

OAKLAND COUNTY BOARD OF COMMISSIONERS

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FINANCE COMMITTEE

TOM MIDDLETON

Chairperson

SHELLEY TAUB

Vice Chairperson

DAVID WOODWARD

Minority Vice Chairperson

January 26, 2012

Christine Long

David Potts

Jim Runestad

Kathy Crawford

Bill Dwyer

Helaine Zack

Tim Greimel

Nancy Quarles

Chairperson Middleton called the meeting of the Finance Committee to order at 9:01 a.m. in the Board of Commissioners' Committee Room A of the Commissioners' Auditorium Wing, County Service Center in Pontiac, Michigan.

COMMITTEE MEMBERS PRESENT

Tom Middleton, Shelley Taub, David Woodward, Christine Long, David Potts, Jim Runestad, Kathy Crawford, Bill Dwyer, Helaine Zack, Tim Greimel, Nancy Quarles

COMMITTEE MEMBERS ABSENT:

None

OTHERS PRESENT

CENTRAL SERVICES

SUPPORT SERVICES

CIRCUIT COURT

CLERK/REGISTER OF DEEDS

ELECTIONS

COMMUNITY CORRECTIONS

EXECUTIVE OFFICE

FACILITIES MANAGEMENT

HEALTH AND HUMAN SERVICES

HOMELAND SECURITY

HUMAN RESOURCES

INFORMATION TECHNOLOGY

MANAGEMENT & BUDGET

FISCAL SERVICES

David VanderVeen, Director

Todd Birkle, Manager

Pamela Davis-Drake, Manager

John Cooperrider, Business Manager

Jacqueline Howes-Evanson, Supervisor

Larry Doyle, Deputy Clerk/Register

Joe Rozell, Director

Barb Hankey, Manager

Bob Daddow, Deputy Executive

Phil Bertolini, Deputy Executive/CIO

Art Holdsworth, Director

Paul Hunter, Manager

Mike Hughson, Property Specialist

George Miller, Director

Ted Quisenberry, Manager

Nancy Scarlet, Manager

Dana Cosby, Analyst

Ed Poisson, Director

Janette McKenna, Chief

Tammi Shepherd, Supervisor

Anita Campbell, Supervisor

Laurie Van Pelt, Director

Tim Soave, Manager

Lynn Sonkiss, Chief

LaVerne Smith, Supervisor

Sheila Cox, Supervisor

Linda Pearson, Analyst

HUMAN RESOURCES
PROSECUTING ATTORNEY
SHERIFF
TREASURER

VETERANS' SERVICES
BOARD OF COMMISSIONERS

Monica Tinsley, Analyst
Nancy Falardeau, Analyst
Antonio Pisacreta, Analyst
Chen Tsai, Accountant
Nancy Scarlet, Director
Terri Meiers, Administrative Supervisor
Mike McCabe, Undersheriff
Andy Meisner, Treasurer
Larry Doyle, Deputy Treasurer
Garth Wootten, Manager
Jim Ver Ploeg, Administrative Director
Harvey Wedell, Sr. Analyst
Julia Ruffin, Liaison
Helen Hanger, Sr. Committee Coordinator

PLEDGE OF ALLEGIANCE

Chairperson Middleton led the Pledge of Allegiance.

APPROVAL OF THE PREVIOUS MINUTES

Crawford moved approval of the previous minutes of January 12, 2012 as printed.
Supported by Dwyer.

Motion carried on a voice vote.

AGENDA

No changes.

PUBLIC COMMENT

None.

FY 2012 CONTINGENCY REPORT

The Fiscal Year 2012 Contingency Fund balance has been corrected to \$319,745 by removing \$296,561 for Health-Substance Abuse Satellites. This amount is accounted for under the Health Division.

Potts moved to receive and file the FY 2012 Contingency Report dated January 24, 2012.
Supported by Zack.

Motion carried on a voice vote.

REGULAR AGENDA

1. TREASURER'S OFFICE – BOARD OF COMMISSIONERS – APPROVAL TO WAIVE INTEREST AND FEES FOR CERTAIN QUALIFYING TAXPAYERS THROUGH APRIL 30, 2012

The County Treasurer is requesting authorization to waive late penalty charges through April 30, 2012, on 2011 homestead property tax collections for eligible persons (senior citizens, disabled, etc), if the person makes a claim before February 15 for a property credit to their local municipality as allowed for by Act No. 281 of 1967.

