

CHAIRPERSON
DALE COPELGE

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
VINCE DRAGONETTI

COUNTY SERVICES COMMITTEE
DIANNE HOLMAN, CHAIR
ANDY SCHOR
MARK GREBNER
VICTOR CELENTINO
DEBBIE DE LEON
DON VICKERS

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, OCTOBER 2, 2012 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [August 29, 2012](#), [September 18, 2012](#) Regular and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Women's Commission - Interviews
2. Sheriff's Office - Request to Waive the Hiring Freeze for an Open [Corrections Deputy](#) Position
3. Economic Development - Resolution to Participate in a Regional Brownfield Redevelopment Coalition and Joint Grant Application to the United States Environmental [Protection Agency](#)
4. Department of Transportation and Roads
 - a. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Department of Transportation and Roads
 - b. Resolution to Authorize Six Job [Reclassifications](#), One Position Conversion, and One New Position for the Department of Transportation & Roads
5. Controller's Office - Resolution Authorizing [Adjustments](#) to the 2012 Ingham County Budget
6. MIS - Resolution to Approve Entering into an Agreement with [Dewpoint, Inc.](#) to Provide an Operations Manual for the Management Information Systems Department
7. Board of Commissioners - Resolution of Intent to Establish a Property Assessed Clean [Energy Program](#) and Calling Public Hearing

Announcements

Public Comment

Adjournment

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DISRUPTION DURING THE MEETING**

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COUNTY SERVICES COMMITTEE

August 29, 2012

Minutes

Members Present: Dianne Holman, Andy Schor, Victor Celentino, Debbie De Leon, and Don Vickers

Members Absent: Mark Grebner

Others Present: Becky Bennett, Board Chairperson Copedge, Mary Lannoye, John Neilsen, Jared Cypher, Teri Morton, Beth Hamilton, Travis Parsons, Michelle Rutkowski, Janie Lee, Doug Stover, Jim Hudgins, Sandy Gower, Rick Terrill, Jill Rhode, Willis Bennett, Steve Walters, Chuck Goeke, Sue Pigg, Stacy Byers, Curtis Hertel, Bill Conklin, Sheldon Lewis, Mike Ashton, Sherri Graham, Michael Ashton and others.

The meeting was called to order by Chairperson Holman at 6:00 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Additions to the Agenda

None.

Limited Public Comment

None.

Ms. Lannoye provided an overview of the 2013 Controller's Recommended Budget highlighting how the shortfall is calculated, property tax projections, shared liquor tax revenues, collective bargaining and health care savings. She pointed out the seven page cover letter is a synopsis of the recommendations and suggested savings. The Committee briefly discussed the recommendations, suggested savings and the use of reserves.

Chairperson Holman asked the Department Heads who are accepting of their 2013 Controller's Recommended Budget to please state their approval. The following were present and accepted the recommended budget:

1. Budget Hearings

- a. Advisory Boards, Becky Bennett
Equal Opportunity Committee
Historical Commission
Women's Commission
- b. Board of Commissioners, Becky Bennett
- c. Controller/Administrator, Mary Lannoye
- e. County Clerk, Janie Lee
- f. Drain Commissioner, Sheldon Lewis
- g. Economic Development, Sandy Gower
- h. Equalization, Doug Stover

- i. Facilities, Rick Terrill
- j. Fair, Chuck Goeke
- k. Farmland and Open Space Preservation Millage (Millage), Stacy Byers
- l. Financial Services, Jill Rhode
- m. Human Resources, Travis Parsons
- n. MIS, Michael Ashton
- p. Potter Park Zoo, Sherrie Graham
- q. Purchasing, James Hudgins
- r. Register of Deeds, Curtis Hertel (Mr. Hertel stated that while he accepts the budget he would like the opportunity to share his concerns).
- s. Transportation and Roads, Bill Conklin (Comm. De Leon acknowledged that Mr. Conklin is accepting of the budget she would like to ask questions regarding the Transportation and Roads budget).
- u. Tri-County Regional Planning, Sue Pigg

Ms. Lannoye stated that although not present the following were accepting of their budget:

- d. County Attorney
- t. Treasurer

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. VICKERS, TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET FOR THE FOLLOWING DEPARTMENTS:

- 1. Budget Hearings
 - a. Advisory Boards
 - Equal Opportunity Committee
 - Historical Commission
 - Women's Commission
 - b. Board of Commissioners
 - c. Controller/Administrator
 - d. County Attorney
 - e. County Clerk
 - f. Drain Commissioner
 - g. Economic Development
 - h. Equalization
 - i. Facilities
 - j. Fair
 - k. Farmland and Open Space Preservation Millage (Millage)
 - l. Financial Services
 - m. Human Resources
 - n. MIS
 - p. Potter Park Zoo
 - q. Purchasing
 - r. Register of Deeds
 - t. Treasurer
 - u. Tri-County Regional Planning

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Grebner

r. Register of Deeds

Mr. Hertel stated that the Register of Deeds provides a constitutional service then described the increased revenue the Department has generated for the County. He further described how a delay in the Register of Deeds office can delay a real estate transaction. Mr. Hertel expressed his concern that General Funds are available rather than Automation Funds in the future to pay for the number of positions needed in the Register of Deeds Office. The Committee discussed employee compensation, document fees, real estate transactions and foreclosures.

s. Transportation and Roads

Comm. De Leon pointed out line items in the Transportation and Roads Budget and asked for a summary to help her better understand the entries. Ms. Lannoye explained the Act 51 distribution and reporting system is a uniform chart of accounts designed by the State of Michigan to provide consistency throughout Michigan Counties and facilitate reporting to the Federal Government. Ms. Morton explained how entries are made acknowledging it differs from the County's accounting system. Ms. Morton noted that Ms. Rhode has asked that the Transportation and Roads continue doing their accounting because of the Act 51 complexity, as well as, software requirements.

Ms. Lannoye and Ms. Morton provided an explanation of line items in question that pertain to insurance, liabilities, journal entries and adjustments. Mr. Conklin overviewed the other line items relating to day to day activities and will provide the Committee with more details on the engineer's expense, inventory, in addition to, the breakdown of subscriptions. Comm. Celentino asked if there is an Act 51 manual. Mr. Conklin answered yes stating it is about 300 pages long.

Comm. De Leon asked if there was a need to have a separate attorney. Ms. Lannoye explained that the County's attorney will handle general issues that arise; however, there are some cases where the Department of Transportation and Road's attorney is more suitable because of their Act 51 expertise.

The Committee discussed fund balances, revenues, expenses and grants.

MOVED BY COMM. DE LEON, SUPPORTED BY COMM. VICKERS, TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET FOR TRANSPORTATION AND ROADS.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Grebner

o. Parks

Ms. Lannoye provided a memo revising the 2013 Controller Recommended Budget for the Parks Department as outlined:

- Eliminate free Wednesday parking at Burchfield, Lake Lansing North and South and Hawk Island Parks. This should generate additional parking revenue of approximately \$25,000 annually.

- Increase revenue by \$20,000 in anticipation of allowing food or other vendors to operate within the Parks, expanding the use of sponsorships, and/or exploring other revenue enhancements.
- Eliminate one full-time position for an estimated savings of \$70,000. I would like additional time to evaluate which position should be eliminated in hopes that there may be a natural occurring vacancy before the end of 2012. If there is no vacancy by the end of the year, a filled position will be identified.

Ms. Lannoye stated she was open to other suggested savings.

Mr. Bennett asked that \$70,000 be put on the “Z” list to retain the full-time position in the Parks Department. He explained there currently is not an open position in the Parks Department and he does not anticipate a vacancy. He further explained the need to have oversight of collections and employees. He then described how maintenance is done in-house rather than the expense of sub-contracting.

The Committee discussed employee supervision, collections, concessions, revenues, free Wednesday and hardship passes.

Comm. Schor asked if consideration was given to the fact an employee would now be paid at the entrance for Free Wednesday. Ms. Morton stated that Mr. Bennett projected a greater savings than what was budgeted. Comm. Vickers asked if this budget took into consideration the contract with Superparks LLC. Ms. Morton stated it does not reflect that contract.

MOVED BY COMM. DE LEON, SUPPORTED BY COMM. VICKERS, TO APPROVE THE CONTROLLER’S AMENDED RECOMMENDED BUDGET FOR THE PARKS DEPARTMENT (OUTLINED IN THE MEMO).

