

## FINANCE & PHYSICAL RESOURCES COMMITTEE MINUTES

Tuesday, December 3, 2002 - 8:30 a.m.  
Board Room - County Administration Building

MEMBERS PRESENT: Chair David Morren; Commissioners Dean Agee, Jack Boelema, Katherine Kuhn, Paul McGuire, Roger Morgan, James Vaughn, and Fritz Wahlfield.

MEMBERS ABSENT: Commissioner Tom Postmus (excused).

ALSO PRESENT: County Administrator Daryl Delabbio; Assistant County Administrator Alan Vanderberg; Executive Assistant to the Board Jim Day; Civil Counsel Sherry Batzer; Management Analyst Erika Rosebrook; Purchasing Manager Jon Denhof; Fiscal Services Director David Waichum; Budget Coordinator Marvin VanNortwick; Facilities Management Director Jim Leach; Director of Area Agency on Aging Tom Czerwinski; Assistant Director of Area Agency on Aging Jackie O'Connor; Sheriff Larry Stelma; Administrator for the Sheriff Department Lloyd Pitsch; Chief Deputy of the Sheriff Department Tom Hillen; Director of Cooperative Extension Betty Blasé; GIS Coordinator Sharon Vanderbout; Director of Human Resources Frank Klus; Human Resources Manager Gail Glocheski; Labor Counsel Tom Drenth; and Senior Administrative Specialist Sandra Winchester.

NEWS MEDIA: Kyla King, Grand Rapids Press.

Mr. Morren called the meeting to order at 8:31 a.m.

I. BUDGET DISCUSSION- NONE

II. PUBLIC COMMENT

None.

III. CONSENT AGENDA

- a) Approval of the Minutes of November 19, 2002
- b) Auditing of Checks and Purchase Order Activity – See Attachment A  
Road Commission – \$2,157,910.86  
Warrants - 19059 through 19273 for period ending December 4, 2002
- c) Court Services - Community Services Grant Funding Shortage - Bd. 12/12
- d) Equalization - Award of RFP #02-11 - Digital Orthophotography Project
- e) Kent/MSU Cooperative Extension - Grandville Corridor Financial Literacy - Bd. 12/12
- f) Sheriff - 2003 Jail Per Diem and Arrest Processing Fees
- g) Sheriff - 2003 Cruisers - Bid #02-42
- h) Various - Bid #02-45 - Annual Envelopes
- i) Various - CIP Expenditures

Mr. Boelema requested to remove item 3f from the Consent Agenda.

Mr. Morgan moved to approve the remaining items on the Consent Agenda as presented.

Supported by Mr. Wahlfield.

Motion carried.

III.f. SHERIFF - 2003 JAIL PER DIEM AND ARREST PROCESSING FEES

Mr. Delabbio stated approval is requested to approve the Jail Per Diem fee of \$52.15 and the Arrest Processing fee of \$18.32 for 2003. A summary of the request follows.

- Kent County charges several local units of government and other agencies a Jail Per Diem fee and an Arrest Processing fee for costs associated with housing prisoners at the Correctional Facility. The annual rates are based upon a methodology that considers the capital and operational costs of the facility, the millage proceeds the County receives, as well as the capital and operational costs of fingerprinting and photographing of arrestees.
- The current Jail Per Diem fee is \$47.93; the current Arrest Processing fee is \$16.55.
- In 1998, a Memorandum of Understanding was signed with the five local units (Grandville, Grand Rapids, Kentwood, Walker and Wyoming) that provided terms and conditions for calculating the Jail Per Diem and Arrest Processing fees. Based upon those terms and conditions, a Jail Per Diem fee of \$52.15 and an Arrest Processing fee of \$18.32 are recommended for 2003.

No funding is required.

Mrs. Kuhn moved to approve the Jail Per Diem fee of \$52.15 and the Arrest Processing fee of \$18.32 for 2003.

Supported by Mr. Morgan.

Mr. Boelema asked how the other local units of government are charged that are not listed in the action request.

Mr. Delabbio explained that the other units are part of 63<sup>rd</sup> District Court and thus, are not charged these fees.

(Commissioner Agee arrived at this time).

Mr. McGuire asked if there is any one item that drives up the cost more than others.

