



**BOARD COORDINATOR
GENESEE COUNTY BOARD OF COMMISSIONERS**

1101 BEACH STREET, ROOM 312
FLINT, MICHIGAN 48502

TELEPHONE: (810) 257-3020
FAX: (810) 257-3008

AMY ALEXANDER
COORDINATOR

**GOVERNMENTAL OPERATIONS COMMITTEE
Monday, February 21, 2017, 9:00 a.m.
AGENDA**

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES – February 6, 2017

IV. PUBLIC COMMENT TO COMMITTEE

V. COMMUNICATIONS

VI. OLD BUSINESS

VII. NEW BUSINESS

- A. G022117VIIA: Treasurer: Request approval for the Genesee County Land Bank Authority to request a loan from the U.S. EPA Brownfield Revolving Loan Fund in the amount of \$650,000, contingent on the receipt of a grant commitment to repay the loan; and approve Deborah Cherry, Genesee County Treasurer, to sign and submit documents necessary for the loan – Attached **(ROLL CALL VOTE REQUESTED)**
- B. G022117VIIB: GIS Department: Request approval to acquire GIS software license on behalf of the Genesee County Parks Commission and increase of GIS budget line 2255.101.35050 in an equal amount, \$8,910 – Attached
- C. G022117VIIC: Controller: Request approval of March, 2017 overtime requests in the amount of \$64,494 – Attached

VIII. OTHER BUSINESS

IX. ADJOURNMENT




**GENESEE COUNTY
OFFICE OF THE TREASURER**
1101 Beach Street, Suite 144
Flint, Michigan 48502-1475
Telephone (810) 257-3054
Fax (810) 257-3885

Deborah L. Cherry

MEMO

To: Bryant Nolden, Chairperson
Government Operations Committee
Genesee County Board of Commissioners

From: Deborah Cherry,  Genesee County Treasurer

CC: Michele Wildman, Executive Director, Genesee County Land Bank
Authority
Christina Kelly, Director of Planning and Neighborhood Revitalization

Date: February 14, 2017

Re: U.S. Environmental Protection Agency Brownfields Revolving Loan Fund –
Loan for *Chevy Commons* Remediation and Capping

Background:

The Genesee County Treasurer received a \$2 million grant from the U.S. Environmental Protection Agency (EPA) in 2005 to establish a Brownfield Revolving Loan fund. The fund was supplemented in 2013 and 2015 with allocations of \$300,000.00 and \$350,000.00 respectively. To date, through agreements between the Genesee County Treasurer, City of Flint, and Genesee County Land Bank, nearly \$2 million dollars of the original award has been expended to remediate *Chevy Commons* (formerly *Chevy in the Hole*) and develop a landscaped cap. An RLF is used to provide loans or sub-grants to carry out cleanup activities at brownfield properties. The RLF is managed by the Genesee County Land Bank Authority (GCLBA) through an agreement with the Genesee County Treasurer.

Request Summary:

The Genesee County Land Bank Authority (GCLBA), working in collaboration with Genesee County Parks and the City of Flint, is requesting Board approval to release \$650,000.00 in supplemental U.S. Environmental Protection Agency Revolving Loan Funds to the GCLBA to remediate and develop a landscaped cap at *Chevy Commons*.

Working with the Genesee County Parks and the City of Flint, the GCLBA intends to complete Phase III of the *Chevy Commons* capping project with the supplemental RLF dollars. The City of Flint is in the process of transferring the site to Genesee County. Loan repayment funds have been requested from the C.S. Mott Foundation and the Genesee County Parks Department. The repayment funds will be fully expended on site to develop the cap. If repayment/matching dollars are not secured, the GCLBA will not expend any loan funds.

Actions:

The following actions are requested:

- 1) Approve the GCLBA's request for a loan from the U.S. EPA Brownfield Revolving Loan Fund in the amount of \$650,000, contingent on the receipt of a grant commitment to repay the loan; and,
- 2) Approve Deborah Cherry, Genesee County Treasurer, to sign and submit documents necessary for the loan.

Questions:

Should you have any questions regarding this matter, please contact Ms. Deborah Cherry at 257-3054 or Ms. Michele Wildman at 257-3088 ext. 521.