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Grebner

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. VICKERS, TO ADD \$70,000 TO THE “Z” LIST TO RETAIN ONE FULL-TIME POSITION.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Grebner

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. VICKERS, TO APPROVE THE CONTROLLER’S RECOMMENDED BUDGET, AS AMENDED, AND INCLUDING THE “Z” LIST ITEM.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Grebner

2. Final Ranking

The following was placed on the “Z” list: \$70,000 to retain one full-time employee position with the Parks Department.

Announcements

None.

Public Comment

Mr. Gray, UAW, asked for a list identifying changes in UAW personnel for the 2013 Budget. Ms. Lannoye will provide the list to Mr. Gray, as well as, all of the Commissioners.

The meeting adjourned at approximately 7:16 p.m.

Respectfully submitted,

Julie Buckmaster

COUNTY SERVICES COMMITTEE
September 18, 2012
Minutes

Members Present: Dianne Holman, Andy Schor, Mark Grebner, Victor Celentino, and Debbie De Leon

Members Absent: Don Vickers

Others Present: Becky Bennett, Board Chairperson Copedge, Mary Lannoye, Travis Parsons, Michelle Rutkowski, David Easterday, Rick Terrill, Chuck Gray, Greg Harless, Jim Hudgins, Willis Bennett, Roman Collins, Martin Colburn, Bill Conklin and others.

The meeting was called to order by Chairperson Holman at 6:00 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the August 21, 2012 Minutes

The August 21, 2012 Minutes were approved as submitted.

Additions to the Agenda

- 4a. Substitute – Parks, Resolution Appointing Sherrie Graham as the Potter Park Zoo Director and Authorizing an Amendment to the Existing Contract with the Potter Park Zoo Society.
- 4b. Substitute – Parks, Resolution Authorizing an Amendment to the Agreement with the City of Lansing for the Lease and Operations of the Potter Park Zoo (*Discussion Item Only*)
- 5b. Additional Materials - Resolution Authorizing the Establishment of MERS Hybrid Plans for the Board of Commissioners and Elected Officials (*Referred*), Handouts: Ingham County Hybrid Pension Plan Options and Proposed Hybrid Pension Plan Board of Commissioners
- 5c. Discussion – Human Resources, Resolution Approving Modifications to the 2012 Managerial and Confidential Personnel Manual (*Referred*)

Limited Public Comment

Roman Collins, Move to Amend, provided a brief description of the organization and its progress. He informed the Committee he will be available to answer questions during the meeting, Agenda Item 7a.

MOVED BY COMM. DE LEON, SUPPORTED BY COMM. GREBNER, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

- 1. Sheriff's Office
 - a. Request to Waive the Hiring Freeze for an Open Corrections Sergeant Position
 - b. Request to Waive the Hiring Freeze for an Open Corrections Deputy Position
 - c. Request to Transition the Jail Lobby Control from Two Full-Time Deputies to Permanent Part-Time Deputies

2. Circuit Court - Request to Waive the Hiring Freeze/Hiring Delay for Court Officer/Legal Research Clerk
3. Facilities
 - b. Emergency Purchase Order - 2 Kettles for Jail Kitchen (*Additional Information to be Distributed at Meeting*). Ms. Lannoye stated that Mr. Terrill will provide the handout.
6. Department of Transportation and Roads - Resolution to Approve the Special and Routine Permits for the Ingham County Department of Transportation and Roads

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Vickers

MOVED BY COMM. DE LEON, SUPPORTED BY COMM. GREBNER, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Vickers

7. Board of Commissioners
 - a. Resolution in Support of the Move to Amend Campaign

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTION IN SUPPORT OF THE MOVE TO AMEND CAMPAIGN.

MOVED BY COMM. SCHOR TO AMEND THE 4TH WHEREAS BY ADDING “, BUT IS PROPERTY,” AFTER CONSTITUTION, AND AS FOLLOWS:

WHEREAS, the Move to Amend Campaign believes that money is not a form of speech protected under the first amendment of the United States Constitution, **but is property**, and can be regulated by Congress and the States.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT. Absent: Comm. Vickers

Roman Collins, Director of Lansing Move to Amend, informed the Committee that about two months ago he was before the Lansing City Council presenting this resolution condemning the decisions in Citizens United v. FEC, and Buckley v. Valeo. He noted the Council has not yet voted. He explained how he is working with various entities like Ingham County for support.

Comm. Celentino asked how many municipalities Mr. Collins has been to. Mr. Collins stated the Lansing City Council plus he will be reaching out to the East Lansing City Council. He further stated there are groups in Grand Rapids, Traverse City and Ann Arbor. Comm. Celentino asked if he would be reaching out to the Tri-County area including Eaton and Clinton Counties. Mr. Collins accepted the suggestion. Chairperson Holman asked if this was initiated by recent events. Mr. Collins overviewed Citizens United v. FEC, and Buckley v. Valeo then shared his

experience with the “Occupy” movement in Lansing where he met the National Spokesperson for Move to Amend. Comm. De Leon asked how many people are in the group. Mr. Collins stated the group is growing there are 5 people who meet monthly, 60± “likes” on Facebook and 200± people by email. Comm. De Leon commended Mr. Collins for getting involved.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.
Absent Comm. Vickers

4. Potter Park Zoo
 - a. Resolution Appointing Sherrie Graham as the Potter Park Zoo Director and Authorizing an Amendment to the Existing Contract with the Potter Park Zoo Society

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SCHOR, TO APPROVE THE RESOLUTION APPOINTING SHERRIE GRAHAM AS THE POTTER PARK ZOO DIRECTOR AND AUTHORIZING AN AMENDMENT TO THE EXISTING CONTRACT WITH THE POTTER PARK ZOO SOCIETY.

Comm. Grebner stated the wage seems low. Mr. Parson’s explained this is a special-part-time position. Comm. Grebner asked if the Director will still receive compensation from the Zoological Society. Mr. Parsons answered yes. Chairperson Holman clarified that the resolution is to move ahead with the appointment of the Director giving them the authority to directly supervise employees in compliance with the AZA accreditation. Comm. Grebner expressed his concern that this is unusual and at some point when the position is vacated the compensation will need to be addressed. Comm. De Leon stated because the position is high profile the Board of Commissioners should have the authority to hire and fire, in addition, the person in this position should report to the Board of Commissioners along with the Controller. Ms. Lannoye pointed out that the Board of Commissioners through this resolution would be appointing the person to the position.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Vickers

- b. Resolution Authorizing an Amendment to the Agreement with the City of Lansing for the Lease and Operations of the Potter Park Zoo (*Discussion Item Only*)

Ms. Lannoye informed the Committee that a Commissioner asked her to prepare this resolution for discussion purposes. She explained the Director has been working through layers of direction by both the Zoo and the Parks Commissions further stating there needs to be some level of organization not to impede the effectiveness of running the Zoo.

Comm. Grebner stated that it is not appropriate to add any more direct reports to the Controller and suggested reporting to an enhanced Facilities Department. Comm. Celentino agreed that it is not appropriate to add more direct reports to the Controller. Comm. Schor stated after learning about the AZA accreditation the Zoo Director should have less people to answer to because currently there are too many levels to get things done. Comm. Grebner agreed there are too many levels for approvals.

The Committee discussed the number of direct reports to the Controller and decided another resolution should be put together to improve the efficiencies of the Zoo operations and oversight. The Committee agreed that input could come from the Zoo Board and the Parks Department in order to compile an impact report.

5. Human Resources

- a. Resolution Authorizing the Human Resources Department to Contract with the Tri-County Office on Aging to Provide Human Resources Services

MOVED BY COMM. GREBNER , SUPPORTED BY COMM. DE LEON, TO APPROVE THE RESOLUTION AUTHORIZING THE HUMAN RESOURCES DEPARTMENT TO CONTRACT WITH THE TRI-COUNTY OFFICE ON AGING TO PROVIDE HUMAN RESOURCES SERVICES.

The Committee asked Mr. Parsons to add additional WHEREAS' describing the history of the renewal including when it first began then submitting it as a substitute for the Finance Committee Meeting tomorrow.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Vickers and Celentino

- b. Resolution Authorizing the Establishment of MERS Hybrid Plans for the Board of Commissioners and Elected Officials (*Referred*)

MOVED BY COMM. GREBNER, SUPPORTED BY CHAIRPERSON HOLMAN, TO APPROVE AUTHORIZING THE ESTABLISHMENT OF MERS HYBRID PLANS FOR THE BOARD OF COMMISSIONERS AND ELECTED OFFICIALS (*REFERRED*).

