



WASHTENAW COUNTY BOARD OF COMMISSIONERS

WORKING SESSION

August 4, 2005

The meeting was called to order by Chair Solowczuk at 6:30 p.m. in the Board Room, Administration Building, 220 North Main Street, Ann Arbor, Michigan.

MEMBERS PRESENT: Comms. Bergman, Brackenbury, Gunn, Irwin, Kern, Ouimet, Prater, Sizemore, Smith, Solowczuk.

MEMBERS ABSENT: Comm. Peterson

OTHERS PRESENT: Bob Guenzel, County Administrator; Frank Cambria, Janis Bobrin, Drain Commissioner; Greg Dill, David Shirley, Ed Holley, Rick Farrell, Andy Brush, Jason Fee, Stacey Decosta, Facilities Management; David Behen, Ken Schrader, ITS; Diane Heidt, Human Resources; Kerry Shelton, County Administration; Patricia Denig, Planning and Environment; Deb Schmitt, Kelly LeBlanc, Building Services; Dawn Fyrciak, Drain Commissioner; Stephen Kirschner, Clerk's Office; various citizens; and members of the press.

Roll Call

Citizen Participation

None.

Commissioner Follow-Up to Citizen Participation

None.

Discussion Items

Zeeb Road Update

Tony VerDerworp gave a PowerPoint presentation on Zeeb Road Updates.

Dennis Wojcik, Chief Deputy Drain Commissioner, stated that the Drain Commissioner had reservations about changes, but is excited about results. He added that the staff has exceeded all expectations. He concluded by saying that the Drain Commissioner's office is meeting and exceeding their fiduciary and non-fiduciary goals.

Janis Bobrin stated that although they are facing tough times, she feels that the Zeeb facilities are coming together and creating better results. She then thanked the customer service staff.

Tony VanDerworp thanked Patricia Denig for her work in this transition.

Comm. Gunn stated that the results are fabulous. She expressed gratefulness to the staff for making Washtenaw County look good to the public.

Comm. Sizemore thanked Tony VanDerworp, Patricia Denig, Dennis Wojcik and Janis Bobrin for specific assistance they have given him.

Comm. Kern echoed her colleagues comments and compliments, wants these results to spread to other departments.

Comm. Ouimet expressed that these results demonstrate a proper attitude toward customer service and thanked these employees.

Comm. Irwin stated that he is impressed with the speed of the successful changes.

Comm. Brackenbury stated his appreciation for the positive reflection on the commissioners and the county as a whole.

Comm. Bergman congratulated the employees.

Janis Bobrin gave recognition to Greg Dill, Scott McDonald and the facilities staff.

Comm. Prater stated that Janis Bobrin deserves recognition as well.

Comm. Gunn thanked Frank Cambria for leadership on this issue.

Comm. Solowczuk congratulated the staff for job well done.

Facilities Management Policies

Greg Dill introduced Jason Fee, Andy Smith, Dave Shirley and Ed Holley.

Frank Cambria explained the objectives of the facilities management presentation. Mr. Cambria explained the 2 foci of the presentation: Environmental policy and management of the fleet.

Greg Dill thanked the board and administration for creating an environment for success. Mr. Dill also thanked Diane Heidt for doing much of the leg work.

Andy Smith gave a presentation on LEED benefits. (See PowerPoint) and Jason Fee gave a presentation on LEED Certification. Mr. Smith and Mr. Fee asserted that over the long haul, LEED will save the county's resources and money.

Comm. Irwin stated he is encouraged by the material presented. He asked if the Chevron energy project will be useful in achieving LEED certification. David Shirley and Greg Dill answered questions about chevron project. Irwin asked about climate control. Dave Shirley responded that the county is at 50% completion. Mr. Shirley continued his update on the project. Comm. Irwin asked about courthouse and jail upgrades. Mr. Shirley and Mr. Dill responded.

Comm. Brackenbury asked about demonstration solar projects. Andy Smith replied that this has moved to Zeeb road and will commence in a few months.

Comm. Prater said this is a good start, but he is concerned that more information is needed to have a thorough job, including design standards. Greg Dill stated that his department exceeds best practices on design standards.

Comm. Prater stated that the standards should be spelled out in the policy.

Comm. Smith asked if the new neighborhood design policy incorporates LEED standards, and these standards change, will this policy have to be brought before the board again. Andy replied that the county would have to determine how applicable the new standards are to county policy and goals. Comm. Smith asked for an update on LEED changes when they occur.

Comm. Solowczuk requested a more thorough presentation and to have it sent through Ways & Means.

Comm. Sizemore asked if Chevron is on budget. Greg Dill responded affirmatively. Comm. Sizemore asked if there are any bumps in the project and whether facilities is learning the appropriate lessons.

Comm. Solowczuk stated the commissioners are off the agenda and moved the conversation back to the agenda.

Comm. Sizemore stated that when Facilities does an update on the Chevron project, these are the types of questions for which the y should prepare.

Comm. Prater asked about energy requirements in state building codes.

Comm. Ouimet asked about cost per square foot. He wanted to see the hard numbers.

Comm. Irwin requested more details on what minimum LEED standards mean for updating policies.

Comm. Prater stated that missing information is very important.

Comm. Kern asked about business services policy. She asked if recycling charges are on the individual departments. She stated that a new standard for recycling quantities to guide purchasing may be useful. Greg Dill stated that he understands this is a request for more information and he will include this in a revised report.