Mr. Delabbio stated that there was a significant increase in the contract with CMS (the firm that provides health care services for the inmates). The increase was upward of \$1 million.

Mr. Waichum added that the Arrest Processing Fee is partly based on the wages received by the employees at the Correctional Facility. Because of the aging workforce, the wages are higher which in turn affects the fee.

Mr. Wahlfield asked how much the Arrest Processing Fee was when it was first put into place.

Mr. Waichum responded by saying that the fee was around \$15.00, but it varies each year depending on the expenses.

Motion carried.

IV. ADMINISTRATOR'S OFFICE - ADDITIONAL SENIOR MILLAGE ALLOCATIONS FOR 2003

Mr. Delabbio stated approval is requested to recommend to the Board of Commissioners the allocation of \$176, 251 in Senior Millage funds for 2003 as recommended by the Area Agency on Aging of Western Michigan, Inc. (AAAWM). This item is proposed to go to the Board on December 12, 2002. A summary of the request follows.

- AAWM holds three-year contracts with more than 20 agencies to provide services with funding from the Kent County Senior Millage. Under the terms of the contracts, the funding level is evaluated annually based on new program proposals, current year operations and available funding.
- Three agencies failed to submit 2003 funding proposals by the deadline for consideration as part of the contract continuation process. Services provided by those agencies was set aside from the amount allocated through the continuation process and approved by the Board of Commissioners on November 26, 2003.
- During November, AAWM conducted an open bid process for the agencies interested in providing these services. The Kent County Senior Millage Review Committee reviewed the funding requests and made recommendations regarding funding for each service. These recommendations were reviewed by the AAWM Executive Committee on November 25, 2002, which is now recommending them to the County

The cost is \$176,251 and funds are available in the Senior Millage Fund.

Mr. McGuire moved to recommend to the Board of Commissioners the allocation of \$176, 251 in Senior Millage funds for 2003 as recommended by the Area Agency on Aging of Western Michigan, Inc. (AAAWM).

Supported by Mr. Agee.

Ms. Kuhn stated that she would be abstaining from voting because she works for one of the agencies that is receiving funds, however, she said she is not doing any work that is supported by the millage.

Motion carried with Ms. Kuhn abstaining.

V. ADMINISTRATOR'S OFFICE/BOARD OF COMMISSIONERS - POLICY - SALE/DISPOSAL/TRANSFER OF COUNTY-OWNED REAL PROPERTY

Mr. Delabbio stated approval is requested to recommend to the Board of Commissioners a Policy governing the sale, disposal and/or transfer of County-owned Real Property. This item is proposed to go to the Board on December 12, 2002. A summary of the request follows.

- From time to time the County may be requested or required to sell/dispose of, or transfer real property under its ownership to private individuals/partnerships/corporations and/or other public entities or utility companies.
- A committee including Administrative staff and staff from Facilities Management, Department of Aeronautics, Department of Public Works, and Civil Counsel developed a proposed policy to govern the requirements for the sale, disposal, or transfer of County-owned property is necessary.
- The proposed policy includes provisions for competitive proposals and minimum price requirements, as well as requirements related to the sale, disposal of, and/or transfer to another public entity.
- The proposed policy has been approved to form by the County's Civil Counsel.

There is no funding required.

Mrs. Kuhn moved to recommend to the Board of Commissioners a Policy governing the sale, disposal and/or transfer of County-owned Real Property.

Supported by Mr. McGuire.

Motion carried.

VI. FISCAL SERVICES - CENTRAL SERVICES COST ALLOCATION PLAN

Mr. Delabbio stated approval is requested to recommend to the Board of Commissioners to appropriate additional General Funds to the following grant programs: Community Corrections \$23,480; Secondary Road Patrol \$29,062 and Juvenile Accountability Incentive Block Grant \$11,652 for the 2002-2003 fiscal year cost of the Plan. This item is proposed to go to the Board on December 12, 2002. A summary of the request follows.

- Several grant-funded programs do not have sufficient resources to cover the costs of Cost Allocation Plan charges for the current fiscal year. They either have restrictions on the amount that can be considered administrative overhead or the granting agencies have placed a cap limitation on the amount of the grant.
- Fiscal Services recommends an additional appropriation to cover these increases. This will enable the true cost the County incurs in participating in these grant programs to be documented.
- These additional monies are recovered by the General Fund through the Plan charges.