Ms. Lannoye provided a handout that had been emailed earlier. She overviewed the multipliers, rates of return and estimated monthly payments.

Comm. Grebner asked how changing positions within the County translates to future benefits. Mr. Parsons explained that had not been addressed in this handout and would get more information to the Committee regarding the transfer rule.

Comm. Grebner expressed his concern that this is not moving forward. Ms. Lannoye expressed her concern that this is getting in the way negotiations. Comm. Grebner stated none of the payments could be considered generous. Comm. De Leon stated the printouts are helpful but still believes there is a conflict with negotiations.

MOVED BY COMM. DE LEON, SUPPORTED BY COMM. CELENTINO, TO TABLE THE RESOLUTION UNTIL ALL NEGOTIATIONS HAVE CONCLUDED.

Ms. Lannoye stated this will still go to the Finance Committee suggesting tabling the resolution impedes bargaining noting the argument goes both ways.

The Committee discussed bargaining and fairness to both employees and the long term budget goals of the County.

MOTION, TO TABLE, CARRIED with Comms. Grebner and Holman Voting “no”. Absent: Comm. Vickers

Mr. Parson’s will provide the Committee with more information on the transfer rule.

- c. Resolution Approving Modifications to the 2012 Managerial and Confidential Personnel Manual (*Referred*)

MOVED BY COMM. GREBNER, SUPPORTED BY CHAIRPERSON HOLMAN, TO APPROVE THE RESOLUTION APPROVING MODIFICATIONS TO THE 2012 MANAGERIAL AND CONFIDENTIAL PERSONNEL MANUAL (*REFERRED*).

MOVED BY COMM. DE LEON, SUPPORTED BY COMM. CELENTINO, TO TABLE THE RESOLUTION UNTIL ALL NEGOTIATIONS HAVE CONCLUDED.

MOTION, TO TABLE, CARRIED with Comms. Grebner and Holman Voting “no”. Absent: Comm. Vickers

- d. Resolution Authorizing the Establishment of MERS Hybrid Plans for Managerial and Confidential Employees

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. HOLMAN, TO APPROVE THE RESOLUTION AUTHORIZING THE ESTABLISHMENT OF MERS HYBRID PLANS FOR MANAGERIAL AND CONFIDENTIAL EMPLOYEES.

MOVED BY COMM. DE LEON, SUPPORTED BY COMM. CELENTINO, TO TABLE THE RESOLUTION UNTIL ALL NEGOTIATIONS HAVE CONCLUDED.

MOTION, TO TABLE, CARRIED with Comm. Grebner Voting “no”. Absent: Comm. Vickers

7. Board of Commissioners

- b. Resolution to Submit to the Electorate a Special Millage Question to Support Parks that are an Asset to the Region (*Referred*)

Discussion Only. Comm. Grebner suggested referring back to the to Parks Commission with the idea of a Countywide Millage focusing on trails and regionalization further placing the question on the November 2013 ballot. He suggested getting feedback from the municipalities and in particular their interest in regional cooperation. Chairperson Holman suggested the conversation go beyond the focus of trails.

Mr. Bennett stated that the millage question will be the focus of next Monday night's Park Commission meeting and wanted input from the Committee. Mr. Martin Colburn, City of Mason, expressed their interest in linking the trails stating after informal conversations with Delhi and Meridian Townships they share the regionalization interests. Mr. Bennett stated the thought is to get those in the County to begin the discussion. Mr. Colburn described the positive response from the Community to get involved after the closing of Raynor Park. Comm. Grebner suggested the Farmland Preservation Board consider acquiring properties along the trails.

The Committee referred this back to the Park's Commission.

3. Facilities

- a. Discussion Item (*Closed Session*): Project Labor Agreement Regarding the Ingham County Family Center

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. DE LEON, TO BEGIN CLOSED SESSION FOR THE PURPOSE OF DISCUSSING A LEGAL OPINION CONCERNING THE PROJECT LABOR AGREEMENT REGARDING THE INGHAM COUNTY FAMILY CENTER.

MOTION CARRIED WITH THE FOLLOWING ROLL CALL VOTE:

YEAS, COMMISSIONERS: Holman, Schor, Grebner, Celentino, and De Leon. Absent: Comm. Vickers

The Committee returned to regular session.

Ms. Lannoye recommended following the advice of legal council and not require a PLA and not to advertise for a PLA; however, that would not preclude the County from entering into a PLA.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. DE LEON, TO REJECT THE STAFF RECOMMENDATION.

Comm. Schor suggested rejecting the recommendation because the 2012 amendments to Michigan Fair and Open Competition in Governmental Construction Act have not been determined legal or Constitutional. The Committee discussed the legality of the Act, as well as, the timeliness of the construction.

MOTION, TO REJECT THE RECOMMENDATION, FAILED, with Comms. Grebner, Holman, Celentino voting "no". Absent: Comm. Vickers.

Announcements

Board Chairperson Copedge asked if there would be a discussion on the space utilization plan this year. Comm. Holman answered yes.

Board Chairperson Copedge asked for the leave and attendance records of the Board of Commissioners Department Heads and staff and Department Heads, specifically how much time they take off.

Comm. Schor announced he has Tri-County Office on Aging, Meals on Wheels, raffle tickets, \$1.00 each or \$5.00 for 6.

Public Comment

None.

The meeting adjourned at approximately 7:42 p.m.

Respectfully submitted,

Julie Buckmaster

**OCTOBER 2, 2012 COUNTY SERVICES COMMITTEE MEETING
STAFF REVIEW SUMMARY**

HIRING FREEZE

The Controller Recommends approval of the following hiring freeze request:

2. Sheriff's Office - Corrections Deputy

ACTION ITEMS

The Controller recommends approval of the following action items:

3. Economic Development - *Resolution to Participate in a Regional Brownfield Redevelopment Coalition and Joint Grant Application to the United States Environmental Protection Agency.*

The resolution would authorize our participation in a regional coalition to apply for a \$600,000 grant from the Environmental Protection Agency. The Coalition will be comprised of the Counties of Ingham, Eaton, and Clinton and the Tri-County Regional Planning Commission (TCRPC). TCRPC will be the applicant and fiduciary for the grant.

- 4(a). Department of Transportation and Roads - *Resolution to Approve the Special and Routine Permits for the Ingham County Department of Transportation and Roads.*

The resolution would approve 3 permits.

- 4(b). Department of Transportation and Roads - *Resolution to Authorize Six Job Reclassifications, One Position Conversion, and one New Position for the Department of Transportation and Roads.*

The resolution would authorize 6 reclassifications that were requested in previous years at the time the respective jobs changed. Review and approval of these requests were delayed per a series of directives by the former Road Commission Board. Human Resources have evaluated and supports the requests. The results were reviewed with the affected employees and their union for those employees in bargaining units. As of September 30, 2012 total retroactive payments are estimated at \$61,940. Funds are available within the Road Departments personnel accounts.

The resolution also converts a Building & Grounds position to an Engineering Technician. Please refer to Bill Conklin's memorandum for additional information.

5. Controller's Office - *Resolution Authorizing Adjustments to the 2012 Ingham County Budget.*

The resolution authorizes 3rd Quarter budget adjustments. Total increase to the general fund is \$347,000. Please refer to Teri Morton's memorandum for additional detail.

6. Management Information Services - *Resolution to Approve Entering into an Agreement with Dewpoint, Inc. to Provide an Operations Manual for the Management Information Systems Department.*

After the Clerk's vital records data was accidentally deleted by MIS earlier this summer, the Committee requested that an outside consultant be brought in to review the operations of the MIS Department. Bids were solicited from outside vendors and the selection committee recommends a contract award to Dewpoint at a total cost not to exceed \$44,324. Dewpoint was not the lowest bidder but the Committee felt they were the most responsive. I am recommending a transfer from the contingency fund to cover the costs.

OTHER ACTION ITEMS

7. Board of Commissioners - *Resolution of Intent to Establish a Property Assessed Clean Energy Program and Calling Public Hearing.*

The resolution states the County's intent to establish a property assessed clean energy (PACE) program and create a PACE district pursuant to Act No. 270, Public Acts of Michigan, 2010 for the purpose of promoting the use of renewable energy systems and energy efficiency improvements by owners of certain real property. The resolution also establishes a public hearing on October 23 to receive comments on the proposed PACE program. Commissioner Schor has requested that this resolution be placed on the October 2, and October 16, 2012 County Services agendas. A presentation would take place at the October 16 meeting. If all goes well the Board could approve the program in November. There is a 37 page PACE Program Report that is available upon request.

Agenda Item 2

September 17, 2012

Ingham County Board of Commissioners
County Services Committee
Chairperson Dianne Holman

Dear Chairperson Holman:

The Ingham County Sheriff's Office is requesting a waiver of the 2012 hiring freeze for an open Corrections Deputy position.

The Ingham County Sheriff's Office, received a resignation letter, effective September 14, 2012 from a Corrections Deputy. This position was funded for the 2012 Sheriff's budget.

I am requesting a waiver of this committee on the 2012 hiring freeze.

If this position is not filled, it will affect the safety and supervision of our inmates, thus increasing liability for the county. Additionally, overtime will increase in order to maintain a safe and secure jail.

Sincerely,

Sheriff Gene L. Wriggelsworth
Ingham County Sheriff

MEMORANDUM

TO: County Services Committee

FROM: Sandra Gower, Economic Development Coordinator

DATE: September 20, 2012

SUBJECT: Resolution to Participate in Regional Brownfield Redevelopment Coalition and Seek Grant Funding from the USEPA Brownfield Assessment Program

The resolution before you is to approve Ingham County's participation in a Regional Brownfield Redevelopment Coalition. The Coalition will be comprised of the Counties of Ingham, Eaton and Clinton and the Tri-County Regional Planning Commission (TCRPC). The purpose of the Coalition is to promote the redevelopment of Brownfield sites in the tri-county region through a brownfield assessment grant from the United States Environmental Protection Agency.

Ingham County has been the recipient of two Brownfield Assessment Grants from the EPA. The most recent grant concluded in July. We used the \$300,000 grant to complete environment assessments on eleven sites throughout the County. The City of Lansing also has received funding under this program.

Our FY 2012 grant application was not successful. After an extensive debriefing from the EPA the Coalition believes we are in a stronger position this year to receive funding. The concerns expressed by some of the reviewers are easily resolved. For example, we did not adequately demonstrate that the three Counties have a long standing working relationship with TCRPC and did not form a coalition solely for the purpose of applying for the grant. In addition the fact that TCRPC is involved with several other Federal funding sources on behalf of the region (Federal Highway Administration; HUD) will help to demonstrate our history of regional cooperation. The HUD Sustainability Grant recently awarded to TCRPC will also be a significant factor.

TCRPC will be the applicant and fiduciary for the grant. As the County has done in the past, TCRPC will hire a consultant to implement the grant. The grant does allow administrative costs to be charged against it. We will apply for \$600,000. Initially the grant will be divided equally among the three counties. The money will be reallocated based on demand as the grant is implemented. Because the City of Lansing has received funding, it is anticipated that Ingham County's portion would be used on project outside the City of Lansing. There is no matching requirement for this grant.

This proposal has been discussed with the Ingham County Brownfield Redevelopment Authority Board. At their meeting on September 14, 2012 the ICBRA Board voted to recommend that Ingham County participate in the Regional Brownfield Redevelopment Coalition and joint grant application to the USEPA for a Brownfield Assessment Grant through Tri-County Regional Planning Commission.

I recommend approval of this resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO PARTICIPATE IN A REGIONAL
BROWNFIELD REDEVELOPMENT COALITION AND
JOINT GRANT APPLICATION TO THE
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**

WHEREAS, the mid-Michigan region of Ingham, Clinton and Eaton Counties is host to a variety of previously used and/or contaminated development sites; and

WHEREAS, the Counties of Ingham, Clinton and Eaton share many common concerns and challenges in the identification, assessment, and successful redevelopment of previously used and potentially contaminated sites; and

WHEREAS, Ingham County has identified a need to identify, assess, and implement the cleanup and redevelopment or reuse of brownfields in our region in order to encourage economic development, and

WHEREAS, a Regional Brownfield Redevelopment Coalition can improve and expand our regional economy by encouraging and supporting the reuse and redevelopment of existing sites throughout our three county region; and

WHEREAS, participating in the Regional Brownfield Coalition does not preclude or limit the activities of the existing Ingham County Brownfield Redevelopment and Economic Development initiatives, but capitalizes on our cooperation and offers us economies and efficiencies that can enhance our effectiveness on a regional basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves participation in a Regional Brownfield Coalition with the Counties of Clinton and Eaton and the Tri-County Regional Planning Commission for the purpose of developing and implementing brownfield site assessment and redevelopment education and projects in our region.

BE IT FURTHER RESOLVED, that the Regional Brownfield Coalition through the Tri-County Region Planning Commission will seek grant funding from the United States Environmental Protection Agency under the Brownfield Assessment Program.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS FOR THE INGHAM
COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS**

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated September 20, 2012 as submitted.

MEMORANDUM

TO: Board of Ingham County Commissioners

FROM: William M. Conklin, Managing Director
Ingham County Department of Transportation & Roads

DATE: September 20, 2012

RE: Proposed Road Department Employee Reclassifications, Position Conversion, and New Position

Prior to becoming the Road Department, the former Road Commission underwent several staff downsizings over the course of several years as necessary to meet budgetary limitations during a period of declining revenue and increasing costs. In 2002 the Road Commission had 106 employees. By 2010 this number had decreased to 71 employees to balance the budget and leave sufficient funding for the Road Commission's various obligations.

As staffing was reduced, remaining employees picked up additional duties and responsibilities to maintain various agency duties that remained. As a result of the last downsizing in 2010, seven employees requested reclassification to higher pay grades as provided in their respective bargaining agreements. The Human Resources Department (HR) handled the requests per County procedure by performing both the Plante-Moran and Rye method job factor ratings to determine if reclassification was in order for each request. The results were then discussed with the requesting employee and their union steward for employees in bargaining units. Six of the requests are being recommended for approval by HR based on the ratings showing the jobs should be reclassified. An eighth request, more recently received than the others, remains under review. Also being recommended with the six reclassifications is a conversion of a currently vacant but budgeted building and grounds maintenance position to an additional engineering technician position, and creation of a new assistant engineer position.

The following gives more background detail on the various reclassification requests:

Proposed reclassification of three Assistant Supervisors to Supervisors:

The Road Department's 3 road maintenance districts were formerly supervised by a Supervisor reporting to the Operations Department director and an Assistant Supervisor, for a total of 6 positions having similar responsibilities. With the 2010 staff reduction, it became necessary to reduce these 6 positions to 3. Since one position was already vacant through attrition, lay-offs of the 2 lowest seniority employees in these positions were necessary. One has since been permanently recalled due to another supervisor's retirement. The lay-offs and attrition resulted in the 3 maintenance districts now being supervised by employees classified as Assistant Supervisors, but who are working as Supervisors. Therefore, reclassification of these 3 Assistant Supervisors to Supervisors is recommended by HR and Road Department management.

Negotiations with the Assistant Supervisors and their Union have led to agreement that, if approved, this reclassification would be retro-active to October 14, 2011. This is based upon the fact that up until this date the Operations Director had temporarily absorbed some of the district supervisory duties, and that on this date the Operations Director's employment was terminated, and all such duties were placed upon the Assistant Supervisors. Although the Operations Director has returned to work, all district supervisory responsibility has remained with the Assistant Supervisors.

The current salary range would change from \$46,666 (start) to \$60,333 (top) per year for Assistant Supervisors to \$53,436 (start) to \$69,068 (top) for Supervisors.

Proposed reclassification of two Finance Clerks from OPEIU Grade 3 to Grade 4:

In 2008 the Road Commission had two Finance Clerks, working at the OPEIU Office bargaining unit grade 4 level, who assisted an accountant and ultimately reported to the Administrative Department director (who oversaw Finance and HR). In 2008 the Administrative Director's finance oversight duties were combined with the accountant position to form the Finance Director position. With the retirement of one of the clerks in 2008, this clerk position was occupied by a series of temporary employees until a permanent replacement was hired in 2009. During this time, the other remaining clerk picked up more of the clerk duties plus some of the former Administrative Director's non-confidential duties, and thus the two grade 4 positions were reclassified to a grade 5 and a grade 3. With the 2010 lay-offs, the grade 3 clerk, hired in 2009, was bumped from her position into lay-off due to lay-offs in the Permits area. With the departure of the grade 5 clerk in 2010, the laid off grade 3 clerk was recalled such that the Finance Department had two grade 3 clerks. The finance clerk duties were once again equally split among the two clerk positions. Human Resources has evaluated the two positions and agrees with my recommendation that these two positions should be reclassified to the grade 4 level as they were in 2008.

