



Administrator/Controller Report December 2014

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

Administration (1)

- Property and liability insurance proposals were due December 3. Two proposals were received and will be evaluated for a recommendation to Ways & Means December 17.

Central Dispatch/911

- Smart911 On November 14th, two dispatch personnel (Susan Guernsey and Kelly King) along with two Peninsula Fire personnel (Chief Randy Rittenhouse and firefighter Brent Strom) received Life Saver awards from Smart911 for their efforts in saving a man from his burning home. The man had called 911 but was unable to speak to the dispatcher. However he had a Smart911 profile which allowed help to be dispatched immediately, and ultimately saved his life. Due to the publicity associated with this event, we have seen a solid increase in both new Smart911 profiles, and also people signing in to update current profiles.
- Training The first in-house classroom style training academy was completed this month. The participants are now training live in the dispatch center. Initial evaluation indicates a much smoother transition due to the foundational knowledge the academy provided. The goal is to increase the success of candidates making it through the very rigorous training program.
- Radio Coverage Testing We are in the process of working with our public safety responders to complete a coverage test of the MPSCS (Michigan Public Safety Communication System) 800 MHz system. Representatives from Metro Fire, City Fire, Traverse City Police, Rural Fire, Northflight EMS, GT Sheriff, Emergency Management, and GT 911 have been going out in the field with MSP personnel to gather data. The testing will be completed on December 4th, and a report will be provided in mid-January.
- Funding & Budget The recently passed 2015 budget transitions GT911 into no longer being dependent on County General Fund Revenue for operations and equipment purchases. This transition provides the funding stability for 911 to begin the process of purchasing equipment and upgrading current components of emergency communications. We are starting with the most critical project, which is the telephony system. Our current telephone system is no longer supported by the manufacturer and it is difficult to find parts.

Commission on Aging (7)

- Anonymous Donation The Commission on Aging was the recipient of an anonymous foundation donation in the amount of \$25,000. We've received a donation from this same foundation in the past and used the funding for transportation and home heating. We are recommending the same, as follows - \$20,000 for transportation assistance and \$5,000 for heating assistance. The Commission on Aging board approved accepting the award and using it as stated above at their December 2, 2014 board meeting. (Strategic Goal #1).
- Fees 2015 The Commission on Aging board approved the Commission on Aging 2015 Fee Schedules for both In Home Services and the Senior Center Network. In Home Services fees were not increased but the scale was adjusted for poverty guideline changes (resulting in lower fees for some clients). The only Senior Center fee change was an increase of \$2.00 for the casino trips from \$25 to \$27. The casino trips are fully funded by fees charged and no tax dollars are used. Fees for the trip cover transportation (bus) expenses. (Strategic Goal #1).
- Other At their December board meeting, the Commission on Aging board approved bids for the following - On-call Contract Services (Homemaker, Home Health, Respite, Foot Care), Equipment Repair and Maintenance (Home Chore), Vehicle Repair and Maintenance (Home Chore). All three items will be taken to the County Board of Commissioners for review/approval in December. (Strategic Goal #7).
- Veterans Day Celebrations The Senior Center Network hosted wonderful Veterans Day celebrations at our five senior center locations, honoring over 400 veteran attendees. Programs and luncheons or dinners were provided. Honorary coins were given to all veterans in appreciation of their service to our country. Thank you to all County veterans and active military. Also thank you to Commissioners Inman and Maxbauer for volunteering at the Traverse City celebration. (Strategic Goal #7).

Equalization (1)

- Equalization 2015 assessment level studies have been completed and distributed to the local units. The overall projected increase in the assessment level for Grand Traverse County is around 3%. The Consumer Price Index (CPI) calculation that determines the inflation rate, and will apply to taxable value, has been determined as 1.6%.
- The Personal Property Auditor has completed reviews in all jurisdictions. There were no major discrepancies. All local units were notified of the minor issues found. It has been determined that the local assessors are generally doing well in properly administering the personal property component of the property tax system.
- East Bay appraisers are dealing with the implementation of the new personal property legislation. There have been directives from the State Tax Commission on proper procedures of notification, and new forms involved. Also, final determinations of new construction values are being made, and split parcels added to the assessment roll.

Finance (1)

- Continued to work with the DPW and Michigan Legislature on HB 4874 concerning the Septage Treatment Facility.

- Updated our website to include the required information necessary to receive State revenue sharing payments including a Citizens Guide, Performance Dashboard, Budget Report, and Debt Service Report as required by the Department of Treasury. The County Treasurer and IT Departments played key roles in completing this project.
- Compiled a significant amount of information to prepare the Insurance RFP and also devoted a substantial amount of time answering questions from interested bidders.
- Currently assisting Acme Township with a proposed special assessment district for road improvements that may require County approval of Michigan Transportation Fund Bonds to finance part of the project.