Comm. Solowczuk asked if these standards are departmental policies as opposed to county policies. Greg Dill answered that they are departmental policies.

Comm. Kern replied that these might function better as county policies.

Frank Cambria stated that there is a need for a detailed procurement policy. Mr. Cambria stated that there will be changes to the fleet policies and asked for questions about this.

Comm. Sizemore asked about average cost per vehicle, fuel cost and maintenance. He asked how many county mechanics there are. Ed Holley replied that there are 2 full-time and 1 intern. Comm. Sizemore asked if all three positions are necessary. Mr. Holley replied affirmatively. Comm. Sizemore asked about alternate fuels. He stated that people have told him of county vehicles leaving the county. He stated his disapproval of this. Diane Heidt says that by arbitration some vehicles are take-home devices, which may include crossing county lines. Comm. Sizemore asked whether there is GPS in the vehicles. Greg answered no. Comm. Sizemore asked how many vehicles are being taken home. Diane clarified that only 6 vehicles are full take home vehicles. Comm. Sizemore stated he had heard that some deputies do not own their own vehicles, using only county vehicles. He requested a report in 90 days on specific actions taken to end this. He stated his desire to pool vehicles and possibly cut the fleet size. Comm. Sizemore requested the fleet budget.

Comm. Irwin asked about marine safety unit's vehicles, and whether they are part of a core service. Greg Dill said that facilities does not police vehicle use. Comm. Irwin wanted more information on marine safety fleets and costs.

Comm. Bergman asked how many unmarked cars are there. Greg Dill replied he did not have that information on hand. Comm. Bergman asked about reporting standards. Diane Heidt responded

Comm. Kern asked why oil changes/routine maintenance cost so much more. Ed Holley stated that many in-house projects are done including most routine maintenance and even non-routine projects. Comm. Kern asked how this is displayed in the budget. Ed Holley and Greg Dill responded. Comm. Kern inquired about attempts made at alternative fueled vehicles. Ed Holley stated that facilities is looking into this, particularly in regards to the mail department. Comm. Kern asked if there is constant assessment of the market. Mr. Dill states that they are always assessing the market. Comm. Kern asked about photo power options. Mr. Dill stated there is constant assessment. Comm. Kern encouraged him to continue this.

Comm. Bergman stated that there are efforts to provide fuel backups within the county.

Comm. Irwin stated that a fuel efficient vehicle must be balanced by functionality.

Comm. Prater wanted an explanation for the elimination of the Board of Commissioners in this policy. He asked about on call status and contract status. He stated a genuine concern about misuse of county vehicles and whether department heads should have decision power on automobile usage. Diane Heidt and Greg Dill explained the county's auditing procedure. Comm. Prater asked whether there are accurate vehicle log books. Mr. Dill answered affirmatively.

Comm. Solowczuk asked if the changes discussed would affect the material covered by Comm. Prater. Diane Heidt stated that they would not.

Comm. Prater asked for assurance of compliance. Diane Heidt stated that procedures were in place for this.

Comm. Sizemore asked whether credit cards used to fill vehicles were checked. Greg Dill answered affirmatively. Comm. Sizemore requested cost breakdowns for oil changes. He asked about cost on motorcycles and boats. Bob Guenzel answered that some are paid for by grants. Greg Dill said that general fund dollars paid for the marine safety vehicles, and the Sheriff's Department paid for the motorcycles. Comm. Sizemore stated that he wants a ten percent reduction in vehicle costs. Comm. Sizemore asked for clarification of how much control Mr. Dill has over the fleet.

Mr. Dill replied that administration has end control of it. Mr. Dill stated that the county is benchmarking best practices for fleet policy. Comm. Sizemore asks that local dealers be consulted during purchases.

Comm. Solowczuk stated that in a state bid, a local dealership still receive payment for the vehicle.

Comm. Kern stated her desire that facilities always bring new possibilities to the board, particularly concerning accessibility policies. Comm. Kern asked about preventative maintenance. Greg Dill stated that a new tracking system is being developed. Comm. Kern asked about equipment and collaboration with IT. Mr. Dill stated that there is much cooperation. David Behen stated that the two departments work together constantly. Frank Cambria stated that the two departments necessarily coordinate and that his is a priority of administration.

Prater asked if GPS use has been discussed. Diane Heidt replied yes, but nothing has been implemented.

Comm. Smith expressed interest in participation in acquisition program and his desire to have the Planning and Environment director involved.

Comm. Brackenbury commended Greg and his department.

Comm. Solowczuk stated that the policy should be moved to Ways and Means.

Greg Dill thanked the Board for this opportunity, and will come back whenever asked.

Commissioner Items

None.

County Administrator Report

Bob Guenzel stated that he hoped to see everyone at the county picnic Friday, August 5th.

Items for Current/Future Discussion

None.

Pending

Status of Annual Activities/Goals

No report.

Citizen Participation

None.

Commissioners Follow-up to Citizen Participation

None.

Adjournment

Comm. Gunn seconded by Comm. Kern moved that the meeting be adjourned until September 8, 2005, at 6:30 p.m. in the Board Room, Washtenaw County Administration Building. Motion carried.

The meeting adjourned at 8:27 p.m.

Stephen Solowczuk, Chair

Lawrence Kestenbaum, Clerk/Register

By: Stephen Kirschner, Deputy Clerk

APPROVED: