



AGENDA
FINANCE & PHYSICAL RESOURCES COMMITTEE

Tuesday, October 21, 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 October 7, 2008
 - b) Auditing of Checks and Purchase Order Activity
 - Bd. 10/23** c) **Circuit Court/Community Corrections-Court Services** – Amend Office of Community Corrections FY 2008 Budget
 - d) **Various** – Bid Award

- Bd. 10/23** 3) **Bureau of Equalization** – Apportionment Report

- Bd. 10/23** 4) **Facilities Management** – Purchase of Property at 1226 Bradford Street NE

- Bd. 11/20** 5) **Fiscal Services / Purchasing Division** – Purchasing Policy Revision – Open Market Procedures for Goods and Services \$20,000 and Over
 - 6) **John Ball Zoological Garden** - Naming of Zoo Roadway

- Bd. 11/20** 7) **Parks** – Pickerel Lake – Fred Meijer Nature Preserve – Land Acquisition

- Bd. 11/20** 8) **Department of Public Works** – Sale of District Heating and Cooling Operation

(over)

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.

- Bd. 10/23**
- 9) **Fiscal Services – Economic Development**
 - a. Economic Development Policy Revision
 - b. City of Grand Rapids – Renaissance Zone Requests
 - 10) **Fiscal Services** – 2009 Budget Update
 - 11) Miscellaneous
 - 12) Adjournment

MEETING DATE: October 21, 2008

AGENDA ITEM #:



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: Circuit Court – Community Corrections/Court Svcs.

PREPARED BY: Marvin Van Nortwick, Budget Manager

SUBJECT: Amend Office of Community Corrections FY2008 Budget

ACTION REQUESTED:

Recommend to the Board of Commissioners to appropriate an additional \$15,000 to the Office of Community Corrections (OCC) FY2008 Budget as a result of additional grant funding.

PROPOSED TO GO TO THE BOARD ON OCTOBER 23, 2008

SUMMARY OF REQUEST:

- The Office of Community Corrections receives grant funding from the Michigan Department of Corrections (MDOC) to administer and operate programs to provide alternatives to incarceration for offenders.
- Kent County Court Services received \$15,000 more than the \$229,900 anticipated and included in the FY2008 budget.
- As a result of the increase in grant funding, an additional \$15,000 will be allocated to their program and must be appropriated to their budget.
- Funds will be used by the Court's Pretrial Services program.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON MANDATED AGREEMENT NEW ACTIVITY

COST/FUNDING RECOMMENDATION: \$15,000/Accept \$15,000 of additional funding from the MDOC and appropriate to the Office of Community Corrections FY 2008 Budget in the Special Projects Fund.

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

COUNTY ADMINISTRATOR: _____ **DATE:** October 14, 2008

MEETING DATE: October 21, 2008

AGENDA ITEM #:



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: Bureau of Equalization

PREPARED BY: James Day, Executive Assistant to the Board

SUBJECT: 2008 Apportionment Report

ACTION REQUESTED:

Recommend to the Board of Commissioners to approve the 2008 Apportionment Report.

PROPOSED TO GO TO THE BOARD ON OCTOBER 23, 2008

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.
- The Board of Commissioners also determines the dollar requirements necessary to fund the assessment for drains to be spread on the respective township and city rolls.

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:** October 14, 2008



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: Facilities Management

PREPARED BY: Sangeeta Ghosh, Legal Analyst

SUBJECT: Purchase of Property at 1226 Bradford Street NE

ACTION REQUESTED:

Recommend to the Board of Commissioners to approve the purchase of property at 1226 Bradford Street NE for the sum of \$149,500 plus closing costs of \$1,091, and to appropriate \$150,591 to the 2008 Capital Improvement Program (CIP) fund.

