

DRAFT - Agenda
Tuscola County Board of Commissioners
Committee of the Whole
Tuesday, December 1, 2009 – 8:00 A.M.
Annex Board Room (207 E. Grant Caro, Mi.)

Non-Committee

Finance

Committee Leaders-Commissioner Bardwell and Peterson

Primary Finance Items

1. **2010 County Budget Development (See A)**
 - **Next Steps**
 - **Timeline**
 - **Potential Court Letter**
 - **Court Collections-County Clerk**
2. **Department Requests to Discuss Draft 2010 Budget**
 - **Prosecutor**
 - **Emergency Services**
 - **Circuit/Family Court – FOC**
 - **Other**
3. **District Court Line Item Transfer Requests (See B)**

Secondary/On-Going Finance Items

1. Treasurer Bank Statement Reconciliation (Balanced through October)
2. Clerk/FOC Optical Imaging Update
3. Update Regarding Broadband Grant Application
4. SBCI – Great Lakes Restoration Initiative Grant Funds
5. BCBSM Lawsuit Claim
6. Discussion of Tether Program Potentials
7. ATM, PayPal, Touch Pay Options for Courthouse
8. Mandated/Non-Mandated Service Breakdown Update
9. Red Flag Rule Policy
10. Update Related to County Health Insurance Quote

Personnel

Committee Leader-Commissioners Bardwell and Roggenbuck

Primary Personnel Items

1. **Part-Time Temporary General Office Position for Register of Deeds (See C)**

2. **Mosquito Abatement Request for a Full-Time Office Position (See D)**
3. **Deferred Compensation Amended Adoption Agreement (See E)**
4. **Potential Letter to Unions Regarding Wages**
5. **Meeting Conflict MAC 7th District and Senator Barcia – 12/14/09**

Secondary/On-Going Personnel Items

1. Employee Recognition
2. Open Meetings Act Discussion for Boards and Commissions – Corporate Council and County Prosecutor
3. Mosquito Abatement Committee – Policy Review
4. Road Commission Elected Verses Appointed
5. Farmland Preservation Committee
6. Job Descriptions
7. Incorporate County Personnel Policies and Other key Personnel Information on the County Web Site
8. Backup Computer Support for Sheriff Department
9. Electronic Time Recording System
10. Circuit/Family Court Personnel Policies
11. County Organizational Chart
12. RFP for Labor/Personnel Legal Services – December 4, 2009 Deadline
13. Appointments to EDC Board – December 4, 2009 Deadline

Building and Grounds

Committee Leader-Commissioners Petzold and Kern

1. **Adult Probation**
2. **Niland Building Lease Close-Out**
3. **Request to use Courthouse Lawn (See F)**

Primary Building and Grounds Items

Secondary/On-Going Building and Grounds Items

1. Human Services Building Remodeling Update
2. Follow-Up Work for NACO Energy Star Program
3. Draft Airport Zoning Update
4. Energy Efficiency Grants Timeline and Application Procedures – Next Steps
5. Review of FOC Potential Relocation to the Courthouse

Correspondence/Other Business as Necessary

1. Resolutions from Other Counties
2. National Flood Insurance Program
3. Economic Development
 - County EDC Strategic Planning and CAT Integration
 - Economic Gardening

- RBEG 3rd Year Application Enterprise Facilitation
- East Central Michigan Council of Governments Coastal Zone Management Grant
- Regional Tourism

Public Comment Period

Closed Session – If Necessary

Other Business as Necessary

Notes:

Except for the Statutory Finance Committee, committee meetings of the whole are advisory only. Any decision made at an advisory committee is only a recommendation and must be approved by a formal meeting of the Board of Commissioners.

If you need accommodations to attend this meeting please notify the Tuscola County Controller/Administrator's Office (989-672-3700) two days in advance of the meeting.

This is a draft agenda and subject to change. Items may be added the day of the meeting or covered under other business at the meeting.

Statutory Finance Committee

1. Claims Review and Approval

**TABLE 1
2010 General Fund Revenue Budget**

		2007	2008	Amended		
		Year-End	Year-End	Revenue	2009	2010
Account	Revenue	Actual	Actual	Budget	Revenue	Revenue
Number	Category/Department	Revenue	Revenue	as of 10-31-09	Projection	Projection
	Taxes					
402-253	Current Taxes	5,328,071	5,720,710	5,749,000	\$ 5,744,000	\$ 5,525,847
404-253	Payment in Lieu of Taxes	2,889	2,624	3,000	\$ 5,300	\$ 4,000
425-253	Trailer Park Fees	4,661	4,664	4,700	\$ 4,000	\$ 4,000
	Total Taxes	\$ 5,335,620	\$ 5,727,998	\$ 5,756,700	\$ 5,753,300	\$ 5,533,847
	Licenses and Permits					
476-215	Marriage Licenses	1,920	1,859	1,800	\$ 1,900	\$ 1,900
476-301	Pistol Permits (Sheriff)	4,740	4,595	7,000	\$ 7,500	\$ 5,000
477-215	Pistol Permits (Gun Board)	3,224	7,066	9,500	\$ 14,000	\$ 12,000
477-253	Dog Licenses	115,675	103,747	110,000	\$ 108,000	\$ 108,000
477-301	Sheriff Licenses	5	4	12	\$ 12	\$ 12
478-215	Pistol Permits (Renewal)	50	90	80	\$ 50	\$ -
479-215	Laminating Fee (Clerk)	169	263	300	\$ 400	\$ 400
	Total Licenses & Permits	\$ 125,783	\$ 117,624	\$ 128,692	\$ 131,862	\$ 127,312
	Intergovernmental					
506-253	Civil Defense	22,951	25,257	24,000	\$ 25,000	\$ 18,400
508-253	LEPC Fees	-	-	-	\$ -	\$ -
541-253	Judges Salary (Cir,Pro,District)	239,424	239,703	240,000	\$ 239,703	\$ 239,703
542-253	Juvenile Officer Salary	27,317	27,317	29,000	\$ 27,317	\$ 27,317
544-253	Marine Safety	22,407	20,687	21,825	\$ 21,825	\$ 21,825
545-253	Secondary Road Patrol	130,321	124,300	117,974	\$ 117,974	\$ 109,271
546-253	Marine Safety Grant DNR	15,954	-	-	\$ -	\$ -
546-421	Emergency Prep St Grant	25,000	-	-	\$ -	\$ -
562-301	SSI Incentive	4,200	6,400	4,200	\$ 5,700	\$ 4,200
563-253	Co-op Reimbursement Prosecutor	70,198	74,702	72,000	\$ 75,000	\$ 75,000
570-253	Cigarette Tax Monies	28,119	20,032	28,000	\$ 20,000	\$ 20,000

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574-253	State Revenue Sharing	-	466,574	1,143,926	\$ 1,112,297	\$ 1,017,408
575-253	Liquor Licenses	8,616	9,073	9,000	\$ 9,000	\$ -
577-253	State Hotel/Liquor Tax	114,210	123,071	130,000	\$ 130,000	\$ 130,000
680-253	Human Svcs Building Maint.	60,898	72,146	-	\$ -	\$ -
578-253	State Payment Court Equity Fund	295,530	288,708	282,000	\$ 273,600	\$ 273,600
507-253	Justice Benefits Inc.	1,657	904	1,600	\$ 1,350	\$ 1,200
452-441	Building Codes SCMCCI	371,647	393,367	340,000	\$ 331,000	\$ 331,000
605-441	Building Codes - Insp. Appeal Fee	-	-	-	\$ -	\$ -
578-143	FOC Bench Warrant Enforcement Fees	10,802	6,488	6,830	\$ 6,830	\$ 6,830
668-253	Human Services Lease Payment	-	36,866	267,506	\$ 267,506	\$ 267,506
	Total Intergovernmental	\$ 1,449,253	\$ 1,935,595	\$ 2,717,861	\$ 2,664,102	\$ 2,543,260
	Charges for Services					
544-136	District Court Case Flow Assistance	18,643	17,128	17,000	\$ 12,332	\$ 12,000
544-215	Drug Caseload Fund Clerk	443	388	600	\$ 530	\$ 530
590-215	Certifieds	34,414	34,030	36,000	\$ 35,000	\$ 36,000
601-136	District Court Probation Fees	175,795	155,902	152,000	\$ 163,000	\$ 160,000
608-136	District Court Intensive Prob. Fees	39,900	41,345	41,000	47,000	44,000
609-215	Waiver Marriage Lic. 3 Day	200	260	200	\$ 240	\$ 240
604-136	MIP Deferral Program	9,800	3,700	3,500	\$ 5,700	\$ 5,000
602-136	Dist. Court (Court & Bond Costs)	332,726	284,756	288,000	\$ 290,000	\$ 270,000
602-143	Court Costs FOC	43,205	46,607	45,000	\$ 55,000	\$ 55,000
602-215	County Clerk (Court Costs)	140,422	128,296	144,000	\$ 193,700	\$ 180,000
603-136	District Court Bond Costs	3,020	3,759	3,500	\$ 2,600	\$ 3,000
605-136	Dist.Ct. Screening Assessment Fee	26,990	18,917	19,000	\$ 18,000	\$ 18,000
607-215	DNA Assessment County Share	135	39	100	\$ 50	\$ 50
607-301	DNA Assessment Sheriff	338	97	200	\$ 100	\$ 100
608-215	Bench Warrant Fee	2,910	5,551	4,500	\$ 7,000	\$ 6,000
610-132	Admin Fees/Family Division	30,547	31,485	34,000	\$ 26,500	\$ 27,000
610-148	Probate Court-Service Fees	29,240	31,485	31,000	\$ 29,500	\$ 29,500

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610-215	FOC Processing Fees	6,683	6,688	7,500	\$ 7,200	\$ 7,200
611-215	DBA Co-Partnership Clerk	5,720	5,760	6,000	\$ 6,500	\$ 6,500
612-215	Appeal Fees Circuit	-	31	100	\$ -	\$ -
612-236	Register of Deeds-Transfer Tax	113,959	97,375	71,000	\$ 67,000	\$ 62,000
613-215	Clerk Foreclosure Sale	50	-	50	\$ -	\$ -
613-236	Register of Deeds-Recording Fee	167,067	146,367	155,000	\$ 144,000	\$ 130,000
614-215	Xerox Copies	7,609	8,215	8,000	\$ 8,000	\$ 8,000
614-236	Register of Deeds-Copies	52,766	58,981	55,000	\$ 53,000	\$ 45,000
614-275	Drain Commission Copy Fees	-	-	-	\$ -	\$ -
615-215	Searches Circuit	3,387	3,645	3,500	\$ 5,300	\$ 5,400
615-236	Register of Deeds-Searches	-	36	100	\$ -	\$ -
616-215	Motion Fees	9,015	8,155	8,500	\$ 9,600	\$ 9,800
616-236	Handling Fees	110	25	600	\$ 600	\$ 600
616-253	Admin Fee Prescription Health	89	50	100	\$ -	\$ -
617-132	Filing Fee/Family Court	1,116	837	800	\$ 930	\$ 950
617-215	Jury/Entry/Forensic	18,218	18,999	18,000	\$ 18,000	\$ 18,000
617-253	BC/BS Administrative Fee Retires	3,533	2,160	2,300	\$ 2,000	\$ 2,000
618-215	Notary Bond Filing Fee	1,535	1,194	1,300	\$ 1,400	\$ 1,400
618-253	Notary Fees Treasurer	55	45	50	\$ 100	\$ 100
608-301	Sex Offenders Registration Fee	30	50	100	\$ 100	\$ 100
608-430	Boarding-Animal Control	1,210	2,146	2,000	\$ 2,500	\$ 2,500
618-301	Sheriff Contractual	13,800	17,111	17,000	\$ 17,000	\$ 17,000
619-136	Civil Fees (District Court)	142,905	164,198	130,000	\$ 149,000	\$ 149,000
619-215	Passport Fees	17,400	5,962	7,000	\$ 7,000	\$ 7,000
619-301	Drug Testing Fees	7,053	1,757	3,000	\$ 3,000	\$ 3,000
610-301	Transportation for Inmates	8,000	8,000	8,000	\$ -	\$ -
620-132	Collection Fees/Family Div.	8,920	5,867	8,000	\$ 3,400	\$ 3,500
620-215	Late Fees	901	60	300	\$ 250	\$ 300
621-215	County Clerk (Court Fees)	445	646	400	\$ 600	\$ 700
622-225	Equalization LUG Tax System	192	11	100	\$ 50	\$ 50
623-215	Funeral Home Corrections	87	83	100	\$ 100	\$ 100

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624-253	County Treasurer - Other	1,351	1,577	1,000	\$ 1,200	\$ 1,000
625-253	County Treasurer - Other	162	-	500	\$ -	\$ -
626-215	Passport/CCW Photo Charge	4,981	3,544	3,500	\$ 4,500	\$ 4,000
626-253	County Treasurer - Other	-	-	-	\$ -	\$ -
624-215	Victims Rights Admin. Fee	2,003	1,946	2,000	\$ 2,300	\$ 2,400
624-648	Medical Examiner Fees	1,020	1,320	1,500	\$ 1,500	\$ 1,500
625-236	County Share MSSR Fee	852	460	500	\$ 550	\$ 500
625-215	Voter Registration Processing	1,127	1,456	1,300	\$ 1,400	\$ 1,200
626-225	Tax Administration Fees	81,739	89,439	81,000	\$ 78,000	\$ 77,000
627-218	Dispatch Tech Services	5,000	5,000	5,000	\$ 5,000	\$ 5,000
638-301	Care of Prisoners Work Release	32,018	38,136	35,000	\$ 20,000	\$ 20,000
628-301	Care of Prisoners DOC Detainer	11,504	32,460	18,000	\$ 15,000	\$ 12,000
634-301	Felon Diverted Program	131,936	82,955	75,000	\$ 60,000	\$ -
636-301	Charge to Prisoners for Jail	68,804	63,079	65,000	\$ 55,000	\$ 55,000
637-301	Day Reporting	8,650	5,556	7,000	\$ 7,000	\$ 7,000
629-253	Sales Treasurer	6,881	7,540	9,000	\$ 7,000	\$ 7,000
630-301	Sheriff Paper Service	6,074	10,895	14,000	\$ 22,000	\$ 22,000
631-301	Sheriff Photo Service	7,324	8,430	7,000	\$ 6,500	\$ 6,500
633-301	Boat Livery Inspections	125	76	120	\$ 75	\$ 75
635-301	Inmate Phone Revenues	34,704	36,486	37,000	\$ 28,000	\$ 28,000
642-259	Tax Data On-Line Fee	7,040	1,540	2,300	\$ 24,000	\$ 10,000
643-430	Sales-Animal Shelter	1,760	770	1,000	\$ 1,000	\$ 1,000
646-301	Sales Sheriff - Auction	17,138	5,132	6,500	\$ 6,000	\$ 6,000
647-301	Sales Sheriff - Canteen	4,488	3,136	3,000	\$ 3,000	\$ 3,000
655-301	Bond Forfeitures-Sheriff	-	57	-	\$ -	\$ -
658-253	Return Check Charge	419	505	-	\$ 300	\$ 300
667-369	Rent for County Property	4,667	4,667	4,667	\$ 4,667	\$ 5,490
447-253	Summer Tax Collection	128,488	141,492	128,000	\$ 138,000	\$ 130,000
676-226	Equalization Contract to Huron County	9,000	36,000	36,000	\$ 36,000	\$ 36,000
	Equalization Caro Assessing Contract	-	-	-	\$ 4,063	\$ 38,313

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<u>Number</u>	Category/Department	Revenue	Revenue	as of 10-31-09	Projection	Projection
	Total Charges for Services	\$ 2,059,838	\$ 1,951,849	\$ 1,878,387	\$ 1,924,937	\$ 1,806,898
	Fines & Forfeits					
655-253	County Treasurer Forfeitures	14,055	5,408	6,500	\$ 7,000	\$ 7,000
655-430	Bond Forfeiture Animal	-	-	-	\$ -	\$ -
656-136	District Court Bond Forfeitures	14,072	6,265	6,500	\$ 8,500	\$ 8,000
657-136	District Court Ordinance Fines	45,224	34,569	30,000	\$ 28,000	\$ 25,000
659-136	Warrant Fees District Court	12,129	13,173	14,000	\$ 12,000	\$ 12,000
660-301	Vehicle Impoundment Fee	-	-	-	\$ -	\$ -
657-148	Ordinance Fines	-	-	-	\$ -	\$ -
657-137	Ordinance Fines - Magistrate	99	(3)	50	\$ -	\$ -
	Total Fines & Forfeitures	\$ 85,579	\$ 59,411	\$ 57,050	\$ 55,500	\$ 52,000
	Interest & Rentals					
664-253	Interest - Summer Taxes	10,277	32,120	29,000	\$ 34,000	\$ 33,000
665-253	Pooled General Fund Interest	307,491	195,554	200,000	\$ 200,000	\$ 180,000
667-151	Rent DOT	-	2,364	9,456	\$ 9,456	\$ -
667-301	Rentals (Use of Van)	2,700	2,700	2,700	\$ 2,700	\$ 2,700
677-301	Sheriff Medical Service Reimb.	11,084	11,056	11,500	\$ 15,000	\$ 11,000
667-253	Thumb Cellular Tower Rental	2,503	2,578	2,500	\$ 2,500	\$ 2,500
	Total Interest & Rentals	\$ 334,055	\$ 246,372	\$ 255,156	\$ 263,656	\$ 229,200
	Refunds & Reimbursements					
625-301	Inmate Phone Cards	7,940	8,840	9,500	\$ 4,500	\$ 5,000
674-253	Thumb Narcotics Unit Reimburse	27,841	27,844	27,000	\$ 27,800	\$ 27,838
674-301	Reimbursements FOC Warrants	900	1,374	1,300	\$ 1,000	\$ 1,000
676-191	State Reimbursement/Elections	-	24,208	-	\$ -	\$ -

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676-215	GAL Attorney Fee/Reimbursement	27,107	30,962	33,500	\$ 25,500	\$ 26,500
676-253	Reimbursements & Refunds	19,513	24,719	30,000	\$ 20,000	\$ 20,000
676-060	Drain Restitution Embezzlement	-	-	-	\$ -	\$ -
676-301	Reimbursement Sheriff	4,971	7,445	6,500	\$ 6,000	\$ 6,000
676-430	Reimbursement Animal Shelter	8,268	8,214	8,000	\$ 7,000	\$ 7,000
580-253	Reimbursement State Jury	22,258	23,595	23,000	\$ 23,200	\$ 20,000
677-215	Reimbursement Crt Appt Atty Fees	8,655	9,259	10,000	\$ 6,500	\$ 7,000
677-191	Reimb-School Election	-	9,963	10,000	\$ 9,355	\$ 10,000
677-223	East Central Local Share	2,551	184	2,500	\$ 2,100	\$ -
677-253	Juvenile Office Position	99,989	94,153	92,000	\$ 94,000	\$ 94,000
694-253	Cash Over/Short	762	(19)	-	\$ -	\$ -
694-215	Cash Over/Short	11	35	-	\$ -	\$ -
679-215	DE Novo Transcripts	780	106	500	\$ 100	\$ 100
678-191	Twsp. - Election Supplies	1,883	20,934	20	\$ 3,092	\$ 3,000
679-191	Reim. Special Election Supplies	-	7,779	-	\$ -	\$ -
	Total Reimbursement & Refunds	\$ 233,426	\$ 299,595	\$ 253,820	\$ 230,147	\$ 227,438
	Total Operating Revenue	\$ 9,623,555	\$ 10,338,443	\$ 11,047,666	\$ 11,023,504	\$ 10,519,955
	Revenue Transfers Other Funds					
699-215	Friend of the Court Indirect Cost	105,284	79,971	\$ 97,301	\$ 97,301	\$ 97,120
699-216	Family Counseling Indirect Costs	1,527	1,631	\$ 2,724	\$ 2,724	\$ 4,680
699-218	Dispatch Fund Indirect Costs	68,972	73,394	\$ 67,842	\$ 67,842	\$ 67,627
699-221	Health Department Indirect Costs	5,838	2,889	\$ 6,594	\$ 6,594	\$ 9,308
699-221-010	Veterans Operations Indirect Cost	2,511	4,233	\$ 5,715	\$ 5,715	\$ 1,667
699-221-020	Health Department Lease	85,676	85,676	\$ 85,676	\$ 85,676	\$ 85,676
699-251	Principle Residence Exemption	\$ -	\$ -	\$ -	\$ -	\$ 1,816
699-240	Mosquito Control	38,512	25,882	\$ 19,976	\$ 19,976	\$ 39,544
699-294	Vets Trust	-	1,000	\$ 1,000	\$ 1,000	\$ 1,000
699-297	Senior Citizens Fund Indirect Cost	475	445	\$ 802	\$ 802	\$ 1,495

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Number	Category/Department	Revenue	Revenue	as of 10-31-09	Projection	Projection
699-298	Medical Care Facility Indirect Cost	1,272	1,296	\$ 461	\$ 461	\$ 1,280
699-230	Recycling Indirect Costs	9,710	9,710	\$ 25,000	\$ 25,000	\$ 25,000
699-441	Building Codes SCMCCI Indirect	24,996	24,996	\$ 25,000	\$ 25,000	\$ 25,000
699-532	Tax Foreclosure	7,500	19,099	\$ 97,100	\$ 72,100	\$ 25,000
699-626	Delinquent Tax Revolving Fund	795,580	732,420	\$ 730,000	\$ 730,000	\$ 730,000
699-287	Revenue Sharing Reserve Fund	1,074,592	1,014,042	\$ -	\$ -	\$ -
699-252	Transfer In - Remonumentation	-	-	\$ -	\$ -	\$ -
	Total Revenue Transfers from Other Funds	\$ 2,222,445	\$ 2,076,684	\$ 1,165,191	\$ 1,140,191	\$ 1,116,213
	Grand Total Revenues	\$ 11,846,000	\$ 12,415,127	\$ 12,212,857	\$ 12,163,695	\$ 11,636,168
	Recurring Sources of Funds					
	Budgeted General Fund Balance or Other One-Time Sources of Funds					
672-390	General Fund Use of Fund Balance	-	-	512,731	\$ 412,350	\$ 153,557
699-286	Transfer in Retirement Reserve	-	-	165,752	\$ -	\$ 146,275
	Total Budgeted General Fund Balance or Other One-Time Sources Of Funds	\$ -	\$ -	\$ 678,483	\$ 412,350	\$ 299,832
	GRAND TOTAL REVENUES	\$ 11,846,000	\$ 12,415,127	\$ 12,891,340	\$ 12,576,045	\$ 11,936,000
	INCLUDING USES OF NON-RECURRING SOURCES OF FUNDS					

**TABLE 2
2010 General Fund Expenditure Budget**

DRAFT FOR DISCUSSION ONLY						
			2009 Amended			
	2007	2008	Expenditure	2009	2010	2010 Draft
Expenditure	Year-End	Year-End	Budget	Expenditure	Expenditure	Expenditure
Category/Department	Actual	Actual	as of 10-31-09	Projection	Target	Budget
Legislative						
Board of Commissioners	\$ 120,182	\$ 117,244	\$ 143,259	\$ 144,569	\$ 135,048	\$ 117,682
Special Programs	\$ 15,788	\$ 3,624	\$ 36,100	\$ 36,512	\$ 10,500	\$ 12,500
Total Legislative	\$ 135,970	\$ 120,868	\$ 179,359	\$ 181,081	\$ 145,548	\$ 130,182
Judicial						
Circuit/Family Court	\$ 1,201,646	\$ 1,180,441	\$ 1,330,017	\$ 1,260,120	\$ 1,102,210	\$ 1,102,210
District Court	\$ 919,164	\$ 985,684	\$ 1,078,258	\$ 1,044,644	\$ 1,002,798	\$ 1,002,623
Jury Commission	\$ 3,973	\$ 4,335	\$ 4,800	\$ 4,618	\$ 4,718	\$ 4,718
Probate Court	\$ 272,370	\$ 289,261	\$ 301,789	\$ 290,800	\$ 278,442	\$ 277,046
Adult Probation	\$ 25,171	\$ 53,948	\$ 48,000	\$ 39,000	\$ 12,000	\$ 13,200
Total Judicial	\$ 2,422,325	\$ 2,513,669	\$ 2,762,864	\$ 2,639,182	\$ 2,400,168	\$ 2,399,797
General Government						
Elections	\$ 4,492	\$ 94,891	\$ 15,892	\$ 16,037	\$ 108,600	\$ 108,600
Accounting Services	\$ 39,390	\$ 71,130	\$ 49,500	\$ 44,050	\$ 46,350	\$ 45,050
Legal Services	\$ 60,550	\$ 47,997	\$ 47,000	\$ 39,000	\$ 50,000	\$ 50,000
Clerk	\$ 353,961	\$ 379,379	\$ 416,468	\$ 408,421	\$ 382,140	\$ 380,017
Controller/Administrator	\$ 329,655	\$ 349,994	\$ 366,482	\$ 354,222	\$ 334,058	\$ 336,939
Equalization	\$ 177,576	\$ 183,640	\$ 192,317	\$ 189,867	\$ 177,200	\$ 197,402
Equalization/Huron County	\$ 1,800	\$ 11,051	\$ 12,800	\$ 8,902	\$ 11,702	\$ 13,702
Equalization Caro Assessing Contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,988
Prosecutor	\$ 457,059	\$ 475,369	\$ 493,878	\$ 476,355	\$ 449,868	\$ 473,519
Co-Op Prosecutor	\$ 148,974	\$ 152,079	\$ 169,498	\$ 164,848	\$ 161,536	\$ 172,306

**TABLE 2
2010 General Fund Expenditure Budget**

DRAFT FOR DISCUSSION ONLY						
			2009 Amended			
	2007	2008	Expenditure	2009	2010	2010 Draft
Expenditure	Year-End	Year-End	Budget	Expenditure	Expenditure	Expenditure
Category/Department	Actual	Actual	as of 10-31-09	Projection	Target	Budget
Register of Deeds	\$ 244,721	\$ 280,230	\$ 301,078	\$ 287,578	\$ 246,019	\$ 247,230
Treasurer	\$ 317,423	\$ 341,472	\$ 373,540	\$ 352,040	\$ 340,395	\$ 338,335
MSU Cooperative Extension	\$ 100,833	\$ 127,995	\$ 134,431	\$ 132,931	\$ 108,480	\$ 135,600
Computer Operations	\$ 385,710	\$ 368,854	\$ 401,688	\$ 399,703	\$ 358,406	\$ 354,416
Building & Grounds	\$ 654,704	\$ 730,467	\$ 788,579	\$ 750,848	\$ 750,258	\$ 750,225
Human Services Building Maint.	\$ 66,608	\$ 63,333	\$ 76,445	\$ 63,992	\$ 60,478	\$ 67,153
Drain Commission	\$ 165,193	\$ 145,079	\$ 178,854	\$ 162,176	\$ 163,246	\$ 181,742
Total General Government	\$ 3,508,649	\$ 3,822,960	\$ 4,018,450	\$ 3,850,970	\$ 3,748,736	\$ 3,870,224
Public Safety						
Courthouse Security	\$ 123,714	\$ 130,517	\$ 147,397	\$ 145,916	\$ -	\$ -
Jail	\$ 1,896,564	\$ 2,050,496	\$ 2,186,529	\$ 2,142,449	\$ 2,215,433	\$ 2,189,139
Bench Warrant Enforcement	\$ 10,803	\$ 6,488	\$ 6,830	\$ 6,488	\$ 6,830	\$ 6,830
Liquor/Traffic Enforcement	\$ 4,556	\$ 4,779	\$ 4,398	\$ 4,398	\$ -	\$ -
Marine Safety	\$ 47,342	\$ 20,687	\$ 21,825	\$ 18,381	\$ 20,953	\$ 21,825
Secondary Road Patrol	\$ 133,446	\$ 118,426	\$ 117,974	\$ 117,974	\$ 117,974	\$ 109,271
Thumb Narcotics	\$ 27,951	\$ 28,064	\$ 27,709	\$ 27,709	\$ 27,838	\$ 27,838
Planning Commission	\$ 3,735	\$ 11,297	\$ 12,550	\$ 11,450	\$ 9,570	\$ 6,550
Plat Board	\$ 273	\$ 408	\$ 656	\$ 656	\$ 628	\$ 628
Emergency Services	\$ 87,120	\$ 96,568	\$ 102,561	\$ 96,399	\$ 83,287	\$ 83,495
Animal Shelter	\$ 123,782	\$ 123,318	\$ 127,000	\$ 121,450	\$ 125,500	\$ 125,500
Livestock Claims	\$ -	\$ -	\$ 525	\$ -	\$ 525	\$ 525
Total Public Safety	\$ 2,459,285	\$ 2,591,048	\$ 2,755,954	\$ 2,693,270	\$ 2,608,538	\$ 2,571,601

**TABLE 2
2010 General Fund Expenditure Budget**

DRAFT FOR DISCUSSION ONLY						
			2009 Amended			
	2007	2008	Expenditure	2009	2010	2010 Draft
Expenditure	Year-End	Year-End	Budget	Expenditure	Expenditure	Expenditure
Category/Department	Actual	Actual	as of 10-31-09	Projection	Target	Budget
Public Works						
Building Codes (See note below)	\$ 371,876	\$ 393,367	\$ 340,000	\$ 331,000	\$ 331,000	\$ 331,000
Board of Public Works	\$ 2,529	\$ 2,890	\$ 2,840	\$ 2,840	\$ 2,840	\$ 2,840
Drain-at Large	\$ 536,460	\$ 543,072	\$ 562,749	\$ 562,749	\$ 491,244	\$ 491,244
Total Public Works	\$ 910,865	\$ 939,329	\$ 905,589	\$ 896,589	\$ 825,084	\$ 825,084
Health & Welfare						
Substance Abuse	\$ 57,105	\$ 61,536	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
Medical Examiner	\$ 33,474	\$ 44,098	\$ 40,973	\$ 33,173	\$ 41,800	\$ 41,800
Veterans Burial	\$ 16,520	\$ 15,720	\$ 18,000	\$ 21,500	\$ 18,000	\$ 18,000
Economic Development	\$ 28,000	\$ 53,000	\$ 57,877	\$ 57,877	\$ 46,302	\$ 46,302
Total Health & Welfare	\$ 135,099	\$ 174,354	\$ 181,850	\$ 177,550	\$ 171,102	\$ 171,102
Insurance & Bonds						
Insurance & Bonds	\$ 151,278	\$ 167,154	\$ 160,000	\$ 170,000	\$ 174,000	\$ 174,000
Insurance & Bonds Total	\$ 151,278	\$ 167,154	\$ 160,000	\$ 170,000	\$ 174,000	\$ 174,000
Contingency						
Contingency	\$ -		\$ (66)	\$ 4,063	\$ 95,875	\$ 30,053
Total Contingency	\$ -	\$ -	\$ (66)	\$ 4,063	\$ 95,875	\$ 30,053
Operating Transfers Out						

TABLE 2
2010 General Fund Expenditure Budget

DRAFT FOR DISCUSSION ONLY						
			2009 Amended			
	2007	2008	Expenditure	2009	2010	2010 Draft
Expenditure	Year-End	Year-End	Budget	Expenditure	Expenditure	Expenditure
Category/Department	Actual	Actual	as of 10-31-09	Projection	Target	Budget
County Park	\$ 6,050	\$ 7,000	\$ 5,000	\$ 5,000	\$ -	\$ -
Friend of the Court	\$ 282,970	\$ 328,955	\$ 346,166	\$ 346,166	\$ 295,599	\$ 295,599
Health Department	\$ 273,487	\$ 273,487	\$ 293,487	\$ 293,487	\$ 263,727	\$ 263,727
Behavioral Health	\$ 288,243	\$ 288,243	\$ 288,243	\$ 288,243	\$ 288,243	\$ 288,243
Equipment Capital Improvement	\$ 158,737	\$ 203,500	\$ 197,207	\$ 197,207	\$ 100,000	\$ 100,000
Remonumentation	\$ 4,007	\$ 4,007	\$ 4,000	\$ 4,000	\$ -	\$ -
Community Corrections	\$ 10,345	\$ 8,368	\$ 9,200	\$ 9,200	\$ 10,800	\$ 13,700
Child Care Human Services	\$ 167,000	\$ 167,000	\$ 163,000	\$ 163,000	\$ 137,500	\$ 137,500
Department of Human Services	\$ 13,000	\$ 13,000	\$ 12,000	\$ 12,000	\$ 10,000	\$ 10,000
Child Care Probate	\$ 410,000	\$ 440,000	\$ 465,000	\$ 500,000	\$ 500,000	\$ 500,000
Soldiers & Sailors Relief	\$ 26,000	\$ 26,000	\$ 26,000	\$ 27,000	\$ 28,500	\$ 28,500
Cigarette Tax	\$ 19,849	\$ 14,140	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000
Medical Examiner	\$ 9,100	\$ 9,595	\$ 10,293	\$ 10,293	\$ 10,293	\$ 10,293
Veterans Counseling	\$ 62,226	\$ 72,798	\$ 73,744	\$ 73,744	\$ 67,395	\$ 67,395
Capital Improvements Fund	\$ 318,668	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Sick/Vacation	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 17,972	\$ 30,000
Total Operating Transfers Out	\$ 2,049,681	\$ 1,856,093	\$ 1,927,340	\$ 1,963,340	\$ 1,749,029	\$ 1,763,957
GRAND TOTAL EXPENDITURES	\$ 11,773,153	\$ 12,185,475	\$ 12,891,340	\$ 12,576,045	\$ 11,918,080	\$ 11,936,000

**TABLE 3
Departmental Methods of Reduction**

DRAFT FOR DISCUSSION ONLY				
	2010	2010		
	Baseline	Expenditure	2010 Draft	
Expenditure	Expenditure	Target	Expenditure	
Category/Department	Budget	Reduction	Budget	How Reduction was Achieved
Legislative				
Board of Commissioners	\$ 150,287	\$ 135,048	\$ 117,682	Elimination of commissioner health insurance
Special Programs	\$ 10,500	\$ 10,500	\$ 12,500	
Total Legislative	\$ 160,787	\$ 145,548	\$ 130,182	
Judicial				
Circuit/Family Court	\$ 1,234,599	\$ 1,102,210	\$ 1,102,210	Unknown - budget received but had increase in expenditures not reductions
District Court	\$ 1,130,943	\$ 1,002,798	\$ 1,002,623	Laid off bailiff and Intensive Probation, implications loss of revenue, more prisoner housing costs and sheriff security demands
Jury Commission	\$ 4,718	\$ 4,718	\$ 4,718	
Probate Court	\$ 295,624	\$ 278,442	\$ 277,046	Reduced court appointed attorney payments/cost
Adult Probation	\$ 12,000	\$ 12,000	\$ 13,200	
Total Judicial	\$ 2,677,884	\$ 2,400,168	\$ 2,399,797	
General Government				
Elections	\$ 108,600	\$ 108,600	\$ 108,600	
Accounting Services	\$ 46,350	\$ 46,350	\$ 45,050	Negotiated reduction in 2010 auditing costs
Legal Services	\$ 50,000	\$ 50,000	\$ 50,000	
Clerk	\$ 427,013	\$ 382,140	\$ 380,017	Reduced one permanent employee and other line items
Controller/Administrator	\$ 379,746	\$ 334,058	\$ 336,939	Laid off general office clerk and line item reductions
Equalization	\$ 199,247	\$ 177,200	\$ 197,402	Revenue from assessing agreement with City of Caro
Equalization/Huron County	\$ 11,702	\$ 11,702	\$ 13,702	
Equalization Caro Assessing Contract	\$ -	\$ -	\$ 17,988	Revenue from assessing agreement with City of Caro
Prosecutor	\$ 508,821	\$ 449,868	\$ 473,519	Step wage increases frozen, one less employee taking health ins., overtime and training eliminated

**TABLE 3
Departmental Methods of Reduction**

DRAFT FOR DISCUSSION ONLY				
	2010	2010		
	Baseline	Expenditure	2010 Draft	
Expenditure	Expenditure	Target	Expenditure	
Category/Department	Budget	Reduction	Budget	How Reduction was Achieved
Co-Op Prosecutor	\$ 179,764	\$ 161,536	\$ 172,306	Program reimbursed approximately 2/3 by Cooperative reimbursement funding
Register of Deeds	\$ 275,480	\$ 246,019	\$ 247,230	Did not refill vacant position replaced with part-time assistance
Treasurer	\$ 380,520	\$ 340,395	\$ 338,335	Transferred a percentage of two full time and one part-time positions to tax foreclosure fund
MSU Cooperative Extension	\$ 135,600	\$ 108,480	\$ 135,600	
Computer Operations	\$ 380,907	\$ 358,406	\$ 354,416	Service contact, contractual reductions
Building & Grounds	\$ 796,399	\$ 750,258	\$ 750,225	Did not refill vacant maintenance position
Human Services Building Maint.	\$ 67,303	\$ 60,478	\$ 67,153	
Drain Commission	\$ 183,569	\$ 163,246	\$ 181,742	Reductions to drain-at-large costs
Total General Government	\$ 4,131,021	\$ 3,748,736	\$ 3,870,224	
Public Safety				
Courthouse Security	\$ 151,736	\$ -	\$ -	Eliminated two security officer positions
Jail	\$ 2,220,642	\$ 2,215,433	\$ 2,189,139	Reduction in part-time and prisoner medical services
Bench Warrant Enforcement	\$ 6,830	\$ 6,830	\$ 6,830	
Liquor/Traffic Enforcement	\$ 4,398	\$ -	\$ -	Transferred to Road Patrol fund budget
Marine Safety	\$ 20,953	\$ 20,953	\$ 21,825	
Secondary Road Patrol	\$ 117,974	\$ 117,974	\$ 109,271	Revised expected revenue
Thumb Narcotics	\$ 27,838	\$ 27,838	\$ 27,838	
Planning Commission	\$ 11,962	\$ 9,570	\$ 6,550	Discontinued ECMCOG membership
Plat Board	\$ 699	\$ 628	\$ 628	
Emergency Services	\$ 104,259	\$ 83,287	\$ 83,495	Laid off part-time secretary
Animal Shelter	\$ 125,500	\$ 125,500	\$ 125,500	
Livestock Claims	\$ 525	\$ 525	\$ 525	
Total Public Safety	\$ 2,793,316	\$ 2,608,538	\$ 2,571,601	

**TABLE 3
Departmental Methods of Reduction**

DRAFT FOR DISCUSSION ONLY				
	2010	2010		
	Baseline	Expenditure	2010 Draft	
Expenditure	Expenditure	Target	Expenditure	
Category/Department	Budget	Reduction	Budget	How Reduction was Achieved
Public Works				
Building Codes (See note below)	\$ 331,000	\$ 331,000	\$ 331,000	
Board of Public Works	\$ 2,840	\$ 2,840	\$ 2,840	
Drain-at Large	\$ 491,244	\$ 491,244	\$ 491,244	
Total Public Works	\$ 825,084	\$ 825,084	\$ 825,084	
Health & Welfare				
Substance Abuse	\$ 65,000	\$ 65,000	\$ 65,000	
Medical Examiner	\$ 41,800	\$ 41,800	\$ 41,800	
Veterans Burial	\$ 18,000	\$ 18,000	\$ 18,000	
Economic Development	\$ 57,877	\$ 46,302	\$ 46,302	Reduced general fund appropriation
Total Health & Welfare	\$ 182,677	\$ 171,102	\$ 171,102	
Insurance & Bonds				
Insurance & Bonds	\$ 174,000	\$ 174,000	\$ 174,000	
Insurance & Bonds Total	\$ 174,000	\$ 174,000	\$ 174,000	
Contingency				
Contingency	\$ 50,000	\$ 95,875	\$ 30,053	
Total Contingency	\$ 50,000	\$ 95,875	\$ 30,053	
Operating Transfers Out				
County Park	\$ 5,000	\$ -	\$ -	New non-county organizational structure for park

**TABLE 3
Departmental Methods of Reduction**

DRAFT FOR DISCUSSION ONLY				
	2010	2010		
	Baseline	Expenditure	2010 Draft	
Expenditure	Expenditure	Target	Expenditure	
Category/Department	Budget	Reduction	Budget	How Reduction was Achieved
Friend of the Court	\$ 328,955	\$ 295,599	\$ 295,599	Unknown - budget received but had increase in expenditures not reductions
Health Department	\$ 293,487	\$ 263,727	\$ 263,727	Reduced general fund appropriation
Behavioral Health	\$ 288,243	\$ 288,243	\$ 288,243	
Equipment Capital Improvement	\$ 197,207	\$ 100,000	\$ 100,000	Reduced general fund appropriation
Remonumentation	\$ 4,000	\$ -	\$ -	Eliminated general fund appropriation
Community Corrections	\$ 10,800	\$ 10,800	\$ 13,700	Appropriation increase required
Child Care Human Services	\$ 137,500	\$ 137,500	\$ 137,500	
Department of Human Services	\$ 10,000	\$ 10,000	\$ 10,000	
Child Care Probate	\$ 500,000	\$ 500,000	\$ 500,000	Costs have been increasing and state funding changes are causing more county pressure
Soldiers & Sailors Relief	\$ 28,500	\$ 28,500	\$ 28,500	
Cigarette Tax	\$ 19,000	\$ 19,000	\$ 19,000	
Medical Examiner	\$ 10,293	\$ 10,293	\$ 10,293	
Veterans Counseling	\$ 75,000	\$ 67,395	\$ 67,395	Reduced hours of veteran counseling director
Employee Sick/Vacation	\$ 20,000	\$ 17,972	\$ 30,000	Appropriation increase required
Total Operating Transfers Out	\$ 1,927,985	\$ 1,749,029	\$ 1,763,957	
GRAND TOTAL EXPENDITURES	\$ 12,922,754	\$ 11,918,080	\$ 11,936,000	

TABLE 4
2010 Equipment/Capital Improvement Budget

				Treasurer
			Capital	Tax
	2010	Equipment	Improvement	Foreclosure
<u>Department/Agency/Project</u>	Requests	Fund - 244	Fund 483	Fund 532
Circuit/Family Court				
On Base Workflow License and a Scanner	\$18,000	??		
District Court, Magistrate, Probation				
Probate Court				
Work station and remodeling	\$7,000	\$7,000		
Clerk/Elections				
Expand optical imaging into criminal portion of filing operation	NA	NA		
Custom imaging of older documents and enhancements	\$10,000	\$10,000		
Controller/Administrator				
Microfilm General Ledger	\$1,000	\$1,000		
Electronic Payroll/Attendance System	\$17,000	\$17,000		
	\$ -	\$ -		
Equalization				
None	\$ -	\$ -		
Prosecutor				
Register of Deeds				
Treasurer				
BSA Dog licensing software	\$2,500	\$2,500		
Office rearrangement	\$3,800			\$3,800
Microfilm	\$6,000			\$6,000
MSU Cooperative Extension				

11/30/2009

TABLE 4
2010 Equipment/Capital Improvement Budget

				Treasurer
			Capital	Tax
	2010	Equipment	Improvement	Foreclosure
<u>Department/Agency/Project</u>	Requests	Fund - 244	Fund 483	Fund 532
Computer Operations				
Printers	\$4,100	\$4,100		
Video arraignment	\$5,000	\$5,000		
Laptop computers	\$2,400	\$2,400		
County wiring (assumes no moving of current departments)	\$10,000	\$10,000		
Media safe	\$1,500	\$1,500		
IT servers	\$4,000	\$4,000		
Network switches	\$18,000	\$18,000		
PC workstations	\$4,000	\$4,000		
Data center room	\$7,500	\$7,500		
Building & Grounds				
Vaccum cleaners (3)	\$1,800	\$1,800		
Floor stripper	\$2,500	\$2,500		
Parking lot sealing: Annex, FOC and Maintenance	\$7,000	\$7,000		
Health Department parking lot repair - alt for \$70,000	\$130,000		\$70,000	
Health Department window caulking	\$6,500	\$6,500		
Seal Coat DHS Parking Lot	\$4,000	\$3,000		
Drain Commission				
Update drain ledger and drain assessment software programs (1st of three year annual payments)	\$11,000	\$11,000		
Sheriff				
Keyboard security system for 3 outside building doors	\$5,500	\$5,500		
Addition to storage building	\$13,500	\$13,500		
Tazer and cartages	\$2,000	\$2,000		
Handguns	\$1,168	\$1,168		
Contingency	\$5,000	\$4,200		
Total	\$311,768	\$152,168	\$70,000	\$9,800

11/30/2009



**State of Michigan
71-B District Court
Hon. Kim David Glaspie, Judge
Donna L. Fraczek, Court Administrator
440 N. State Street
Caro, MI 48723
Telephone: (989) 672-3800**

M E M O R A N D U M

DATE: November 25, 2009

TO: Clayette Zechmeister, Chief Accountant

FROM: Donna L. Fraczek, Court Administrator

RE: Line Item Transfers

Please transfer \$800 from 136-804-000 to 136-728-010.

Thank you Clayette.

(c)

Dan Grimshaw
Tuscola County Register of Deeds

November 20, 2009

Dear Carrie,

Please be advised it is necessary for the operation of the Register of Deeds Office to create a temporary part-time position.

With the resignation of one of my full-time employees, a vacancy exists that we must adjust for. When any remaining staff is absent we cannot serve the public.

The position will be a general office classification and would not be covered by contract provisions. I propose a pay rate of \$10.00 per hour at most with a maximum of 70 hours available for the balance of this fiscal year.

If you need any further information from me for submission to the Board of Commissioners, please let me know.

Thank-you,



Dan Grimshaw
Tuscola County
Register of Deeds



TUSCOLA COUNTY MOSQUITO ABATEMENT

1500 Press Drive
Caro, Michigan 48723-9291
989-672-3748 Phone ~ 989-672-3724 Fax



TO: Tuscola County Board of Commissioners
Michael Hoagland – Controller/Administrator

FROM: Jenifer Robb, Director
Tuscola County Mosquito Abatement

Date: November 19, 2009

RE: Request for Administrative Assistant

Please take into consideration the hiring of a full time, permanent Administrative Assistant for the Mosquito Abatement agency. When the agency was originally formed there were four permanent staff members; the Director, Operations Supervisor, Biologist, and Secretary. In 2001 the former Director chose to eliminate the Secretary, Operations Supervisor, and Biologist positions. Later that year a Biologist position was reinstated. The other local county-wide mosquito control districts have from three to eleven permanent year-a-round staff. It is my belief that the lack of staffing at our agency has lead to a lack of proper record keeping. Our agency is required by law to keep records of all pesticide applications for three to five years, this has not been done.

