

## **Administrator/Controller Report**

February 2013

### **Central Dispatch**

- Central Dispatch is working with IT to bid out the security cameras and related software for the Governmental Center. The market for the equipment is quite competitive, and we believe that the vendors that bid on the project will be more interested in maintaining the system and the long-term relationship with the county than with making a large profit on the equipment purchase. However, as a result of the questions that came up at the PH&S Committee on this purchase, the administrative staff has been directed to provide the rationale for any future requests to waive the county's bid policy in writing.

### **Commission on Aging**

- ❖ With the help of the Website Committee and the IT Department, the Commission on Aging updated its website in January, making it easier to use and more visually pleasing. Thank you to staff members **Cyndie Forster** and **Brandy Hansen** for their hard and creative work.
- TECHNOLOGY UPDATE - GTCOA staff met with IT staff to start Phase I (GTCOA Board) of the technology update project. The COA Board has requested to provide all board members with a tablet or notebook to be used to receive and store all board/committee packets, email, etc. The BOC will need to approve. Phase II will involve updating of the In-Home Services division, transferring operations from paper to technology. Phase III will involve updating Senior Center Network operations.
- CURRENT PROJECTS
  - Credit and debit card payments, online payments
  - Increase communication with Townships, Villages, Cities
  - New Senior Center building

### **Equalization**

- Met with the Equalization and GIS department heads to resolve issues related to staffing and responsibility for certain duties and responsibilities that occurred when the two departments were split in April 2012.
- The equalization studies were turned into the state on the 1<sup>st</sup> of January. There are no known issues between the study ratios and the assessors. Larry Griggs (Assessment and Certification Division of the State Tax Commission) has made favorable comments concerning the study.
- In the past years there have been various databases to accomplish equalization studies and reports. Currently we are assembling one county database to do this. Only the assessor values, after the county equalization and verification process, will be "imported" into this database. All other fields will be for county use, and remain perpetual as the database is developed throughout the years.

- The assessing levels in East Bay Township have been settled. The new construction has been added with the assessment roll almost ready for change of assessment notification to the taxpayer.

### **Facilities**

- An interested buyer has been through the old Health Department facility on Garfield Road. We will advise the Board of any significant developments.
- Interior renovations are almost complete at the Prosecuting Attorney's Office. The last item is to add a door to the conference room, which is also the former prosecutor's office.
- Each division has settled into its new location and operations are running smoothly at the new Health Services Building on Lafranier. Chris Forsyth and the Administrator/Controller met with the Road Commission Manager and Engineer to discuss the permit requirements that included repair and restoration of LaFranier Road in front of the Health Services Building. It looks like the county will be responsible for the repairs to LaFranier, but the timing and amount will be determined later this year. It may be part of a "Mix of Fixes."
- Civic Center: New pedestals have been ordered for the women's locker room benches. The pedestals will be replaced to avoid potential tripping incidents.

### **Finance**

- ❖ The Books are closed on 2012, and the General Fund ended with a positive fund balance of \$221,257. Of this amount, \$125,000 from the closure of the Copper Ridge Brownfield is reserved for the 2013 budget, leaving an increase of just under \$100,000 unreserved. The County's projected use of fund balance for 2012 was initially \$625,000, so the difference between adopted budget and actual is approximately \$725,000. All of the difference can be attributed to salary and fringe benefits, which was \$1.3 million less than the adopted budget.
- In response to an employee's request, we reviewed Defined Contribution Retirement Plan loan provisions with MERS and obtained information regarding procedure to amend these provisions.
- We have sent information to bond counsel and asked him to develop a plan for financing our closed Defined Benefit pension benefits.
- The Finance Department will begin the process of downloading the general ledger into Municast software in early February, a financial projection tool that will be used to provide three-year cost projections that will assist in making long-range financial decisions.

### **Health Department & Emergency Management**

- Strategic Planning- Building upon the specific input from staff on the 2013 strategic plan, the new teams identified in the plan will be convening quarterly or monthly. The teams had their first meeting in January after the county MLK training for brainstorming and have begun to develop or adopt goals that align with the strategic plan. The teams include:

