THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, FEBRUARY 7, 2017 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 January 17, 2017 Minutes
Additions to the Agenda
Limited Public Comment

1. Interviews – Parks Commission

2. Clerk’s Office – Resolution to Authorize a $10.00 Fee to Accompany Approved Fees for Certified Copies of State-Only Records Issued by the County Clerk’s Office from the Michigan Centralized Birth Certification System (MiCBCS)

3. Innovation and Technologies
   a. Resolution to Approve the Renewal of the Imagesoft and Onbase Annual Support
   b. Resolution to Approve the Renewal of the Cyfin Software Licensing Agreement
   c. Resolution to Approve the Renewal of the Ocularis Software Licensing Agreement from VidCom
   d. Resolution to Approve the Renewal of the VMWare Support Agreement from CDWG
   e. Resolution to Approve the Renewal of the Seamless Docs Licensing Subscription

4. Road Department – Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

5. Fair Office – Resolution to Authorize Purchase of Four Pole Barn Kits from the Big L Corporation

6. Parks – Resolution to Authorize an Addendum to the Residential Lease Agreement for the Lake Lansing Park South Rental House

7. Potter Park Zoo
   a. Resolution Authorizing the Reorganization of Potter Park Zoo
   b. Resolution Authorizing the Amendment of the Potter Park Zoo 2017 Budget

8. Health Department – Resolution to Authorize Amendment #2 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health
9. **Controller**
   a. Resolution to Amend the **Clean Air Policy**
   b. Controller/Administrator Office **Reorganization** *(Discussion)*
   c. Resolution to Reclassify and Retitle the **Board Coordinator** Position

10. **Human Resources** – Labor Relations Update *(Closed Session)*

Announcements
Public Comment
Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES OR SET TO MUTE OR VIBRATE TO AVOID DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org).
COUNTY SERVICES COMMITTEE  
January 17, 2017  
Draft Minutes

Members Present: Celentino, Crenshaw, Nolan, Grebner (arrived at 6:03 pm), Koenig (arrived at 6:04 pm), and Maiville

Members Absent: Sebolt

Others Present: Tim Dolehanty, Travis Parsons, Bill Conklin, Becky Bennett, Sandy Dargatz, Rick Terrill, Deb Fett, Todd Eldred, Linda Vail, Debbie Edokpolo, Cynthia Wagner, Ryan Buck, Justin Alexander, and Maggie Fenger

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

Approval of the December 6, 2016 Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE MINUTES OF THE DECEMBER 6, 2016 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Grebner.

Additions to the Agenda

1. Ingham County Farmland and Open Space Advisory Board Interviews

Substitute –

6. Health Department - Resolution to Approve a Policy Prohibiting the Use of Electronic Smoking Devices within Ingham County Offices

Removed From Agenda –

1. Parks Commission Interviews

Limited Public Comment

None.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

2. Facilities - Emergency PO to Myers Plumbing & Heating, Inc. for Sanitary and Domestic Water Line Repairs Inside the Evidence Room at the Jail
3. **Innovation and Technologies** - Authorization to Start an Application Programmer above Step 2

4. **Road Department**
   
   b. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
   
   c. Resolution to Approve a First Party Construction Contract with Rieth-Riley Construction Co., Inc. a Second Party Agreement with the Michigan Department of Transportation and a Third Party Agreement with Dart Container Corporation in Relation to a Road Reconstruction Project for Cedar Street from College Road to Legion Drive
   
   d. Resolution to Authorize a Service Contract with Bentley Systems, Incorporated
   
   e. Resolution Authorizing a Letter of Understanding between County of Ingham (Employer) and OPEIU Local #512 (Union) Regarding Initial Reclassification or Promotion Salary Step for the Ingham County Road Department

5. **Fair Office** - Resolution to Authorize a Memorandum of Understanding with the City of Mason Regarding Rayner Park

6. **Health Department** - Resolution to Approve a Policy Prohibiting the Use of Electronic Smoking Devices within Ingham County Offices

8. **Controller** - Resolution Authorizing an Agreement with the Ingham Conservation District

9. **Board of Commissioners**
   
   a. Resolution Recognizing Black History/Cultural Diversity Month in Ingham County
   
   b. Resolution Honoring Winston O’Neal

Commissioner Grebner arrived at 6:03 pm.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Sebolt.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Sebolt.

1. **Interviews** - Ingham County Farmland and Open Space Advisory Board Interviews

Commissioner Koenig arrived at 6:04pm.

Todd Eldred interviewed for appointment to Ingham County Farmland and Open Space Advisory Board.
MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE TO RECOMMEND TO THE BOARD OF COMMISSIONERS THAT TODD ELDRED BE APPOINTED TO THE INGHAM COUNTY FARMLAND AND OPEN SPACE ADVISORY BOARD.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Sebolt.

