

Administrator/Controller Report

June 2013



Commission on Aging

- The BATA bus stop at the Traverse City Senior Center was relocated by BATA, within the last 3-4 months, to a location closer to the Hagerty Center. BATA is switching to larger buses as part of their new plan and the larger buses cannot currently make the turn in the Senior Center parking lot. The new bus stop is causing unsafe situations for senior citizens going to the Senior Center for a number of reasons, including walking a greater distance (and through the Senior Center parking lot) by senior citizens who may be frail or disabled. Commission on Aging staff members met with BATA staff members to discuss concerns May 16, 2013 and are looking at possible solutions that will work for both organizations.
- The Commission on Aging will be submitting a grant to the Grand Traverse Band (2% funding) to support discounted transportation services for senior citizens. The Commission on Aging is planning to submit a grant request in the amount of \$26,000 to fund transportation assistance for the remainder of 2013, and for 2014. Assistance includes both coupons for discounted transportation fares (taxis, other types of transportation, home health care companies) and discounted BATA passes. The service is currently offered by the GTCOA and was previously funded by the generous donation of an anonymous donor. The donated funds are projected to run out mid-2013. Transportation assistance has historically been identified as a top need of senior citizens in our community. This is a public/private partnership that is effective and benefits both senior citizens and businesses in our community.
- The COA is working with the City Manager in an effort to release funds held for a new Senior Center building. A committee formed to study the feasibility of a new senior center recommended that the current building in Traverse City be renovated and used while a new building is being investigated. Funds held with the City total approximately \$205,000.
- Each year, the Commission on Aging coordinates the home-delivered portion of the NMC BBQ. This is done using almost 100% volunteer labor. On May 19, 2013, the GTCOA packaged and delivered 232 BBQ meals to senior citizens who were unable to attend the NMC event.

Facilities

- **Governmental Center:** New display boards for agendas, meeting schedules, etc, have been installed.
- **Civic Center Pool:** a leaking coupling was replaced on the plumbing lines associated with operation of the pool pump. This was a priority repair, as complete failure would have resulted in extensive replacement / repair costs.

- **Hall of Justice:** awaiting the arrival of a replacement compressor and coil for air conditioning operations.
- **Jail:** Preparing to install an additional card reader and automated locking system for after-hour entry into the Jail lobby.
- **Facilities Fleet:** three vehicles, a stake truck, van, and lift truck, were sold via the public surplus auction site. We'll net of \$7,378 after paying the sales invoice to public surplus.

Finance

- Meeting with departments and elected officials as necessary or requested on matters relating to the 2014 Budget.
- Continued to work with our Financial Consultant/Bond Counsel to obtain the necessary financial analysis for Pension and OPEB financing. We have received our 2012 Actuarial Valuation and Axe and Associates is preparing the analysis based upon our latest data.
- The Net Asset Distribution from the Michigan Municipal Risk Management Authority (MMRMA) will be \$115,891 for 2014.

Equalization

- The County Equalized Values were accepted as state equalized values on May 28, 2013. Cass County is facing a state factor in three classes of property.
- The millage reduction calculations are complete and there will be no Headlee rollback this year for Grand Traverse County. Only one local jurisdiction received a minor rollback.
- There was a meeting May 6 with AT&T to discuss mobile technology. Matt Green, a representative from AT&T, provided an air card to experiment with a tablet for remote data management. The data transfer time seems acceptable for field use. Equalization will further explore the use of an iPad for possible field work use.
- Gregg Bird, the new Emergency Management Supervisor, met with Equalization on May 30 to discuss training involved for Damage Assessment Teams. Initial indication is that there will be three on-line classes to complete before attending in-house classroom training.
- On June 18 there will be a meeting with the local unit assessors. There will be a review of the past policies and procedures along with planning for the future. It is hoped that these meetings become more routine. If there is anybody interested in addressing the local assessors, please feel free to contact Jim Baker.

GIS

- The GIS Department is working with the Road Commission and Blair township to update the maps that show where Off Road Vehicles (ORVs) are permitted and

prohibited. During this discussion, it became obvious that the county's ordinance needs to be amended to provide for reporting of changes to local ORV ordinances. We will be contacting local units to get the current county map up to date and then developing the ordinance language that will allow us to keep it current.

- We are very near completing the annual parcel/ tax roll reconciliation process (ahead of schedule).
- We have begun the process of contacting potential partners for a possible LIDAR acquisition flight in early 2014, in earnest.

Health Department & Emergency Management

- **Health Department Administration and Finance Division:**
Michigan State University College of Human Medicine has approached 6 local health departments about becoming academic health departments. GTCHD is considering and seriously exploring this opportunity as it would enhance our public health reach into the medical community. Health Department staff would give lectures to local medical students/residents on various aspects of public health, participate in joint research projects and provide an elective public health rotation (2-4 weeks) for 3rd and 4th year residents placed at Munson Medical Center. This rotation would expose physicians to the various programs in public health (environmental health, immunizations, communicable diseases, maternal and child health programs, adolescent clinics, medical examiner, emergency preparedness etc.) and our hope would be they would have a better appreciation and understanding for the preventative and population based approach of public health. We anticipate this partnership would also help in future recruitment for physicians in our community to serve as medical director or medical examiner.
- **Environmental Health & Animal Control Division:**
The Animal Shelter officially closed to the public on June 1, 2013, and operations were successfully transferred to the Cherryland Humane Society. Staff did an excellent job working out the logistics with IT and Facilities to properly secure and close down the existing shelter and relocate the animal control officers to their new office locations in the Environmental Health portion of the Public Services Building. GTCHD also communicated the specifics of the changes to the media and on our website and Facebook pages.
- **Emergency Management & Preparedness Division:**
April 25 saw the 1st exercise held in the new Emergency Operations Center (EOC). The county EOC (emergency operations center) was activated in order to coordinate the response from 30 personnel from multiple agencies and disciplines involved. County departments represented in the EOC included: Health Department Incident Command staff, emergency management and preparedness, sheriff's department, 911 Dispatch, administration and county commissioners. The exercise surrounded a pandemic flu that rapidly spread and led to civil unrest throughout the county. The EOC staff from all agencies worked seamlessly together in order to mitigate the incident. The exercise also assisted in identifying some technical and logistical shortfalls within the EOC that will attempt to be addressed so that the EOC can be 100% ready in the event of an actual incident.

➤ **Community Health Division:**

The Grand Traverse County Health Department was recognized by the Michigan Department of Community Health at the 2013 communicable disease conference in Lansing. Health Department staff was given an award for "Excellence in Tuberculosis Case Management and Service Integration for continuously managing a complex case of Tuberculosis involving homelessness, substance abuse, and multiple co-morbidities. Their team management approach included multiple health and social service agencies and is a prime example of leveraging service integration to overcome barriers in case management." Congratulations to all staff involved in this collaborative effort!



➤ **Cherry Festival Tent & Trailer:**

Health Department and Emergency Management staffs are busy preparing the baby changing tent (housed this year with the safety tent) and manning the festival incident command trailer. Emergency Management activities will include:

1. Coordination and planning with Cherry Fest executives and police, fire, EMS, 9-1-1 communications, and Cherry Capitol Airport for safe setup.
2. Part of the overall event Unified Command system representing Emergency Management.
3. Placement and setup as well as daily surveillance checks on the Unified Command/Communications Trailer.
4. Part of the Unified Command post during both parades.
5. Part of the Unified Command post during the air shows.
6. EOC will be prepared in the warm/ready position in the event of large scale incident - also will have an "executive level - open" status for the duration of the event.

Human Resources

- Recruited for 12 positions County-wide since last month's update. We have processed 71 job requisitions so far this year, compared to 78 for the entire year last year. (5)
- We are currently testing 43 applicants for the Emergency Telecommunicator position in Central Dispatch using the Criticall software program. (5)
- The Health Assessment Questionnaire is promoted monthly in the Communicator. Completion gives employees 6% health premiums rather than 8% if completed prior to October 31 deadline. (5)
- MERS Representative Ryan Heintz, is holding individual appointments and a group Defined Benefit session that was cancelled from last month on May 21 and 22. (5)
- Monthly Safety training continues with the COA and Facilities. New SDS is replacing MSDS, and training for *all* employees will begin this month. The Safety Committee will meet in June to discuss the rollout. (7)
- The Wellness Scorecard was very successful with 32 turning in the April Scorecard. A random drawing of participants was done. This was the first month of three that the

program is running. The date for the Wellness Expo is August 8 and is promoted in the Communicator. (7)

- The Relay for Life Team is encouraging teammates to incorporate their walk to the 2013 MI Big Green Gym – Blues Community Challenge. We are extremely low on team members this year. (7)
- ❖ Thank You's and Kudos to Jon Wilson in the IT Department for updating changes in the Communications Directory! Within his first week of employment, he was handed a list from HR and it was completed by the next day. (7)

