

**Agenda**  
**Finance and Administration Committee**  
**West Olive Administration Building**  
**12220 Fillmore, West Olive, MI 49460**  
**Tuesday, May 18, 2010**  
**9:30 a.m.**

**Consent Items:**

1. Approval of the Agenda
2. Approval of Minutes from the April 20, 2010 Meeting

**Action Items:**

3. Budget Adjustments Greater than \$50,000  
Suggested Motion:  
To approve budget adjustment #258.
4. 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 April 2010.
5. Statement of Review for April  
Suggested Motion:  
To approve the Statement of Review for the month of April, 2010.
6. Cost of Services Analysis Report - Courts  
Suggested Motion:  
To accept and forward to the Board of Commissioners the Maximus Cost of Services Analysis Report - Courts for Ottawa County.
7. Cost of Services Analysis Report Fee Implementation  
Suggested Motion:  
To approve and recommend to the Board of Commissioners the implementation of select fees in the Maximus Cost of Service Analysis Report for Ottawa County dated April, 2010, effective July 1, 2010.
8. Tax Allocation Recommendation  
Suggested Motion:  
To approve and forward to the Board of Commissioners the recommendation that the Ottawa County millage allocation remains at 4.440 mills.

9. Resolution to Approve the 2010 Millage Rate for Ottawa County  
Suggested Motion:  
To approve and forward to the Board of Commissioners the Resolution to approve the 2010 Millage Rate for Ottawa County of 3.6 mills.
10. Resolution to Approve the 2010 Millage Rate for E-911  
Suggested Motion:  
To approve and forward to the Board of Commissioners the Resolution to approve the 2010 Millage Rate for E-911 of .4400 mills.
11. Resolution to Approve the 2010 Millage Rate for Parks  
Suggested Motion:  
To approve and forward to the Board of Commissioners the Resolution to approve the 2010 Millage Rate for Parks of .3165 mills.
12. Three (3) Year Dog License Resolution  
Suggested Motion:  
To approve and forward to the Board of Commissioners the resolution and recommendation for the implementation of a dog license issuance on a one (1) year and three (3) year licensing format and fee increases effective January 1, 2011.
13. Resolution to move to a Defined Contribution Pension Plan  
Suggested Motion:  
To approve and forward to the Board of Commissioners the resolution and recommendations to move from a Defined Benefit Pension Plan to a Defined Contribution Pension Plan.
14. Bond Resolution: Holland Township  
Suggested Motion:  
To approve and forward to the Board of Commissioners the resolution authorizing amending the refunding Bond Resolution for Holland Township, not to exceed \$2,350,000, adopted by the Board of Commissioners on April 27, 2010 to provide for a Qualified Tax Exempt Obligation designation.
15. Reclassification of Family Services Coord. & Custody Field Investigator to Family Services Coord./Custody Investigator  
Suggested Motion:  
To approve and forward to the Board of Commissioners the proposal from the Friend of the Court to reclassify one (1.0) FTE Family Services Coordinator (paygrade F09) and two (2.0) FTE Custody Field Investigator positions (paygrade F09) to three (3.0) FTE Family Services Coordinator/Custody Investigator (F09) resulting in no change in the wage scale.
16. Reclassification of Economic Development Specialist to Economic Development Coordinator  
Suggested Motion:  
To approve and forward to the Board of Commissioners the proposal from the Planning & Performance Improvement Department to reclassify one (1.0) FTE Economic Development Specialist (Group T/paygrade 14) to a one (1.0) FTE Economic Development Coordinator (Unclassified/paygrade 06) at a cost of \$14,577.00. Funding to come from the vacant position savings in the 2010 department budget.

17. Purchase of MERS (Michigan Municipal Employees Retirement System) Military Service Credits for Scott Bazany  
Suggested Motion:  
To approve and forward to the Board of Commissioners the purchase of one (1) year, eleven (11) months of military service credits for Scott Bazany (Shift Supervisor, Ottawa County Juvenile Detention Center) for a total cost of \$25,983. The County cost of \$20,807.55 to be funded from contingency and \$5,175.45 to be paid by Scott Bazany.

County Cost:	\$20,807.55
Employee Cost:	5,175.45
Total Cost:	\$25,983.00

18. Purchase of MERS (Michigan Municipal Employees Retirement System) Generic Service Credits for William T. Cousins IV  
Suggested Motion:  
To approve and forward to the Board of Commissioners the purchase of five (5) years of MERS generic service credit at a cost of \$71,826 for William T. Cousins IV, Road Patrol Deputy, Ottawa County Sheriff's Office (total cost to be paid by William T. Cousins IV).

Total Cost	\$71,826
Employer Cost	\$0
Employee Cost	\$71,826

19. EECBG Local Government Grant Awards  
Suggested Motion:  
To approve and forward to the Board of Commissioners the resolution regarding the distribution of \$343,012 in grant funding for local units of government in Ottawa County.
20. WebTecs Contract for Professional Services  
Suggested Motion:  
To recommend approval for authorization to negotiate a one year contract for professional services with WebTecs, Inc. for website services.

**Discussion Items:**

21. Treasurer's Financial Month End Update for April 2010

**Adjournment**

**Comments on the day's business are to be limited to three (3) minutes.**

**FINANCE AND ADMINISTRATION COMMITTEE**

**Proposed Minutes**

DATE: April 20, 2010

TIME: 9:31 a.m.

PLACE: Fillmore Street Complex

PRESENT: Robert Karsten, Gordon Schrotenboer, Donald Disselkoen, Roger Rycenga, Dennis Swartout

STAFF & GUESTS: Ken Zarzecki, Road Commission, Jim Bush, Equalization, Michael Galligan, Equalization Director; Keith VanBeek, Assistant Administrator; Bill Raymond, MI Works!/CAA Director; Marie Waalkes, Human Resources Director; June Hagan, Fiscal Services Director; Bradley Slagh, Treasurer; Cheryl Clark, Deputy Treasurer; Greg Rappleye, Corporation Counsel; Alan VanderBerg, Administrator; Justin Roebuck, Deputy Clerk

**SUBJECT: CONSENT ITEMS**

FC 10-037 Motion: To approve the agenda of today as presented and to approve the minutes of the March 16, 2010, meeting as presented.

Moved by: Disselkoen

UNANIMOUS

**SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000**

FC 10-038 Motion: To approve budget adjustments #153, 154, 155, 156, 207, 208, 209, 217, 218 and 222.

Moved by: Schrotenboer

UNANIMOUS

**SUBJECT: MONTHLY BUDGET ADJUSTMENTS**

FC 10-039 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 2010.

Moved by: Schrotenboer

UNANIMOUS

**SUBJECT: STATEMENT OF REVIEW**

FC 10-040 Motion: To approve the Statement of Review for the month of March 2010.

Moved by: Rycenga

UNANIMOUS

SUBJECT: EQUALIZATION REPORT

FC 10-041 Motion: To approve and forward to the Board of Commissioners the 2010 Equalization Report and to appoint the Equalization Director to represent Ottawa County at State Equalization hearings.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: TREASURER'S INVESTMENT REPORT

FC 10-042 Motion: To receive for information the Treasurer's Quarterly Investment Report as of March 2010.

Moved by: Rycenga

UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 10-043 Motion: To receive for information the Interim Financial Statement for the General Fund, Mental Health Fund and Public Health Fund as of March 31, 2010.

Moved by: Disselkoen

UNANIMOUS

SUBJECT: RESOLUTION TO AUTHORIZE "QUALIFYING STATEMENTS" FOR BONDING PURPOSES

FC 10-044 Motion: To approve and forward to the Board of Commissioners the Resolution to authorize Certification of a "Qualifying Statement" for bonding purposes.

Moved by: Rycenga

UNANIMOUS

SUBJECT: RESOLUTION – JUROR MILEAGE RATES

FC 10-045 Motion: To approve and forward to the Board of Commissioners the Resolution regarding juror mileage rates at the Michigan State Employee Travel Standard Rate.

Moved by: Disselkoen

OPPOSED

SUBJECT: BOND CREMATION PROJECT

FC 10-046 Motion: To recommend to the Board of Commissioners the disintegration of the records be witnessed by the County Treasurer and the Fiscal Services Department Senior Accountant in addition to the Fiscal Services Director, as required by MLL 129.124, Sec. 4.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: COST OF SERVICE ANALYSIS REPORT

FC 10-047 Motion: To accept and forward to the Board of Commissioners the Maximus Cost of Services Analysis Report for Ottawa County.  
Moved by: Schrottenboer UNANIMOUS

Mr. Swartout raised the question as to whether the report should be received since it is incomplete. The Administrator reported this does not constitute adoption or approval of the recommendations in the report.

SUBJECT: GOVERNMENT FINANCE OFFICERS ASSOCIATION CERTIFICATE FOR EXCELLENCE IN FINANCIAL REPORTING

FC 10-048 Motion: To receive and forward to the Board of Commissioners the Government Finance Officers Association’s Certificate of Achievement for Excellence in Financial Reporting for the County of Ottawa’s December 31, 2008, Comprehensive Annual Financial Report.  
Moved by: Schrottenboer UNANIMOUS

SUBJECT: ALLOCATION OF 2009 UNRESERVED UNDESIGNATED FUND BALANCE

FC 10-049 Motion: To approve and recommend to the Board of Commissioners that \$464,096 of the 2009 General Fund fund balance be designated for the 2010 budget shortfall in tax revenue.  
Moved by: Rycenga UNANIMOUS

SUBJECT: PURCHASE OF MERS (MICHIGAN MUNICIPAL EMPLOYEES RETIREMENT SYSTEM) GENERIC SERVICE CREDITS FOR CHAD G. KLAVER

FC 10-050 Motion: To approve and forward to the Board of Commissioners the purchase of one (1) year of MERS generic service credit for \$11,973 (total cost to be paid by employee).

Total Cost	\$11,973
Employer Cost	\$0
Employee Cost	\$11,973

Moved by: Rycenga MOTION PASSED

Yeas: Messrs. Schrottenboer, Disselkoen, Rycenga, Swartout  
Nays: Mr. Karsten

SUBJECT: MIWORKS! PERSONNEL REQUESTS

FC 10-051 Motion: To approve and forward to the Board of Commissioners the proposal from MiWorks! to create three positions (two (2) Business Service Representatives and one (1) Workforce Intelligence Analyst) and increase the hours of a current position (Procurement Contract Coordinator) as listed below at a cost of \$205,649. All three positions will sunset as of June 30, 2011.  
Moved by: Schrotenboer UNANIMOUS

SUBJECT: BOND RESOLUTION – HOLLAND TOWNSHIP

FC 10-052 Motion: To approve and forward to the Board of Commissioners the Resolution authorizing the County Road Commission to issue Act 342 Refunding Bonds, in the not-to-exceed amount of \$2,350,000 to refinance the Holland Township 1998 Water & Refunding Bonds.  
Moved by: Schrotenboer UNANIMOUS

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:31 a.m.

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/18/2010

**Requesting Department:** Fiscal Services

**Submitted By:** June Hagan

**Agenda Item:** Budget Adjustments Greater than \$50,000

## SUGGESTED MOTION:

To approve budget adjustment #258.

## SUMMARY OF REQUEST:

Approve budget adjustments processed during the month for appropriation changes and line item adjustments.

Mandated action required by PA 621 of 1978, the Uniform Budget and Accounting Act.

Compliance with the Ottawa County Operating Budget Policy.

## FINANCIAL INFORMATION:

Total Cost: \_\_\_\_\_ County Cost: \_\_\_\_\_ Included in Budget:  Yes  No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated  Non-Mandated  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #1

Objective: #1-6

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.05.13 13:07:10 -0400

Committee/Governing/Advisory Board Approval Date:



**Budget Adjustments Over \$50,000**

<b>BA Number</b>	<b>Fund</b>	<b>Department</b>	<b>Explanation</b>	<b>Adjustment</b>
258	9/30 Grant Programs	National Energy Grant	To break out intensive services costs from training under the Nation Energy Grant Program.	142,500.00

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/18/2010

**Requesting Department:** Fiscal Services

**Submitted By:** June Hagan

**Agenda Item:** 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 April 2010.

## SUMMARY OF REQUEST:

Approve budget adjustments processed during the month for appropriation changes and line item adjustments.

Mandated action required by PA 621 of 1978, the Uniform Budget and Accounting Act.

Compliance with the Ottawa County Operating Budget Policy.

## FINANCIAL INFORMATION:

Total Cost: \_\_\_\_\_ County Cost: \_\_\_\_\_ Included in Budget:  Yes  No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated  Non-Mandated  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #1

Objective: #1-6

## ADMINISTRATION RECOMMENDATION:

Recommended  Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org  
Reason: I am approving this document  
Date: 2010.05.13 14:24:11 -0400

Committee/Governing/Advisory Board Approval Date:

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 4/01/2010 Thru 4/30/2010

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>REFLECT TONER FEES</u>							
BA 153	4/21/2010	1010	2010		6710.0000	Other Revenue	57,000.00-
BA 153	4/21/2010	1010	2010		6999.3900	Rev. (Over)Under Expend.	53,880.00
BA 153	4/21/2010	1010	2010		8080.0000	Service Contracts	3,120.00
<u>PLANTE/MORAN CARROVER</u>							
BA 154	4/21/2010	1010	2010		6999.3900	Rev. (Over)Under Expend.	76,500.00-
BA 154	4/21/2010	1010	2010		8080.0000	Service Contracts	37,500.00
BA 154	4/21/2010	1010	2360		8080.0000	Service Contracts	39,000.00
<u>USE OF CARRY FORWARD</u>							
BA 155	4/21/2010	2220	6491	1440	5550.0020	Community Program	68,900.00-
BA 155	4/21/2010	2220	6491	1440	8270.0150	Client Care - Respite	68,900.00
BA 155	4/21/2010	2220	6493	3246	5550.0020	Community Program	60,000.00-
BA 155	4/21/2010	2220	6493	3246	8210.0000	Contractual - Other	60,000.00
BA 155	4/21/2010	2220	6494	4451	5550.0020	Community Program	22,967.00-
BA 155	4/21/2010	2220	6494	4451	8270.0150	Client Care - Respite	22,967.00
<u>TO ADJ BDG FOR DEOBLG</u>							
BA 156	4/21/2010	2743	7433	0036	8080.0000	Service Contracts	57,060.00
BA 156	4/21/2010	2743	7433	0036	8440.0040	Other Training	57,060.00-
<u>PUR HOLLND CNTRY CLUB</u>							
BA 207	4/21/2010	2081	7510		9710.0000	Land	375,000.00
<u>ADJ VFC VACINE VALUE</u>							
BA 208	4/21/2010	2210	6044		5010.0000	Federal Grants-Commoditie	300,000.00
BA 208	4/21/2010	2210	6044		7600.0030	Vaccines-MDCH	300,000.00-
<u>TO ADJ NEG BDG-EXTRA\$</u>							
BA 209	4/21/2010	2748	7431	0031	5610.0000	State Of Mich - Welfare	356,201.00-
BA 209	4/21/2010	2748	7431	0031	8080.0000	Service Contracts	35,620.00
BA 209	4/21/2010	2748	7433	0031	8440.0040	Other Training	320,581.00
<u>ESTABLISH 2010 BUDGET</u>							
BA 210	4/05/2010	1010	1380		5430.0000	St Of MI-Public Safety	37,775.00-
BA 210	4/05/2010	1010	1380		6760.0000	Reimbursements	4,821.00-

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<b>ESTABLISH 2010 BUDGET</b>							
BA 210	4/05/2010	1010	1380		7390.0000	Operational Supplies	4,821.00
BA 210	4/05/2010	1010	1380		8080.0000	Service Contracts	37,775.00
<b>ESTABLISH 2010 BUDGET</b>							
BA 211	4/05/2010	1010	1492		5050.0000	Fed. Grants-Public Safety	18,739.00-
BA 211	4/05/2010	1010	1492		7390.0000	Operational Supplies	2,081.00
BA 211	4/05/2010	1010	1492		8500.0000	Telephone	18,739.00
<b>EST. WEMMET ARRA GRANT</b>							
BA 217	4/21/2010	2602	3110	0006	5050.0000	Fed. Grants-Public Safety	400,000.00-
BA 217	4/21/2010	2602	3110	0006	8080.0000	Service Contracts	400,000.00
<b>REVISED SPENDING PLAN</b>							
BA 218	4/21/2010	2210	6016		7040.0000	Salaries - Regular	115,422.00
BA 218	4/21/2010	2210	6016		7090.0000	Overtime	4,000.00
BA 218	4/21/2010	2210	6016		7150.0000	Social Security	9,136.00
BA 218	4/21/2010	2210	6016		7160.0000	Hospitalization	15,060.00
BA 218	4/21/2010	2210	6016		7160.0020	OPRB - Health Care	506.00
BA 218	4/21/2010	2210	6016		7170.0000	Life Insurance	255.00
BA 218	4/21/2010	2210	6016		7180.0000	Retirement & Sick Leave	10,865.00
BA 218	4/21/2010	2210	6016		7180.0010	457 Plan Contribution	1,564.00
BA 218	4/21/2010	2210	6016		7190.0000	Dental Insurance	835.00
BA 218	4/21/2010	2210	6016		7200.0000	Worker's Compensation	100.00
BA 218	4/21/2010	2210	6016		7210.0000	Longevity	696.00
BA 218	4/21/2010	2210	6016		7220.0000	Unemployment	182.00
BA 218	4/21/2010	2210	6016		7230.0000	Optical Insurance	210.00
BA 218	4/21/2010	2210	6016		7240.0000	Disability Insurance	490.00
BA 218	4/21/2010	2210	6016		7270.0000	Office Supplies	2,000.00
BA 218	4/21/2010	2210	6016		7280.0000	Printing & Binding	150.00
BA 218	4/21/2010	2210	6016		7390.0000	Operational Supplies	72,468.00
BA 218	4/21/2010	2210	6016		8210.0000	Contractual - Other	306,760.00-
BA 218	4/21/2010	2210	6016		8500.0000	Telephone	500.00
BA 218	4/21/2010	2210	6016		8600.0000	Travel - Mileage	828.00
BA 218	4/21/2010	2210	6016		8610.0000	Conferences & Othr Travel	1,750.00-
BA 218	4/21/2010	2210	6016		9390.0000	Building Rental	4,179.00
BA 218	4/21/2010	2210	6016		9800.0000	Office Furniture & Equip.	7,000.00
BA 218	4/21/2010	2210	6017		5550.0000	State Of MI - Health	11,553.00-
BA 218	4/21/2010	2210	6017		7040.0000	Salaries - Regular	19,232.00
BA 218	4/21/2010	2210	6017		7150.0000	Social Security	1,377.00
BA 218	4/21/2010	2210	6017		7160.0000	Hospitalization	788.00-

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<b>REVISED SPENDING PLAN</b>							
BA 218	4/21/2010	2210	6017		7160.0020	OPRB - Health Care	122.00-
BA 218	4/21/2010	2210	6017		7170.0000	Life Insurance	59.00
BA 218	4/21/2010	2210	6017		7180.0000	Retirement & Sick Leave	2,901.00
BA 218	4/21/2010	2210	6017		7180.0010	457 Plan Contribution	69.00-
BA 218	4/21/2010	2210	6017		7190.0000	Dental Insurance	71.00-
BA 218	4/21/2010	2210	6017		7200.0000	Worker's Compensation	31.00
BA 218	4/21/2010	2210	6017		7210.0000	Longevity	254.00
BA 218	4/21/2010	2210	6017		7220.0000	Unemployment	16.00-
BA 218	4/21/2010	2210	6017		7230.0000	Optical Insurance	15.00-
BA 218	4/21/2010	2210	6017		7240.0000	Disability Insurance	106.00
BA 218	4/21/2010	2210	6017		7270.0000	Office Supplies	200.00
BA 218	4/21/2010	2210	6017		7280.0000	Printing & Binding	4,258.00-
BA 218	4/21/2010	2210	6017		7300.0000	Postage	1,750.00-
BA 218	4/21/2010	2210	6017		7390.0000	Operational Supplies	22,470.00-
BA 218	4/21/2010	2210	6017		8210.0000	Contractual - Other	1,336.00
BA 218	4/21/2010	2210	6017		8500.0000	Telephone	1,315.00
BA 218	4/21/2010	2210	6017		8600.0000	Travel - Mileage	1,250.00
BA 218	4/21/2010	2210	6017		8610.0000	Conferences & Othr Travel	1,250.00-
BA 218	4/21/2010	2210	6017		9010.0000	Advertising	2,845.00-
BA 218	4/21/2010	2210	6017		9390.0000	Building Rental	247.00
<b>ADJ FOR FTE CHANGES</b>							
BA 221	4/13/2010	1010	1360		7040.0000	Salaries - Regular	33,506.00-
BA 221	4/13/2010	1010	1360		7150.0000	Social Security	2,609.00-
BA 221	4/13/2010	1010	1360		7160.0000	Hospitalization	7,594.00-
BA 221	4/13/2010	1010	1360		7160.0020	OPRB - Health Care	300.00-
BA 221	4/13/2010	1010	1360		7170.0000	Life Insurance	71.00-
BA 221	4/13/2010	1010	1360		7180.0000	Retirement & Sick Leave	2,195.00-
BA 221	4/13/2010	1010	1360		7190.0010	457 Plan Contribution	354.00-
BA 221	4/13/2010	1010	1360		7190.0000	Dental Insurance	425.00-
BA 221	4/13/2010	1010	1360		7200.0000	Worker's Compensation	87.00-
BA 221	4/13/2010	1010	1360		7210.0000	Longevity	225.00-
BA 221	4/13/2010	1010	1360		7230.0000	Unemployment	120.00-
BA 221	4/13/2010	1010	1360		7230.0000	Optical Insurance	105.00-
BA 221	4/13/2010	1010	1360		7240.0000	Disability Insurance	132.00-
BA 221	4/13/2010	1010	9650		9990.2170	9/30 Judicial Grants	32,138.00
<b>COR 2010 DSTCT CT BDG</b>							
BA 222	4/21/2010	2170	1361		5410.0040	State of MI - Judicial	70,685.00
BA 222	4/21/2010	2170	1361		6990.1010	Oper Trans-General Fund	32,138.00-
BA 222	4/21/2010	2170	1361		6990.2850	Oper Trans In - Comm Corr	31,106.00-