PROPOSED TO GO TO THE BOARD ON OCTOBER 23, 2008

SUMMARY OF REQUEST:

- In accordance with its on-going development plan for the Fuller Campus, the County actively seeks to acquire parcels adjacent to the Campus on the south side of Bradford Street NE between Fuller Avenue and Ball Avenue NE as such parcels become available.
- The Facilities Management Department recently received an offer from the property owners to sell to the County a qualifying parcel at 1226 Bradford Street NE at a price of \$149,500.
- On September 30, 2008, the County accepted and secured the offer at \$149,500 plus closing costs of \$1,091 on the parcel until such time as the Board of Commissioners could consider the purchase. Network180 has agreed to contribute \$14,580 toward the acquisition.
- The sale of the property also remains contingent on the seller's ability to locate and purchase another residence and close on that sale on or before March 31, 2009. The agreement shall terminate if the contingency is not fulfilled or the Sellers have not waived the contingency.
- The Facilities Management Department recommends purchase of the parcel.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON MANDATED NECESSARY NEW ACTIVITY

COST/FUNDING RECOMMENDATION: \$150,591/Transfer \$136,011 from the Unreserved, Undesignated General Fund balance to the 2008 Capital Improvement Program Fund and accept \$14,580 from network180. Current balance in the Unreserved, Undesignated General Fund is \$12,714,720.

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

COUNTY ADMINISTRATOR: _____ **DATE:** October 14, 2008

MEETING DATE: October 21, 2008

AGENDA ITEM #:



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: Fiscal Services – Purchasing Division

PREPARED BY: Jon Denhof, Purchasing Manager

SUBJECT: Purchasing Policy Revision – Open Market Procedures for Goods and Services \$20,000 and Over

ACTION REQUESTED:

Recommend to the Board of Commissioners to approve the revised Purchasing Policy for Open Market Procedures for Goods and Service \$20,000 and Over.

PROPOSED TO GO TO THE BOARD ON NOVEMBER 20, 2008

SUMMARY OF REQUEST:

- The Purchasing Division has implemented a new electronic submittal process that streamlines the bidding process by reducing the required document preparation, copying, and overnight shipping or delivery costs for vendors.
- To encourage vendors to respond through the electronic submission process and to reduce staff time to process these requests, the Purchasing Division is recommending the following changes to the Policy for Purchasing Goods and Services over \$20,000:
 - Increase the bid security (bond) requirement from \$40,000 to \$250,000.
 - Incorporate a penalty clause that removes bidders from the bid list for one year following an occurrence if they do not fulfill their bid obligation for sealed bids/proposals under \$250,000.
- This policy change reduces the bonding requirement placed upon bidders while still enabling the County to ensure the bidding process integrity by not allowing vendors to bid for a period of one year if they withdraw their bid/proposals following the opening.
- This recommendation adheres to the Board Fiscal Policy – Centralized Purchasing to implement cost-effective technology.

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:** October 14, 2008

MEETING DATE: October 21, 2008

AGENDA ITEM #:



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: John Ball Zoological Gardens

PREPARED BY: Daryl Delabbio, Administrator/Controller

SUBJECT: Naming of Zoo Roadway

ACTION REQUESTED:

Approve the naming of the Joseph Sypniewski Memorial Way within the boundaries of the John Ball Zoological Gardens.

PROPOSED TO GO TO THE BOARD ON N/A

SUMMARY OF REQUEST:

- As part of the General Development Plan for the John Ball Zoological Gardens and new main entrance roadway is being planned to improve entrance into, and exit out of, the property.
- Mr. Joseph Sypniewski served five terms as a citizen member on the John Ball Zoo Advisory Board from January 1992 to December 2006. Mr. Sypniewski, a former City of Grand Rapids City Commissioner, provided both a historical perspective and pragmatic leadership on the Advisory Board.
- To honor his long service and outstanding contributions to the Zoo, it has been unanimously recommended by the John Ball Zoo Advisory Board to name the new drive within the John Ball Zoological Gardens as the Joseph Sypniewski Memorial Way.
- Pursuant to the *Board Standing Rules*, the Finance and Physical Resources Committee is responsible for reviewing and confirming recommendations of the John Ball Zoo Advisory Board.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON MANDATED AGREEMENT NEW ACTIVITY

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

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: John Ball Zoo Advisory Board – September 29, 2008

COUNTY ADMINISTRATOR: _____ **DATE:** October 14, 2008



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: Parks

PREPARED BY: Mary Swanson, Assistant County Administrator

SUBJECT: Pickerel Lake – Fred Meijer Nature Preserve – Land Acquisition

ACTION REQUESTED:

Recommend to the Board of Commissioners to purchase approximately 10 acres of land adjacent to the Pickerel Lake – Fred Meijer Nature Preserve from the Bonnie L. Ladegast Trust.

