negative IMPACT
					Fund 2760	<u>30,046</u>	<u>30,046</u>
<b>2900</b>	<b><u>SOCIAL WELFARE FUND</u></b>						
<u>MI DEPT HUMAN SERV BRD-BAY CTY</u>							
29067001	40003	DECREASE	FUND BALANCE-RESRVS/DSGNATIONS	RA	-5,900	-4,225	-1,675
29067001	82000	DECREASE	MEMBERSHIPS AND DUES	XL	1,000	500	-500
29067001	86100	DECREASE	CONFERENCE FEES & EXPENSES	XL	1,000	500	-500
29067001	88200	DECREASE	PROMOTION EXPENSE	XL	775	300	-475
29067001	96000	DECREASE	EDUCATION AND TRAINING	XL	500	300	-200
					Fund 2900	<u>-1,675</u>	<u>-1,675</u>
<b>2920</b>	<b><u>CHILD CARE FUND</u></b>						
<u>INSTIT.CARE-DET.FAC(JUV.HOME)</u>							
29266203	71601	INCREASE	RETIRES HEALTH INS-GENERAL GP	XF	23,459	24,316	857
29266203	83500	DECREASE	HEALTH SERVICES	XL	1,900	1,043	-857
<u>IN-HOME CARE FAM &amp; JUV.D COURT</u>							
29266400	53900	INCREASE	STATE GRANTS	RH	-60,000	-62,000	2,000
29266400	80200	INCREASE	CONTRACTUAL SERVICES	XL	4,600	6,600	2,000
<u>JUVENILE DRUG COURT</u>							
29266402	53900	DECREASE	STATE GRANTS	RH	-62,000	-60,000	-2,000
29266402	79900	DECREASE	OTHER SUPPLIES	XI	2,800	800	-2,000
<b>2930</b>	<b><u>SOLDIERS' RELIEF FUND</u></b>						
<u>SOLDIERS AND SAILORS RELIEF</u>							
29368900	40001	DECREASE	FUND BALANCE	RA	35,614	45,116	-9,502
29368900	70501	DECREASE	PART TIME WAGES	XE	8,800	0	-8,800
29368900	71500	DECREASE	SOCIAL SECURITY	XF	674	0	-674
29368900	72100	DECREASE	WORKERS' COMPENSATION	XF	14	0	-14
29368900	72500	DECREASE	UNEMPLOYMENT COMPENSATION	XF	14	0	-14
					Fund 2930	<u>-9,502</u>	<u>-9,502</u>
<b>3650</b>	<b><u>WATER SUPPLY SYS BAY AREA-DEBT</u></b>						
<u>DEBT-WATER SUPPLY SYS BAY AREA</u>							
36590902	67200	INCREASE	SPECIAL ASSESSMENT REVENUE	RR	-3,295,744	-3,764,898	469,154
36590902	69900	INCREASE	TRANSFERS IN FROM OTHER FUNDS	RT	-50,000	-109,000	59,000
36590902	99100	INCREASE	PRINCIPAL PAYMENTS	XU	1,273,757	1,670,285	396,528
36590902	99500	INCREASE	INTEREST PAYMENT	XU	2,071,987	2,203,613	131,626
					Fund 3650	<u>528,154</u>	<u>528,154</u>
<b>4650</b>	<b><u>WATER SUPPLY SYS BAY-CONST</u></b>						
<u>WATER SUPPLY SYS BAY-CONST</u>							
46590402	40003	INCREASE	FUND BALANCE-RESRVS/DSGNATIONS	RA	-50,000	-109,000	59,000
46590402	69800	INCREASE	BOND/NOTE/CP/IPC DEBT PROCEEDS	RT	0	-85,000	85,000
46590402	97500	INCREASE	BLDGS, BLDG ADDITIONS & IMPROV	XQ	0	85,000	85,000
46590402	99900	INCREASE	TRANSFERS OUT TO OTHER FUNDS	XX	50,000	109,000	59,000
					Fund 4650	<u>144,000</u>	<u>144,000</u>

## Bay County 2016 Commissioner Budget

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					Bgt req Exec:level-3	Bgt req Comm:level-4	Revenue changes Positive (negative) IMPACT	Expenditure changes (positive) negative IMPACT
<b>5120 MEDICAL CARE FACILITY FUND</b>								
<u>SOCIAL SERVICES-MED CARE FACIL</u>								
51267100	40002	DECREASE	UNRESTRICTED NET ASSETS	RA	-4,315,958	-859,388	-3,456,570	
51267100	60000	DECREASE	CHARGES FOR SERVICES	RL	-140,600	-84,000	-56,600	
51267100	68001	INCREASE	MEDICARE	RR	-2,019,370	-2,031,770	12,400	
51267100	68002	INCREASE	MEDICAID	RR	-14,131,400	-14,404,000	272,600	
51267100	68004	INCREASE	PRIVATE PAY	RR	-2,578,240	-2,722,524	144,284	
51267100	68007	DECREASE	MEDICAID-QUALITY ASSURANCE SUP	RR	-2,306,912	-2,296,726	-10,186	
51267100	70300	DECREASE	SALARIES-ELECTED OR APPOINTED	XE	11,574,978	11,390,734		-184,244
51267100	71500	DECREASE	SOCIAL SECURITY	XF	902,444	885,180		-17,264
51267100	71600	DECREASE	HEALTH INSURANCE	XF	1,999,956	1,828,460		-171,496
51267100	71601	DECREASE	RETIREEES HEALTH INS-GENERAL GP	XF	2,051,760	1,430,147		-621,613
51267100	71603	DECREASE	RETIREEE HEALTH CARE CONTRIBUT.	XF	3,710,358	1,720,299		-1,990,059
51267100	71800	DECREASE	RETIREMENT	XF	964,238	775,732		-188,506
51267100	71900	INCREASE	OTHER FRINGE BENEFITS (DETAIL)	XF	17,250	17,251		1
51267100	79900	DECREASE	OTHER SUPPLIES	XI	203,831	188,460		-15,371
51267100	80200	INCREASE	CONTRACTUAL SERVICES	XL	424,600	493,600		69,000
51267100	82201	INCREASE	ADMIN. SERV - (ACA) EXPENSES	XL	0	23,525		23,525
51267100	95504	INCREASE	OTHER OPERATING EXPENSES	XL	1,319,571	1,321,526		1,955
Fund 5120							<u>-3,094,072</u>	<u>-3,094,072</u>
<b>5180 DELQ PROP TAX FORECLOSURE FUND</b>								
<u>2005 DELQ TAX PROPERTY SALES</u>								
51825405	40002	INCREASE	UNRESTRICTED NET ASSETS	RA	8,000	0	8,000	
51825405	61400	DECREASE	PREFORFEITURE NOTICE MAIL COST	RL	-8,000	0	-8,000	
<u>2015 DELQ TAX PROPERTY SALES</u>								
51825415	40002	DECREASE	UNRESTRICTED NET ASSETS	RA	0	8,000	-8,000	
51825415	61400	INCREASE	PREFORFEITURE NOTICE MAIL COST	RL	0	-8,000	8,000	
<b>5350 HOUSING FUND</b>								
<u>EMPLOYEE BENEFITS - ADMIN</u>								
53504182	71701	INCREASE	RETIREEES LIFE INSURANCE	XF	60	80		20
<u>CONTRACT COSTS, TRNG &amp; OTHER</u>								
53504230	95500	DECREASE	MISCELLANEOUS	XL	4,800	4,780		-20
<b>6771 SELF-INSURANCE FUND-HEALTHCARE</b>								
<u>SELFINSURANCE WELLNESS PROGRAM</u>								
67718590	40004	INCREASE	NET ASSETS - RESERVES	RA	-26,618	-28,118	1,500	
67718590	99900	INCREASE	TRANSFERS OUT TO OTHER FUNDS	XX	26,618	28,118		1,500
Fund 6771							<u>1,500</u>	<u>1,500</u>
<b>7310 RETIREMENT SYSTEM FUND</b>								
<u>RETIREMENT BOARD</u>								
73127400	40004	INCREASE	NET ASSETS - RESERVES	RA	4,607,468	4,601,447	6,021	
73127400	70400	INCREASE	WAGES-CLERICAL-OTHER FULL TIME	XE	0	10,566		10,566
73127400	70501	DECREASE	PART TIME WAGES	XE	10,491	0		-10,491
73127400	71500	INCREASE	SOCIAL SECURITY	XF	4,707	4,713		6
73127400	71600	INCREASE	HEALTH INSURANCE	XF	11,623	17,435		5,812

Projection no. 2016

## Bay County 2016 Commissioner Budget

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						Bgt req Exec:level-3	Bgt req Comm:level-4	Revenue changes Positive (negative) IMPACT	Expenditure changes (positive) negative IMPACT
73127400	71800	INCREASE	RETIREMENT	XF	4,922	4,928			
73127400	72200	INCREASE	SICK AND ACCIDENT INSURANCE	XF	587	709			
							Fund 7310	<u>6,021</u>	<u>6,021</u>

End of Report

ANALYSIS AND HIGHLIGHTS OF REQUESTS FOR  
PERSONNEL CHANGES FOR 2016 BUDGET

Department	Description	Amount of Request With Fringe Bene.	Amount In Exec. Budget w/Benefits	Amount In Comm. Budget With w/Benefits
<b>General Fund:</b>				
<b>Building &amp; Grounds:</b>	Decrease Temporary Help, \$41,319 before fringe, for for Temporary Painters (In the year 2015 was \$71,349) 10126500-70500.	-\$46,886	-\$46,886	-\$46,886
	Decrease Professional Temporary Help UU, \$16,400 before fringe to 500 hrs.(In the year 2015 was \$32,869 for 1,000 hours under 10126500-70500) Yr 2016 10126500-70501.	-17,680	-17,680	-17,680
	New Full time Carpenter/Painter position, TU07, \$31,948 before fringe, 10126500-70400.	52,050	52,050	0
<b>Dept. of Public Defender:</b>	Add new full time Attorney position, PN10, \$72,435 before fringe, 10127302-70300	99,460	99,460	99,460
	Increase Part time Legal Secretary to Full time, from TS07 to TU07, \$10,056 before fringe, for Dept. of Public Defender Office, 10127302-70400.	26,541	26,541	26,541
	Transfer Assigned Counsel Coordinator PC05, \$44,873 before fringe to Office Manager MB08,Amt of incr. \$1,963 before fringe, Increase 10127302-70300.	69,464	69,464	69,464
<b>Jury/Judicial Council:</b>	Transfer Assigned Counsel Coordinator PC05, \$44,873 before fringe to Office Manager MB08, under Dept of Public Defender activity, Reduce 10114700-70300	-67,186	-67,186	-67,275
<b>Dept. of Criminal Defense:</b>	Create new department and add new full time Attorney position, PN10, \$72,435 before fringe, 10127300-70300.	99,460	99,460	99,460
<b>Animal Control:</b>	Increase Temporary Help to work during vacation time for front desk, \$3,089. before fringe benefits,10143000-70500	0	0	3,114
<b>Marine Law Enforcement:</b>	Decrease Temporary Help, \$9,723. before fringe benefits, 10133100-70500	0	0	-9,800
<b>Circuit Court :</b>	Eliminate Circuit Court Judge position, \$45,724.before fringe benefits, 10113100-70300	0	0	-61,182
	Eliminate Circuit Court Clerk position, TF06, \$31,113.before fringe benefits, 10113100-70400	0	0	-38,621
	Eliminate Circuit Court Recorder/Secretary, PC05, \$44,873. before fringe benefits, 10113100-70300	0	0	-54,765
<b>Clerk Office:</b>	Reallocate 30% of Secretary to Clerk position under General Fund to new Concealed Pistol License Fund,TU08, decrease \$11,777 before fringe benefits, 10121500-70400. Note: See Concealed Pistol License Fund below	0	0	-15,268
<b>Environmental Affairs:</b>	Reallocate Secretary II position from 10% under General Fund to 35%. TU07, increase of \$8,905. before fringe benefits, 10128700-70400. Note:See Gypsy Moth Fund below.	0	0	13,304
	<b>SUBTOTAL GENERAL FUND</b>	<b>\$215,223</b>	<b>\$215,223</b>	<b>-\$134</b>

