

Administrator/Controller Report

September, 2012

Administration

- Responded to Bureau of Indian Affairs on request for the GT Band to place Parcel 82 into trust (approx. 158 acres)
- Received notice from Bureau of Indian Affairs on request for the GT Band to place Parcel 80 into trust (approx. 12 acres)
- Sent out survey to employees asking for their analysis of strengths, weaknesses, opportunities, and threats facing the county and their respective department/office. Received 169 responses. Results will be summarized and distributed to departments for use in developing work plans for 2013.
- Developed Tax Sharing Policy for approval by BOC in September.

Finance

- Completed Corrective Action Plan to MI Dept. of Treasury for 2011 Audit and worked with Treasury to explain/resolve deficit condition in two funds. Qualifying statements are awaiting Municipal Finance approval.
- Continuing to work with townships regarding the Septage Bonds for refinancing opportunities
- Deputy Finance Director is job shadowing the County Treasurer in September.
- GASB Statement No. 68 Accounting and Financial Reporting for Pensions will change how we report our defined benefit pension liability in our financial statements.

Human Resources

- Actively recruiting for the Road Commission Manager. Deadline for applications is Sunday, September 16, 2012.
- Currently recruiting for 14 positions.
- Approximately 200 people attended the Wellness BBQ on Friday, August 17th. Special recognition goes out to our wellness committee for organizing an excellent event. Arlene Grockau in our Human Resources Department took the “lead” on this event, and was responsible for contacting all of the vendors, making sure the room was set up, working with the caterer, organizing the raffle prizes & prizes for the wellness award winners, and all of the last minute details. She did a great job!

Facilities

- Remodel of the Commission on Aging office – including adding an increased level of security with a new glass partition for the front counter personnel.

- Completed seasonal prep of the Howe arena and ice machine for rental to ICE Inc. Prep included replacement of two motors and fan blades on the rink machine (material costs to be reimbursed to County from ICE).
- New Health Service Building: Furniture bidding and awarded to local contractor Interphase Interiors; time-frame for moving is established (Nov. 13); outdoor landscaping has begun; interior painting has begun.
- Twin Lakes Camp: Irrigation was installed around the new playground area, parking lot island, and area leading to the waterfront.
- Completed a workplace hazard assessment, per MIOSHA guidelines

Information Systems

- Electronic Ticketing for the Sheriff and City Police – Began testing on Sept. 6 with a small group of officers. They will be writing e-tickets, which will be automatically exported into the police and court systems for further processing. The system should be ready to implement for the remaining officers in October. Each car must be outfitted with the software and a printer, and each officer must be trained. This has been a long (two years), painful process as the vendor decided to re-write the entire application during the project implementation. We are still holding \$29,660 from the contract until the project is completed.
- District Court went live with document imaging for civil cases in Grand Traverse and Leelanau counties on July 30th. Antrim county is planned for January 2013 based on budget approval by Antrim county. Carol Stocking, District Court Administrator and Linda McGuire, IT have been the leads on this project. The system is working as expected and District Court would like to look at implementing document imaging for criminal cases next. The staff is still learning the system and the judges recently receiving training at the bench as they move closer to a paperless courtroom.
- A request for proposal was released on July 17th for a new core network switch, network switches for the Governmental Center second floor wiring closet, and replacement servers and storage for the County's virtual server environment. Six bids were received by the due date of August 17th. The proposals are currently being evaluated with the plan to make a recommendation to the Board in September. The bid prices are in the range of \$158,000 to \$300,000.

Planning & Development Department

- First application to utilize the \$1 million EPA Revolving Loan Fund has been approved. Hotel Indigo will receive a loan of \$620,000 from the EPA RLF and a loan of \$455,482 from the County's Local Site Remediation Fund to provide gap funding for the clean-up of the hotel site.
- After meeting with every planning commission in the county, drafting of the new Master Plan for the County has started. Staff is meeting with county planning commissions from adjacent counties to confer on common land and development issues.

- As part of the Master Plan, computer generated photo images have been developed for Kingsley and are being developed for Interlochen to assist those communities in their visions for growth and development.
- Assisting in the development of an application with Acme Township and the Grand Traverse Regional and Conservancy to the Michigan Economic Development Corporation (MEDC) for demolition of buildings as part of the Township's bay front plans.
- Assisting Village of Fife Lake with a potential historic building rehab project.
- District boundaries have been drafted for the Grand Traverse Next Michigan Development Corporation. Staff is working to define Renaissance Zone areas within the Next Michigan District.

