



Macomb County Board of Commissioners

Dave Flynn – Board Chair Kathy Tocco – Vice Chair Steve Marino – Sergeant-At-Arms

District 1 – Andrey Duzyj District 2 – Marv Sauger District 3 – Veronica Klinefelt District 5 – Rob Mijac District 6 – Jim Carabelli
District 7 – Don Brown District 8 – Kathy Vosburg District 9 – Fred Miller District 12 – Bob Smith District 13 – Joe Sabatini

FINAL AGENDA

DATE/TIME: Thursday, November 3, 2016 immediately following Finance Committee Meeting

COMMITTEE: Full Board

COMMITTEE CO-CHAIRS: Board Chair Flynn and Vice-Chair Tocco

COMMITTEE MEMBERS: Committee of the Whole

LOCATION: 1 S. Main St., 9th Floor Mount Clemens, Michigan 48043

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Invocation – Commissioner Smith
5. Adoption of Agenda
6. Approval of Minutes Dated October 13, 2016 (page 1)
7. Public Participation
(Five minutes maximum per speaker, or longer at the discretion of the Chairperson, related only to issues on the agenda)
8. Correspondence from Executive:
 - a. Department of Public Works Legal Expenses (page 6)
 - b. Department of Public Works Legal Expenses (2) (page 8)
9. Candidates for Department Appointments
 - a. Executive Appointment with Board Concur (page 13)
Director of Office of Senior Services
- Kristie King
(one application is attached)
 - b. Executive Appointment with Board Concur (page 18)
Director of Macomb County Department of Roads
- Bryan E. Santo
(one application is attached)

10. Committee Reports:

- | | | |
|----|--|------------------|
| a. | Government Operations, November 1 | (none) |
| b. | Infrastructure and Economic Development , November 1 | (none) |
| c. | Justice and Public Safety, November 2 | (none) |
| d. | Health and Human Services, November 2 | (none) |
| e. | Finance, November 3 | (to be provided) |

10. Proclamation:

- | | | |
|----|--|-----------|
| a. | A Proclamation Commending Marion Ashen Lusardi Upon her Retirement from the Chesterfield Township Library (Offered by Vosburg) | (page 34) |
|----|--|-----------|

11. Receive and File:

- | | | |
|----|--|-----------|
| a. | Department Budget Review – Follow Up Questions | (page 35) |
|----|--|-----------|

12. New Business

13. Public Participation

(Five minutes maximum per speaker or longer at the discretion of the Chairperson)

14. Roll Call

15. Adjournment

**UNOFFICIAL MINUTES OF THE
MACOMB COUNTY COMMISSION
FULL BOARD MEETING
OCTOBER 13, 2016**

The Macomb County Commission met at 7:01 p.m. on Thursday, October 13, 2016 at Oakland University / Anton Frankel Center, 20 S. Main Street, Room 126, Mount Clemens. Chair Flynn called the meeting to order.

ROLL CALL

NAME	DISTRICT	PRESENT	NOT PRESENT
Don Brown	7	X	
James Carabelli	6	X	
Andre Duzyj	1	X	
David Flynn	4	X	
Veronica Klinefelt	3	X	
Steve Marino	10	X	
Robert Mijac	5	X	
Fred Miller	9	X	
Joe Sabatini	13	X	
Marvin Sauger	2		X
Bob Smith	12	X	
Kathy Tocco	11	X	
Kathy Vosburg	8	X	

AGENDA

MOTION

A motion was made by Commissioner Carabelli, to approve the agenda, supported by Commissioner Duzyj. **THE MOTION CARRIED.**

INVOCATION

Commissioner Tocco introduced Pastor Patrick Thompson from Erin Presbyterian Church in Roseville to give the invocation.

MINUTES

A motion was made by Commissioner Brown, to approve the minutes dated October 6, 2016, supported by Commissioner Mijac. **THE MOTION CARRIED.**

PUBLIC PARTICIPATION

Joe Hunt, 8306 Stanley, Warren

CORRESPONDENCE FROM EXECUTIVE

None

APPOINTMENTS

Board Appointment:

- a) Macomb County Human Services Board
 1 vacancy; 3 year term beginning November 1, 2016 thru October 31, 2019

R16-209 A motion was made by Commissioner Tocco, to approve the appointment of G. Patrick Thompson to the Macomb County Human Services Board, supported by Commissioner Smith.

THE MOTION CARRIED.

Executive Appointment with Board Concurrence:

- b) Macomb County Ethics Board
 1 vacancy; 5 year term beginning upon appointment thru February 1, 2021

R16-210 A motion was made by Commissioner Vosburg, to approve the appointment of Brian Gabriel to the Macomb County Ethics Board, supported by Commissioner Duzyj.

THE MOTION CARRIED.

INTRODUCTION OF RETIREMENT ORDINANCE RESTATEMENT

Given by Tom Michaud, VanOverbeke, Michaud & Timmony P.C.

MOTION

R16-211 A motion was made by Commissioner Vosburg, to receive and file the retirement ordinance restatement, supported by Commissioner Smith.

THE MOTION CARRIED.

INFRASTRUCTURE AND ECONOMIC DEVELOPMENT COMMITTEE – 10-11-16

No report.

FINANCE COMMITTEE – October 12, 2016

The reading of the recommendations from the Finance Committee meeting was waived and a motion was made by Commissioner Miller, supported by Commissioner Brown, to adopt the committee recommendations.

- R16-212** Approve The Award Of Bid For The Resurfacing Of Schoenherr Road From 8 To 11 Mile To Cipparrone Contracting, Inc. At A Cost Of \$3,288,155.44 And The Corresponding Construction Contract With Cipparrone And Cost Share Agreement With The City Of Warren; Further, A Copy Of This Board Of Commissioners' Action Is Directed To Be Delivered Forthwith To The Office Of The County Executive.
- R16-213** Approve The Cost Share Agreement Outlining The Cost Participation Between Harrison Township And The Department Of Roads For The Reconstruction Of Bayhaven Drive Through A Residential Special Assessment District Established By Harrison Township; Further, A Copy Of This Board Of Commissioners' Action Is Directed To Be Delivered Forthwith To The Office Of The County Executive.
- R16-214** Approve The Cost Share Agreement Outlining The Cost Participation Between Harrison Township And The Department Of Roads For The Reconstruction Of Riviera Street Through A Residential Special Assessment District Established By Harrison Township; Further, A Copy Of This Board Of Commissioners' Action Is Directed To Be Delivered Forthwith To The Office Of The County Executive.
- R16-215** Approve The Cost Share Agreement Outlining The Cost Participation Between Shelby Township And The Department Of Roads For The Resurfacing Of Various Residential Streets (Barclay, Betty, Woodall, Phillips, Cumberland); Further, A Copy Of This Board Of Commissioners' Action Is Directed To Be Delivered Forthwith To The Office Of The County Executive.
- R16-216** Approve The Cost Share Agreement Outlining The Cost Participation Between Shelby Township And The Department Of Roads For The Reconstruction Of Robin's Nest From 450 Feet South To 350 Feet North Of Canary; Further, A Copy Of This Board Of Commissioners' Action Is Directed To Be Delivered Forthwith To The Office Of The County Executive.
- R16-217** Approve The Agreement Between MOOT And Macomb County Outlining The Scope Of Project And Costs For Concrete Pavement Repairs On Garfield Road From South Of Millar To 17 Mile Road At A Cost Of \$1,040,100, With Funding Covering \$851,300, Leaving A Balance For MCDR To Pay Of \$188,800 (Estimated Costs); Further, A Copy Of This Board Of Commissioners' Action Is Directed To Be Delivered Forthwith To The Office Of The County Executive.
- R16-218** Approve The MOOT Contract For The Legislative Earmark To Complete The M-53 Access Road Project At 33 Mile Road In Bruce Township; Further, A

Copy Of This Board Of Commissioners' Action Is Directed To Be Delivered Forthwith To The Office Of The County Executive.

- R16-219** Approve The Proposal For Design Engineering Services For The M-53 Access Road Project At Mckay Road And 33 Mile Road In Bruce Township; Further, A Copy Of This Board Of Commissioners' Action Is Directed To Be Delivered Forthwith To The Office Of The County Executive.
- R16-220** Approve The Appointment Of Foster, Swift Collins & Smith (John M. Kamins) To Advise, Review, And Represent Macomb County In Bond Sale And Refunding Matters; Further, A Copy Of This Board Of Commissioners' Action Is Directed To Be Delivered Forthwith To The Office Of The County Executive.
- R16-221** Adopt The 2016 Macomb County Apportionment Report As Prepared By The Finance Department; Further, A Copy Of This Board Of Commissioners' Action Is Directed To Be Delivered Forthwith To The Office Of The County Executive.
- R16-222** Approve a (3) Three-Year Contract 10/14/2016 through 10/13/2019 with our current employee benefits consultant and broker – TMR & Associates, Inc. at a cost of \$255,000 (\$85,000 per year); Further, A Copy Of This Board Of Commissioners' Action Is Directed To Be Delivered Forthwith To The Office Of The County Executive.

THE MOTION CARRIED.

BOARD CHAIR REPORT

MOTION

- R16-223** A motion was made by Commissioner Carabelli, to receive and file the Board Chair report, supported by Commissioner Klinefelt.

THE MOTION CARRIED.

NEW BUSINESS

Commissioner Duzyj asked if the Board would be doing anything for the commissioning of the USS Detroit next weekend. There is a commissioning ceremony next Saturday, October 22nd. Duzyj will put together a proclamation.

Commissioner Sabatini asked about follow up on the department budget reviews

Commissioner Brown asked if Sam Lulkin has been briefed on the process or if has he reviewed any documents.

PUBLIC PARTICIPATION

Joe Hunt, 8306 Stanley, Warren
 Karen Spranger, 7520 Hudson, Warren

ROLL CALL

NAME	DISTRICT	PRESENT	NOT PRESENT
Don Brown	7	X	
James Carabelli	6	X	
Andre Duzyj	1	X	
David Flynn	4	X	
Veronica Klinefelt	3	X	
Steve Marino	10	X	
Robert Mijac	5	X	
Fred Miller	9	X	
Joe Sabatini	13	X	
Marvin Sauger	2		X
Bob Smith	12	X	
Kathy Tocco	11	X	
Kathy Vosburg	8	X	

ADJOURNMENT**MOTION**

A motion was made by Commissioner Duzyj, to adjourn, supported by Commissioner Carabelli. **THE MOTION CARRIED.**

Chair Flynn adjourned the meeting at 8:15 p.m., until the call of the Chair.

David Flynn, Chair

Todd Schmitz, Chief Deputy County Clerk




Macomb County Executive

Mark A. Hackel

Mark F. Deldin
Chief Deputy County Executive

To: Dave Flynn and Members of the Commission

From: Mark A. Hackel, County Executive 

Date: October 25, 2016

Re: Department of Public Works Legal Expenses

My office recently discovered some very disturbing information that I feel obliged to bring to your attention. It concerns more than \$5.6 million in legal fees incurred by Commissioner Marrocco that were charged to water bills in the eleven Macomb County communities that are part of the Macomb County Wastewater Disposal District (MCWDD). My immediate questions are where did he get the cash to pay that extraordinary amount of legal fees and did he have the authority to charge them to the ratepayers in those eleven communities.

The legal fees relate to just two actions where Commissioner Marrocco 1) tried unsuccessfully to establish his authority to speak for the County during the Detroit Bankruptcy (\$3,785,878), and 2) tried unsuccessfully to have the Court appoint him project manager of the Oakland Macomb Interceptor Drain (OMID) over the objections of his Drain Board colleagues (\$1,860,646) – a total of \$5,646,524. The parties to that litigation were Commissioner Marrocco, the County of Macomb, and a Chapter 20 Drain, not the MCWDD or any of the eleven communities. Yet Commissioner Marrocco charged all of the \$5.6 million of fees to MCWDD and the ratepayers in eleven communities. That seems totally inappropriate and those communities may have a claim against the county for restitution. As a result, I have initiated a thorough review of all of this with the County's attorneys and auditors, and plan to call in special expertise where needed.

While there are still numerous unanswered questions, my office is now getting inquiries from the affected communities and the media, and I wanted to make you aware of the circumstances before you hear them somewhere else. For now my goal is simply to inform you about the situation and the impact it has had on 510,000 county ratepayers. I have attached a table that summarizes how the \$5.6 million was allocated to each community. I have also provided the Board Chair with copies of some \$5 million of checks signed by Commissioner Marrocco and charged against the Macomb County Wastewater Drainage District account. I find it ironic that Commissioner Marrocco has now asked me to submit a resolution for Board of Commissioner's approval for a \$5 million county bond to make needed repairs to that same wastewater system. If those legal fees had not been spent, the bond issue would not be necessary.

CC: A. Marrocco
D. Miller
J. Schapka
S. Smigiel

**Distribution of Marrocco's Legal Costs to Macomb Communities for
Bankruptcy/GLWA Objections and OMID Litigation**

Community	Community Cost Allocation %	Macomb Community Totals
Chesterfield Twp.	7.6571	\$432,359
Clinton Twp.	21.8365	\$1,233,003
City of Fraser	4.5124	\$254,795
Harrison Twp.	5.8282	\$329,088
Lenox Twp.	0.4891	\$27,619
Macomb Twp.	13.1155	\$740,572
Village of New Haven	1.0445	\$58,976
Shelby Twp.	9.2507	\$522,342
City of Sterling Heights	32.0196	\$1,807,994
City of Utica	1.8037	\$101,846
Washington Twp.	2.4427	\$137,929
Total	100.0000	\$5,646,524



Macomb County Executive

Mark A. Hackel

Mark F. Deldin
Chief Deputy County Executive

To: Dave Flynn and Members of the Commission

From: Mark A. Hackel, County Executive

Date: November 1, 2016

Re: Department of Public Works Legal Expenses

Last week I informed you about the more than \$5.6 million in legal fees that Commissioner Marrocco incurred in two legal actions that we believed were charged to ratepayers in eleven Macomb County communities. Thanks to the investigative work of a Macomb Daily reporter and the statements from DPW staff that appeared in his article (copy attached), we now know for certain that is true. The question now is what should the County do about it?

Here is the problem. The Macomb County Wastewater Disposal District (MCWDD) bank account has become a multi-million dollar slush fund for Commissioner Marrocco. Unlike drain district funds that can only be spent with the approval of a drain board, we have discovered that MCWDD funds are being spent without any budget or appropriations process, and no oversight or approval. The Public Works Commissioner sets the rates, collects nearly \$60 million annually from the eleven communities, and then spends the funds in any way he chooses. All of this is being done under the guise of a 50-year old resolution where the Board of Commissioners designated the drain commissioner as the “county agent” for sewer matters. Whether that authority still exists in a Charter County is another question that needs to be answered.

We have now examined several years of checks written on the MCWDD account and found it has paid for everything from these exorbitant \$1,000 an hour legal fees, to raises for his top staff, a luxury equipped car for himself and the cost to insure it, right down to a \$2 reimbursement to the Commissioner for his Sunday newspaper. None of these charges have anything to do with the cost of operating and maintaining the wastewater system, which by contract with the eleven communities is the exclusive basis for rate-setting. To the extent these charges were justified at all, they should have been borne by the County, not the eleven communities.