ANALYSIS AND HIGHLIGHTS OF REQUESTS FOR  
PERSONNEL CHANGES FOR 2016 BUDGET

Department	Description	Amount of Request With Fringe Bene.	Amount In Exec. Budget w/Benefits	Amount In Comm. Budget With w/Benefits
<u>Other Funds:</u>				
Retirement Fund:	Increase hours Part time Typist Clerk II(USW-PT), from 10hrs a week to 16 hrs a week, Amt of increase \$3,934 before fringe, 73127400-70501.	4,541	4,541	4,541
	Decrease Temporary Help from \$12,740 to \$9,000, Amt of Decrease \$3,740 before fringe, 73127400-70500.	-4,037	-4,037	-4,037
Soldiers' Relief Fund:	New Part time Typist Clerk II (NonRep-PT) position, 15hours per week, TN05, \$8,800 before fringe, 293689-70501.	9,502	9,502	0
Gypsy Moth:	Increase hours Gypsy Moth Coordinator from 30 per week to 35 per week, Amt of increase \$5,881 before fringe, 23828600-70300.	6,816	6,816	6,816
	Reallocate Secretary II position from 30% under Gypsy Moth Fund to 5%. TU07, decrease of \$8,905.before fringe benefits, 23828600-70400.Note:See General Fund above.	0	0	-13,304
Concealed Pistol License Fund:	Reallocate 30% of Secretary to Clerk position under General Fund to new Concealed Pistol License Fund,TU08, Increase \$11,777.before fringe benefits, 26321500-70400. Note: See General Fund above.	0	0	15,268
SUBTOTAL OTHER FUNDS		\$16,822	\$16,822	\$9,284

# Bay County 2016 Commissioner Budget

THE FOLLOWING REPRESENTS PROPOSED CHANGES TO THE 2016 BUDGET,  
AS ORIGINALLY RECOMMENDED IN THE EXECUTIVE'S BUDGET ON 10/01/2015

						Bgt req Exec:level-3	Bgt req Comm:level-4	Revenue changes Positive (negative) IMPACT	Expenditure changes (positive) negative IMPACT
<b>1010 GENERAL FUND</b>									
<u>BOARD OF COMMISSIONERS</u>									
1	10110100	40003	INCREASE	FUND BALANCE-RESRVS/DSGNATIONS	RA	0	-11,594	11,594	
2	10110100	85201	INCREASE	CELLPHONE	XL	500	700		200
3	10110100	86500	INCREASE	STATE TRAVEL MILEAGE	XL	100	500		400
4	10110100	90000	DECREASE	PRINTING/PUBLISHING/ADVERTISI	XL	4,500	2,000		-2,500
5	10110100	94601	INCREASE	EQUIPMENT RENTAL-COPY MACHINES	XL	2,931	4,000		1,069
6	10110100	96900	DECREASE	CONTRIBUTIONS - OTHER	XL	100,000	50,000		-50,000
<u>CIRCUIT COURT</u>									
7	10113100	60300	DECREASE	COURT COSTS AND FEES - MISC	RL	-95,000	-65,000	-30,000	
8	10113100	60303	DECREASE	COURT FILING FEES	RL	-26,000	-22,000	-4,000	
9	10113100	67801	DECREASE	JUDGES SALARY REIMBURSEMENT	RR	-137,172	-91,448	-45,724	
10	10113100	70300	DECREASE	SALARIES-ELECTED OR APPOINTED	XE	537,344	446,747		-90,597
11	10113100	70400	DECREASE	WAGES-CLERICAL-OTHER FULL TIME	XE	179,951	148,838		-31,113
12	10113100	70401	DECREASE	PAY IN LIEU OF HEALTH INSURANC	XE	9,900	6,300		-3,600
13	10113100	71500	DECREASE	SOCIAL SECURITY	XF	44,890	38,800		-6,090
14	10113100	71600	DECREASE	HEALTH INSURANCE	XF	129,688	118,065		-11,623
15	10113100	71700	DECREASE	LIFE INSURANCE	XF	1,589	1,297		-292
16	10113100	71800	DECREASE	RETIREMENT	XF	51,084	41,058		-10,026
17	10113100	72100	DECREASE	WORKERS' COMPENSATION	XF	1,099	909		-190
18	10113100	72200	DECREASE	SICK AND ACCIDENT INSURANCE	XF	6,824	5,908		-916
19	10113100	72500	DECREASE	UNEMPLOYMENT COMPENSATION	XF	896	775		-121
20	10113100	86100	DECREASE	CONFERENCE FEES & EXPENSES	XL	5,500	3,500		-2,000
21	10113100	86600	INCREASE	LOCAL TRAVEL MILEAGE	XL	0	3,500		3,500
<u>CIRCUIT COURT - SSSPP GRANT</u>									
22	10113101	53900	DECREASE	STATE GRANTS	RH	-325,345	-162,000	-163,345	
23	10113101	70600	DECREASE	OVERTIME	XE	8,329	0		-8,329
24	10113101	80200	DECREASE	CONTRACTUAL SERVICES	XL	239,497	85,890		-153,607
25	10113101	83100	DECREASE	OTHER SERVICES AND CHARGES	XL	10,353	8,944		-1,409
<u>DISTRICT COURT</u>									
26	10113600	60300	DECREASE	COURT COSTS AND FEES - MISC	RL	-159,000	-134,000	-25,000	
27	10113600	60301	DECREASE	COURT COSTS - COURT FACILITIES	RL	-366,000	-285,000	-81,000	
28	10113600	60303	DECREASE	COURT FILING FEES	RL	-135,000	-105,000	-30,000	
29	10113600	60305	INCREASE	WRIT OF GARNISH/REST/ATTACH/EX	RL	-115,000	-148,000	33,000	
30	10113600	60600	DECREASE	ASSESSMENT FEES - O.U.I.L.	RL	-52,000	-40,000	-12,000	
31	10113600	60603	DECREASE	ASSESSMENT FEES-PROSECUTION	RL	-36,000	-10,000	-26,000	
32	10113600	61000	INCREASE	VICTIM RIGHTS/FORENSIC ADM FEE	RL	-8,000	-15,000	7,000	
33	10113600	61100	DECREASE	REIMBURSEMENT-ATTORNEY FEE	RL	-65,000	-35,000	-30,000	
34	10113600	63700	DECREASE	DEPARTMENT SERVICES	RL	-16,000	-10,000	-6,000	
35	10113600	65700	DECREASE	ORDINANCE FINES AND COSTS	RN	-120,000	-100,000	-20,000	
36	10113600	72700	DECREASE	OFFICE SUPPLIES	XI	8,340	6,000		-2,340
37	10113600	72702	DECREASE	BOOK SUPPLIES	XI	2,500	500		-2,000
38	10113600	79900	DECREASE	OTHER SUPPLIES	XI	1,250	250		-1,000
<u>DISTRICT COURT ADULT PROBATION</u>									
39	10113700	80200	DECREASE	CONTRACTUAL SERVICES	XL	6,800	3,800		-3,000
<u>FRIEND OF THE COURT</u>									
40	10114100	72700	DECREASE	OFFICE SUPPLIES	XI	6,800	4,000		-2,800
41	10114100	96000	DECREASE	EDUCATION AND TRAINING	XL	2,500	1,300		-1,200

## Bay County 2016 Commissioner Budget

THE FOLLOWING REPRESENTS PROPOSED CHANGES TO THE 2016 BUDGET,  
AS ORIGINALLY RECOMMENDED IN THE EXECUTIVE'S BUDGET ON 10/01/2015