GENESEE COUNTY GIS DEPARTMENT

1101 Beach Street, Room 210, Flint, MI 48502-1468

Telephone (810) 257-3163 Fax (810) 768-7954

gis@co.genesee.mi.us

TO Commissioner Bryant Nolden, Chair, Government Operations Committee

FROM Ken Koleda, Director

SUBJECT Request approval to purchase GIS software license on behalf of the
Genesee County Parks Commission

DATE 2/9/2017

BACKGROUND INFORMATION:

Since 2005, the GIS Department has assumed the responsibility of consolidating GIS Software licensing and maintenance for six departments and agencies. This consolidation saves the County and these agencies \$13,200 as compared to what it would cost for each to be considered as a separate customer.

The Genesee County Parks Commission would like to establish in-house GIS capability beginning with an ESRI ArcGIS Desktop application license. This is an add-on to our licensing for an existing vendor. In order to minimize software maintenance costs going forward this purchase needs to be passed through the GIS Department as the designated customer.

The full cost of the upgrade (\$8,910) will be paid to the County by the Genesee County Parks Commission in advance of our payment to the vendor (ESRI) so there will be no effect to the bottom line of the budget.

REQUESTED ACTION:

Board approval to acquire GIS software license on behalf of the Genesee County Road Commission and increase of GIS budget line 2255.101.35050 in an equal amount, \$8,910.

Attachments: Software Upgrade Quote from ESRI.



ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853 Fax: (909) 307-3025
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

*To expedite your order, please attach a copy of
this quotation to your purchase order.
Quote is valid from: 01/05/2017 To: 04/05/2017*

Quotation # 20500104

Date: January 5, 2017

Customer # 315006 Contract # 2011MPA7115

County of Genesee
GIS Department
1101 Beach St Rm 210
Flint, MI 48502

ATTENTION: Ken Koleda
PHONE: 810-257-3163
FAX:

Material	Qty	Description	Unit Price	Total
122086	1	ArcGIS Desktop Advanced Single Use License	8,910.00	8,910.00
			Item Total:	8,910.00
			Subtotal:	8,910.00
			Sales Tax:	0.00
			Estimated Shipping & Handling(2 Day Delivery) :	0.00
			Contract Pricing Adjust:	0.00
			Total:	\$8,910.00

This quote is subject to the terms and conditions of the State of Michigan contract# 071B1300270. Please reference the contract on your purchase order; no other terms shall apply.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Michelle DeBoves

Email: mdeboves@esri.com

Phone: (909) 793-2853 x2679

The items on this quotation are subject to the terms set forth herein and the terms of your signed agreement with Esri, if any, or, where applicable, Esri's standard terms and conditions at www.esri.com/legal, which are incorporated by reference. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Acceptance is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's products and services.

If sending remittance, please address to: Esri, File No. 54630, Los Angeles, Ca 90074-4630



GENESEE COUNTY CONTROLLER'S OFFICE

1101 Beach Street, 3rd Floor • Flint, Michigan 48502

Phone: (810) 257-3040 • Fax: (810) 257-3560

February 14, 2017

MEMORANDUM

TO: Commissioner Bryant Nolden, Chairperson
Governmental Operations Committee

FROM: Kristie Primeau, Assistant Controller-Fiscal Services *KP*

SUBJECT: March 2017 Overtime Requests

The overtime requests for the month of March 2017 are summarized on the attached schedule.

Governmental Operations Committee approval will serve as a recommendation to the Board of Commissioners to authorize an appropriation of \$64,494 from General Fund Contingencies' Reserve for Overtime (101.00.00.9010.70075.000) to the Overtime Account (30055) in the respective departments as detailed on the attached schedule.

This request is absent the adjustment of previous months request versus actual use of overtime due to system limitations during our financial management conversion.

If you have any questions, please contact me.