- Quality Improvement Team - Work to develop process for quality improvement throughout Health Department.
  - Website Improvement - Review website for content development and updates.
  - Employee Recognition - Develop innovative and creative ways to recognize Health Department staff.
  - Team Spirit - Develop unique/fun ways to build staff morale.
  - Feedback Loop - Develop a performance feedback process for management and staff.
  - Wellness - Develop ideas on how to incorporate wellness and health into the workplace.
- Influenza- Influenza season hit swiftly and hard in December and January. The Health Department has been active doing surveillance activities, vaccinations and educating the public through the media and our website/Facebook pages. Our efforts included:
1. Monitoring cases in community via testing reports from area urgent cares and hospital
  2. Monitoring availability of Tamiflu at Pharmacies
  3. Providing additional flu vaccine clinics for the public
  4. Monitoring school reports of illness and absenteeism to determine if schools need to be closed
  5. Working with area nursing homes if a high rate of residents or staff in the facility are ill
- ❖ Animal Control/Humane Society Contract- Progress continues on the Cherryland Humane Society contract toward an agreement whereby CHS would provide sheltering services for dogs impounded by Animal Control and more convenient access for the general public with 6 day per week access and expanded hours. After multiple reviews by both sides, we are close to having a final contract for the county commissioners' consideration. Several participants are now reviewing the CHS counter-proposal. We have received some good comments and hope to have a final version of the agreement to the Board by the end of the month.
- ❖ Staff Changes- Several staffing changes are taking place this month due to retirements/departures and restructuring. Dan Scott, Emergency Management Coordinator, retired January 4<sup>th</sup>, 2013. We had 86 applicants and interviewed 8 candidates. Second interviews, that included several stakeholders, were held on Friday, February 8<sup>th</sup>. We are also currently interviewing for 3 clerical positions, a nursing position and a supervisor position.
- Environmental Health- Tom Buss, Environmental Health Director, was a guest speaker at "Academic Week" held for the Michigan State University (MSU) Family Practice Residents at Munson Medical Center on January 22<sup>nd</sup>. The topic of his speech was "*The Roles of the Health Care Community and Public Health in the Investigation of Foodborne Illness*".
- Emergency Management- Eight homeland security region 7 grants were submitted by the GT County Emergency Manager for consideration totaling over \$80,000 for equipment for local law enforcement, fire, first responders, and the county emergency operations center.

## **Human Resources**

- ❖ Met with the HR Director regarding the need for someone to replace her for the three month period following the birth of her child, and met with a former Human Resources professional regarding an arrangement to fill-in for Ms. Seman on a part-time basis.
- Currently recruiting for 16 positions County-wide.
- MLK Training Day was held on Monday, January 21<sup>st</sup> from 8 a.m. to Noon at TC West High School. This was the second joint training day that was held by the County, City and TCAPS.

## **Information Technology**

- The replacement of the core network switch at the Governmental Center was completed in November. The switch provides 10Gigabit (Gb) connections which are being utilized by the new virtual server/SAN environment. The 10Gb connections will also be used when the bandwidth for the TCLP fiber loop is upgraded from 1Gb to 10Gb in the future.
- Assisted with the continued implementation of e-filing of civil court documents within the 13th Circuit Court. Additional case types were added in December for e-filing of documents by attorneys along with the creation of internal workflows for managing the documents when they are received by the court.

## **MSU Extension**

- Co-sponsored the Great Lakes Levels 101 educational program, along with [Northwestern Michigan College's Great Lakes Water Studies Institute](#), the US Army Corps of Engineers, and the [Michigan Department of Environmental Quality](#) (MDEQ). The program was held February 4, 2013 at 6:30 p.m. at the Grand Traverse County Civic Center. Sent out a Media Release titled "Lowest recorded Great Lakes water levels" to promote the program
- The annual Orchard & Vineyard show was held at the Grand Traverse Resort on January 21 & 22. This years' event was attended by over 300 people.

## **Planning/Housing/BRA/Next Michigan**

- ❖ Virginia Coulter, GTC Housing Coordinator, has been appointed by the Federal Home Loan Bank of Indianapolis (FHLBI) to serve a three-year term on its Affordable Housing Advisory Council. The Council meets quarterly with representatives of the Board of the FHLBI and advises the FHLBI on low- and moderate-income housing programs and housing needs in the district (Indiana and Michigan).
- Michigan's Brownfield Redevelopment Financing Act (PA 381 of 1996) was recently amended with key recommendations from a committee of 10 municipal, state and business leaders, including **Jean Derenzy**, Deputy Director of Grand Traverse County Planning & Development Department. Thanks to Jean's involvement, the updated legislation now provides incentives for county brownfield authorities by providing additional funds for administrative costs. This incentive rewards communities that have only one authority - as opposed to each community having its own authority –

and fits in line with the Governor Snyder's effort to reform local government. There are several other amendments that will benefit Grand Traverse County.

- Staff is finalizing the transfer of the County EDC's Revolving Loan Fund to the Traverse City Area Chamber of Commerce Foundation in partnership with Northern Initiatives. This transfer is expected to conclude soon.
- ❖ County Officials were sent a memo inviting them to sign up for an opportunity to go over their work plans and provide input to the Board's strategic planning process at the special session on February 15<sup>th</sup>. In addition, the Administrator/Controller and Planning Director conducted interviews with two potential Facilitators for the Board's strategic planning session(s). Proposals are due this week, and a recommendation will be coming to the Board shortly thereafter.