There are a number of issues that will take time to document and resolve, but I plan to begin by addressing just one that is crystal clear – the nearly \$1.4 million in legal fees paid so far on Commissioner Marrocco’s behalf for his suit against the Oakland Macomb Interceptor District (OMID) and his two colleagues who serve on that board. Court records show that Marrocco was the sole plaintiff in the case – not the County and certainly not the eleven MCWDD communities. Yet those eleven communities have had all of these costs built into their sewer rates. If Commissioner Marrocco argues that he is the “county agent” in these matters, it only strengthens the argument that the costs involved belong to the County and not the eleven communities. Nothing in the MCWDD contracts designates Marrocco as the communities’ agent or gives him authority to bring suit on their behalf.

One of the communities involved has already indicated they are investigating legal action against the county to recover the amount involved and others will undoubtedly do the same. To force the County or the communities to incur even more legal fees would be irresponsible. Instead, I plan to engage corporation counsel, risk management, and our finance department in pre-suit negotiations with the MCWDD communities to head off any litigation and negotiate a fair and equitable resolution for all parties. Quite frankly, incurring \$5.6 million in legal fees and engaging \$1,000 an hour law firms is an embarrassment to our County and a disservice to the communities and residents that depend on us.

As I mentioned, there are still a number of other issues to investigate and I will keep you informed of what we find. We are also working on putting procedures in place that will prevent this from happening again. I would ask the Commissioners who represent the eleven communities to assure them that the County understands their concerns and will be working with them to find a fair and equitable resolution.

As always, please let me know if you have any questions.

CC: A. Marrocco
D. Miller
J. Schapka
S. Smigiel

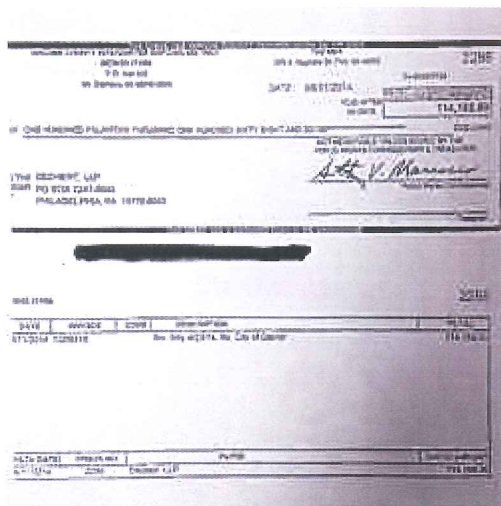
The Macomb Daily (<http://www.macombdaily.com>)

Sewer customers paying for Marrocco's \$5 million legal bill

Public works commissioner's legal bill includes \$1,000-per-hour fee

By Jameson Cook, The Macomb Daily

Saturday, October 29, 2016



Residents of 11 Macomb County communities are paying \$5 million in legal fees – including \$1,000 per hour payments to a New York law firm – in sewer rates for two legal actions filed by Anthony Marrocco that have produced tepid results.

Each sewer customer in the communities – including Sterling Heights, Clinton Township and Macomb Township – this year will pay roughly about \$30 more each to fund lawyers' bills in the two cases. Sewer fees are included in water bills.

The legal actions were filed by Marrocco as the county Public Works Commissioner in the Detroit bankruptcy and a lawsuit against Oakland Macomb Interceptor District.

County Executive Mark Hackel, who recently learned of the expenditures via a Freedom of Information Act request, said he is appalled by the large sum of money spent by Marrocco without any oversight. He called Marrocco a “rogue agent who steps out of the bounds of his authority” and “put us in a litigious position by his egregious actions.

“He has no right to expend these funds for that purpose. They (rate payers) probably deserve a refund.”

Democrat Hackel supports Marrocco's Republican opponent, U.S. Rep. Candice Miller, in Marrocco's Nov. 8 re-election bid, a race that has become the most contentious in recent Macomb County politics.

Hackel said it backs up his claim for months that Marrocco's office lacks transparency.

“He would have never gotten these expenditures through the county Board of Commissioners,” Hackel said.

Marrocco's campaign spokesman, Mike Radtke, questioned the timing of Hackel obtaining and releasing the information, saying it is an attempt “to distract the public from Candice Miller's support for the Koch Brother's dumping in our waterways, and Miller's terrible record on clean water and the environment.”

"This is a half baked made-up campaign issue that misrepresents the efforts the Public Works Office have made to protect the people of Macomb County, over the course of many years," he said.

Hackel acknowledged the timing of seeking the information could be construed as politically motivated. But he said it would have been irresponsible of him to not pursue the information once he learned of its potential.

The expenditures were made on behalf of the Macomb County Waste Water Disposal District, which is operated by Marrocco. Other member communities are Chesterfield, Harrison, Lenox, Shelby and Washington townships, the cities of Fraser and Utica, and the village of New Haven.

The fees caused what should have been a .75 percent increase to the member communities, which charged by Detroit Water and Sewerage, to be a 4.3 percent increase, said Brian Baker, finance director for the city of Sterling Heights and member of the Great Lakes Water Authority board.

Baker questioned the expenditures and called for an audit of the district's finances.

"I certainly think that since this is being brought to our attention, we have a responsibility to our customers to have the county investigate this matter fully," Baker said.

The bulk of the fees, about \$3.8 million, went to the Deckert law firm, located on the Avenues of Americas in New York, that charged \$1,000 per hour for work in Marrocco's filings in the Detroit bankruptcy. The remaining \$1.3 million went to Kirk, Huth, Lange and Badalamenti, located in Clinton Township, for its work in Marrocco's lawsuit against the Oakland Macomb Interceptor District.

The payments to Deckert and its attorney Allan Brilliant particularly raised the ire of Hackel and Baker because the money was spent in seven months in 2014 at \$1,000 per hour and failed to achieve much.

Marrocco tried to get himself named as the Macomb County "agent" in the bankruptcy, then withdrew that effort, and objected to various aspects of the bankruptcy. Also, Brilliant on Marrocco's behalf sought \$26 million as compensation for the massive sinkhole collapse in 2004 on 15 Mile Road in Sterling Heights. That potential award has been reduced to \$22 million, of which the district will receive less than 10 percent due to its status as a low-level unsecured creditor in the bankruptcy. That money will be paid over at least 10 years.

Marrocco's top deputy, William Misterovich, said Marrocco believed Deckert should be hired because it is considered the best bankruptcy firm in the country.

"We felt the expense was justified on the basis of the claim of \$26 million," Misterovich said. "It turned out to not be a very good deal for us. Hindsight is 20-20."

Brilliant did not respond Friday to a request for comment.

[In the OMID lawsuit](#), in which Marrocco sued the OMID board, of which Marrocco is a member, he initially fared better. Judge Michael West of St. Clair County Circuit Court in March 2015 ruled in his favor that Warren is part of the district's service area so could hook up and dump excess sewage during emergencies at a reasonable cost, contrary to the OMID's claim, to help reduce basement flooding in Warren. However, the state Court of Appeals in June overturned that ruling and remanded

it back to circuit court for a potential trial due to a question of fact. Legal fees in that case continue to rise because Marrocco has appealed to the state Supreme Court.

Also in that lawsuit, Marrocco lost his effort to be named manager of the multi-year, \$170-million project that OMID oversees, a decision he is not appealing.

The lawsuit also caused an additional \$538,000 in legal fees for the OMID.

The Waste Water District is a public entity but only faces inquiry once a year at an annual meeting between Marrocco's office and representatives of the 11 communities.

Baker at the meeting last May questioned the budget increase of \$1.8 million, from \$56.3 million to \$58.1 million, a 3.2 percent rise.

He was told that was due in large part to a \$3.1 million increase to the cash-reserves account that is designed for emergency repairs. Typically, \$1 million a year went toward cash reserves.

"We considered that (the Detroit bankruptcy case) an emergency," Misterovich said.

The \$3.1 million influx will increase cash reserves to \$8 million, a goal of Marrocco to create a surplus equal to 20 percent of the budget, said Misterovich and Public Works Finance Director Bruce Manning.

The waste water district budget pays for 13 employees plus additional expenses, Misterovich said.

Hackel and Baker questioned the legal status of the district. It is not a district like the hundreds of drainage districts in the county that are overseen by the county Drain Board, which includes Marrocco, county board Chairman Dave Flynn and county Finance Committee Chairman Fred Miller. The district is a collection of contracts between the county and the communities, said county attorney John Schapka.

Al Lorenzo, assistant county executive for Hackel, noted Marrocco's ability to spend \$3.8 million in less than a year in the Detroit case.

"Why is that money laying around? Why is it not invested?" Lorenzo said.

The 20 checks paid to Deckert starting May 6, 2014, and ending Dec. 2, 2014, averaged \$190,000. In addition, Hackel says a \$50,000 retainer was paid April 1, 2014. That check was not provided.

URL: <http://www.macombdaily.com/20161029/sewer-customers-paying-for-marroccos-5-million-legal-bill>

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Macomb County Executive

Mark A. Hackel

Mark F. Deldin
Deputy County Executive

TO: David Flynn, Board Chair

FROM: Mark A. Hackel, Macomb County Executive

DATE: October 19, 2016

RE: Director of Office of Senior Services Appointment

As you are aware, the Macomb County charter specifies in Sec. 7.2.2 that “the office of senior services is created,” and that “the office shall be supervised by an Appointee of the Executive subject to confirmation by the Commission.”

After thorough consideration, I am pleased to inform you that I have appointed Ms. Kristie King to Director of Office of Senior Services.

Attached for your information is a copy of Ms. King’s resume. I hope you will share our enthusiasm and will confirm her appointment.

Please let me know if you have any questions or need additional information.

PJL/smc

cc: E. Herppich
K. King
A. Lorenzo
R. Powell
B. Ridella
R. Wooten



DEPARTMENT OF HEALTH & COMMUNITY SERVICES¹⁴

One South Main, 8th Floor ♦ Mount Clemens, Michigan 48043


PHONE: 586-469-7190 ♦ FAX: 586-469-5545

www.macombcountymi.gov/hcs

Steven C. Gold, M.P.H.
Director

September 26, 2016

TO: MARK A. HACKEL
COUNTY EXECUTIVE

FROM: STEVEN C. GOLD, MPH, DIRECTOR
DEPARTMENT OF HEALTH & COMMUNITY SERVICES 

SUBJECT: RECOMMENDATION OF KRISTIE KING TO BE THE DIRECTOR OF THE
OFFICE OF SENIOR SERVICES

As you are aware, the Macomb County Charter specifies in Sec. 7.2.2 that "the office of senior services is created," and that "the office shall be supervised by an Appointee of the Executive subject to confirmation by the Commission." The scope of responsibility of this office is given as "coordinat[ing] the operations of the County that provide services for the aging and senior citizens, and serv[ing] within County government as the advocate for senior citizens."

Your previous appointee to this position, Ms. Katherine Benford, left County service on June 3 of this year. Since that time we have been diligently pursuing her replacement. Because the Office of Senior Services is also Macomb Community Action's Division of Senior Services, the OSS director is a County employee, and must satisfy the education, experience, and other criteria set forth in the job specification for a Division Director.

The search committee for the new Director was comprised of Macomb Community Action Director Rhonda Powell, Health Officer Bill Ridella, and myself. We reviewed nearly 90 applications, interviewed more than a dozen highly-qualified applicants, and are pleased to tell you that we have a recommendation for you.

Ms. Kristie King earned both her bachelor's degree and her Master of Social Work degree from Wayne State University. For the past eight years she has been the Senior Program Manager for the National Kidney Foundation of Michigan, where she manages the day to day operations of NKFM's Detroit office, including such highly relevant administrative responsibilities as staff development, budgets, work plans, policy adherence, and systems and process guidance.

Besides the nominal criteria for the position, we also assessed the candidates' qualifications with regard to leadership, innovation, collaboration, communication, equity/diversity values, data-driven orientation, and fiscal and project management. In our estimation, Kristie excels in all these areas. Further, her community orientation is demonstrated by her leadership role in the Inkster Partnership for a Healthier Community. Further still, Kristie's dual expertise in social work and

Mark A. Hackel
September 26, 2016
Page 2

public health will be most helpful in our continuing efforts to bring down the silos separating the various Health & Community Services agencies and make them more interoperational.

If you would like an opportunity to discuss this appointment with me, with Rhonda, or with Ms. King herself, we are all available at your convenience. Thank you for considering this recommendation .

jms

Enclosure

cc: E. Herppich
K. King
A. Lorenzo
R. Powell
B. Ridella
R. Wooten

Professional Profile

- Self-motivated community organizer and advocate for vulnerable populations through innovative community engagement, education, empowerment and cultural awareness towards change
- Solution focused organizational change agent
- Experienced with program work plan and budget development
- Trained as a Health Equity - Social Justice facilitator
- Provided direct program coordination and implementation of multiple diverse state and federal grants at the community level
- Promoted kidney disease prevention, increased health awareness and education specific to diabetes, hypertension, physical activity and addressing health inequities within communities of color and other vulnerable populations as a Facilitated collaboration, communication and programming among State and local partner organizations and staff

Professional Experience

- Manages the various day to day operations of NKFM's Detroit Office, in addition to working with Human Resources on staff development, budgets, work plans, policy adherence, systems and process guidance
- Develops and seeks new programming within the Detroit office through grant writing and development of contacts within the tri-county area
- Assist with writing/securing and maintaining grant funding to support NKFM's multiple health education initiatives
- Assist with the creation of various grant and program budgets and work plans
- Works with diverse funding partners to sustain and grow NKFM's signature programs with entities such as: HAP, AAAIB, TSA and MDHHS
- Prepares various funder (Federal, State, Local level) reports according to designated submission dates and guidelines
- Coordinates the completion and compilation of various community health assessments as required by multiple funding sources
- Responsible for developing/coordinating the National Kidney Foundation of Michigan's (NKFM) senior based Enhance Fitness 25 locations, serving over 2000 participant's state wide
- Manages a team of over 40 fitness instructor's state wide along with a core team of 8 coordinators
- Trained over 200 fitness instructors in the senior group exercise program Enhance Fitness as a National T-trainer and Master Trainer
- Master Trainer and facilitator for Stanford University's, Diabetes Self- Management Program
- Facilitator: Stanford University's Chronic Disease Self- Management Program and Matter of Balance Program
- Master Trainer/facilitator for the Office of Women's Health "Bodyworks Inc", a family driven health management curriculum
- Coordinates teams responsible for the implementation of NKFM's Healthy Hair/Dodge the Punch African American beauty/barber awareness program throughout the state of Michigan
- Program coordination and implementation of Centers for Disease Control (CDC) - "Communities against Diabetes" funding and Office of Women's Health - "Coalition for a Healthier Community" funding within the Inkster, Michigan community.
- Served as Program Manager of Michigan Department of Community Health's (MDCH)– Health Disparities Program Grant focused on food access and security and Culturally and Linguistically Appropriate Services
- Formed successful collaboration with community residents, organizations and leaders to develop/build the Inkster Partnership for a Healthier Community Coalition (IPHC)
- Engages community members in strategic planning activities around specific health disparities and

- gender specific needs
- Facilitates monthly coalition meetings focusing on the community needs of diverse populations
- Provides regular community presentations on Health Equity, racial justice and the Social Determinants of Health
- Serves on various committees/boards within the Southeast Michigan communities
- Represent the NKFM at national and local conferences as a speaker regarding NKFM grant initiatives and current projects

