



Administrator/Controller Report

March 2015

Strategic Goals

1. Maintain financial strength and stability
2. Strengthen and expand the County's use of technology
3. Address infrastructure needs
4. Continue community engagement and access to information
5. Ensure that County is viewed as a fair and equitable employer
6. Expand the capabilities of the Board of Commissioners
7. Advance the health and quality of life of the region
8. Protect and preserve County's water resources, forests, natural areas and scenic beauty

Boardman River Dams Project (8)

- The US Army Corps of Engineers (USACE) asked the county to submit a revised Letter of Intent from the county to be included with the submission of the proposed Detailed Project Report and Environmental Assessment for the Boardman Dams project to the District Commander of the US Army Corps of Engineers. The letter does not obligate the county in any way, but it does indicate to the USACE that the submission has been reviewed by the Implementation Team and local interests (through the Aug. 7, 2014 public meeting) and the county agrees with the findings and recommendations.
- AECOM (formerly URS) forwarded final plans, specifications and cost estimates for the Cass Road Bridge to the Road Commission on April 6 for the final plan review. MDOT has indicated that it does not want documents submitted until the project is ready for obligation. MDOT has also informed us that from March 27th to April 10th, the federal government is shutting down the obligation system for technical upgrades. This creates a two week window where project obligations will be delayed. According to AECOM, this should not be an issue for our project as the construction is planned for 2016, and an obligation by April 24th is sufficient for our project needs.
- The Implementation Team will be reviewing the entire project with the Board of Commissioners in a special joint meeting with the Road Commission on March 12th at 7 pm in the commission chambers.

Central Dispatch/911 (7)

- A committee of the Central Dispatch Board has drafted revisions to the bylaws. The Director and Administrator/Controller provided input and are comfortable with the changes as proposed. The proposed revisions have been provided to the Central Board for its review and are on the agenda for the March 12th meeting.
- GTC has been working with a group of regional 911 center representatives (Northwest Michigan 911 Connect) to explore technology, equipment, funding options, and the opportunity to work together on various intergovernmental projects. One of the most

critical projects being pursued involves the funding and implementation of an ESI-net, which is an emergency services IP network. An ESI-net can provide a multitude of benefits for 911 based on the high-speed connectivity capabilities.

- Grand Traverse Metro Fire Department Fire and Life Safety Public Educator Meredith Hawes invited us to participate in a presentation for the deaf and hard-of-hearing community, where we were able to educate the attendees about the benefits of Smart911. The turnout and engagement of the attendees was excellent.
- Congratulations to Andrea Holczman and Jasen Mayersky, who were recently promoted to two open supervisory positions.

Finance (1)

- Preliminary closing of 2014 for all funds is complete. Additional transactions may be proposed and recorded for 2014 after the tax settlements are completed with the local units. Expenditures exceeded revenues by less than \$300,000 in the general fund, which was substantially less than budgeted. Personnel savings exceeded \$700,000, and the receipt of unanticipated revenue sharing payments and liquor tax funding helped reduce the planned use of fund balance in 2014 by nearly \$1.1 million.
- The Finance staff is currently preparing for the 2014 audit which is scheduled to start on March 30th. This work consists of completing questionnaires and systems narratives for the main accounting functions performed by various departments and offices. Several departments also assist with the annual updates of the documents required by the auditors. The list of information and account analysis is extensive and requires a significant amount of time for staff to complete, and requires considerable cooperation and assistance from numerous departments.
- The Director assisted the Road Commission in updating its qualified status with the state Municipal Finance division in order for the County and the Road Commission to issue Michigan Transportation Fund Bonds for road improvements that are planned in Acme Township this year.

Health Department & Emergency Management (7)

ADMINISTRATION & FINANCE DIVISION

- GTC received notice from the state that the Essential Local Public Health Services grants were cut by 3.75% with the negative supplemental bills that were enacted last month. More details and specifics to follow, but this cut rolls back the increase local health departments were initially given for the 2015 budget, meaning the result is the same amount as the 2014 fiscal year grants and any cost increases in these programs are effectively shifted to the county general fund.
- The state also notified local health departments that it will be providing additional funding for Ebola preparedness and monitoring efforts for the next 18 months.

