



AGENDA
FINANCE & PHYSICAL RESOURCES COMMITTEE

Tuesday, December 5, 2006 – **8:30 a.m.**
Board Room – County Administration Building

- 1) Public Comment
- 2) **Consent Agenda** – All items listed under this item are considered to be routine by the Finance Committee and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda upon request of any Committee member and will be considered separately.
 - a) Approval of the Minutes of November 21, 2006
 - b) Auditing of Checks and Purchase Order Activity
 - Bd. 12/14** c) **Bureau of Equalization** – Approve the Special Project Fund Remonumentation Grant Budget Amendment
 - Bd. 12/14** d) **Bureau of Equalization** – Amend 2006 Apportionment Report
 - Bd. 12/14** e) **Community Development** – Approve Contract with Disability Advocates of Kent County and Authorize Board Chair to Sign
 - Bd. 12/14** f) **Sheriff** – Accept a 2006-07 Hazardous Materials Emergency Planning Grant
 - g) **Various** - CIP Expenditures
- Bd. 12/14** 3) **Department of Human Services** – 2007 Discretionary and Current Unmet Needs Funds
- Bd. 12/14** 4) **Fiscal Services** – 2007 Budget Amendment for Healthcare, Post Employment Healthcare and Cost Allocation
- Bd. 12/14** 5) **Kent/MSU Extension** – Purchase of Development Rights Grant Application and Budget Appropriation – Robinson Farm
- Bd. 12/14** 6) **Parks** – Parks Special Revenue Fund Close-out Budget Amendment
- Bd. 12/14** 7) **Parks** - Revisions to Parks Department Fees – Millennium Park Beach and Splash Pad

(OVER)

- Bd. 12/14** 8) **Parks** – Kent County Road Commission Agreement – M-6 Non-motorized
Pathway Design and Construction
- 9) **Miscellaneous**
- 10) **Adjournment**

MEETING DATE: December 5, 2006

AGENDA ITEM #:



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: Bureau of Equalization

PREPARED BY: Marvin Van Nortwick, Budget Manager

SUBJECT: Approve the Special Project Fund Remonumentation Grant Budget Amendment

ACTION REQUESTED:

Recommend to the Board of Commissioners to approve the appropriation of an additional \$151,546 to the Remonumentation Program budget in the Special Project Fund.

PROPOSED TO GO TO THE BOARD ON DECEMBER 14, 2006

SUMMARY OF REQUEST:

- Pursuant to PA 345 of 1990, the State offers an annual grant to counties for providing survey, monumentation, and remonumentation of public land survey corners consistent with the County's plan.
- Based on an estimate the FY 2007 budget, as adopted by the Kent County Board (Resolution #09-28-06-102), included a \$170,000 appropriation for the Remonumentation Grant.
- The Bureau of Equalization has since been notified that the actual Remonumentation Grant is \$321,546.
- The Bureau of Equalization is requesting the additional \$151,546 be appropriated to the Remonumentation Program budget in the Special Project Fund.
- No Unreserved, Undesignated, General Fund reserves required.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON MANDATED AGREEMENT NEW ACTIVITY

COST/FUNDING RECOMMENDATION: \$151,546. Accept \$151,546 from the Michigan Department of Labor and Economic Growth.

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

COUNTY ADMINISTRATOR: _____ **DATE:** November 28, 2006

MEETING DATE: December 5, 2006

AGENDA ITEM #:



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: Bureau of Equalization

PREPARED BY: James Day, Executive Assistant to the Board

SUBJECT: Amend 2006 Apportionment Report

ACTION REQUESTED:

Recommend to the Board of Commissioners to amend the 2006 Apportionment Report to include Ada Township's voter-passed trails millage of .5000 to be levied on the 2006 winter tax cycle.

PROPOSED TO GO TO THE BOARD ON DECEMBER 14, 2006

SUMMARY OF REQUEST:

- The General Property Tax Law, (PA 206 of 1983), outlines the responsibility of the Board of Commissioners with respect to the annual Apportionment Report. The Board of Commissioners examines certificates of each local taxing jurisdiction and directs millage rates to be spread on taxable valuations.
- On October 12, 2006, the Board of Commissioners approved the 2006 Apportionment Report.
- On November 7, 2006, Ada Township voters passed a millage of .5000 for trails to be levied on the 2006 winter tax cycle, therefore, the 2006 Apportionment Report is required to be amended.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON MANDATED _____ NEW ACTIVITY

COST/FUNDING RECOMMENDATION: None/No funding required.