### **Resource Recovery**

- ❖ Curbside recycling is up 27% in 2012. Compared to 2011, 2,059 more tons of material was recycled in 2012.
- American Waste reported that the 2012 recycling rate for the City of Traverse City was 46%.
- The Resource Recovery Department has nominated the City of Traverse City for the Green City award. The Green City Award is given by Waste & Recycling News to municipalities that are doing extraordinary things to reduce waste and boost recycling.
- Residents can now drop-off expired, unused and unwanted prescription or over-the-counter drugs including narcotics and other controlled substances at the Grand Traverse sheriff's and Traverse City Police headquarters located on Woodmere Avenue.
- In cooperation with Grand Traverse County schools, educators, and volunteers, training presentations have begun on the RecycleSmart Kids Bingo game. This game was developed to educate Grand Traverse County K-5 students on the benefits of reduce, reuse, and recycle.

### **Veteran Affairs**

- ❖ The Benzie County Board of Commissioners will be reviewing a contract for services with GTC Veteran Affairs on February 19th. The terms of the proposed contract are similar to those in the contract between GTC and Leelanau County. If approved by Benzie County, the Veterans Affairs Committee will review the proposed contract on February 21<sup>st</sup>, in time for the contract to be included in this month's Board packet.
- With help and initiative from NMC the US Dept. of Labor and the U.S. Chamber of Commerce have selected T.C. to conduct a major hiring event. On April 23 scores of employers will set up at the Hagerty Center prepared to interview and hire veteran job seekers. The event will receive major marketing and advertising efforts to attract as many participants as possible, (flyer attached).

This is good news for returning Afghanistan and Iraqi veterans who continue to experience much higher unemployment rates than their peers; especially in Michigan where we have an extremely high number of deployed National Guardsman and

continue to rank highest in the Country for returning veteran unemployment. This event will come on the heels of last year's three day employer seminar that took place in Traverse City to encourage employers to hire veterans and educate them as to government incentive programs to do just that. Many companies and the public sector (including Grand Traverse County) have adopted veteran hiring policies to help reverse the trend of high veteran unemployment, (January 2013 – WalMart commits to hiring 100,000 unemployed returning veterans – State of Michigan grants preference to returning veterans for State Police Academy).

---

### **Legislative Report**

The Governor's FY 2013 budget was released last week and the amount for revenue sharing was held at the FY 2012 level, despite the fact that three additional counties have exhausted their FY 2004 local tax collections in the Revenue Sharing Reserve Fund (RSRF).

Counties are scheduled to get a 25 percent cut from what they are projected to receive based on the statutory promise made in FY 2004/2005. For the second year in a row, the Governor ignored the statutory commitment to fund counties at the level required. The Governor is recommending an appropriation of \$125.6 million, \$42 million less than the amount which is statutorily required. Moreover, counties will be required to "earn" their funding by meeting the same best practices criteria required of cities, villages and townships.

The Governor's proposed budget reneges on an agreement made with counties in FY 2004. In the deal, the counties agreed to shift the collection of general fund property taxes to July and put the extra collection in a RSRF. The state would suspend Revenue Sharing to counties, thereby providing budget relief to the state for several years. The statutory arrangement provided that the state would fully restore county revenue sharing as each county exhausted its RSRF.

Grand Traverse County will exhaust its RSRF sometime in 2014.

Attached is a resolution asking that the state of Michigan honor its commitments made in FY 2004 and provide full funding for County Revenue Sharing.

## **Resolution in Support of County Revenue Sharing**

WHEREAS the Governor released the proposed budget for the State of Michigan and included no increase for statutory revenue sharing, despite the fact that three additional counties will have exhausted the local tax dollars that were levied in FY 2004/2005 and used by the state to subsidize state services, and will be entitled to again receive statutory revenue sharing from the state of Michigan, and

WHEREAS Grand Traverse County taxpayers continue to pay the state's portion of statutory revenue sharing out of its "Revenue Sharing Reserve Fund", and will not exhaust those funds until sometime in 2014, and

WHEREAS the state's failure to fully fund statutory revenue sharing in this budget year raises concerns that Grand Traverse County will not receive the restoration of funding that was agreed and promised in statute in 2004, and

WHEREAS the failure of the Governor to provide full funding for county revenue sharing as agreed in 2004 represents a drastic cut in funding for local services, and it indicates to Grand Traverse County that its taxpayers will have subsidized state services disproportionately.

THEREFORE BE IT RESOLVED that the Grand Traverse County Board of Commissioners urges the Michigan Legislature to honor the commitment it made with counties in 2004 and restore full funding for county revenue sharing as promised in statute in the FY 2004/2005 Budget.

BE IT FURTHER RESOLVED that a copy of this Resolution be sent to Governor Snyder, Senator Walker, Representative Schmidt, and the Michigan Association of Counties.