Health Department & Emergency Management (7)

ADMINISTRATION & FINANCE DIVISION

- Developed the administrative and billing processes for the regional Medical Examiner's office.
- Finalized FY14 grant year-end reports.
- Finalized the FY2015 budgets.
- Created a new cost center department to track Ebola Outbreak preparedness in order to determine cost to prepare for Ebola for the Health Department.
- Managing Pertussis outbreak, media requests, physician health alerts and participating in ongoing Ebola preparedness activities (planning, drills etc.) with Munson and other community partners.
- Working with Human Resources to negotiate the union contract.
- Participated in 2 live TV panels; one on Ebola and the other Pertussis.

MEDICAL EXAMINER DIVISION

- Regional medical examiner office agreement was approved by Grand Traverse County, Leelanau County and Benzie County and took effect November 1, 2014. Jamie Warnes, senior forensic investigator, Nicole Fliss, ME and Kari Young, deputy ME officially became Grand Traverse County employees as well.
- A \$50 cremation permit fee was presented to and approved by the board to go into effect 1/1/2015. The \$50,000 estimated fee revenue will offset the additional costs of the regional ME office for 2015, with the remaining \$60,000 coming from fund balance in the Health Fund.

ENVIRONMENTAL HEALTH & ANIMAL CONTROL DIVISION

- The Environmental Health Division recently conducted and submitted a "*Self-Assessment of the Private and Type III Public Water Supply Program*" as required by the Michigan Department of Environmental Quality (MDEQ). The MDEQ review of our self-assessment, indicated compliance with the program requirements. The Staff was thanked for their "effort to assure the provision of effective drinking water supply services for the residents of Michigan".

- Environmental Health Staff as well as other Grand Traverse County Health Department (GTCHD) Staff attended a two (2) day training on “*Coordinated Response to Food Emergencies: Management and Planning*” which was taught as a pilot course by the National Center for Biomedical Research and Training with instructors from Louisiana State University. The GTCHD hosted the meeting which was offered through the Grand Traverse County Office of Emergency Management and the Region 7 Homeland Security Planning Board.
- The GTCHD, Animal Control Division received word from the Michigan Department of Agriculture & Rural Development (MDARD), Animal Industry Division that our portion of the Cherryland Humane Society (CHS) animal shelter received all “satisfactory” ratings on November 19, 2014. CHS has provided sheltering services for Grand Traverse County dogs since June of 2013. This inspection is conducted annually.

EMERGENCY MANAGEMENT & PREPAREDNESS DIVISION

Emergency Management:

- Finalizing the Natural Hazard Mitigation Plan to present to the Planning Commission and Board of Commissioners in January
- Finalizing the Emergency Operations Plan for presentation to Commissioners in January
- Working on Emergency Support Plans for Traverse City, Garfield, and Acme Townships

Emergency Preparedness:

- Ebola Preparedness- developed and participated in two Ebola preparedness drills at Munson with all pertinent community partners participating
- Pertussis Outbreak Response- serving as Public Information Officer and assisting with Pertussis messaging and hot-line support.
- Updated GTCHD’s Strategic National Stockpile plan.

COMMUNITY HEALTH DIVISION

Disease Control and Prevention Programs:

- Communicable Disease Program- Pertussis, Para pertussis, Ebola preparedness and Measles! Completing case investigations on new cases, prophylaxing close contacts and doing contact tracing and monitoring others for development of symptoms. Final numbers will be shared once the activity slows down.

Maternal and Child Health Programs:

- Many nurses have been trained and reassigned to assist with the Pertussis outbreak investigations and hotline due to the volume.
- Immunization clinics very busy with walk in influenza vaccinations and increased demand for TDaP (Tetanus, Diphtheria and Pertussis) vaccinations.
- Finishing up hearing and vision screenings in the schools for the fall.
- Maintaining partial clinics for WIC and MIHP home visits.

Human Resources (5)

- Currently recruiting for 2 positions County-wide. So far in 2014 there have been 88 requisitions posted County-wide
- Labor Negotiations continue with all bargaining units with one unit settled.
- Open enrollment for Active employees and Retirees completed this month.
- Year-end processing of longevity and personal days has been completed.
- The Employee Recognition Team celebrated Co-Worker Appreciation Week by delivering donut holes to work sites on Monday, November 17th. In addition the team sent out a recognition survey to all employees to complete. Results will be compiled and reported.
- ❖ Thank you to Sally Dreves in Human Resources who has been doing the work of two, all with a smile.