Work History

Senior Program Manager	National Kidney Foundation of Michigan	2008 -- Present
Child and Family Therapist	Franklin Wright Settlements Inc	2007 – 2013
Nephrology Social Worker	Greenfield Health System	1999 -- 2008

Education

Master of Social Work	Wayne State University Detroit, Mi	2003
Bachelors of Science	Wayne State University Detroit, Mi	1999

Affiliations

- Michigan Council of Nephrology Social Workers
- Western Wayne Family Health Centers – Quality Improvement Committee
- Inkster Task Force Treasurer
- University of Michigan Future Public Health Leaders Program – Preceptor/Mentor

Awards/Presentations

- Michigan Council of Nephrology Social Workers Merit Award 2006
- National Kidney Foundation - Clinical Meeting Abstract/Poster 2007, “Promoting Self-Care in Hemodialysis” Chicago, Il
- National Kidney Foundation - Clinical Meeting Faculty Presenter, 2008, “Dare to Self Care” Orlando, Fl
- MDCH 2010 Health Disparities & STD/HIV Conference Presenter “Building Community Capacity to Address Health Equity” Ypsilanti, Mi
- American Society on Aging Conference Presenter 2010; “The Role of a Champion: Implementing Evidence-Based Fitness Programs in Diverse Communities.” Chicago, Il
- American Society on Aging Conference Presenter 2011; “Community Outreach: An Exercise in Flexibility a Model for Change” San Francisco, Ca
- “A gender-based community participatory research approach to improving health equity in African American women” Waddell, S; Uju-Eke,O; Burke, J; King, K; Franke, A; “American Public Health Association 2013 Annual Meeting Boston, MA 11/2014
- “Utilizing community health workers for evidence-based interventions in Inkster, Michigan” King, K; Smith, O; Waddell, S Jackson, A; Burke J; Franke, A American Public Health Association 2013 Annual Meeting/Boston, MA 11/2014
- Received a health resolution from the Population Health Council recognizing outstanding achievement of the Inkster Partnership for a Healthier Community as a model for how population can and should be pursued at the local level.
- Multiple community level presentations, Television and radio interviews regarding health, fitness and health disparities



Macomb County Executive

Mark A. Hackel

Mark F. Deldin
Deputy County Executive

To: Chairman David Flynn and the Board of Commissioners

From: Mark F. Deldin
Chief Deputy County Executive *MFD*

Date: October 24, 2016

Re: Recommendation to confirm Bryan E. Santo as Director
of Macomb County Department of Roads

On behalf of Executive Mark A. Hackel, it is with great pleasure that I recommend the appointment and your confirmation of Mr. Bryan E. Santo to the position of Director of Department Roads effective the first full business day after confirmation.

Attached are the job posting, position description, credentials and a signed offer letter. The position vacancy was posted from 8/31/2016 to 9/21/2016 on the following websites:

- The County Human Resources Job Opportunity site
- Career Builder (.com)
- County Road Association of Michigan (CRAM)
- Michigan Association of Counties (MAC)

The applicant and screening process involved:

- 769 people viewed the posting
- 22 candidates applied
 - 6 internal
 - 16 external
- 8 candidates were interviewed
 - 5 internal
 - 3 external
- 2 candidates were granted a second interview
 - 1 internal
 - 1 external

The interview committee consisted of: Deputy Executive Al Lorenzo, Department of Finance Director, Michelle Mykytiak, Department of Maintenance Superintendent, Leo Ciavatta, HRLR Service Director, Karen Bathanti, HRLR Service Partner, Brittany Tunnison, Anderson, Eckstein and Westrick (AEW) President, Roy Rose, and myself.

Our recommended candidate, Bryan E. Santo, has been employed by the MCDOR for over 22 years in the engineering department. Bryan has been directly involved in the design, oversight and construction of multi-million dollar rehabilitation and capacity reconstruction road projects. He has extensive experience in leading a team of inspectors and testing personnel in the DOR Testing Laboratory.

RE: Recommendation to Confirm Bryan Santo

He has worked closely with MDOT and local municipalities to ensure proper construction and coordination of projects around the County.

Bryan has also served many years as an ADTECH association representative for DOR employees and as their Association President.

Please review the material I have provided and contact my office once you determine the meeting date for this confirmation process. With Mr. Bob Hoepfner retiring at the end of December, 2016, we are anxious to begin the formal transition process

Please contact me should you need additional information.

MFD

cc: Mark Hackel
Eric Herppich
Karen Bathanti
Steve Smigiel



MACOMB COUNTY
invites applications for the position of:

Director, Department of Roads

An Equal Opportunity Employer

SALARY: \$117,045.00 - \$130,050.00 Annually

OPENING DATE: 08/31/16

CLOSING DATE: 09/14/16 05:00 PM

CLASSIFICATION DETAILS:

DEPARTMENT: Department of Roads

HIRING AUTHORITY: County Executive

F.L.S.A. STATUS: Exempt

EMPLOYMENT RELATIONSHIP: At-will position under County Human Resources Policy

CURRENT HOURS AND STARTING TIME: Full-time (40 hours per week) position. The starting time for this position is currently 8:00 a.m. Weekends and evenings as needed.

JOB SUMMARY:

Under the direction of the County Executive, is responsible for the overall management and administration of activities and operations for the Department of Roads; directs and manages strategic planning and operation of the Department of Roads design and construction projects; maintains direct communication with the Office of the County Executive regarding policy and procedures, department updates and issues; directs and manages maintenance, sign, signal and traffic operation activities; works collaboratively with cities, townships and neighboring counties; provides leadership to all business units within the department including: finance, engineering, traffic, permits, purchasing, information technology, fleet maintenance, public relations and maintenance; performs related duties as assigned.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Directs and manages the strategic planning and operation of the Department of Roads design and construction projects.

Reviews and recommends programs and services by studying the changing needs of the County and identifying and anticipating county road needs.

Directs and manages the preparation of bid specifications and documents; reviews and analyzes bid information and makes recommendations.

Acts as an advisor to the County Executive on road, transportation and mobility matters.

Ensures compliance related to all Federal and State regulations and guidelines.

Communicates with community groups, professional organizations, County, City, Township and State officials.

Serves on various planning committees as a County representative and technical review for corridor planning, transportation system planning, and other policy formulating committees dealing with transportation-related issues.

Serves as an appointed member of the Macomb County Retirement Commission providing fiduciary and administrative oversight of the Macomb County Employees Retirement System.

Ensures adherence with policies and directives established by the County Executive, as well as established laws and regulations.

Develops and advocates for public policy related to transportation and mobility.

Responds to and provides direction for public complaints and concerns.

Develops and prepares information for short and long-range County construction plans on primary and local road networks.

Plans, organizes, leads, staffs and controls special projects performed by the Department of Roads.

Develops the proposed Department of Roads annual budget; administers the approved department budget.

KNOWLEDGE, SKILLS AND ABILITIES:

QUALIFICATIONS (Education and Experience):

REQUIRED:

A Bachelor's Degree in Public Administration, Transportation Planning, Civil Engineering, Business Administration or a directly related field from an accredited college or university.

A minimum of three (3) years of leadership experience.

Possession of a valid Michigan driver's license and an operable insured automobile for authorized travel.

PREFERRED:

A Master Degree in Public Administration, Transportation Planning, Civil Engineering, Business Administration or a directly related field from an accredited college or university.

A minimum of five (5) years of leadership experience.

Registered Professional Engineer in the State of Michigan certification.

SKILLS AND SPECIFICATIONS:

Knowledge of planning techniques and practices related to road construction and maintenance.

Knowledge of revenue and funding use specific to road construction and maintenance in Michigan.

Knowledge of the principles and practices of transportation planning.

Knowledge of Federal and State laws and regulations governing the Department of Roads design and construction programs.

Ability to direct, plan, develop, evaluate and manage engineering activities for the County.

Ability to develop and analyze financial and operational reports regarding programs, budgets and operations.

Ability to prepare and present written and verbal reports in a clear and logical manner.

Ability to direct, manage and organize the work of managerial, professional and support staff.

Effective written and verbal communication skills including the ability to conduct meetings and make group presentations.

Ability to effectively speak, write and understand the English language.

Ability to speak and understand a language other than English, is preferred.

Ability to establish and maintain effective working relationships with elected officials, Administrators, Department Heads, staff, union officials and the public.

Ability to conduct oneself with tact and courtesy.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Operates an automobile while performing assigned job duties.

Manual dexterity and regular fine-finger and hand/wrist motions are required for operating a keyboard, writing and filing.

May lift or carry materials weighing up to 25 pounds.

General Requirements and/or Disclaimers

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties of personnel so classified.

Complies with P.A. 390, as amended, known as the State's Emergency Management Act and the County's Emergency Management resolution as well as all related plans, policies and procedures covered by these statutes.

Must be physically able to perform the essential functions of the position, with or without reasonable accommodation.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.macombgov.org>

Job #16-00415
DIRECTOR, DEPARTMENT OF ROADS
BT

OUR OFFICE IS LOCATED AT:
120 North Main Street
1st Floor
Mount Clemens, MI 48043

586-469-5280
human.resources@macombgov.org

An Equal Opportunity Employer

Director, Department of Roads Supplemental Questionnaire

- * 1. Which of the following best describes your highest level of education:
- High school diploma or certificate of successful completion of the General Educational Development (GED) Test
 - Some college
 - Associate Degree
 - Bachelor's Degree
 - Master's Degree
- * 2. Do you possess a degree in any of the following areas?
- Public Administration
 - Transportation Planning
 - Civil Engineering
 - Business Administration
 - Other
- * 3. If you selected "other" for question number 2, please enter your field of study below. Otherwise, enter "N/A".
- * 4. Which of the follow best describes your number of years of leadership experience?
- Less than 3 years of leadership experience
 - 3 to 5 years of leadership experience
 - 6 or more years of leadership experience
5. Are you a Registered Professional Engineer in the state of Michigan?
- Yes
 - No
- * Required Question

**MACOMB COUNTY
CLASSIFICATION DESCRIPTION**

Classification Title:	Director
Department:	Department of Roads
Hiring Authority:	County Executive
FLSA Status:	Exempt
Employment Relationship:	At-Will
Effective Date:	09/09/2015 (Rev: 5/3/2016, 8/26/16)

JOB SUMMARY:

Under the direction of the County Executive, is responsible for the overall management and administration of activities and operations for the Department of Roads; directs and manages strategic planning and operation of the Department of Roads design and construction projects; maintains direct communication with the Office of the County Executive regarding policy and procedures, department updates and issues; directs and manages maintenance, sign, signal and traffic operation activities; works collaboratively with cities, townships and neighboring counties; provides leadership to all business units within the department including: finance, engineering, traffic, permits, purchasing, information technology, fleet maintenance, public relations and maintenance; performs related duties as assigned.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Directs and manages the strategic planning and operation of the Department of Roads design and construction projects.

Reviews and recommends programs and services by studying the changing needs of the County and identifying and anticipating county road needs.

Directs and manages the preparation of bid specifications and documents; reviews and analyzes bid information and makes recommendations.

Acts as an advisor to the County Executive on road, transportation and mobility matters.

Ensures compliance related to all Federal and State regulations and guidelines.

Communicates with community groups, professional organizations, County, City, Township and State officials.

Director
Page 2

Serves on various planning committees as a County representative and technical review for corridor planning, transportation system planning, and other policy formulating committees dealing with transportation-related issues.

Serves as an appointed member of the Macomb County Retirement Commission providing fiduciary and administrative oversight of the Macomb County Employees Retirement System.

Ensures adherence with policies and directives established by the County Executive, as well as established laws and regulations.

Develops and advocates for public policy related to transportation and mobility.

Responds to and provides direction for public complaints and concerns.

Develops and prepares information for short and long-range County construction plans on primary and local road networks.

Plans, organizes, leads, staffs and controls special projects performed by the Department of Roads.

Develops the proposed Department of Roads annual budget; administers the approved department budget.

QUALIFICATIONS (Education and Experience):

REQUIRED:

A Bachelor Degree in Public Administration, Transportation Planning, Civil Engineering, Business Administration or a directly related field from an accredited college or university.

A minimum of three (3) years of leadership experience.

Possession of a valid Michigan driver's license and an operable insured automobile for authorized travel.

PREFERRED:

A Master Degree in Public Administration, Transportation Planning, Civil Engineering, Business Administration or a directly related field from an accredited college or university.

A minimum of five (5) years of leadership experience.

Registered Professional Engineer in the State of Michigan certification.

SKILLS AND SPECIFICATIONS:

Knowledge of planning techniques and practices related to road construction and maintenance.
Knowledge of revenue and funding use specific to road construction and maintenance in Michigan.

Knowledge of the principles and practices of transportation planning.

Knowledge of Federal and State laws and regulations governing the Department of Roads design and construction programs.

Ability to direct, plan, develop, evaluate and manage engineering activities for the County.

Ability to develop and analyze financial and operational reports regarding programs, budgets and operations.

Ability to prepare and present written and verbal reports in a clear and logical manner.

Ability to direct, manage and organize the work of managerial, professional and support staff.

Effective written and verbal communication skills including the ability to conduct meetings and make group presentations.

Ability to effectively speak, write and understand the English language.

Ability to speak and understand a language other than English, is preferred.

Effective written and verbal communication.

Ability to establish and maintain effective working relationships with elected officials, Administrators, Department Heads, staff, union officials and the public.

Ability to conduct oneself with tact and courtesy.

WORKING CONDITIONS/PHYSICAL DEMANDS:

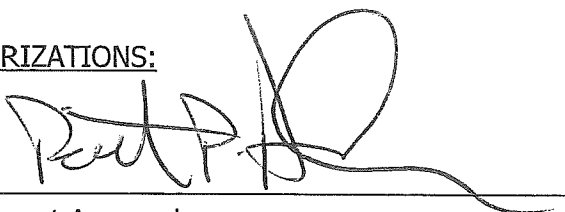
Operates an automobile while performing assigned job duties.

Manual dexterity and regular fine-finger and hand/wrist motions are required for operating a keyboard, writing and filing.

May lift or carry materials weighing up to 25 pounds.


Director
Page 4

AUTHORIZATIONS:



Department Approval

8-30-16
Date



Human Resources and Labor Relations Approval

8-26-16
Date

General Requirements and/or Disclaimers

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties of personnel so classified.

Complies with P.A. 390, as amended, known as the State's Emergency Management Act and the County's Emergency Management resolution as well as all related plans, policies and procedures covered by these statutes.

Must be physically able to perform the essential functions of the position, with or without reasonable accommodation.

16-00415 - Director, Department of Roads

Contact Information -- Person ID: 29677222

Name: Bryan E. Santo Address: 32620 Thatcher Street
New Haven, Michigan 48048 US
Home Phone: 586-453-2593 Alternate Phone:
Email: smackb9@yahoo.com Notification Preference: Email
Former Last Name: Month and Day of Birth: 04/26

Personal Information

Can you, after employment, submit proof of your legal right to work in the United States? Yes
What is your highest level of education? Bachelor's Degree

Preferences

Preferred Salary: \$117,045.00 per year
Are you willing to relocate? Maybe
Types of positions you will accept: Regular
Types of work you will accept: Full Time
Types of shifts you will accept: Day , Evening

Objective

Promotion to higher level management position.