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

COUNTY ADMINISTRATOR: _____ **DATE:** November 28, 2006



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: Community Development

PREPARED BY: Stephen Duarte, Deputy Director of Fiscal Services

SUBJECT: Approve Contract with Disability Advocates of Kent County and Authorize Board Chair to Sign

ACTION REQUESTED:

Recommend to the Board of Commissioners to approve Community Development's request to enter into a contract with Disability Advocates of Kent County, formerly known as Grand Rapids Center for Independent Living, Inc., for the provision of disabled accessibility surveys and technical assistance evaluations, and to authorize the Board Chair to sign the agreement.

PROPOSED TO GO TO THE BOARD ON DECEMBER 14, 2006

SUMMARY OF REQUEST:

- Kent County Office of Community Development has used the services of Disability Advocates of Kent County and its predecessor for 13 years.
- This non-profit agency will develop and maintain a list of handicap-accessible properties, provide accessibility modification designs to participating residential properties, and assist participants in obtaining resources to fund accessibility.
- Corporate Counsel has reviewed and approved the agreement.
- The contract period is October 1, 2006, to June 30, 2007.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON MANDATED AGREEMENT NEW ACTIVITY

COST/FUNDING RECOMMENDATION: Grant Funds: \$7,500/Funds are available in the Community Development Budget. No County General Funds are required.

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

COUNTY ADMINISTRATOR: _____ **DATE:** November 28, 2006

MEETING DATE: December 5, 2006

AGENDA ITEM #:



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: Sheriff

PREPARED BY: Stephen Duarte, Deputy Director of Fiscal Services

SUBJECT: Accept a 2006-07 Hazardous Materials Emergency Planning Grant

ACTION REQUESTED:

Recommend to the Board of Commissioners to accept a Hazardous Materials Emergency Planning Grant; and to authorize the County Administrator/Controller to sign all grant documents.

PROPOSED TO GO TO THE BOARD ON DECEMBER 14, 2006

SUMMARY OF REQUEST:

- The Superfund Amendments and Reauthorization Act (SARA) Title III requires communities to develop offsite emergency response plans for facilities and farms that have Extremely Hazardous Substances (EHS).
- The Michigan Department of State Police – Emergency Management and Homeland Security Division provides federal pass-through funds for Hazardous Material Emergency Preparedness planning grant programs.
- The purpose of this grant is to reimburse communities for maintaining and developing new site plans.
- Kent County, through its Local Emergency Planning Committee (LEPC), currently maintains 246 of these offsite plans and continues to look for new sites that may need plans.
- If approved, the LEPC will use these funds to update existing plans as well as develop new plans where appropriate.
- The grant period is October 1, 2006, to September 30, 2007.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON MANDATED AGREEMENT NEW ACTIVITY

COST/FUNDING RECOMMENDATION: Total grant funds: \$8,030/Accept \$8,030 from the Michigan Department of State Police.

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

COUNTY ADMINISTRATOR: _____ **DATE:** November 28, 2006



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: Department of Human Services

PREPARED BY: Wayman Britt, Assistant County Administrator

SUBJECT: 2007 Discretionary and Current Unmet Needs Funds

ACTION REQUESTED:

Recommend to the Board of Commissioners to allocate \$446,255 in funding for human services programs as recommended by the Department of Human Services (DHS) Board.

PROPOSED TO GO TO THE BOARD ON DECEMBER 14, 2006

SUMMARY OF REQUEST:

- The Board of Commissioners annually allocates funds to the DHS to be awarded by the DHS Board following a review of proposals submitted by various community or social service agencies. Funds are separated into two categories.
- Programs funded by the Discretionary Funds are those that are not traditionally recurring expenses, and for which other alternative sources may be available, but which are not available at this time. The 2007 budget includes \$96,800 for this category.
- Programs included in the Current Unmet Needs category are those agencies and programs that annually receive assistance due to an absence of other funding sources, their ability to leverage significant other resources, or are in support of a cooperative effort of multiple funding sources. The 2007 budget includes \$349,455 for Current Unmet Needs.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON MANDATED AGREEMENT NEW ACTIVITY

COST/FUNDING RECOMMENDATION: \$446,255. Funds are available in the 2007 DHS Human Services Program Budget.