Information Technology (2)

- Replaced 68 smartphones and 61 standard cell phones under our agreement with AT&T. I.T. migrates all cell phone apps, email accounts, contacts, pictures, and documents to the new phones.
- Web site redesign proposals have been received and are being evaluated by I.T. and a team of County employees. Eleven proposals were received and are in the price range of \$22,000 to \$195,000. The \$195,000 bid has already been removed from consideration as the next closest bid is \$93,000.
- I.T. is currently working with the City to connect the Water Treatment Plant and Waste/Sewer Treatment Plant to the City/County network using TCL&P fiber. This will provide gigabit speeds to the network as well as Internet access.

MSU Extension (7, 8)

- Safe Kids North Shore - A Continuing Education Class for Certified Child Passenger Safety Technicians (CPST's) was held on Nov. 10th, through the assistance of a grant from the Office of Highway Safety Planning. Certified CPST's are required to complete 5 different car seat installation scenarios overseen by an Instructor, along with 6 continuing education credits per each certification cycle. All hospitals require a caregiver to have a car seat before a newborn is allowed to leave, and many require that the caregiver attend a car seat check with a CPST as well. Safe Kids North Shore continues to oversee and provide required certification education and skills assessments to CPST's in the Grand Traverse region. With hundreds of models of vehicles and car seats, as well as ever-changing laws, CPSTs certified by Safe Kids North Shore are there to help educate parents and ensure safe installation and proper use of car seats.

Parks and Recreation (7)

- Twin Lakes The Business Development Team of the Parks and Recreation Commission is finishing its Business Plan for Twin Lakes Park. The plan focuses on expanding the park as a special events and wedding venue to increase Parks and Recreation revenues. The plan

will be presented to the Parks and Recreation Commission during its regular meeting on December 18.

- Kids Kove Per the Parks and Recreation Commission's direction, Leathers and Associates, the original builder of Kids Kove, is in the process of providing quotes for refurbishing and for rebuilding the playground. The Kids Kove Committee, comprised of community members, will use those quotes to determine whether it wants to undertake fundraising efforts to either have the playground refurbished or rebuilt. That committee will let the Parks and Recreation Commission know by its December 18th regular meeting whether it decides to take on this project.
- Easling Pool
 - Due to current, limited staff availability, the hours of operation for Easling Pool will change, beginning Monday, December 8, as follows: Monday through Friday – pool, sauna, and locker rooms will be closed between 2 p.m. and 4 p.m.; Saturday – no changes; Sunday – pool, sauna, and locker rooms will close at 5 p.m. The hours may be restored at a later date. This decision is based on staffing levels, the times of day when Easling Pool is least used, and our mission to bring quality, consistent customer service to our community.
 - An American Red Cross Lifeguard Certification course will be held on December 14, 15, and 16. There are full scholarships available for the class from the American Red Cross, with the promise of working at least 100 hours at Easling Pool. For more information about how to apply for a scholarship and to register, call 231-922-4814.
 - The Winter Session of American Red Cross Learn-to-Swim lessons will begin the week of January 19, 2015. Registration opens Tuesday, January 13. The schedule of lessons will be posted at www.grandtraverse.org/parks January 6.

Planning & Development (1, 3, 4, 7, 8)

- With the recent opening of the Cordia Senior Residential Club, Building 50 at the Village at Grand Traverse Commons has been completed. The Grand Traverse County Brownfield Redevelopment Authority has been instrumental in the redevelopment of the 386,740 square-foot building, a cornerstone to the Village, since work started for over 10 years ago.
- Virginia Coulter, Housing Coordinator for Grand Traverse County's housing rehabilitation program, is retiring at the end of 2014. Planning & Development will be maintaining the program, but will be looking in opportunities to strategically realign the program with other housing services and/or agencies.
- The Grand Traverse County Planning Commission and the Grand Traverse County Chapter of the Michigan Townships Association bestowed their community planning awards at its 29th annual banquet on November 6. Rod Bogart, Kingsley Village President, was awarded the Frank Purvis Stewardship Award for his enduring commitment to the community of Kingsley. Sarah Lucas, Regional Planning Department Manager at Networks Northwest, was honored by being awarded the Roger Williams Planner Award which recognizes excellence in the professional field of planning. Outstanding developments and placemaking efforts honored were 160 E. Front Street and the Water Bottle Filling Station Project in Traverse City, Reining Liberty Ranch in

Garfield Township, Acme Shores: A Placemaking Strategy for the US-131 Shoreline Corridor, and the Fife Lake Swimming Lesson Program.