					Bgt req	Bgt req	Revenue	Expenditure	
					Exec:level-3	Comm:level-4	changes	changes	
							Positive	(positive)	
							(negative)	negative	
							IMPACT	IMPACT	
<u>FRND OF CRT-COOP REIMBURSEMENT</u>									
42	10114200	53100	INCREASE	FEDERAL GRANT-COOPERATIVE REIM	RF	-950,000	-1,110,000	160,000	
43	10114200	71600	INCREASE	HEALTH INSURANCE	XF	116,228	119,133		2,905
<u>JURY/JUDICIAL COUNCIL</u>									
44	10114700	60304	DECREASE	JURY DEMAND FEES	RL	-11,000	-8,000	-3,000	
45	10114700	61100	DECREASE	REIMBURSEMENT-ATTORNEY FEE	RL	-20,000	-4,000	-16,000	
46	10114700	68305	DECREASE	REIMB. STATE-JURY FEES	RR	-40,000	-28,000	-12,000	
47	10114700	72900	INCREASE	POSTAGE	XI	6,800	10,000		3,200
48	10114700	82500	DECREASE	JURY FEES	XL	95,991	72,000		-23,991
49	10114700	86000	DECREASE	TRANSPORTATION	XL	12,000	7,000		-5,000
50	10114700	86100	DECREASE	CONFERENCE FEES & EXPENSES	XL	2,000	500		-1,500
51	10114700	93700	DECREASE	HARD/SOFTWARE REPAIR & MAINT	XL	1,500	1,000		-500
<u>PROBATE COURT</u>									
52	10114800	60300	DECREASE	COURT COSTS AND FEES - MISC	RL	-25,000	-20,000	-5,000	
53	10114800	70300	DECREASE	SALARIES-ELECTED OR APPOINTED	XE	303,707	300,805		-2,902
54	10114800	71500	DECREASE	SOCIAL SECURITY	XF	50,345	50,123		-222
55	10114800	71800	DECREASE	RETIREMENT	XF	43,022	42,790		-232
56	10114800	72100	DECREASE	WORKERS' COMPENSATION	XF	1,020	1,016		-4
57	10114800	72200	DECREASE	SICK AND ACCIDENT INSURANCE	XF	6,188	6,155		-33
58	10114800	72500	DECREASE	UNEMPLOYMENT COMPENSATION	XF	810	806		-4
59	10114800	80100	DECREASE	PROFESSIONAL SERVICES	XL	2,500	1,000		-1,500
60	10114800	81200	DECREASE	MEDICAL SERVICES	XL	7,500	6,000		-1,500
61	10114800	81800	DECREASE	AUDIT FEES	XL	7,000	4,000		-3,000
62	10114800	93700	DECREASE	HARD/SOFTWARE REPAIR & MAINT	XL	21,000	19,000		-2,000
63	10114800	94601	DECREASE	EQUIPMENT RENTAL-COPY MACHINES	XL	3,200	2,100		-1,100
<u>PUBLIC GUARDIAN</u>									
64	10114802	80200	DECREASE	CONTRACTUAL SERVICES	XL	210,000	200,000		-10,000
<u>COUNTY EXECUTIVE</u>									
65	10117100	86100	INCREASE	CONFERENCE FEES & EXPENSES	XL	2,000	3,500		1,500
66	10117100	86500	INCREASE	STATE TRAVEL MILEAGE	XL	1,200	2,000		800
<u>ACCOUNTING DEPARTMENT</u>									
67	10119100	70400	DECREASE	WAGES-CLERICAL-OTHER FULL TIME	XE	69,638	67,571		-2,067
68	10119100	71500	DECREASE	SOCIAL SECURITY	XF	22,846	22,688		-158
69	10119100	71600	DECREASE	HEALTH INSURANCE	XF	58,112	48,427		-9,685
70	10119100	71800	DECREASE	RETIREMENT	XF	23,894	23,728		-166
71	10119100	72100	DECREASE	WORKERS' COMPENSATION	XF	451	448		-3
72	10119100	72200	DECREASE	SICK AND ACCIDENT INSURANCE	XF	3,436	3,412		-24
73	10119100	72500	DECREASE	UNEMPLOYMENT COMPENSATION	XF	451	448		-3
74	10119100	72800	DECREASE	PRINTING AND BINDING	XI	2,000	500		-1,500
75	10119100	80100	DECREASE	PROFESSIONAL SERVICES	XL	2,600	1,000		-1,600
76	10119100	81100	DECREASE	PHOTO & MICROFILM/FICHE SERVIC.	XL	2,170	170		-2,000
77	10119100	81400	DECREASE	INVESTMENT/BANK SERVICE CHARGE	XL	45	45		0
78	10119100	86100	DECREASE	CONFERENCE FEES & EXPENSES	XL	5,280	3,500		-1,780
79	10119100	94601	DECREASE	EQUIPMENT RENTAL-COPY MACHINES	XL	5,350	3,000		-2,350
80	10119100	95500	DECREASE	MISCELLANEOUS	XL	140	140		0
<u>BUDGET DEPARTMENT</u>									
81	10121200	75100	DECREASE	COMPUTER SUPPLIES	XI	2,200	1,000		-1,200
82	10121200	95500	INCREASE	MISCELLANEOUS	XL	349	349		0
<u>CLERK</u>									

# Bay County 2016 Commissioner Budget

THE FOLLOWING REPRESENTS PROPOSED CHANGES TO THE 2016 BUDGET,  
AS ORIGINALLY RECOMMENDED IN THE EXECUTIVE'S BUDGET ON 10/01/2015

						Bgt req Exec:level-3	Bgt req Comm:level-4	Revenue changes Positive (negative) IMPACT	Expenditure changes (positive) negative IMPACT
83	10121500	63700	DECREASE DEPARTMENT SERVICES	RL	-150,000	-130,000	-20,000		
84	10121500	70400	DECREASE WAGES-CLERICAL-OTHER FULL TIME	XE	39,256	27,479		-11,777	
85	10121500	71500	DECREASE SOCIAL SECURITY	XF	12,880	11,978		-902	
86	10121500	71600	DECREASE HEALTH INSURANCE	XF	24,214	22,761		-1,453	
87	10121500	71700	DECREASE LIFE INSURANCE	XF	281	261		-20	
88	10121500	71800	DECREASE RETIREMENT	XF	13,562	12,618		-944	
89	10121500	72100	DECREASE WORKERS' COMPENSATION	XF	255	237		-18	
90	10121500	72200	DECREASE SICK AND ACCIDENT INSURANCE	XF	1,100	964		-136	
91	10121500	72500	DECREASE UNEMPLOYMENT COMPENSATION	XF	144	126		-18	
92	10121500	74000	DECREASE OPERATING SUPPLIES	XI	1,500	500		-1,000	
93	10121500	74700	DECREASE PHOTO & MICROFILM/FICHE SUPPLY	XI	10,000	0		-10,000	
94	10121500	80200	DECREASE CONTRACTUAL SERVICES	XL	8,900	3,500		-5,400	
95	10121500	81301	DECREASE INTERNET/CABLE SERVICES	XL	500	0		-500	
<b><u>INFORMATION SYSTEMS DIVISION</u></b>									
96	10122800	75100	DECREASE COMPUTER SUPPLIES	XI	6,000	4,000		-2,000	
97	10122800	80200	DECREASE CONTRACTUAL SERVICES	XL	125,000	115,725		-9,275	
98	10122800	81301	DECREASE INTERNET/CABLE SERVICES	XL	16,600	600		-16,000	
99	10122800	85201	INCREASE CELLPHONE	XL	4,200	6,000		1,800	
100	10122800	86100	DECREASE CONFERENCE FEES & EXPENSES	XL	4,000	2,000		-2,000	
101	10122800	93700	INCREASE HARD/SOFTWARE REPAIR & MAINT	XL	365,091	372,348		7,257	
102	10122800	96741	DECREASE COMPUTER HARDWARE EXPENSE	XL	68,500	66,250		-2,250	
<b><u>TREASURER</u></b>									
103	10125300	81400	DECREASE INVESTMENT/BANK SERVICE CHARGE	XL	5,000	500		-4,500	
104	10125300	83101	DECREASE ANIMAL LICENSE PROCESSING FEE	XL	12,500	9,000		-3,500	
<b><u>EQUALIZATION DEPARTMENT</u></b>									
105	10125700	68100	DECREASE REIMBURSEMENT-TOWNSHIPS/CITIES	RR	-27,000	-21,000	-6,000		
106	10125700	72800	DECREASE PRINTING AND BINDING	XI	15,500	10,500		-5,000	
107	10125700	72900	DECREASE POSTAGE	XI	27,000	22,000		-5,000	
108	10125700	86600	DECREASE LOCAL TRAVEL MILEAGE	XL	2,000	1,000		-1,000	
109	10125700	93700	DECREASE HARD/SOFTWARE REPAIR & MAINT	XL	3,000	1,200		-1,800	
<b><u>ELECTIONS</u></b>									
110	10126200	72900	DECREASE POSTAGE	XI	3,500	1,500		-2,000	
<b><u>BOARD OF CANVASSERS</u></b>									
111	10126201	86600	DECREASE LOCAL TRAVEL MILEAGE	XL	2,000	600		-1,400	
<b><u>BUILDINGS AND GROUNDS</u></b>									
112	10126500	67600	DECREASE REIMBURSEMENTS	RR	-9,000	-3,000	-6,000		
113	10126500	70400	DECREASE WAGES-CLERICAL-OTHER FULL TIME	XE	501,349	469,401		-31,948	
114	10126500	71500	DECREASE SOCIAL SECURITY	XF	52,794	52,628		-166	
115	10126500	71600	DECREASE HEALTH INSURANCE	XF	183,059	168,531		-14,528	
116	10126500	71700	DECREASE LIFE INSURANCE	XF	1,280	1,215		-65	
117	10126500	71800	DECREASE RETIREMENT	XF	54,064	51,488		-2,576	
118	10126500	72100	DECREASE WORKERS' COMPENSATION	XF	1,045	1,042		-3	
119	10126500	72200	DECREASE SICK AND ACCIDENT INSURANCE	XF	7,517	7,146		-371	
120	10126500	72301	DECREASE UNIFORM ALLOWANCE	XF	1,750	1,500		-250	
121	10126500	72500	DECREASE UNEMPLOYMENT COMPENSATION	XF	1,020	1,017		-3	
122	10126500	82300	DECREASE GARBAGE REMOVAL	XL	6,370	4,000		-2,370	
<b><u>CORPORATION COUNSEL</u></b>									
123	10126600	81301	DECREASE INTERNET/CABLE SERVICES	XL	5,400	0		-5,400	
124	10126600	82000	DECREASE MEMBERSHIPS AND DUES	XL	2,495	2,000		-495	

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## Bay County 2016 Commissioner Budget

THE FOLLOWING REPRESENTS PROPOSED CHANGES TO THE 2016 BUDGET,  
AS ORIGINALLY RECOMMENDED IN THE EXECUTIVE'S BUDGET ON 10/01/2015