Mr. Meisner explained that March 1 of each year when property taxes become delinquent the local units pass on to the Treasurer's Office the names of individuals who qualify for the extension. He reported that he and his staff have met with over 1,000 taxpayers who have gotten tied up in what he believes are excessive fees for back taxes and has asked the State Legislature to reduce these fees. He asked that the commissioners join him to ask for a reduction in those fees.

Taub moved to recommend approval of the attached suggested Resolution. Supported by Long.

Motion carried unanimously on a roll call vote with Greimel absent.

2. MR #12002 – COUNTY CLERK/REGISTER OF DEEDS – ELECTIONS DIVISION – AGREEMENT TO UTILIZE THE SERVICES OF THE OAKLAND COUNTY BOARD OF CANVASSERS BY THE CITY OF FARMINGTON

The Clerk/Register of Deeds is requesting authorization to contract with the City of Farmington to provide election certification services at \$25.00 per precinct for 6 precincts. Either party may terminate or cancel this Agreement upon ninety days written notice with a resolution to the other Party's Legislative Body as detailed in the contract. No budget amendment is necessary as the adopted budget provides for the expenditures and revenue associated with the contract.

Dwyer moved to recommend approval of the attached suggested Fiscal Note. Supported by Long.

Motion carried unanimously on a roll call vote with Greimel absent.

3. MR #11302 – BOARD OF COMMISSIONERS – AUTHORIZE OAKLAND COUNTY CLERK/REGISTER OF DEEDS TO PROVIDE VETERAN PHOTO ID CARDS

The resolution was introduced by Commissioner Dwyer, et al. to authorize the County Clerk/Register of Deeds to provide photo identification (ID) cards to veterans so that they may easily provide proof of service to local businesses offering discounts to veterans. Military discharge certificates or DD214 forms filed by veterans are maintained by the Clerk but are too large to fit easily in a wallet. The Clerk is currently in the process of acquiring equipment to produce similar ID cards for Concealed Pistol Licenses. This service would be provided for a nominal fee not to exceed \$10 to ensure 100% cost recovery. Further action will be determined once the program has been fully developed and the cost assessed.

Mr. Wooten explained that other counties are providing the same service. There is no statutory requirement for counties to issue identification cards and the card is not considered official identification so it will be up to a business whether they will accept it or not, although most do.

Mr. Doyle explained that a Request for Proposal for the equipment is forthcoming and they hope to have the equipment up and running by May.

Commissioner Zack asked that the commissioners be informed once the program is ready and what the process is to obtain a card.

Dwyer moved approval of the attached suggested Fiscal Note. Supported by Quarles.

Motion carried unanimously on a roll call vote.

4. MR #12005 – CIRCUIT COURT – ACCEPTANCE AND AUTHORIZATION TO EXPEND DONATIONS FROM THE RESTORE FOUNDATION TO HELP OPERATE THE JUVENILE DRUG COURT (JDC) IN FY 2012 AND THE CREATION OF A YOUTH AND FAMILY CASEWORKER I POSITION

Circuit Court is requesting authorization to accept a donation of \$50,000 from the Restore Foundation to

operate the Juvenile Drug Court in FY 2012 and to create one special-revenue, full-time eligible Youth and Family Caseworker I Position. This donation will fully restore what is currently a part-time non-eligible 1,000 hour position. Budget amendments will be made as outlined in the Fiscal Note.

Potts moved approval of the attached suggested Fiscal Note. Supported by Taub.

Motion carried on a roll call vote.

5. DEPARTMENT OF HEALTH AND HUMAN SERVICES – HOMELAND SECURITY DIVISION – 2011 FEMA STATE OF MICHIGAN HOMELAND SECURITY GRANT PROGRAM AMENDMENT