4. Road Department
   a. Resolution to Approve a Professional Engineering Services Contract for the Kerns Road Salt Storage Site Closure Project with EnviroSolutions, Inc.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. GREBNER TO APPROVE THE RESOLUTION TO APPROVE A PROFESSIONAL ENGINEERING SERVICES CONTRACT FOR THE KERNS ROAD SALT STORAGE SITE CLOSURE PROJECT WITH ENVIROSOLUTIONS, INC.

Bill Conklin, Road Department Director, stated that 4 bids were received. He further stated that in the bid the Department is recommending, they asked for $20,000 to be approved, even though the bid amount was $13,000. Mr. Conklin stated that the reason $20,000 was requested was because the basic bid included a certain amount but they expected additional charges to be added but not more than $20,000.

Commissioner Grebner questioned if the chemicals contaminating the site were still in use or if we used salt now.

Mr. Conklin stated that they used sodium chloride. He further stated that the storage facilities had concrete floors and roofs, so as to diminish the likelihood of contamination.

The resolution was amended as follows:

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a professional services contract with EnviroSolutions, Inc., 38115 Abruzzi Drive, Westland, Michigan, based on its Kerns Road Salt Storage Site Closure Project Professional Engineering Services Proposal dated November 16, 2016, with an actual bid of $13,049.98, for the not-to-exceed fee of $20,000.00.

This was considered a friendly amendment.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Sebolt.

7. Potter Park Zoo - Potter Park Zoo Reorganization (Discussion)

Cynthia Wagner, Zoo Director, stated that the Zoo needed to take over some of the functions that the Zoo Society originally managed. She further stated that the zoo gift shop, restaurant, contractor counters such as the bungee, camel ride and the train, as well as parking attendants were all covered by the $140,000 allocation. Ms. Wagner stated that the Customer Service
Manager would manage the restaurant and admissions and the Guest Experience Supervisor would manage admissions and parking. She further stated that the Registrar and the other positions would remain, but with updated job descriptions. Ms. Wagner stated that the Guest Experience Supervisor was the Public Safety Director, and now would be a Teamster and would manage the UAW positions. She further stated that she worked with HR and Budget Office to create these positions and descriptions.

Commissioner Nolan stated that she wanted to compliment Ms. Wagner on her handling of the transition phase prior to the opening of the Zoo on April 1. She further stated that she wanted to compliment the HR Department and Tim Dolehanty, Controller, for their assistance.

Commissioner Crenshaw questioned which position would include the parking and admissions accounting piece.

Ms. Wagner stated that the Guest Experience Supervisor would oversee the Lead Guest Services. She further stated that the Guest Experience Supervisor would be a Teamster, and would oversee the Lead Guest Services, which was UAW.

Commissioner Nolan stated that the Guest Experience Person was going to have a different uniform, and no longer looking like police. She further stated that overall their role was to make the guest experience more positive.

Commissioner Koenig questioned what happened to the Tasers that the previous director ordered.

Ms. Wagner stated that they are stored in a cupboard.

Commissioner Crenshaw asked how many Tasers were ordered.

Ms. Wagner stated that about 10 were ordered.

Commissioner Crenshaw asked Mr. Dolehanty what we were doing with the Tasers.

Mr. Dolehanty stated that he could not tell them whether the Tasers could be used for the Sheriff’s Office or not.

Ms. Wagner stated that they were currently concentrating on getting the right people into the positions, and then they would review whether or not the Tasers would useful.

Commissioner Koenig stated that she wanted the Committee to be aware that the previous security supervisor had different ideas about the need for the Tasers compared to what the Committee might have. She further stated that she personally found the Tasers disturbing.

Commissioner Crenshaw stated that he wanted to revisit whether or not the Tasers could be used by the Sheriff’s Office because there was a lot of money spent on those Tasers.
Commissioner Grebner stated that the other side of buying was selling, and possibly the Zoo could sell them without needing the Committee’s approval.

Commissioner Koenig thanked Ms. Wagner for her hard work and doing an excellent job of managing things with little to no drama.

**Announcements**

None.

**Public Comment**

None.

**Adjournment**

The meeting was adjourned at 6:28 pm.
AGENDA ITEMS:
The Controller/Administrator recommends approval of the following resolutions:

1. **Interviews – Parks Commission**

   Candidates for appointment to the Parks Commission will be in attendance for interviews with the Committee.