MEDICAL EXAMINER DIVISION

- Held key-stakeholder meeting regarding forensic autopsy services. Representatives from law enforcement, prosecutors office, county administrators from Benzie, Grand Traverse and Leelanau Counties were all present, as well as medical examiner staff.

ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISION

- Beach Monitoring- The Beach Monitoring Stakeholders Group which is comprised of individuals from the City of Traverse City, Traverse City State Park, Acme Township Officials, Watershed Center, Grand Traverse County Health Department, Michigan Department of Environmental Quality, and the Benzie/Leelanau District Health Department met on Friday, February 27th to discuss the 2015 beach monitoring program. With reduced funding from the State for monitoring this year, the group discussed our options for this year's monitoring, including: reducing the monitoring period from 13 weeks down to 8 weeks; going to composite sampling at each beach to reduce laboratory costs; trying to obtain funding from other sources to do our normal 13 week sample period.
- Animal Control- Negotiations are still on-going with the Cherryland Humane Society for a new contract for sheltering Grand Traverse County dogs.

EMERGENCY MANAGEMENT & PREPAREDNESS DIVISION

- Emergency Management - Applications are being accepted through mid-March for a new internship program.
- A Local Elected Officials Emergency Management workshop is scheduled for March 11, noon to 4pm at the Emergency Operations Center.
- Emergency Preparedness – The Mutual Aid agreement is currently being reviewed and signed by all Health Departments in the region. The revised Mass Casualty Plan has been signed by the Medical Examiner.

COMMUNITY HEALTH DIVISION

DISEASE CONTROL AND PREVENTION PROGRAMS:

- Communicable Disease Program- The staff has been able to call upon clients who have not followed up on their HIV tests, increasing follow up contacts to 89%, compared with 40-79% in the past. Area preschools are being contacted for improved weekly reporting of CD cases, and we have provided outreach education about measles to all GTC Schools and Preschools/Child Care Centers. A comprehensive physician health alert is being developed about measles, which will be going out to all area providers.
- Adolescent Clinics- Our Adolescent Health Centers, K Town Youth Care and Youth Health and Wellness Center sponsored the Ice Time for Charity hockey event, and attended the event as outreach for the clinics.

MATERNAL AND CHILD HEALTH PROGRAMS:

- Healthy Futures - Staff was commended by Munson for diligence in enrolling all new moms in Healthy Futures and achieving high immunization and breast feeding rates.
- Children's Special Health Care Services - Legislation has been introduced in the legislature to remove "crippled children" everywhere it appears in current Michigan law, replacing it with "children and youth with special health care needs".
- Immunizations - Waiver education for those parents and children who request non-medical waivers for immunization who transferred into the local school districts. Education sessions have gone well and there have only been a handful of requests for

these appointments. GTC is participating in a community-wide immunization task force to address the need to increase our vaccination coverage in the community.

Human Resources (5)

- HR is currently recruiting for 13 positions county-wide, with a total of 17 requisitions posted so far for 2015. The Director has participated in several interview processes since the beginning of the year and HR is increasingly involved in all stages of the hiring process for several county offices.
- The Employee Recognition Team is seeking nominations for Volunteer of the Year. Nominations are due in Human Resources by April 6th.

Information Technology (2)

- CivicPlus has been approved by the Board as the County's new web site vendor and the contract has been signed. IT is working with the vendor to schedule a kick-off meeting and develop a project plan for taking the website committee through the design and implementation process, which is expected to take 4-6 months.
- Surveillance cameras and a digital video recorder (DVR) have been installed at various locations in the Governmental Center and are now operational.
- Network cabling was installed for the Senior Center at the Interlochen Library location to support a bank of computers and a smart TV. IT is assisting the Senior Center with reviewing options for video conferencing between satellite locations for training and exercise sessions.

MSUE (7, 8)

- Placemaking Strategy Development - The MIplace Partnership Initiative, in cooperation with the MSHDA, MML, the MSU Land Policy Institute (LPI), and MSU Extension (MSUE), developed a six-module Placemaking Training Curriculum two years ago. Hundreds of training programs have been offered throughout Michigan since then to more than 11,000 people.