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: DHS Board - 11-17-06

COUNTY ADMINISTRATOR: _____ **DATE:** November 28, 2006



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: Fiscal Services

PREPARED BY: Marvin Van Nortwick, Budget Manager

SUBJECT: 2007 Budget Amendment for Healthcare, Post
Employment Healthcare and Cost Allocation**ACTION REQUESTED:**

Recommend to the Board of Commissioners to approve an additional appropriation of \$1,565,051 to the FY 2007 budget.

PROPOSED TO GO TO THE BOARD ON DECEMBER 14, 2006**SUMMARY OF REQUEST:**

- The Kent County Board adopted, by Resolution #09-28-06-102, the FY 2007 Appropriation Act as the official County budget for FY 2007.
- The FY 2007 budget was constructed using estimates for healthcare, post employment healthcare, and cost allocation.
- The FY 2007 Adopted Budget includes healthcare at an increase of 12.0% over prior year rates; the final recommendation is a 26.9% increase over prior year rates.
- The FY 2007 Adopted Budget includes post employment healthcare at a rate 0.6% of payroll; the final recommended rate is 3.1% of payroll.
- Fiscal Services is requesting an additional appropriation of \$1,565,051.

FUND	REVENUES			APPROPRIATIONS		
	ADOPTED	AMENDMENT	AMENDED	ADOPTED	AMENDMENT	AMENDED
General Fund	\$165,461,483	(\$180,783)	\$165,280,700	\$171,832,995	\$861,603	\$172,694,598
Special Revenue Funds	107,489,997	603,745	108,093,742	118,108,615	611,017	118,719,632
Capital Project Funds	25,365,069	(1,850,000)	23,515,069	27,669,929	(1,850,000)	25,819,929
Internal Service Fund	22,413,033	2,620,075	25,033,108	22,418,503	2,416,027	24,834,530
Debt Service Funds	7,317,691	(650,000)	6,667,691	7,307,191	(650,000)	6,657,191
Component Unit Funds	63,825,128	176,404	64,001,532	63,755,129	176,404	63,931,533
Proprietary Funds	41,112,504	-	41,112,504	41,856,004	-	41,856,004
Total	\$432,984,905	\$719,441	\$433,704,346	\$452,948,366	\$1,565,051	\$454,513,417

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON MANDATED NEW ACTIVITY

COST/FUNDING RECOMMENDATION: \$1,565,051/From various accounts (funds attached).

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

COUNTY ADMINISTRATOR: _____ **DATE:** November 28, 2006



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: Kent/MSU Extension

PREPARED BY: Darwin Baas, Management Analyst

SUBJECT: Purchase of Development Rights Grant Application and Budget Appropriation – Robinson Farm

ACTION REQUESTED:

Recommend to the Board of Commissioners to approve submission of a Michigan Agricultural Preservation Fund 2006/07 grant application for the cost of purchasing the development rights for the Robinson Farm for which the local match (including the local share of development rights, appraisals, closing costs and option fees) is available and to appropriate any state grant funds received to the Kent County Agricultural Preservation Fund.

PROPOSED TO GO TO THE BOARD ON DECEMBER 14, 2006

SUMMARY OF REQUEST:

- The Purchase of Development Rights (PDR) Ordinance adopted by the Board of Commissioners in November 2002 established procedures for the administration of the PDR program. By ordinance, the Kent County Agricultural Preservation Board is responsible for much of the program administration, with certain items presented to the Board of Commissioners for approval.
- The Board of Commissioners previously approved offering an option for the purchase of development rights on parcels as recommended by the Agricultural Preservation Board. Options were secured on properties including the 152 acre Robinson farm in Sparta Township.
- The Agricultural Preservation Board recommends the use of \$68,097 remaining from the Michigan Agricultural Preservation Fund 2005/06 grant and to additionally submit an application in the amount of \$330,351 to the 2006/07 grant cycle for PDR for the Robinson farm. The application is due by January 5, 2007. The Robinson farm is the only farm from Kent County that qualifies (i.e. has local matching funds and is within a qualified township) for this state grant cycle.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON MANDATED RESOLUTION NEW ACTIVITY

COST/FUNDING RECOMMENDATION: Not-to-exceed \$524,000; \$68,097 from the Michigan Agricultural Preservation Fund 2005/06 grant. Accept up to \$330,351 from the Michigan Agricultural Preservation Fund 2006/07 grant; Utilize \$62,776 in landowner contributions and \$62,776 from the Steelcase Foundation. No County General Funds are requested.