Education

College Did you graduate: Yes
University of Michigan College Major/Minor: Civil Engineering - Materials and Construction
[Unspecified Start] - [Unspecified Management
End] Units Completed: 128 Semester
Ann Arbor, Michigan Degree Received: Bachelor's

Work Experience

Project Engineer Hours worked per week: 55
6/1994 - Present Monthly Salary: \$6,100.00
of Employees Supervised: 8
Macomb County Department Of Name of Supervisor: Walter Schell - Deputy County Highway
Roads Engineer
117 S. Groesbeck Hwy. May we contact this employer? Yes
Mt. Clemens, Michigan 48043
586-463-8671

Duties

Oversight of design and construction of multi-million dollar rehabilitation and capacity reconstruction road construction projects. Project management of these projects from design thru construction. Management and oversight of inspectors and testing personnel as well as oversight of the Department of Roads testing laboratory. Direct contact with MDOT, local municipalities and their representatives to insure proper construction and coordination of construction projects within various communities.

Reason for Leaving

Internal promotional opportunity.

Certificates and Licenses

Type: Registered Professional Engineer
Number: 6201045549
Issued by: State of Michigan
Date Issued: 10 /2016 Date Expires: 10 /2018

Skills

Macomb County has chosen not to collect this information for this job posting.

Additional Information

Macomb County has chosen not to collect this information for this job posting.

References

Professional
Hoepfner, Bob
586-463-8671

Resume**Text Resume****Attachments****Agency-Wide Questions**

1. Q: Have you previously been employed by the County of Macomb (if currently employed by the County of Macomb, select "no")?

A: No

2. Q: If yes, indicate the name(s) under which you were employed with the County.

A:

3. Q: Are you currently employed by the County of Macomb?

A: Yes

4. Q: If you are a current Macomb County employee, what is your Employee ID Number?

A: 478

5. Q: If you are a current Macomb County employee, what is your present job classification and department?

A: Project Engineer - Department of Roads

6. Q: If you are a current Macomb County employee, please select the name of the Bargaining Unit that represents you. If you are not a current employee, select "Not Applicable".

A: ADTECH- Department of Roads

7. Q: Are you a Macomb County laid off employee?

A: No

8. Q: What kind of work schedule are you available for at this time?

A: Full-time

9. Q: Would you be available to work holidays and/or weekends if required by your position?

A: Yes

10. Q: If no, please explain.

A:

11. Q: What is your shift preference, if applicable?

A: Days

12. Q: If under 18 years of age, you must submit a work permit on the start of the first day of employment with Macomb County. Are you at least 18 years of age?

A: Yes

13. Q: Have you ever been convicted of a felony?

A: No

14. Q: If yes, list each, giving date, nature of offense or violation, name and location of court, the penalty imposed, if any, or the disposition of the case. A conviction will NOT automatically bar you from employment.

A:

15. Q: If the job for which you are applying requires driving a vehicle (SEE JOB POSTING), do you possess a valid Michigan Driver's License?

A: Yes

16. Q: REFERENCES: In the space provided below, please list the name, phone number and occupation of THREE persons living in the United States who are not related to you, preferably persons with whom you have worked, who have knowledge of your qualifications for the position or field for which you are applying. DO NOT REPEAT THE NAMES OF PAST OR PRESENT SUPERVISORS NAMED IN THIS APPLICATION.

A: Dan Acciavatti 810-343-7407 Politician/Engineer
Monty Bolis 586-212-8217 Drafting Engineering Aide
Kathy Powell 586-254-2040 Construction Manager

17. Q: In the space provided below, list any other pertinent training or skills you have received (in high school, college, U.S. Armed Forces, workshops or other special courses) such as typing, computer and/or software proficiency, etc.

A: Union steward and president of Adtech Association overseeing and managing contract negotiations and union contractual issues.

Supplemental Questions

1. Q: Which of the following best describes your highest level of education:

A: Bachelor's Degree

2. Q: Do you possess a degree in any of the following areas?

A: Civil Engineering

3. Q: If you selected "other" for question number 2, please enter your field of study below. Otherwise, enter "N/A".

A: N/A

4. Q: Which of the follow best describes your number of years of leadership experience?

A: 6 or more years of leadership experience

5. Q: Are you a Registered Professional Engineer in the state of Michigan?

A: Yes

The University of Michigan

to all who may read these letters, Greetings.

Hereby it is certified that upon recommendation of the

College of Engineering

The Regents of The University of Michigan have conferred upon

Ryan Edward Santo

in recognition of the satisfactory fulfillment of the prescribed requirements the degree of

Bachelor of Science in Engineering

(Civil Engineering)

with all the rights, privileges, and honors thereto pertaining here and elsewhere.



Cum Laude

Dated at Ann Arbor, Michigan this twenty-eighth day of April, nineteen hundred and ninety-four

James A. Oberholser
President

R. G. Kennedy
Secretary

RICK SNYDER
GOVERNOR

M416830

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
PROFESSIONAL ENGINEER
LICENSE

BRYAN E. SANTO

LICENSE NO.
6201045549

EXPIRATION DATE
10/31/2018

AUDIT NO
3078753

THIS DOCUMENT IS DULY ISSUED
UNDER THE LAWS OF THE STATE
OF MICHIGAN



Mark A. Hackel
County Executive

HUMAN RESOURCES AND LABOR RELATIONS DEPARTMENT

120 N. Main Street
Mount Clemens, Michigan 48043
Phone: 586-469-5280 Fax: 586-469-6974
hrlr.macombgov.org

Eric A. Herppich
Director
469-5281

Karlyn R. Semlow
Service Director
469-6160

Karen L. Bathanti
Service Director
469-7248

October 12, 2016

Mr. Bryan Santo
32620 Thatcher Street
New Haven, MI 48048

Dear, Mr. Santo:

We are pleased to offer you the position of Director, Department of Roads with Macomb County. This employment offer is valid for five (5) days from the date of this letter and is contingent upon the successful completion of necessary background checks and a pre-employment medical examination to determine your ability to perform the essential functions of the position, with or without reasonable accommodation. This letter outlines all terms of employment and supersedes any oral and/or written discussion.

You will be starting at an annual rate of \$123,547.50 and will receive the fringe benefit package as an employee of Macomb County.

If accepted, your first day of employment will be determined upon confirmation of the Board of Commissioners.

Please feel free to contact me at brittany.tunison@macombgov.org or 586-469-7620 if you have any questions.

Sincerely,

Brittany D. Tunison

Brittany D. Tunison
Service Partner

I accept this offer of employment and acknowledge the terms of employment with Macomb County:

Bryan E. Santo
Signature

10-13-16
Date

Official Proclamation of the Board of Commissioners
Macomb County, Michigan

**A Proclamation Commending Marion Ashen Lusardi
Upon her Retirement from the Chesterfield Township Library**

Commissioner Kathy Vosburg, On Behalf of
The Macomb County Board of Commissioners Offers the Following Proclamation:

Whereas, the Macomb County Board of Commissioners would like to commend **Marion Ashen Lusardi (Midge)** for her 20 years of dedicated service as Director of the Chesterfield Public Library; and

Whereas, Midge Lusardi earned a Bachelor of Arts degree in 1973 at St. Mary's College, Notre Dame, and went on to complete Master of Science, Library Science at Wayne State University in 1991; and

Whereas, Midge Lusardi married Dr. Bob Lusardi in 1970 and taught at Wayne State University's Composition Clinic from 1973-1975; she spent the next several years as a full-time mom to children Matthew and Gregory. While earning her MSLS from Wayne State University, she worked as a librarian at the Troy Public Library, and;

Whereas, Midge Lusardi has a long list of community memberships and endeavors to which she has donated her time and talent, serving as a member or in leadership roles for: Anchor Bay Rotary; Macomb Rotary Foundation; Anchor Bay Community Foundation; Budget Committee of the Suburban Library Cooperative; Personnel Committee of the Suburban Library Cooperative; and the Huntington Woods Historical Commission, and;

Whereas, Midge Lusardi has accomplished much during her tenure at the Chesterfield Public Library and has left a legacy through the achievement of grants and accolades both as a professional and for the library's continued success and programming, some of these include: the LSTA Grant for \$10,000 from the Library of Michigan in the year 2000; the State Librarian's Citation of Excellence Award from the Library of Michigan in 2001; two grant wins from the Metro Detroit Book and Author Society; the James Dance Award for the Arts in 2002; the Dick Johnston Award for Improving Library Collections in 2015; multiple grants from Anchor Bay Rotary, the Macomb Rotary Foundation and the Anchor Bay Community Foundation for Literacy Projects; and a bequest from Betty Tobin and Pat Grow for \$1.2 million dollars in 2006, and;

Whereas, as a Librarian and Library Director, **Midge Lusardi** has worked tirelessly to provide educational and recreational resources to the community, has promoted literacy and has ignited a love for reading in countless people.

Now Therefore, Be It Proclaimed By The Board Of Commissioners, Speaking For And On Behalf Of All County Residents As Follows:

I

That By These Presents, the Macomb County Board of Commissioners hereby publicly commends, acknowledges, and expresses appreciation and congratulations to **Marion Ashen Lusardi (Midge)** on the occasion of her retirement.

II

Be It Further Proclaimed that a suitable copy of this Proclamation be presented to **Midge Lusardi** in testimony of the high esteem in which she is held by the Macomb County Board of Commissioners.

FOLLOW-UP INFORMATION FROM DEPARTMENTS

(September Meetings)

- 1) Ethics Board
- 2) Sheriff's Office
- 3) Community Corrections
- 4) Health Department
- 5) Animal Shelter
- 6) Medical Examiner
- 7) Equalization
- 8) Purchasing
- 9) Planning & Economic Development
- 10) Treasurer

1. *How many issues were reported to the Ethics Board in 2016, what date was each case opened and what is the current status of the case. If closed, please indicate whether an opinion was issued.*

In regard to the question concerning how many “issues” were reported to the Ethics Board in 2016, please see the following which indicates the number/dates of Advisory Opinion Requests and Ethics Complaints filed to date:

TWO (2) - ADVISORY OPINION REQUESTS
(03/23/2016, 06/01/2016)

SIX (6) - ETHICS COMPLAINTS
(3/18/2016, 04/27/2016, 05/02/2016
05/16/2016, 05/24/2016, 09/01/2016)

2. *Does the Ethics Board have any goals or standards to set moving forward?*

Please see attached FY2017 Budget Submission - BOC Supplemental being submitted on behalf of the Macomb County Ethics Board which is in response to your question regarding future goals or standards.

DEPARTMENT / AGENCY: Macomb County Ethics Board

The Macomb County Ethics Board was created by the Home Rule Charter in 2009 to ensure all Public Servants (elected officials, appointed officials, employees) and vendors doing business on behalf of and for Macomb County comply with Charter, Ethics Ordinance, and Ethics Board Rules of Procedure provisions.

MISSION STATEMENT:

2017 GOALS	
1	Advocate Charter, Ethics Ordinance, and Rules of Procedure Compliance
2	Thoroughly investigate all Advisory Opinion Requests and Complaints
3	Encourage all Public Servants to complete online Fundamental Ethics Training
4	Develop ethics informational flyers for distribution at all county departments
5	Support advanced Ethics Ordinance training for all Public Servants

(Each goal should be 30 words or less)

LONG TERM GOALS	
1	Continue Charter, Ethics Ordinance, Rules of Procedure compliance enforcement
2	Create Ethics Department for administrative purposes and investigate complaints
3	
4	
5	

(Each goal should be 30 words or less)

CHALLENGES / RISKS	
1	Recruiting Ethics Board Members to serve without compensation
2	Struggle to prevent Ethics Board being used as a pawn for political motivations
3	Ethics Board vacancies create added workload burdens for all volunteer members
4	Time consuming complaint investigations and communications for volunteer board
5	

(Each challenge/risk should pertain to achievement of either 2017 Goals and Long Term Goals and should be 30 words or less)

KEY PERFORMANCE METRICS							
	METRICS	2013	2014	2015	BENCHMARK SOURCE 1	BENCHMARK SOURCE 2 (if available)	BENCHMARK SOURCE 3 (if available)
1	N/A				< Benchmark Value >	< Benchmark Value >	< Benchmark Value >
2	N/A				< Benchmark Value >	< Benchmark Value >	< Benchmark Value >
3					< Benchmark Value >	< Benchmark Value >	< Benchmark Value >
4					< Benchmark Value >	< Benchmark Value >	< Benchmark Value >
5					< Benchmark Value >	< Benchmark Value >	< Benchmark Value >

STATUS OF 2016 GOALS			
	2016 GOALS	STATUS <i>(Pick from List)</i>	ADDITIONAL INFORMATION
1	Develop online curricula Fundamental Ethics training		Goal attained for implementation by Human Resources Department
2			
3			
4			
5			

1. *Why is Vehicle Operations budgeted at \$837,057 for 2016 and \$701,000 for following years, when actual in 2015 was \$577,322?*

Adjustments were made due to a reduction in fuel costs and the fact that our fleet is new and repair costs should decrease. These are not a fixed cost and can fluctuate at any given time.

2. *Why is the revenue from other communities not showing an increase under Charges for Services?*

One of the revenue items (Friend of the Court) which was budgeted at \$500,000 was reallocated by the finance department into the reimbursement line item for 2017.

3. *Is it possible to start charging those responsible in traffic accidents for our costs?*

Cost recovery is legislated through the local communities. I don't believe that we should charge for a service that is currently being paid for with taxes.

4. *Provide updated jail utilization information, including update after symposium, etc.*

Macomb County Jail Symposium is on October 14, 2016 at 9 a.m. at the Macomb Intermediate School District on Garfield.

5. *Is it possible to reduce hospital costs or have the board speak with an administrator at the hospital to do so?*

My staff has looked at all possibilities to reduce hospital costs. We monitor inmates in hospitals daily and if we can get them released early. We are at the mercy of the hospitals as to the placement of inmates admitted. If they are in different sections or specialty units, additional resources are needed to guard them. I would be willing to meet with hospital executives and BOC members to discuss this further.

Jail Utilization and Projections:

MDOC FELONY DATA				
TOTAL FELONY DISPOSITIONS	FY15	FY14	FY13	FY12
	4322	4249	4366	4224

MACOMB COUNTY JAIL POPULATION				
TOTAL MCJ BOOKINGS	CY15	CY14	CY13	CY12
	17291	17881	18732	19709
AVERAGE MCJ DAILY POPULATION	FY16	FY15	FY14	FY13
	1157	1138	1174	1189

BREAKDOWN OF JAIL POPULATION	FY16	FY15	FY14	*Civil cases account for a small number of inmates
Sentenced Felonies	27%	23%	32%	
Unsentenced Felonies	36%	41%	35%	
Sentenced Misdemeanors	17%	16%	19%	
Unsentenced Misdemeanors	13%	18%	18%	
Total Unsentenced	49%	59%	53%	

COMMUNITY CORRECTIONS PROGRAMS					
	*projected				
Pretrial Screening	FY16	FY15	FY14	FY13	FY12
	1220	1272	823	502	372
	*projected				
Pretrial Supervision/Monitoring	FY16	FY15	FY14	FY13	FY12
	498	125	122	115	97
	*projected				
Substance Abuse Assessment	FY16	FY15	FY14	FY13	FY12
	1162	924	879	699	832

As noted above, the total amount of felony dispositions has maintained over the course of the last four years. Data to indicate the total number of misdemeanor dispositions is unavailable due to the lack of a collaborative data collection system. The most significant shifts in jail population have been seen in the unsentenced felony and misdemeanor populations, decreasing from 41% to 36% for felonies and from 18% to 13% for misdemeanors, and the female population which has increased from averaging 14% to the current level of 23%. Utilization in every area of Community Corrections programming has increased, with pretrial screening and supervision as well as substance abuse assessments highlighted above. The drastic increase in utilization of pretrial services, corresponds to the decrease in the unsentenced jail population in 2015. *It should be noted that jail data is collected on a calendar year schedule while Community Corrections data occurs on a financial year schedule, beginning on October 1st of each year.