This would be retro-active to 2-17-2010, the date on which the laid-off clerk returned to duty and the work was divided between the two then grade 3 finance clerks.

The current salary range would change from \$36,026 (start) to \$48,276 (top) per year for Grade 3 to \$38,730 (start) to \$51,892 (top) for Grade 4.

Proposed reclassification of Design Engineer from Non-bargaining grade 5 to grade 7:

The Engineering Department formerly had a Construction Engineer and a Design Engineer reporting to the Director of Engineering. As part of the 2010 downsizing, the Construction Engineer position was eliminated in anticipation of reduced work load due to decreasing road funding. The then incumbent retired rather than be laid off, and the construction engineer duties were distributed to other staff—particularly to the Design Engineer who absorbed most of the construction project management duties. As we've been successful in obtaining a number of federal-aid grants for projects not previously anticipated and the fact that the state provides much less state/federal funded project engineering support than in the past, project design and management work volume and responsibility have increased significantly. As a result, the Design Engineer, who is FLSA exempt and thus is not paid for overtime, has been working numerous extra, uncompensated hours (estimated to be over 1500 hours over the last 2 years). In addition, the Road Department has employed a series of temporary engineers to assist with the design work. Thus HR and Road Department management recommend the following to address this:

1. That based on the job point-factor rating performed by the HR Department, the Design Engineer position be reclassified from Non-bargaining grade 5 to grade 7, which involves a current salary range change from \$62,066 (start) to \$80,217 (top) for grade 5 to \$71,063 (start) to \$91,840 (top) for grade 7, retro-active to 1-1-2010, the date the former Construction Engineer retired.

2. That a permanent Assistant Engineer be hired to relieve some of the work load of the Design Engineer resulting in on-going, regular, excessive, uncompensated overtime. Furthermore, this position is requested to assist with traffic engineering duties previously performed by former Traffic & Safety Department staff. The Traffic & Safety Department was eliminated through attrition and their duties have been absorbed by the Engineering Department. This position would be non-bargaining and has been classified by HR at grade 3. The current salary range would thus be \$53,436 (start) to \$69,069 (top). Funding for this position is requested and included in the Road Department's proposed 2013 budget. The existing 2012 budget did include a Board Secretary, non-bargaining grade 1, which was never, nor will be, hired.

Proposed conversion of one Building & Grounds position to one additional Engineering Technician:

The Building and Grounds unit of the Operations Department contains two positions which maintain the Road Department's buildings, grounds and assist with bridge maintenance. One of these positions is currently vacant per a recent retirement. Road department management proposes to convert one of these two positions to an additional Engineering Technician position. Other Operations Department employees can absorb the building and grounds duties of the vacated position. Engineering currently has three technicians and a surveyor, all of whom perform technical input functions and CAD in the design, and inspect the construction of the larger contracted road projects. The former Traffic-Safety Department also included two additional technicians--one assigned to general traffic duties, such as performing traffic studies, and another assigned to signal maintenance, leaving only one signal technician currently. For the last several years, typically two seasonal inspectors and/or consultants have been hired to help inspect the projects. Converting a Buildings and Grounds position to an Engineering Technician would restore some of the previous capacity. One of the existing technicians specializes in traffic duties in addition to the normal project duties. This position would concentrate more in the traffic area and assist with signal maintenance if another regular project technician was added. This traffic technician could then also be called on to assist with project inspection during peak periods.

This position conversion would be from an AFSCME Class 5C, having current pay range of \$17.95/hour (\$37,336/year) to \$20.72/hour (\$43,098/year), to an OPEIU Grade 5 having current salary range of \$43,561/year to \$58,388/year. This change has been discussed with the AFSCME bargaining unit. Although AFSCME would like to see the building and grounds position maintained, they understand the employer has the right to leave this position unfilled, and make the above-recommended change for the overall betterment of the entire department.

Summary:

Please see the appended spreadsheet for a summary of the above-proposed reclassifications. Due to other position vacancies that have been open for periods of time, the existing 2012 Road Department budget has sufficient funding in the personnel salaries line item to fund the proposed retro-active wage payments, position conversion and new position for the remaining 3 months of 2012.

If the reclassifications are approved, the incumbents' salaries would be elevated effective on the proposed retroactive dates to the step in the new salary grade which provides at least a 5% increase from their pay step that existed on the retro-active date. They would then progress through the remaining steps of the new salary grade as provided in their respective bargaining agreements.

Although the six reclassification requests were requested in previous years at the time the respective jobs changed, they were delayed per a series of directives, by the former Road Commission Board, in how the reclassifications would be conducted including use of Ingham County HR, change of Ingham County HR directors, a desire never acted upon to hire a Road Commission HR Director, and finally working again with Ingham County HR.

The attached proposed resolution for approving these 6 reclassifications, the position conversion and the new position is recommended for approval by the Board of Commissioners.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE SIX JOB RECLASSIFICATIONS,
ONE POSITION CONVERSION,
AND ONE NEW POSITION
FOR THE DEPARTMENT OF TRANSPORTATION & ROADS**

WHEREAS, the Department of Transportation and Roads has reduced its workforce over the last 10 years from a previous high of 106 employees to the current staff of 71 employees due to declining state fuel tax and vehicle registration fee revenue and increasing costs to maintain the county roads and operate the department; and

WHEREAS, as a result of the above-mentioned staffing reductions, six existing positions in the Department of Transportation and Roads have been assigned additional duties by the Department's management, and have had their respective job descriptions changed accordingly effective on the retro-active dates listed in the table below; and

WHEREAS, as a result of being assigned additional duties as mentioned above, the six employees holding the above-mentioned positions have requested reclassification to higher salary grades as provided in their respective bargaining agreements or non-bargaining employee policy handbook; and

WHEREAS, management of the Department of Transportation and Roads concurs with and supports the six above-mentioned reclassification requests retro-active to the dates listed in the table below; and

WHEREAS, management of the Department of Transportation and Roads recommends the authorization of an additional Assistant Engineer non-bargaining position in the Engineering Department of the Road Department to alleviate the excessive work-load of existing Engineering Department staff resulting from the above-mentioned staff reduction; and

WHEREAS, management of the Department of Transportation and Roads also recommends the authorization of the conversion of one position currently in the Road Department's buildings and grounds unit to an additional engineering technician position in the Engineering Department to have staffing better fit to the current needs of the Road Department; and

WHEREAS, the proposed recommendations have been evaluated by the Human Resources Department which has concurred with the recommendations that are contained in this resolution; and

WHEREAS, the affected bargaining groups have been consulted and provided documentation regarding the recommendations contained in this resolution; and

WHEREAS, due to salary savings from other budgeted positions that have not and will not be filled, or have been vacant for periods of time in 2012, the Road Department's current 2012 budget, as previously amended, contains sufficient funding in its personnel services, salaries, line item to fund the proposed retro-active salary payments, the reclassified salaries for the remainder of 2012, the proposed position conversion and new position for the remaining 3 months of 2012.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the following changes in job titles and/or reclassification/salary grades retro-active to the dates listed below:

<u>Number of positions</u>	<u>Current Job Title</u>	<u>Current Grade</u>	<u>Proposed Job Title</u>	<u>Proposed Grade</u>	<u>Retro Date</u>
3	Assistant Supervisor	OPEIU-S 1	District Supervisor	OPEIU-S 3	10-14-11
2	Finance Clerk	OPEIU-O 3	Same	OPEIU-O 4	2-17-10
1	Design Engineer	Non-Barg 5	Same	Non-Barg 7	1-1-10
1	Bldg & Grounds Maint.	AFSCME 5C	Engineering Tech.	OPEIU-O 5	N/A

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes that the following additional position in the Engineering Department of the Department of Transportation and Roads be established:

<u>Position / Title</u>	<u>Proposed Grade</u>
Assistant Engineer	Non-Bargaining unit grade 3.

BE IT FURTHER RESOLVED, that all position adjustments be effective upon resolution approval.

