

Agenda  
**FINANCE AND ADMINISTRATION COMMITTEE**  
West Olive Administration Building  
12220 Fillmore, West Olive, MI 49460  
**April 21, 2009**  
9:30 a.m.

**Consent Items:**

1. Approval of Agenda
2. Approval of Minutes from the March 17, 2009 Meeting

**Action Items:**

1. Budget Adjustments Greater than \$50,000  
**Suggested Motion:**  
To approve budget adjustments #134, 155, 156, 192, and 193.
2. Monthly Budget Adjustments  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of March 2009.
3. Statement of Review  
**Suggested Motion:**  
To approve the Statement of Review for the month of March 2009.
4. Equalization Report  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the 2009 Equalization Report and to appoint the Equalization Director to represent Ottawa County at State Equalization hearings.
5. Treasurer's Investment Report  
**Suggested Motion:**  
To receive for information the Treasurer's Quarterly Investment Report as of March 2009.

6. Quarterly Financial Status Report

**Suggested Motion:**

To receive for information the Interim Financial Statement for the General Fund, Mental Health Fund and Public Health Fund as of March 31, 2009.

7. Resolution to Authorize “Qualifying Statements” for Bonding Purposes

**Suggested Motion:**

To approve and forward to the Board of Commissioners the Resolution to authorize Certification of a “Qualifying Statement” for bonding purposes.

8. MiWorks! Personnel Requests

**Suggested Motion:**

To approve and forward to the Board of Commissioners the proposal from Michigan Works/CAA to create eight (8) positions as listed below at a cost of \$357,930. All eight (8) positions will sunset when the Recovery Act and Stimulus grant funding ends.

a. **Two (2) Weatherization Inspectors**

To create 2 FTE Weatherization Inspectors (Group T paygrade 11C) at a cost of \$112,524. Funding to come from the U.S. Department of Energy *Regular* Weatherization Grant and the U.S. Department of Energy *Recovery Act* Weatherization Grant.

b. **One (1) Assessment & Eligibility Specialist**

To create 1 FTE Assessment & Eligibility Specialist (Group T paygrade 9B) at a cost of \$49,684. Funding to come from the U. S. Department of Energy *Regular* Weatherization Grant and the U.S. Department of Energy *Recovery Act* Weatherization Grant and the Community Services Block Grant *Recovery Act* Grant.

c. **One (1) Records Processing Clerk II**

To create 1 FTE Records Processing Clerk II (Group T paygrade 6C) at a cost of \$45,182. Funding to come from the U.S. Department of Energy *Regular* Weatherization Grant and the U.S. Department of Energy *Recovery Act* Weatherization Grant.

d. **One (1) Secretary**

To create 1 FTE Secretary (Group T paygrade 7C) at a cost of \$47,011. Funding to come from Workforce Investment Act Adult, Dislocated Worker & Youth Stimulus Grants.

e. **One (1) Procurement Contract Coordinator**

To create a .6 FTE Procurement Contract Coordinator (Group T paygrade 12C) at a cost of \$34,821. Funding to come from Workforce Investment Act Adult, Dislocated Worker and Youth funds through June 30, 2009, and then a combination of the Workforce Investment Act program and American Recovery and Reinvestment Act funding.

f. **One (1) Emergency Services Coordinator**  
To create 1 FTE Emergency Services Coordinator (CAA) (Unclassified paygrade 3C) at a cost of \$62,711. Funding to come from Community Services Block Grant Recovery Act Grant and American Recovery and Reinvestment Act funding.

g. **Reclassification of One (1) Assessment & Eligibility Specialist to One (1) Weatherization Assistance Program Coordinator**  
To reclassify 1 FTE Assessment & Eligibility Specialist (Group T paygrade 9) to 1 FTE Weatherization Assistance Program Coordinator (Group T paygrade 14B) at a cost of \$5,997. Funding to come from U.S. Department of Energy *Recovery Act* Weatherization Grant.

9. Reclassification of One (1) Corrections Officer to One (1) Court Services Officer

**Suggested Motion:**

To approve and forward to the Board of Commissioners the proposal from the Sheriff's Office to reclassify 1 FTE Corrections Officer ( POAM Non-312 E-Step) to 1 FTE Court Services Officer (POAM Non-312 E-Step) at a cost of \$3,612. Funding to come from Sheriff's Office existing budget.

10. Purchase of MERS (Municipal Employees Retirement System) Generic Service - Credits for David J. Knoll

**Suggested Motion:**

To approve and recommend to the Board of Commissioners the purchase of MERS generic service credits for David J. Knoll

Total Cost:	\$34,408.00
Employer Cost:	\$0
Employee Cost:	\$34,408.00

11. Community Mental Health – Personnel Request

**Suggested Motion:**

To approve and forward to the Board of Commissioners the proposal from Community Mental Health to create 1 FTE Mental Health Program Director (Unclassified paygrade 10) at a cost of \$110,920. Funding to come from positions that are currently vacant and fund balance.

12. Resolution to Affirm the Board of Commissioners Support for the Restoration of Revenue Sharing of Michigan Counties

**Suggested Motion:**

To approve and forward to the Board of Commissioners the Resolution of support for the restoration of revenue sharing to Michigan counties, as required by MCL 141.911(6).

13. Storage Building

**Suggested Motion:**

To approve and recommend to the Board of Commissioners the acceptance of the low bid by Lamar Construction to construct a storage building at the Fillmore Complex. Total cost of the project is \$411,500. Funding will come from the unspent funds from the Grand Haven Courthouse and Fillmore Street addition projects.

14. Request for Conference Travel Approval  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners reimbursement for all conference and travel costs incurred by the Administrator to attend the International City/County Management Association (ICMA) 2009 Annual Conference, September 13-16, in Montreal, Quebec, Canada.
15. BizStream 2009 Enhancements Agreement to Web-Based Collaborative Case Management System (Phase III)  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the 2009 Enhancements Agreement with BizStream for the web based collaborative case management system in Juvenile Court (Phase III), with funding to come from the Child Care Fund fund balance.
16. Elimination of General Fund Reserve for Grants  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the elimination of the General Fund Reserve for Grants – JTPA - (MiWorks) in the amount of \$122,505.20 as of 1/1/2009.
17. Elimination of Future Reserves of Map Royalties Revenues for Arial Surveys  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the elimination of future reserves of Map Royalties Revenues for Arial Surveys effective 12/31/2008.
18. Planning and Performance Department Position Request  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the use of \$25,000 included in the 2009 budget for economic development attraction to fund either a part time position or contractual position to administer the American grants that will be received under the Recovery and Reinvestment Act.

**Discussion Items:**

1. Special Committee Meeting May 12, 2009 at 1:00 p.m.
  - a. Tax Allocation Recommendation
  - b. Intent to Increase Millage Resolution
  - c. Water and Sewer Bonds Discussion