



AGENDA
FINANCE & PHYSICAL RESOURCES COMMITTEE

Tuesday, April 15, 2008 – **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 March 18, 2008
 - b) Auditing of Checks and Purchase Order Activity
 - 4/24 c) **Bureau of Equalization** – Sidwell Contract Renewal
 - 4/24 d) **Road Commission** – Quit-claim Deed Correction
 - e) **Various** - CIP Expenditures
- Bd. 4/24 3) **Drain Commission** – 2007 Annual Report – Receive and File
- Bd. 4/24 4) **Community Development** – Annual Action Plan and Budget Amendment
- Bd. 4/24 5) **Equalization** – 2008 Equalization Report
 - 6) **Fiscal Services** – 2008 Financial Overview
 - 7) **Miscellaneous**
 - a. Sub-Committee Announcement
- 8) Adjournment

The mission of Kent County government is to be an effective and efficient steward in delivering quality services for our diverse community. Our priority is to provide mandated services, which may be enhanced and supplemented by additional services to improve the quality of life for all our citizens within the constraints of sound fiscal policy.



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: Community Development

PREPARED BY: Stephen Duarte, Deputy Director of Fiscal Services

SUBJECT: Approve the Community Development Annual Action Plan and Budget Amendment

ACTION REQUESTED:

Recommend to the Board of Commissioners to approve the Housing and Community Development Annual Action Plan for July 1, 2008 through June 30, 2009; to authorize the Board Chair to sign all documents related to the Plans; and to appropriate \$2,219,778 in estimated revenues to the 2008-09 CDBG, HOME and ADDI programs, contingent upon award and execution of a contract.

PROPOSED TO GO TO THE BOARD ON APRIL 24, 2008

SUMMARY OF REQUEST:

- Kent County has qualified as an Urban County, which makes it eligible to receive funds from the U.S. Department of Housing and Urban Development (HUD) for its 27th year as an entitlement community.
- The County has adopted a five-year Consolidated Plan for July 1, 2005, through June 30, 2010, which consists of a needs assessment, market analysis and related goals and objectives, and is a prerequisite of obtaining Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and American Dream Down payment Initiative (ADDI) funding from HUD.
- The grant application, referred to as the Annual Action Plan, contains a description and budget for CDBG, HOME and ADDI-funded activities proposed to be undertaken between July 1, 2008, and June 30, 2009, including CDBG projects requested by 33 local units of government as well as one project requested by the Kent County Parks Department for improvements at Dwight Lydell Park (\$25,000).
- The application seeks \$2,219,778 in funding that includes CDBG \$1,539,669, HOME \$598,980, ADDI \$6,129, and recognizes an additional \$75,000 anticipated as income from the CDBG Housing Rehabilitation Program.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON MANDATED AGREEMENT NEW ACTIVITY

COST/FUNDING RECOMMENDATION: Total: \$2,219,778; Grant Funds: \$2,144,778; Program Income Funds: \$75,000. No County Funds are required.

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

COUNTY ADMINISTRATOR: _____ **DATE:** April 8, 2008

MEETING DATE: April 15, 2008

AGENDA ITEM #:



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: Bureau of Equalization

PREPARED BY: Linda Howell, Assistant Corporate Counsel

SUBJECT: Sidwell Contract Renewal

ACTION REQUESTED:

Recommend to the Board of Commissioners to approve an additional one year contract with The Sidwell Company for sales and marketing of Kent County tax maps.

PROPOSED TO GO TO THE BOARD ON APRIL 24, 2008

SUMMARY OF REQUEST:

- The County has contracted with the Sidwell Company for approximately 40 years for the production of a CD edition of atlases that Sidwell leases to an estimated 30 institutional clients in Kent County. Sidwell pays the County a royalty of 20 percent for their limited use of the map for lease sales. The current contract was to expire July 2008.
- Bureau of Equalization staff is recommending that the contract, as amended July 27, 2006, be renewed for an additional one year period after which time it is anticipated that the County will be able to provide access to the maps through its GIS system.
- The proposed contract has been reviewed and approved as to form by Corporate Counsel.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON MANDATED RESOLUTION NEW ACTIVITY

COST/FUNDING RECOMMENDATION: None/No funding is required.

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

COUNTY ADMINISTRATOR: _____ **DATE:** April 9, 2008

MEETING DATE: April 15, 2008

AGENDA ITEM #:



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: Equalization

PREPARED BY: Jim Day, Executive Assistant to the Board

SUBJECT: 2008 Equalization Report

ACTION REQUESTED:

Recommend to the Board of Commissioners to adopt the 2008 Equalization Report.

PROPOSED TO GO TO THE BOARD ON APRIL 24, 2008

SUMMARY OF REQUEST:

- The Bureau of Equalization has completed its review of the 2008 assessment rolls of the 21 townships and nine cities of Kent County.
- The Bureau of Equalization recommends adoption of the equalized value of the real and personal property in the total combined amount of \$24,296,248,175. This is a decrease of 0.17 percent from the 2007 SEV of \$24,338,570,446.
- The equalized values have been prepared in accordance with MCLA 211.34, as amended, and in time to be submitted to the State Tax Commission by the required deadline of May 1, 2008.

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:** April 8, 2008

MEETING DATE: April 15, 2008

AGENDA ITEM #:



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: Road Commission

PREPARED BY: Sangeeta Ghosh, Legal Analyst

SUBJECT: Quit-claim Deed Correction

ACTION REQUESTED:

Recommend to the Board of Commissioners to approve the execution of a quitclaim deed to the Kent County Road Commission.

PROPOSED TO GO TO THE BOARD ON APRIL 24, 2008

SUMMARY OF REQUEST:

- On October 2, 2007, the City of Wyoming inadvertently conveyed a right-of-way to Kent County, which right should properly vest in the Road Commission.
- The Road Commission requests the County to correct the erroneous conveyance, quit-claim title, right, and interest over the property to them.
- Pursuant to review of the Road Commission's request and related property records, Corporate Counsel has approved the grant of quit-claim deed.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON MANDATED _____ DISCRETIONARY _____ NEW ACTIVITY

COST/FUNDING RECOMMENDATION: None/No funding required.

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

COUNTY ADMINISTRATOR: _____ **DATE:** April 8, 2008