Construction Code Department

- Residential construction still remains a little slow; however, we have seen a slight increase in new home permits. Remodels and additions remain strong. Most of the residential activity that we are seeing is in Long Lake and Green Lake Townships.

Soil Erosion & Sedimentation

- **Comprehensive Review and Evaluation by the DEQ's Water Resource Division -**
The department recently invited the DEQ to review of our permitting and inspection procedures to ensure that the department was following the prescribed guidelines set forth by the DEQ in enforcing Part 91 of the Natural Resources and Environmental Protection Act. Two officials from the Cadillac District Office spent a day with staff reviewing permitting procedures, inspection logs, inspection procedures, and notice of violation procedures. They also spent time in the field looking at open and closed projects.

911

- The Grand Traverse 911 Facebook page is now live, and staff is working on promoting it. The primary purpose of the page is to provide urgent information to users. They have posted real-time information regarding a recent fire and the walk-away from the jail. Other useful information includes road construction and public education. They encourage residents to visit the recently revamped 911 website, and if you visit the new Facebook page, let them know you "like" it.
- High turnover is an industry-wide issue in 911. Only about 50% of the people hired make it through the challenging training program. We have recently purchased and are implementing a new pre-employment software program designed for emergency telecommunications. CritiCall911 will replace our old program, and we are optimistic that the results will allow us to bring in people who are a better match for this profession. Turnover is very costly; not only monetarily, but the investment our staff makes in training and mentoring new employees is significant. The current group of applicants will be our first opportunity to utilize the software.
- The PSIC (Public Safety Interoperability Communications) Grant was closed at the end of July. This \$1.3 million dollar grant has been a four-year process involving six counties. As a result of this funding, Grand Traverse County has received over \$160,000 of radio infrastructure improvements/enhancements, including FCC-mandated narrow-band compliant equipment that further reduces our costs for dedicated radio circuits and will

accommodate an IP backbone for future growth. This project also established a high speed data path with Leelanau County that will be used for sharing CAD and radio communications, eventually eliminating our need for a local backup facility.

- Central Tower is complete. The new tower is up and we're working on switching everything over.

Health Department

- Cycle 5 on-site Accreditation Review wrapped up on August 10. The written report should be forthcoming early in September.
- A draft agreement with the Humane Society was prepared and submitted to the County Administrator for review. Additional information needs to be obtained from the Humane Society regarding the amount of funding requested.
- Temporary Mall Space – Flu vaccine has arrived and Kit Mikovitz contacted Grand Traverse Mall management to see if we could get space for seasonal flu clinics. They agreed to provide the Health Department some temporary space near the food court (Same space we previously occupied) for the cost of utilities. The space will be utilized for some seasonal flu clinics (Sept. to Nov.) and also for some temporary Immunization, WIC, and other clinic activities during our transition period to the new facility.
- A Multistate Learning Collaborative Grant Project from 2010 which was funded by the Robert Wood Johnson Foundation has been nominated to be one of the first 50 QI projects included in the Public Health Quality Improvement Exchange to share quality improvement initiatives among peers. This exchange is being launched by the American Public Health Association at its October meeting. This nomination shows the quality work that went into this project under the leadership of Dan Thorell and Tom Buss.
- Applied for Shape Michigan (Weight of the Nation) Grant in conjunction with Munson Hospital, MLUI, Benzie-Leelanau Health Department, Parks and Recreation and others to focus on the Governor's 4x4 plan to address obesity. Grants will be awarded this month.
- Applied for an Infant Mortality Grant to fund a collaborative effort between Grand Traverse Women's Clinic and the Health Department to improve services to at-risk women in our community.

Parks and Recreation

- A review team composed of three Parks & Rec Commissioners has completed a draft strategic plan which will be an action item at the September 20 PRC meeting.
- Parks and Facilities Management are working with SEEDS to make improvements to the Civic Center Plan within the next 30-45 days as outlined in the Master Plan. Several sections of the fence around the Civic Center will be shortened or removed.
- The Parks Department worked with Information Systems to resolve issues related to online scheduling, and implemented Google Calendar for pool, Twin Lake, and Power Island activities, schedules, and reservations.

- The Parks and Recreation Department has been involved with several partner organizations to develop a new app for Androids and iPhones that will highlight and provide information to the citizens and visitors about Outdoor Recreation opportunities in Grand Traverse County. The app will have an innovative user interface and promises to be a valuable marketing tool.

Jail

- The county is going out for bid on the food service for the jail. We have been with ARAMARK since 2007, and have sent a letter indicating our desire to terminate the agreement at the end of the current contract period (December 31, 2012).