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>COR 2010_DSTCT CF BDG</u>							
BA 222	4/21/2010	2170	1361		7050.0000	Salaries - Temporary	22.00-
BA 222	4/21/2010	2170	1361		7180.0010	457 Plan Contribution	81.00
BA 222	4/21/2010	2170	1361		8610.0000	Conferences & Othr Travel	7,500.00-
<u>ADJ HVE BDG TO ACTUAL</u>							
BA 226	4/13/2010	2609	3091		5050.0000	Fed. Grants-Public Safety	7,949.00-
BA 226	4/13/2010	2609	3091		7090.0000	Overtime	6,500.00
BA 226	4/13/2010	2609	3091		7150.0000	Social Security	497.00
BA 226	4/13/2010	2609	3091		7180.0000	Retirement & Sick Leave	914.00
BA 226	4/13/2010	2609	3091		7200.0000	Worker'S Compensation	15.00
BA 226	4/13/2010	2609	3091		7220.0000	Unemployment	23.00
<u>ADJ YOUTH ALCOLOL BDG</u>							
BA 227	4/13/2010	2609	3117		5050.0000	Fed. Grants-Public Safety	86.00
BA 227	4/13/2010	2609	3117		7090.0000	Overtime	797.00
BA 227	4/13/2010	2609	3117		7150.0000	Social Security	61.00
BA 227	4/13/2010	2609	3117		7180.0000	Retirement & Sick Leave	111.00
BA 227	4/13/2010	2609	3117		7200.0000	Worker'S Compensation	1.00
BA 227	4/13/2010	2609	3117		7220.0000	Unemployment	2.00
BA 227	4/13/2010	2609	3117		8080.0000	Service Contracts	1,058.00-
<u>ADJ OMI BDG TO ACTUAL</u>							
BA 228	4/13/2010	2609	3140		5050.0000	Fed. Grants-Public Safety	4,191.00-
BA 228	4/13/2010	2609	3140		7090.0000	Overtime	3,427.00
BA 228	4/13/2010	2609	3140		7150.0000	Social Security	263.00
BA 228	4/13/2010	2609	3140		7180.0000	Retirement & Sick Leave	482.00
BA 228	4/13/2010	2609	3140		7200.0000	Worker'S Compensation	8.00
BA 228	4/13/2010	2609	3140		7220.0000	Unemployment	11.00
<u>COR BDGT EXCEPTN 04/10</u>							
BA 229	4/13/2010	2744	7479		6710.0000	Other Revenue	25,000.00-
BA 229	4/13/2010	2744	7479		9370.0000	Building Repairs	25,000.00
<u>TO EST CPACTY BLD TRA</u>							
BA 232	4/13/2010	2748	7431	0012	5610.0000	State Of Mich - Welfare	1,500.00-
BA 232	4/13/2010	2748	7431	0012	7390.0000	Operational Supplies	30.00
BA 232	4/13/2010	2748	7431	0012	8300.0000	Memberships & Dues	1,470.00

Date 5/11/10  
Time 9:03:42

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 4/01/2010 Thru 4/30/2010

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BUD101R  
BRADTWJELL

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>TO EST NEW FEMA GRANT</u>							
<u>TO EST NEW FEMA GRANT</u>							
BA 233	4/13/2010	2810	7290		5610.0000	State Of Mich - Welfare	5,000.00-
BA 233	4/13/2010	2810	7290		8430.0010	Utility Payments	5,000.00
<u>RETREMNT/POSITN CHNGE</u>							
BA 234	4/13/2010	2850	1520		7040.0000	Salaries - Regular	27,921.00-
BA 234	4/13/2010	2850	1520		7150.0000	Social Security	2,502.00-
BA 234	4/13/2010	2850	1520		7160.0000	Hospitalization	4,920.00-
BA 234	4/13/2010	2850	1520		7160.0020	OPBE - Health Care	181.00-
BA 234	4/13/2010	2850	1520		7170.0000	Life Insurance	78.00-
BA 234	4/13/2010	2850	1520		7180.0000	Retirement & Sick Leave	2,038.00-
BA 234	4/13/2010	2850	1520		7180.0010	457 Plan Contribution	3,632.00-
BA 234	4/13/2010	2850	1520		7190.0000	Dental Insurance	276.00-
BA 234	4/13/2010	2850	1520		7200.0000	Worker'S Compensation	24.00-
BA 234	4/13/2010	2850	1520		7210.0000	Longevity	165.00
BA 234	4/13/2010	2850	1520		7220.0000	Unemployment	336.00-
BA 234	4/13/2010	2850	1520		7230.0000	Optical Insurance	68.00-
BA 234	4/13/2010	2850	1520		7240.0000	Disability Insurance	128.00-
BA 234	4/13/2010	2850	1520		9990.2170	9/30 Judicial Grants	31,106.00
<u>TO ALLOW FOR RADIO PUR</u>							
BA 237	4/26/2010	1010	3020		5050.0000	Fed. Grants-Public Safety	4,657.00-
BA 237	4/26/2010	1010	3020		7390.0000	Operational Supplies	1,552.00-
BA 237	4/26/2010	1010	3020		9800.0000	Office Furniture & Equip.	6,209.00
<u>TO INC EXP FOR DRAIN</u>							
BA 239	4/19/2010	2081	7510		9580.0010	Special Assessments	8,006.00
<u>TO SET UP BOLTUSE ACT</u>							
BA 240	4/19/2010	2081	7510		5050.0000	Fed. Grants-Public Safety	32,616.00-
BA 240	4/19/2010	2081	7510		9740.0000	Land Improvements	40,000.00
<u>PUR SUP/MAT-TIPS TRNG</u>							
BA 241	4/19/2010	2210	6049		6070.0000	Chrgs. For Serv. - Fees	3,000.00-
BA 241	4/19/2010	2210	6049		7390.0000	Operational Supplies	3,000.00
<u>TO ADJ BDG FOR EXCESS</u>							

Date 5/11/10  
Time 9:03:42

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 4/01/2010 Thru 4/30/2010

Page 6  
BUD101R  
BRADTMUELL

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>TO ADJ EDG FOR EXCESS</u>							
BA 250	4/26/2010	2740	7430		5610.0020	Cost Pool Revenue	729.00
BA 250	4/26/2010	2740	7431	1120	9400.0000	Equipment Rental	729.00-
<u>TO REVISE EXCS CRRYIN</u>							
BA 251	4/26/2010	2743	7430		5610.0090	Title III Revenue	6,562.00
BA 251	4/26/2010	2743	7433	1320	8080.0000	Service Contracts	6,562.00-
<u>TO EST RES AREA WAGNE</u>							
BA 254	4/26/2010	2748	7460	0006	5610.0000	State Of Mich - Welfare	13,570.00-
BA 254	4/26/2010	2748	7460	0006	8080.0000	Service Contracts	13,570.00



# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/18/2010

**Requesting Department:** Fiscal Services

**Submitted By:** June Hagan

**Agenda Item:** Statement of Review for April

## SUGGESTED MOTION:

To approve the Statement of Review for the month of April 2010.

## SUMMARY OF REQUEST:

Per Diem and mileage payments to Commissioners per the Officers Compensation Commission

## FINANCIAL INFORMATION:

Total Cost: \$0.00 | County Cost: \$0.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #1

Objective: #1-6

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org  
Reason: I am approving this document  
Date: 2010.05.13 14:00:25 -0400

Committee/Governing/Advisory Board Approval Date:

**STATEMENT OF REVIEW FOR THE MONTH OF:** April

Disselkoen	<u>J</u>
Hehl	<u>✓</u>
Holtrop	<u>✓</u>
Holtvluwer	<u>✓</u>
Karsten	<u>✓</u>
Kortman	<u>J</u>
Kuyers	<u>✓</u>
Ruiter	<u>✓</u>
Rycenga	<u>✓</u>
Schrotenboer	<u>✓</u>
Swartout	<u>✓</u>

**Board of Commissioners  
Per Diem and Mileage Voucher**

Commissioner: **Donald Disselkoen** For the month beginning April 01, 2010  
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
04/07/2010	07:30 AM - 09:30 AM	West Michigan Airport Authority (Tulip City Airport)	10.0	✓ \$40.00
-	09:45 AM - 02:45 PM	MDOT Asset Management Council	.0	✓ \$30.00
04/12/2010	11:30 AM - 12:30 PM	West Michigan Airport Authority (Tulip City Airport)	11.0	✓ \$40.00
04/13/2010	09:30 AM - 11:00 AM	Personnel Interview Committee	23.0	✓ \$40.00
-	01:30 PM - 02:32 PM	Board of Commissioners Meeting	23.0	✓ \$30.00
-	02:45 PM - 03:37 PM	Board of Commissioners Work Session	.0	✓ -
04/14/2010	03:00 PM - 04:00 PM	Road Commission meeting - mileage only	23.0	✓ -
04/19/2010	01:00 PM - 02:30 PM	CMH Board Executive Committee	7.0	✓ \$40.00
04/20/2010	09:31 AM - 10:31 AM	Finance & Administration Committee	23.0	✓ \$40.00
-	07:30 PM - 08:15 PM	Hemlock Crossing Park dedication - mileage only	22.0	✓ -
04/21/2010	07:30 AM - 09:30 AM	West Michigan Airport Authority (Tulip City Airport)	10.0	✓ \$40.00
04/23/2010	08:40 AM - 02:00 PM	Michigan Association of Counties - Steering	172.0	✓ \$70.00
04/26/2010	11:30 AM - 04:15 PM	MDOT Asset Management Council	.0	✓ \$70.00
04/27/2010	01:00 PM - 01:05 PM	Human Resources Committee	.0	✓ \$40.00
-	01:30 PM - 02:40 PM	Board of Commissioners Meeting	23.0	✓ -
-	-	-	-	-
<b>Total Per Diem:</b>				\$480.00
<b>Total Mileage:</b>			347.0	\$173.50
<b>Total Voucher:</b>				\$653.50

05/11/2010

Revision History

Created by Karen Echter on 05/11/2010 03:57:45 PM

*Per Diem*

2220-6495-5020 \$20  
 2220-6495-5029 20  
 1010-1010 440  
 -----  
 \$480

*Mileage*

3.5 miles = 1.75  
 3.5 miles = 1.75  
 340 miles = 170.00  
 -----  
 \$173.50

**Board of Commissioners  
Per Diem and Mileage Voucher**

Commissioner: **Matthew Hehl** For the month beginning April 01, 2010  
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
04/05/2010	09:45 AM - 10:45 AM	PDR Sub-Committee - mileage only	11.0 ✓	-
04/12/2010	07:00 PM - 08:30 PM	Cheaster township meeting - mileage only	29.0 ✓	-
04/13/2010	01:30 PM - 02:32 PM	Board of Commissioners Meeting	32.0 ✓	\$40.00
-	02:45 PM - 03:37 PM	Board of Commissioners Work Session	.0 ✓	-
04/14/2010	08:30 AM - 09:40 AM	Health & Human Services Committee	32.0 ✓	\$40.00
04/16/2010	10:00 AM - 11:30 AM	Farm park meeting with county counsel - mileage only	32.0 ✓	-
04/20/2010	06:00 PM - 08:00 PM	Nature center opening - mileage only	44.0 ✓	-
04/21/2010	09:00 AM - 12:00 PM	MSU Cooperative Extension Board	32.0 ✓	\$40.00
04/27/2010	10:00 AM - 11:30 AM	Purchase of Development Rights Study Committee	32.0 ✓	\$40.00
-	01:00 PM - 01:05 PM	Human Resources Committee	.0 ✓	-
-	01:30 PM - 02:40 PM	Board of Commissioners Meeting	32.0 ✓	\$30.00
04/28/2010	02:00 PM - 04:00 PM	Quad meeting in coopersville - mileage only	14.0 ✓	-
-	-	-	-	-
<b>Total Per Diem:</b>				\$190.00
<b>Total Mileage:</b>			290.0	\$145.00
<b>Total Voucher:</b>				\$335.00

1010-1010

05/12/2010

Revision History

Created by Matthew Hehl on 05/03/2010 09:46:48 AM  
Modified by Karen Echter on 05/11/2010 11:27:15 AM

**Board of Commissioners  
Per Diem and Mileage Voucher**

Commissioner: **James Holtrop** For the month beginning April 01, 2010  
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
04/01/2010	08:30 AM - 09:30 AM	Grand Valley Metro Council	28.0	✓ \$40.00
04/12/2010	08:30 AM - 09:45 AM	Elected Officials Monthly Meeting - mileage only	37.0	✓ -
-	12:00 PM - 01:30 PM	GVMC Quarterly Lunch - mileage only	52.0	✓ -
04/13/2010	09:30 AM - 11:15 AM	Personnel Interview Committee	.0	✓ \$40.00
-	01:30 PM - 02:32 PM	Board of Commissioners Meeting	37.0	✓ \$30.00
-	02:45 PM - 03:37 PM	Board of Commissioners Work Session	.0	✓ -
-	07:15 PM - 08:00 PM	Hudsonville City Commission Meeting - mileage only	2.0	✓ -
04/14/2010	08:30 AM - 09:40 AM	Health & Human Services Committee	37.0	✓ \$40.00
04/24/2010	01:00 PM - 02:00 PM	Nature Center Dedication - mileage only	37.0	✓ -
04/27/2010	01:00 PM - 01:05 PM	Human Resources Committee	.0	✓ \$40.00
-	01:30 PM - 02:40 PM	Board of Commissioners Meeting	37.0	✓ -
04/29/2010	10:30 AM - 11:00 AM	WHTC Interview - mileage only	30.0	✓ -
-	-	-	-	-
<b>Total Per Diem:</b>				\$190.00
<b>Total Mileage:</b>			297.0	\$148.50
<b>Total Voucher:</b>				\$338.50

1010-1010

05/11/2010

Revision History

Created by James Holtrop on 04/01/2010 10:36:32 AM  
 Modified by James Holtrop on 04/12/2010 08:09:30 PM  
 Modified by James Holtrop on 04/13/2010 05:08:56 PM  
 Modified by James Holtrop on 04/14/2010 10:37:22 AM  
 Modified by James Holtrop on 04/24/2010 02:51:13 PM  
 Modified by James Holtrop on 04/29/2010 01:57:08 PM  
 Modified by Karen Echter on 05/11/2010 11:38:17 AM

**Board of Commissioners  
Per Diem and Mileage Voucher**

Commissioner: **James Holtvluwer** For the month beginning April 01, 2010  
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
04/13/2010	01:30 PM - 02:32 PM	Board of Commissioners Meeting	32.0	✓ \$40.00
-	02:45 PM - 03:37 PM	Board of Commissioners Work Session	.0	✓ -
04/27/2010	01:00 PM - 01:05 PM	Human Resources Committee	.0	✓ \$40.00
-	01:30 PM - 02:40 PM	Board of Commissioners Meeting	32.0	✓ -
-	-	-	-	-
<b>Total Per Diem:</b>				<b>\$80.00</b>
<b>Total Mileage:</b>			64.0	<b>\$32.00</b>
<b>Total Voucher:</b>				<b>\$112.00</b>

04/01-01/10

05/11/2010

Revision History

Created by Karen Echter on 05/11/2010 11:41:12 AM

**Board of Commissioners  
Per Diem and Mileage Voucher**

Commissioner: **Robert Karsten** For the month beginning April 01, 2010  
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
04/13/2010	01:30 PM - 02:32 PM	Board of Commissioners Meeting	24.0	✓ \$40.00
-	02:45 PM - 03:37 PM	Board of Commissioners Work Session	.0	✓ -
04/14/2010	08:30 AM - 09:40 AM	Health & Human Services Committee	24.0	✓ \$40.00
04/20/2010	09:31 AM - 10:31 AM	Finance & Administration Committee	24.0	✓ \$40.00
-	08:00 PM - 08:00 PM	Hemlock Crossing Nature Center Reception - mileage only	25.3	✓ -
04/27/2010	01:30 PM - 02:40 PM	Board of Commissioners Meeting	24.0	✓ \$40.00
-	-	-	-	-
<b>Total Per Diem:</b>				\$160.00
<b>Total Mileage:</b>			121.3	\$60.65
<b>Total Voucher:</b>				\$220.65

1010-101

05/11/2010

Revision History

Created by Robert Karsten on 04/20/2010 08:33:47 PM  
Modified by Karen Echter on 05/11/2010 11:51:17 AM

**Board of Commissioners  
Per Diem and Mileage Voucher**

Commissioner: **Joyce Kortman** For the month beginning April 01, 2010  
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
04/12/2010	06:00 AM - 11:30 AM	Michigan Association for Local Public Health (MALPH)	192.0	✓ \$70.00
04/13/2010	01:30 PM - 02:32 PM	Board of Commissioners Meeting	30.0	✓ \$40.00
-	02:45 PM - 03:37 PM	Board of Commissioners Work Session	.0	✓ -
04/14/2010	08:30 AM - 09:40 AM	Health & Human Services Committee	30.0	✓ \$40.00
04/15/2010	03:00 PM - 04:45 PM	Parks & Rec Planning Committee	30.0	✓ \$40.00 ✕
04/19/2010	03:00 PM - 04:30 PM	CMH Board Administrative & Finance Committee	15.0	✓ \$40.00 ✕
04/20/2010	02:00 PM - 04:00 PM	Quadrant meeting - mileage only	15.0	✓ -
-	06:00 PM - 08:00 PM	Nature Education Center open house/Parks Dept - mileage only	14.0	✓ -
04/21/2010	10:00 AM - 01:30 PM	Michigan Association for Local Public Health (MALPH)	192.0	✓ \$70.00
04/26/2010	10:00 AM - 12:00 PM	Michigan Association of Counties - Steering	192.0	✓ \$70.00
04/27/2010	01:30 PM - 02:40 PM	Board of Commissioners Meeting	30.0	✓ \$40.00
04/28/2010	10:15 AM - 11:15 AM	WHTC Radio - mileage only	12.0	✓ -
-	-	-	-	-
<b>Total Per Diem:</b>				<b>\$410.00</b> ✓
<b>Total Mileage:</b>			<b>752.0</b>	<b>\$376.00</b> ✓
<b>Total Voucher:</b>				<b>\$786.00</b>

05/11/2010

Revision History

Created by Joyce Kortman on 04/20/2010 10:17:25 AM  
 Modified by Joyce Kortman on 04/22/2010 10:53:34 AM  
 Modified by Joyce Kortman on 04/22/2010 03:13:20 PM  
 Modified by Joyce Kortman on 04/27/2010 11:10:12 AM  
 Modified by Joyce Kortman on 05/03/2010 01:33:44 PM  
 Modified by Joyce Kortman on 05/03/2010 01:34:55 PM  
 Modified by Karen Echter on 05/11/2010 11:57:23 AM

Per Diem

2081-7510 \$40  
 2220-6495-5020 \$20  
 2220-6495-5029 \$20  
 1010-1010 \$330  


---

 \$410

Mileage

30 miles = \$15.00  
 7.5 mi = 3.75  
 7.5 mi = 3.75  
 707 mi = 353.50  


---

 \$376.00



**Board of Commissioners  
Per Diem and Mileage Voucher**

Commissioner: **Philip Kuyers** For the month beginning April 01, 2010  
 Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
04/13/2010	01:30 PM - 02:32 PM	Board of Commissioners Meeting	2.0	✓ \$40.00
-	02:45 PM - 03:37 PM	Board of Commissioners Work Session	.0	✓ -
04/21/2010	09:00 AM - 11:30 AM	MSU Cooperative Extension Board	2.0	✓ \$40.00
04/27/2010	01:30 PM - 02:40 PM	Board of Commissioners Meeting	2.0	✓ \$40.00
-	-	-	-	-
<b>Total Per Diem:</b>				\$120.00
<b>Total Mileage:</b>			6.0	\$3.00
<b>Total Voucher:</b>				\$123.00

1010-101

05/11/2010

Revision History

Created by Philip Kuyers on 05/02/2010 07:37:22 PM  
 Modified by Karen Echter on 05/11/2010 12:01:24 PM

**Board of Commissioners  
Per Diem and Mileage Voucher**

Commissioner: **Jane Ruitter** For the month beginning April 01, 2010  
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
04/08/2010	09:30 AM - 10:02 AM	Planning and Policy Committee	30.0 ✓	\$40.00
04/13/2010	01:30 PM - 02:32 PM	Board of Commissioners Meeting	30.0 ✓	\$40.00
-	02:45 PM - 03:37 PM	Board of Commissioners Work Session	.0	-
04/19/2010	08:30 AM - 10:00 AM	Township Supervisor Meeting at Olive Twp. Hall re: combination of Clerk and Reg. of Deeds - mileage only	33.6 ✓	-
-	-	-	-	-
04/27/2010	01:00 PM - 01:05 PM	Human Resources Committee	.0 ✓	\$40.00
-	01:30 PM - 02:40 PM	Board of Commissioners Meeting	30.0 ✓	-
-	-	-	-	-
<b>Total Per Diem:</b>				<b>\$120.00</b>
<b>Total Mileage:</b>			<b>123.6</b>	<b>\$61.80</b>
<b>Total Voucher:</b>				<b>\$181.80</b>

1010-101

05/11/2010

Revision History

Created by Jane Ruitter on 04/09/2010 01:39:00 PM  
Modified by Jane Ruitter on 04/19/2010 01:25:49 PM  
Modified by Karen Echter on 05/11/2010 12:32:09 PM

**Board of Commissioners  
Per Diem and Mileage Voucher**

Commissioner: **Roger Rycenga** For the month beginning April 01, 2010  
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
04/08/2010	09:30 AM - 10:02 AM	Planning and Policy Committee	14.0	✓ \$40.00
04/12/2010	09:00 AM - 09:30 AM	Veterans' Affairs Committee	14.0	✓ \$40.00
04/13/2010	01:30 PM - 02:32 PM	Board of Commissioners Meeting	14.0	✓ \$40.00
-	02:45 PM - 03:37 PM	Board of Commissioners Work Session	.0	✓ -
04/14/2010	03:00 PM - 05:00 PM	met with Road Commission - mileage only	14.0	✓ -
04/16/2010	10:00 AM - 11:00 AM	Sawyer Nursey (MEAP Program) - mileage only	16.0	✓ -
04/20/2010	09:31 AM - 10:31 AM	Finance & Administration Committee	14.0	✓ \$40.00
-	06:00 PM - 07:00 PM	Hemlock Crossing - mileage only	26.0	✓ -
04/22/2010	09:00 AM - 10:30 AM	WEMET - mileage only	14.0	✓ -
04/27/2010	01:30 PM - 02:40 PM	Board of Commissioners Meeting	14.0	✓ \$40.00
04/28/2010	01:00 PM - 02:00 PM	Met with Coopersville's City Manager - mileage only	20.0	✓ -
-	-	-	-	-
<b>Total Per Diem:</b>				<b>\$200.00</b>
<b>Total Mileage:</b>			<b>160.0</b>	<b>\$80.00</b>
<b>Total Voucher:</b>				<b>\$280.00</b>