						Bgt req Exec:level-3	Bgt req Comm:level-4	Revenue changes Positive (negative) IMPACT	Expenditure changes (positive) negative IMPACT
125	10126600	82900	DECREASE	FILING FEES	XL	1,000	200		-800
<u>PROSECUTING ATTORNEY</u>									
126	10126700	50100	DECREASE	FEDERAL GRANTS	RF	-8,592	-5,907	-2,685	
127	10126700	60600	DECREASE	ASSESSMENT FEES - O.U.I.L.	RL	-4,000	-1,000	-3,000	
128	10126700	63700	DECREASE	DEPARTMENT SERVICES	RL	-5,000	-1,000	-4,000	
129	10126700	63900	DECREASE	POLICE REPORTS	RL	-4,500	-1,000	-3,500	
130	10126700	72702	DECREASE	BOOK SUPPLIES	XI	3,795	100		-3,695
131	10126700	75100	DECREASE	COMPUTER SUPPLIES	XI	4,500	3,000		-1,500
132	10126700	85300	DECREASE	LAW ENFORCE.INFO. NETWORK	XL	900	0		-900
133	10126700	94601	DECREASE	EQUIPMENT RENTAL-COPY MACHINES	XL	6,575	4,575		-2,000
134	10126700	95500	DECREASE	MISCELLANEOUS	XL	1,100	500		-600
135	10126700	96741	INCREASE	COMPUTER HARDWARE EXPENSE	XL	0	2,250		2,250
136	10126700	96742	INCREASE	COMPUTER SOFTWARE EXPENSE	XL	0	675		675
<u>CRIME VICTIMS RIGHTS</u>									
137	10126702	53900	INCREASE	STATE GRANTS	RH	-148,238	-150,638	2,400	
138	10126702	72700	DECREASE	OFFICE SUPPLIES	XI	2,500	2,000		-500
139	10126702	72800	DECREASE	PRINTING AND BINDING	XI	2,000	1,000		-1,000
140	10126702	79900	DECREASE	OTHER SUPPLIES	XI	3,401	501		-2,900
141	10126702	80100	INCREASE	PROFESSIONAL SERVICES	XL	5,000	5,430		430
142	10126702	80200	DECREASE	CONTRACTUAL SERVICES	XL	2,400	0		-2,400
143	10126702	86500	DECREASE	STATE TRAVEL MILEAGE	XL	1,000	500		-500
144	10126702	96740	INCREASE	OFFICE EQUIP.& FURN. EXPENSE	XL	0	4,400		4,400
145	10126702	96741	INCREASE	COMPUTER HARDWARE EXPENSE	XL	0	2,400		2,400
<u>REGISTER OF DEEDS</u>									
146	10126800	60700	INCREASE	TRANSFER TAX STAMPS	RL	-160,000	-200,000	40,000	
147	10126800	60800	DECREASE	RECORDING FEES	RL	-220,000	-180,000	-40,000	
148	10126800	62500	DECREASE	MISC. SERVICES / FEES	RL	-140,000	-115,000	-25,000	
149	10126800	82000	DECREASE	MEMBERSHIPS AND DUES	XL	1,500	1,000		-500
150	10126800	94601	DECREASE	EQUIPMENT RENTAL-COPY MACHINES	XL	5,380	2,200		-3,180
<u>PERSONNEL &amp; EMPLOYEE RELATIONS</u>									
151	10127000	70400	INCREASE	WAGES-CLERICAL-OTHER FULL TIME	XE	0	15,849		15,849
152	10127000	70501	DECREASE	PART TIME WAGES	XE	15,797	0		-15,797
153	10127000	70600	DECREASE	OVERTIME	XE	1,831	300		-1,531
154	10127000	71500	INCREASE	SOCIAL SECURITY	XF	11,830	11,831		1
155	10127000	71600	INCREASE	HEALTH INSURANCE	XF	23,245	31,961		8,716
156	10127000	71700	INCREASE	LIFE INSURANCE	XF	194	258		64
157	10127000	71800	INCREASE	RETIREMENT	XF	11,474	11,478		4
158	10127000	72200	INCREASE	SICK AND ACCIDENT INSURANCE	XF	1,468	1,650		182
159	10127000	73000	DECREASE	MAGAZINES AND PERIODICALS	XI	408	0		-408
160	10127000	80100	DECREASE	PROFESSIONAL SERVICES	XL	10,000	9,243		-757
161	10127000	80101	DECREASE	ACTUARIAL SERVICES	XL	2,400	0		-2,400
162	10127000	80200	DECREASE	CONTRACTUAL SERVICES	XL	13,500	0		-13,500
163	10127000	81700	INCREASE	LEGAL FEES	XL	0	10,000		10,000
164	10127000	83500	DECREASE	HEALTH SERVICES	XL	16,000	7,000		-9,000
165	10127000	86100	DECREASE	CONFERENCE FEES & EXPENSES	XL	3,000	2,000		-1,000
166	10127000	86500	DECREASE	STATE TRAVEL MILEAGE	XL	2,000	1,000		-1,000
<u>ADMINISTRATIVE SERVICES</u>									
167	10127200	67607	INCREASE	REIMBURSEMENT - FOIA REQUESTS	RR	0	-1,200	1,200	
168	10127200	72700	DECREASE	OFFICE SUPPLIES	XI	1,000	500		-500
169	10127200	72800	DECREASE	PRINTING AND BINDING	XI	1,000	100		-900

# Bay County 2016 Commissioner Budget

THE FOLLOWING REPRESENTS PROPOSED CHANGES TO THE 2016 BUDGET,  
AS ORIGINALLY RECOMMENDED IN THE EXECUTIVE'S BUDGET ON 10/01/2015

					Bgt req Exec:level-3	Bgt req Comm:level-4	Revenue changes Positive (negative) IMPACT	Expenditure changes (positive) negative IMPACT
170	10127200	80100	DECREASE	PROFESSIONAL SERVICES	XL	2,100	500	-1,600
171	10127200	80200	DECREASE	CONTRACTUAL SERVICES	XL	8,000	5,000	-3,000
172	10127200	81301	DECREASE	INTERNET/CABLE SERVICES	XL	500	0	-500
173	10127200	82000	DECREASE	MEMBERSHIPS AND DUES	XL	365	265	-100
<u>INDIGENT ATTORNEY</u>								
174	10127301	81505	DECREASE	ATTY FEES-INDIGENTS APPEALS	XL	80,000	50,000	-30,000
175	10127301	81506	DECREASE	ATTY FEES-INDIGENTS DEP/NEGLEC	XL	185,000	154,000	-31,000
<u>DRAIN - COUNTY AT LARGE</u>								
176	10127507	96901	DECREASE	CONTRIBUTION TO COMPONENT UNIT	XL	83,243	81,653	-1,590
<u>BLDG AUTH-MH GRP HOME,ZIELINSK</u>								
177	10127909	96720	INCREASE	BLDGS/BLDG ADD.& IMPROVE EXPEN	XL	0	1,000	1,000
<u>BLDG AUTH-MH GRP HOME,MCNALLY</u>								
178	10127919	96720	INCREASE	BLDGS/BLDG ADD.& IMPROVE EXPEN	XL	0	1,000	1,000
<u>BLDG AUTH-MH GRP HOME,GROVE</u>								
179	10127920	96720	INCREASE	BLDGS/BLDG ADD.& IMPROVE EXPEN	XL	0	1,000	1,000
<u>BLDG AUTH-MH GRP HOME,ALMONT 1</u>								
180	10127921	96720	INCREASE	BLDGS/BLDG ADD.& IMPROVE EXPEN	XL	0	1,000	1,000
<u>ENVIRONMENTAL AFFAIRS</u>								
181	10128700	67500	DECREASE	CONTRIBUTIONS FROM PVT SOURCES	RR	-14,400	0	-14,400
182	10128700	70400	INCREASE	WAGES-CLERICAL-OTHER FULL TIME	XE	3,563	12,468	8,905
183	10128700	71500	INCREASE	SOCIAL SECURITY	XF	4,758	5,394	636
184	10128700	71600	INCREASE	HEALTH INSURANCE	XF	13,320	16,225	2,905
185	10128700	71700	INCREASE	LIFE INSURANCE	XF	94	110	16
186	10128700	71800	INCREASE	RETIREMENT	XF	4,992	5,704	712
187	10128700	72100	INCREASE	WORKERS' COMPENSATION	XF	90	104	14
188	10128700	72200	INCREASE	SICK AND ACCIDENT INSURANCE	XF	718	820	102
189	10128700	72500	INCREASE	UNEMPLOYMENT COMPENSATION	XF	90	104	14
190	10128700	80100	DECREASE	PROFESSIONAL SERVICES	XL	25,000	0	-25,000
191	10128700	96900	DECREASE	CONTRIBUTIONS - OTHER	XL	18,450	4,050	-14,400
<u>EUCLID LINEAR PARK</u>								
192	10128703	80200	INCREASE	CONTRACTUAL SERVICES	XL	800	5,000	4,200
<u>SHERIFF DEPARTMENT</u>								
193	10130100	45300	INCREASE	LIQUOR LICENSES	RD	-5,000	-7,500	2,500
194	10130100	61800	INCREASE	FINGERPRINTING FEES	RL	-14,520	-23,000	8,480
195	10130100	61801	DECREASE	D N A TESTING / ADMIN FEES	RL	-2,700	-100	-2,600
196	10130100	61802	INCREASE	PRELIMINARY BREATH TEST	RL	-52,000	-65,000	13,000
197	10130100	61804	INCREASE	DRUG TESTING FEES	RL	-35,347	-59,000	23,653
198	10130100	63000	DECREASE	SERVICE OF PAPERS	RL	-64,593	-37,000	-27,593
199	10130100	63700	DECREASE	DEPARTMENT SERVICES	RL	-36,035	-22,000	-14,035
200	10130100	63900	INCREASE	POLICE REPORTS	RL	-10,000	-13,000	3,000
201	10130100	64601	DECREASE	FOOD SALES - NON TAXABLE	RL	-40,647	-35,000	-5,647
202	10130100	66701	DECREASE	RENT-JAIL	RP	-82,000	0	-82,000
203	10130100	67101	DECREASE	PAY TELEPHONE	RR	-112,832	-52,000	-60,832
204	10130100	67600	INCREASE	REIMBURSEMENTS	RR	0	-82,000	82,000
205	10130100	68300	INCREASE	REIMBURSEMENTS-STATE	RR	-3,319	-5,000	1,681
206	10130100	68501	INCREASE	JAIL KEEP REIMBURSEMENT-FEDERA	RR	-285,220	-300,000	14,780
207	10130100	68502	INCREASE	JAIL KEEP REIMBURSEMENT-STATE	RR	-83,487	-110,000	26,513
208	10130100	68503	INCREASE	JAIL KEEP REIMBURSE-INDIVIDUAL	RR	-183,550	-200,000	16,450