Prosecuting Attorney (7)

- Prosecution As the County's Chief Law Enforcement Officer, the Prosecuting Attorney is responsible for the prosecution of crimes including juvenile, misdemeanor and felony offenses, protection of abused and neglected children, and establishment of child support for needy children. For the month of November, we engaged in the following:
 - Authorized 156 misdemeanor warrants
 - Authorized 22 felony warrants
 - Authorized 24 juvenile petitions
 - Initiated 2 neglect/abuse case
 - Reviewed 14 referrals from the office of child support
 - Handled the following matters in Family Court:
 - 13 paternity cases
 - Obtained 11 judgments of child support
 - 6 mentally ill commitment hearing

Civil Counsel

- Contract Drafting and Review As the County's civil counsel, we assist various County departments in reviewing and drafting contracts and other agreements. Our involvement ranges from reviewing a contract and approving it "as to form," to negotiating the terms and conditions of the contract with the other party. For the month of November, we reviewed seven contracts for the following department:
 - Administrator: one
 - Jail: one
 - Health: three
 - Circuit Court: one
 - Parks and Recreation: one
- FOIA Coordination In 1997, the County Board of Commissioners designated the Prosecuting Attorney as the FOIA coordinator for Grand Traverse County. As the coordinator, we ensure that the various county departments are complying with Michigan's FOIA law including determining whether the requested information should be exempt from disclosure. For the month of November, we reviewed seven FOIA requests, and provided advice and consultation to the following departments:
 - Central Dispatch: three
 - Sheriff: one
 - Soil Erosion: two
 - Administrator: one
- Board of Commissioners/ Staff Questions Part of our duties as Civil Counsel involves answering questions and preparing opinion memoranda for the Board of Commissioners and County staff related to a wide variety of issues, ranging from compliance with state and federal statutes to advising on exposure to liability. For the month of November, we answered questions/prepared memos for the Board of Commissioners and various departments including:
 - Clerk
 - Commission on Aging
 - Central Dispatch

- Ordinance Drafting As you know, under MCL 46.11, a county board of commissioners has the authority to adopt ordinances related to county affairs. One of our responsibilities is to prepare, amend or repeal ordinances when requested by the Board of Commissioners. For November, we prepared an ordinance for the Twin Lakes County Park at the request of the Parks and Recreation Director, and the Parks and Recreation Commission. The ordinance provides separate rules for Twin Lakes, and makes a violation of these rules a municipal civil infraction. The ordinance was presented to the Parks and Recreation Commission at their November Regular Meeting. The Commission recommended the Board of Commissioners adopt the ordinance.
- Litigation We represent the County in civil actions filed in the Grand Traverse County District and Circuit Courts as well as the Federal District Courts. For the month of November, we represented the County in the following cases:
 - *Grand Traverse County v. Sarah Rose, et al.* On June 28th, we filed a third lawsuit seeking reimbursement from 18 current and former inmates. In total we are seeking \$51,715.19 from all the inmates named in the suit. In August, we began the process of seeking default judgments against Defendants who have not responded to the complaint. We expect the Court to set a hearing sometime in September or October. A hearing was on October 6th, and default judgments were entered against multiple defendants. On November 17th, a second default judgment hearing was held where additional default judgments were entered by the Court.
 - *Grand Traverse County v. Shannoah Perez et al.* This is another inmate reimbursement lawsuit seeking reimbursement from 9 current and former inmates where we are seeking \$8,899.87 from inmates named in the suit. We are in the process of obtaining default judgments from most of the defendants. A hearing will be held sometime in November. On November 21st, a hearing was held before Judge Power with judgments being entered against the majority of Defendants.
 - *Grand Traverse County v. Andrea Ashley et al.* In November, we filed nine separate reimbursement lawsuits seeking \$16,934.83 in total. Separate lawsuits were filed (instead of one lawsuit naming multiple defendants) at the request of Circuit Court staff who indicated to us that it is easier for the Court to track and close out cases when individual lawsuits are filed. 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.
- Board of Commissioners Meetings We attend every Board meeting, committee meeting and any special meetings. For the month of November, Chris Forsyth attended the public health and safety committee meeting, and the ways and means committee meeting. Bob Cooney attended the regular board meeting.

Resource Recovery (8)

- The Keystone brush site closed for the season on November 22, 2012. The site is still accepting leaves from the Commission on Aging and staff have accommodated requests from some residents to utilize the site post-closing due to the early snowfall covering much of the leaf fall.

- In November, the Board of Commissioners accepted a \$30,000 grant from the Michigan Department of Agriculture Clean Sweep Program. This recurring grant provides reimbursement of pesticide and mercury disposal, allowing county residents and businesses to drop these products at household hazardous waste collection events at no cost.
- During the month of December, Resource Recovery will be mailing 2015 hauler license applications out to all local waste and recycling haulers. In order to be in compliance with Grand Traverse County Ordinance #17, anyone collecting, transporting, delivering, or disposing of solid waste, yard waste or recyclable materials generated by another person within Grand Traverse County must obtain a hauler license.
- The Traverse City Parks and Recreation Department is again accepting Christmas trees from city residents for recycling. Trees can be dropped from December 26th to January 18th, from 8am to 6pm, at Hull Park, where they will be chipped and used as mulch on nature trails.