1010-101

05/11/2010

Revision History

Created by Roger Rycenga on 05/10/2010 08:42:15 PM  
Modified by Karen Echter on 05/11/2010 12:35:47 PM

**Board of Commissioners  
Per Diem and Mileage Voucher**

Commissioner: **Gordon Schrottenboer** For the month beginning April 01, 2010  
 Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
04/08/2010	09:30 AM - 10:02 AM	Planning and Policy Committee	26.0	\$40.00
04/12/2010	09:00 AM - 09:20 AM	Veterans' Affairs Committee	26.0	\$40.00
04/13/2010	01:30 PM - 02:32 PM	Board of Commissioners Meeting	26.0	\$40.00
-	02:45 PM - 03:37 PM	Board of Commissioners Work Session	.0	-
04/16/2010	10:00 AM - 12:10 PM	Michigan Association of Counties - Steering	184.0	\$70.00
04/20/2010	09:30 AM - 10:31 AM	Finance & Administration Committee	26.0	\$40.00
04/26/2010	11:30 AM - 01:20 PM	Macatawa Area Coordinating Council Policy Board	15.0	\$40.00
04/27/2010	07:00 AM - 08:10 AM	Meet 911 & EMS Directors - mileage only	.0	-
-	01:30 PM - 02:40 PM	Board of Commissioners Meeting	26.0	\$40.00
-	-	-	-	-
<b>Total Per Diem:</b>				\$310.00
<b>Total Mileage:</b>			329.0	\$164.50
<b>Total Voucher:</b>				\$474.50

1010-101'

05/11/2010

Revision History

Created by Gordon Schrottenboer on 05/03/2010 09:26:49 AM  
 Modified by Karen Echter on 05/11/2010 12:38:19 PM  
 Modified by Karen Echter on 05/11/2010 03:50:50 PM

**Board of Commissioners  
Per Diem and Mileage Voucher**

Commissioner: **Dennis Swartout** For the month beginning April 01, 2010  
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
04/13/2010	01:30 PM - 02:32 PM	Board of Commissioners Meeting	26.0	✓ \$40.00
-	02:45 PM - 03:37 PM	Board of Commissioners Work Session	.0	-
04/16/2010	11:45 AM - 01:00 PM	Ottawa Co. Clerk's mtg on merger of Clerk/Register - mileage only	44.0	✓ -
04/19/2010	08:30 AM - 10:45 AM	Twp. Supervisors mtg. - mileage only	28.0	✓ -
04/20/2010	09:31 AM - 10:31 AM	Finance & Administration Committee	26.0	✓ \$40.00
-	05:45 PM - 06:45 PM	Hemlock Crossing Open House - mileage only	18.0	✓ -
04/26/2010	07:45 AM - 04:45 PM	Personnel Interview Committee	26.0	✓ \$70.00
04/27/2010	01:30 PM - 02:40 PM	Board of Commissioners Meeting	26.0	✓ \$40.00
-	-	-	-	-
<b>Total Per Diem:</b>				\$190.00
<b>Total Mileage:</b>			194.0	\$97.00
<b>Total Voucher:</b>				\$287.00

10/07/01

05/11/2010

Revision History

Created by Dennis Swartout on 05/01/2010 09:52:45 AM  
Modified by Karen Echter on 05/11/2010 12:42:53 PM

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/18/2010

**Requesting Department:** Fiscal Services

**Submitted By:** June Hagan

**Agenda Item:** Cost of Services Analysis Report - Court

## SUGGESTED MOTION:

To accept and forward to the Board of Commissioners the Maximus Cost of Services Analysis Report - Courts for Ottawa County.

## SUMMARY OF REQUEST:

Goal 1, Objective 2 of the Board of Commissioners Strategic Plan includes implementing strategies to deal with operational deficits. The Cost of Service Analysis will be the basis for recommendations to the Board to increase fees for services provided by the County Courts which will increase revenue for the County. The 2010 budget includes \$100,000 for increased revenues as a result of this study.

## FINANCIAL INFORMATION:

Total Cost: \$0.00 | County Cost: \$0.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #1

Objective: #2

## ADMINISTRATION RECOMMENDATION:

Recommended |  Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.05.13 15:27:15 -0400

Committee/Governing/Advisory Board Approval Date:

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**OTTAWA COUNTY, MICHIGAN**  
**COST OF SERVICE ANALYSIS**  
**COURTS**  
**MAY 2010**

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**BASED ON BUDGETED EXPENDITURES**  
**FOR FISCAL 2010**

**MAXIMUS**  
***HELPING GOVERNMENT SERVE THE PEOPLE™***

**OTTAWA COUNTY, MICHIGAN  
COST OF SERVICE ANALYSIS  
COURTS**

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# OTTAWA COUNTY, MICHIGAN COST OF SERVICE ANALYSIS COURTS

## **Background**

Ottawa County, Michigan engaged MAXIMUS to conduct a detailed cost of service analysis. The study focuses on an analysis of user fee services. The objectives were to:

- ◆ **Calculate the full costs of providing specific services,**
- ◆ **Compare costs with the revenues received for these services, and**
- ◆ **Recommend levels to recover more of the full cost of services when such fees are practical.**

The Final Report is being presented as two documents. The first report focused on County programs not related to the Courts. This document presents the results for the following programs:

- ◆ District Court – Probation/Community Corrections
- ◆ District Court – Criminal/Traffic/Civil
- ◆ Circuit Court – Criminal/Appeals/Civi
- ◆ Circuit Court – Juvenile Services
- ◆ Circuit Court – Friend of the Court

As traditional revenue sources become increasingly more difficult to forecast and depend on, alternative methods of financing become necessary. One such alternative is the movement towards “user fee” related charges. This analysis reviews the current methods of providing user fee related services. Total costs are calculated and a cost versus revenue analysis is developed. MAXIMUS used a proprietary computer model to develop the full cost of providing the various services.

## **Project Scope**

This cost of service report features the identification of service costs and fee levels when providing fee-for-service activities.

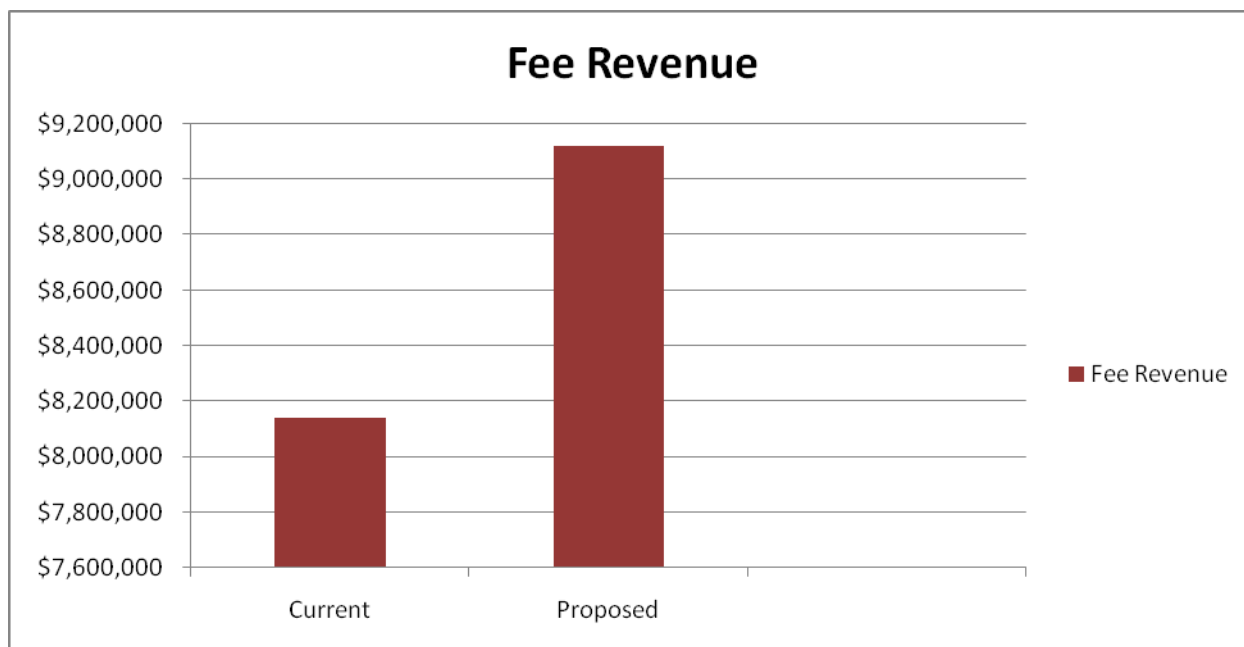
A service for which a user fee is charged can be viewed as the time and/or material costs paid by the government agency on behalf of a private citizen or group. The underlying assumption of user fees is that for services benefiting individuals, and not society as a whole, the individuals should pay for some portion of the cost of providing the service.

Full costs developed for services rendered include: direct labor costs, divisional and departmental supervision and administration, and supplies and material costs. All appropriate indirect, or overhead, costs are allocated from central service departments to the department or division performing the service.

### **Summary of Results**

The analysis focuses on five court operations the County. Analysis of the services provided by these programs where the County is currently assessing fees or may have the ability or authority to adjust and collect fees indicates the County is spending \$16,517,655 to provide these services and recovering \$8,141,663 in related user fee revenue. The difference of \$8,375,992 is covered primarily by general tax dollars. Of this subsidy, it is believed that \$982,023 can be recovered through reasonable increases in the current fee schedules, thereby reducing the general fund subsidy to \$7,393,969. A large portion of the remaining subsidy is attributed to services where the user group may not be able to pay any significant increases, where fees are set by statute, or where there are necessary high fixed costs with low cost recoveries from fees.

The following chart illustrates the **Proposed Fee Revenue Increase** if the County implements the MAXIMUS recommendations.



The table following summarizes the cost and revenue findings for each of the five court programs. The table details the full annual cost of user fee services analyzed within each department, the current annual revenue, the amount of subsidy, the percent of cost recovery, and the estimated additional revenue potential through recommended fee increases (and new fees).

### **Departmental Cost / Revenue Summary**

Department	Full Cost	Current Revenue	Difference (Subsidy)	% Cost Recovery	Proposed Additional Revenue
District Court – Probation / Community Corrections	\$2,351,990	\$374,511	(\$1,977,479)	15.9%	\$595,068
District Court – Criminal / Traffic / Civil	\$4,788,387	\$2,955,066	(\$1,833,321)	61.7%	\$341,955
Circuit Court – Criminal / Appeals / Civil	\$591,930	\$243,700	(\$348,230)	41.2%	\$0
Circuit Court - Juvenile Services	\$8,430,117	\$4,523,386	(\$3,906,731)	53.7%	\$0
Circuit Court - Friend of the Court	\$355,231	\$45,000	(\$310,231)	12.7%	\$45,000
<b>Totals</b>	<b>\$16,517,655</b>	<b>\$8,141,663</b>	<b>(\$8,375,992)</b>	<b>49.3%</b>	<b>\$982,023</b>

**It is important to note that the recommended fee increases are provided only as options for the County’s consideration.** Any final fee adjustments will need to be addressed by County Officials. It is equally important to note that the additional revenue projections are based upon current levels of service, whereas actual activity for most

services generally varies from year to year. Any reduction in demand for a particular service would result in the proposed additional revenue projections not being fully realized. It should be noted that the recommendations for fee adjustments include some areas that may need further legal interpretation. MAXIMUS recommends that the County request its legal advisor to research appropriate ordinances and statutes to determine if the County has the legal authority to establish new fees or adjust existing fees, as well as to identify any implementation procedures prior to any formal fee determinations. MAXIMUS further recommends that the County review any additional revenue projections with department and division heads, legal advisors, and administration prior to adjusting budgeted user fee revenue.

**OTTAWA COUNTY, MICHIGAN  
COST OF SERVICE ANALYSIS  
DISTRICT COURT  
PROBATION / COMMUNITY CORRECTIONS / DRUG COURT**

**Description of Department**

The 58<sup>th</sup> District Court operates a Probation Department that provides services such as probation supervision, drug testing, and pre-sentence investigations. In addition the Community Corrections Program is responsible for the Intensive Supervision and Community Service programs. The Court also operates the Sobriety/Drug Treatment Program (Drug Court). For the purpose of this study the following service areas were examined within these District Court programs:

**Service Area Descriptions**

**Regular Probation Oversight** – The Court does not charge a fee for Regular Probation Oversight. The Probation Office has a typical caseload of over 1,900 supervised probationers, or approximately 23,000 months of oversight annually.

Full Annual Cost	\$707,662
Units	23,000
Full Cost per Unit	\$30.77 per month
Current Revenue	\$0
Percent of Cost Recovery	0.0%

**Intensive Supervision** – The Court charges a fee that averages \$950 per probationer assigned to the Intensive Supervision Program (ISP). The Community Corrections Office has a typical caseload of approximately 303 supervised probationers.

Full Annual Cost	\$637,715
Units	303
Full Cost per Unit	\$2,104 per Probationer
Current Revenue	\$164,688
Percent of Cost Recovery	25.8%

**Probation Violations** – No fees are assessed to individuals in either ISP or Regular Probation for violating the terms of their probation. Last year 1,840 probation violations were reported between the two programs.

Full Annual Cost	\$43,695
Units	1,840
Full Cost per Unit	\$23.75
Current Revenue	\$0
Percent of Cost Recovery	0.0%

**Drug Testing** – Probationers ordered by the Court to have drug testing performed are charged a fee of \$5 per month. ISP probationers are charged a flat \$60 fee. Approximately 30,000 drug tests are administered annually.

Full Annual Cost	\$248,689
Units	30,065
Full Cost per Unit	\$8.27 per test
Current Revenue	\$108,389
Percent of Cost Recovery	43.6%

**PTB** – The Court administers over 37,000 Personal Breathalyzer Tests (PBT) annually. No fees are charged for a PBT.

Full Annual Cost	\$49,966
Units	37,733
Full Cost per Unit	\$1.32 per test
Current Revenue	\$0
Percent of Cost Recovery	0.0%

**Pre-Sentence Investigation** – Currently the Court does not charge a fee for pre-sentence investigations (PSI). Approximately 650 pre-sentence investigations are completed each year.

Full Annual Cost	\$67,858
Units	650
Full Cost per Unit	\$104.40
Current Revenue	\$0
Percent of Cost Recovery	0.0%

**Shortie PSI** – Currently the Court does not charge a fee for a Shortie PSI. A Shortie PSI does not include a personal interview and is much less time consuming than the regular PSI. Approximately 274 Shortie PSIs are completed each year.

Full Annual Cost	\$4,767
Units	274
Full Cost per Unit	\$17.40
Current Revenue	\$0
Percent of Cost Recovery	0.0%

**Bond Screen** – Currently the Court does not charge a fee for a bond screen. Nearly 1,400 are completed each year.

Full Annual Cost	\$73,026
Units	1,399
Full Cost per Unit	\$52.20
Current Revenue	\$0
Percent of Cost Recovery	0.0%

**Alcohol Assessment** – A fee of \$75 is charged for an alcohol assessment. The Court performs over 1,000 assessments each year.

Full Annual Cost	\$114,523
Units	1,097
Full Cost per Unit	\$104.40
Current Revenue	\$69,934
Percent of Cost Recovery	61.1%

**Electronic Monitoring** – Currently the Court does not charge a fee for probationers required to wear an electronic monitor. Last year the Court monitored 152 probationers.

Full Annual Cost	\$48,858
Units	152
Full Cost per Unit	\$321.43
Current Revenue	\$0
Percent of Cost Recovery	0.0%

**Community Service** – The Court charges a fee of \$45 to individuals placed in the Community Service program. Last year over 1,000 individuals were enrolled in the program.

Full Annual Cost	\$196,539
Units	1,001
Full Cost per Unit	\$196.34
Current Revenue	\$31,500
Percent of Cost Recovery	16.0%

**Drug Court Participation** – Other than the \$5 per month drug testing fees, no other participation fees are charged to individuals sentenced to the Drug Court. The Drug Court has a typical caseload of 65 individuals



Full Annual Cost	\$158,692
Units	65
Full Cost per Unit	\$2,441
Current Revenue	\$0
Percent of Cost Recovery	0.0%

### **Recommendations**

All fees not set by statute are set at the discretion of the District Court Judges. MAXIMUS recommends that the Court consider adjusting the following fees. MAXIMUS further recommends that the County request its legal advisor research appropriate ordinances and statutes to determine if the County has the legal authority to adjust existing fees or establish new fees as well as to identify any implementation procedures prior to any formal fee determinations. The following section details the current fee, full cost, and recommended rate for each service area.

<b>SERVICE</b>	<b>CURRENT FEE</b>	<b>FULL COST RATE</b>	<b>RECOMMENDED FEE</b>
Regular Probation	No Fee	\$30.77 / Month	\$25 / Month
Intensive Supervision	\$950	\$2,104	\$1,200
Probation Violations	No Fee	\$23.75	\$20
Drug Tests	\$5 / Month	\$8.27 / Test	\$7.50 / Month
PBT	No Fee	\$1.32	No Fee
Pre-Sentence Investigation	No Fee	\$104.40	\$100
Shortie PSI	No Fee	\$17.40	No Fee
Bond Screen	No Fee	\$52.20	\$25
Alcohol Assessment	\$75	\$104.40	\$100
Electronic Monitoring	No Fee	\$321.43	\$100
Community Service	\$45	\$196.34	\$100
Drug Court Participation	No Fee	\$2,441	\$250

### **Cost / Revenue Summary**

The following chart details the full cost of the service areas, the revenue generated under the current fee schedule, the difference, the percent of cost recovery, the current fee, the number of service units, the average cost per unit, and the estimated amount of potential additional revenue at the recommended prices.

**DEPARTMENTAL COST / REVENUE SUMMARY**  
**Ottawa County, MI**  
**District Court - Probation/Community Corrections**  
**2010**

<b>Service Fees</b>	<b>Full Cost</b>	<b>Current Revenue</b>	<b>Difference (Subsidy)</b>	<b>% Cost Recovery</b>	<b>Current Unit Rate</b>	<b>Current Units</b>	<b>Full Cost Rate</b>	<b>Recomm'd Fee</b>	<b>Proposed Additional Revenue</b>
Regular Probation	\$707,662	\$0	(\$707,662)	0.0%	\$0	23,000	\$30.77	\$25/month	\$345,000
Intensiver Supervision	\$637,715	\$164,688	(\$473,027)	25.8%	\$950	303	\$2,104.67	\$1,200.00	\$45,450
Probation Violations	\$43,695	\$0	(\$43,695)	0.0%	\$0	1,840	\$23.75	\$20.00	\$22,080
Drug Tests	\$248,689	\$108,389	(\$140,300)	43.6%	\$5/month	30,065	\$8.27	\$7.50/mo	\$54,195
PBT	\$49,966	\$0	(\$49,966)	0.0%	\$0	37,733	\$1.32	\$0.00	\$0
Presenence Investigation	\$67,858	\$0	(\$67,858)	0.0%	\$0	650	\$104.40	\$100.00	\$39,000
Shortie - PSI	\$4,767	\$0	(\$4,767)	0.0%	\$0	274	\$17.40	\$0.00	\$0
Bond Screen	\$73,026	\$0	(\$73,026)	0.0%	\$0	1,399	\$52.20	\$25.00	\$20,985
Alcohol Assessment	\$114,523	\$69,934	(\$44,589)	61.1%	\$75	1,097	\$104.40	\$100.00	\$16,455
Electronic Monitoring	\$48,858	\$0	(\$48,858)	0.0%	\$0	152	\$321.43	\$100.00	\$9,120
Community Service	\$196,539	\$31,500	(\$165,039)	16.0%	\$45	1,001	\$196.34	\$100.00	\$33,033
Drug Court Participation	\$158,692	\$0	(\$158,692)	0.0%	\$0	65	\$2,441.42	\$250.00	\$9,750
<b>TOTALS</b>	<b>\$2,351,990</b>	<b>\$374,511</b>	<b>(\$1,977,479)</b>						<b>\$595,068</b>

**MAXIMUS Consulting Services, Inc.**

*The projected additional revenue for most services is based upon a 60% collection rate, which is the approximate current collection rate for ISP and Community Service.*

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**OTTAWA COUNTY, MICHIGAN  
COST OF SERVICE ANALYSIS  
DISTRICT COURT  
CRIMINAL / TRAFFIC / CIVIL**

**Description of Department**

The 58<sup>th</sup> District Court has jurisdiction in all misdemeanors, civil infractions, and the preliminary examinations of all felony cases. In addition, the court has jurisdiction in all civil matters under certain dollar limitations. The following service areas were examined within the District Court:

**Service Area Descriptions**

**Traffic / Criminal** – Court costs for all traffic and criminal cases are set by the Court within certain ranges recommended by the State. The Court processes nearly 46,000 cases annually. It is important to note that the full cost of criminal and traffic proceedings identified in the following table does not include costs associated with probation oversight, pre-sentence investigations, substance abuse evaluations, or drug testing which are addressed in the Probation / Community Corrections section of this report. The revenue identified in the table includes all revenues associated with criminal and traffic cases that remain with the County; costs, ordinance fines, bond forfeitures, etc.

Full Annual Cost	\$3,032,051
Units	45,594
Full Cost per Unit	\$66.50 average
Current Revenue	\$2,720,795
Percent of Cost Recovery	89.7%

**Felony Cases** – The Court does not have the authority to assess fees for preliminary proceedings associated with Felony cases that are bound over to Circuit Court. The cost information for Traffic / Criminal illustrated above does not include costs associated with Felony cases.