BE IT FURTHER RESOLVED, that the hiring freeze is waived and the positions established can be posted immediately upon approval.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes that the salaries of the incumbents currently occupying the reclassified positions be elevated effective on the retroactive dates given in the table above to the step in the new salary grade which provides at least a 5% increase from their pay step that existed on the retro-active date.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes that the incumbents be paid the differences in their respective salary rates retro-active to the dates given in the table above, respective of applicable pay schedule tables and their respective pay step levels in effect during the retro-active period.

Road Department Proposed Reclassifications Summary, September 2012									
DEPARTMENT	CURRENT POSITION	PROPOSED POSITION	NUMBER OF POSITIONS	CURRENT GRADE	PROPOSED GRADE	CURRENT TOP SALARY 2012	PROPOSED TOP SALARY 2012	RETRO DATE	Retroactive Pay Retro Date thru 9-30-12
Operations	Assistant Supervisors	District Supervisors	3	OPEIU Supervisory 1	OPEIU Supervisory 3	\$60,333	\$69,068	10/14/2011	\$18,549.91 for all 3 positions
Finance	Finance Clerks	Same	2	OPEIU Office 3	OPEIU Office 4	\$48,276	\$51,892	2/17/2010	\$16,202.39 for both positions
Engineering	Design Engineer	Same	1	Non-Bargaining 5	Non-Bargaining 7	\$80,217	\$91,840	1/1/2010	\$27,188
Engineering	None-new position	Assistant Engineer	1		Non-Bargaining 3		\$69,069	N/A	N/A
Engineering	Buildings & Grounds Maint.	Engineering Tech.	1	AFSCME 5C	OPEIU Office 5	\$43,098	\$58,388	N/A	N/A
Total Retro Pay thru 9-30-12									\$61,940

MEMORANDUM

September 21, 2012

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: 3rd Quarter 2012 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2012. The total increase to the General Fund is \$347,000.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

A major adjustment this quarter is related to the transfer of jail medical services from the Health Department to a contract in the Sheriff's Office, which is included in the 2013 Budget as Recommended by the Finance Committee. Since the Health Department is on an October to September fiscal year and the General Fund (which includes the Sheriff's budget) is on a calendar fiscal year, an extra three months of expenses will be incurred. The 2013 budget includes funding for jail medical services in the Sheriff's Office beginning January 1, 2013. Because the Health Department's year will end on September 30, 2012, there is currently no budget for this service from October 1 to December 31, 2012.

Three months of funding for this service will have a net cost of approximately \$400,000. This resolution would authorize the transfer of \$400,000 from the 2012 contingency account (current balance: \$502,013) to a separate activity in the general fund to cover this cost in 2012. It should be noted that when the transition of jail medical services from the Sheriff's Office to the Health Department occurred in 2007, there were three months in cost savings incurred by the general fund due to a shortened year.

Another major adjustment is the recognition of higher than budgeted property tax revenue. An additional \$540,000 is expected due to the 2012 taxable value being higher than projected when the budget was developed last year. This increase is offset by decreases in other revenues including Court Equity Funding (\$80,000) and indirect cost reimbursement (\$200,000) for Friend of the Court and the Family Division due to a change in cost allocation methodology. There is also an expected decrease in cost for Circuit Court indigent attorney fees (\$170,000) based on current spending trends. This resolution would also recognize the cost savings (\$150,000) resulting from the suspension of step increases until collective bargaining agreements are in place and the additional cost (\$480,000) due to unrealized savings from employee concessions that were included in the 2012 Adopted Budget. The net surplus from these revenue and expenditure changes is \$100,000, which is recommended to be added to the 2012 contingency account.

In anticipation of lower than budgeted revenues, the Parks Department has recommended several budget adjustments that would bring their expenses in line with their current revenue projections. The net decrease to the Parks fund would be \$68,381.

This resolution would also authorize the transfer of \$16,217 from Lansing Police Department Forfeitures to cover the cost of an Assistant Prosecuting Attorney position from October 1 to December 31. The D.A.R.T. grant will end September 30 and was not renewed for the next fiscal year. This will allow the retention of a current employee until another position becomes vacant. The grant funded position will be eliminated effective January 1, 2013.

There are also some increases for replacement computer equipment where costs are recouped through chargebacks to user departments. Finally, an adjustment is recommended for the Department of Transportation and Roads to move \$180,000 from salaries to road maintenance materials. This transfer requires Board approval as funds are being moved from the personnel cost category.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$502,013. If this resolution is passed as recommended, that amount will be decreased to \$202,013. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$494,888.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2012 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2012 Budget on October 25, 2011 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’s staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2012 BUDGET 9/15/12</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$72,218,873	\$347,000	\$72,565,873
201	Transportation and Roads	21,607,480	0	21,607,480
208	Parks	1,880,873	(68,381)	1,812,492
266	Anti-Drug Grant	420,631	16,217	436,848
636	MIS	3,741,277	5,169	3,746,446
664	Mach. & Equip. Revolving	1,015,931	4,121	1,020,052

GENERAL FUND REVENUES

	2012 Budget – <u>9/15/12</u>	Proposed <u>Changes</u>	2012 Proposed <u>Budget</u>
Tax Revenues			
County Property Tax	41,337,809	540,000	41,877,809
Property Tax Adjustments	(450,000)		(450,000)
Delinquent Real Property Tax	25,000		25,000
Unpaid Personal Property Tax	(50,000)		(50,000)
Industrial Facility Tax	394,000		394,000
Trailer Fee Tax	15,000		15,000
Intergovernmental Transfers			
State Revenue Sharing	4,600,000		4,600,000
Convention/Tourism Tax - Liquor	1,838,957		1,838,957
Court Equity Funding	1,650,000	(80,000)	1,570,000
Use of Fund Balance	2,000,000		2,000,000
Department Generated Revenue			
Animal Control	642,810		642,810
Circuit Court - Family Division	835,674	(140,000)	695,674
Circuit Court - Friend of the Court	543,238	(60,000)	483,238
Circuit Crt - General Trial	2,256,280		2,256,280
Controller	3,170		3,170
Cooperative Extension	27,860		27,860
County Clerk	612,800		612,800
District Court	2,386,188		2,386,188
Drain Commissioner/Drain Tax	384,400		384,400
Economic Development	49,346		49,346
Elections	78,250		78,250
Emergency Operations	120,582		120,582
Equalization /Tax Mapping	10,100		10,100
Facilities	146,433		146,433

Financial Services	10,000		10,000
Health Department	0	87,000	87,000
Human Resources	55,028		55,028
Probate Court	277,178		277,178
Prosecuting Attorney	816,510		816,510
Register of Deeds	1,567,708		1,567,708
Remonumentation Grant	85,400		85,400
Sheriff	5,424,878		5,424,878
Treasurer	4,094,387		4,094,387
Tri-County Regional Planning	61,740		61,740
Veteran Affairs	368,147		368,147
Total General Fund Revenues	72,218,873	347,000	72,565,873

GENERAL FUND EXPENDITURES

	2012 Budget - <u>9/15/12</u>	Proposed <u>Changes</u>	2012 Proposed <u>Budget</u>
Board of Commissioners	570,384		570,384
Circuit Court - General Trial	8,006,188	(170,000)	7,836,056
District Court	2,335,068		2,335,068
Circuit Court - Friend of the Court	1,287,725		1,287,725
Jury Board	1,123		1,123
Probate Court	1,360,695		1,360,695
Circuit Court - Family Division	4,620,442		4,620,442
Jury Selection	98,700		98,700
Elections	453,693		453,693
Financial Services	664,176		664,176
County Attorney	416,334		416,334
County Clerk	576,430		576,430
Controller	749,294		749,294
Equalization/Tax Services	645,575		645,575

Human Resources	521,054		521,054
Prosecuting Attorney	5,719,463		5,719,463
Purchasing	206,925		206,925
Facilities	1,857,915		1,857,915
Register of Deeds	450,021		450,021
Remonumentation Grant	85,400		85,400
Treasurer	561,281		561,281
Drain Commissioner	1,006,975		1,006,975
Economic Development	112,687		112,687
Community Agencies	178,595		178,595
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	102,900		102,900
Jail Maintenance	268,100		268,100
Sheriff	17,576,562		17,576,562
Community Corrections	123,192		123,192
Animal Control	1,274,755		1,274,755
Emergency Operations	223,863		223,863
Board of Public Works	300		300
Drain Tax at Large	348,295		348,295
Health Department	9,600,681	487,000	10,087,681
Community Health Centers	978,005		978,005
Medical Examiner	305,375		305,375
Substance Abuse	926,878		926,878
Community Mental Health	1,764,500		1,764,500
Department of Human Services	1,828,137		1,828,137
Tri-County Aging	76,225		76,225
Veterans Affairs	440,033		440,033
Cooperative Extension	530,849		530,849

