

Clerk

Kim Priessnitz

From: Kim Priessnitz
Sent: Tuesday, September 22, 2015 7:09 PM
To: Tom Hickner
Cc: Crystal Hebert; Robert Redmond
Subject: FW: Service enhancement for 2016 Budget
Attachments: 20150922084710876.pdf

2016 Budget

Hello Tom,

Attached is a Service Enhancement from Clerk's Office for the 2016 Budget for your review and consideration.

Thanks,
Kim

-----Original Message-----

From: Cindy Luczak
Sent: Tuesday, September 22, 2015 8:57 AM
To: Kim Priessnitz
Subject: Service enhancement

Kim:
Thank you.

Cynthia A. Luczak

Bay County Clerk

(989) 895-4280

From: clerk-copier/scanner@baycounty.net [clerk-copier/scanner@baycounty.net]
Sent: Tuesday, September 22, 2015 8:47 AM
To: Cindy Luczak
Subject: Message from "Clerkmfp9"

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

Scan Date: 09.22.2015 08:47:10 (-0400)
Queries to: clerk-copier/scanner@baycounty.net

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

Department Name: Bay County Clerk

Date completed: Sept. 22, 2015

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

1. WHAT IS THE OVERALL SERVICE ENHANCEMENT PROPOSAL?

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

2. HOW WAS THE NEED FOR THIS ENHANCEMENT DETERMINED?

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

3. WHAT COLLABORATION IS NECESSARY FOR THIS TO OCCUR?

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

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

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

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

Concealed carry weapons processing; mandated by law.

6. WHAT PRIORITIES WILL THIS ENHANCEMENT ADVANCE?

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

7. WHAT IS THE EXPECTED OUTCOME OF THIS ENHANCEMENT?

Compliance.

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

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

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

10. PLEASE COMPLETE THE FOLLOWING:

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

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



Thank you all for your help in
making this a great year and
for getting us started. You should make
all of our great people to please

Paul Snyder