**Civil** – Fees for civil cases are all set by statute. The Court processes approximately 12,000 civil cases annually.

Full Annual Cost	\$1,579,263
Units	12,136
Full Cost per Unit	\$130.13 average
Current Revenue	\$231,011
Percent of Cost Recovery	14.6%

**Marriages** – The District Court magistrates are responsible for approximately 300 court-performed marriages annually. A \$10 fee is assessed for these marriages.

Full Annual Cost	\$7,789
Units	326
Full Cost per Unit	\$23.89
Current Revenue	\$3,260
Percent of Cost Recovery	41.9%

### **Recommendations**

All fees not set by statute are set at the discretion of the District Court Judges. MAXIMUS recommends that the Court consider adjusting the following fees. MAXIMUS further recommends that the County request its legal advisor to research appropriate ordinances and statutes to determine if the County has the legal authority to adjust existing fees or establish new fees as well as to identify any implementation procedures prior to any formal fee determinations. The following section details the current fee, full cost, and recommended rate for each service area.

<b>SERVICE</b>	<b>CURRENT FEE</b>	<b>FULL COST RATE</b>	<b>RECOMMENDED FEE</b>
Traffic / Criminal	Varies	\$66.50 avg.	\$10 increase
Civil	Varies	\$130.13 avg.	Set by Statute
Marriages	\$10	\$10.28	Set by Statute

As noted above, revenues associated with criminal and traffic proceedings are currently recovering 89% of the full cost. However, in total, the general fund is subsidizing court services by over \$1.8 million annually (see Cost/Revenue Summary). A large portion of this subsidy results from civil proceedings for which the Court has no control over fees.

The reported revenue on criminal / traffic includes both fines and costs associated with proceedings. In our opinion, fines should be punitive and can be used to offset the cost of enforcement by the Sheriff and other County offices. The identified subsidy for criminal / traffic of \$311,256 would be even greater if fines were not included. However, the Court was not able to separate fines from costs in their revenue reports.

MAXIMUS has included a suggested increase of an average of \$10 per case for court costs assessed for criminal / traffic proceedings. Based upon an estimated collection rate of 75%, the increase would generate approximately \$340,000 of additional general fund revenue.

**Cost / Revenue Summary**

The following chart details the full cost of the service areas, the revenue generated under the current fee schedule, the difference, the percent of cost recovery, the current fee, the number of service units, the average cost per unit, and the estimated amount of potential additional revenue at the recommended prices.

**DEPARTMENTAL COST / REVENUE SUMMARY**

Ottawa County, MI

District Court - Criminal / Traffic / Civil

2010

Service Fees	Full Cost	Current Revenue	Difference (Subsidy)	% Cost Recovery	Current Unit Rate	Current Units	Full Cost Rate	Recomm'd Fee	Proposed Additional Revenue
Traffic / Criminal	\$3,032,051	\$2,720,795	(\$311,256)	89.7%	varies	45,594	\$66.50	\$10 Increase	\$341,955
Civil	\$1,579,263	\$231,011	(\$1,348,252)	14.6%	varies	12,136	\$130.13	No Change	\$0
Felonies	\$169,284	\$0	(\$169,284)	0.0%	No Fees	1,414	\$119.72	No Change	\$0
Marriages	\$7,789	\$3,260	(\$4,529)	41.9%	\$10	326	\$23.89	No Change	\$0
<b>TOTALS</b>	<b>\$4,788,387</b>	<b>\$2,955,066</b>	<b>(\$1,833,321)</b>						<b>\$341,955</b>

**MAXIMUS Consulting Services, Inc.**

*Additional revenue projection based upon a 75% collection rate.*

**OTTAWA COUNTY, MICHIGAN  
COST OF SERVICE ANALYSIS  
CIRCUIT COURT  
CRIMINAL, APPEALS, AND CIVIL PROCEEDINGS**

**Description of Department**

The Circuit Court is responsible for the resolution of all felony cases, civil cases exceeding \$25,000 as well as appeals. For the purpose of this study, the following service areas were examined:

**Service Area Descriptions**

**Case Processing Costs** – Costs associated with processing each type of proceeding are identified below. The costs include the typical cost of processing the case through the system, excluding any actual trial costs.

Proceeding	Annual Cost	Cases	Cost per Case
Appeals	\$10,565	45	\$235
Criminal	\$430,369	1,822	\$236
Civil	\$149,068	630	\$236

**Trial Costs** – As noted above, the cost of each proceeding does not include the costs associated with courtroom trials. The cost of conducting trials is \$1,928 per day. This does not include the cost of court appointed attorneys if needed.

**Recommendations**

Most Circuit Court fees are set by statute with Judges having discretion only over certain fines and costs. MAXIMUS is making no specific recommendations for adjustments to any fees charged by the Circuit Court. We recommend that the Court take the cost data into consideration when assessing fines and costs, in particular for criminal cases adjudicated by the Court.

**Cost / Revenue Summary**

The following chart details the full cost of the service areas, the revenue generated under the current fee schedule, the difference, the percent of cost recovery, the current fee, the number of service units, the average cost per unit, and the estimated amount of potential additional revenue at the recommended prices.

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**DEPARTMENTAL COST / REVENUE SUMMARY**

Ottawa County, MI

Circuit Court

2010

Service Fees	Full Cost	Current Revenue	Difference (Subsidy)	% Cost Recovery	Current Unit Rate	Current Units	Full Cost Rate	Recomm'd Fee	Proposed Additional Revenue
Appeals	\$10,565	\$0	(\$10,565)	N/A	N/A	45	\$234.78	N/A	\$0
Criminal	\$430,369	\$0	(\$430,369)	N/A	N/A	1822	\$236.21	N/A	\$0
Civil	\$149,068	\$0	(\$149,068)	N/A	N/A	630	\$236.62	N/A	\$0
Trial Cost - Per Day	\$1,928	\$0	(\$1,928)	N/A	N/A	1	\$1,928.00	N/A	\$0
Revenue		\$243,700	\$243,700	N/A	N/A	N/A	N/A	N/A	\$0
<b>TOTALS</b>	<b>\$591,930</b>	<b>\$243,700</b>	<b>(\$348,230)</b>						<b>\$0</b>

**MAXIMUS Consulting Services, Inc.**

*For informational purposes, the cost of a single trial day is included above.  
All general fund revenue is reported in total.*



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**OTTAWA COUNTY, MICHIGAN  
COST OF SERVICE ANALYSIS  
CIRCUIT COURT  
JUVENILE SERVICES**

**Description of Department**

The Juvenile Services Division of the Circuit Court has jurisdiction in all matters involving delinquency and child protective proceedings. The Court is responsible for the adjudication of delinquency complaints and petitions as well as the post-adjudication supervision of all juveniles placed into one of the probation or treatment programs. For the purpose of this study, the following service areas were examined:

**Service Area Descriptions**

**Juvenile Programs** - Juveniles under the supervision of the Court can be placed in one of several programs. The cost information regarding each program follows:

Program	Annual Cost	Participants	Cost per Participant
Treatment Services	\$1,659,074	342	\$4,851
Probation/Intake	\$2,567,034	2,252	\$1,140
Intensive Supervision	\$477,099	91	\$5,243
Detention	\$3,726,910	663	\$5,621

**Recommendations**

All fees not set by statute are set at the discretion of the Juvenile Court Judges. MAXIMUS is making no specific recommendations for adjustments to any fees charged in the Juvenile Division. The Juvenile Services Division asked that the cost data be developed in the manner presented above and will take the cost data into account when they annually review their fee structure.

**Cost / Revenue Summary**

The following chart details the full cost of the service areas, the revenue generated under the current fee schedule, the difference, the percent of cost recovery, the current fee, the number of service units, the average cost per unit, and the estimated amount of potential additional revenue at the recommended prices.

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**DEPARTMENTAL COST / REVENUE SUMMARY**

Ottawa County, MI  
 Juvenile Services Division  
 2010

Service Fees	Full Cost	Current Revenue	Difference (Subsidy)	% Cost Recovery	Current Unit Rate	Current Units	Full Cost Rate	Recomm'd Fee	Proposed Additional Revenue
Treatment Services	\$1,659,074	\$0	(\$1,659,074)	N/A	N/A	342	\$4,851.09	N/A	\$0
Probation/Intake	\$2,567,034	\$0	(\$2,567,034)	N/A	N/A	2252	\$1,139.89	N/A	\$0
Intensive Supervision	\$477,099	\$0	(\$477,099)	N/A	N/A	91	\$5,242.85	N/A	\$0
Detention	\$3,726,910	\$0	(\$3,726,910)	N/A	N/A	663	\$5,621.28	N/A	\$0
Revenue		\$4,523,386	\$4,523,386	N/A	N/A	N/A	N/A	N/A	\$0
<b>TOTALS</b>	<b>\$8,430,117</b>	<b>\$4,523,386</b>	<b>(\$3,906,731)</b>						<b>\$0</b>

**MAXIMUS Consulting Services, Inc.**

*All Juvenile Division revenue, including any state funding, is reported in total.*

**OTTAWA COUNTY, MICHIGAN  
COST OF SERVICE ANALYSIS  
CIRCUIT COURT  
FRIEND OF THE COURT**

**Description of Department**

The Friend of the Court is responsible for the enforcement of child support orders as well as the mediation of disputed child custody. For the purpose of this study, the following service area was examined in the Friend of the Court.

**Service Area Descriptions**

**Bench Warrant Costs** – Costs of a minimum of \$25 are currently assessed by the Circuit Court for individuals brought before the Court on a bench warrant issued by the Friend of the Court for non-support. Approximately 1,800 bench warrants are executed annually.

Full Annual Cost	\$355,231
Units	1,800
Full Cost per Unit	\$197.35
Current Revenue	\$45,000
Percent of Cost Recovery	12.7%

The full identified cost includes FOC and Circuit Court costs in establishing the warrant and for apprehending and delivering the individual to the County Jail. It does not include booking costs or other costs associated with housing the individual in the County Jail.

**Recommendations**

All fees not set by statute are set at the discretion of the Circuit Court Judges. MAXIMUS recommends that the Court consider adjusting the following fees. MAXIMUS further recommends that the County request its legal advisor research appropriate ordinances and statutes to determine if the County has the legal authority to adjust existing fees or establish new fees as well as to identify any implementation procedures prior to any formal fee determinations.

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<b>Service Area</b>	<b>Current Fee</b>	<b>Full Cost</b>	<b>Recommended Fee</b>
Bench Warrants	\$25 minimum	\$197.35	\$50 Minimum

It is our understanding that the Circuit Court fee for Bench Warrants is set by the Court. MAXIMUS recommends that the Court consider charging a minimum of \$50 per warrant with an overall increase of \$25 per warrant.

### **Cost / Revenue Summary**

The following chart details the full cost of the service areas, the revenue generated under the current fee schedule, the difference, the percent of cost recovery, the current fee, the number of service units, the average cost per unit, and the estimated amount of potential additional revenue at the recommended prices.

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**DEPARTMENTAL COST / REVENUE SUMMARY**

Ottawa County, MI

Friend of the Court

2010

<b>Service Fees</b>	<b>Full Cost</b>	<b>Current Revenue</b>	<b>Difference (Subsidy)</b>	<b>% Cost Recovery</b>	<b>Current Unit Rate</b>	<b>Current Units</b>	<b>Full Cost Rate</b>	<b>Recomm'd Fee</b>	<b>Proposed Additional Revenue</b>
Bench Warrants	\$355,231	\$45,000	(\$310,231)	12.7%	\$25 min.	1,800	\$ 197.35	\$50 min.	\$45,000
<b>TOTALS</b>	<b>\$355,231</b>	<b>\$45,000</b>	<b>(\$310,231)</b>						<b>\$45,000</b>

**MAXIMUS Consulting Services, Inc.**

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/18/2010

**Requesting Department:** Fiscal Services

**Submitted By:** June Hagan

**Agenda Item:** Cost of Services Analysis Report Fee Implementation

## SUGGESTED MOTION:

To approve and recommend to the Board of Commissioners the implementation of select fees in the Maximus Cost of Service Analysis Report for Ottawa County dated April, 2010, effective July 1, 2010.

## SUMMARY OF REQUEST:

Goal 1, Objective 2 of the Board of Commissioners Strategic Plan includes implementing strategies to deal with operational deficits. The Cost of Service Analysis is the basis for the recommendations to the Board to increase fees for services provided by County Departments which will increase revenue for the County. The 2010 budget includes \$100,000 for increased revenues as a result of this study.

## FINANCIAL INFORMATION:

Total Cost: \$0.00 | County Cost: \$0.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #1

Objective: #2

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.05.13 15:24:52 -0400

Committee/Governing/Advisory Board Approval Date:

## DEPARTMENTAL COST / REVENUE SUMMARY

County Clerk			
Service Fees	Current Unit Rate	Full Cost Rate	Recommended Fee
Certified Copy - 1st copy	\$10.00	\$13.70	\$15.00
Certified Copy - add'l copies	\$4.00	\$10.98	\$6.00
<b>Estimated Additional Revenue</b>			<b>\$29,699.00</b>

Drain Commissioner			
Service Fees	Current Unit Rate	Full Cost Rate	Recommended Fee
Soil Erosion Permits	Varies	\$778.17	20% Increase
<b>Development Review Administration Fees</b>			
Plat and Site Condo	\$200.00	\$8,501.22	\$400.00
All Others	\$50.00	\$413.25	\$100.00
County Drain Use Permits	\$0.00	\$68.03	\$50.00
Licensing Agreements	\$0.00	\$77.51	\$50.00
No Permit Required Letter	\$0.00	\$17.64	\$10.00
<b>Estimated Additional Revenue</b>			<b>\$14,320.00</b>

Treasurer			
Service Fees	Current Unit Rate	Full Cost Rate	Recommended Fee
Returned Items Charge	\$25.00	\$30.46000	\$30.00
<b>Estimated Additional Revenue</b>			<b>\$790.00</b>

GIS			
Service Fees	Current Unit Rate	Full Cost Rate	Recommended Fee
<b>CUSTOM MAPS</b>			
Other LiDAR (per sq inch)	\$0.02	\$0.05125	\$0.050
30x34 Historical Aerial	\$10.00	\$22.45000	\$15.000
8.5x11 Historical Aerial	\$3.00	\$10.23000	\$5.000
Other Historical Aerial (per sq inch)	\$0.015	\$0.04597	\$0.025
Current Aerial (per sq inch)	\$0.025	\$0.04597	\$0.030
8.5x11 Custom Zoom	\$12.00	\$17.83000	\$15.000
Other Tax Lines (per sq inch)	\$0.015	\$0.04861	\$0.025
<b>SPECIALTY MAPS</b>			
24x36	\$20.00	\$22.79	\$22.00
36x48	\$30.00	\$34.54	\$32.00
42x54	\$40.00	\$41.89	\$42.00
<b>Estimated Additional Revenue</b>			<b>\$10,300.00</b>

Prosecuting Attorney			
Service Fees	Current Unit Rate	Full Cost Rate	Recommended Fee
OUIL - Plea at Arraignment	\$25.00	\$64.67	\$50.00
OUIL - Plea at Pre-Trial	\$50.00	\$97.01	\$75.00
OUIL - Plea before Jury Selection	\$75.00	\$150.42	\$100.00
OUIL - Jury Trial	\$100.00	\$742.00	\$250.00
<b>Estimated Additional Revenue</b>			<b>\$9,388.00</b>

## DEPARTMENTAL COST / REVENUE SUMMARY

Health Department - Environmental Health Division			
Service Fees	Current Unit Rate	Full Cost Rate	Recommended Fee
Food Service Establishments	Varies	Varies	1.4% Increase
Food Compliance Conference Meeting	\$150.00	\$1,245.22	\$300.00
Food Informal Meeting	\$300.00	\$1,780.81	\$600.00
Food Formal Meeting	\$500.00	\$2,355.91	\$900.00
Food Sanitation Private Class	\$200.00	\$1,235.92	\$300.00
Vacant Land Evaluation	\$125.00	\$677.16	\$340.00
Real Estate Evaluation - Private Sewage System & Water Supply	\$150.00	\$329.26	\$165.00
Real Estate Evaluation - Private Water Supply	\$100.00	\$226.99	\$115.00
Resample - positive coliform result	\$70.00	\$268.06	\$135.00
Private New & Replacement Well	\$168.00	\$680.49	\$340.00
Type II Well Program	\$168.00	N/A	\$400.00
Type II Well	\$168.00	\$803.62	\$400.00
Private Sewage System - New	\$200.00	\$1,068.08	\$535.00
Private Sewage System - Repair	\$175.00	\$553.44	\$280.00
Semi-Public Sewage System - New / Repair	Varies	Varies	\$535.00
Swimming / Spa Pool Annual / Open Inspection	\$100.00	\$280.21	\$140.00
Subdivision	Varies	Varies	100%
<b>Estimated Additional Revenue</b>			<b>\$115,500.00</b>

Health Department - Administrative and Clinical Health Services Divisions			
Service Fees	Current Unit Rate	Full Cost Rate	Recommended Fee
Autopsy Report - Scene Investigation	\$25.00	\$36.95	\$35.00
Full Autopsy Report	\$50.00	\$57.75	\$55.00
Cremation Permit	\$25.00	\$49.78	\$50.00
TIPS Class	\$20.00	\$37.35	\$30.00
Travel Office Visit - Comprehensive	\$65.00	\$78.90	\$70.00
Travel Office Visit - Comprehensive (per additional traveler)	\$30.00	\$47.34	\$35.00
Vaccination Administration Fee	\$16.00	\$35.45	\$16.75
STD Office Visit	\$35.00	\$63.66	\$50.00
<b>Estimated Additional Revenue</b>			<b>\$52,775.00</b>

Animal Control Department			
Service Fees	Current Unit Rate	Full Cost Rate	Recommended Fee
Kennel Inspections (1-10 tags)	\$10.00	\$115.57	\$25.00
Kennel Inspections (over 10 tags)	\$25.00	\$126.36	\$50.00
<b>Estimated Additional Revenue</b>			<b>\$895.00</b>



## DEPARTMENTAL COST / REVENUE SUMMARY

Health Family Planning			
Service Fees	Current Unit Rate	Full Cost Rate	Recommended Fee
Continuing Patient-Brief	\$15.00	\$49.74	\$30.00
	\$25.00		\$50.00
Continuing Patient-Intermediate	\$40.00	\$191.46	\$75.00
Preventive visit, new, 12-17	\$120.00	\$295.57	\$150.00
Preventive visit, new, 18-39	\$120.00	\$295.57	\$150.00
Preventive visit, new, 40-64	\$140.00	\$345.67	\$170.00
Preventive visit, est, 12-17	\$100.00	\$260.35	\$130.00
Preventive visit, est, 18-39	\$100.00	\$261.31	\$130.00
Preventive visit, est, 40-64	\$110.00	\$285.93	\$140.00
IUD Insertion	\$120.00	\$186.96	\$120.00
IUD Removal	\$60.00	\$257.13	\$100.00
Diaphragm/Cervical Cap Fit	\$0.00	\$167.91	\$75.00
Chlamydia Test (direct probe)	\$0.00	\$302.93	\$37.00
Chlamydia/Gonorrhea (amplified) combined	\$0.00	\$530.18	\$41.00
Hematocrit or Hemaglobin	\$5.00	\$35.78	\$10.00
HPV Typing	\$0.00	\$530.18	\$55.00
Pregnancy Test-Urine	\$0.00	\$95.57	\$10.00
Thin Prep	\$0.00	\$306.06	\$27.00
Urinalysis-dip stick	\$3.00	\$33.95	\$10.00
Wet Mount	\$5.00	\$64.43	\$10.00
Cyto-pathologist review	\$0.00	\$331.90	\$10.00
Oral Contraceptives (High Cost)	\$15.00	\$9.53	\$20.00
SULFA	\$8.90	\$8.90	\$15.00
CIPRO	\$21.80	\$21.80	\$25.00
FOAMS	\$15.00	\$11.13	\$20.00
DIAPHRAGMS	\$25.00	\$32.73	\$35.00
IUD	\$200.00	\$225.57	\$250.00
MIRENA IUD	\$330.00	\$351.17	\$375.00
DEPO	\$40.00	\$16.99	\$40.00
Ortho EVRA Patch	\$20.00	\$36.63	\$40.00
Nuva Ring	\$35.00	\$27.87	\$40.00
ECP	\$15.00	\$14.60	\$25.00
<b>Estimated Additional Revenue</b>			<b>\$19,607.00</b>

Sheriff			
Service Fees	Current Unit Rate	Full Cost Rate	Recommended Fee
Hand Gun Purchase	\$5.00	\$14.83	\$10.00
Incident Reports	\$4 / \$1	\$7.42	\$5 / \$1
Background Check w/ record	\$5.00	\$6.92	\$10.00
OWI Arrest - Regular (1)	\$350.00	\$486.15	\$400.00
<b>Estimated Additional Revenue</b>			<b>\$29,016.00</b>

Sheriff - Corrections Division			
Service Fees	Current Unit Rate	Full Cost Rate	Recommended Fee
Day Rate	\$40/day - \$20/day	\$46.03	\$45/day - \$25/day
<b>Estimated Additional Revenue</b>			<b>\$38,010.00</b>

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/18/2010

**Requesting Department:** Fiscal Services

**Submitted By:** June Hagan

**Agenda Item:** Tax Allocation Recommendation

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the recommendation that the Ottawa County millage allocation remains at 4.440 mills.

## SUMMARY OF REQUEST:

The County Tax Allocation Board convenes on the third Monday of April and will determine at a future meeting the allocation of the 15 mill tax proceeds. The determination by the Tax Allocation Board will be acted upon in June.

## FINANCIAL INFORMATION:

Total Cost: \$0.00 | County Cost: \$0.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #1

Objective: #1-6

**ADMINISTRATION RECOMMENDATION:**  Recommended |  Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.05.13 14:31:17 -0400

Committee/Governing/Advisory Board Approval Date:

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/18/2010

**Requesting Department:** Fiscal Services

**Submitted By:** June Hagan

**Agenda Item:** Resolution to Approve the 2010 Millage Rate for Ottawa County

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the Resolution to approve the 2010 Millage Rate for Ottawa County of 3.6 mills.