MSU Extension

- MSU Extension participated in the nationwide Share Our Strength Cooking Matters at the Store event, in partnership with our local Wal-Mart store, on April 16, 2013. During the two scheduled tours through the grocery store, participants learned how to shop healthily and how to incorporate all five food groups in their family's diet. Participants received \$10 in free groceries, paid for by Wal-Mart, as part of a shopping challenge to find healthy food items to feed a family of four for under \$10. Those that participated shared that they were amazed at how much food they could buy with \$10. They also learned how to read labels to select foods that are low-fat and/or reduced sugar and salt. In evaluation surveys, participants noted, "I didn't realize how much sugar was in cereal;" "Now I know what to look for when buying meat;" and, "I have never used unit prices before, now I will." (7)
- Safe Kids North Shore held a four-day Child Passenger Safety Technician Certification course April 30 -May 3 at Gilbert Lodge. The curriculum is the national certification course from the National Highway Traffic Safety Administration. Eleven students attended from various backgrounds including law enforcement, nursing and child development. Safe Kids North Shore holds two monthly car seat inspection stations, one hosted by the Grand Traverse County Sheriff's Office and the other by Grand Traverse Metro Fire. The 11 newly certified technicians will help current technicians staff these stations as well as offer car seat assistance in surrounding counties, freeing up more appointment times in the currently booked stations. (7)

Parks & Recreation

- Rotary Charities has awarded the \$10,000 grant requested for further evaluation of the programmatic and space needs of the community.
- One of the Parks Commission's strategic goals is to assess the feasibility of a Joint Parks and Rec Authority and potential millage. LIAA is currently preparing a statement of work to explore the feasibility of stronger collaboration. Once completed, a copy will be provided to the Parks and Recreation Commission.
- There has been a lot of positive feedback from exhibitors and community about the success of the GTRec Experience (recreation expo) held at the Civic Center on Sunday, April 28. Nearly all of the exhibitors have asked if event will be held again and whether they can participate. This will be an annual event and sponsorship from Blue Cross Blue Shield of Michigan is being sought again. There were 45 exhibitors and over 500 attendees at the inaugural event. Local television and radio coverage

provided great exposure for event. It is anticipated that next year's expo will be even bigger and better.

- **Blue Cross/Blue Shield Community Challenge: MI Big Green Gym** - Until June 22, 2013, Team Grand Traverse is competing against Team Kalamazoo and Team Marquette to get our community more physically active and to win a \$10,000 grant. At times, Team Grand Traverse was running neck-and-neck with Marquette for lead, which changed sometimes several times a day. As of May 22, 2013, Team Marquette was in the lead at 7,743 miles of activity, and Team Grand Traverse was in second place at 6,540 miles – over a 1,000-mile difference. We are seeking more signups and exposure to this challenge so that our community can win! Contact Kris in Parks and Recreation for more information.
- **SORP/IUFRO Conference** – The Park Place Hotel was the site of the joint conference for the Society of Recreation Professionals and the International Union of Forest Research Organizations.
 - The four-day conference began on May 20.
 - Parks and Recreation Department helped organize educational excursions for the attendees, including;
 - a. Old Mission Peninsula, a national coordinated land-use success story! (Led by the Grand Traverse Regional Land Conservancy)
 - b. A River Reborn: Building a Prosperous Community through Dam Removal and Ecological Restoration. (Led by the Grand Traverse Conservation District)
 - c. Tour of the TART Trail: Connecting prosperity and communities via a regional trail system. (Led by TART Trails)
 - Also assisted with development of a partial-day workshop to be held during the conference for all local elected and appointed parks, recreation, and community leaders related to the role of parks in place making.
- **Skate Park Night** - This event took place on Wednesday, May 1, at 7 p.m. There were nearly 50 people in attendance.
- **Meyer House Agreement** - In late 2012, the PRC voted to enter into an agreement with the Conservation District to rent the Meyer House, with the intent for the district to partner with SEEDS and Child and Family Services (CFS) to provide housing for kids transitioning out of the foster care system, and to work for the SEEDS youth corp. However, as of April 2013, CFS did not have an adequate number of young people that were prepared for such independent living.
 - Since April, the Conservation District has been approached by AmeriCorps to provide housing to VISTA workers that are assigned to Rotary Charities, TBAISD, and the Grand Vision.
 - Based on the previous agreement that included CFS and SEEDS, the Parks Director altered the agreement to adjust the dates of the contract, allow the AmeriCorps VISTAs, eliminate the no-alcohol provision, and to make this a one-year lease.
 - The Prosecuting Attorney's Office reviewed and approved the agreement. The lease is similar to a Stewardship Agreement and will now be signed by the Parks Director and the Executive Director of the Conservation District.