The cost/funding recommendation is as follows: \$64,194/Appropriate \$64,194 from the Unreserved, Undesignated General Fund (current balance is \$27,381,796.96) to Community Corrections \$23,480; Secondary Road Patrol \$29,062 and Juvenile Accountability Incentive Block Grant \$11,652.

Mr. McGuire moved to recommend to the Board of Commissioners to appropriate additional General Funds to the following grant programs: Community Corrections \$23,480; Secondary Road Patrol \$29,062 and Juvenile Accountability Incentive Block Grant \$11,652 for the 2002-2003 fiscal year cost of the Plan.

Supported by Mr. Agee.

Motion carried.

VII. PARKS/FACILITIES MANAGEMENT - ASSIGNMENT OF THE KENT COUNTY PARKS HEADQUARTERS REMODELING AND SITE PROJECT TO THE KENT COUNTY BUILDING AUTHORITY

Mr. Delabbio stated approval is requested to recommend to the Board of Commissioners the assignment of the Parks Headquarters Project, the Architect, and Construction Manager to the Kent County Building Authority (KCBA) for bidding, equipping and constructing the remodeling of the former Domtar Office building located at 1700 Butterworth Ave. S.W., as approved in the 2002 CIP at a budgeted cost of \$1,708,000. This item is proposed to go to the Board on December 12, 2002. A summary of the request follows.

- At the July 16, 2002, meeting of the Finance Committee, the architectural firm of MHB Paradigm was approved to design, budget and prepare construction documents for the remodeling of the former Domtar Office Building for the Parks Headquarters Building at a cost of \$50,000. Kent County Parks staff, Facilities Management staff, and the architects are nearing completion of the design and are preparing to bid the project.
- At the October 1, 2002, Finance Committee meeting, the construction firm of Pinnacle Construction Group was approved to be the Construction Manager of this project at a total

construction fee of \$42,300. They have reviewed the budgets and feel they are appropriate for the scope and size of the project. This project will be multiple bid packages using the Kent County Purchasing Division bid list and criteria. The multiple bid packages allow for smaller contractors to bond and bid this work. This contract would also be assigned to the KCBA.

- Assignment of this project to the Building Authority will allow the Board of Commissioners to utilize the efficiencies of the authority process to manage this multi-contract project.

The cost is \$1,708,000 and funds are available in the approved 2002 CIP.

Mr. Wahlfield moved to recommend to the Board of Commissioners the assignment of the Parks Headquarters Project, the Architect, and Construction Manager to the Kent County Building Authority (KCBA) for bidding, equipping and constructing the remodeling of the former Domtar Office building located at 1700 Butterworth Ave. S.W., as approved in the 2002 CIP at a budgeted cost of \$1,708,000.

Supported by Mr. Agee.

VIII. PARKS/HUMAN RESOURCES - LABOR AGREEMENT - TEAMSTERS - PARKS DEPARTMENT

Mr. Delabbio stated approval is requested to recommend to the Board of Commissioners a three-year labor agreement for the period of December 18, 2002, through December 31, 2005, between the County of Kent and Teamsters Local 214. This item is proposed to go to the Board on December 12, 2002. A summary of the request follows.

- This is the initial labor contract with the Parks employees who have transferred from the Road Commission. The contract affects 16 full-time employees. The classifications represented are: Park Manager, Assistant Park Manager, Turf Specialist, Equipment Specialist and Maintenance Specialist.
- The Negotiating Committee recommends approval of a three-year labor contract with the Teamsters Local 214. The agreement summary is attached.
- The contract establishes a wage grid for the Parks classifications represented by the Teamsters and increases of 3% for 2004 and 2.5% for 2005.
- The fringe benefits included in the contract approximate the benefits that are in other bargaining unit contracts. The estimated economic impact of the contract is attached.
- The proposed contract is going through the ratification process by the membership.
- The Legislative and Human Resources Committee approved this item on November 26, 2002.

The cost is \$51,176 and funds are available in the 2002/03 Parks Department budget.

Mr. McGuire moved to recommend to the Board of Commissioners approval of the three-year labor agreement for the period of December 18, 2002, through December 31, 2005, between the County of Kent and Teamsters Local 214.

Supported by Mr. Wahlfield.