## SUMMARY OF REQUEST:

TRUTH IN TAXATION HEARING NOT NECESSARY THIS YEAR (June Hagan)

Truth in Taxation information from the Guide to Michigan County Government, Fourth Edition, by Kenneth VerBurg

The so-called "truth in taxation" law adds a possible rollback to the annual tax rate to eliminate extra revenue to a government as a result of inflationary increases in property values greater than the rate of the Consumers Price Index. A taxing unit may not generate more revenue than it generated in the prior year unless it holds a Truth in Taxation public hearing. The County must also include the estimate of revenues that it will receive from the state liquor and hotel tax in their estimate of revenue for the current year. Historically, the County has held the Truth in Taxation hearings each year indicating that the County would collect more revenue than in the prior year even though the County did not increase the millage rate. This year, the tax revenue and revenue from the liquor and hotel tax will not exceed the amount of revenue received in 2009. Therefore, the County is not required to hold a public hearing prior to the Board approval of the millage resolution (no increase at 3.6 mills) for the July tax levy.

## FINANCIAL INFORMATION:

Total Cost: \$0.00 | County Cost: \$0.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #1

Objective: #1-6

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.05.18 11:23:34 -0400

Committee/Governing/Advisory Board Approval Date:

The Ottawa County Board of Commissioners

of the County of Ottawa

Grand Haven, Michigan

RESOLUTION TO APPROVE 2010 MILLAGE RATE FOR COUNTY OPERATIONS

At a meeting of the Board of Commissioners of the County of Ottawa, Ottawa County, Michigan, held at the Ottawa County Administrative Annex, Olive Township, Michigan in said County on May 25, 2010, at 1:30 p.m. local time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

WHEREAS, the Ottawa County Board of Commissioners has carefully examined the financial circumstances of Ottawa County, including estimated expenditures, estimated revenues, and the state taxable valuation of property located within Ottawa County and, determined that the levy of an additional millage rate will be necessary for the sound management and operation of Ottawa County; and

WHEREAS, the Ottawa County Board of Commissioners has complete authority to establish that a maximum of 3.6000 mills be levied for operating purposes from within its authorized millage rate which includes a reduction in the millage rate of .0800 mills from the maximum allowed millage rate without a public hearing; and

NOW THEREFORE, BE IT RESOLVED THAT:

1. For 2010 the total millage rate of 3.6000 mills, which includes a reduction in the rate of .0800 mills from the maximum allowed millage rate without a public hearing, shall be levied upon property located within Ottawa County for operating purposes in 2010.

2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

YEAS:

NAYS:

ABSTAIN:

ABSENT AT TIME OF VOTING:

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Chairperson, Philip Kuyers

\_\_\_\_\_  
County Clerk, Daniel Krueger

Certification

I, the undersigned, duly qualified Clerk of the County of Ottawa, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners of the County of Ottawa, Michigan, at a meeting held on May 25, 2010, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 25<sup>th</sup> day of May, A.D., 2010.

\_\_\_\_\_  
County Clerk, Daniel Krueger

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/18/2010

**Requesting Department:** Fiscal Services

**Submitted By:** June Hagan

**Agenda Item:** Resolution to Approve the 2010 Millage Rate for E-911

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the Resolution to approve the 2010 Millage Rate for E-911 of .4400 mills.

## SUMMARY OF REQUEST:

TRUTH IN TAXATION HEARING NOT NECESSARY THIS YEAR (June Hagan)

Truth in Taxation information from the Guide to Michigan County Government, Fourth Edition, by Kenneth VerBurg

The so-called "truth in taxation" law adds a possible rollback to the annual tax rate to eliminate extra revenue to a government as a result of inflationary increases in property values greater than the rate of the Consumers Price Index. A taxing unit may not generate more revenue than it generated in the prior year unless it holds a Truth in Taxation public hearing. The County must also include the estimate of revenues that it will receive from the state liquor and hotel tax in their estimate of revenue for the current year. Historically, the County has held the Truth in Taxation hearings each year indicating that the County would collect more revenue than in the prior year even though the County did not increase the millage rate. This year, the tax revenue and revenue from the liquor and hotel tax will not exceed the amount of revenue received in 2009. Therefore, the County is not required to hold a public hearing prior to the Board approval of the millage resolution (no increase at 3.6 mills) for the July tax levy.

## FINANCIAL INFORMATION:

Total Cost: \$0.00 | County Cost: \$0.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #1

Objective: #1-6

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org  
Reason: I am approving this document  
Date: 2010.05.13 13:52:10 -0400

Committee/Governing/Advisory Board Approval Date:

**THE OTTAWA COUNTY CENTRAL DISPATCH AUTHORITY  
ADMINISTRATIVE POLICY BOARD**

**of the County of Ottawa**

**West Olive, Michigan**

**RESOLUTION TO RECOMMEND THE OTTAWA COUNTY BOARD OF  
COMMISSIONERS APPROVE THE MAXIMUM LEVY ALLOWED FOR THE 2010  
TAX LEVY**

At a meeting of the Ottawa County Central Dispatch Authority Administrative Policy Board, Ottawa County, Michigan, held at 12101 Stanton, West Olive, said County on March 25, 2010 at 9:00 a.m. local time.

**PRESENT: Members- Dave Roesler, Jim Miedema, Jerry Felix,  
Gordon Schrotenboer, Al Vanderberg**

**ABSENT: Members- Steven Patrick, Patrick McGinnis, Soren Wolff**

The following preamble and resolution were offered by Miedema and supported by Felix.

**WHEREAS, August 8, 1989, the voters of Ottawa County authorized .5 mills for the operation and construction of the E-911 Central Dispatch Program; and**

**WHEREAS, August 5, 2008, the voters of Ottawa County authorized renewal of .4400 mills for the facilities, equipment and operation of the E-911 Central Dispatch Program; and**

**WHEREAS, the Ottawa County Central Dispatch Authority Administrative Policy Board has reviewed financial projections for 2011; and**

**WHEREAS, the Authority has approved the projections and understands that the maximum levy is required for the sound financial management of the Authority; and,**

**THEREFORE, BE IT RESOLVED, that the Ottawa County Central Dispatch Authority Administrative Policy Board recommends to the Ottawa County Board of Commissioners that it levies the maximum allowable millage for the 2010 tax levy.**

**FURTHER, BE IT RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this provision of this resolution are hereby rescinded.**

**YEAS: Members- Dave Roesler, Jim Miedema, Jerry Felix,  
Gordon Schrottenboer, Al Vanderberg**

**NAYS: Members- None**


**ABSTAIN: Members- None**

**RESOLUTION DECLARED ADOPTED.**

**Certification**

**I, the undersigned, duly qualified Chairperson of the Central Dispatch Authority Administrative Policy Board of the County of Ottawa, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Ottawa County Central Dispatch Authority Administrative Policy Board of Ottawa County, Michigan, at a meeting held on March 25, 2010, the original of which is on file in the offices of the OCCDA. Public Notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.**

**IN WITNESS WHEREOF, I have hereto affixed my official signature this 25<sup>th</sup> day of March 2010.**

  
\_\_\_\_\_  
**Gordon Schrottenboer  
OCCDA Chair**



The Ottawa County Board of Commissioners

of the County of Ottawa

Grand Haven, Michigan

RESOLUTION TO APPROVE 2010 MILLAGE RATE FOR E-911

At a meeting of the Board of Commissioners of the County of Ottawa, Ottawa County, Michigan, held at the Ottawa County Administrative Annex, Olive Township, Michigan in said County on May 25, 2010, at 1:30 p.m. local time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

WHEREAS, the Ottawa County Central Dispatch Authority Policy Board has carefully examined the financial projections of the Ottawa County Central Dispatch Authority for the 2011 fiscal year, including estimated expenditures, estimated revenues, and the state taxable valuation of property located within Ottawa County and, determined that a levy of .4400 mills will be necessary for the sound management and operation of the Ottawa County Central Dispatch Authority; and

WHEREAS, the Ottawa County Board of Commissioners has complete authority to establish that a maximum of .4400 mills be levied for the operation of the Ottawa County Central Dispatch Authority in 2010 from within its authorized millage rate; and

NOW THEREFORE, BE IT RESOLVED THAT:

1. For 2010 the total millage rate of .4400 mills shall be levied upon property located within Ottawa County for the operation of the Ottawa County Central Dispatch Authority.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

YEAS:  
NAYS:  
ABSTAIN:

ABSENT AT TIME OF VOTING:

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Chairperson, Philip Kuyers

\_\_\_\_\_  
County Clerk, Daniel Krueger

Certification

I, the undersigned, duly qualified Clerk of the County of Ottawa, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners of the County of Ottawa, Michigan, at a meeting held on May 25, 2010, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 25<sup>th</sup> day of May, A.D., 2010.

\_\_\_\_\_  
County Clerk, Daniel Krueger

**THE OTTAWA COUNTY CENTRAL DISPATCH AUTHORITY  
ADMINISTRATIVE POLICY BOARD**

**of the County of Ottawa**

**West Olive, Michigan**

**RESOLUTION TO RECOMMEND THE OTTAWA COUNTY BOARD OF  
COMMISSIONERS APPROVE THE MAXIMUM LEVY ALLOWED FOR THE 2010  
TAX LEVY**

At a meeting of the Ottawa County Central Dispatch Authority Administrative Policy Board, Ottawa County, Michigan, held at 12101 Stanton, West Olive, said County on March 25, 2010 at 9:00 a.m. local time.

**PRESENT: Members- Dave Roesler, Jim Miedema, Jerry Felix,  
Gordon Schrotenboer, Al Vanderberg**

**ABSENT: Members- Steven Patrick, Patrick McGinnis, Soren Wolff**

The following preamble and resolution were offered by Miedema and supported by Felix.

**WHEREAS, August 8, 1989, the voters of Ottawa County authorized .5 mills for the operation and construction of the E-911 Central Dispatch Program; and**

**WHEREAS, August 5, 2008, the voters of Ottawa County authorized renewal of .4400 mills for the facilities, equipment and operation of the E-911 Central Dispatch Program; and**

**WHEREAS, the Ottawa County Central Dispatch Authority Administrative Policy Board has reviewed financial projections for 2011; and**

**WHEREAS, the Authority has approved the projections and understands that the maximum levy is required for the sound financial management of the Authority; and,**

**THEREFORE, BE IT RESOLVED, that the Ottawa County Central Dispatch Authority Administrative Policy Board recommends to the Ottawa County Board of Commissioners that it levies the maximum allowable millage for the 2010 tax levy.**

**FURTHER, BE IT RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this provision of this resolution are hereby rescinded.**

**YEAS: Members- Dave Roesler, Jim Miedema, Jerry Felix,  
Gordon Schrotenboer, Al Vanderberg**

**NAYS: Members- None**


**ABSTAIN: Members- None**

**RESOLUTION DECLARED ADOPTED.**

**Certification**

**I, the undersigned, duly qualified Chairperson of the Central Dispatch Authority Administrative Policy Board of the County of Ottawa, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Ottawa County Central Dispatch Authority Administrative Policy Board of Ottawa County, Michigan, at a meeting held on March 25, 2010, the original of which is on file in the offices of the OCCDA. Public Notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.**

**IN WITNESS WHEREOF, I have hereto affixed my official signature this 25<sup>th</sup> day of March 2010.**

  
\_\_\_\_\_  
**Gordon Schrotenboer  
OCCDA Chair**

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/18/2010

**Requesting Department:** Fiscal Services

**Submitted By:** June Hagan

**Agenda Item:** Resolution to Approve the 2010 Millage Rate for Parks

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the Resolution to approve the 2010 Millage Rate for Parks of .3165 mills.

## SUMMARY OF REQUEST:

TRUTH IN TAXATION HEARING NOT NECESSARY THIS YEAR (June Hagan)

Truth in Taxation information from the Guide to Michigan County Government, Fourth Edition, by Kenneth VerBurg

The so-called "truth in taxation" law adds a possible rollback to the annual tax rate to eliminate extra revenue to a government as a result of inflationary increases in property values greater than the rate of the Consumers Price Index. A taxing unit may not generate more revenue than it generated in the prior year unless it holds a Truth in Taxation public hearing. The County must also include the estimate of revenues that it will receive from the state liquor and hotel tax in their estimate of revenue for the current year. Historically, the County has held the Truth in Taxation hearings each year indicating that the County would collect more revenue than in the prior year even though the County did not increase the millage rate. This year, the tax revenue and revenue from the liquor and hotel tax will not exceed the amount of revenue received in 2009. Therefore, the County is not required to hold a public hearing prior to the Board approval of the millage resolution (no increase at 3.6 mills) for the July tax levy.

## FINANCIAL INFORMATION:

Total Cost: \$0.00 | County Cost: \$0.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #1

Objective: #1-6

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.05.13 11:25:24 -0400

Committee/Governing/Advisory Board Approval Date:

The Ottawa County Board of Commissioners  
of the County of Ottawa  
Grand Haven, Michigan

RESOLUTION TO APPROVE 2010 MILLAGE RATE FOR PARKS

At a meeting of the Board of Commissioners of the County of Ottawa, Ottawa County, Michigan, held at the Ottawa County Administrative Annex, Olive Township, Michigan in said County on May 25, 2010 at 1:30 p.m. local time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

WHEREAS, the Ottawa County Board of Commissioners has carefully examined the financial projections of the Ottawa County Parks and Recreation Commission for the 2011 fiscal year, including estimated expenditures, estimated revenues, and the state taxable valuation of property located within Ottawa County and, determined that a total levy of .3165 mills on the 2010 valuation will be necessary for the sound management and operation of the Ottawa County Parks and Recreation; and

WHEREAS, the Ottawa County Board of Commissioners has complete authority to establish that a maximum of .3165 mills be levied for park expansion, development and maintenance purposes in 2011 from within its authorized millage rate; and

NOW THEREFORE, BE IT RESOLVED THAT:

1. For 2010 the total millage rate of .3165 mills shall be levied upon property located within Ottawa County for Park expansion, development and maintenance purposes.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

YEAS:

NAYS:

ABSTAIN:

ABSENT AT TIME OF VOTING:

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Chairperson, Philip Kuyers

\_\_\_\_\_  
County Clerk, Daniel Krueger

Certification

I, the undersigned, duly qualified Clerk of the County of Ottawa, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners of the County of Ottawa, Michigan, at a meeting held on May 25, 2010, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 25<sup>th</sup> day of May, A.D., 2010.

\_\_\_\_\_  
County Clerk, Daniel Krueger

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/18/2010

**Requesting Department:** Fiscal Services

**Submitted By:** June Hagan

**Agenda Item:** Three (3) Year Dog License Resolution

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the resolution and recommendation for the implementation of a dog license issuance on a one (1) year and three (3) year licensing format and fee increases effective January 1, 2011.

## SUMMARY OF REQUEST:

Believing it will provide the above identified benefits to both the County government and dog owners within the County; the County Treasurer is recommending that we move to a Rolling Calendar and issue dog licenses on a 1-year & 3-year licensing format. Additionally since it has been at least 10 years since the license fees have been raised it is also recommended that we implement license fee increases at the same time that we change license purchase dates.

## Proposed License Fee Changes:

Single Year License  
Male/Female \$25  
Neutered/Spayed \$10

Three Year License Cost  
Male/Female \$70  
Neutered/Spayed \$25

## FINANCIAL INFORMATION:

Total Cost: \$0.00 | County Cost: \$0.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #1

Objective: #1-6

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.05.13 15:31:06 -0400

Committee/Governing/Advisory Board Approval Date:



**COUNTY OF OTTAWA**

**STATE OF MICHIGAN**

**RESOLUTION**

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the \_\_\_ day of \_\_\_\_\_, 2010 at \_\_\_\_\_ o'clock p.m. local time.

PRESENT: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ABSENT: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

It was moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_ that the following Resolution be adopted:

WHEREAS, the Ottawa County Board of Commissioners is authorized by MCL 46.11(p) to manage the business affairs of Ottawa County government; and,

WHEREAS, pursuant to the provisions of the Dog Law of 1919, Act 339 of the Public Acts of 1919, MCL 287.261 et seq., all dogs in Michigan over the age of six (6) months are to be licensed, with said licenses issued by the county treasurer; and,

WHEREAS, under the provisions of Section 6(3)(f) of the Dog Law of 1919, MCL 287.266(3)(f), with the written approval of the county treasurer, a county board of commissioners may adopt a three (3) year licensing program for dogs; and,

WHEREAS, Bradley J. Slagh, the Ottawa County Treasurer, has asked that the Ottawa County Board of Commissioners adopt a three (3) year dog licensing program, and authorize other changes to the administration of the dog licensing program within Ottawa County, as more fully set forth in Exhibit "A" hereto;

NOW THEREFORE BE IT RESOLVED:

1. That dog licenses shall no longer be sold through local units of government, unless the treasurer of such local unit annually sets forth, in writing, the desire of the local unit to continue selling dog licenses. Otherwise, dog licenses may only be available for purchase within Ottawa County:

- (a) Through the offices of the Ottawa County Treasurer;
- (b) At the office of the Lakeshore Humane Society, or at such other contractor lawfully authorized by the Ottawa County Treasurer to provide such services;
- (c) At the office of a fully qualified and licensed doctor of veterinary medicine practicing within Ottawa County.

2. As provided for by Section 6(3)(f) of the Dog Law of 1919, MCL 287.2666(3)(f), dog owners within Ottawa County shall apply for a license by the following, at the owner's option:

- (i) The last day of the month of the dog's current rabies vaccination every year.
- (ii) The last day of the month of the dog's current rabies vaccination, every third year.

3. The conversion of Ottawa County to a multi-year option for dog licensing shall occur according to the following provisions and schedule: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

4. Effective on January 1, 2011, the fees for dog licenses in Ottawa County shall

be:

<u>Single Year License</u>		<u>Three Year License Cost</u>	
Male/Female	\$25	Male/Female	\$70
Neutered/Spayed	\$10	Neutered/Spayed	\$25

BE IT FURTHER RESOLVED, that the policies and procedures set forth in this Resolution shall become effective within Ottawa County on January 1, 2011; and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed, effective at midnight on December 31, 2010.

YEAS: Commissioners: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NAYS: Commissioners: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

ABSTENTIONS: Commissioners: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

RESOLUTION ADOPTED:

\_\_\_\_\_  
Chairperson, Ottawa County  
Board of Commissioners

\_\_\_\_\_  
Ottawa County Clerk

**EXHIBIT "A"**

# Three (3) Year Dog License Recommendation

## Background:

The Dog License Law of 1919 established that all Michigan dogs over the age of 6 months would be licensed, and that these licenses are to be issued and tracked by the County Treasurer. The cost of the license fee is set through the County budget process while the term of the license (one or three years) can be set by resolution of the County Board (MCL286.266) in agreement with the County Treasurer.

Currently licenses are offered in the default mode, as a single year only, renewable by March 1<sup>st</sup> of each year. Because of the volume of licenses, we have traditionally contracted out a single-drop mailing of the annual renewal notices. Annual license sales run for three months (December thru February) and they are available at the County Treasurer's office, each local unit Treasurer's office and the Humane Society. The basic costs for the one-year license (for the past 15 years) are: \$6 for a dog that is spayed/neutered or \$15 for female/male dogs. Beginning March 1 dog licenses are delinquent; fees are doubled and offered only through the County Treasurer or the Humane Society.

Many of the local units of government have asked through the years if there was a way for them not to have to sell the licenses, as it creates additional settlement requirements and extra work for them. At the Ottawa County Treasurers Association meeting, in November 2009, we specifically asked the entire group during our discussion time if they would see a problem with licenses no longer being offered at the local unit and their overwhelming response was take it away.

Knowing that changing to a three-year license could affect operations for the Animal Control Officers we met with the management of the County Sheriff's office to determine any concerns that they might have about this potential change. It was determined that the changes would have minimal impact and that they were in favor of us proceeding. We also determined that having better access to the Dog Licensing information from their vehicles would benefit the officers in the field, and provide better service to the residents of the County. (This request was submitted to the IT Department in December 2009 and is being worked on.)

The number of dog licenses sold in Ottawa County continues a steady annual decline from the high of 20,180 in 2005 to only 18,719 in 2009. We believe that more licenses would potentially be purchased if the renewal date were to correspond with the rabies vaccination date, and if it were based on the same three (3) year term. This becomes even more realistic if the veterinarians would become an outlet for selling dog licenses in conjunction with administering rabies shots.

## Proposed Licensing Option:

MCL 287.266 provides five additional options for dispensing dog licenses beyond our current method. From these the Treasurer's choice would be MCL 287.266 (3) (f) which permits the dog owner to apply for a single year or three year license prior to the last day of the month of the current rabies vaccination end date. This effectively creates a rolling calendar of license

expirations, where each month there would be renewing dog licenses. This rolling calendar would enable the County Treasurer’s Office to eliminate the vendor mailing of license renewals, doing it in-house instead, and will level the number of licenses coming in throughout the year.

- Potential 3-year pricing (derived from our current license fees).

<u>Single Year License</u>		<u>Three Year License Cost</u>	
Male/Female	\$15	Male/Female	\$42
Neutered/Spayed	\$6	Neutered/Spayed	\$15

- 3-year pricing with Proposed License Fee Changes (as part of Maximus Cost Study):

<u>Single Year License</u>		<u>Three Year License Cost</u>	
Male/Female	\$25	Male/Female	\$70
Neutered/Spayed	\$10	Neutered/Spayed	\$25

Expected Billing Cost/Savings:

Costs to send out monthly bill (Est.)	\$ - 5,111
Reduce cost from annual billing	<u>\$ + 8,474</u>
Total Billing Savings	\$ + 3,363

License sale reimbursements

Veterinarian sales reimbursement (est.)	\$ - 3,061
Local Units not selling (est.)	<u>\$ + 2,500</u>
Total sales costs	\$ - 561

Expected Revenue Increase:

First year bump from 3-year license \$+ 66,000  
 (Assuming 1/3 purchase 3-year license @ existing license fee structure)

Potential Total Fee Increase from rate change

First year bump from 3-year license \$115,800

Benefits Recap of Three-Year Licenses:

Each three-year license sold reduces the aggregate annual labor for issuing licenses  
 Rolling calendar (based on rabies vaccination date) allows for leveling out of workflow on an annual basis in the Treasurer’s Office.

Rolling calendar (based on rabies vaccination date) allows for manual mailing of monthly licenses from the Treasurer’s Office rather than service contract to provide single mailing thereby reducing the cost. Estimate reduction of \$3,363

County should experience a single bump in revenue received as the first wave of 3-year licenses are sold.