An additional person in our office will also allow for the expansion of programs our agency offers, including a Long Driveway and Medical Certification program; as well as keeping the No Spray listing current. The mailings, processing, and verification for these programs needs to be done prior to the mosquito control season (IE: January-March). With the current level of staffing in the winter months we would be unable to process the paperwork needed to offer these additional programs.

Attached is breakdown of the staffing of the Bay, Midland, and Saginaw mosquito abatement districts and a proposed job description. The suggested rate of pay is the same as the current Administrative Assistant at the annex. Funding for this position is available within our current budgeted millage collection (even with the reduction in collection proposed for 2010), without any reductions in other areas.

Tuscola County Mosquito Abatement

- Currently only 2 (two) permanent staff, Director/Operations Supervisor & Biologist. Originally formed in 1997 with 4 (four) permanent year-a-round staff:
 - Director
 - Secretary (non-union)
 - Operations Supervisor
 - Biologist

Bay County Mosquito Control

- 7 (seven) permanent year-a-round staff:
 - Director
 - Biologist
 - Secretary
 - Operations Supervisor
 - Supervisor
 - Supervisor
 - Chief Mechanic

Midland County Mosquito Control

- 3 (three) permanent year-a-round staff and 3 (three) permanent seasonal staff (received benefits for approximately 8 months out of the year, are laid-off for 4 months, without benefits):
 - Director
 - Office Manager
 - Operations Manager
 - Biologist (permanent seasonal)
 - Foreman (permanent seasonal)
 - Foreman (permanent seasonal)

Saginaw County Mosquito Abatement Commission

- 11 (eleven) permanent year-round staff:
 - Director
 - Operations Manager
 - Biologist
 - Source Reduction Engineer
 - Education Coordinator
 - Administrative Services Manager
 - Account Clerk
 - Chief Mechanic
 - Chief Mechanic
 - Foreman
 - Foreman

TUSCOLA COUNTY MOSQUITO ABATEMENT JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

GENERAL SUMMARY:

Under the general supervision of the Director, the Administrative Assistant performs a variety of clerical work such as filing, calculating, typing, answering phones, and computer work. General supervision of the seasonal Utility Person(s). Supplements tasks performed by the Utility Person(s) during the mosquito control season.

TYPICAL DUTIES AND RESPONSIBILITIES (illustrative only):

1. Maintains vital agency records.
2. Handles and directs telephone calls.
3. Prepares, mails, and processes all correspondence for No Spray, Medical Certification, and Long drive citizens.
4. Extensive use of agency database, including data entry.
5. Operates calculator, copier, fax machine, computer and other office equipment.
6. Light custodial work (sweeping, vacuuming, emptying garbage, light dusting).
7. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Possess a high school diploma or equivalent, Associates Degree in Business preferred.
2. Computer, clerical, and office management support skills required.
3. Pleasant telephone and social manners required.
4. Demonstrated ability to perform in a support team capacity required.
5. Excellent verbal and written communication skills required.
6. Must be able to lift 50 pounds.
7. Must have a valid Michigan driver's license with a good record and maintain such.
8. Must be able to pass examinations to obtain a Certified Pesticide Applicator License (7F) from the Michigan Department of Agriculture.
9. Must be at least 18 years of age (required to obtain MDA certification).
10. Must pass a criminal background check, physical examination, and drug screen.

Rate of Pay: \$15.17 per hour (Step 1), 37.5 hours per week

Amended Adoption Agreement with Great West Retirement Services, Tuscola County's Section 457(b) Deferred Compensation Plan Carrier, will require updating and signatures.

My recommended changes are as follows:

Section A.2. updated phone number,

Section D.2. marked any permanent part-time employee is eligible to participate,

Section G.4. The Administrator SHALL NOT direct the Trustee to distribute any account balances meeting the requirements of Section 5.04(a) or 5.04(b) – option 3. was selected prior to this agreement “The Administrator SHALL NOT direct the Trustee to distribute any account balances without Participant consent.”

Section K. NONELECTIVE EMPLOYER CONTRIBUTIONS (this section was added with this agreement) and K.1. was chosen “The Employer will not make any nonelective employer contributions to the Plan.”

Section L. AUTOMATIC ENROLLMENT (this section was added with this agreement) and L.2. was chosen “The Plan will NOT use automatic enrollment.”

The last time the plan was updated was in 2006.

ADOPTION AGREEMENT

GREAT-WEST RETIREMENT SERVICES®

SECTION 457(b)

ELIGIBLE DEFERRED COMPENSATION PLAN

FOR GOVERNMENTAL EMPLOYERS

Adopted By: TUSCOLA COUNTY
Employer

TUSCOLA COUNTY DEFERRED COMPENSATION PLAN
Plan Name

**GREAT-WEST RETIREMENT SERVICES
SECTION 457(b)
ELIGIBLE DEFERRED COMPENSATION PLAN
FOR GOVERNMENTAL EMPLOYERS**

The Employer named below is a governmental "eligible employer" within the meaning of Code § 457(e)(1)(A) and hereby establishes (or, as applicable, amends and restates) a deferred compensation plan for eligible Employees as provided in this Adoption Agreement and the accompanying 2009 Great-West Retirement Services Section 457(b) Eligible Deferred Compensation Plan sample Basic Plan Document.

A. EMPLOYER INFORMATION.

1. EMPLOYER'S NAME AND ADDRESS:

TUSCOLA COUNTY
207 E. GRANT STREET
CARO MI 48723

2. TELEPHONE NUMBER: ⁹⁸⁴
~~517~~-672-3705

3. TAX ID NUMBER: 38-6004893

4. NAME OF PLAN: TUSCOLA COUNTY DEFERRED COMPENSATION PLAN

5. NAME OF PLAN ADMINISTRATOR (the Employer unless another person(s) is appointed as set forth in Section 11.02 of the Plan):

TUSCOLA COUNTY

B. EFFECTIVE DATE. *(Check box 1 OR box 2 and fill in the blank(s).)*

1. This is a new Plan having an effective date of the date the Employer executes this Adoption Agreement or, if later: _____.

2. This is an amended and restated Plan.

The effective date of the original Plan was 11/01/1987.

The effective date of the amended and restated Plan is the date the Employer executes this Adoption Agreement.

C. CUSTODY OF ASSETS. *(Check each box that applies.)*

Internal Revenue Code ("Code") § 457(g) shall be satisfied by setting aside Plan assets for the exclusive benefit of Participants and Beneficiaries, as follows:

1. in a Trust pursuant to the provisions of Article VII of the Plan. The Employer, or certain employees (or holders of certain positions with Employer) as named in this Adoption Agreement shall be the Trustee. *Note: if the Employer is the Trustee, it is the responsibility of the Employer to determine that it has the authority under applicable law to act as Trustee.*
2. in a Trust pursuant to a separate written trust agreement entered into between the Employer and the bank or trust company named in this Adoption Agreement.
3. in one or more annuity contracts meeting the requirements of Code § 401(f).
4. in a custodial account meeting the requirements of Code § 401(f), pursuant to a separate written agreement with the Custodian named in this Adoption Agreement.

D. ELIGIBLE EMPLOYEES. *(Check each box that applies.)*

"Employee" shall mean:

1. any full-time employee
2. any permanent part-time employee
3. any seasonal, temporary or similar part-time employee
4. any elected or appointed official
5. any independent contractor
6. other employees: _____

who performs services for and receives any type of compensation from the Employer (or any agency, department, subdivision or instrumentality of the Employer) for whom services are rendered. If Box D.4 is not checked, elected or appointed officials will not be treated as Employees and will not be eligible to participate in the Plan, without regard to whether they are treated as common-law employees or independent contractors for other purposes.