Mr. Wahlfield asked how this contract compares with the contracts the County has with its employees.

Mr. Klus stated that staff feels the contracts are comparable. There were some areas where the Park employees had a higher benefit and vice versa. He added that the biggest challenge was the Retirement Plan because the Parks Department currently has an M-3 Saving Plan. The County finally received IRS approval to offer the M-3 Savings Plan as a retirement option.

Motion carried.

IX. HUMAN RESOURCES - AMENDMENTS TO THE KENT COUNTY RETIREMENT PLAN AND FLEXIBLE BENEFIT PLAN

Mr. Delabbio stated approval is requested to recommend to the Board of Commissioners to approve the attached amendments to the Kent County Retirement Plan and Flexible Benefit Plan. This item is proposed to go to the Board on December 12, 2002. A summary of the request follows.

The Kent County Retirement Plan requires amendment to account for the following events:

- In May 2002, the Officers Compensation Committee authorized certain changes to the coverage for Elected Officials (excluding Commissioners). The changes include five-year vesting, and setting an employee contribution rate of 3.28% for 2003 and 2004.
- In August, the Board of Commissioners approved a collective bargaining agreement with the KCDSA. The changes that must be incorporated in the pension plan include, five-year vesting, COLA provision for retirees and use of unused sick leave at retirement for pension service credit.
- Prior to this action, the Board of Commissioners approved a collective bargaining agreement with the Teamsters who represent Parks Department employees. The agreement allows for the employees to choose whether they wish to join the Kent County Retirement Plan and the conditions of joining the plan.

- The Flexible Benefit Plan requires an amendment to allow Parks employees who made elections to use the health care spending account with the Road Commission during the Road Commission Plan year which expires May 31, 2003.
- The Legislative & Human Resources Committee approved this item on November 26, 2002.

No funding is required.

Mr. Wahlfield moved to recommend to the Board of Commissioners approval of the amendments to the Kent County Retirement Plan and Flexible Benefit Plan.

Supported by Mr. McGuire

Motion carried.

X. SHERIFF - ADD FULL-TIME CLERK II - DETECTIVE BUREAU

Mr. Delabbio stated approval is requested to recommend to the Board of Commissioners to add a full-time Clerk II (UAW 15) position to the Sheriff Department Detective Bureau to process check law violations and to appropriate an additional \$37,950 to the Sheriff Department budget in 2003 to fund the position. This item is proposed to go to the Board on December 12, 2002. A summary of the request follows.

- Since 1996, the Sheriff Department has been contracting with Check Enforcement Unit Inc. to process check law violations averaging 2000 per year. Check Enforcement Unit Inc. provides this service to law enforcement agencies free of charge because they collect a fee from the check violator.
- An unforeseen federal court ruling has overturned substantial portions of the Check Enforcement Unit Inc. practices, primarily the fee charge. As a result of this unexpected court ruling, Legal Counsel has advised the Sheriff Department to completely discontinue use of the Check Enforcement Unit Inc. services and to process all check law violations internally.
- The Sheriff could not have anticipated this significant increase in workload in time to utilize the Personnel Review Committee process. The processing of check law violations is constant and will not be remedied with temporary staff.
- The processing of check law violations is a clerical function and the addition of a full-time Clerk II would allow for the efficient processing of such violations.
- The Legislative and Human Resources Committee approved this item on November 26, 2002.



The cost/funding recommendation is as follows: The addition to salary and fringes for year 2003 is \$37,950. Funding will be transferred from the Undesignated General Fund to the Sheriff Department 2003 budget. Current Undesignated Fund balance is \$27,381,796.96.

Mr. Morgan moved to recommend to the Board of Commissioners approval to add a full-time Clerk II (UAW 15) position to the Sheriff Department Detective Bureau to process check law violations and to appropriate an additional \$37,950 to the Sheriff Department budget in 2003 to fund the position.

Supported by Mr. McGuire.

Motion carried.

XI. MISCELLANEOUS

Mr. Morren offered congratulations to the South Christian Sailors football team who won the State Championship, and to the Lowell, East Kentwood, and East Grand Rapids high school teams for their success in the State high school football playoffs this past weekend.

IX. ADJOURNMENT

There being no other business for discussion, Mr. Morren declared the meeting adjourned at 9:00 a.m.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION \_\_\_\_\_

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