Genesee County, Michigan

Detail of Departmental Overtime

March 2017

Genesee County, Michigan Detail of Departmental Overtime March 2017												
DEPARTMENTS	2012/2013	2013/2014	2014/2015	2016/2017		2016/2017	MARCH 2017	LESS UNUSED	ADJUSTED	MARCH 2017	OVERTIME REQUEST	
	YEAR-TO-DATE EXPENSES	YEAR-TO-DATE EXPENSES	YEAR-TO-DATE EXPENSES	ADOPTED BUDGET	APPROVED BUDGET	MARCH 2016 EXPENSES						PLUS EXCESS OVERTIME THRU 2/12/16
101.00.00.1050 Board Cordinator	\$ -	\$ -	\$ 138	\$ -	\$ 140	4						
101.00.00.1311 Circuit Court	329	3,122	590	3,524	1,372							
101.00.00.1320 Jury Board	-	681	184	-	-							
101.00.00.1360 District Court												
101.00.00.1370 5th Division District Court	21,298	23,133	62,691	41,060	5,094	1,468						
101.00.00.1390 Family Court	-	-		36,657	3,206	439						
101.00.00.1390 Family Court	5,013	1,852	615	-	62	14						
101.00.00.1485 Probate Court	3,650	1,629	1,144	1,500	320	510	2,560			2,560		
101.00.00.2155 County Clerk-Elections			21,933	15,000	12,835	4,176	1,386			1,386		
101.00.00.2160 County Clerk-Vital Records	45,537	43,498	11,327	10,000	2,861	846	1,039			1,039		
101.00.00.2165 County Clerk-Legal Records			74	15,000	4,490	259	1,039			1,039		
101.00.00.2235 Controller-Payroll			29,042	30,000	12,966	2,413	3,000			3,000		
101.00.00.2236 Controller-Admin	38,517	40,211	56,229	70,000	50,177	5,833	10,000			10,000		
101.00.00.2260 Human Resources	3,487	8,056	15,978	5,000	961	286						
101.00.00.2292 Prosecutor	935	368	611	1,100	-	739	1,070			1,070		
101.00.00.2310 Court Services	-			-	-							
101.00.00.2332 Purchasing	-	1,982	2,986	3,000	4,679	138	3,500			3,500		
101.00.00.2364 Register of Deeds	17,281	22,923	8,583	10,000	14,102	1,504	6,261			6,261		
101.00.00.2530 Treasurer's Office	10,618	10,314	6,711	10,000	1,149	1,829						
101.00.00.2653 Building and Grounds	37,281	25,863	20,422	25,000	10,240	2,606	3,255			3,255		
101.00.00.2656 Bldg & Grounds -McCree	4,366	2,730	3,434	4,000	1,227	238	800			800		
101.00.00.3020 Sheriff Court Security-Transport	4,707	18,673	19,951	20,000	3,703	1,398	701			701		
101.00.00.3025 Sheriff Court Security-Transport -McCree	7,488	10,096	8,274	10,000	4,367	3,206	700			700		
101.00.00.3028 Sheriff Court Security-Transport-Probate	450	2,220	1,710	3,000	1,761	-	560			560		
101.00.00.3030 Sheriff Corrections Division	301,425	486,147	413,321	300,000	147,576	33,374	25,555			25,555		
101.00.00.3035 Building and Grounds - Jail	9,205	5,113	6,168	6,000	1,668		1,120			1,120		
101.00.00.3050 Sheriff Administration			574		723	307						
101.00.00.3110 Sheriff Investigative Division			8,738	10,000	6,098	1,624	647			647		
101.00.00.3145 Sheriff Overtime	42,582	16,469	26,309	28,347	5,363	8,663	1,301			1,301		
101.00.00.3160 Sheriff Marine Patrol	38,362	27,700	6,818		-							
101.00.00.3205 Tether Program		4,784	106		38							
101.00.00.4260 Emergency Mgmt		154			-							
628.00.00.2582 IT	72,593	68,457	33,930	75,000	2,405	961						
645.00.00.2334 Motor Pool	5,897	5,681	4,192		211	220						
Total Requested Appropriation	\$ 671,021	\$ 831,856	\$ 772,645	\$ 733,188	\$ 299,654	\$ 78,016	\$ 64,494	\$ -		\$ 64,494	\$ 64,494	

REQUEST FOR OVERTIME

TO: Kristie Primeau, Controller's Office

DATE: 1/4/17

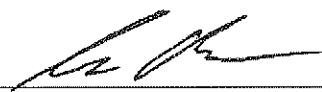
FROM: Sam Olson, Court Administrator/Register

DEPARTMENT: Probate Court

TO BE COMPLETED BY DEPARTMENT:

Number of Hours	Period of Time for which Overtime is Needed	Employee Classification	(1) Explanation of Overtime (2) Possible Alternatives if Overtime is not Utilized	Amount Requested
64	2/4/2017	4 Sr. Deputy Registers 3 Deputy Registers 1 Office Manager	(1) Overtime is being requested for Deputy Registers and Office Manager to purge files in the Probate Court file room and arrange for storage of files off-site. (2) This is an annual process we undertake and cannot be done during the regular work week (Monday-Friday) given the daily operations of the Court.	
GRAND TOTAL				\$2,560.00