The following are the additional requirements or limitations, if any, for one or more of the specified class(es) of employees to be eligible to participate in the Plan:

E. PARTICIPANT LOANS. *(Check Box 1 OR Box 2.)*

1. The Administrator MAY direct the Trustee to make Participant loans in accordance with Article IV of the Plan.
2. The Administrator MAY NOT direct the Trustee to make Participant loans in accordance with Article IV of the Plan.

F. DISTRIBUTION OF SMALL ACCOUNT BALANCES. *(Check Box 1, 2, OR 3.)*

1. The Administrator SHALL direct the Trustee to distribute account balances of \$1,000 or less meeting the requirements of Section 5.03(b) of the Plan without Participant consent.
2. The Administrator SHALL direct the Trustee to distribute account balances in excess of \$1,000 but not exceeding \$5,000 meeting the requirements of Section 5.03(b) of the Plan without Participant consent.
3. The Administrator SHALL NOT direct the Trustee distribute any account balances without Participant consent.

G. IN-SERVICE DE MINIMIS DISTRIBUTIONS. *(Check Box 1, 2, 3, OR 4.)*

1. The Administrator SHALL direct the Trustee to distribute account balances of \$1,000 or less meeting the requirements of Section 5.04(b) of the Plan without Participant consent.
2. The Administrator SHALL direct the Trustee to distribute account balances in excess of \$1,000 but not exceeding \$5,000 meeting the requirements of Section 5.04(b) of the Plan without Participant consent.
3. The Administrator SHALL NOT direct the Trustee to distribute any account balances without Participant consent. Administrator directs the Trustee to distribution any account balances with Participant consent meeting the requirements of Section 5.04(a)
4. The Administrator SHALL NOT direct the Trustee to distribute any account balances meeting the requirements of Section 5.04(a) or 5.04(b).

H. ROLLOVERS. *(Check each box that applies.)*

1. Rollovers from eligible Code § 457(b) plans SHALL BE allowed pursuant to Section 6.01 of the Plan.
2. Rollovers from plans qualified under Code §§ 401(a), 401(k), 403(a) and 403(b) SHALL BE allowed pursuant to Section 6.01 of the Plan.

3. Rollovers from Individual Retirement Accounts and Annuities described in Code §§ 408(a) and (b) SHALL BE allowed pursuant to Section 6.01 of the Plan.

I. QUALIFIED DOMESTIC RELATIONS ORDERS. *(Check Box 1 OR Box 2.)*

1. The Plan SHALL accept qualified domestic relations orders as provided in Section 15.02 of the Plan.
2. The Plan SHALL NOT accept qualified domestic relations orders as provided in Section 15.02 of the Plan.

J. FICA REPLACEMENT (“3121”) PLAN.

Check each box that applies if this Plan is a retirement system providing FICA replacement retirement benefits pursuant to regulations under Code § 3121(b)(7)(F).

1. Eligible Employees *(check each box that applies):*
- a. full-time employees and/or
- b. part-time employees, and complete the following.
2. Contributions *(check each box that applies and fill in the appropriate blank):*
- a. The Employer shall make an annual contribution to each Participant’s account equal to _____ percent of such Participant’s Compensation.
- b. Each Participant is required to make an annual contribution of _____ percent of Compensation.

(Note: The total percentage of a and b must equal at least 7.5%.)

In the event that this Plan is a retirement system providing FICA replacement retirement benefits as described above, all references in the Plan Document to in-service distributions for De Minimis accounts, age 70 ½ and Unforeseeable Emergency distributions shall be null and void. In addition, Permissive Service Credit Transfers in Section 6.04 may not be made prior to Severance of Employment.

K. NONELECTIVE EMPLOYER CONTRIBUTIONS. *(Note any Employer contribution will reduce, dollar for dollar, the amount a Participant can contribute.)*
(Check Box 1 OR Box 2 AND complete Box 3.)

1. The Employer will not make any nonelective employer contributions to the Plan.
2. The Employer will make nonelective employer contributions to the Plan. Such contributions are vested at 100% upon contribution to the plan for the following Eligible Employees: *(Complete Box a, b or c.)*

- a. all Eligible Employees checked in Section D. above and for the following amount \$ _____.
 - b. only the following class(es) of Eligible Employees and amounts set forth below:

 - c. to Eligible Employees selected by the employer in its sole discretion and in such amounts as the Employer may determine at its sole discretion.
3. Employees designated as eligible to receive nonelective employer contributions are are not required to complete enrollment forms in order to receive such contributions.

L. AUTOMATIC ENROLLMENT. (Check Box 1 OR Box 2.)

- 1. Effective for Plan Years beginning on and after _____, this Plan will use an automatic enrollment feature.
- 2. This Plan will NOT use automatic enrollment.

This Adoption Agreement to the sample Basic Plan Document attached hereto is duly executed on behalf of the Employer by the undersigned authorized signors.

The Employer further understands and acknowledges that:

- The sample Basic Plan Document including this Adoption Agreement is a sample provided as a courtesy to the Employer and has not been approved by the Internal Revenue Service. Obtaining such approval, if desired by the Employer, is solely the responsibility of the Employer.
- Great-West Retirement Services is not a party to the Plan and shall not be responsible for any tax or legal aspects of the Plan. The Employer assumes responsibility for these matters.
- Employer has counseled to the extent necessary, with its own legal and tax advisors.
- Great-West Retirement Services will send courtesy amendments for changes in applicable law to Employer's adopting this sample Basic Plan Document until a restated sample Basic Plan Document is made available. We will cease providing amendments to prior versions of the sample Basic Plan Document and only those Employers adopting the restated sample Basic Plan Document will receive sample amendments.

EMPLOYER'S AUTHORIZED SIGNORS:

By: _____ By: _____

Title: _____ Title: _____

Date: _____ Date: _____

CUSTODIAN

[Complete this section only if box C.4. was checked.]

Employer has elected to meet the trust requirement of Code § 457(g) by setting Plan assets aside for the exclusive benefit of Participants and Beneficiaries in a custodial account meeting the requirements of Code § 401(f) and satisfying Code § 457(g)(3). The bank or trust company custodian named below shall be the "deemed trustee" of Plan assets held pursuant to the custodial agreement.

Note: for a list of entities qualified to act as a custodian for this purpose, please refer to IRS Announcement 2007-47, or its successor.

- A. Effective January 1, 2001, the following named bank or trust company is hereby appointed as custodian of all or a portion of the assets of the Employer's § 457(b) Deferred Compensation Plan:

Wells Fargo Bank, N.A.

- B. INDIVIDUAL(S) AUTHORIZED TO ISSUE INSTRUCTIONS TO CUSTODIAN/TRUSTEE:
-
-

This appointment is duly signed on behalf of the Employer and the Custodian.

EMPLOYER

By: _____
[Signature]

[Title]

[Date]

CUSTODIAN

By: _____
[Signature]

[Title]

[Date]



Mike Hoagland

From: TABBBS - Sandy [sgaudreau@tabbbs.org]
Sent: Wednesday, November 25, 2009 1:31 PM
To: mhoagland@tuscolacounty.org
Subject: Gingerbread book

Hi Mike:

I'm so very sorry, but somehow our Gingerbread Village Committee forgot to request placing the Gingerbread Man Book on the front lawn of the Courthouse for the 2009 event. The event runs December 3-9 this year. So, here we are at the last minute making our request. It is our hope that we aren't too late. Will this email suffice as our request or do I need to do a more formal letter? Please let me know your thoughts. Thanks, Sandy

Sandy Gaudreau
Executive Director
Thumb Area Big Brothers Big Sisters