# Bay County 2016 Commissioner Budget

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						Bgt req Exec:level-3	Bgt req Comm:level-4	Revenue changes Positive (negative) IMPACT	Expenditure changes (positive) negative IMPACT
209	10130100	68600	DECREASE	REIMBURSEMENTS - FEDERAL	RR	-5,000	0	-5,000	
210	10130100	71600	INCREASE	HEALTH INSURANCE	XF	476,695	490,255		13,560
211	10130100	72800	DECREASE	PRINTING AND BINDING	XI	4,200	2,200		-2,000
212	10130100	72900	DECREASE	POSTAGE	XI	2,500	1,500		-1,000
213	10130100	74200	DECREASE	FOOD SUPPLIES	XI	300,000	275,000		-25,000
214	10130100	74700	DECREASE	PHOTO & MICROFILM/FICHE SUPPLY	XI	500	100		-400
215	10130100	75700	DECREASE	TRAINING SUPPLIES	XI	9,000	6,000		-3,000
216	10130100	76100	DECREASE	D.N.A.,DRUGS,ECT. TESTING KITS	XI	13,700	9,000		-4,700
217	10130100	76200	DECREASE	P.B.T. TESTING SUPPLIES	XI	2,600	600		-2,000
218	10130100	77600	INCREASE	CUSTODIAL SUPPLIES	XI	15,000	18,000		3,000
219	10130100	79900	INCREASE	OTHER SUPPLIES	XI	1,000	2,000		1,000
220	10130100	80200	DECREASE	CONTRACTUAL SERVICES	XL	19,300	12,000		-7,300
221	10130100	80500	INCREASE	LAUNDRY SERVICES	XL	4,000	7,000		3,000
222	10130100	81301	DECREASE	INTERNET/CABLE SERVICES	XL	2,700	0		-2,700
223	10130100	82000	DECREASE	MEMBERSHIPS AND DUES	XL	3,450	2,450		-1,000
224	10130100	83500	INCREASE	HEALTH SERVICES	XL	320,000	375,000		55,000
225	10130100	85200	INCREASE	TELEPHONE	XL	6,300	9,000		2,700
226	10130100	85201	INCREASE	CELLPHONE	XL	2,000	4,000		2,000
227	10130100	92000	INCREASE	PUBLIC UTILITIES	XL	405,000	450,000		45,000
228	10130100	93300	DECREASE	BLDG. REPAIR AND MAINTENANCE	XL	85,888	35,000		-50,888
229	10130100	96760	DECREASE	AUDIO / VISUAL EXPENSE	XL	26,765	23,265		-3,500
<u>B.A.Y.A.N.E.T.</u>									
230	10131200	50100	DECREASE	FEDERAL GRANTS	RF	-16,780	-11,537	-5,243	
<u>2ND RD PATROL - CITY OF AUBURN</u>									
231	10131507	68125	INCREASE	REIMBURSEMENT-CITY OF AUBURN	RR	-64,234	-65,534	1,300	
232	10131507	75000	INCREASE	GAS, OIL AND GREASE	XI	0	500		500
233	10131507	93200	INCREASE	VEHICLE REPAIR & MAINTENANCE	XL	0	300		300
234	10131507	96750	INCREASE	VEHICLE EXPENSE	XL	0	500		500
<u>DRIVE MI SAFELY/TASK FORCE</u>									
235	10131902	50100	INCREASE	FEDERAL GRANTS	RF	-5,000	-7,998	2,998	
236	10131902	70600	INCREASE	OVERTIME	XE	4,423	7,421		2,998
<u>YOUTH ALCOHOL ENFORCEMENT</u>									
237	10131903	50100	INCREASE	FEDERAL GRANTS	RF	-10,000	-16,996	6,996	
238	10131903	70600	INCREASE	OVERTIME	XE	8,846	15,842		6,996
<u>MARINE LAW ENFORCEMENT GRANT</u>									
239	10133100	70500	DECREASE	TEMPORARY HELP	XE	24,800	15,000		-9,800
240	10133100	74600	DECREASE	UNIFORM PURCHASES	XI	400	0		-400
<u>HOMELAND SECURITY ACTIVITY</u>									
241	10142602	50100	INCREASE	FEDERAL GRANTS	RF	-123,585	-124,934	1,349	
242	10142602	72800	DECREASE	PRINTING AND BINDING	XI	4,800	0		-4,800
243	10142602	86100	INCREASE	CONFERENCE FEES & EXPENSES	XL	1,300	2,490		1,190
244	10142602	86500	DECREASE	STATE TRAVEL MILEAGE	XL	800	0		-800
245	10142602	96900	INCREASE	CONTRIBUTIONS - OTHER	XL	116,685	122,444		5,759
<u>ANIMAL SHELTER/DOG WARDEN</u>									
246	10143000	64101	DECREASE	EUTHANASIA & CREMATION SERVICE	RL	-15,000	-13,500	-1,500	
247	10143000	64300	DECREASE	SALE OF ANIMALS	RL	-9,000	-7,000	-2,000	
248	10143000	87501	DECREASE	CONTRIBUTIONS FROM INDIVIDUALS	RR	-2,000	-300	-1,700	
249	10143000	70500	INCREASE	TEMPORARY HELP	XE	0	3,114		3,114
250	10143000	75000	DECREASE	GAS, OIL AND GREASE	XI	13,300	12,000		-1,300

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THE FOLLOWING REPRESENTS PROPOSED CHANGES TO THE 2016 BUDGET,  
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					Bgt req	Bgt req	Revenue	Expenditure	
					Exec:level-3	Comm:level-4	changes	changes	
							Positive	(positive)	
							(negative)	negative	
							IMPACT	IMPACT	
251	10143000	81301	DECREASE	INTERNET/CABLE SERVICES	XL	1,100	0	-1,100	
252	10143000	82300	DECREASE	GARBAGE REMOVAL	XL	1,600	800	-800	
253	10143000	85000	DECREASE	COMMUNICATIONS	XL	1,114	600	-514	
254	10143000	93200	DECREASE	VEHICLE REPAIR & MAINTENANCE	XL	5,000	2,000	-3,000	
<u>PERE MARQUETTE PARKING</u>									
255	10158000	92000	DECREASE	PUBLIC UTILITIES	XL	3,000	1,500	-1,500	
256	10158000	93600	DECREASE	GROUNDS MAINTENANCE	XL	5,851	500	-5,351	
<u>HEALTH DEPART.- ADMINISTRATION</u>									
257	10160100	99900	DECREASE	TRANSFERS OUT TO OTHER FUNDS	XX	996,598	901,756	-94,842	
<u>MEDICAL EXAMINER</u>									
258	10164800	80800	INCREASE	AUTOPSIES	XL	75,000	92,000	17,000	
<u>RECREATION &amp; FACILITIES</u>									
259	10175110	81900	DECREASE	CONSULTANTS	XL	10,000	0	-10,000	
<u>PARKS/RECREATION MAINTENANCE</u>									
260	10175112	67600	INCREASE	REIMBURSEMENTS	RR	0	-9,000	9,000	
<u>COMMUNITY CENTER</u>									
261	10175700	67500	INCREASE	CONTRIBUTIONS FROM PVT SOURCES	RR	0	-2,500	2,500	
262	10175700	92000	DECREASE	PUBLIC UTILITIES	XL	88,000	70,000	-18,000	
<u>FAIRGROUNDS</u>									
263	10176000	97500	DECREASE	BLDGS, BLDG ADDITIONS & IMPROV	XQ	30,000	0	-30,000	
<u>CIVIC/ICE ARENA</u>									
264	10176200	70400	INCREASE	WAGES-CLERICAL-OTHER FULL TIME	XE	49,666	55,282	5,616	
265	10176200	71500	INCREASE	SOCIAL SECURITY	XF	11,835	12,264	429	
266	10176200	71700	INCREASE	LIFE INSURANCE	XF	151	238	87	
267	10176200	71800	INCREASE	RETIREMENT	XF	9,714	10,164	450	
268	10176200	72100	INCREASE	WORKERS' COMPENSATION	XF	236	245	9	
269	10176200	72200	INCREASE	SICK AND ACCIDENT INSURANCE	XF	1,259	1,323	64	
270	10176200	72500	INCREASE	UNEMPLOYMENT COMPENSATION	XF	236	245	9	
271	10176200	81301	DECREASE	INTERNET/CABLE SERVICES	XL	2,050	0	-2,050	
<u>CIVIC/ICE ARENA-ICE/DRY SURFAC</u>									
272	10176201	66708	DECREASE	RENT-ICE (RESERVED)	RP	-400,000	-380,000	-20,000	
273	10176201	66710	DECREASE	RENT-DRY FLOOR	RP	-15,000	-9,000	-6,000	
274	10176201	66711	DECREASE	RENT-ADVERTISING	RP	-20,000	-11,000	-9,000	
275	10176201	66713	DECREASE	RENT-ICE (UNRESERVED)	RP	-12,500	-10,000	-2,500	
<u>CIVIC/ICE ARENA-CONCESSION</u>									
276	10176202	67103	DECREASE	VENDING MACHINE	RR	-3,000	-1,000	-2,000	
<u>CIVIC/ICE ARENA-PRO SHOP</u>									
277	10176203	64500	DECREASE	MERCHANDISE SALES	RL	-36,250	-34,000	-2,250	
<u>PINCONNING PARK</u>									
278	10176300	66700	INCREASE	RENTS AND LEASES	RP	-1,500	-3,000	1,500	
279	10176300	96711	INCREASE	LAND IMPROVEMENT EXPENSE	XL	3,200	9,794	6,594	
280	10176300	96720	DECREASE	BLDGS/BLDG ADD.& IMPROVE EXPEN	XL	5,000	3,000	-2,000	
281	10176300	96730	DECREASE	MACHINERY & EQUIPMENT EXPENSE	XL	10,000	6,000	-4,000	
<u>RISK MANAGEMENT</u>									
282	10185100	68700	INCREASE	REFUNDS - REBATES	RR	0	-200,000	200,000	
283	10185100	96502	DECREASE	SELF INS RETENT-EXPENSE	XL	150,000	100,000	-50,000	

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AS ORIGINALLY RECOMMENDED IN THE EXECUTIVE'S BUDGET ON 10/01/2015

						Bgt req Exec:level-3	Bgt req Comm:level-4	Revenue changes Positive (negative) IMPACT	Expenditure changes (positive) negative IMPACT
<u>WELLNESS PROGRAM</u>									
284	10185900	69900	INCREASE	TRANSFERS IN FROM OTHER FUNDS	RT	-26,618	-28,118	1,500	
285	10185900	81900	INCREASE	CONSULTANTS	XL	1,500	3,000		1,500
<u>RETIREEES HEALTH/LIFE INSURANCE</u>									
286	10187800	71601	INCREASE	RETIREEES HEALTH INS-GENERAL GP	XF	677,462	683,738		6,276
287	10187800	71604	INCREASE	RETIREEES HEALTH INS-SHERIFF GP	XF	242,215	242,289		74
288	10187800	71701	DECREASE	RETIREEES LIFE INSURANCE	XF	1,260	1,220		-40

**SUMMARY:**

Total Revenue Changes-Positive (Negative)	-209,160	
Total Expenditure Changes (Positive) Negative		-851,257

Proposed changes [ Increase(decrease) use of Unreserved, undesigned Fund Bal. in Commiss.Budget ] <u>Rev. &amp; Exp.</u>	-209,160	-851,257
Revenues and Expenditures in the <u>Executive</u> proposed budget	34,739,452	34,739,452
Revenue/Expenditure with above changes (except addition to fund balance)	34,530,292	33,888,195
Unreserved, undesignated Fund Bal. included in <u>Executive</u> Recom. Budget	895,355	
Increase(decrease) use of Unreserved, undesigned Fund Bal. in Commiss.Budget <u>(EXP. minus REV.)</u>	-642,097	
Total use of (addition to) General Fund Balance	253,258	

## Bay County 2016 Commissioner Budget

THE FOLLOWING REPRESENTS PROPOSED CHANGES TO THE 2016 BUDGET,  
AS ORIGINALLY RECOMMENDED IN THE EXECUTIVE'S BUDGET ON 10/01/2015

