

Agenda  
**FINANCE AND ADMINISTRATION COMMITTEE**  
West Olive Administration Building  
12220 Fillmore, West Olive, MI 49460  
**August 21, 2008**  
9:30 a.m.

**Consent Items:**

1. Approval of Agenda
2. Approval of Minutes from the July 8, 2008, July 17, 2008 Meetings.

**Action Items:**

1. Monthly Budget Adjustments  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of July 2008.
2. Budget Adjustments Greater than \$50,000  
**Suggested Motion:**  
To approve budget adjustments # 447, 445, 466, 476, 480, 481, 519, 521, 522
3. Statement of Review for July  
**Suggested Motion:**  
To approve the Statement of Review for the month of July 2008.
4. Institute a \$20 Fee for Special Permit Hunting Program  
**Suggested Motion:**  
To recommend approval and forward to the Board of Commissioners the request from the Parks and Recreation Commission to institute a \$20 fee for successful applicants in the Parks Department's special permit hunting program for archery deer hunters.
5. Officer and Employee Delegate for MERS Annual Meeting  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the nomination of Marcie VerBeek as Officer Delegate, Marie Waalkes as alternate Officer Delegate, Karen Echter as Employee Delegate, and Sherrell Costello as alternate Employee Delegate to the MERS 62<sup>nd</sup> Annual Meeting held September 30 – October 2, 2008, in Traverse City, Michigan.

6. MERS Military Service Credits

**Suggested Motion:**

To approve and forward to the Board of Commissioners the purchase of military service credits for Gregory Steigenga (Sheriff's Department – Unclassified). Funding to come from contingency.

County Cost:	\$51,975.78
Employee Cost:	<u>8,754.22</u>
	\$60,730.00

7. MERS Military Service Credits

**Suggested Motion:**

To approve and forward to the Board of Commissioners the purchase of military service credits for Edward Berghorst, Board of Commissioners – Elected). Funding to come from contingency.

County Cost:	\$3,946.16
Employee Cost:	<u>2,798.84</u>
Total Cost	\$6,745.00

8. Approval of Information Technology Department Organizational Changes

**Suggested Motion:**

To approve and forward to the Board of Commissioners the proposal from the Information Technology Department to:

- Eliminate one Programmer (04A) position,
- Upgrade one Programmer (04A) to a Programmer/Analyst Position (06A) Step D,
- Approve a newly created Senior Programmer/Analyst position (07A),
- Upgrade one Programmer/Analyst position (06A) to the newly created Senior Programmer/Analyst (07A) Step D,

for an annual dollar savings of \$18,887 in 2008 and \$53,724 in 2009.

9. 2007 Cost Allocation Plan

**Suggested Motion:**

To approve and forward to the Board of Commissioners the 2007 Cost Allocation Plan for implementation in the 2009 budget.

10. IT Billing Rate Study for 2009

**Suggested Motion:**

To approve and forward to the Board of Commissioners the Information Technology Billing Rate Study for 2009 for implementation in the 2009 budget.

11. Ottawa County Supervisory Leadership Training

**Suggested Motion:**

To approve and forward to the Board of Commissioners the contract with HPower & Associates for GOLD Standard Leaders Training for the 2008 Fall Session in the amount of \$10,795. Funding is included in the 2008 budget.

12. Ottawa County General Employee Training

**Suggested Motion:**

To approve and forward to the Board of Commissioners the contract with Davenport University for GOLD Standard Employee Training for the 2008 Fall Session in the amount of \$6,710. Funding is included in the 2008 budget.

13. 2009 Budget Principles

**Suggested Motion:**

To recommend to the Board of Commissioners approval of the 2009 Budget Principles.

**Discussion Item:**

1. Proposed two-year extension of the County Lobbyist Contract with Governmental Consultant Services, Inc.
2. Treasurer's financial month end update for July 2008.