Possible elimination of dog license sales at the local units of Government, unless they desire to keep it. (Holland City will most likely want to keep issuing them as they have their own animal control officers.)

Many dog owners have been requesting the convenience of a 3-year license and this will allow us to meet their desires.

Dog owners selecting a 3-year license would receive a cost reduction larger than \$1.00 per year. Potential exists to have the Veterinarians offer an expanded service to customers by selling dog licenses at the same time animals come in for rabies vaccination.

Dog owners could have “one stop shopping” for licenses along with other needs at the veterinarians’ office (Do not have to remember to do it later.)

Pay the veterinarians \$.50 per license sold – providing them some revenue for the service

Concerns Recap of Three-Year Licenses:

Residents will no longer obtain licenses from their local unit of government (LUG). (Unless LUG decides to opt in to selling them.)

Requires new monthly mailing and sales procedures in the County Treasurer’s Office

Would require additional settlement time and efforts in the County Treasurer’s Office if many veterinarians began selling licenses

May limit the number of licenses sold on-line if the veterinarians begin to sell licenses

Pay the veterinarians \$.50 per license sold – Lost revenue is expected to be greater than current expense with LUG

Recommendation:

Believing it will provide the above identified benefits to both the County government and dog owners within the County; the County Treasurer is recommending that we move to a Rolling Calendar and issue dog licenses on a 1-year & 3-year licensing format. Additionally since it has been at least 10 years since the license fees have been raised it is also recommended that we implement license fee increases at the same time that we change license purchase dates.

Proposed License Fee Changes:

<u>Single Year License</u>	
Male/Female	\$25
Neutered/Spayed	\$10

<u>Three Year License Cost</u>	
Male/Female	\$70
Neutered/Spayed	\$25

# Action Request



**Committee:** Finance and Administration

**Meeting Date:** 5/18/2010

**Requesting Department:** Fiscal Services

**Submitted By:** June Hagan

**Agenda Item:** Resolution to move to a Defined Contribution Pension Plan

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the Resolution and recommendations to move from a Defined Benefit Pension Plan to a Defined Contribution Pension Plan.

## SUMMARY OF REQUEST:

The report on Defined Benefit/Defined Contribution Plans was presented to the Board of Commissioners at the November 24, 2009 Work Session. The resolution recommends the change to a Defined Contribution Pension Plan for newly hired employees as a means of cost savings and to control legacy costs when it is determined fiscally appropriate.

## FINANCIAL INFORMATION:

Total Cost: \$0      County Cost: \$0      Included in Budget:     Yes     No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated       Non-Mandated       New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #1

Objective: #3

Recommended       Not Recommended

## ADMINISTRATION RECOMMENDATION:

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.05.13 13:23:47 -0400

Committee/Governing/Advisory Board Approval Date:



**COUNTY OF OTTAWA**

**STATE OF MICHIGAN**

**RESOLUTION**

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the \_\_\_ day of \_\_\_\_\_, 2010 at \_\_\_\_\_ o'clock p.m. local time.

PRESENT: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSENT: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It was moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_ that the following Resolution be adopted:

WHEREAS, the Ottawa County Board of Commissioners has, from time-to-time, considered the possibility of moving from a Defined Benefit Pension Plan to a Defined Contribution Pension Plan for all “newly-hired employees” of Ottawa County, a change which could involve significant cost savings for the County and which could also permit employees to obtain the benefits of investing in the free market with their pension funds; and,

WHEREAS, a move to a Defined Contribution Pension Plan, under the appropriate economic conditions, would be consistent with Goal I, Objective 3 of the Ottawa County Strategic Plan, which is to identify and develop a means of funding legacy costs; and

WHEREAS, the ultimate decision to move to a Defined Contribution Pension Plan for all newly-hired employees of Ottawa County must be based upon a determination that national, state, and local economic conditions justify such a move from a fiscal standpoint; and,

WHEREAS, the occurrence of several economic indicators within the national, state, and local economies would suggest that the timing is appropriate for the Board of Commissioners to adopt a Defined Contribution Pension Plan for all newly-hired employees of Ottawa County, at such date as may be determined by the Board;

NOW THEREFORE BE IT RESOLVED that it is the present intention of the Ottawa County Board of Commissioners to establish a defined contribution pension plan for all newly-hired employees of Ottawa County, upon a determination based on a comprehensive evaluation being made by the Board that the following national, state and local economic indicators show sufficient improvement to recommend the fiscal appropriateness of such a change:

1. A sufficient improvement in the funding levels and market values of the current MERS Defined Benefit Pension Plan to allow for the transition to a defined contribution pension plan.

2. The restoration or resolution by the State of Michigan of the status of revenue sharing funding with Ottawa County, as provided for in MCL 141.911.

3. Sufficient improvements in the property tax base of Ottawa County so as to allow the Board of Commissioners to both adequately fund the up-front costs of the transition to a Defined Contribution Pension Plan and to continue to meet the then-current, ongoing needs of Ottawa County government.

4. A trend of consecutive fiscal years with an operating surplus in Ottawa County's general fund;

and,

BE IT FURTHER RESOLVED, that the Ottawa County Administrator shall continue to monitor these key indicators, and such other factors as may be important to the decision of the Board of Commissioners to make a transition to a Defined Contribution Pension Plan for all newly-hired employees of Ottawa County, and shall, not less than annually, provide a report and recommendation to the Board; and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAYS: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSTENTIONS: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESOLUTION ADOPTED:

\_\_\_\_\_  
Chairperson, Ottawa County  
Board of Commissioners

\_\_\_\_\_  
Ottawa County Clerk

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/18/2010

**Requesting Department:** Ottawa County Road Commission

**Submitted By:** June Hagan

**Agenda Item: Bond Resolution: Holland Township**

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the resolution authorizing amending the refunding Bond Resolution for Holland Township, not to exceed \$2,350,000, adopted by the Board of Commissioners on April 27, 2010 to provide for a Qualified Tax Exempt Obligation designation.

## SUMMARY OF REQUEST:

This resolution changes the Holland Township refunding bonds to “qualified tax exempt obligations” which will put the county in a position to realize the lowest possible interest rates at the time of pricing.

## FINANCIAL INFORMATION:

Total Cost: \$0.00 | County Cost: \$0.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #3

Objective: #4

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.05.14 10:18:53 -0400

Committee/Governing/Advisory Board Approval Date:

# Ottawa County Road Commission

14110 Lakeshore Drive  
P.O. Box 739  
GRAND HAVEN, MI 49417  
Phone (616) 842-5400 Fax (616) 850-7237

## MEMORANDUM

To: Ottawa County Board of Commissioners  
From: Kenneth L. Zarzecki, P.E., Director of Utilities  
Date: May 10, 2010  
Subject: **County of Ottawa, Holland Township Refunding Bonds**

On April 27, 2010, the Board of Commissioners approved the Refunding Bond Resolution for Holland Township. Enclosed is an amendment to the Bond Resolution that will designate the Refunding Bonds as QUALIFIED TAX EXEMPT OBLIGATIONS. This will enable the County to be in a position to realize the lowest possible interest rate at the time of pricing.

I would like to present a resolution for this amendment at the May 18, 2010 meeting of the Finance & Administration Committee and at the May 25 meeting of the Board of Commissioners.

KLZ: pp

Enclosure

RE: RESOLUTION AMENDING RESOLUTION TO AUTHORIZE THE  
ISSUANCE OF NOT TO EXCEED \$2,350,000 OTTAWA COUNTY 2010  
REFUNDING BONDS (HOLLAND TOWNSHIP)

Submitted by Commissioner \_\_\_\_\_:

Mr. Chairman, Ladies, and Gentlemen:

I offer the following resolution:

WHEREAS, pursuant to a resolution (the "Bond Resolution") adopted by the Board of Commissioners of the County of Ottawa (the "County") on April 27, 2010, the Board of Commissioners authorized the issuance of the County's Ottawa County 2010 Refunding Bonds (Holland Township) in the aggregate principal amount of not to exceed \$2,350,000 (the "Bonds") for the purpose of refunding all or part of the County's Ottawa County Water Supply and Refunding Bonds (Holland Township 1998); and

WHEREAS, it is necessary and in the best interests of the County to amend the Bond Resolution as hereinafter provided.

NOW, THEREFORE, BE IT RESOLVED:

1. AMENDMENT TO BOND RESOLUTION. The Bond Resolution is amended by adding thereto a new Section 21, which shall read as follows:

"21. QUALIFIED TAX EXEMPT OBLIGATIONS. The Bonds are hereby designated as Qualified Tax Exempt Obligations as described in Section 265(b)(3)(B) of the Internal Revenue Code of 1986, as amended."

2. RATIFICATION OF BOND RESOLUTION; CONFLICTING RESOLUTIONS.  
The Bond Resolution, as amended herein, is ratified and confirmed. All other resolutions and parts of other resolutions insofar as they may be in conflict herewith are hereby rescinded.

**AYES:**

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**NAYS:**

---

**ABSENT:**

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**RESOLUTION ADOPTED.**

STATE OF MICHIGAN )  
 )  
COUNTY OF OTTAWA )

I hereby certify that I am the County Clerk of the County of Ottawa, State of Michigan, and that the foregoing is a true and complete copy of a resolution duly adopted by the Board of Commissioners of said County at a regular meeting held on \_\_\_\_\_, 2010, the original of which resolution is on file in my office. I further certify that notice of said meeting was given in accordance with the provisions of the open meetings act.

\_\_\_\_\_  
County Clerk  
County of Ottawa



# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/18/2010

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item: Reclassification of Family Services Coord. & Custody Field Investigator to Family Services Coord./Custody Investigator**

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the proposal from the Friend of the Court to reclassify one (1.0) FTE Family Services Coordinator (paygrade F09) and two (2.0) FTE Custody Field Investigator positions (paygrade F09) to three (3.0) FTE Family Services Coordinator/Custody Investigator (F09) resulting in no change in the wage scale.

## SUMMARY OF REQUEST:

Effective June 1, 2010 management would like to combine the job duties and responsibilities of these two positions and have the three employees in these positions conduct coordination conferences, custody diversions and full custody assessments. We believe this will provide a wider variety of work for these employees to perform and will help to make the custody process more efficient. Both positions are at the same pay grade (F09) and require the same education and experience.

## FINANCIAL INFORMATION:

Total Cost: \$0.00 | County Cost: \$0.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source: Existing classifications in the FOC Budget.

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #4

Objective: #1

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org  
Reason: I am approving this document  
Date: 2010.05.14 10:20:41 -0400

Committee/Governing/Advisory Board Approval Date:

**COUNTY OF OTTAWA**  
**2010 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION**  
**REQUEST FORM**

Please Print Form and Return to the Fiscal Services Department

**POSITION TITLE:** Family Services Coordinator/Custody Investigator

**FUND/DEPARTMENT NUMBER:** 2160.1410

**CHECK ONE:**

- Reclassification*
- New Position:** Number of hours per week requested: \_\_\_\_\_
- Expansion of Existing Hours:** From: \_\_\_\_\_ To: \_\_\_\_\_ per week

**GENERAL INFORMATION:**

1. Bargaining Unit:

Friend of the Court Association

2. Proposed Pay Grade:

F09

3. Briefly describe the functions of this position:

Conducts coordination conferences with parties upon the filing of a complaint for divorce or separate maintenance and drafts temporary orders for the Court regarding custody, parenting time and support. Upon Court order, conducts custody and parenting time assessments, drafts recommendations and presents in Court.

4. Describe the justification for this position (Provide supporting documentation if appropriate.)

Combining these two positions (Family Services Coordinator and Custody Investigator) will allow for greater efficiency of case flow management and office operations

5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.

Goal #4: To continually improve the County's organization and services

6. Will the job functions of this position be for mandated or discretionary functions of the department?

Mandated functions

7. How will this position specifically impact the department's performance measurements and what process will be used to measure the outcomes?

Increase the number of custody assessments completed within the time frame prescribed by Michigan Court Rule. These statistics are recorded annually and are intrinsic to meeting the case flow management time guidelines set by SCAO

(If the position being requested does not have an existing job description, please attach a description of anticipated duties.)

**COST INFORMATION:**

ESTIMATED SALARY COST FOR THE BUDGET YEAR:

\$15,191.00

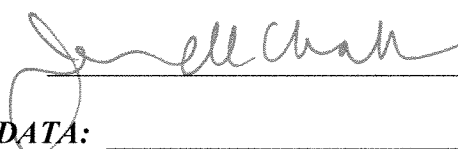
ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

\$7,173.00

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION:

(If equipment is required, please complete an equipment request form and indicate it is for a new position.)

SIGNED:



DATE:

5/6/10

**BUDGET DATA:**

Fiscal Services Department Use Only

**CONTROL #:**

Fiscal Services Department Use Only

EDWARD R. POST  
CHIEF CIRCUIT JUDGE – TRIAL DIVISION

CALVIN L. BOSMAN  
CIRCUIT JUDGE – TRIAL DIVISION

JON A. VAN ALLSBURG  
CIRCUIT JUDGE – FAMILY DIVISION

JON HULSING  
CIRCUIT JUDGE – FAMILY DIVISION

MARK A. FEYEN  
CHIEF PROBATE JUDGE – FAMILY DIVISION

STATE OF MICHIGAN



TWENTIETH JUDICIAL CIRCUIT COURT  
OTTAWA COUNTY  
FRIEND OF THE COURT

JENNEL L. CHALLA  
FRIEND OF THE COURT

THOMAS H. MILLER  
ASSISTANT FRIEND OF THE COURT

SHERRY L. VANBEMMELEN  
ASSISTANT FRIEND OF THE COURT

MEMO

To: Friend of the Court Employee Association  
Kathy Winston – Association President

From: Jennell L. Challa

Date: May 10, 2010

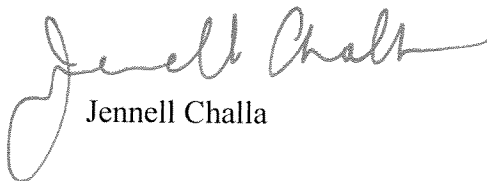
Re: Reclassification of Family Services Coordinator /Field Custody Investigator positions

Dear Kathy,

This memo is in regards to the reclassification of the Family Services Coordinator position and the Field Custody Investigator position. Effective June 1, 2010, management would like to combine the job duties and responsibilities of these two positions and have the three employees in these positions conduct coordination conferences, custody diversions and full custody assessments. We believe this will provide a wider variety of work for these employees to perform and will help to make the custody process more efficient. Both positions are at the same pay grade (F 09) and require the same education and experience. I have attached the new job description for this combined position.

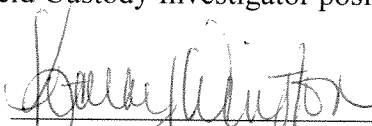
On behalf the Friend of the Court Employee Association, please indicate the association's approval of this reclassification by your signature below.

Sincerely,

  
Jennell Challa

The Friend of the Court Employee Association approves of the reclassification of the Family Services Coordinator /Field Custody Investigator positions effective June 1, 2010

Date: 5/10/2010



Friend of the Court Employee Association  
By Association President – Kathy Winston

# OTTAWA COUNTY

**TITLE:** FAMILY SERVICES COORDINATOR/  
CUSTODY INVESTIGATOR  
**DEPARTMENT:** FRIEND OF THE COURT

**EMPLOYEE GROUP:** FRIEND OF COURT  
**GRADE:** F09  
**DATE:** MAY 4, 2010

**JOB SUMMARY:** Under the supervision of the Assistant Friend of the Court for Field Services, reviews initial filings of actions for divorce and separate maintenance and schedules a “coordination conference” in each case. Provides client information on procedures and available services coordinates orientation for families and assesses special needs of client families. Conducts coordination conferences, prepares stipulated temporary orders or recommended interim orders for custody, support and parenting time; and collects information for case files. Upon court order, investigates FOC cases involving contested custody and parenting time issues regarding children. Develops recommendations with respect to custodial placement of child(ren) based on the child(ren)'s best interests and in accordance with the Child Custody Factors. Prepares and presents recommendations to the court. Refers clients to community resources and for psychological evaluations as appropriate.

**ESSENTIAL FUNCTIONS:** The essential functions of this position include, but are not limited to, the following:

1. Reviews initial filings of actions for divorce and separate maintenance and schedules a “coordination conference” in each case to address issues and complaints pending final entry of the Judgment.
2. Sends order for coordination conference and case information questionnaire to each party to a divorce or separate maintenance action.
3. Evaluates information from questionnaires, assesses special needs of families and provides appropriate referrals to community agencies..
4. May interview minor child(ren) to assess impact of custody changes or parenting time schedules and evaluate emotional, physical, and developmental needs of child.
5. Mediates issues with respect to custody, parenting time and support during the period of separation in order to maintain a reasonable level of family functioning and limit the adverse impact of the dissolution of the marriage on minor child(ren).
6. Prepares stipulated temporary orders reflecting parties’ agreement on custody, support and parenting time terms resulting from coordination conference.
7. Absent an agreement between the parties, recommends interim orders for custody, support and parenting time; notifies parties of their statutory rights to file objections and seek modification of the interim order within the specified objection period.
8. Explains rights and obligations, statutory requirements, court rules, available services, and procedures for working with the Office of the Friend of the Court.
9. Provides written information, web addresses, and other hardcopy and digital reference materials to clients.
10. Responds to client requests for information and explains the terms and conditions of court orders.
11. As requested, assists the Friend of the Court in establishing and cultivating working relationships with community resources and raising the profile of the Office of the Friend of the Court as a resource for at-risk families.
12. Conducts diversion conferences to mediate custody and parenting time disputes and prepares stipulated orders for the court in successfully mediated matters; presents recommendations to the court in cases in which mediation is unsuccessful.

13. Investigates FOC cases involving contested custody of children, requests to change or modify existing custody and parenting time orders, failure of the custodial parent to comply with the terms and conditions of the custody order, and/or failure of the custodial or non-custodial parent to comply with the terms and conditions of the parenting time provisions of the court order.
14. Evaluates information from questionnaires and assessment instruments administered to parents; conducts interviews with parents, children, other family members, neighbors, past and present employers, teachers and school administrators, and community resources; driving and criminal records searches; and, subject to parent releases, physical and mental health care providers.
15. Performs site visits to observe parents and children in the home, assess the emotional stability of the environment, and evaluate the safety and security of the residence.
16. May request that the court order psychological or psychiatric assessment and evaluation for one or both parties to custody and parenting time disputes.
17. Applies the child custody factors as set forth in the Child Custody Act.
18. Prepares reports of findings of facts and presents recommendations to the Court on custody and parenting time issues.
19. May recommend conditions for parenting time by non-custodial parent, including supervision requirements, as necessary to ensure the well-being of the child(ren).
20. Recommends third-party custody of the child(ren) where neither parent is deemed to be capable of providing a safe, secure and emotionally stable environment.
21. May perform other functions as necessary to protect the interests and welfare of minor children in domestic relations adjudications.

**CONTACTS:** This position has frequent contact with:

1. Staff throughout the Office of the Friend of the Court.
2. The Prosecutor's Office.
3. Attorneys.
4. Judges/Referees.
5. Parents and children.
6. Psychologists and social workers.
7. Physicians and other medical practitioners.
8. Department of Human Services.
9. Child Protective Services.
10. Law enforcement agencies.
11. Employers.
12. Teachers and school administrators.
13. Members of the general public.

## **REQUIRED KNOWLEDGE AND SKILLS:**

1. Thorough working knowledge of family and domestic relations law.
2. Thorough working knowledge of Michigan Friend of the Court Act (PA 294 of 1982), Michigan Child Custody Act (PA 91 Of 1970), and the child custody factors defined by the “Best interests of the child” provision thereof (MCL Sec.722.23).
3. Thorough working knowledge of the Michigan Court Rules and State Court Administrative Office rules, regulations and requirements.
4. Thorough working knowledge of case management practices and principles.
5. Thorough working knowledge of sociology, child development and family dynamics. Ability to recognize signs and understand the dynamics of domestic violence.
6. Thorough working knowledge social psychology.
7. Thorough working knowledge of psychological assessment techniques and practices and ability to evaluate result of assessment instruments.
8. Thorough working knowledge of the practices and principles of mediation and alternative dispute resolution.
9. Computer literacy and familiarity with word-processing, spreadsheet, database management and other applications software.
10. Knowledge of public and private community resources available to clients.
11. Excellent interpersonal and human relations skills.
12. Excellent oral and written communication skills.
13. Ability to interact positively and objectively with custodial and non-custodial parents, Child Protective Services representatives, prosecutors, attorneys, judges, law enforcement officers, officers of the court, mental health practitioners, contractual investigators and members of the general public from a wide range of cultural and socio-economic backgrounds and with varying levels of interpersonal communications skills.

**NOTE:** Oral and written fluency in Spanish or another language commonly spoken by one or more demographic groups represented in the population preferred.

## **REQUIRED EDUCATION, TRAINING AND EXPERIENCE:**

Master’s degree from an accredited college or university in social work, sociology, psychology, counseling or other relevant field combined with two (2) years of progressively responsible experience in case management, protective services, or custody field investigation; or an equivalent combination of education and experience

## **LICENSES AND CERTIFICATIONS:**

Must complete Domestic Relations Mediation Training specified in Friend of the Court Act MCL 552.513 and MCR 3.216 within twenty-four (24) months of the date of hire.

**PHYSICAL REQUIREMENTS:**

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

**WORKING CONDITIONS:**

Work is performed in a normal office environment and in the courtroom. Home visits and adjudication of child custody matters involves some risk from unpredictable behavior of emotionally distraught or aggressive parties.

Friend of the Court CBA  
Paygrade 09  
May 4, 2010

DRAFT

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/18/2010

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item: Reclassification of Economic Development Specialist to Economic Development Coordinator**

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the proposal from the Planning & Performance Improvement Department to reclassify one (1.0) FTE Economic Development Specialist (Group T/paygrade 14) to a one (1.0) FTE Economic Development Coordinator (Unclassified/paygrade 06) at a cost of \$14,577.00. Funding to come from the vacant position savings in the 2010 department budget.