Homeland Security is requesting authorization to accept Federal Emergency Management Agency pass-through funding of \$8,091,476 from the State of Michigan under the 2011 Homeland Security Grant Program for Region 2. Funding includes a \$541,780 State Homeland Security Grant and Urban Area Security Initiative funds of \$7,549,696. Oakland County may retain up to 5% of the total award to fund Management and Administrative costs associated with the program. No County match or in-kind contribution is required. The Region 2 Board is not recognized as a legal entity to accept these funds and has voted Oakland County to act as the Fiduciary Agent and Subgrantee for this purpose. Region 2 includes but is not limited to the City of Detroit, Macomb, Monroe, Oakland, St. Clair, Washtenaw and Wayne Counties. Funding is used to prevent, deter, respond to and recover from incidents of national significance, including threats and incidents of terrorism. The Region 2 Security Planning Board will determine and prioritize program funding. Funds will provide for the continuation of two special revenue (SR) full-time eligible (FTE) Homeland Security-Regional SAP positions for regional planning activities. Two SR FTE Homeland Security-UASI Regional SAP positions, one SR FTE Business Analyst position, one SR PTNE Technical Assistant position and one SR full-time non-eligible (FTNE) Buyer II position in the Purchasing Division will also be continued to discharge increased fiduciary and subgrantee responsibilities. One Intelligence Analyst position will be created by separate resolution and funded through previous multi-year Homeland Security grants. This position will be appointed to the Fusion Center/Detroit and Southeast Michigan Information and Intelligence Center (DSEMIIC) project. Budget amendments will be made as outlined in the Fiscal Note.

Mr. Soave stated that reporting requirements, especially for federal grants, have quadrupled and he would be back to discuss this along with the pitfalls of accepting funds.

Commissioner Runestad voiced concerns regarding use of grant funds to create the Intelligence Analyst position. This separate resolution has been postponed in the Public Services Committee.

Mr. Quisenberry explained that for the past three years the UASI Board has supported funding for the Fusion Center. There is one representative from each county. If Oakland County does not create the Intelligence Analyst position another entity within the county could apply for funding and it would then be outside of County control.

Undersheriff McCabe explained that the Fusion Center is a node of the State Center and he is a voting member of the UASI-appointed advisory board that oversees this project. Information is being gathered to respond to the questions of the Public Services Committee.

Dwyer moved approval of the attached suggested Fiscal Note. Supported by Taub.

Motion carried unanimously on a roll call vote.

6. DEPARTMENT OF HEALTH AND HUMAN SERVICES – HOMELAND SECURITY DIVISION – ACCEPTANCE FOR 2011 MICHIGAN CITIZEN CORPS PROGRAM GRANT – REGIONAL FIDUCIARY

Homeland Security (HS) is requesting authorization to accept U.S. Department of Homeland Security 2011

State Homeland Security Grant reimbursement funding of up to but not exceeding \$93,642 from the State of Michigan for qualified expenses under the Citizen Corps Program Partners of Community Emergency Response Teams, Medical Reserve Corps, Neighborhood Watch, Volunteer in Police Service and Fire Corps. Beginning with this grant Oakland County will also act as fiduciary to the 2011 Citizen Corps Program to Region 2. Oakland County may retain up to \$4,682 of the total award for management and administrative costs. Funds are used to increase domestic preparedness through training and planning and to provide educational outreach, exercise and equipment for participating communities. The funding period is September 1, 2011 to May 30, 2014. Budget amendments will be made as outlined in the Fiscal Note.

Zack moved approval of the attached suggested Fiscal Note. Supported by Crawford.

Motion carried unanimously on a roll call vote.

7. DEPARTMENT OF PUBLIC SERVICES/COMMUNITY CORRECTIONS DIVISION – FY 2012 COMMUNICATION CORRECTIONS COMPREHENSIVE PLAN GRANT ACCEPTANCE

Community Corrections is requesting authorization to accept a FY 2012 \$2,005,574 Michigan Department of Corrections grant. An amount of \$210,271 will be allocated for residential services. The County is responsible for requesting the allocation and tracking costs. MDOC holds all residential services contracts and will be responsible for payment and billing. The remaining \$1,795,303 will be utilized as outlined in Schedule A to the resolution. No County match is required. The grant will continue funding of Community Corrections and Sheriff positions as noted in the Fiscal Note. One part-time non-eligible 1,000 hour per year Inmate Substance Abuse Technical position will be transferred from the Sheriff's Office to Community Corrections and reclassified to Community Corrections Specialist. Two positions as noted are partially General Fund/General Purpose funded. The Budget will be amended as outlined in the Fiscal Note.

Ms. Hankey explained that Corporation Counsel has flagged several issues and they are waiting for the State's changes and approval.

Taub moved approval of the attached suggested Fiscal Note. Supported by Crawford.

Motion carried unanimously on a roll call vote with Greimel absent.