This year, from March-May, the LPI and MSUE are co-hosting more than 30 Placemaking workshops to be offered to communities throughout Michigan. The intended audience for these workshops are city council and township boards; local, regional and county staff, all planning commissioners; key developers; and community members.

One of the workshops will be held at Michigan Works, 1209 S. Garfield Rd., Traverse City on May 6th, 6 p.m.-9 p.m. It is free and open to the public. Pre-registration is required and is available online. Space is limited to first come, first served. For general information, contact Holly Madill at madill@landpolicy.msu.edu or call 517-432-8800. More information and to register: <http://events.anr.msu.edu/placemakingstrategy/>.

Parks and Recreation (7)

- Twin Lakes – The Request for Proposals for a Twin Lakes Park event planner is posted on the County website until Monday, March 9, the extended deadline for responses. Electrical improvements in Gilbert Lodge have been completed by Facilities Management staff.
- Easling Pool – On-line and in-person registration for the Spring Session of American Red Cross lessons in Easling Pool will begin on March 30. Phone registration opens on March 31. The eight-week session begins the week of April 13 and end the week of June 6. Cost for county residents is \$58.80 per student, and \$84 for students from outside of the county. A Lifeguard Certification course will be held at the Civic Center on Saturday, March 28 through Tuesday, March 30. Visit www.grandtraverse.org/parks or call 231-922-4814. Easling Pool passed its annual Health Department inspection on February 23.
- Civic Center – The 200-capacity meeting room at the Civic Center has been repainted and recarpeted to improve the space for the community's increased use. Call 231-922-4814 for rental rates and reservations. Show season at the Civic Center kicks off with the Hunting and Fishing Show in Howe Arena, Friday, March 13. Other shows include: Northwest Michigan Camper and RV Show, March 27 through 29; Boat Show, April 10 through 12; Cottage and Lakefront Show, April 17 through 19; and Women's Expo, April 25 and 26.
- Parks and Recreation Commission – County Parks and Recreation is hosting a "Parks and Rec Networking Night" at the Civic Center in the newly improved meeting room on Thursday, March 12 at 5:30 p.m. Public is invited to mingle, meet, and greet area recreation providers, organizations and coaches to learn about recreation options for all seasons and all ages. County Parks and Recreation Commissioners and department staff will be on hand. Light refreshments will be served.

Planning/Brownfield/Economic Development/Housing (1, 3, 4, 7, 8)

- It has been 8 years since the County developed its long range capital improvement plan for County facilities and operations. Since that time, many improvements have been accomplished, including construction of the new Health Services Building. The Capital Review Committee is meeting to draft an update to the long range plan and address short-term and long-term facility needs for the County.
- Staff met with representatives from the Villages of Fife Lake and Kingsley and the Townships of Fife Lake and Paradise to explore options to develop a common community and economic development strategy among the four communities. Staff will be assisting the communities with developing and organizing a proposal for a community engagement process. The four communities will reconvene in April to discuss the proposal.
- In its most recent meeting, the Joint Housing Task Force reviewed public-private partnerships for several development projects involving market rate and affordable housing units. The Task Force also received information about the target market analysis for Grand Traverse County which conservatively forecasts a demand for 1,215 new housing units annually in the county, including 996 rental units. As the Task Force

winds down, a findings report and guide for municipal leaders will be developed. The next meeting of the Task Force is April 16.

Prosecuting Attorney (7)

- Prosecution
 - Authorized 184 misdemeanor warrants
 - Authorized 39 felony warrants
 - Authorized 7 juvenile petitions
 - Initiated 1 neglect/abuse case
 - Handled 19 paternity cases
 - Obtained 11 judgments of child support
 - Handled 2 mentally ill commitment hearings

- Contract Drafting and Review - We reviewed four contracts for the following departments:
 - Parks and Recreation: two
 - Sheriff: one
 - Administration: one

- FOIA Coordination - We reviewed eleven FOIA requests and provided advice and consultation to the following departments:
 - Central Dispatch: six
 - Sheriff: two
 - Health: three

- Board of Commissioners/Staff Questions - We answered questions/prepared memos for the Board of Commissioners and various departments including:
 - Commission on Aging
 - Clerk
 - Sheriff
 - Health
 - Equalization

- Ordinance Drafting - We presented the proposed Twin Lake's Ordinance to the Board of Commissioners for review and action.