Parks and Recreation	1,221,663		1,221,663
Contingency Reserves	502,013	(300,000)	202,013
Legal Aid	20,000		20,000
2-1-1 Project	33,750		33,750
Capital Improvements	1,585,286		1,585,286
Personnel Costs (to be spread across departments)	0	330,000	330,000
Total General Fund Expenditures	72,218,873	347,000	72,565,873

General Fund Revenues

Property Tax	Increase property tax revenue \$540,000 due to higher than projected 2013 taxable value.
Court Equity Funding	Decrease Court Equity Funding \$80,000 consistent with current revenue projection.
Circuit Crt – FOC	Decrease Indirect Cost revenue \$60,000 due to change in cost allocation plan methodology.
Circuit Crt – Family Div.	Decrease Indirect Cost revenue \$140,000 due to change in cost allocation plan methodology.
Prosecuting Attorney	Transfer \$16,217 from Lansing Police Department Forfeitures to cover cost of Assistant Prosecuting Attorney from October 1 to December 31. The D.A.R.T. grant will end September 30 and was not renewed for the next fiscal year. Grant revenue will be decreased by \$16,217 for 2012, and the grant funded position will be eliminated effective January 1, 2013.
Health Department	Establish Jail Medical Budget for October 1 through December 31. The 2012 budget for Jail Medical is included in the Health Fund through September 30. In the 2013 recommended budget, Jail Medical begins as a contract in the Sheriff's Office January 1. Revenues totaling \$87,000 for this service need to be added to the 2012 budget for the last three months of 2012.

General Fund Expenditures

County-wide Personnel	Decrease wages and fringes \$150,000 due to suspension of step increases until collective bargaining agreements are in place. Increase wages and fringes \$480,000 due to unrealized savings from employee concessions included in the 2012 Adopted Budget.
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Circuit Crt – General Trial	Decrease attorney fees budget \$170,000 consistent with current expenditure projection.
Health Department	Establish Jail Medical Budget for October 1 through December 31. The 2012 budget for Jail Medical is included in the Health Fund through September 30. In the 2013 recommended budget, Jail Medical begins as a contract in the Sheriff's Office January 1. Expenses totaling \$487,000 for this service need to be added to the 2012 budget for the last three months of 2012.
Contingency	Decrease contingency \$400,000 to cover one time transition cost of Jail Medical Services from the Health Fund (October to September fiscal year) to General Fund (calendar fiscal year). Increase contingency \$100,000 to reflect net changes in revenue and expenditure projections. Net reduction is \$300,000.

Non-General Fund Adjustments

Transportation and Roads (F201)	Transfer excess funds from salaries, available due to vacancies, to materials to be used for road maintenance (\$180,000).
Parks (F208)	Adjust revenue budget reflective of current projections as follows: Decrease Parking Fees \$44,553, Passport Revenue \$5,000, Use of Fund Balance \$23,000, and Miscellaneous Revenue \$2,428. Increase Revenue Control \$500, Special Event Fees \$5,300 and Donations \$800. Adjust expenses to offset revenue reductions as follows: Decrease Temporary Wages \$18,638, Permanent Wages \$2,805, Overtime \$1,670, Meeting Fees \$4,000, Maintenance Supplies \$20,445, Other Controllable Expenses \$20,312, Utilities \$1,000, and Vehicle Replacement Charge \$12,729. Increase Gas/Grease/Oil \$13,000 and MIS Chargebacks \$218. Net reduction in revenues and expenses is \$68,381.
Anti-Drug Grant (F266)	Transfer funds from Lansing Police Department Forfeitures to general fund to cover cost of Assistant Prosecuting Attorney from October 1 to December 31. (\$16,217).
MIS (F636)	Increase revenues and expenditures to purchase three replacement laptops (\$5,169).
Mach./Equip. Revolving (F664)	Increase CIP upgrade funds to purchase the following replacement equipment: one CPU for Probate Court (\$1,113), one CPU for Facilities (\$1,350), 7 CPUs for Circuit Court - Family Division, one printer for Circuit Court (\$1,133), and three monitors for the Clerk (\$525).

2012 CONTINGENCY

Adopted Contingency Amount	\$494,888
R11-363: Unallocated Community Agency Funding	14,125
R11-398: Emergency Allocation Nat'l Council on Alcoholism	(7,000)
Proposed 3 rd Qtr Adj: One time transition cost for Jail Medical	(300,000)
Current Contingency Amount	\$202,013

Ingham County Management Information Services
Michael E. Ashton, Chief Information Officer - Email: mashton@ingham.org

To: County Services and Finance Committees
From: Michael E. Ashton, CIO
Date: September 25, 2012
Re: Review and development of an MIS operations manual

Ingham County received three proposals on the development of an MIS Operations Manual and Disaster Recovery Plan. After review of all proposals the review group determined that Dewpoint, Inc. had the most thorough understanding of the needs, experience to provide the results, and solid methodology for delivering the requirements. With my arrival to the County in August I have determined that the primary need of the MIS Department is an Operations Manual that provides policy and procedures for the daily activities of the MIS Department. Utilizing Dewpoint, Inc. has a proven track record in helping develop policy, procedures, and an Operations Manual for the State of Michigan and local governments in Michigan.

As the new Chief Information Officer for Ingham County, I have reviewed the situation that occurred with the Clerk's data and determined that a Disaster Recovery Plan alone would not have prevented data from being deleted. It is clear that lacking operating procedures and policies are the primary reason for disasters and systems failing. In an effort to reduce the overall cost I feel it is more advantageous for the County to invest in developing an Operations Manual (Policy and Procedures) to ensure the County's IT network is stabilized and running efficiently and effectively.

The Dewpoint, Inc. proposal included three primary deliverables, each having a separate cost. The first deliverable was for a preliminary assessment and operations manual collection of data, analysis, and writing of the operations manual for a cost of \$34,386. The second deliverable was for providing training material and training to MIS employees on operational controls via policies and procedures for a cost of \$9,938. The third deliverable is for providing a disaster recovery plan for a cost of \$15,621. It is my recommendation that we utilize Dewpoint, Inc. for the first two deliverables at this time for a combined cost of \$44,324. We would reserve the right in the future to ask for deliverable three, the provision of a disaster plan if determined necessary.

Thank you in advanced for your consideration. If you have any questions please feel free to contact me at 517-676-7371.

MEMORANDUM

TO: County Service and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: September 25, 2012
 SUBJECT: Proposal Summary for Operations Manual for MIS

Project Description:

Proposals were sought from qualified and experienced vendors to provide an operations manual for the MIS department which include written policies and procedures for the Data Center and training staff in such policies and procedures. A data recovery plan was also requested.

Proposal Summary:

Vendors contacted: 9 Local: 3
 Vendors responding: 3 Local: 2

Company	Preliminary Assessment Report & Operations Manual	Training Materials & Training MIS Staff	Total Cost	Local
Dewpoint, Inc.	\$34,386	\$9,938	\$44,324	Yes – Lansing
PTD Technology	\$30,240	\$4,608	\$34,848	Yes – E. Lansing
Schumaker & Co.	\$18,160	\$14,360	\$35,520	N – Ann Arbor

Recommendation:

The Evaluation Committee recommends awarding a contract to Dewpoint, Inc. in an amount not to exceed \$44,324. In addition to submitting a responsive proposal and being a local vendor, the Evaluation Committee feels that Dewpoint’s highly qualified staff and wealth of experience provides the best value to the County for this very important project.

Advertisement:

The RFP was advertised in the City Pulse and the Lansing State Journal and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE ENTERING INTO AN AGREEMENT WITH DEWPOINT, INC. TO PROVIDE AN OPERATIONS MANUAL FOR THE MANAGEMENT INFORMATION SYSTEMS DEPARTMENT

WHEREAS, the Board of Commissioners has requested that an outside vendor perform a review of the MIS Department's Operations Manual and Disaster Recovery Plan; and

WHEREAS, after reviewing three proposals from outside vendors, Dewpoint, Inc. was determined to have the best overall quality, qualifications, experience, and methodology to provide an Operations Manual and Disaster Recovery Plan; and

WHEREAS, the cost for the preliminary assessment and Operations Manual collection of data, analysis and writing of the Operations Manual is \$34,386; and

WHEREAS, the cost for training materials and training of MIS staff on the new Operations Manual, policies and procedures is \$9,938; and

WHEREAS, the cost for a Disaster Recovery Plan is \$15,621; and

WHEREAS, the total cost for an Operations Manual, training, and Disaster Recovery Plan was for the amount \$59,945; and

WHEREAS, the Chief Information Officer recommends entering into an agreement with Dewpoint, Inc., utilizing a State contract from MiDeal under the Business Process Review/Consulting Services – Contract #071B0200197 for the provision of an assessment, writing the MIS Operations Manual and training of the MIS staff for a total cost \$44,324.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into an agreement with Dewpoint, Inc. for the purpose of developing an Operations Manual for the MIS Department and training of MIS staff on the new manual for a total cost of \$44,324.

BE IT FURTHER RESOLVED, that \$44,324 will be transferred from the 2012 contingency account (10194100 969220) to the Controller's consultant account (10122300 802000).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the County Clerk are authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

Agenda Item 7

TO: Mary Lannoye, Controller

FROM: Sandra Gower, Economic Development Coordinator

SUBJECT: Property Assessed Clean Energy (PACE)

DATE: September 24, 2012

PA 270 of 2010 – Property Assessed Clean Energy (PACE)

- Promotes installation of energy efficiency improvements and renewable energy systems by owners of commercial or industrial properties within a district created by the local unit of government.
- Allows private commercial lenders to finance energy projects
- Authorizes local unit of government to issue bonds, notes or other indebtedness to finance projects (Not general obligation bonds; debt is secured by voluntary property assessment)
- Authorizes the assessment of properties for the cost of the energy projects
- Provides for repayment to local unit through voluntary property assessment
- Property assessment remains with the property and has the same priority as other property tax and assessment liens in the event of foreclosure.

Levin Energy Partners and Miller Canfield are proposing this program through Lean and Green Michigan (LAGM). They will set up and manage the program and act as the PACE administrator. They are paid through fees from the property owners who participate in the program. LAGM will solicit private commercial lenders to participate in the program. There are no upfront costs for the County.

The County creates a district (the entire County). Individual business owners may apply to participate. LAGM would administer the application process. The County Treasurer would sign the contracts on behalf of the County.

The benefit of this program is to provide local businesses a mechanism for the financing of energy efficiency improvements to their facilities. By allowing the voluntary special assessment it should help increase the availability of capital for local businesses. Making these kinds of improvements should increase the profitability of a company making it more likely that they will stay in business in Ingham County and perhaps give them the ability to expand. Some of these improvements will also help to stabilize and/ or increase the property value.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION OF INTENT TO ESTABLISH A PROPERTY ASSESSED CLEAN ENERGY PROGRAM AND CALLING PUBLIC HEARING

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan (the "County"), held on the _____, at 6:30 p.m., Eastern Standard Time.

PRESENT: Commissioners _____

ABSENT: Commissioners _____

WHEREAS, the Ingham County Board of Commissioners intends to authorize the establishment of a property assessed clean energy program ("PACE Program") and create a PACE district pursuant to Act No. 270, Public Acts of Michigan, 2010 ("Act 270"), for the purpose of promoting the use of renewable energy systems and energy efficiency improvements by owners of certain real property; and

WHEREAS, the Board of Commissioners intends to find that financing energy projects is a valid public purpose because it reduces energy costs, reduces greenhouse gas emissions, stimulates economic development, improves property values and increases employment in the County; and

WHEREAS, the types of energy projects, either energy efficiency improvements or renewable energy systems, that may be financed under the PACE Program include, but are not limited to: insulation in walls, roofs, floors, foundations, or heating and cooling distribution systems; storm windows and doors; multi-glazed windows and doors; heat-absorbing or heat-reflective glazed and coated window and door systems; and additional glazing, reductions in glass area, and other window and door system modifications that reduce energy consumption; automated energy control systems; heating, ventilating, or air-conditioning and distribution system modifications or replacements; caulking, weather-stripping, and air sealing; replacement or modification of lighting fixtures to reduce the energy use of the lighting system; energy recovery systems; day lighting systems; installation or upgrade of electrical wiring or outlets to charge a motor vehicle that is fully or partially powered by electricity; measures to reduce the usage of water or increase the efficiency of water usage; any other installation or modification of equipment, devices, or materials approved as a utility cost-savings measure by the Board of Commissioners; a fixture, product, device, or interacting group of fixtures, products, or devices on the customer's side of the meter that use one or more renewable energy resources to generate electricity. Renewable energy resources include, but are not limited to: biomass (includes a biomass stove but does not include an incinerator or digester); solar and solar thermal energy; wind energy; geothermal energy and methane gas captured from a landfill; and

WHEREAS, the Board of Commissioners intends to create a PACE district having the same boundaries as the County's jurisdictional boundaries; and

WHEREAS, the Board of Commissioners intends to join Lean & Green Michigan™, and intends to utilize Levin Energy Partners, LLC as PACE administrator (the “PACE Administrator”) to administer its PACE Program; and

WHEREAS, the Board of Commissioners intends to utilize Miller, Canfield, Paddock and Stone, P.L.C. (“PACE Counsel”) as legal counsel to coordinate with the authorized official and the PACE Administrator in the review of each PACE project being considered for approval by the County to assure compliance with Act 270 and the PACE Program; and

WHEREAS, the report referenced in Section 9(1) of Act 270 (the “PACE Report”) shall be available on the County’s website at <http://ingham.org/>, and shall be available for viewing at the office of the County Clerk located at: 341 S. Jefferson, Mason, MI 48854.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Commissioners, being fully apprised of the PACE Program, finds that financing energy projects is a valid public purpose because it reduces energy costs, reduces greenhouse gas emissions, stimulates economic development, improves property values and increases employment in the County.

2. The Board of Commissioners, by adoption of this Resolution, formally states its intention to establish a PACE district having the same boundaries as the County’s jurisdictional boundaries and a PACE Program as described in and for the reasons set forth in this Resolution.

3. The Board of Commissioners formally states its intention to provide a property owner based method of financing and funds for energy projects, including from the sale of bonds or notes which shall not be a general obligation of the County, amounts advanced by the County from any other source permitted by law, or from owner-arranged financing from a commercial lender, which funds and financing shall be secured and repaid by assessments on the property benefited, with the agreement of the record owners, such that no County moneys, general County taxes or County credit of any kind whatsoever shall be pledged, committed or used in connection with any project as required by and subject to Act 270.

4. The Board of Commissioners, by adoption of this Resolution, formally states its intention to join Lean & Green Michigan™, and to utilize Levin Energy Partners, LLC as PACE Administrator.

5. The Board of Commissioners, by adoption of this Resolution, formally designates Miller, Canfield, Paddock and Stone, P.L.C. as legal counsel to coordinate with the authorized official and the PACE Administrator in the review of each PACE project being considered for approval by the County to assure compliance with Act 270 and the PACE Program. The engagement of Miller, Canfield, Paddock and Stone, P.L.C., as PACE Counsel is approved notwithstanding Miller, Canfield, Paddock and Stone, P.L.C.’s representation from time to time of parties to PACE transactions in matters unrelated to the County’s PACE transactions.

6. The Board of Commissioners hereby sets a public hearing for _____, at 6:30 p.m. at the Ingham County Courthouse, Board of Commissioners Room, 341 S. Jefferson, Mason, MI 48854 to receive comments on the proposed PACE Program, including the PACE Report.

7. The County Clerk is authorized and directed to publish a notice of intent to establish a PACE district and a PACE Program, and a notice of the public hearing set by this Resolution in a newspaper of general circulation in the County as a display advertisement prominent in size. The County Clerk shall maintain on file for public review a copy of the PACE Report and shall cause the PACE Report to be available on the County's website in accordance with the requirements of Act 270.

8. All resolutions and parts of resolutions inconsistent with this Resolution are repealed to the extent of such inconsistency.

YEAS: Commissioners _____

NAYS: Commissioners _____

RESOLUTION DECLARED ADOPTED.

Mike Bryanton
County Clerk

I HEREBY CERTIFY that the attached is a true and complete copy of a resolution adopted by the Board of Commissioners of Ingham County, Michigan, at a regular meeting held on _____, 2012 and that public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, Act No. 267, Public Acts of Michigan, 1976 and that minutes of the meeting were kept and will be or have been made available as required by said Act.

Mike Bryanton
County Clerk