8. MR #12004 – FACILITIES MANAGEMENT/PLANNING & ECONOMIC DEVELOPMENT SERVICES – OAKGREEN PROGRAM ACCEPTANCE AND DISBURSEMENT OF DONATIONS

Facilities is requesting authorization to accept donations totaling \$4,500 from various organizations as noted in the resolution. These donations will be used to award winners of the OakGreen Program and will be deposited into a separate liability account to track receipt and usage. Any additional donations will be reported as part of the Quarterly Forecast resolution. No budget amendment is required.

Commissioner Woodward voiced concerns that there were better ways to spend \$8,000-\$15,000 in federal stimulus grant dollars than on media promotion for this contest.

Mr. Holdsworth explained that the County is working with DTE and Consumers Energy to cross-promote home assessment programs. DTE and Consumers have employees working in the field to assist homeowners in trying to improvement energy efficiency. A green conference is also being held this spring.

Commissioner Crawford indicated that commissioners had discussed this matter previously in Planning and Building and had made staff aware of their concerns that the contest should be highlighting small improvements by people who had the least amount of dollars.

Taub moved approval of the attached suggested Fiscal Note. Supported by Long.

Woodward moved to amend the Fiscal Note to add that any money used to promote this program coming from the Department of Energy - Energy Efficiency and Conservation Block Grant must come back to the Board for approval prior to expenditure. Supported by Zack.

Roll Call:

Ayes: Zack, Quarles, Woodward, Potts
Nays: Taub, Long, Runestad, Crawford, Dwyer, Middleton
Absent: Greimel

Motion on the amendment failed.

Roll Call:

Ayes: Quarles, Taub, Long, Runestad, Crawford, Dwyer, Middleton
Nays: Woodward, Potts, Zack
Absent: Greimel

Main motion carried.

9. FACILITIES MANAGEMENT/FACILITIES PLANNING & ENGINEERING – AUTHORIZE ADDITIONAL FUNDING FOR WATER TOWER RESTORATION PROJECT

Facilities Management is requesting authorization to proceed with transfer of \$280,000 from the Capital Improvement Program/Building Fund to the Project Work Order Fund to perform restoration work on the water tower, including superstructure painting, the addition of two County logos and replacement of safety components. MR 11209 authorized an appropriation of \$60,000 for structural foundation restoration and rebidding of the tank superstructure restoration. Improved bid responses were received and a contract for \$235,800 will be awarded to the lowest responsive and responsible bidder - V&T Painting, LLC of Farmington Hills, Michigan. The project will also provide for temporary antennae relocations, tree trimming and contingency of \$71160. Funds remaining from the previous \$60,000 allocation under MR 11209 will be applied towards the total project amount of \$306,960. A budget amendment to transfer funds will be made as outlined in the Resolution.

Taub moved to recommend approval of the attached suggested Resolution. Supported by Dwyer.

Motion carried unanimously on a roll call vote with Greimel absent.

10. MR #12003 – CENTRAL SERVICES/SUPPORT SERVICES/LEASED VEHICLE OPERATIONS UNIT – CREATE AUTOMOBILE MECHANIC I POSITION

Support Services is requesting authorization to create one Automobile Mechanic I Position to meet the need for an increase in the County's vehicle fleet as a result of 41 vehicles being added to the fleet during FY 2011. This position was originally eliminated following reduction of 40 vehicles from the fleet as a result of budget reductions but is being reinstated due to the implementation of the Sheriff's Contract with the City of Pontiac for law enforcement services, requiring 35 vehicles and additional Animal Control service contracts, requiring 6 vehicles. The budget will be amended as outlined in the Fiscal Note.

Zack moved to recommend approval of the attached suggested Fiscal Note. Supported by Potts.

Motion carried unanimously on a roll call vote with Greimel absent.

11. INFORMATION TECHNOLOGY – CONTRACT WITH THE STATE OF MICHIGAN FOR LICENSING THE BING MAPS ENTERPRISE (BME) PLATFORM WITH 2012 ORTHOIMAGERY

Information Technology is requesting authorization to contract with the State of Michigan to license

unlimited use of the Bing Maps Enterprise (BME) Platform at a cost of \$25,396 or \$28.00 per square mile. The County will sub-license the BME and the 2012 orthoimagery to its cities, villages and townships at no cost. Funding will be provided from the Clerk/Register of Deeds Automation Fund. The State of Michigan, Center for Shared Solutions and Technology Partnerships, is leading a coordinated effort with local governments across the State to acquire unlimited use of the BME Platform with orthoimagery for the entire State.