						Bgt req Exec:level-3	Bgt req Comm:level-4	Revenue changes Positive (negative) IMPACT	Expenditure changes (positive) negative IMPACT
<b>2150 FRIEND OF THE COURT FUND</b>									
<u>FOTC-MEDIATION DUTIES PA294-82</u>									
21514300	40001	INCREASE	FUND BALANCE	RA	-9,538	-13,952	4,414		
21514300	71601	INCREASE	RETIREEES HEALTH INS-GENERAL GP	XF	0	4,414			4,414
							Fund 2150	<u>4,414</u>	<u>4,414</u>
<b>2210 HEALTH DEPT - DIST HEALTH FUND</b>									
<u>HEALTH DEPART.- ADMINISTRATION</u>									
22160100	40001	INCREASE	FUND BALANCE	RA	-100,000	-200,000	100,000		
22160100	69901	DECREASE	TRANSFERS IN FROM GENERAL FUND	RT	-996,598	-901,756	-94,842		
22160100	71601	INCREASE	RETIREEES HEALTH INS-GENERAL GP	XF	155,289	156,146			857
<u>INTER PROFESSIONAL CARE CLINIC</u>									
22161200	76000	INCREASE	MEDICAL SUPPLIES	XI	3,020	7,321			4,301
							Fund 2210	<u>5,158</u>	<u>5,158</u>
<b>2380 GYPSY MOTH CONTROL FUND</b>									
<u>GYPSY MOTH SUPPRESSION</u>									
23828600	40001	DECREASE	FUND BALANCE	RA	56,699	70,003	-13,304		
23828600	70400	DECREASE	WAGES-CLERICAL-OTHER FULL TIME	XE	10,687	1,782			-8,905
23828600	71500	DECREASE	SOCIAL SECURITY	XF	4,894	4,258			-636
23828600	71600	DECREASE	HEALTH INSURANCE	XF	9,318	6,413			-2,905
23828600	71700	DECREASE	LIFE INSURANCE	XF	115	99			-16
23828600	71800	DECREASE	RETIREMENT	XF	4,536	3,824			-712
23828600	72100	DECREASE	WORKERS' COMPENSATION	XF	101	87			-14
23828600	72200	DECREASE	SICK AND ACCIDENT INSURANCE	XF	653	551			-102
23828600	72500	DECREASE	UNEMPLOYMENT COMPENSATION	XF	101	87			-14
							Fund 2380	<u>-13,304</u>	<u>-13,304</u>
<b>2560 REGIST.OF DEEDS AUTOMATION FND</b>									
<u>REGISTER OF DEEDS</u>									
25626800	40001	INCREASE	FUND BALANCE	RA	0	-20,000	20,000		
25626800	80200	INCREASE	CONTRACTUAL SERVICES	XL	28,000	48,000			20,000
							Fund 2560	<u>20,000</u>	<u>20,000</u>
<b>2610 911 SERVICE FUND</b>									
<u>911 CENTRAL DISPATCH</u>									
26132500	40001	DECREASE	FUND BALANCE	RA	-857,882	-802,836	-55,046		
26132500	70400	DECREASE	WAGES-CLERICAL-OTHER FULL TIME	XE	895,646	853,446			-42,200
26132500	71500	DECREASE	SOCIAL SECURITY	XF	78,030	74,770			-3,260
26132500	71600	DECREASE	HEALTH INSURANCE	XF	287,660	279,912			-7,748
26132500	71601	INCREASE	RETIREEES HEALTH INS-GENERAL GP	XF	57,847	60,484			2,637
26132500	71700	DECREASE	LIFE INSURANCE	XF	1,164	1,120			-44
26132500	71701	DECREASE	RETIREEES LIFE INSURANCE	XF	23	20			-3
26132500	71800	DECREASE	RETIREMENT	XF	77,912	74,502			-3,410
26132500	72100	DECREASE	WORKERS' COMPENSATION	XF	1,555	1,491			-64
26132500	72200	DECREASE	SICK AND ACCIDENT INSURANCE	XF	11,206	10,716			-490

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					Bgt req Exec:level-3	Bgt req Comm:level-4	Revenue changes Positive (negative) IMPACT	Expenditure changes (positive) negative IMPACT
26132500	72301	DECREASE	UNIFORM ALLOWANCE	XF	9,600	9,200		-400
26132500	72500	DECREASE	UNEMPLOYMENT COMPENSATION	XF	1,555	1,491		-64
<b>Fund 2610</b>							<b>-55,046</b>	<b>-55,046</b>
<b>2630 CONCEALED PISTOL LICENSING</b>								
<u>CLERK-CONCEALED PISTOL LICENSI</u>								
26321500	48900	DECREASE	PISTOL PERMITS	RD	-40,000	-21,268	-18,732	
26321500	70400	INCREASE	WAGES-CLERICAL-OTHER FULL TIME	XE	0	11,777		11,777
26321500	71500	INCREASE	SOCIAL SECURITY	XF	0	902		902
26321500	71600	INCREASE	HEALTH INSURANCE	XF	0	1,453		1,453
26321500	71700	INCREASE	LIFE INSURANCE	XF	0	20		20
26321500	71800	INCREASE	RETIREMENT	XF	0	944		944
26321500	72100	INCREASE	WORKERS' COMPENSATION	XF	0	18		18
26321500	72200	INCREASE	SICK AND ACCIDENT INSURANCE	XF	0	136		136
26321500	72500	INCREASE	UNEMPLOYMENT COMPENSATION	XF	0	18		18
26321500	80200	DECREASE	CONTRACTUAL SERVICES	XL	34,000	0		-34,000
<b>Fund 2630</b>							<b>-18,732</b>	<b>-18,732</b>
<b>2651 DRUG LAW ENFORCEMENT-BAYANET</b>								
<u>B.A.Y.A.N.E.T.</u>								
26513120	40001	INCREASE	FUND BALANCE	RA	149,044	144,153	4,891	
26513120	50100	DECREASE	FEDERAL GRANTS	RF	-78,000	-44,809	-33,191	
26513120	65900	INCREASE	DRUG ENFORCEMENT FORFEITURES	RN	-148,000	-176,300	28,300	
<b>2710 LIBRARY FUND</b>								
<u>SPECIAL LIBRARY MILLAGE</u>								
27179201	96902	INCREASE	CONTRIBUTION TO PRIMARY GOV'T	XL	0	1,437,400		1,437,400
27179201	99900	DECREASE	TRANSFERS OUT TO OTHER FUNDS	XX	1,437,400	0		-1,437,400
<b>2760 DIVISION ON AGING FUND</b>								
<u>ADMINISTRATION - DIV. ON AGING</u>								
27667200	40001	INCREASE	FUND BALANCE	RA	535,593	515,479	20,114	
27667200	71601	INCREASE	RETIREEES HEALTH INS-GENERAL GP	XF	45,560	47,018		1,458
<u>FEDERAL C1-CONGREGATE</u>								
27667206	92000	INCREASE	PUBLIC UTILITIES	XL	16,380	18,207		1,827
<u>HOME DELIVERED MEALS</u>								
27667208	92000	INCREASE	PUBLIC UTILITIES	XL	4,300	16,470		12,170
<u>EVIDENCE BASED PROGRAMS</u>								
27667209	55500	INCREASE	STATE GRANTS-HEALTH	RH	0	-9,932	9,932	
27667209	72700	INCREASE	OFFICE SUPPLIES	XI	588	788		200
27667209	74200	INCREASE	FOOD SUPPLIES	XI	163	263		100
27667209	80200	INCREASE	CONTRACTUAL SERVICES	XL	0	9,582		9,582
27667209	86600	INCREASE	LOCAL TRAVEL MILEAGE	XL	150	200		50
<u>FEDERAL C1-CONGREGATE OCT-DEC</u>								
27667236	92000	INCREASE	PUBLIC UTILITIES	XL	5,500	6,109		609
<u>HOME DELIVERED MEALS OCT-DEC</u>								
27667238	92000	INCREASE	PUBLIC UTILITIES	XL	1,440	5,490		4,050

*- GCL*

## Bay County 2016 Commissioner Budget

THE FOLLOWING REPRESENTS PROPOSED CHANGES TO THE 2016 BUDGET,  
AS ORIGINALLY RECOMMENDED IN THE EXECUTIVE'S BUDGET ON 10/01/2015

				Bgt req Exec:level-3	Bgt req Comm:level-4	Revenue changes Positive (negative) IMPACT	Expenditure changes (positive) negative IMPACT
		Fund 2760				<u>30,046</u>	<u>30,046</u>
<b>2900</b>	<b><u>SOCIAL WELFARE FUND</u></b>						
<b><u>MI DEPT HUMAN SERV BRD-BAY CTY</u></b>							
29067001	40003	DECREASE	FUND BALANCE-RESRVS/DSGNATIONS	RA	-5,900	-4,225	-1,675
29067001	82000	DECREASE	MEMBERSHIPS AND DUES	XL	1,000	500	-500
29067001	86100	DECREASE	CONFERENCE FEES & EXPENSES	XL	1,000	500	-500
29067001	88200	DECREASE	PROMOTION EXPENSE	XL	775	300	-475
29067001	96000	DECREASE	EDUCATION AND TRAINING	XL	500	300	-200
		Fund 2900				<u>-1,675</u>	<u>-1,675</u>
<b>2920</b>	<b><u>CHILD CARE FUND</u></b>						
<b><u>INSTIT.CARE-DET.FAC(JUV.HOME)</u></b>							
29266203	71601	INCREASE	RETIREEES HEALTH INS-GENERAL GP	XF	23,459	24,316	857
29266203	83500	DECREASE	HEALTH SERVICES	XL	1,900	1,043	-857
<b><u>IN-HOME CARE FAM &amp; JUV.D COURT</u></b>							
29266400	53900	INCREASE	STATE GRANTS	RH	-60,000	-62,000	2,000
29266400	80200	INCREASE	CONTRACTUAL SERVICES	XL	4,600	6,600	2,000
<b><u>JUVENILE DRUG COURT</u></b>							
29266402	53900	DECREASE	STATE GRANTS	RH	-62,000	-60,000	-2,000
29266402	79900	DECREASE	OTHER SUPPLIES	XI	2,800	800	-2,000
<b>2930</b>	<b><u>SOLDIERS' RELIEF FUND</u></b>						
<b><u>SOLDIERS AND SAILORS RELIEF</u></b>							
29368900	40001	DECREASE	FUND BALANCE	RA	35,614	45,116	-9,502
29368900	70501	DECREASE	PART TIME WAGES	XE	8,800	0	-8,800
29368900	71500	DECREASE	SOCIAL SECURITY	XF	674	0	-674
29368900	72100	DECREASE	WORKERS' COMPENSATION	XF	14	0	-14
29368900	72500	DECREASE	UNEMPLOYMENT COMPENSATION	XF	14	0	-14
		Fund 2930				<u>-9,502</u>	<u>-9,502</u>
<b>3650</b>	<b><u>WATER SUPPLY SYS BAY AREA-DEBT</u></b>						
<b><u>DEBT-WATER SUPPLY SYS BAY AREA</u></b>							
36590902	67200	INCREASE	SPECIAL ASSESSMENT REVENUE	RR	-3,295,744	-3,764,898	469,154
36590902	69900	INCREASE	TRANSFERS IN FROM OTHER FUNDS	RT	-50,000	-109,000	59,000
36590902	99100	INCREASE	PRINCIPAL PAYMENTS	XU	1,273,757	1,670,285	396,528
36590902	99500	INCREASE	INTEREST PAYMENT	XU	2,071,987	2,203,613	131,626
		Fund 3650				<u>528,154</u>	<u>528,154</u>
<b>4650</b>	<b><u>WATER SUPPLY SYS BAY-CONST</u></b>						
<b><u>WATER SUPPLY SYS BAY-CONST</u></b>							
46590402	40003	INCREASE	FUND BALANCE-RESRVS/DSGNATIONS	RA	-50,000	-109,000	59,000
46590402	69800	INCREASE	BOND/NOTE/CP/IPC DEBT RROCEEDS	RT	0	-85,000	85,000
46590402	97500	INCREASE	BLDGS, BLDG ADDITIONS & IMPROV	XQ	0	85,000	85,000
46590402	99900	INCREASE	TRANSFERS OUT TO OTHER FUNDS	XX	50,000	109,000	59,000
		Fund 4650				<u>144,000</u>	<u>144,000</u>