PROPOSED TO GO TO THE BOARD ON NOVEMBER 20, 2008**SUMMARY OF REQUEST:**

- The Pickerel Lake – Fred Meijer Nature Preserve is a popular area for nature study and recreation. Trails provide access to diverse natural areas by traversing wetlands, sand hills, woods, fields, and shorelines.
- The Bonnie L. Ladegast Trust is in possession of approximately 10 acres surrounded by Preserve land on the north, east and south borders. This land includes rolling woods and the western bank of a secluded pond.
- Acquisition of this 10 acre parcel will help consolidate borders and eliminate the possibility of future development that would intrude upon the Nature Preserve.
- This purchase is consistent with the goals of the County's Parks, Recreation and Natural Areas Master Plan.
- The purchase price of \$130,000 is supported by an appraisal.
- Funds for the purchase are available in the Parks Acquisition and Development Fund.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON MANDATED RESOLUTION/DISCRETIONARY NEW ACTIVITY

COST/FUNDING RECOMMENDATION: \$130,000 plus closing costs not to exceed \$1,500. Funds are available in the Parks Acquisition and Development Fund. Current balance: \$839,389.

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

COUNTY ADMINISTRATOR: _____ **DATE:** October 14, 2008



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: Department of Public Works

PREPARED BY: Linda S. Howell, Assistant Corporate Counsel

SUBJECT: Sale of District Heating and Cooling Operation

ACTION REQUESTED:

Recommend to the Board of Commissioners to approve the sale of the District Heating and Cooling Operation (DHCO) and associated interests in real property to Veolia Energy Grand Rapids, LLC (Veolia) pursuant to a written agreement, and to authorize the Board Chair and County Administrator/Controller to execute the documents.

PROPOSED TO GO TO THE BOARD ON NOVEMBER 20, 2008

SUMMARY OF REQUEST:

- The County, acting through the Board of Public Works, acquired, financed, constructed and operated the DHCO. The DHCO generates, sells and distributes steam for heating and cooling to the downtown area of Grand Rapids.
- The County determined that it was in the best interest of the County to sell this facility.
- The County requested proposals from entities that were interested in purchasing the DHCO. Veolia submitted an offer to purchase the DHCO for the sum of \$2.4 million. The only other proposal received was deemed a non-responsive to the terms of the request for proposals.
- An Asset Purchase Agreement was negotiated to sell the DHCO with a closing to occur on or about November 25, 2008, with a stated sale price of \$2.4 million with customary closing adjustments.
- The Asset Purchase Agreement has been reviewed and approved by Assistant Corporate Counsel.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON MANDATED NECESSARY NEW ACTIVITY

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

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: Board of Public Works – October 2, 2008

COUNTY ADMINISTRATOR: _____ **DATE:** October 14, 2008



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: Fiscal Services

PREPARED BY: Robert J. White, Fiscal Services Director

SUBJECT: Amend Economic Development Participation Policy

ACTION REQUESTED:

Recommend to the Board of Commissioners to amend the Fiscal Policy governing County participation in economic development initiatives.

PROPOSED TO GO TO THE BOARD ON OCTOBER 23, 2008**SUMMARY OF REQUEST:**

- On May 10, 2007 the Board of Commissioners adopted a new Fiscal Policy intended to set general parameters for participation with local governmental units in various tax abatement/tax capture programs.
- To date, when granted the decision making authority concerning a proposed establishment/expansion of tax increment districts, Kent County has chosen to "opt out" of the capture of the County's property tax levy in all instances. In all instances, the County offered tax sharing agreements with each of the initiating local governmental units. The County has successfully negotiated agreements with both Plainfield and Grand Rapids Townships. The County is presently in negotiations with Ada Township for a tax sharing agreement governing its recently established Downtown Development Authority.
- Under the terms of the current policy, the County is precluded from entering into negotiations with the City of Grand Rapids concerning the expansion of tax abatements/tax capture programs. The City of Grand Rapids currently does not qualify for consideration in the County's tax sharing program as it exceeds the 10% limit for any individual local governmental unit.
- The City of Grand Rapids has requested further exception to the County's Economic Development Participation Policy offering an inter-local agreement which would provide for reimbursement to the County for all lost property tax revenues which would arise from the County's consent (renaissance zone extension application) to the request for renaissance zone designation.
- Adoption of the amended policy would provide staff with the authorization to negotiate terms of the inter-local agreement with the City of Grand Rapids which would thereafter allow the County to "consent" to the time extension of Renaissance Zone districts currently in existence.

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:** October 15, 2008