MACOMB COUNTY HEALTH DEPARTMENT

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Mount Clemens Health Center

43525 Elizabeth Road ♦ Mount Clemens, Michigan 48043

PHONE: 586-469-5235 FAX: 586-469-5885

www.macombgov.org/publichealth


Mark A. Hackel
County Executive

William J. Ridella, M.P.H., M.B.A.
Director/Health Officer

Kevin P. Lokar, M.D.
Medical Director

September 13, 2016

TO: DAVID FLYNN, CHAIR
BOARD OF COMMISSIONERS

FROM:  WILLIAM RIDELLA, DIRECTOR/HEALTH OFFICER
HEALTH DEPARTMENT

RE: BUDGET QUESTIONS

Below are the responses to the questions received from your office on September 9, 2016. Please contact me if you need additional information and/or clarification.

What is the reduction in Charges for Services revenue for the dental program? How does that compare to the expenses saved?

The reduction in Charges for Services revenue for the dental program are \$154,000. The expenses saved total \$485,000.

What are the exact start-up costs for the home nursing program? Include on the supplemental sheet.

The one-time start-up costs for the Nurse-Family Partnership Program will be \$58,579. This cost is comprised of \$31,118 in staff training and travel costs (included on the supplemental sheet) and \$27,461 for one-time start-up service, technology and consultation costs charged from the Nurse-Family Partnership National Service Office.

cc: M. Deldin
S. Gold
A. Lorenzo
S. Smigiel

Why do the charges in services go from \$252,799 actual in 2015 to a budget of only \$212,000 in 2016 and 210,000 for the following years?

Within the "charges for services" budget we have a line item called "Disposition and Observation of Animals" which is made up of our contracts with the cities of Warren, Mt. Clemens and Sterling Heights for the holding and disposition of the animals they bring to our facility. In 2015 we had an large payment from the City of Warren in the amount of roughly \$22,000 for past due invoices dating back to 2013 (raid on Greenwood Pet Store). In addition we took in revenue from October, November and December 2014 from Mt. Clemens and Warren in the amount of roughly \$15,000 because of late payment from the cities. These payments falsely inflate our 2015 actual revenue for that service charge.

That particular service is budgeted at \$55,000 per year and hit just over \$100,000 in 2015. In 2014, we took in \$50,000, which would put us around \$65,000 had invoices been paid in a timely manner. Additionally, since 2014 the city of St. Clair Shores no longer pays into this account as all of their boarding fees are tied into their new contracted service, which is budgeted independently at \$88,000 a year (new in 2015). With the change in billing for St. Clair shores we have kept the budgeted amount the same since we were over collecting already, but we may increase the projected revenue during next year's budget request depending on the income we see generated by restarting service with the City of Sterling Heights.



MACOMB COUNTY HEALTH DEPARTMENT

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Mark A. Hackel
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September 13, 2016

TO: DAVID FLYNN, CHAIR
BOARD OF COMMISSIONERS

FROM:  WILLIAM RIDELLA, DIRECTOR/HEALTH OFFICER
HEALTH DEPARTMENT

RE: BUDGET QUESTIONS FOR OFFICE OF THE MEDICAL EXAMINER

Below please find the responses to the budget questions received on September 9, 2016 regarding the Office of the Medical Examiner. The responses have been prepared with consultation from our Chief Medical Examiner Dr. Daniel Spitz. Please contact my office if you need additional information. Thank you.

Question:

Isolate the cost for the additional proposed Medical Examiner Investigator: Salary and associated fringes.

The 2017 budgeted cost for an additional Medical Examiner Investigator is \$78,759. This includes a salary of \$46,064 and fringe benefits of \$32,695.

Question:

Did you weigh the benefits of increasing overtime vs. adding another full time employee (investigator)? Please explain the reason for your decision.

Yes, after a comprehensive review of our staffing needs and overtime expenditures for the past several years, we have determined that adding a new full-time Medical Examiner Investigator position is the more cost effective approach to addressing the current staffing void in the Office of the Medical Examiner.

Over the past two years, the Investigation Unit of the Medical Examiner's Office has needed to use more than 1,700 hours of overtime annually in order to conduct the necessary death investigations which occur on a 24 hour/day, 365 day/year basis. This resulted in an average of \$70,187 in annual overtime costs during 2014 and 2015. The Medical Examiner's Office is projected to use approximately \$80,000 in overtime costs and over 2,000 overtime hours in 2016. It is anticipated that this trend will continue as the number of death investigations increase each year. Thus, we have reached the point where the cost of a new Medical Examiner Investigator is more cost effective than using overtime.

In addition to the objective evaluation of salary vs. overtime, one must consider the hidden costs associated with requiring the existing staff of five full-time employees and two part-time employees to work increasing amounts of overtime. The stress and burnout caused by excessive overtime hours is evident in the employee turnover that the Medical Examiner's Office has seen over the past several years. Since 2012, we have had 14 death investigators resign from the office, with many of these employees citing stress and excessive work hours as primary reasons for their departure. This equates to our entire investigation staff being replaced two times during a 5 year period. The amount of time and resources that is required to train new employees has and continues to put strain on our existing staff. The stress and anxiety that often goes along with this type of work requires that employees have time off between shifts to decrease anxiety and burnout. Requiring overtime shifts often results in an employee working back to back 12 hour shifts or two 12 hour shifts within a 36 hour period. This is not good for the safety and well-being of the employee and it is not conducive to quality and professional death investigations.

Lastly, the number of death investigations conducted by the Medical Examiner's Office continues to rise year to year; averaging a 9.5% increase each year over the past five years. Although the office received full accreditation by the National Association of Medical Examiners (NAME) in July 2014, our NAME site inspector expressed a concern about our future accreditation in his report: "While the short term staffing appears sufficient insofar as the present work product is concerned, the work load and ability to retain quality investigators for the medium and long term should be considered going forward."

Therefore, we believe we have reached that medium term expressed by the NAME site inspector and strongly believe adding a new Medical Examiner Investigator position in 2017 is the most cost effective approach, and vital for addressing the quality and timeliness of our investigative work, the retention and safety of our staff, and the maintenance of a nationally accredited Medical Examiner's Office for our community.

cc: M. Deldin
S. Gold
A. Lorenzo
S. Smigiel
D. Spitz

1. *By reducing expenses for books and publications, does the department still have access to information and resources as needed?*

Yes. The book and publication expenses we are removing from the budget do not have an impact on the services we provide as a department. The publications are subscriptions to Macomb Daily, Crain's Detroit Business (various professional colleagues have a subscription and send me any articles that would pertain to Equalization), and Marshall & Swift valuation cost manual pages. This expense is and has been a duplicate expense. The software provider we use to value properties in the county will be directly linked to the required cost manual pages, so this service will be covered under our software maintenance agreement.

2. *Describe the challenge that "change is met with resistance." Is this internal? External? Explain.*

This challenge is an external one. So far, trying to get 24 assessors to agree on one way to do things within their local unit of government has been somewhat difficult. The Michigan Department of Treasury - State Tax Commission, in conjunction with the Michigan Association of Equalization Directors (MAED), the Michigan Assessors Association (MAA), and BS&A Software, has developed certain standards for Computer Assisted Mass Appraisal (CAMA). While it is not required to adhere to the developed standards, it is highly recommended for simplifying reporting processes/procedures and maintaining the delicate balance of equity and uniformity of assessments throughout the state. I am a recent addition to the MAED members on this committee, so it is my hope that I can make some significant forward strides toward CAMA standard compliance within Macomb County local units within the next few years.

1. *Does the department have enough funds for the travel indicated on the supplemental information sheet? It indicates costs of \$500 + \$800 (= \$1,300) but in the budget there is only \$500.*

Yes, money would be taken from local travel (600), travel (600) and employee training (500) to pay for various training events, depending on what it is. Of these, only one event (MPPOA Fall Conference) requires a hotel stay and the majority are partial day meetings in the metro Detroit area. The travel requests listed were estimated as many events aren't announced until a few months before taking place.

2. *How does the online auction work?*

The online auction is a web based application that allows a nationwide audience to bid on items that we post to the site. We, the purchasing department, take photos of the items, upload them to the site, research and set starting bid prices, and then give deadlines of when we will stop allowing the item to be bid on. For smaller items such as old furniture, we post them for (7) days, larger items will go on for (10) or longer. Items that have significant value are placed on the auction site with a monetary reserve, where if not met by the end of the time-frame, the item will close and not be sold to the highest bidder. We will then reevaluate the item to determine if we should lower the reserve or if we should just extend the auction. Payment of the item is all taken care of through the auction site. After a bidder "wins" the auction, that person is required within 7 days of the closing of the bid to submit payment. It is not until payment has been received by the auction site that a buyer certificate is released to us stating that we can release the item to the buyer. The buyer then has 14 days to pick the item up. At 7 days, a reminder is sent to the buyer that the item must be picked up. If after 14 days pass, and the item is not picked up, a final reminder is sent warning that they will forfeit their payment to us and that they will lose the item, which in turn gives us the option to allow additional time for the buyer to pick up the item or place it back on the auction site.

3. *What are the fees paid and by whom?*

The fees are tiered. The fees top out at 12.50% and the higher the price of the auction item, the lower the buyer fee. For example, if we sell an item for \$10.00, the total price paid by the buyer would be \$11.25, where we would get our \$10.00 and the auction site gets \$1.25. If the item is a high dollar amount, the buyer fee could be reduced all the way down to 1%, it all just depends on what the item sells for. And as stated, all fees are paid for by the buyer.

4. *Are buyers responsible for pick-up of their product?*

Yes, the buyer must facilitate all shipping and removal of the items. There are clear and specific instructions on the site and the auction item stating that the buyer is responsible for all handling, loading and removal of items.

5. *Is it ongoing?*

Yes, the auction is ongoing. As auction items become available for auction, we post them to the auction site.



Mark A. Hackel
County Executive

PLANNING & ECONOMIC DEVELOPMENT

1 South Main Street, 7th Floor ♦ Mount Clemens, Michigan 48043

Phone: (586) 469-5285 ♦ Fax: (586) 469-6787

www.ped.macombgov.org

John Paul Rea, AICP
Director

September 26, 2016

MEMORANDUM

TO: Dave Flynn, Chairman Macomb County Board of Commissioners
Jim Carabelli, Macomb County Commissioner, Co-Chair Infrastructure and Economic Development Committee
Rob Mijac, Macomb County Commissioner, Co-Chair Infrastructure and Economic Development Committee

FROM: John Paul Rea, AICP
Director

RE: Macomb County Department of Planning and Economic Development Budget Presentation Questions

On Tuesday September 13, 2016 the Macomb County Department of Planning and Economic Development appeared in front of the Macomb County Board of Commissioners Infrastructure and Economic Development Committee to present the departments FY 2017 budget. The committee transmitted a series of follow up questions to the department seeking additional information about the proposed budget. Please accept the following memorandum as the department's response to the committee's inquiries.

- **Why is there no budget under "Charges for Services"? Vosburg** – Currently the Macomb County Department of Planning and Economic Development has two professional services contracts with the City of Utica and the Village of New Haven. The department provides community planning and advisory economic development to the City of Utica for \$700/month and the Village of New Haven for \$500/month. These funds are paid directly to the department and have been deposited into the Departments Economic Development Special Projects account (36180170-69999). This practice has been in place since the inception of the department's professional services outreach.
- **Breakdown "Supplies and Services" including the specific budget for "Make Macomb Your Home." (Vosburg) Why is the budget for "Supplies and Services" the same 3 years ago, when there was no advertising (for "Make Macomb Your Home")? (Sabatini)** – The Supplies and Services expenditures for the department is a pool of resources that covers a number of the departments most impactful and effective tools. From general office supplies to technical services and software used daily by our GIS and graphic design professionals these funds are essential to the daily operations of the Department. These funds also include resources for advertising and marketing and promotions. Budget line-item 90201 Marketing and Promotions (\$60,000) is used to fund countywide campaigns and initiatives. These resources have been used in coordination

with the Office of the County Executive to develop promotional campaigns and community engagement surrounding Make Macomb Your Home and OneMacomb. Over the past two years we have invested in traditional media campaigns, facilitated social media strategies, and opened up our quality of life and economic prosperity messaging to thousands of residents, visitors and businesses. Regarding Commissioner Sabatini's inquiry about spending levels for supplies and services, and the impact Make Macomb Your Home has had on overall expenditures, the Department has worked diligently to keep spending patterns consistent. As the Department has seen a pronounced return on investment from its marketing and promotional efforts we have worked with the Office of the County Executive and the Finance Department to modernize line-items and reallocate existing resources for emerging departmental services.