Ms. Shepherd stated that this imagery is the cornerstone of the County's GIS Program. The State of Michigan began partnering with Microsoft-Bing maps about three years ago. The county can now license use of the product and save on flight costs. The last time the County paid for this product was in 2005 at a cost of \$150,000. The cost continues to decrease due to partnerships and technology improvements.

Ms. Campbell explained that the County does not have a data sharing agreement with the State but one will be forthcoming. The agreement will contain a required Enhanced Access provision that allows the State to sell the County's imagery but the County would recoup the cost.

Mr. Bertolini indicated that the last time an imagery flight was done was through a partnership with SEMCOG and the region shared the cost.

Long moved to recommend approval of the attached suggested Fiscal Note. Supported by Taub.

Motion carried unanimously on a roll call vote with Greimel absent.

12. INFORMATION TECHNOLOGY – 2011/2012 MASTER PLAN QUARTERLY STATUS EXECUTIVE SUMMARY

Mr. Bertolini briefly reviewed the Master Plan Summary noting that more hours were being put in to new developed.

Crawford moved to receive and file the IT 2011/2012 Master Plan Quarterly Status Executive Summary. Supported by Potts.

Motion carried on a voice vote.

13. DEPARTMENT OF INFORMATION TECHNOLOGY – FIRST QUARTER 2012 DEVELOPMENT APPROPRIATION TRANSFER

Information Technology is requesting authorization to appropriate a 2012 First Quarter Transfer to user departments with development of \$975,176.55 and imaging develop charges of \$5,488.50 to General Fund/General Purpose County departments, direct charges to Special Revenue and Proprietary fund departments of \$253,351.38, non-government imaging development charges of \$2,561.309 and non-county agencies of \$9,792.50. Specific detail is attached to the resolution.

Dwyer moved to recommend approval of the attached suggested Resolution. Supported by Crawford.

Motion carried unanimously on a roll call vote with Greimel absent.

COMMUNICATIONS

- A. State Tax Commission: Revocation of Real and/or Personal Property Component(s) of Industrial Facilities Exemption Certificate #20067-428 Issued to Energy Conservations Devices, Inc. in the City of Rochester Hills, Oakland County

Quarles moved to receive and file the communications. Supported by Potts.

Motion carried on a voice vote.

OTHER BUSINESS/ADJOURNMENT

Chairperson Middleton explained that he had asked Mr. Daddow to come before the committee to speak regarding the dissolution of Pontiac's Downtown Development Authority (DDA).

Mr. Daddow explained that Pontiac's DDA has voted to dissolve no later than June 30 as operations wind down. The DDA has been in deficit for years but its debt is losses, not bonds. The DDA is trying to sell assets within its boundaries but anything not sold must be absorbed by Pontiac's general fund. The Pontiac Growth Group was dissolved and total operations for the DDA and all three Tax Increment Finance Authority (TIFs) was about \$300,000. The DDA sits on top of one TIF but there are a total of three operating in Pontiac. The County's bonds are in TIF #2. A TIF cannot dissolve until its bond debt is paid.

TIF #2 has a surplus of about \$2.6 million but the problem is the revenue will not support the debt service much longer. Revenue is coming in at about \$1.1 million. Debt service for 2012 should be okay but the Emergency Financial Manager is including it as part of Pontiac's General Fund contribution for 2013. If this becomes a problem the County can take Pontiac's Delinquent Tax Revolving Fund proceeds and lastly consider whether to sell the asset – the Phoenix Center.

Mr. Soave noted that Pontiac has consistently paid its debt on time.

Mr. Soave advised that a resolution would be coming through the next set of committee meetings for Oakland County Community Mental Health (CMH) to work with the Building Authority to issue bonds to refurbish the Medical Care Facility into a crisis point center - first entrance - to CMH. If CMH was unable to pay the bond debt, the County would offset this from its yearly \$9 million matching funds to CMH. The Health Division X-Ray and Lab units are located in the same building and CMH will be able to purchase these services which will offset fixed costs.

Legislation to combine CMH and Substance Abuse Services is again moving in Lansing. Mr. Miller and Mr. Brown (CMH) were to testify this morning to try and get an opt-out provision included in the legislation that would require authorization from the Board of Commissioners to transfer this function.

There being no other business to come before the committee, the meeting was adjourned at 10:54 a.m.

Helen A. Hanger
Senior Committee Coordinator

Jim Ver Ploeg
Administrator Director

NOTE: The foregoing minutes are subject to Committee approval.