Planning

- The County's Affordable Housing Trust Fund made a key impact on the new Depot neighborhood project with a commitment of \$295,000. At the Depot groundbreaking on May 20, Commissioner Wheelock spoke on how the Affordable Housing Trust Fund leveraged County dollars to obtain a HUD grant for the project. With support of its newly adopted Housing Strategy, continued investment in the innovative Affordable Housing Trust Fund will allow the County to proactively address housing affordability issues facing residents. See photos of the groundbreaking at: www.facebook.com/GTCountyPlanning.
- The new draft Master Plan for the County has been unveiled by the County Planning Commission. While reflecting the principles of the Grand Vision, the Plan process engaged all the planning commissioners in the County to develop a partnership to achieve common planning goals. Read and comment on the Plan at a new interactive website: masterplan.grandtraverse.org.
- The County Brownfield Redevelopment Authority approved the development agreement for the new TBA Credit Union building at the corner of Hope and East Front Streets, providing the ability to move forward with remediation and construction. This investment will create 19 jobs in the City with an expected increase in taxable value from \$933,700 to \$5,000,000 after the project is completed. Essential environmental clean-up on the site will also reduce groundwater contamination that has impacted Sunset Park.

Resource Recovery

- The search for a new Director is underway. Kim Elliot has been appointed to serve as the Interim Director, and the Finance Department has graciously offered to provide office assistance as needed for the next few weeks. Applications are currently being reviewed and an interview panel will be appointed shortly.
- **Household Hazardous Waste Collection**

206 residents made appointments to drop-off household hazardous waste at the May 16, 2013 collection. Although the final numbers have not been received to date from our vendor (ERG), it is estimated that over 22,000 pounds of material was collected. The next Household Hazardous Waste collection is scheduled for August 15, 2013.
- **Household Hazardous Waste Collection Online Appointment System**

Staff implemented new features to the HHW online appointment system. Improvements include features to organize appointments in a more efficient manner. The online appointment system is being consistently used by 55% or better of Grand Traverse County residents who make an appointment.
- **Recycle Bin Grant**

As was previously reported, staff had submitted and was awarded a grant from Keep America Beautiful/Coca Cola recycling bin grant program. The four (4) recycle bins arrived at the Resource Recovery office in late May and are now available for use at community events.

Veteran Affairs

- **The VA to offer access to affordable dental insurance** - The VA has published its final rules regarding the establishment of a long-awaited government-sponsored dental insurance program for veterans who are enrolled to receive medical services from the agency. In 2011, 8.1 million veterans were enrolled in the system. The move represents the first time the VA has offered any type of premium based third party “insurance” for veterans to receive services outside their own system. The program will not affect veterans who are currently statutorily eligible to receive dental care from the VA. The VA Dental Insurance Program will offer reduced premium based dental insurance to all veterans that are enrolled in the VA health care system. Under the three-year pilot program, VA will contract with a private insurer, through the Federal contracting process, to offer dental insurance to eligible individuals.

Legislative Report

- Bills creating a statewide standard for local governments to provide defense lawyers to indigent defendants were sent to the full House on May 22nd by the Criminal Justice Committee. Both HB 4529 and HB 4530 were reported unanimously. Negotiations are also underway in the Senate, so it is likely there will be changes to these bills on the House floor. No action has been scheduled as of June 6th.
- Cities, villages, townships and counties will see a 4.8 percent increase in statutory revenue sharing in the General Government budget that has been reported out of the conference committee. Governor Snyder had originally proposed a 1.1 percent increase for the counties and no change in the Economic Vitality Incentive Program (EVIP), which provides statutory revenue sharing to cities, villages and townships. The House concurred with those proposals, but the Senate called for a 4.8 percent increase to both and the conference went with the Senate recommendation.
- The conference committee report also includes a new Roads and Risks Reserve Fund in the state Treasury, appropriating \$230 million General Fund to the new fund for fiscal year 2013-14. The fund specifies that the money may be spent upon appropriation. One-half of the funds are available for appropriation for roads effective October 1, 2013, the report stated. The language also states that it is the intent of the Legislature that the balance of the reserve funds will be appropriated for roads effective February 1, 2014 if those funds have not been appropriated for other purposes prior to that date.