- **The budget for "Conferences and Training" does not match what is requested in the supplemental information sheets. Does the department have enough budget for what is listed? If expenses for these are taken out of different line items, please specify those line items and amounts.(Sabatini & Klinefelt)** – Historically the department has had two line-items which offset the cost for in-state and out-of -state travel and conferences and seminars: 86107 – Out of State Travel 30,000; 86300 – Conferences and Seminars 22,500 (in-state). For FY 2017 we have requested \$52,500 for our travel, conferences and seminars. The supplemental list transmitted to the committee itemized \$50,500 in departmental activities. This request would provide us with an additional \$2,000 in contingency funds to cover any ancillary expenses associated with major tradeshows, conferences and seminars. This would include offsetting costs for informational booths, exposition spaces, awards receptions, committee engagements or any other conference related expense which would allow us to better showcase Macomb County.
- **Please submit the correct figures for the Contract Services expenses. The budget shows a \$100,000 increase from \$200,000 to \$300,000. The slide indicates the increase would bring the total to \$250,000 and itemizes contracts that total \$250,000. Is \$250,000 or \$300,000 needed? If \$300,000 is needed, what is the additional \$50,000 for? Also, if these are one-time costs, what is the reason for continuing to budget \$300,000 in the following years? (Sabatini & Klinefelt)** – The department administers two line-items for professional and contractual services: 80199 – Contractual Services Other (\$250,000); and 80142 Professional Services (\$50,000). For FY 2017 the only changes proposed are for the Contractual Services Other line-item. The Department is requesting a \$100,000 increase in this fund to help administer and implement the State of Michigan's Protect and Grow strategy. As was presented to the committee on September 13th here is an itemized list of requested funds for the Contractual Services Other line-item:

 - Protect and Grow - \$100,000
 - Site Selector Services - \$40,000
 - Industrial Zoning Initiative - \$30,000
 - Solid Waste - \$30,000
 - Career Technical Education - \$10,000
 - Blue Economy Strategic Plan - \$15,000
 - Partners Meetings - \$5,000
 - Citizen Planner Partnership - \$10,000
 - Macomb Business Awards - \$10,000

- **Why did the position count remain the same but the wages expense increase almost \$200,000? (Klinefelt)** – Beginning in FY 2015 and carrying over to FY 2016 the department made a series of personnel adjustments. Three existing Senior Planners (salary range \$53,738-\$67,172) were re-classified to Project Coordinators (salary range \$62,839-\$78,549). In addition an existing senior GIS Technician was re-classified to a Senior Geographic Information Systems Technician (salary range \$45,924-\$57,405) position was created to service the departments expanding role in dispatch and emergency management. This position is funded by the E-911 cell phone fees distributed to the county by the State of Michigan. These adjustment were all approved by the Board of Commissioners. In addition to these personnel moves the department filled several vacant positons in 2015 and 2016. FY 2017 figures represent projected budgets based on full staffing.
- **Is the revenue we are receiving under charges for services adequate to fund our staff for performing that work? (Sabatini)** - Simply put no. We provide our contractual planning services at a discounted rate for the benefit of our municipal partners. As the County’s premier advisory planning and economic development agency we believe that it is our responsibility to aid our local units of government in their continued growth and development. Historically this happened via macro-level county-wide strategies. We had success over the years, but we recognized that a number of our communities lacked the foundational planning and development tools needed to be competitive in the emerging economy. As a response to this our department piloted a contractual services concept with the City of Utica that would allow us to facilitate a planning type triage. When a community engages our professional contractual services we facilitate a full-scale assessment of all their planning, zoning and development procedures. Unlike traditional private firms we engage in a shared partnership where responsibilities and tasks are shared. This is the main reason for the discounted services. Where many private firms have a higher rate for their services we incentivize savings by sharing the workload with boards, commissions, administrators and volunteers at the local level. These service agreements have yielded tremendous results, and we continually assess their impact and value.

1. *Why has the Worker's Comp budget increased so much from 2015-2016 and remains that high for following years?*

"The reason that the budget for 2016 for the Workers Comp, Unemployment/Other category is noticeable higher in 2016 is because of unemployment claims being paid to Michelle Novak. The budget for 2017 is \$18,576, which is consistent with the 2016 budget of \$18,645 exclusive of the unemployment. The 2015 budget for the same category was \$17,568 and the 2014 budget was \$19,541. Therefore, I would submit that the 2017-2019 budgets are not significantly higher than in past years. The 2014 and 2015 numbers presented in the budget represent actual expenses while the amounts for 2016-2019 represent budgeted expenses."

-- Steve Smigiel, Finance Director

2. *How did you determine what training was appropriate to budget for?*

Our desire to budget for training is founded on employee requests. Our staff members are dedicated to the residents of Macomb County and want to be able to provide the best service possible. They have requested increased training opportunities.

We started by speaking to the managers within the office. They reviewed available trainings and determined which trainings would best benefit the office. The requests were then reviewed by the Deputy Treasurer and Treasurer to ensure that they were appropriate. As we send our staff through these trainings we will be monitoring them for effectiveness and efficiency to determine which programs we continue with in the future.

- a) *Is your current staff not adequately trained?*

Our staff is one of the best in the state. They are properly trained and eager to serve. However, the office is forever changing. State laws and regulations change, requiring our procedures to be updated. Technology changes requiring our staff to grow along with it. Training is critical to ensuring that we continue to have the ability to properly serve the citizens of Macomb County.

b) *Is the training for current job duties or to promote from within?*
Training is primarily being sought for individuals' current job duties. Additionally, we are looking to cross train certain individuals to aide in their ability to fill in for coworkers when they are out on vacation or home sick.

c) *Has past practice always been to have different classifications fill in for the others when an employee is off?*
Past practice has been to look within the department when we need to fill a position due to vacations or illness. This allows our staff to work seamlessly and provide the best possible service.

3. *Are the projections for the tax revolving fund accurate as the foreclosures continue to drop?*

Future projections for the Revolving Fund are an ever moving target. As the economy improves the number of properties in delinquency and forfeiture are decreasing. This leads to a reduction in interest earned by the Revolving Fund. The money that is budgeted by the County from the Revolving Fund comes from surplus funds. While at this time we anticipate that the \$8 million will be available going forward, my office will continue to review the Revolving Fund's income to ensure that we are not paying out more to the County's General Fund than we are taking in.

4. *Why is the funding for the Mackinaw conference cost so high? (\$4,500.00)*

The cost for the Mackinaw conference was calculated by looking at what was paid by the Office of the County Executive as well as the County Commission. While the event is expensive, it is attended by treasurers of some of the largest counties in Michigan. At this time I am not certain that I will be able to attend the conference. However, it was included in the budget to allow me to attend should I deem it necessary and appropriate when it is time to register.

FOLLOW-UP INFORMATION FROM DEPARTMENTS

(October Meetings)

- 1) Clerk / Register of Deeds
- 2) Emergency Mangement
- 3) Macomb Community Action
- 4) MSU Extension
- 5) Veterans' Services
- 6) Department of Roads
- 7) Michigan Works
- 8) Parks & Recreation
- 9) Human Resources & Labor Relations
- 10) Finance General

TO: Commissioner Carabelli

FR: Craig Jones
Deputy Register of Deeds

RE: Budget follow up

DATE: October 27, 2016

=====

Regarding the state law that increased the recording fee: Please clarify what per document means? Is that per page? What is the average page count per document recorded? Is this just for Register of Deeds or all documents? (Carabelli)

1. Regarding the fee increase: Please clarify what per document means? Is that per page?

Document means all pages in a recording. A six-page deed is one document. A 30-page mortgage is one document.

2. What is the average page count per document recorded?

The average amount of pages to a document in 2015 was five.

3. Is this just for Register of Deeds or all documents?

Public Acts 224 through 232 of 2016 applies to all documents recorded in the Register of Deeds.



EMERGENCY MANAGEMENT & COMMUNICATIONS

Emergency Management

Budget Follow-up 55

117 South Groesbeck Highway ♦ Mount Clemens, Michigan 48043

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Mark A. Hackel
County Executive
MACOMB COUNTY
COMTEC
Communications & Technology
Center

Victoria Wolber, PEM
Director

David McIntyre
Emergency Program Manager

October 21, 2016

TO: Mark Deldin, Deputy County Executive
Executive Office

FR: Vicki Wolber, Director 

RE: **RESPONSE TO BOC RFI 10-13-16
BUDGET QUESTIONS**

Per the request of Chair Flynn on behalf of the JPS Committee, below is my response to their questions concerning my proposed budget for 2017-2019.

Question 1 Response: Attached please find a current copy of the budget for the open 2015 UASI grant that is administered through my office. The Supplies & Services Category as presented in the budget to the Board actually includes several different expense line items or object codes that range from office supplies and postage to cell phones, to internet/cable access and the largest line items which are for the reimbursements to our 6 partners in the UASI region. The list of projects that I sent to the Board Office on October 11 for both the 2014 and 2015 grants demonstrate the list of items that this money is spent on.

The Capital Outlay Category as presented in the budget to the Board represents the New Equipment expense line item in the attached budget for the open 2015 UASI grant. Items expensed from this account are for new equipment or capital type items that are purchased for county departments such as the Sheriff's Office or for the County Hazardous Materials Team or the County Technical Rescue Team. The list of projects that I sent to the Board Office on October 11 for both the 2014 and 2015 grants demonstrate the list of items that this money is spent on in this category under the Macomb County section.

Question 2 Response: The life expectancy of current equipment purchased through the grant funding varies from project to project or item to item. For those items purchased for the use of Macomb County entities in which grant funding was used for the initial purchase, we are keenly aware of sustainment issues and thus most of the grant funding we receive now goes towards maintaining the current capabilities that we have built up in the county. Thus maintenance, service, parts replacement and equipment replacement are factored into the projects that we even select and approve for funding. As to the specific equipment and technology at COMTEC, the majority of equipment here is being

provided for by IT through maintenance contracts and/or their computer replacement program. Also my office, Sheriff's Dispatch, the Traffic Operations Center and IT meet regularly to discuss the status of our systems, technology and equipment in COMTEC and plan as necessary to ensure the operational readiness of our systems to include future purchases, technology changes and enhancements and maintenance/replacement of same. Depending on what is needed by which department and funding sources available, we assign responsibility and plan accordingly.

Question 3 Response: Our conference and training costs are so low in the general fund because most of these are either provided for free or covered by grants.

If you have any further questions please let me know.

/vw

Macomb County, Michigan
 Budget to Actual Report By Org Key
 YTD THRU 12/31/2016

Object	Description	Adopted		Final		2016		Variance	% Utilized
		Budget	Budget	Budget	Encumbered	Actual			
Revenue Accounts									
50201	FEDERAL REVENUE	0.00	4,400,000.00	0.00	0.00	0.00	(4,400,000.00)	0.00 %	
	Total Federal Revenue	0.00	4,400,000.00	0.00	0.00	0.00	(4,400,000.00)	0.00 %	
	Total Revenue Accounts	0.00	4,400,000.00	0.00	0.00	0.00	(4,400,000.00)	0.00 %	

Object	Description	Adopted		Final		2016		Variance	% Utilized
		Budget	Budget	Budget	Encumbered	Actual			
Expense Accounts									
70200	SAL & WAGE - BASE PAY	0.00	132,263.00	0.00	0.00	0.00	132,263.00	0.00 %	
70203	SAL & WAGE-BUDGET PART TIME	0.00	45,496.00	0.00	0.00	6,319.25	39,176.75	13.88 %	
70211	SAL & WAGE - OVERTIME	0.00	0.00	0.00	0.00	172.96	(172.96)	100.00 %	
	Total Salaries and Wages	0.00	177,759.00	0.00	0.00	6,492.21	171,266.79	3.65 %	
71510	FICA - OASDI	0.00	11,021.00	0.00	0.00	401.99	10,619.01	3.64 %	
71515	FICA - MEDICARE	0.00	2,577.00	0.00	0.00	94.00	2,483.00	3.64 %	
71520	HOSPITALIZATION INSURANCE	0.00	23,880.00	0.00	0.00	0.00	23,880.00	0.00 %	
71521	DENTAL INSURANCE	0.00	1,600.00	0.00	0.00	0.00	1,600.00	0.00 %	
71529	RETREE MEDICAL	0.00	17,822.00	0.00	0.00	0.00	17,822.00	0.00 %	
71530	LIFE INSURANCE - BASE	0.00	60.00	0.00	0.00	0.04	59.96	0.06 %	
71540	PENSION	0.00	19,734.00	0.00	0.00	22.87	19,711.13	0.11 %	
71560	WORKER'S COMPENSATION	0.00	444.00	0.00	0.00	0.43	443.57	0.09 %	
71580	LONG-TERM DISABILITY	0.00	225.00	0.00	0.00	0.30	224.70	0.13 %	
71590	COMPENSATED ABSENCES	0.00	1,323.00	0.00	0.00	0.00	1,323.00	0.00 %	
	Total Fringe Benefits	0.00	78,686.00	0.00	0.00	519.63	78,166.37	0.66 %	
72624	SUPPLIES - OFFICE	0.00	15,000.00	539.35	409.78	14,050.87	6.32 %		
72901	POSTAGE & DELIVERY	0.00	1,000.00	0.00	133.41	866.59	13.34 %		
86201	TRAVEL - LOCAL MILEAGE	0.00	750.00	0.00	0.00	750.00	0.00 %		
92110	CELL PHONES/AIRCARDS	0.00	12,000.00	0.00	1,938.37	10,061.63	16.15 %		
92111	COMMUNICATIONS-INTERNET/CABLE	0.00	75,000.00	0.00	29,440.28	45,559.72	39.25 %		
95138	APPROP-NON-CLASSIFIED	0.00	325,810.00	0.00	0.00	325,810.00	0.00 %		
95141	APPROP-OTHER MUNICIPALITY	0.00	106,884.00	0.00	0.00	106,884.00	0.00 %		

Macomb County, Michigan
 Budget to Actual Report By Org Key
 YTD THRU 12/31/2016

Object	Description	Adopted			2016		Variance	% Utilized
		Budget	Final Budget	Encumbered	Actual			
95165	APPROP-CITY OF DETROIT	0.00	668,953.00	0.00	0.00	668,953.00	0.00 %	
95166	APPROP-MONROE COUNTY	0.00	336,468.00	0.00	0.00	336,468.00	0.00 %	
95167	APPROP-OTHER OAKLAND COUNTY	0.00	674,648.00	0.00	0.00	674,648.00	0.00 %	
95168	APPROP-ST CLAIR COUNTY	0.00	404,586.00	0.00	0.00	404,586.00	0.00 %	
95169	APPROP-WASHTEENAW COUNTY	0.00	399,930.00	0.00	0.00	399,930.00	0.00 %	
95170	APPROP-WAYNE COUNTY	0.00	710,063.00	0.00	0.00	710,063.00	0.00 %	
95901	EMPLOYEE TRAINING	0.00	63,998.00	0.00	17,782.39	46,215.61	27.78 %	
	Total Operating Expenses	0.00	3,795,090.00	539.35	49,704.23	3,744,846.42	1.32 %	
80102	CS - GEN PROFESS	0.00	81,500.00	0.00	42,923.68	38,576.32	52.66 %	
	Total Contract Services	0.00	81,500.00	0.00	42,923.68	38,576.32	52.66 %	
91101	INSURANCE-LIABILITY	0.00	3,555.00	0.00	296.24	3,258.76	8.33 %	
96103	INTER SERV-TELEPHONE	0.00	2,760.00	0.00	224.23	2,535.77	8.12 %	
	Total Internal Service Costs	0.00	6,315.00	0.00	520.47	5,794.53	8.24 %	
97002	NEW EQUIPMENT	0.00	260,650.00	4,062.45	46,428.42	210,159.13	19.37 %	
	Total Capital Outlay	0.00	260,650.00	4,062.45	46,428.42	210,159.13	19.37 %	
	Total Expense Accounts	0.00	4,400,000.00	4,601.80	146,588.64	4,248,809.56	3.43 %	
	Revenue	0.00	4,400,000.00	0.00	0.00	(4,400,000.00)		
	Expenses	0.00	4,400,000.00	4,601.80	146,588.64	4,248,809.56		
	Net	0.00	0.00	-4,601.80	(146,588.64)	(151,190.44)		



Report: GL80YTD1

Fund: 350 Emer Mgt Grants

Key: 35038052 ESC-UASI HS 15/18

Y/E: DEC

Macomb County, Michigan
Budget to Actual Report By Org Key
YTD THRU 12/31/2016

Fiscal Year: 2016
Fiscal Period: 12

Object	Description	Adopted		Final		2016		Variance		% Utilized	
		Budget	Budget	Budget	Encumbered	Actual					
Total Emer Mgt Grants											
	Revenue	0.00	4,400,000.00	0.00	0.00	0.00	(4,400,000.00)	0.00	%		
	Expenses	0.00	4,400,000.00	4,601.80	146,588.64	4,248,809.56	3.43	%			
	Net	0.00	0.00	(4,601.80)	(146,588.64)						



Mark A. Hackel
County Executive

MACOMB COMMUNITY ACTION

21885 Dunham Road, Suite 10 • Clinton Township, Michigan 48036

Phone: (586) 469-6999 • Fax: (586) 469-5530

mca.macombgov.org

Rhonda M. Powell
Director

Community Services

Action Centers
Community Development
Head Start 0 - 5
Individual Development
Account Program
Macomb Food Program
(501c3)
Supportive Services for
Veteran Families
Transportation
Weatherization

Office of Senior Services

Adult Day Health Services
Benefit Access
Chore Services
Dining Senior Style
Evidence Based Disease
Prevention
Home Injury Control
Meals on Wheels

October 24, 2016

TO: Office of the County Executive
FR: Rhonda M. Powell, Director *RMP/KF*
Macomb Community Action
RE: Response to "Macomb Community Action budget follow-up" email

In response to the request from the Board of Commissioners in an email dated October 17, 2016, below please find our responses.