## SUMMARY OF REQUEST:

This is an existing position in the Planning and Performance Improvement Department. This request is to upgrade the classification in order to attract qualified applicants. The position has been reposted several times since August, 2009. After four rounds of interviews, the position is still vacant as no candidates have met the qualifications. A few qualified applicants have expressed their desire to apply for the position, however they have not done so due to the salary limitations. The 2010 budget has available funding to cover the increased cost due to the vacant position. This will be an increased cost in the 2011 budget.

## FINANCIAL INFORMATION:

Total Cost: \$14,577.00 | County Cost: \$14,577.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #4

Objective: #2

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.05.14 10:08:03 -0400

Committee/Governing/Advisory Board Approval Date:



**COUNTY OF OTTAWA**  
**2010 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION**  
**REQUEST FORM**

Please Print Form and Return to the Fiscal Services Department

**POSITION TITLE:** Economic Development Coordinator  
**FUND/DEPARTMENT NUMBER:** 1010-7211

**CHECK ONE:**       New Position:                      Number of hours per week requested: 40  
 Expansion of Existing Hours: From: \_\_\_\_\_ To: \_\_\_\_\_ per week  
 *Reclassification*

**GENERAL INFORMATION:**

1. Bargaining Unit:

2. Proposed Pay Grade:

3. Briefly describe the functions of this position:  
The Economic Development Coordinator provides oversight for all economic development initiatives undertaken by the County of Ottawa. The initiatives that will be undertaken first, include, but are not limited to, developing a countywide Economic Development Plan, administering the County Brownfield Redevelopment Authority (BRA), developing an Agricultural Business Incubator, and establishing a Revolving Loan Fund (RLF).

4. Describe the justification for this position (Provide supporting documentation if appropriate.)  
This is an existing position in the Planning and Performance Improvement Department. This request is to upgrade the classification in order to attract qualified applicants. The position has been reposted several times since August, 2009. After four rounds of interviews, the position is still vacant as no candidates have met the qualifications. A few qualified applicants have expressed their desire to apply for the position, however they have not done so due to the salary limitations.

5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.  
In accordance with Goal 4, Objective 2, which states, "Consider opportunities to improve economic development in the region."

6. Will the job functions of this position be for mandated or discretionary functions of the department?  
Discretionary.

7. How will this position specifically impact the department's performance measurements and what process will be used to measure the outcomes?  
Specific performance measures have been developed for this position. The output measures include, but are not limited to, the following: Completion of an agricultural business incubator feasibility study; Implementation of an agricultural business incubator; Completion of a coordinated economic development plan; Secure grant funding to conduct a brownfield site inventory; and Completion of county brownfield site inventory. The primary long term outcome-based measure will be the cost-effectiveness (total wages of jobs created/retained and taxes paid compared to economic development administrative and operational cost). The process that will be used to measure the outcomes will be comprised of developing a strategic outline which specifies the goals, objectives, program components, and output/outcome based measures for the position.

(If the position being requested does not have an existing job description, please attach a description of anticipated duties.)

**COST INFORMATION:**

ESTIMATED SALARY COST FOR THE BUDGET YEAR:

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION:   
*(If equipment is required, please complete an equipment request form and indicate it is for a new position.)*



County of Ottawa  
 Planning & Performance  
 2010 Estimated Personnel Costs

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospita- lization	OPEB	Life	Retirement 457 Match	Dental	W/C	Longevity	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes	
Group T - Paygrade 14F	12	8810	1.0000	\$54,699	\$4,184	\$12,500	\$499	\$121	\$4,814	\$0	\$708	\$13	\$0	\$44	\$224	\$23,280	\$77,979	
Unclassified - Paygrade 6F	14	8810	1.0000	\$63,557	\$4,862	\$12,500	\$499	\$212	\$9,718	\$0	\$708	\$15	\$0	\$51	\$261	\$28,999	\$92,556	
			2.0000	\$118,256	\$9,046	\$25,000	\$998	\$333	\$14,532	\$0	\$1,416	\$28	\$0	\$95	\$485	\$52,279	\$170,535	
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7180.0010	7190.0000	7200.0000	7210.0000	7220.0000	7230.0000	7240.0000		

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/18/2010

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item: Purchase of MERS (Michigan Municipal Employees Retirement System) Military Service Credits for Scott Bazany**

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the purchase of one (1) year, eleven (11) months of military service credits for Scott Bazany (Shift Supervisor, Ottawa County Juvenile Detention Center) for a total cost of \$25,983. The County cost of \$20,807.55 to be funded from contingency and \$5,175.45 to be paid by Scott Bazany.

County Cost: \$20,807.55

Employee Cost: 5,175.45

Total Cost: \$25,983.00

## SUMMARY OF REQUEST:

Employees Eligible on or before January 1, 2009:

The Ottawa County Board of Commissioners will approve allowing the purchase of up to four (4) years for active duty military service which occurred prior to January 1, 1999, for eligible benefited employees of the County who have at least ten (10) years of credited service with MERS. Commissioners must have eight (8) years of credited service with MERS.

Eligible employees under this section will have up until January 1, 2014 (five years) to purchase eligible military service credits. Payment due from the employee prior to allowing the purchase is 5% of the last four quarters of earnings reported to MERS multiplied by the years and months to be credited.

## FINANCIAL INFORMATION:

Total Cost: \$25,983.00

County Cost: \$20,807.55

Included in Budget:

Yes

No

If not included in budget, recommended funding source: General Fund Balance & Employee

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated

Non-Mandated

New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #4

Objective: #6

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.05.13 14:27:41 -0400

Committee/Governing/Advisory Board Approval Date:



Municipal Employees' Retirement System of Michigan

1134 Municipal Way, Lansing, Michigan 48917

Phone (517) 703-9030 - (800) 767-6377 - Fax (517) 327-8336 - Website: www.mersofmich.com

APPLICATION FOR ADDITIONAL CREDITED SERVICE

Member Certification and Governing Body Resolution

MEMBER

Name: Scott Bazany
SSN: XXX-XX-5083
DOB: 12/8/1962
Age: 47 years, 3 months

CALCULATION DATE - 4/1/2010

(Estimate Not Valid After 2 Months)

EMPLOYER

Name: Ottawa Co
Number/Div: 7003 / 10

BENEFIT PROGRAMS

Benefit B-4 (80% max)
Benefit F55 (With 25 Years of Service)
Benefit FAC-5 (5 Year Final Average Compensation)
10 Year Vesting
E2 COLA Benefit

ESTIMATED FAC ON CALCULATION DATE: \$53,597.08

CREDITED SERVICE

Member's Service Credit as of Calculation Date:

22 years, 4 months

Type of Credited Service to be Granted:

Generic

Amount of Credited Service to be Granted:

1 year, 11 months

Total Estimated Actuarial Cost of Additional Credited Service:

\$25,983.00 [Payment Options on Reverse]

BENEFIT CALCULATION ASSUMPTIONS

- 1. It is assumed that the Member will continue working until the earliest date for unreduced retirement benefits.
2. The Member's Final Average Compensation (FAC) is projected to increase 4.5% annually from the date of purchase to the date of retirement.
3. The Plan's Investment Return is projected to be 8% annually.

NOTE: Special Information regarding the calculation of the cost of this Service Credit Purchase is on page 2 of this report.

THE ADDITIONAL CREDITED SERVICE IS PROJECTED TO RESULT IN THE FOLLOWING CHANGES:

Table with 7 columns: Retirement Date, Age, Service Through, Total Service, FAC, Annual Benefit. Rows: Before Purchase, After Purchase.

Note: MERS is not responsible for any Member or Employer supplied information, or any losses which may result if actual experience differs from actuarial assumptions.

MEMBER CERTIFICATION

I certify that the above information is correct and accurate. If this is a purchase of qualifying "other governmental" service, I certify that the service has not and will not be recognized for the purpose of obtaining or increasing a pension under another defined benefit retirement plan.

Signature of Member (Handwritten Signature)

Date: 4-26-10

GOVERNING BODY RESOLUTION

As provided by the MERS Plan Document, and in accordance with the Employer's policy there under, the additional credited service described above is hereby granted this Member by Resolution of the Governing Body of \_\_\_\_\_, at its meeting on \_\_\_\_\_. The Employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board.

Signature of Authorized Official

Date

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/18/2010

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item: Purchase of MERS (Michigan Municipal Employees Retirement System) Generic Service Credits for William T. Cousins IV**

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the purchase of five (5) years of MERS generic service credit at a cost of \$71,826 for William T. Cousins IV, Road Patrol Deputy, Ottawa County Sheriff's Office (total cost to be paid by William T. Cousins IV).

Total Cost \$71,826

Employer Cost \$0

Employee Cost \$71,826

## SUMMARY OF REQUEST:

The MERS plan document allows for the purchase of up to five (5) years of generic service credits by an employee. The employee is responsible for the total cost of the purchase of generic service credits.

## FINANCIAL INFORMATION:

Total Cost: \$0.00 | County Cost: \$0.00 | Included in Budget:  Yes  No

If not included in budget, recommended funding source: Employee

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated  Non-Mandated  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #4

Objective: #6

**ADMINISTRATION RECOMMENDATION:**  Recommended  Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.05.13 14:25:52 -0400

Committee/Governing/Advisory Board Approval Date:

**APPLICATION FOR ADDITIONAL CREDITED SERVICE  
Member Certification and Governing Body Resolution**

**MEMBER**

Name: William T Cousins IV  
 SSN: XXX-XX-3903  
 DOB: 6/20/1972  
 Age: 37 years, 9 months

**CALCULATION DATE - 4/1/2010**

(Estimate Not Valid After 2 Months)

**EMPLOYER**

Name: Ottawa Co  
 Number/Div: 7003 / 21

**BENEFIT PROGRAMS**

Benefit B-4 (80% max)  
 Benefit F50 (With 25 Years of Service)  
 Benefit FAC-5 (5 Year Final Average Compensation)  
 10 Year Vesting  
 E2 COLA Benefit

**ESTIMATED FAC ON CALCULATION DATE:** \$61,614.84**CREDITED SERVICE**

Member's Service Credit as of Calculation Date: 13 years, 3 months  
 Type of Credited Service to be Granted: Generic  
 Amount of Credited Service to be Granted: 5 years, 0 months  
Total Estimated Actuarial Cost of Additional Credited Service: **\$71,826.00** [Payment Options on Reverse]

**BENEFIT CALCULATION ASSUMPTIONS**

1. It is assumed that the Member will continue working until the earliest date for unreduced retirement benefits. If the Member terminates prior to becoming eligible for unreduced benefits, the Employer understands and accepts that the actuarial cost will be different from the actuarial cost shown above.
2. The Member's Final Average Compensation (FAC) is projected to increase 4.5% annually from the date of purchase to the date of retirement.
3. The Plan's Investment Return is projected to be 8% annually.

**THE ADDITIONAL CREDITED SERVICE IS PROJECTED TO RESULT IN THE FOLLOWING CHANGES:**

	Retirement Date	Age	Service Through	Total Service	FAC	Annual Benefit
Before Purchase	7/1/2022	50 yrs., 0 mths.	6/30/2022	25 yrs., 6 mths.	\$105,647.66	\$67,350.36
After Purchase	7/1/2022	50 yrs., 0 mths.	6/30/2022	30 yrs., 6 mths.	\$105,647.66	\$80,556.36

*Note:* MERS is not responsible for any Member or Employer supplied information, or any losses which may result if actual experience differs from actuarial assumptions. The Member and Employer are responsible for reviewing the information contained herein for accuracy, and assuming the risk that actual experience results in liability different than that estimated.

**MEMBER CERTIFICATION**

I certify that the above information is correct and accurate. If this is a purchase of qualifying "other governmental" service, I certify that the service has not and will not be recognized for the purpose of obtaining or increasing a pension under another defined benefit retirement plan.

  
 Signature of Member

4-13-10  
 Date

**GOVERNING BODY RESOLUTION**

As provided by the MERS Plan Document, and in accordance with the Employer's policy there under, the additional credited service described above is hereby granted this Member by Resolution of the Governing Body of \_\_\_\_\_, at its meeting on \_\_\_\_\_. The Employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any difference between the assumptions and actual experience will affect the true cost of the additional service. For example, changes in benefit programs through adoption or transfer of the affected employee to a division with 'better' benefits; increases in wages other than 4.5% per year; and changes to the anticipated date of termination, will affect the actual cost of the additional service (increase or decrease). Thus, actual future events and experience may result in changes different than those assumed, and liability different than that estimated. The Employer understands and agrees that it is accountable for any difference between estimated and actual costs.

\_\_\_\_\_  
 Signature of Authorized Official

\_\_\_\_\_  
 Date

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/18/2010

**Requesting Department:** Administrator's Office

**Submitted By:** Keith Van Beek

**Agenda Item:** EECBG Local Government Grant Awards

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the resolution regarding the distribution of \$343,012 in grant funding for local units of government in Ottawa County.

## SUMMARY OF REQUEST:

As part of the EECBG (Energy Efficiency and Conservation Block Grant) program local governments were eligible to receive energy audits and submit projects for grant funding to implement recommended retrofits.

Exhibit A is attached which outlines the recommended award amounts for participating local units of government, and the resulting energy savings from those awards.

## FINANCIAL INFORMATION:

Total Cost: \$343,012.00 | County Cost: \$0.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source: Grant

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #4

Objective: #4

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.05.13 14:22:43 -0400

Committee/Governing/Advisory Board Approval Date:





# County of Ottawa Memorandum

**DATE:** May 12, 2010  
**TO:** Chair Swartout and the Finance and Administration Committee  
**FROM:** Keith Van Beek, Assistant County Administrator  
**SUBJECT:** EECBG Local Government Grant Awards

---

**Action Requested:** Approve the resolution awarding grant amounts to local units of government to retrofit municipal facilities under the Energy Efficiency and Conservation Block Grant (EECBG) program.

**Background:** The Energy Efficiency and Conservation Block Grant (EECBG) program is funded through the American Recovery and Reinvestment Act of 2009. Specifically, Ottawa County qualified for \$2,052,800 in direct formula grants to assist eligible entities in creating and implementing strategies to reduce fossil fuel emissions, reduce the total energy use of eligible entities and to improve the energy efficiency in the building, transportation and other appropriate sectors.

As part of our County grant submittal, money was set aside to provide energy audits for participating local units of government. Additionally, funding in the amount of nearly \$360,000 was reserved so that those local units of government could implement recommended projects resulting from the energy audits. We were pleased that twenty-two (22) local units participated in this program and submitted requests for grant funding. The funding was made available in two portions; one half made available based upon population and the other half being a competitive process based upon energy savings and matched dollar amounts.

**Program Findings:** We received a total of nearly \$800,000 in projects, requesting just over \$700,000 in grant money. The energy savings reflected in all of these projects was projected to have saved \$84,104 per year, which would have resulted in a 9.5 year return on the investment. US Energy Engineers, the firm that conducted the energy audits, provided County staff with details on each project, including the anticipated cost and resulting energy savings. This was used, in addition to consultation with the local units, to determine the best allocation of funding available.

Because the majority of the projects have not been put out to bid, the final actual cost of projects is yet to be determined. In addition, this federal program has several requirements dealing with “Buy American” provisions, the Davis-Bacon Act, and specific requirements to dispose of materials in an environmentally safe fashion. The recommendation will be to award an amount less than the projected total, with the ability to add projects back into the program if and when bids have been secured and the amount of grant funding can be finalized.

The attached spreadsheet (Exhibit A) outlines the recommended projects and funding amounts for each involved local unit of government. The total amount of grant funding totals \$343,012, which is supplemented by \$23,824 in money from local units. The projected yearly energy savings for these projects is \$70,256, which demonstrates a 5.22 year return on the investment.

***Next Steps:*** Upon adoption of the award amounts by the Finance and Administration Committee and subsequently the Board of Commissioners on May 25, local units will be notified of their award amount. The contractual responsibility for this grant award is between the US Department of Energy and Ottawa County, and comes with several grant requirements partially outlined above. County staff will hold a meeting to explain these requirements to local units, and require them to execute a contract that outlines their responsibilities in using the grant money in accordance with federal requirements.

Please contact me at (616) 738-4642 with any questions or concerns regarding this matter.

**COUNTY OF OTTAWA**

**STATE OF MICHIGAN**

**RESOLUTION**

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the \_\_\_ day of \_\_\_\_\_, 2010 at \_\_\_\_\_ o'clock p.m. local time.

PRESENT: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ABSENT: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

It was moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_ that the following Resolution be adopted:

WHEREAS, the County of Ottawa qualified for an Energy Efficiency and Conservation Block Grant (EECBG) from the United States Department of Energy, funded through the American Recovery and Reinvestment Act of 2009, in the amount of \$2,052,800, which award has been accepted by the Ottawa County Board of Commissioners (“the Grant Proposal”); and,

WHEREAS, as part of the Grant Proposal, approximately \$360,000 was set aside to implement specific recommendations based upon energy audits conducted at the facilities of participating units of local government within Ottawa County; and,

WHEREAS, twenty-two local units of government within Ottawa County participated in the energy audit program and submitted requests for implementation funding from the Grant Proposal; and,

WHEREAS, the Ottawa County Administrator has reviewed the various proposals from the participating local units of government, and recommends an initial distribution of implementation funding from the Grant Proposal in the amount of \$343,012, as set forth in Exhibit "A," hereto, with recommendations for the distribution of any remaining, unallocated funds to be made at a later date;

NOW THEREFORE BE IT RESOLVED that funding in the amount of \$343,012 from the approximately \$360,000 received by Ottawa County from the Energy Efficiency and Conservation Block Grant (EECBG) to implement recommended projects resulting from the energy audits conducted for local units of government within Ottawa County shall be distributed among the twenty-two participating local units in the amounts and in accordance with the schedule set forth in Exhibit "A" hereto, with recommendations for any unallocated amounts to be made to the Ottawa County Board of Commissioners at a later date; and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAYS: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ABSTENTIONS: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RESOLUTION ADOPTED:

\_\_\_\_\_  
Chairperson, Ottawa County  
Board of Commissioners

\_\_\_\_\_  
Ottawa County Clerk

**Exhibit A**

Local Government Unit	Location	Project Description	Project Cost	Potential Savings/Year	Payback	Local Unit Amount	Award Amount
<b>Allendale Charter Township</b>	City Hall	Lighting	\$9,373	\$1,844	5.1	\$	\$ 9,373
	WWTP	Lighting	\$5,613	\$356	15.8	\$	\$ 5,613
			<b>\$14,986</b>	<b>\$2,200</b>	<b>6.8</b>	\$	<b>\$ 14,986</b>
<b>Blendon Township</b>	TWP Hall	Lighting	\$3,420	\$585	5.8	\$	\$ 3,420
	Fire Station #2	Lighting	\$4,250	\$225	18.9	\$	\$ 4,250
			<b>\$7,670</b>	<b>\$810</b>	<b>9.5</b>	\$	<b>\$ 7,670</b>
<b>City of Zeeland</b>	Library	Lighting (Basement)	\$1,059	\$27	38.7	\$	\$ 1,059
	Library	Lighting (1st Floor)	\$3,411	\$310	11.0	\$	\$ 3,411
	Library	Lighting (2nd Floor)	\$719	\$139	5.2	\$	\$ 719
<b>City of Grand Haven</b>	DPW	Lighting	<b>\$5,189</b>	<b>\$476</b>	<b>10.9</b>	\$	<b>\$ 5,189</b>
	DPW	HVAC	\$30,462	\$5,539	5.5	\$	\$ 22,847
			\$29,536	\$12,842	2.3	\$	\$ 7,384
<b>Grand Haven Charter Township</b>	13320 168th	Lighting	<b>\$59,998</b>	<b>\$18,381</b>	<b>3.3</b>	\$	<b>\$ 14,999</b>
	13320 168th	Lighting	\$11,028	\$1,051	10.5	\$	\$ 11,028
	13320 168th	Lighting	\$7,603	\$1,636	4.6	\$	\$ 7,603
<b>Holland Charter Township</b>	Public Works	Lighting	\$4,551	\$389	11.7	\$	\$ 4,551
	TWP Offices	Lighting	<b>\$23,182</b>	<b>\$3,076</b>	<b>7.5</b>	\$	<b>\$ 23,182</b>
	Parks Bldg	Lighting	\$18,898	\$8,492	2.2	\$	\$ 18,898
<b>Polkton Township</b>	TWP Offices	Lighting	\$18,796	\$3,673	5.1	\$	\$ 18,796
		Lighting	\$5,368	\$898	6.0	\$	\$ 5,368
		Lighting	<b>\$43,062</b>	<b>\$13,063</b>	<b>3.3</b>	\$	<b>\$ 43,062</b>
<b>Wright Township</b>	TWP Offices	Lighting	\$9,076	\$944	9.6	\$	\$ 9,076
		Lighting	<b>\$9,076</b>	<b>\$944</b>	<b>9.6</b>	\$	<b>\$ 9,076</b>
		Lighting	\$13,798	\$1,037	13.3	\$	\$ 13,798
<b>Robinson Township</b>	Township Hall	Building envelope	<b>\$13,798</b>	<b>\$1,037</b>	<b>13.3</b>	\$	<b>\$ 13,798</b>
	Fire station	Building envelope	\$2,141	\$310	6.9	\$	\$ 2,141
			\$5,496	\$1,340	4.1	\$	\$ 5,496
<b>Crockery Township</b>	Township Hall	Lighting	<b>\$7,637</b>	<b>\$1,650</b>	<b>4.6</b>	\$	<b>\$ 7,637</b>
		Lighting	\$4,676	\$465	10.1	\$	\$ 4,676
		Lighting	<b>\$4,676</b>	<b>\$465</b>	<b>10.1</b>	\$	<b>\$ 4,676</b>
<b>City of Ferrysburg</b>	Fire Barn	Lighting	\$4,224	\$363	11.6	\$	\$ 2,112
	DPW	Lighting	\$6,546	\$2,835	2.3	\$	\$ 6,546
			<b>\$10,770</b>	<b>\$3,198</b>	<b>3.4</b>	\$	<b>\$ 2,112</b>
<b>Port Sheldon Township</b>	Township Hall	Lighting	\$3,478	\$228	15.3	\$	\$ 3,478
	Fire Station	Lighting	\$5,398	\$212	25.5	\$	\$ 5,398
	Fire Station	HVAC	\$500	\$94	5.3	\$	\$ 500
			<b>\$9,376</b>	<b>\$534</b>	<b>17.6</b>	\$	<b>\$ 9,376</b>