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## Bay County 2016 Commissioner Budget

THE FOLLOWING REPRESENTS PROPOSED CHANGES TO THE 2016 BUDGET,  
AS ORIGINALLY RECOMMENDED IN THE EXECUTIVE'S BUDGET ON 10/01/2015

						Bgt req Exec:level-3	Bgt req Comm:level-4	Revenue changes Positive (negative) IMPACT	Expenditure changes (positive) negative IMPACT
<b>5120 MEDICAL CARE FACILITY FUND</b>									
<u>SOCIAL SERVICES-MED CARE FACIL</u>									
51267100	40002	DECREASE	UNRESTRICTED NET ASSETS	RA	-4,315,958	-859,388	-3,456,570		
51267100	60000	DECREASE	CHARGES FOR SERVICES	RL	-140,600	-84,000	-56,600		
51267100	68001	INCREASE	MEDICARE	RR	-2,019,370	-2,031,770	12,400		
51267100	68002	INCREASE	MEDICAID	RR	-14,131,400	-14,404,000	272,600		
51267100	68004	INCREASE	PRIVATE PAY	RR	-2,578,240	-2,722,524	144,284		
51267100	68007	DECREASE	MEDICAID-QUALITY ASSURANCE SUP	RR	-2,306,912	-2,296,726	-10,186		
51267100	70300	DECREASE	SALARIES-ELECTED OR APPOINTED	XE	11,574,978	11,390,734			-184,244
51267100	71500	DECREASE	SOCIAL SECURITY	XF	902,444	885,180			-17,264
51267100	71600	DECREASE	HEALTH INSURANCE	XF	1,999,956	1,828,460			-171,496
51267100	71601	DECREASE	RETIREEES HEALTH INS-GENERAL GP	XF	2,051,760	1,430,147			-621,613
51267100	71603	DECREASE	RETIREEE HEALTH CARE CONTRIBUT.	XF	3,710,358	1,720,299			-1,990,059
51267100	71800	DECREASE	RETIREMENT	XF	964,238	775,732			-188,506
51267100	71900	INCREASE	OTHER FRINGE BENEFITS (DETAIL)	XF	17,250	17,251			1
51267100	79900	DECREASE	OTHER SUPPLIES	XI	203,831	188,460			-15,371
51267100	80200	INCREASE	CONTRACTUAL SERVICES	XL	424,600	493,600			69,000
51267100	82201	INCREASE	ADMIN. SERV - (ACA) EXPENSES	XL	0	23,525			23,525
51267100	95504	INCREASE	OTHER OPERATING EXPENSES	XL	1,319,571	1,321,526			1,955
							Fund 5120	<u>-3,094,072</u>	<u>-3,094,072</u>
<b>5180 DELQ PROP TAX FORECLOSURE FUND</b>									
<u>2005 DELQ TAX PROPERTY SALES</u>									
51825405	40002	INCREASE	UNRESTRICTED NET ASSETS	RA	8,000	0	8,000		
51825405	61400	DECREASE	PREFORFEITURE NOTICE MAIL COST	RL	-8,000	0	-8,000		
<u>2015 DELQ TAX PROPERTY SALES</u>									
51825415	40002	DECREASE	UNRESTRICTED NET ASSETS	RA	0	8,000	-8,000		
51825415	61400	INCREASE	PREFORFEITURE NOTICE MAIL COST	RL	0	-8,000	8,000		
<b>5350 HOUSING FUND</b>									
<u>EMPLOYEE BENEFITS - ADMIN</u>									
53504182	71701	INCREASE	RETIREEES LIFE INSURANCE	XF	60	80			20
<u>CONTRACT COSTS, TRNG &amp; OTHER</u>									
53504230	95500	DECREASE	MISCELLANEOUS	XL	4,800	4,780			-20
<b>6771 SELF-INSURANCE FUND-HEALTHCARE</b>									
<u>SELFINSURANCE WELLNESS PROGRAM</u>									
67718590	40004	INCREASE	NET ASSETS - RESERVES	RA	-26,618	-28,118	1,500		
67718590	99900	INCREASE	TRANSFERS OUT TO OTHER FUNDS	XX	26,618	28,118			1,500
							Fund 6771	<u>1,500</u>	<u>1,500</u>
<b>7310 RETIREMENT SYSTEM FUND</b>									
<u>RETIREMENT BOARD</u>									
73127400	40004	INCREASE	NET ASSETS - RESERVES	RA	4,607,468	4,601,447	6,021		
73127400	70400	INCREASE	WAGES-CLERICAL-OTHER FULL TIME	XE	0	10,566			10,566
73127400	70501	DECREASE	PART TIME WAGES	XE	10,491	0			-10,491
73127400	71500	INCREASE	SOCIAL SECURITY	XF	4,707	4,713			6
73127400	71600	INCREASE	HEALTH INSURANCE	XF	11,623	17,435			5,812

## Bay County 2016 Commissioner Budget

THE FOLLOWING REPRESENTS PROPOSED CHANGES TO THE 2016 BUDGET,  
AS ORIGINALLY RECOMMENDED IN THE EXECUTIVE'S BUDGET ON 10/01/2015

					Bgt req Exec:level-3	Bgt req Comm:level-4	Revenue changes Positive (negative) IMPACT	Expenditure changes (positive) negative IMPACT
73127400	71800	INCREASE	RETIREMENT	XF	4,922	4,928		6
73127400	72200	INCREASE	SICK AND ACCIDENT INSURANCE	XF	587	709		122
						Fund 7310	<u>6,021</u>	<u>6,021</u>

End of Report

# EXHIBIT G

# CLARK HILL

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Matthew T. Smith  
T 517.318.3037  
F 517.318.3080  
Email: msmith@clarkhill.com

Clark Hill PLC  
212 East Grand River Avenue  
Lansing, MI 48906  
T 517.318.3100  
F 517.318.3099

clarkhill.com

July 13, 2015

Ms. Amber Davis-Johnson, Esq.  
Bay County Corporation Counsel  
515 Center Avenue, Suite 402  
Bay City, MI 48708-5941

Re: Legal Representation – Bay County Clerk  
Litigation - Hold

Dear Ms. Davis-Johnson:

Please be advised that Cynthia Luczak, Bay County Clerk has retained Clark Hill, PLC to assist her in defining the legal issues involved, negotiating a resolution of the these legal issues, or if necessary bringing suit to declare the rights of her office and to protect the constitutional and statutory duties of her office. Ms. Luczak forwarded your most recent letter to my attention concerning the above referenced matter.

Your decision to delay Ms. Luczak's request for the retention of legal counsel pending the receipt of an "independent legal opinion" on whether there is a non-frivolous, legal basis for her to proceed with legal action is not appropriate given the reasons articulated in her previous correspondence to you. As you know the attorney-client relationship demands fidelity between attorney and client, including upholding the privilege of attorney-client communications. You have asked Ms. Luczak to consult with a law firm of your choosing, while informing her that her communications would not be subject to this important privilege. This is not acceptable. We maintain that Ms. Luczak, as a constitutional officer, has an absolute right to retain counsel of her choosing.

Secondly, engaging an expert consultant to conduct an independent analysis of her office work flow, exemplifies the unreasonable hurdles and disparate treatment by the County Executive and the County Board of Commissioners ("Board") continue to impose on her official position and the Bay County Clerk's office. One need only review of the minutes and resolutions of the Board, and county budgets dating back over the last 10 years, and you will find no other department or agency, including the offices of the Sheriff, Register of Deeds, Treasurer or County Executive that have had to go through more barriers in order to receive the approval for the hiring additional personnel or budget amendments. Indeed, nearly every request Ms. Luczak has made to the Board for additional assistance or other requests have either been denied, delayed or diminished.

Ms. Luczak has indicated that she would prefer to find an amicable resolution to this matter without the necessity of litigation. To this end, we are willing to work with you, independent counsel, and/or the expert consultant in negotiating her staffing and other needs that are necessary and appropriate for her office.

Please contact me to discuss. If I do not hear from you within the next five (5) days, I will assume that we are at an impasse and will take appropriate legal action.

### **Litigation Hold**

In connection with matter, the parties involved are required to preserve documents and materials, regardless of medium or storage location, that may be relevant to the claims asserted by the County Clerk. This litigation hold notice ("Litigation Hold") outlines the steps that you must take immediately. Until further notice, it is critical that all documents relevant to this matter be preserved. If you have any questions or concerns about the requirements set forth in this Litigation Hold, please direct them to me at the number and email address listed above.

### **Subject Matter of Documents to Preserve**

The subject matter of the County Clerk's claim(s) involve the acts and omissions of each County Commissioner, the County Executive, County Departments, and Circuit Court administration relating to the hiring of county staff including but not limited to, the hiring of staff of the Sheriff, Register of Deeds, Treasurer, and County Executive; approving or modifying county budgets of the County Clerk, Sheriff, Register of Deeds, Treasurer, and County Executive and county departments; and information and documentation relevant to Ms. Luczak claim of disparate treatment by members of the County Board of Commissioners and the County Executive.

### **Types of Documents to Preserve**

The obligation to preserve documents and materials applies to tangible information of any kind, whether in hard copy or electronically stored.

Hard-copy documents and materials include, but are not limited to, letters, memoranda, notes, plans, surveys, models, drawings, designs, calendars, diaries, reports, studies, statistical or informational accumulations, analyses, tabulations, records of meetings, records of conversations (including tape recordings), manuals, charts, and graphs.

Electronically stored information includes, but is not limited to, digital communications such as e-mail and attachments, voice mail and instant messaging, word-processing documents, spreadsheets, databases, calendar entries (such as Outlook), computer drawings, computer plans and surveys, network access, internet usage files, presentations (such as PowerPoint), or any other documents or files created or stored on the company's computer or other information systems, including backup and archival files.