Question by Commissioner Sabatini:

"For the Home Loan Rehab AVR Program, why did it reduce so drastically, from \$2.5 million in 2015 to \$100,000 in 2016?"

Response:

In 2015, Macomb Community Action, in consultation with Corporation Counsel and Finance, noted 275 potential doubtful accounts in the amount of \$2,539,295. Accounting for this dollar amount as an allowance for doubtful account does not – for legal purposes - imply a forfeiture of the dollars in question. We do not write-off or otherwise release our claim to the doubtful accounts by accounting them as such.

Question by Commissioner Sauger:

"Why did Supplies and Services jump \$5 million from 2014 to 2016?"

Response:

In 2014, Supplies and Services amounted to 88.7% of revenues. In the 2016 budget, this percentage of revenues is a \$4.7 million increase (\$7.6 million vs. \$2.9 in 2014) for Supplies and Services, as the revenue increased \$5.3 million.

Question by Chair Flynn:

"Please explain the Comprehensive Talent Management program that is listed in the department's goals and what it is targeted for."

Response:

As part of our strategic planning process, we created a talent management committee in an effort to create a clear process for Macomb Community Action as it relates to recruiting, on-boarding, training, reviewing and retaining our workforce. From this committee four sub-committees were created to assist in the process. The committees are as follows: Talent Recruitment, On-boarding committee, Training & Development

Office of the County Executive
October 24, 2016
Page 2

(Response Continued)

Committee, and Performance Management Committee. The connectivity across the four committees was an important first step. Now, each committee has begun the task of creating a clear road map for meeting the strategies established in the strategic plan in respect to Talent Management.

Question by Chair Flynn:

"Do you feel we offer a fair compensation package compared to other organizations?"

Response:

Macomb Community Action is unique in that we do not offer traditional County government services. There are 33 community action agencies around the State and we are one of the largest, as well as one of only three that is public.

This context is important because it's difficult to compare staff wages to other County employees. What we know is that since 2014 staff turnover has drastically increased which is a continuing trend as we lose countless staff to higher paying job opportunities in Oakland County. This is of great concern and is largely the impetus for the strategies we are implementing around recruitment, hiring and training.

We are hopeful that the Class & Compensation study that HRLR is engaged in will provide comparable analysis of Counties, Community Action Agencies and human services agencies in government.

Question:

"What is the reason for the increase in administration costs from 2015 (\$992,522) to 2016 (\$3,455,025)?"

Response:

The major reasons for the administration budget increase was the indirect cost plan charge of \$1.3 million and the incorporation of Senior Services, which passes through Administration.

Please contact me at 469-6999 if you have any questions or require additional information.

RMP/kf

CC: Steven C. Gold, Director, Health & Community Services

What is the \$1,000 for in Capital Outlay?

In 2011, MSU Extension purchased a LCD projector which is located in the VerKuijen building assembly room. This equipment is available for any county department to use when they reserve the assembly room for various programs. MSUE is requesting \$1,000 to replace the projector, if need be.

Why is there \$1,000 in Conference & Training that wasn't budgeted in the past?

Mary Gerstenberger is a Macomb County employee (classification: Program Coordinator I), working to provide Consumer Horticulture services. Mary uses much of the MSU Extension research based curriculum in her programs and is required to actively participate with the MSU Extension Agriculture-Horticulture work team. Mary is required to attend work team trainings, workshops and conferences held at various locations throughout the state of MI. A portion of this request will be used for lodging, meals and travel reimbursement when Mary attends these trainings, workshop and conferences. In addition, Mary is required to attend a two day "Master Gardener College". A portion of this budget request will also be used to reimburse Mary for expenses incurred at this event.

Does natural resources include invasive species?

Yes, it does.

There is a lesson in the Great Lakes Education curriculum that teachers use in the classroom prior to the students attending the floating classroom. Staff and volunteers also cover invasive species while on board the boat. In fact, Dreissena, (Zebra and Quagga) Mussels and phragmites, make a daily appearance for the students to identify, among others.

Summer Discovery Cruises (SDC) has had an invasive species themed cruise for several years called "Aliens Among Us". We also provide educational information about invasives on a many other SDC cruises such as: Great Lakes Science for Teachers, Great Lakes Science for Kids, ROV Adventures, Wildlife & Wetlands of Lake St. Clair, and Lake St. Clair Fisheries. Questions on invasive species are quite common during most cruises.

During the Lake St. Clair Fisheries Workshop (2015) an expert from the Ludington Biological Station presented information about the Sea Lamprey Control Program. MSU Extension has hosted speakers from Michigan Natural Features Inventory (NMFI) and National Oceanic and Atmospheric Administration (NOAA) to speak about invasive species. MSU Extension staff receive funding from the MI Sea Grant and are mandated to include invasive species in educational programs..

Justin Selden, MSU Extension Program Coordinator, has provided information to Macomb Green Schools on invasives and he has also attended events like the

BassMaster Elite Series tournament stop on Lake St. Clair in 2015 to answer any questions that might be asked.

Justin has an Invasive Species Attack Pack that can be lent out for use. It is a backpack with several specimens of invasive species, a flash drive with educational material, asian carp, life-size dicuts, and life history placards of many invasive species.

Justin has solid background with aquatic invasive species, and is considered by many as an expert on the subject. He worked for the United States Fishery and Wildlife Service (USFWS) for 7 years as part of the Sea Lamprey Control Program, and spent time with the Huron Pines PmeriCorps Phragmites Task-force. Justin has researched how, or if, invasive fish impacted fish communities in dredged areas. He also reared, released & monitored Galerucella beetles that are used as an biological control for Purple Loosestrife while managing seven (7) nature preserves in the Saginaw Bay Region. Steve Stewart, Senior Extension Educator at Macomb MSU Extension, is also an expert on the subject.

Regarding the 2017 Goal #5: "Partner with Planning & Economic Development to pilot citizen planner programs," doesn't your department already offer these services? How does this differ?

MSU Extension and Macomb County Planning and Economic Development (PED) are partnering to offer an annual Citizen Planner program to elected and appointed officials in Macomb County communities beginning in 2017. This partnership will provide community leaders with education and training on all aspects of planning and zoning to help them make better, more informed decisions both individually and jointly to maintain and enhance the quality of life in all Macomb communities. This training has demonstrated not only that communities make better land use decisions, but also are more self-reliant in their decision making.

MSUE will provide the program organization and set-up, location, instructors, develop and disseminate promotion, complete participant post evaluation and facilitate sessions. MSUE also will do personal contacts to encourage communities to have multiple participants for increased results.

PED will provide the scholarship funds (1 representative per community annually), possible instructors and promotion.

This partnership will assist communities with:

- better adoption of ordinances,
- better decision making on best management practices
- reduction of potential lawsuits for bad decisions due to lack of knowledge.

What programs are now in MSU?

All of the programs offered in Macomb County are listed in the 2015 MSU Extension Annual Report.

For your convenience, the Annual Report can be found on-line at:

<http://msue.macombgov.org/sites/default/files/content/government/msue/pdfs/MSUEMacombAnnualReport2015.pdf>

What are the goals for expanding the Master Gardener Program?

In response to the need to create quality environments for senior citizens, and lacking personnel to assist with program delivery, Mary Gerstenberger's goals for expansion relies on recruiting competent volunteers willing to share their passion for gardening. Mary's goal is to provide educational programming for senior citizens in residential centers by:

Develop and provide programs in:

- Plants for Air Quality, Container Gardening for Herbs and Vegetables, Horticulture as Therapy and Pantry and Other Insect Pests.
- Assist in developing or improving community gardens for senior residences.
- Encourage and provide seniors to participate in the Master Gardener Volunteer Program
- Partner with the MSU Extension Health and Nutrition work group to provide educational programming on the health benefits of gardening and using fresh produce from the garden for seniors.

In order for any of the programs to be successful and have positive outcomes resources must be available, most importantly, competent trained volunteers and staff.

Are all the Master Gardeners doing their work here in Macomb County?

Each year, residents from counties are allowed to take the Macomb Master Gardener program. The reason for this varies. The dates or times the class is offered may be a better fit into their schedule. Macomb may be closer to their work location, etc. Once the class participants are certified, their volunteer work can be done in the county of their choosing. Similarly, Macomb residents may obtain their Master Gardener certification in a county other than Macomb and then choose to volunteer in Macomb.

Is there now a fee for the Master Gardener program?

The Master Gardener program has always been fee-based. The current registration fee for the program is \$300.

The Master Gardener Program is a statewide program (as well as national and international program) controlled by MSUE and is self-sustaining through the \$300 the trainees pay in terms of the curriculum, paying for speakers, maintaining the Volunteer Management System, etc.

Where does the revenue go that comes in from the programs?

The revenue from the Master Gardener passes thru MSU Extension's Business Office. After all expenses are paid, the remaining revenue remains in a MSU Extension account reserved for the Macomb Master Gardener program, including salary and fringe support for one 19 hour/week MSU Program Associate. The Master Gardener class is self-sustaining using revenue collected during registration. The majority of the MSU Extension programs are free to the public due to partnerships with local government, federal government and grant funding.

Is this budget 100% funded by the General Fund?

Yes, except that some fee revenue goes back to support the program from which the fee was generated. MSU Extension services in every county are also supported behind the scenes by MSUE itself.

For the forecast data, please calculate the revenue totals so the forecast can be adjusted.

The attached letter forecasts the revenue totals that will go into effect Jan 2018.

From Smigiel: The revised 2018 and 2019 revenue calculations will be included in the final budget that will be up for adoption.

2018 Property Tax Revenue = \$1,739,943

2019 Property Tax Revenue = \$1,774,742

2017 Intergovernmental = \$30,440

2018 Intergovernmental = \$53,559

2019 Intergovernmental = \$54,630

Please provide a brief summary of the new task force that is being developed.

Four members (Phil G., Keith E., Bill B., David A.) met on Oct 18th at 1:30 with the Veteran's Commission and discussed the transportation issue as the first problem to tackle as a task force.

Is there a reason behind the regulation causing the transportation issue?

The VA Regulation for Benefit Travel was not ever changed. It was just identified on an Inspector General Inspection earlier this year that it was not being adhered to correctly. The IG report is what triggered the 5,000 veterans losing free transportation to the VA medical center. The Veterans didn't meet the criteria for free transportation to their schedule appointments.

Have there been any more demonstrations at the VA hospital regarding privatization?

The demonstration that happened in May or June was VA union employees protesting. It was based on proposed changes in the VA Medical Center. Some got approved and some didn't and the approved changes were published in the Jul 2016 commission report. It was NOT about privatizing the VA medical center. No additional protests have happened since.



Mark A. Hackel
County Executive

EQUALIZATION DEPARTMENT
 117 S. Groesbeck, 3rd Floor
 Mount Clemens, Michigan 48043
 Phone: (586)-469-5260 Fax: (586) 469-5423
www.macombgov.org/equalization

Veterans' Services
 Budget Follow-up

Kristen M. Sieloff
Director

Sandy Birkenshaw, Manager
Real Property Division

Jeanette Makowiec, Manager
Personal Property Division

TO: Office of the County Executive

FROM: Kristen M. Sieloff, Equalization Director *kms*

RE: RFI 01-25-16 FIN Vets Millage FIN-EQUAL

Please find the estimates requested by the Board of Commissioners regarding the proposed increase to the existing Veterans Millage from 0.040 to 0.055 or 0.069. Please let me know if I may provide additional assistance with this matter.

Veterans Millage Proposed Increase Comparison

Residential Market Value:	Estimated Taxable Value:	Current (0.040) Taxes	Prop 1 (0.055) Taxes	Prop 2 (0.069) Taxes
\$100,000	50,000	\$2.00	\$2.75	\$3.45
\$200,000	100,000	\$4.00	\$5.50	\$6.90
\$300,000	150,000	\$6.00	\$8.25	\$10.35
\$500,000	250,000	\$10.00	\$13.75	\$17.25

CVT's	2015 Taxable Value:	Current (0.040) Taxes	Prop 1 (0.055) Taxes	Prop 2 (0.069) Taxes
Center Line	155,039,304	\$6,201.57	\$8,527.16	\$10,697.71
Eastpointe	430,614,324	\$17,224.57	\$23,683.79	\$29,712.39
Fraser	446,428,953	\$17,857.16	\$24,553.59	\$30,803.60
Memphis	16,474,049	\$658.96	\$906.07	\$1,136.71
Mt. Clemens	326,524,083	\$13,060.96	\$17,958.82	\$22,530.16
New Baltimore	353,888,227	\$14,155.53	\$19,463.85	\$24,418.29
Richmond	159,333,355	\$6,373.33	\$8,763.33	\$10,994.00
Roseville	860,197,815	\$34,407.91	\$47,310.88	\$59,353.65
St. Clair Shores	1,385,923,000	\$55,436.92	\$76,225.77	\$95,628.69
Sterling Heights	4,089,205,588	\$163,568.22	\$224,906.31	\$282,155.19
Utica	174,853,956	\$6,994.16	\$9,616.97	\$12,064.92
Warren	3,426,830,361	\$137,073.21	\$188,475.67	\$236,451.29
Armada Township	305,701,162	\$12,228.05	\$16,813.56	\$21,093.38
Bruce Township	451,605,024	\$18,064.20	\$24,838.28	\$31,160.75
Chesterfield Township	1,487,758,705	\$59,510.35	\$81,826.73	\$102,655.35
Clinton Township	2,655,816,013	\$106,232.64	\$146,069.88	\$183,251.30
Harrison Township	858,403,075	\$34,336.12	\$47,212.17	\$59,229.81
Grosse Pointe Shores	10,509,303	\$420.37	\$578.01	\$725.14
Lenox Township	255,894,772	\$10,235.79	\$14,074.21	\$17,656.74
Macomb Township	3,076,526,378	\$123,061.06	\$169,208.95	\$212,280.32
Ray Township	187,357,853	\$7,494.31	\$10,304.68	\$12,927.69
Richmond Township	169,205,709	\$6,768.23	\$9,306.31	\$11,675.19
Shelby Township	2,970,357,770	\$118,814.31	\$163,369.68	\$204,954.69
Washington Township	1,200,273,415	\$48,010.94	\$66,015.04	\$82,818.87
Totals	25,454,722,194	\$1,018,188.89	\$1,400,009.72	\$1,756,375.83

additional tax levy with proposed increase \$381,820.83 \$738,186.94

Please show us the plan if your department receives the 12 additional positions that were requested. Please include a timeline and long-term plan utilizing these employees. Are the employees going to be for construction or maintenance? Give examples of projects you could then complete or other plans that could be accomplished with the employees that could not be accomplished without. Please show what savings would be recognized if these employees were added. Will new equipment also need to be purchased for this additional staff to use?