Local Government Unit	Location	Project Description	Project Cost	Potential Savings/Year	Payback	Local Unit Amount	Award Amount
City of Hudsonville	City Hall	Lighting	\$8,717	\$3,046	2.9	\$	\$ 8,717
	Library	Lighting	\$10,500	\$3,387	3.1	\$	\$ 10,500
			\$19,217	\$7,061	2.7	\$	\$ 19,217
Village of Spring Lake	Village Hall	Lighting	\$980	\$137	7.2	\$	\$ 980
	DPW	Lighting	\$4,300	\$646	6.7	\$	\$ 4,300
	Community Building	Lighting/Other	\$3,500	\$63	55.6	\$	\$ 1,750
City of Coopersville			\$8,780	\$846	10.4	\$	\$ 7,030
	DPW	Lighting	\$17,784	\$2,692	6.6	\$	\$ 16,006
			\$17,784	\$2,692	6.6	\$	\$ 16,006
Zeeland Charter Township	Fire Station 3	Lighting/Other	\$9,965	\$425	23.4	\$	\$ 9,965
			\$9,965	\$425	23.4	\$	\$ 9,965
	Police Dept	Lighting	\$13,245	\$2,334	5.7	\$	\$ 13,245
City of Holland	City Hall	Lighting	\$17,161	\$2,612	6.6	\$	\$ 17,161
	Parks & Cemetery	Lighting	\$6,370	\$910	7.0	\$	\$ 3,185
	Central Fire Station	Lighting	\$1,268	\$993	1.3	\$	\$ 1,268
	DeGraaf Nature Center	Lighting	\$1,127	\$302	3.7	\$	\$ 1,127
	Waverly Fire Station	Lighting	\$890	\$357	2.5	\$	\$ 890
			\$40,061	\$7,509	5.3	\$	\$ 36,876
		Township Hall	HVAC	\$18,000	\$1,200	15.0	\$
Spring Lake Township	Township Hall	Lighting	\$3,316	\$389	8.5	\$	\$ 3,316
	Fire Station #1	Lighting	\$5,087	\$1,347	3.8	\$	\$ 5,087
			\$26,403	\$2,936	9.0	\$	\$ 26,403
Chester Township	Township Hall	HVAC	\$900	\$251	3.6	\$	\$ 900
	Fire station	Lighting	\$2,031	\$37	54.9	\$	\$ 2,031
			\$2,931	\$288	10.2	\$	\$ 2,931
Park Township	Township Hall	Lighting	\$9,223	\$526	17.5	\$	\$ 9,223
	Community Center (North)	Lighting	\$5,744	\$475	12.1	\$	\$ 5,744
	Community Center (South)	Lighting	\$1,290	\$159	8.1	\$	\$ 1,290
	South fire Station	HVAC	\$1,800	\$180	10.0	\$	\$ 1,800
			\$18,057	\$1,340	13.5	\$	\$ 18,057
Jamestown Township	Township Office	Lighting	\$6,584	\$751	8.8	\$	\$ 6,584
			\$6,584	\$751	8.8	\$	\$ 6,584
Tallmadge Township	Township Office	Lighting	\$7,634	\$574	13.3	\$	\$ 7,634
			\$7,634	\$574	13.3	\$	\$ 7,634

**TOTALS**      \$366,836      \$70,256      5.22      \$ 23,824      \$ 343,012

Estimated Amounts

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/18/2010

**Requesting Department:** Special Technology Committee

**Submitted By:** Dave Hulst

**Agenda Item:** WebTecs Contract for Professional Services

## SUGGESTED MOTION:

To recommend approval for authorization to negotiate a one year contract for professional services with WebTecs, Inc. for website services.

## SUMMARY OF REQUEST:

The contract for website services expires August 31, 2010. The Special Technology Committee recommends that a new contract be negotiated with WebTecs, Incorporated for a period one year. WebTecs, Incorporated has developed and supported the County's website since 2005. The current contract resulted from an RFP process that resulted in a two year contract with a one year extension. The one year extension was exercised in 2009 and a new contract is needed. Since this contract is for professional services, and based on the performance of WebTecs, Inc the Special Technology Committee recommends a negotiated contract rather than an RFP process.

## FINANCIAL INFORMATION:

Total Cost: \$234,000.00 | County Cost: \$234,000.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #2

Objective: #1

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.05.14 10:24:25 -0400

Committee/Governing/Advisory Board Approval Date:



Online Service	Launch Date	Staff Productivity	Citizen Efficiency	E-Commerce Revenue To Date	Description of Service
New Website Introduction	Oct-05	X	X		Database and tool to capture property splits.
Property Split System	Oct-05	X			Standardized maps of County Offices.
Interactive Directions to County Offices	Oct-05	X	X		Search parcel information; assessed & taxable values, property descriptions.
Property Info System - General Search	Oct-05	X	X		Software to manage ecommerce transactions and reporting.
Payment Engine	Nov-05				Software to manage monthly accounts for ecommerce transactions.
Monthly Account Software	Nov-05	X	X	\$51,286	Search for accident reports, purchase, print.
Property Info System - Tax Search	Jan-06	X	X	\$28,589	Owner information based on dog tag number search.
Accident Reports	Jan-06	X	X		Submit request to Sheriff's Office for home property surveillance.
Dog License Lookup	Feb-06	X	X		Beach closing information due to unsatisfactory water testing.
Home Security Check Request	Feb-06	X	X	\$437	Collect public comment on topics of public concern.
Prescription Drug Plan	Mar-06	X	X		Purchase of last recorded property conveyance.
Beach Monitoring	Mar-06	X	X		Posting and controlled access to sensitive emergency management information.
Public Comment Posing	Mar-06	X	X	\$4,986	Daily schedules for Probate & Circuit Courts.
Property Info System - Deeds	Apr-06	X	X		Ability to type information on a form and print.
Emergency Mgmt Secure Area	Apr-06	X	X		Search outstanding balances for juveniles and parents; make payment with credit card.
Circuit/Probate Courts Schedules	May-06	X	X		Search outstanding balances; make payment with credit card.
Convert PDFs to Fillable Forms	Jul-06	X	X	\$30,791	Automatic posting of restaurant inspection reports.
Juvenile Court Payments	Sep-06	X	X	\$106,927	Search of current County jail inmates; access to charges once arraigned.
Circuit Court Payments	Oct-06	X	X		Renew and purchase new dog licenses; online submittal of veterinarian documents.
Restaurant Inspection Reports	Oct-06	X	X		Software to manage all park reservations.
Inmate Lookup	Nov-06	X	X	\$48,408	Ability to make real-time park reservations online.
Dog License Renewal	Nov-06	X	X	\$68,990	Change over to new imaging system.
Park Reservation System Admin	Jan-07	X			Search outstanding balances; make payment with credit card.
Park Reservation System Public	Feb-07	X	X		Daily court schedule for Juvenile Services.
Accident Reports Imaging Integration	Mar-07	X			Ability to create map in GIS and integrate with permitting application. Manage all workflow for EH Permits.
Website Graphic Redesign & Conversion	Jun-07	X	X	\$404,344	Search court records with access to Register of Action and final judgments.
District Court Payments	Sep-07	X	X		Provides ability to take credit cards at various County Offices.
Juvenile Services Court Schedule	Nov-07	X	X		Reporting for Juvenile Court Payments.
Perimeter Security Assessment Maintenance	Feb-08	X	X	\$37,105	Ability to submit employment application online. Workflow for hiring process.
Environmental Health Permits & Apps	Mar-08	X	X	\$25,834	Ability for all County-based schools and daycare facilities to submit weekly communicable disease report online.
Online Payment Center	Apr-08	X	X	\$14,364	Interactive calendar of County events with associated agenda, minutes.
Juvenile Court Payments Admin	Jun-08	X	X		Ability to request and pay for GIS data online.
HR Application & Workflow w/ Imaging	Sep-08	X	X		Search Clerk's database of marriage and death records; purchase certified copies of records.
Weekly School Disease Reporting	Dec-08	X	X	INC Above	Search Clerk's database of registered business names; purchase copy of business registration. Revenue included with Vitals.
Calendar/Agenda/Minutes Publishing	Feb-09	X	X	\$35,622	Search parcels and pay delinquent taxes online with credit card.
GIS MapStore	Mar-09	X	X	\$330	Daily schedules for all District Court locations.
Marriage & Death Record Order/Generalogy	Apr-09	X	X		Pilot project to allow SL Township to accept online payments for Utility and Current Taxes. BS&A integration.
Business Name Search	Apr-09	X	X		Ability to set up website statistics on at the department level.
Delinquent Tax Payments	Oct-09	X	X		Access to all recorded conveyance documents through Property application. Revenue included above.
SL Twp Online Payment Pilot	Oct-09	X	X		Ability for local unit PDs to load accident reports to County's imaging system.
Website Statistics by Department	Oct-09	X	X		Search court records with access to Register of Action. Revenue included above.
Deeds Search	Nov-09	X	X	INC Above	Search County's accounts receivable balances and pay online with credit card.
Payment Processing Middleware Installation	Nov-09	X			Court records are batched and run at night. Customers can pay for and download 24/7
Police Dept Incident Reporting Interface	Nov-09	X	X		Workshop and event self-publishing. Clients can register for workshops and events online. Email or text reminders.
Court Record Search (District)	Dec-09	X	X		Self-publishing of vacancies; interested parties apply online. Workflow for review & interview process. Historical record keeping.
Online Payments of County Invoices	Dec-09	X	X	\$9,776	Couples can apply for license online, thereby eliminating one of two trips to Clerk's Office.
District Court Civil Case Batch Download	Mar-10	X	X	NEW	Full schedule of training sessions; online registration, reminders and tracking of employee training history.
MI Works Event Registration	Apr-10	X	X		
Committee/Board/Intern Service Application	Apr-10	X	X		
Marriage License Application	May-10	X	X		
Learning Management System - Sheriff	May-10	X	X		
Delinquent Tax Conversion to .Net, BS&A	Jul-10	X	X		
MI Works Form Consolidation					
Electronic Hiring Slip		X			
Probate Court Name Search		X	X	X	
Annual Park Permit		X	X	X	
Prosecutor's Schedule		X	X	X	
Food Service Licensing		X	X	X	
Court House Self-Help Center		X	X	X	
Parks Water Conditions Reporting		X	X	X	
FOIA Request		X	X	X	
Health Prescription Fulfillment		X	X	X	
Parks Snow Conditions Reporting		X	X	X	

Non-Ecommerce Project	\$870,807
Ecommerce Project	\$130,849
<b>Net TOTAL Tech Fees</b>	<b>\$1,001,656</b>
Revenue through March 2010	1264
<b>Website Pages</b>	



# County of Ottawa

## *Office of the Treasurer*

**Bradley J. Slagh**  
*County Treasurer*

**Cheryl Clark**  
*Chief Deputy Treasurer*

**Steven Brower**  
*Deputy Treasurer*

12220 Fillmore St., Room 155, West Olive, MI 49460

[bslagh@miottawa.org](mailto:bslagh@miottawa.org)

Phone: (616) 994-4501  
1-800-764-4111, ext. 4501

Fax: (616) 994-4509

Web Site: [www.miOttawa.org](http://www.miOttawa.org)

Report To: Ottawa County Finance & Administration Committee

From: Bradley Slagh

Date: May 10, 2010

Re: Financial month end update for April 2010

Attached are the graphs representing an overview of the status of the General Fund portfolio of the County as of April 30, 2010. As depicted in the graphs the asset distribution of the General Pooled Funds by percentage and maturity continues to meet the requirements of the County's Investment Policy.

I have included a graph with this month's materials that shows our average yield in comparison to the benchmarks rates that we use and to the actual rates we have earned in the past two year.

I am continually ready to supply you with the reports that provide the details for creation of these graphs, please let me know if you would ever like to view some or all of it.

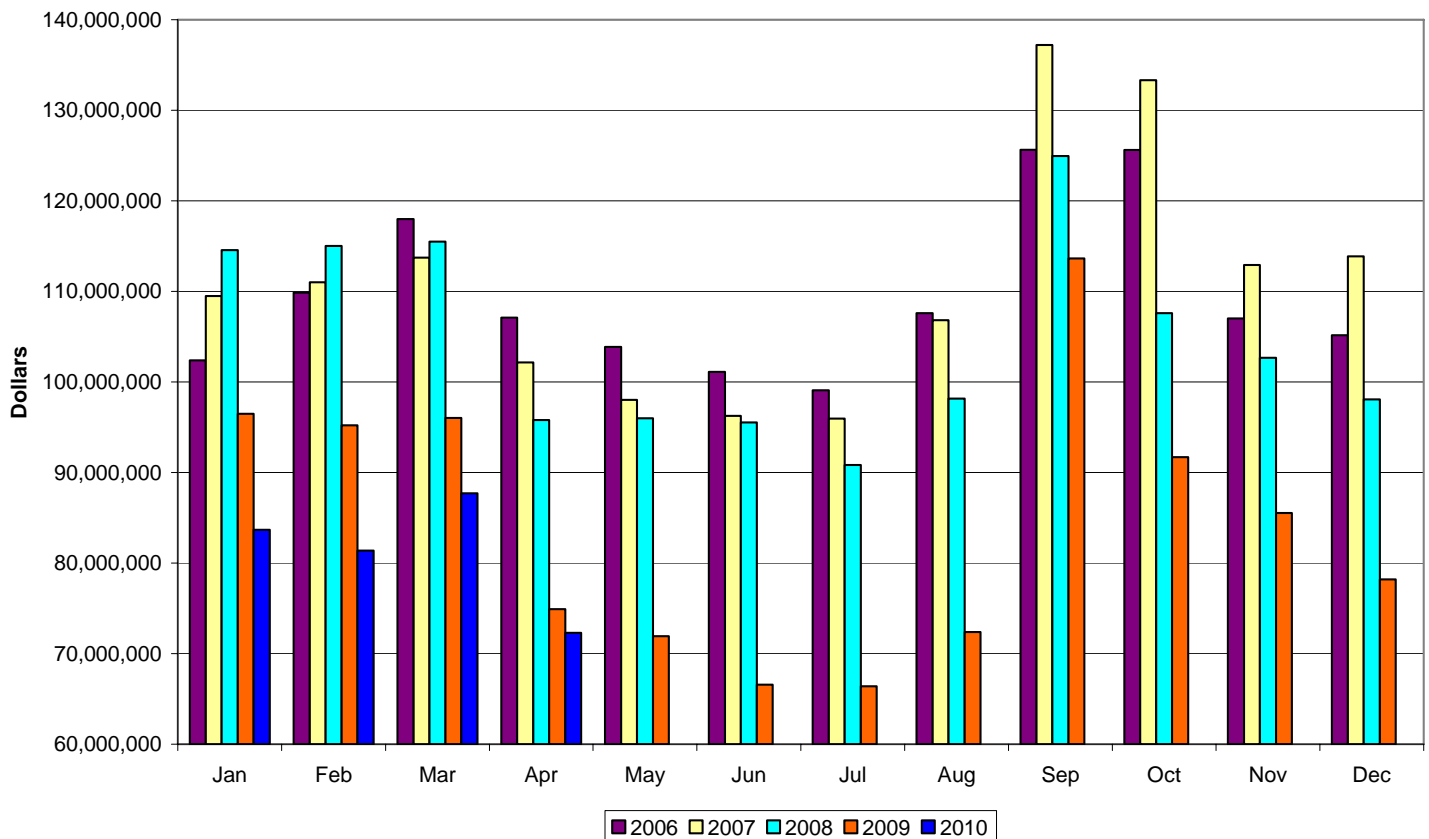
I anticipate being at the Finance Committee meeting to answer questions. Please feel free to call or email me if you have any questions during your review of this material.

# Ottawa County General Pooled Funds Current Portfolio Size

April 30, 2010

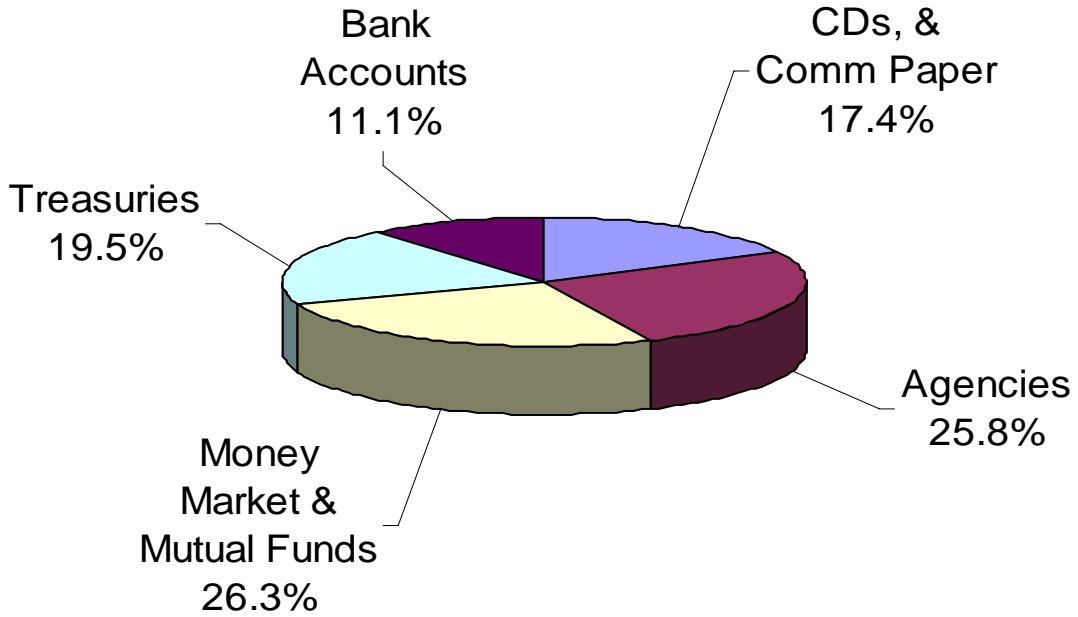
<i>CDs, &amp; Comm Paper</i>	\$12,501,163.52
<i>Agencies</i>	\$18,486,116.23
<i>Money Market &amp; Mutual Funds</i>	\$18,817,139.30
<i>Treasuries</i>	\$13,945,942.50
<i>Bank Accounts</i>	\$7,930,407.78
<i><b>Total</b></i>	<b>\$71,680,769.33</b>

### Historical Comparison By Month

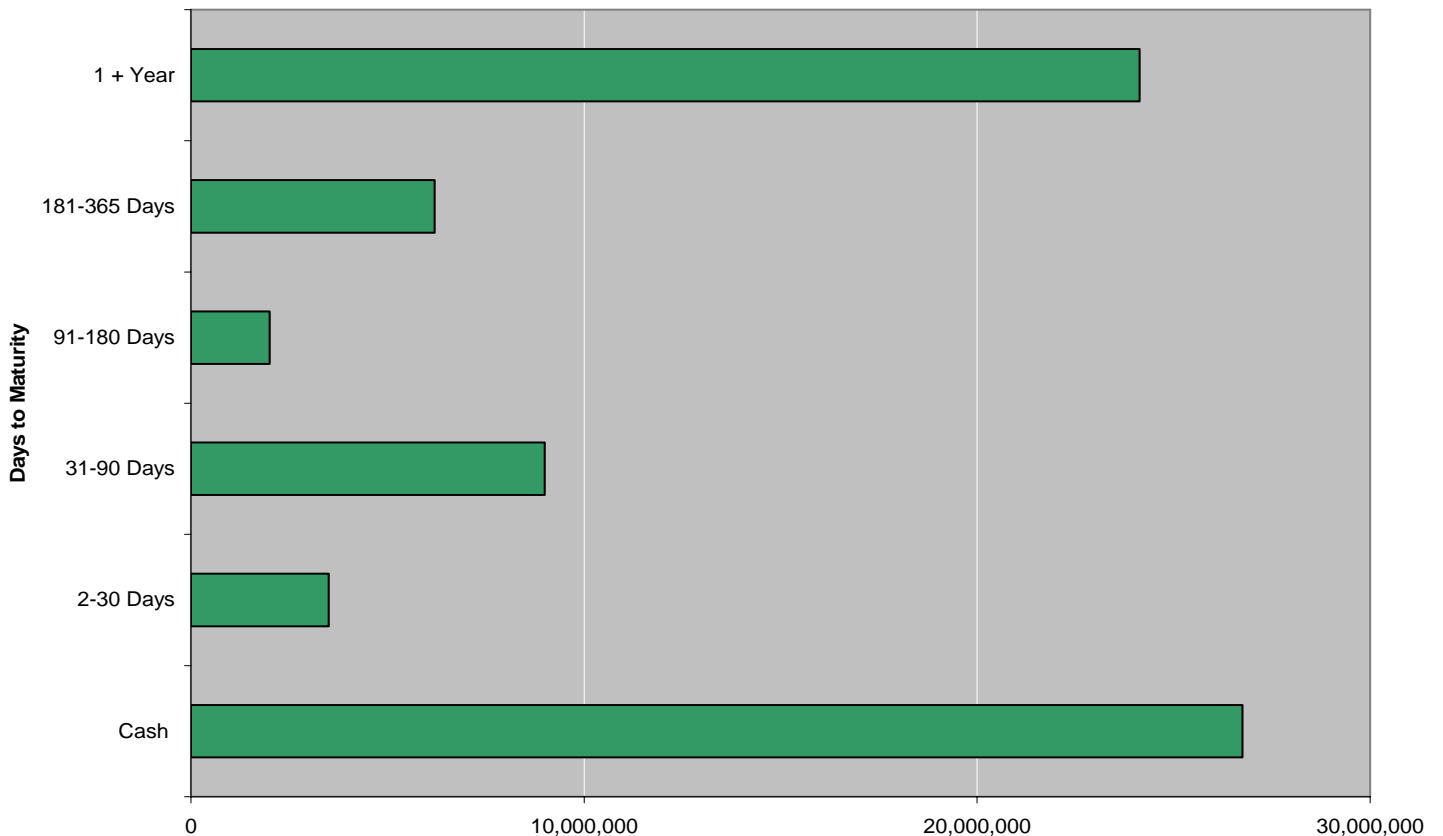


# Ottawa County General Pooled Funds

## Diversification by Investment April 30, 2010



## Diversification By Maturity Date - April 30, 2010



# Ottawa County General Pooled Funds