APPROVALS:


Department Head

1/4/17
Date

REQUEST FOR OVERTIME

TO:

Controller

FROM:

John J. Gleason

DATE:

February 14, 2017

DEPARTMENT:

Clerks

TO BE COMPLETED BY DEPARTMENT:

Number of Hours	Period of Time for which Overtime is Needed	Employee Classification	(1) Explanation of Overtime (2) Possible Alternatives if Overtime is not Utilized	Amount Requested
30	Mar-17	Senior Court Clerk Court Clerk Deputy Clerk	Excess Court Time and Data Input & Mail Water Cases Processing Legal Division	1,039.20
30	Mar-17	Deputy Clerk	EDRS, Process Mail and Backlogged Work Vital Records	1,039.20
40	Mar-17	Elections	Voter Registration Management	1,385.60
GRAND TOTAL				<u>3,464.00</u>

APPROVALS:

Department Head

Date

Committee Approval

Date

REQUEST FOR OVERTIME

TO:

DATE: 2/14/17

FROM: Kristie Primeau

DEPARTMENT: Controllers

TO BE COMPLETED BY DEPARTMENT:

Number of Hours	Period of Time for which Overtime is Needed	Employee Classification	(1) Explanation of Overtime (2) Possible Alternatives if Overtime is not Utilized	Amount Requested
	Mar-17	Payroll	Advantage360 Implementation	3,000
	Mar-17	Admin	Advantage360 Implementation YE Audit	10,000
	Mar-17	Purchasing	Advantage360 Implementation	3,500
GRAND TOTAL				16,500

APPROVALS:

Department Head

Date

REQUEST FOR OVERTIME

TO: Controller
 FROM: John J. Gleason

DATE: February 14, 2017
 DEPARTMENT: Register of Deeds

TO BE COMPLETED BY DEPARTMENT:

Number of Hours	Period of Time for which Overtime is Needed	Employee Classification	(1) Explanation of Overtime (2) Possible Alternatives if Overtime is not Utilized	Amount Requested
120	Mar-17	Secretary	Process Backlogged Work and Mail	4,156.80
40	Mar-17	Deputy Register	Supervise Staff, Process Backlogged Work	2,104.00
GRAND TOTAL				<u>6,260.80</u>

APPROVALS:

 Department Head

 Date

 Committee Approval

 Date

REQUEST FOR OVERTIME

TO: Kristie Primeau

~~42754~~
1-19-17

FROM: Randall Petrides

DEPARTMENT: Prosecutor

TO BE COMPLETED BY DEPARTMENT:

Number of Hours	Period of Time for which Overtime is Needed	Employee Classification	(1) Explanation of Overtime (2) Possible Alternatives if Overtime is not Utilized	Amount Requested
6	3/4/2017	Secretary	Jodie Ratynski (22261)	188
6	3/4/2017	Paralegal	Melissa Williams (22177)	227
6	3/4/2017	Secretary	Nancy Demock (28001)	212
6	3/4/2017	Secretary	Amy Hadd (22257)	216
6	3/4/2017	Paralegal	Katie Snyder (114258)	227
Once per year project of disshelving and boxing up older criminal files. Dusty job not suited for dress code clothing and there is not enough time during regular hours to do job. No realistic alternative to OT Goal for project is on or about March 4th.				
GRAND TOTAL				1,070

APPROVALS:

Randall Petrides for D. Leyton
Department Head

1-19-17
Date

REQUEST FOR OVERTIME

TO: Controller's Office

DATE: February 14, 2017

FROM: Raymond P. Zanke

DEPARTMENT: Building & Grounds 2653

Number of Hours	Month of Overtime	Employee Classification	1. Explanation of Overtime	Amount Requested
			2. Possible Alternatives if overtime is not utilized	
16	March	Property Attendant	Estimated amount for month to cover 2 nd shift Property Attendant unscheduled absences.	\$ 500.00
8	March	B&G Supervisor	Oversight of construction and departmental related maintenance activities.	\$ 400.00
16	March	Maintenance Mech.	Emergency building repairs.	\$ 640.00
48	March	Utility Workers	Call in for snow/ice removal, also includes emergency snow removal at the Jail and Motor Pool on nights and weekends when no Maintenance personal are on duty. (estimated)	\$ 1,440.00
Total:				\$ 3,255.00

APPROVALS:


Department Head

2/14/17
Date

Committee Approval

Date

CC: REQUEST FOR OVERTIME qjm

REQUEST FOR OVERTIME

TO: Controller's Office

DATE: February 14, 2017

FROM Raymond P. Zanke

DEPARTMENT: Building & Grounds - CHS 2656

Number of Hours	Month of Overtime	Employee Classification	1. Explanation of Overtime	Amount Requested
			2. Possible Alternatives if overtime is not utilized	
8	March	Mechanic	Emergency Building Repairs	\$ 320.00
16	March	Utilityworker	Call-in for Snow/ice removal	\$ 480.00
Total:				\$ 800.00

APPROVALS:


Department Head

2/14/17
Date

Committee Approval

Date

Request for Overtime

To: Controller's Office

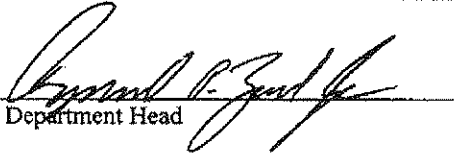
Date: February 14, 2017

From: Raymond P. Zanke

Department: Building & Grounds - Jail 3035

Number of Hours	Month of Overtime	Employee Classification	1. Explanation of Overtime 2. Possible Alternatives if overtime is not utilized	Amount Requested
16	March	Maint. Mechanic	Emergency Call In Service	\$ 640.00
16	March	Utility Worker/Property Attendant	Snow and Ice removal at Jail – including weekends and holidays	\$ 480.00
			Total:	\$ 1120.00

APPROVALS:


Department Head

2/14/17
Date

Committee Approval

Date

GL REQUEST FOR OVERTIME kjm

**REQUEST FOR OVERTIME
MARCH 2017**

TO: Controller

DATE:

2/10/2017

FROM: Robert J. Pickell, Sheriff

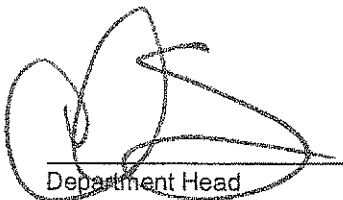
DEPT: Sheriff

Number of Hours	Period of Time for which O/T is needed	Employee Classification	(1) Explanation of Overtime (2) Possible Alternative if Overtime is not Utilized	Amount Requested
25	Mar-17	3020 Circuit Court Deputies	(1) Sick leaves, call-ins, vacations, bereavements, late court hearings, transports and cover out-County Dist Cts, security for McCree Bldg. (2) Judges would not be served as expected.	\$700.50
25	Mar-17	3025 District Court Deputies	(1) Sick leaves, call-ins, vacations, bereavements, late court hearings security for McCree Bldg. (2) Judges would not be served as expected.	\$700.50
20	Mar-17	3028 Family Court Deputies	(1) Sick leaves, call-ins, vacations, bereavements, late court hearings security for McCree Bldg. (2) Judges would not be served as expected.	\$560.40
950	Mar-17	3030 Corrections Deputies Sergeants Lieutenants	(1) Sick leaves, call-ins, vacations, bereavements, family medical leave, hospital guards, union days, training jail overcrowding and major holidays. (2) Jail could not process inmates in a competent manner which would result in jail overcrowding, potential injuries & illness to inmates and probable lawsuits. Judges would complain if inmates were not in court on time.	\$25,555.00

Page 2
 Sheriff Department
 Request for Overtime

20	Mar-17	3110 Investigative Sergeants	(1) Criminal investigations at end or before shifts that are serious life-threatening crimes or homicides, processing arrests & evidence for Courts. Late police calls at end of a shift, traffic death investigations, arrests at end of shift and traffic projects like click-it-or-ticket and security for McCree Bldg. (2) Most serious crimes if not solved within 48 hours become cold cases and are extremely difficult to solve. Victims then are left frustrated and hopeless. Calls would be delayed or go unanswered prompting citizen complaints. Investigations would not get done timely thus slowing everything down causing delays to the Prosecutor and Courts.	\$647.00
45	Mar-17	3145 Police Deputy	(1) Criminal investigations at end or before shifts that are serious life-threatening crimes or homicides, processing arrests & evidence for Courts. (2) Projects like OHSP Grants, click-it-or-ticket, ATF, OWI Grants, and the fugitive team.	\$1,300.50
GRAND TOTAL				\$29,463.90

APPROVALS:


 Department Head

2-10-17
 Date

Committee Approval

Date