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: Agricultural Preservation Board – 10/03/06

COUNTY ADMINISTRATOR: _____ **DATE:** November 28, 2006



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: Parks

PREPARED BY: Robert J. White, Fiscal Services Director

SUBJECT: Parks Special Revenue Fund Close-out Budget Amendment

ACTION REQUESTED:

Recommend to the Board of Commissioners to approve the appropriation of \$334,106 to the Fiscal Year 2006 Parks Special Revenue Fund Budget.

PROPOSED TO GO TO THE BOARD ON DECEMBER 14, 2006

SUMMARY OF REQUEST:

- Prior to the current (FY2006) Fiscal Year, Parks Operation and Maintenance activities were accounted for in a separate special revenue fund. With the adoption of the current year budget, effective January 1, 2006, Parks Operation and Maintenance activities were moved to and accounted for in the General Fund.
- After providing for liquidation of accounts receivable and accounts payable, following the close of the last fiscal year, this fund has a remaining balance of \$334,106. This balance includes reserves previously established for "Non-motorized Trail of Kent County" in the amount \$208,500 and "Easement in Paris Park" in the amount of \$9,547.
- The Fiscal Year 2006 Special Projects Fund appropriation will be increased by \$218,047 to establish ongoing project appropriations for the two reserves noted above.
- The balance of available funds in the Parks Special Revenue Fund, in the amount of \$116,059, will be transferred to the General Fund of the County and thereafter added to Undesignated/Unreserved Fund Balance.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON MANDATED DISCRETIONARY NEW ACTIVITY

COST/FUNDING RECOMMENDATION: Appropriate \$334,106 in the Parks Special Revenue Fund; transfer \$218,047 to the Special Projects Fund and establish project appropriations totaling \$218,047; transfer \$116,059 to the General Fund.

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

COUNTY ADMINISTRATOR: _____ **DATE:** November 28, 2006



**FINANCE AND
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ACTION
REQUEST**

DEPARTMENT: Parks

PREPARED BY: Mary Swanson, Assistant County Administrator

SUBJECT: Revisions to Parks Department Fees – Millennium Park Beach and Splash Pad

ACTION REQUESTED:

Recommend to the Board of Commissioners to approve an amendment to the Parks Department's fee schedule for the Millennium Park Beach and Splash Pad for the 2007 season.

PROPOSED TO GO TO THE BOARD ON DECEMBER 14, 2006**SUMMARY OF REQUEST:**

- On March 23, 2006, the Board of Commissioners approved a fee schedule for the Millennium Park Beach and Splash Pad, to help offset the costs required to operate and maintain the facility.
- In that the fee program was a new activity for the County, in approving the program, the Board asked that staff begin to collect baseline attendance data, and to treat the initial fee structure as a pilot which would be subject to review and adjustment.
- Following a review of the program, Parks and Administration staff are recommending continuation of the current daily user fee for the Beach and Splash areas for the 2007 season, but also recommend introducing a seasonal/family pass to provide additional value and accommodates repeat visits. Staff recommends the *SPLASH!* Program again be offered, but allow for more lead time and marketing.
- The seasonal/family pass recommended for 2007 responds to visitor requests and provides value for repeat visitors at an attractive price. The seasonal/family pass rates were developed following a comparative review with other seasonal public swimming venues, as well as the John Ball Park Zoological Society's Family Membership program.
- The recommended fee structure is as follows:

2007 Daily	Fee
Adult	\$3
Child (age 3-15)	\$1
Child under 3	No charge
Senior (63 yrs. & older)	\$2

2007 Seasonal/Family Pass	Fee
Individual - 16 -62 years old	\$35
Senior Individual - 63 years and older	\$20
Family pass – 2 adults and their children 18 years of age and younger living in same household	\$40

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON MANDATED RESOLUTION NEW ACTIVITY

COST/FUNDING RECOMMENDATION: \$6,500. Costs are included in the Parks Department 2007 Budget.

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

COUNTY ADMINISTRATOR: _____ **DATE:** November 28, 2006