Eleven of these new employees will be assigned to the maintenance department service centers. Once the new budget is approved, our timeline would be eight to twelve months for interviewing, hiring and approving the new maintenance employees.

Long term goals would include that each new employee be trained on all service center construction and snow removal equipment, making our workforce more productive and functional. Newly trained employees could be transferred to other service centers during extreme weather and traffic emergencies to help support the existing service center workforce.

The maintenance department on average receives over 8,000 service request per year. Service requests are maintenance complaints or concerns from Macomb County citizens or motorists who travel thru Macomb County. Some on these concerns are not our issue but a large percentage of these complaints do require scheduling of repairs from the maintenance department. Additions to the workforce will allow us to complete these repairs more efficiently and schedule additional work volume. We would have the ability at the service centers to schedule two crews instead of one crew for pavement and catch basin repair. Mowing larger areas of grass and cattails in the county ROW would be accomplished because we would have the ability to schedule three mowers instead of only one. An army of pothole patching crews from each service center during pothole season is a huge advantage when a large number of roads are destroyed from potholes. When ditching on a state or primary two lane roadway, a flagging operation is needed to direct traffic, and assigning current employees to concentrate on traffic control takes workers away from other maintenance activities such as grading gravel roads, dust control, pothole patching, sweeping, litter pick up, blading shoulders, hot asphalt repair and joint pavement sealing.

One of our best preventive maintenance activities is joint pavement crack sealing. We schedule this work in the fall of the year due to the cooler fall temperatures, The crack filler material cools much quicker in the fall, so we are able to cover more lane miles with our crews. Additional employees will allow us cover a greater percentage of our primary and subdivision roads before the winter season arrives. We have the equipment to support several crews but need additional employees.

Please note that we service over 1,200 miles of subdivisions roads, 1,880 miles of primary roads and over 300 miles of gravel roads. As you can see from our service request totals above, we have a long list of repairs. We have an updated fleet of equipment to address summer construction and winter response. Additional employees will help this department be more productive.

During winter our maintenance workforce is on call 24/7, drivers become fatigued working long hours, additional drivers will give us replacements for those fatigued workers. During snow storms that last several days our crews go on split shifts so we have around the clock coverage. Additional employees will let us staff both shifts with a greater percentage of drivers.

Additional employees should reduce overtime hours and completing projects sooner should help offset rising costs of material.

No new equipment will need to be purchased to support these new employees.

The fund balance is projected to decrease dramatically; does the county need to change its strategy going forward to prevent the fund balance from getting too low and/or to stretch it further? What is a dangerous level (minimum amount) the fund balance should get to?

The County does not need to change its strategy going forward. The use of fund balance can be controlled by the amount of construction and maintenance that the Road Department completes. As an example, if the Fund Balance begins decreasing to an "un-safe" level, limestone programs, pavement preservation programs, and certain construction projects can be scaled back or eliminated. At this point, both Bob Hoepfner, Director, and Michelle Mykytiak, Assistant Finance Director, believe the forecasted fund balance is not at a dangerous level. The fund balance is and will continue to be monitored on an ongoing basis. In addition, please see comment from Plante & Moran on this topic.

Please provide the reason for the large increase in Capital Outlay to fund the new building. Was a cost analysis done to justify this? Are the Sheriff's cars also serviced at this building? Please indicate where the cost savings will be realized.

The increase in capital outlay is solely due to the new vehicle maintenance building. This building is needed due to the age and deterioration of the current building. In addition, the Road Department now services most County vehicles, additional space is needed to accommodate this increase and allow for a safer more productive work environment. We now maintain all Sheriff's vehicles.

The Intergovernmental Revenue is greatly increasing. Why is that? Are more projects being funded?

The following items impact the increase in intergovernmental revenue. First, an additional \$9.9 million of MTF was budgeted in the Fiscal Year 2017 budget when compared to the Fiscal Year 2016 budget. This is as a result of the new revenue funding package. Second, the Road Department secured an additional \$3.2 million in federal funding for construction projects. Finally, matching funds from cities and townships for road projects increased \$3.7 million in Fiscal Year 2017 when compared to Fiscal Year 2016.

Why is the Conference & Training increasing \$20,000 for 2017?

Increase in Conferences and Training:

Code Certifications for Electricians - \$3,000
 Added Hot Mix Asphalt-QA/QC training - \$3,900
 Michigan Concrete Association Level 1 - \$500
 County Road Association (CRA) Annual Fee - \$2,000
 HR Training for Road Staff - \$2,000
 Mileage reimbursement - \$3,000
 Training for the TOC - \$5,200 (80% reimbursed by Federal Funds)
 Various other small increases in conferences and memberships - \$400

The Road & Construction budget goes up significantly from 2015-2017. Why does it reduce after that? How is that tied into the State of Michigan and any changes they made with roads?

The road construction budget proposed for Fiscal Year 2018 & 2019 is the minimum amount known at this time. As time progresses and additional projects are requested of communities or as needs arise, they will be added to this initial project list that is currently proposed.

When did the change in the state law take affect and how much will that be adding to our intergovernmental line item? How much have we received from the State since that started? Will that amount remain consistent?

The new Revenue Funding Package takes effect January 2017. Attached is the document that was received by the Macomb County Department of Roads with regards to the "projected" level of funding.

We have not received any funding to date as the package does not take effect until 2017.

[From: Ali Hijazi \[mailto:Ali.Hijazi@plantemoran.com\]](mailto:Ali.Hijazi@plantemoran.com)

Sent: Wednesday, October 19, 2016 10:57 AM

To: Mykytiak, Michelle

Subject: RE: Question

Good Morning Michelle,

The question you're asking is a good one, and a question that we receive often. The answer, unfortunately, is that it depends. For example, a small community would probably want to keep a greater percentage of annual expenditures in their rainy day fund. A larger community could live with a smaller percentage of annual expenditures sitting in fund balance.

Additionally, the amount of fund balance needed is highly dependent on your capital plan. For communities or funds with significant capital needs or older infrastructure, they should keep a higher level of fund balance to allow them to fund those commitments. For communities with newer infrastructure, they can live with a lower level of fund balance at first and have time to rebuild the fund balance for the future.

To the extent there are also looming legacy costs that will come due, a community should factor that into their target level of fund balance.

Also, for entities that have significant state or federal funding, you will want to maintain a fund balance level that can absorb variability in those revenue sources should state or federal appropriations significantly decline.

Finally, a projection is a planning tool and shows what would happen if you do nothing and all assumptions come true. It really should be a living, breathing, document that is updated as management makes decisions, completes projects, changes priorities, or other factors and circumstances change and come into play.

I realize that having a target one-size-fits-all number or metric such as percentage of expenditures or months of cash flow is desirable, but the reality is that the target number is changing every day as time passes, things happen, and we learn more about our future revenues and expenditures.

I hope this helps. As always, we're happy to discuss in more detail.

Thanks,

Ali Hijazi, CPA | Associate | Assurance

Plante Moran, 1098 Woodward Avenue, Detroit, MI 48226

Direct Dial: 313.496.8546 | Fax: 248.327.8479

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How many positions are being funded that were not funded in previous years, what are these positions, and how long have these positions been vacant or unfilled? When was the last time these positions were full-time, filled?

The 2016 budget provided funding for 43 of the 46 authorized positions. The 2017 budget provides funding for all 46 positions. The entire operation of Michigan Works is funded by Federal grants. The 46 positions being funded for 2017 include 1 Director, 2 Service Center Supervisors and 43 Case Managers, as indicated on page APPENDIX-14 of the recommended budget.

Please provide caseload information.

The Case Managers (identified as Career Planners and Business Account Managers) serve both customers who are registered in our MIS system to receive services, as well as those who have not formally committed to Training Services, but do seek assistance in their job readiness (Individualized Services). Those who are registered in our MIS have made the commitment for either classroom or employer based training (Training Services). They remain registered until they complete their training goal and obtain employment. Following the customer's exit, there is a one year period, where staff track the customer's post service employment. Case Managers are in all five Macomb/St. Clair Service Centers. Each center sees varied customer traffic. Considering only those registered in MIS, Case Managers currently maintain a range of 50-150 customers. This does not necessarily include those in the centers seeking walk-in assistance, employability workshops, or other interactions. At this time, support staff is tracking employment through four quarters; a task the Case Managers were responsible to track. Due to changes in WIOA, they me again take on that responsibility as well as expanded intensive services prior to Training Services.

Who is eligible for assistance? Anyone that comes in?

Simply put; yes, anyone can come in and receive service. The individual can be unemployed, employed, looking for a career change, seeking additional credentials and skills, want to freshen up on their job seeking techniques, etc. Some services are tied to the Unemployment Insurance Agency process, while others are more general. It is important to note, due to some public confusion, that Michigan Works! is separate from the Unemployment Insurance Agency.

This is a more detailed answer and is two part. Firstly, Michigan Works! groups services under three groupings; Basic, Individualized, and Training. Basic and Individualized Services are available to anyone who wishes to visit. These services include (but not limited to) general case management to aid in career planning, job readiness workshops, assessments and inventories, eligibility determination and access to job search technology. Training Services are also available to those who are eligible. Funding is provided through separate Federal and State Acts to provide occupational classroom training or employer-based training (On The Job Training or OJT). Training

Services must lead the individual toward a locally identified demand occupation. Individuals are determined eligible based on family income levels and/or dislocation from the workforce. This typically has a tie in with receiving Unemployment Benefits

Services can also be specific to Youth (16-24), Adults (18+), and Older Workers (55+). The PATH program is also housed in most of our centers. This program is a referral only program from the State of Michigan Department of Health and Human Services. It is the goal of all programs to move participants into successful, demand, and unsubsidized employment.

Please give an update on the Homeowners Association. Are the meetings still being held?

Meetings were not held during 2016, the issues with reopening the amphitheater have mostly been resolved. Sound will always be an annoyance with nearby residents but the SH PD have told the homeowners it doesn't exceed the decibel limits.

How often?

NA

Is there any budget needed to address concerns that group raises?

NA

When will the 2017 Park Schedule of Events be finalized and when will it be submitted to the Board?

Early 2017

Charges for Services is decreasing \$4,750 from 2016 to 2017. What is the reason for the decrease?

The 2017 budget for festival rentals was lowered to more closely correlate to actual rental fees anticipated based on actual revenue generated in 2015 and 2016.

Overtime wages and fringes is no longer budgeted for 2017 and beyond. Why will this no longer be needed?

The amount of overtime incurred by employees from the Public Works department work to mow the park grounds varies from year to year. Funds for this purpose are initially included in the Supplies & Services line item in the event that outside vendors are used for these services and budget transfers are made as needed to the salary and fringe accounts if not.



Mark A. Hackel
County Executive

HUMAN RESOURCES AND LABOR RELATIONS DEPARTMENT

HRLR
Budget Follow-up

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October 21, 2016

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TO: Chair Dave Flynn
Board of Commissioners

FROM: Eric A. Herppich, Director
Human Resources and Labor Relations

RE: Budget Review Follow-up

At the HRLR budget review discussion last week, it was requested that I supply further clarification on questions from several board members. Below is a list of the questions and my responses:

1. Why is there no budget for part-time wages in 2016 but there was for prior and future years? **Elimination of full-time position for part-time positions in May, 2015.**
2. What type of training is being budgeted for? **Computer based training on customer service, workplace violence, harassment and workplace bullying and Human Resources Policies. The County has also initiated a leadership training program beginning on October 31, 2016.**
3. Whose responsibility is it to make sure employees are trained on technology? Do you see that ever falling under HRLR to ensure training remains included? **Information Technology Department; possibly.**
4. When does management training start? Is diversity training included? **October 31, 2016; yes.**
5. Why is the conference & training budget so high when a lot less has been used prior years? Please provide a list of current conferences and training and those targeted for 2017. **MPELRA monthly meetings and annual training conference; Oakland University Job Fair; Walsh College Leadership & Talent Development; Macomb Community College Job Fair; ICLE Annual Labor & Employment Law conference;**

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Sungard Public Sector training; NEOGOV Annual User conference; University Detroit Mercy Job Fair; Hiring Our Hero's Job Fair; Detroit Conference on Labor Law & Labor Arbitration; International Foundation of Employee Benefits Conference – CAPP Health Part 1 & 2; ICLE Anatomy of a Workplace Investigation; Leadership Macomb Tuition.

I anticipate for 2017 that our training usage will expand where possible in the areas of job fairs, workshops & annual conferences and training in all areas of Human Resources and Labor Relations.

EAH/mb

cc: Mark Deldin, Chief Deputy County Executive
Steve Smigiel, Finance Director

GENERAL BUDGET QUESTIONS TO FINANCE

Were any of the department's requests for reclassification or additional employees approved, or were they all eliminated by the Executive?

New position requests and reclassifications that were incorporated into the 2017 Recommended Budget are outlined and discussed on pages A-17 through A-19 of the recommended budget document.

APPROPRIATIONS BUDGET

What is Stream Gauge?

Stream gauge is a fee paid to the State of Michigan, who acts as an agent for the US Geological Survey, for measuring water heights and water flow in various streams and rivers in the County. Measurements are currently taken at 12 locations throughout the County. These measurements provide streamflow information for a wide variety of uses including flood prediction, water management and allocation, engineering design, research, operation of locks and dams, and recreational safety and enjoyment. A link with more information is provided. <http://water.usgs.gov/edu/measureflow.html>

What is the one-time \$10,000 listed under "Shared Services Facilitation" in 2016 for?

This was added by the Board of Commissioners during final budget deliberations, the thought being that it could be money spent to facilitate consolidation of services with other municipalities. Nothing of that nature came about in 2016, therefore it was removed from the 2017 recommended budget.

Is the Turning Point - Prevention Education a program or contract with them?

It would be a contract but one has not been executed so far this year.

Has Turning Point been given a new location after the construction?

Turning Point is currently located on the 1st floor of the Court building. They will be relocated to the 13th floor of the Old County Building while the Court Building undergoes renovation and will move back to the 1st floor of the Court Building upon completion of the renovation project.

Please explain the reason the OneMacomb budget was added in 2016 and then reduced for 2017 and beyond?

As explained during budget hearings, the 2017 recommended budget for One Macomb of \$8,500 and beyond is the same as the adopted 2016 budget. The 2016 budget was amended to add \$29,000 of outside funding awarded after the 2016 budget was adopted. It is unknown if that same additional funding will be available in 2017, which is why the the 2017 recommended budget is set at \$8,500.

DEBT SERVICE

On Page F2, 2015 Retiree Healthcare, under Macomb County General Obligations Bond, why isn't there anything listed under "Outstanding 12/31/2015?"

There should be outstanding amounts listed for the Retiree Health Care and Central Campus issues. This will be corrected when the adopted budget is printed.