Please keep in mind that you can have both a hard copy and an electronic copy of the same document or information. You are obligated to preserve both. Further, this obligation to preserve applies to any copy or draft of a document or tangible thing that is not an identical duplicate of the original document or tangible thing.

**Suspension of all Ordinary-Course Deletion of Electronic Documents**

Effective immediately, it is critical that you and all relevant individuals do NOT delete, over-write, or otherwise alter or destroy any documents, files or information (paper copy or electronic, including backup) which may be relevant to this case and subject to this Litigation Hold and that you take those steps necessary to guard against such deletion.

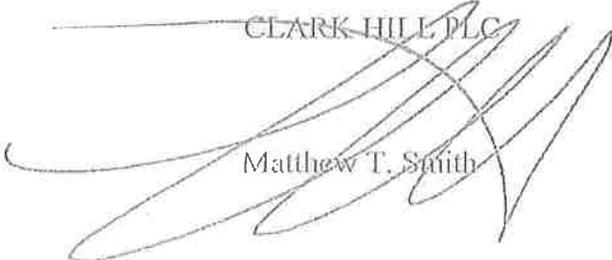
**Documents to be Retained**

All documents (including hard-copy documents, electronic documents, and e-mail messages) that refer or relate to the Cynthia Luczak, County Clerk and the County Clerk Office, county appropriations, hiring of county staff (including but not limited to, the hiring of staff of the Sheriff, Register of Deeds, Treasurer, and County Executive), and/or the disparate treatment by members of the County Board of Commissioners and the County Executive must be retained no matter how old the documents may be. If you are uncertain as to whether to retain a document, please err on the side of retention. As indicated above, please direct any questions regarding retention to me. The topics of information subject to this Litigation Hold may change and we will keep you informed of any such changes.

**Summary**

In summary, you should take all steps necessary, including instructing other employees under your supervision, to retain paper documents and materials and electronically stored documents and information that relate in any manner to the subjects relevant to this Litigation Hold. Please immediately review where you might have any such relevant documents, materials and information, including any personal electronic devices, so that you can ensure that any such documents, materials, and information are not accidentally deleted or altered. Please circulate this Litigation Hold to all necessary past and present agents, representatives, counsel and employees of the County to ensure that all potentially relevant evidence and information is adequately preserved.

Sincerely,

CLARK HILL PLC  
  
Matthew T. Smith

cc: Cynthia Luczak

# EXHIBIT H

BAY COUNTY  
DEPARTMENT OF CORPORATION COUNSEL



AMBER L. DAVIS-JOHNSON  
Corporation Counsel

THOMAS L. HICKNER  
County Executive

July 20, 2015

Matthew T. Smith  
Clark Hill, PLC  
212 East Grand River Avenue  
Lansing, Michigan 48906

Via U.S. Mail, facsimile to (517) 318-3080  
and Email to [msmith@clarkhill.com](mailto:msmith@clarkhill.com)

Re: Legal Representation – Bay County Clerk  
Litigation Hold

Dear Mr. Smith:

Thank you for your letter dated July 13, 2015, which was received by my office on the afternoon of July 15<sup>th</sup>. Please be advised that I have informed all Bay County employees of the Litigation Hold notice forwarded by your office. In addition, I acknowledge your statement that Ms. Luczak has retained your firm to “assist her in defining the legal issues involved, negotiating resolution of these legal issues, or if necessary bringing suit to declare the rights of her office and to protect the constitutional and statutory duties of her office.” I do have serious concerns as it relates to that representation and how it will affect the County’s ability, as well as my Department’s ability, to address the Clerk’s stated concerns. I would also like to correct a stated and repeated misperception of my role as well as my actions in this matter as stated in your latest correspondence.

I would first note that never have I indicated that Ms. Luczak cannot individually retain counsel at her own expense in this matter, nor have I “delayed” any such request. As I am sure you are aware, MCL 49.73 requires the County provide an attorney to represent an elected County official when that official is named as a *defendant* in a matter related to the performance of that individual’s official duties. There is no requirement under Michigan law, however, for the County to employ an attorney for that official when he or she is *contemplating* proceeding as a plaintiff, as is the case here.<sup>1</sup> Bay County’s Civil Counsel Guidelines potentially provide Bay County’s elected officials – as plaintiffs - with the opportunity to retain legal counsel *at the County’s expense* to file suit against another County entity so long as the requesting official satisfies certain pre-requisites and follows the required procedures. This is substantially more

<sup>1</sup> The exception to this rule being plaintiff courts suing a county entity pursuant to the Inherent Power Doctrine.

## Bay County Department of Corporation Counsel

July 20, 2015

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than the County is required by Michigan law to provide. A copy of the Bay County Civil Counsel Guidelines is attached for your reference.

In addition, neither Michigan case law nor the Michigan Rules of Professional Conduct requires that Corporation Counsel recuse itself (even once litigation has been initiated) from representing at least one of two adverse County entities. However, once again, Bay County's Civil Guidelines, in an effort to preserve the relationship between Corporation Counsel and the County's elected officials over the long term, include a provision that, *once litigation is initiated*, Corporation Counsel will recuse itself from the matter and retain attorneys for the defendant and, under certain circumstances, the plaintiff County entity – assuming the stated prerequisites are met and procedures followed as set forth in the Civil Counsel Guidelines.

Historical requests for additional staff, standing alone, do not equate to an assertion that an elected official's office is unable to perform statutorily or constitutionally mandated duties at the required level. In this particular case, the Clerk had not asserted to my Department (or to the Board of Commissioners that I am aware) that her level of funding was so deficient that it prevented her office from functioning "serviceably" until I received her June 8, 2015, letter requesting the retention of outside counsel *at the County's expense* to address this concern (a letter I assume was likely drafted by your office). As you know, this "serviceable" standard has been adopted by Michigan's courts to determine whether a County official has been unlawfully underfunded such that he or she is unable to fulfill statutory or constitutional obligations.

It is my responsibility as Corporation Counsel to legally advise the County Board as a whole as well as ALL of the County's individually elected officials. If in fact the Clerk had approached me with a concern that the funding provided to her office was so deficient that she was unable to operate it at a "serviceable" level, I would have immediately investigated the matter and, if her allegations were supported, informed the Board that it has a legal obligation to provide the additional necessary funding (as it is required to do in order for all of its departments to function serviceably). This is **exactly** the type of issue for which my Department should be consulted in order to avoid the potential of litigation and the necessity to retain an outside law firm for either County entity, at great taxpayer expense.

Although no litigation had been initiated and no conflict existed sufficient to require my recusal, the Clerk indicated in her June 8<sup>th</sup> letter that she felt there was a conflict. In order to address that concern, I immediately requested that the Board hire an independent consultant to evaluate the staffing levels of the Clerk's office as well as its workflow to assist in determining whether the Clerk's office is adequately staffed or underfunded so as to prevent the office from functioning at a "serviceable" level. The Board approved that request to hire an outside

## Bay County Department of Corporation Counsel

July 20, 2015

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consultant (a request made within two days of the Clerk's June 8<sup>th</sup> letter) *at the County's expense*. I further retained independent outside counsel, using funds from my Department's budget (NOT the Clerk's), to discuss this matter with the Clerk and to discern exactly what statutorily or constitutionally mandated duty she alleges she is unable to perform at a serviceable level. This would further allow me to determine whether the Clerk had a meritorious claim that, if not resolved internally through normal channels, could justify the retention of an independent outside firm if litigation were to become necessary. The attorney hired by my office to investigate this matter contacted the Clerk on two occasions, and on both occasions was told by the Clerk that she either would not or could not discuss the matter with her. As a result, neither I nor the Board have ANY idea what duties the Clerk is asserting she cannot perform at a serviceable level – because she is unwilling to provide that information. To approve a request for retention of outside counsel at the County's expense in order for the Clerk to “investigate” claims or to file suit against the County without being provided one shred of information to support her claim that she cannot perform her duties at a serviceable level would be reckless and irresponsible on my part.

I would very much like to discuss this matter directly with the Clerk, or would like some assurance that she will speak with the independent law firm and consulting firm I retained to review the matter. This seems to be an impossibility now that you have indicated the Clerk has formally retained your firm. Although I do not represent the Board of Commissioners in any litigation matter with the Clerk, I err on the side of caution in any instance where the Michigan Rules of Professional Conduct may be implicated. Michigan Rule of Professional conduct 4.2 arguably prohibits me from speaking directly with the Clerk regarding this matter and as such I will refrain from speaking with her regarding the issue until I receive permission from your firm to do so. If such permission is not granted, I request that your firm provide to my office ALL information that would identify and support the Clerk's claim that she is unable to perform any constitutionally or statutorily mandated duty at a “serviceable” level. Absent information or data to support the Clerk's claim, we cannot effectively address her concerns.

The County's first order of business is to fairly represent its constituents and ensure that the public's elected County officials are provided sufficient funding in order to fulfill statutorily and constitutionally mandated duties at a “serviceable” level. My obligation as Bay County's Corporation Counsel is to ensure that all offices and departments of the County operate within the confines of the law, and to do so in the most cost effective manner possible. The retention of outside counsel to “investigate” claims that have never even been brought to this Department's attention in the past, but which are currently being “investigated” in house is neither reasonable nor necessary and would constitute a mismanagement of Bay County taxpayer's funds. Bay County does not and has not authorized the retention of Clark Hill on behalf of the Bay County

**Bay County Department of Corporation Counsel**

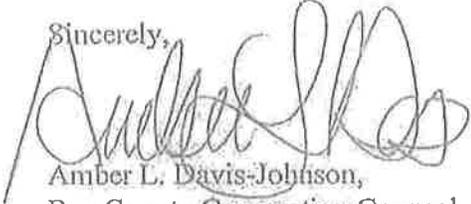
July 20, 2015

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Clerk. Any fees incurred to date or into the future are not the responsibility of the County, and the County does not intend to reimburse you for any legal services. Any fees previously incurred or incurred in the future remain the responsibility of the Clerk individually, and NO County funds (whether they are part of the Clerk's budget or the County's General Fund) are to be used to make payment on any invoice from your Firm.

I look forward to hearing from your firm or the Clerk directly to attempt to resolve this matter. Once my office has the needed information to determine what functions the Clerk is unable to perform at a "serviceable" level, we can make an informed determination as to what budget adjustments, if any, are to be recommended to the Bay County Board of Commissioners. If the matter cannot be resolved, we can revisit the issue of retaining outside counsel for the Clerk at the County's expense as set forth in the Civil Counsel Guidelines.

I look forward to receiving the requested information as soon as possible.

Sincerely,  
  
Amber L. Davis-Johnson,  
Bay County Corporation Counsel

Enclosure

cc: Tom Hickner, County Executive  
Ernie Krygier, Chairman, Bay County Board of Commissioners  
Amy Lusk/Andre Borrello

515 Center Avenue, Suite 401, Bay City, MI 48708-5125 (989) 895-4131  
FAX (989) 895-7658 TDD (hearing impaired) (989) 895-4049