- Litigation - We represented the County in the following cases:
 - In the matter of the Petition of the Grand Traverse County Treasurer for Foreclosure of Certain Parcels of Property (2012 Unpaid Property Taxes). On February 9th, Judge Power conducted a hearing and granted the Treasurer's request for a judgment of foreclosure. This case is now closed.

 - David C. Baumann, et al v. Mary C. Kirby, et al. Plaintiffs filed this action pursuant to Michigan's Land Division Act, in the GTC Circuit Court seeking to vacate a portion of Grand Street and amend the Plat of Old Mission Harbor, located in Peninsula Township. Plaintiff has named over thirty individuals, businesses and other entities who may have an ownership interest located in the area of the plat to be amended. As required by state law, the County Drain Commissioner is named as a party. We represent the Drain Commissioner, and at this point we will be working with Plaintiffs

to resolve this case whereby the plat would be amended but the existing drain would not be affected.

- Grand Traverse County v. Adam McConnel, et al. In February, we filed 11 separate inmate reimbursement lawsuits seeking \$18,422.78 in total. As with the other lawsuits, we will seek to obtain multiple default judgments against those Defendants who fail to answer the complaints, and consent judgments for those Defendants who are willing to pay the outstanding debt.
- Miscellaneous - We continue to work with the Drain Commissioner in expanding the special assessment district for Duck Lake.
- Chris Forsyth provided Robert's Rules of Order training for the Commission on Aging and other appointed and elected officials in the month of February.
- Prosecuting Attorney Bob Cooney will be conducting a training session on Board Member Basics on Thursday, March 19, 2015. The session will be held from 9:00 a.m. to 11:00 a.m. in the Governmental Center, 2nd Floor Training Room, 400 Boardman Avenue, Traverse City. Topics will include OMA and FOIA among others. New County appointees and elected officials are required by County policy to attend this training during their first year of service. Board members from other public bodies are welcome to attend. RSVP to Chris Cramer in Administration at 922-4797.

Resource Recovery (8)

- Resource Recovery is pleased to announce a new household battery drop-off location for residents living in the eastern part of the county at the Acme Township Offices, 6042 Acme Road in Williamsburg. GTC residents may drop off all household batteries including single-use alkaline and rechargeable batteries, cellphones, and ink cartridges. This service is for residents only; businesses may utilize the Household Hazardous Waste (HHW) collection events to recycle batteries. Please tape all 9-volt battery terminals to prevent terminals from touching.
- The first HHW collection event of the year will be held on Thursday, March 26, 2015. Appointments are required and can be booked by calling the RecycleSmart Hotline at 941-5555 or via the website at recyclesmart.info.
- Weather and site conditions permitting, the Keystone Brush Drop-off Site at 2471 N. Keystone Road is scheduled to open for the season on Tuesday, April 7th. The site will be open through the summer and fall on Tuesday, noon-7pm, and Thursday and Saturday, 9am to 3pm.
- Staff have started the process to determine the 2014 waste diversion rate for GTC. The calculation will follow the EPA Municipal Solid Waste diversion rate methodology. The targeted diversion rate for GTC in the 2013-2015 Strategic Plan is 50%.
- Tire Drop-off Event August 7th and 8th: GTC has been awarded a Scrap Tire Cleanup Grant from the Michigan Department of Environmental Quality for tire disposal costs of up to \$6,000. This award will allow the Resource Recovery Department to offer a community drop-off day for up to 7 tires per resident. Similar to HHW collections, residents will be required to book an appointment and verify residency.

Treasurer (1)

- Following the 2012 foreclosure hearing in Circuit Court, all documents have been filed and final notices have been sent in preparation of the April 1 foreclosure date.
- Brownfield 2014 accounts have been closed and preliminary financial statements have been created in preparation for the auditors.
- Preliminary reconciliations with the 13 townships and City have been prepared to facilitate early settlement with the local units next month.