2. **Clerk’s Office - Resolution to Authorize a $10.00 Fee to Accompany Approved Fees for Certified Copies of State-Only Records Issued by the County Clerk’s Office from the Michigan Centralized Birth Certification System (MiCBCS)**

   The County Clerk requests approval of a fee increase for certified documents retrieved from MiCBCS. An additional fee of $10 is proposed in order to offset costs approximately $2,000 in expenses currently absorbed by the Clerk’s budget. Fees for service are considered annually during the budget process, and the Clerk offered her assurance that “any future budgetary adjustments will be requested during the normal budget process for 2018 and beyond.”

3a. **Innovation and Technology Department - Resolution to Approve the Renewal of the Imagesoft and Onbase Annual Support**

   OnBase is a comprehensive document imaging and workflow platform heavily utilized by the courts and a few other departments. It is a key document management system and several new projects will increase its streamlining of our processes. When Imagesoft sent notice of an 18% increase in support pricing, the Innovation and Technology (IT) Department successfully negotiated a reduced renewal rate. As a result, licensing support will be provided directly through Hyland for OnBase items. The IT Department recommends approval of a resolution to renew the OnBase and Imagesoft annual support agreements at a negotiated amount not to exceed $153,500.

3b. **Innovation and Technology Department - Resolution to Approve the Renewal of the Cyfin Software Licensing Agreement**

   Ingham County utilizes Cyfin to generate Web usage reports through licensing provided by Wavecrest Computing. Renewal of support licensing will allow for uninterrupted use the product in the future. The IT Department recommends approval of a resolution to renew the Cyfin annual support agreement through Wavecrest Computing at a cost not to exceed $7,308.

3c. **Innovation and Technology Department - Resolution to Approve the Renewal of the Ocularis Software Licensing Agreement from VidCom**

   Camera management and video recording services have been provided by Ocularis for many years, with associated licensing provided through Vidcom. Renewal of support licensing will allow for uninterrupted service in acquisition of the most up to date software for camera equipment. The IT Department recommends approval of a resolution to renew the Ocularis annual support agreement through Vidcom at a cost not to exceed $10,730.
3d. **Innovation and Technology Department** - *Resolution to Approve the Renewal of the VMWare Support Agreement from CDWG*

Ingham County currently utilizes VMWare for virtualizing phone system servers and network servers at the datacenter and at the 911 center. These licenses require an annual support agreement that must be renewed each year, and CDWG has provided national contract pricing for ongoing support and upgrades. The IT Department offers a resolution to authorize purchase of a support agreement from CDWG for 12 months in the amount not to exceed $26,795.72.

3e. **Innovation and Technology Department** - *Resolution to Approve the Renewal of the Seamless Docs Licensing Subscription*

SeamlessDocs is a comprehensive document forms engine and eSignature platform dedicated to government solutions currently utilized primarily by the Controller’s Office, Board of Commissioners office, Human Resources Department, and Health Department. Other departments are able to access SeamlessDocs for their use as well. This renewal changes our subscription from the 75 document plan to the unlimited document plan. The subscription change provides the most cost effective solution for moving forward that will allow continued efficiency improvements. The Innovation and Technology Department recommends approval of a resolution to renew the annual licensing agreement with SeamlessDocs at a cost of $24,000.

4. **Road Department** – *Resolution to Approve the Special and Routine Permits for the Ingham County Road Department*

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 24 projects (see attachment).

5. **Fair Office** - *Resolution to Authorize Purchase of Four Pole Barn Kits from the Big L Corporation*

Four existing horse barns at the south end of the fairgrounds have reached the end of their useful life. Height limitations of barn entrances and fixed interior horse stalls limit their utilization to horse events. Replacement of these structures with pole barns will annually produce up to $17,000 in additional revenue from RV/vehicle storage. The Fair Office recommends approval of a resolution to enter into an agreement for purchase of four pole barn kits from the Big L Corporation at a cost not to exceed $110,242.60.

6. **Parks Department** - *Resolution to Authorize an Addendum to the Residential Lease Agreement for the Lake Lansing Park South Rental House*

The Parks Department manages a rental home located within the boundaries of Lake Lansing Park-South. The house was once used as a caretaker’s home when the park was an amusement park. It has been used as a rental home ever since the County purchased the property in the 1970s. The Parks Department recommends approval of a resolution to authorize a lease extension through December 31, 2017.

7a. **Potter Park Zoo** - *Resolution Authorizing the Reorganization of Potter Park Zoo*

Potter Park Zoo, as a department of County government, will assume management of several operational functions previously contracted to the Potter Park Zoological Society. These changes
necessitate reassignment of responsibilities to County employees. As required under the Reorganization Procedure Policy, the reorganization plan was discussed at the County Services Committee meeting held on January 17. Potter Park Zoo recommends approval of a resolution to authorize the reorganization plan.

7b. **Potter Park Zoo** - Resolution Authorizing the Amendment of the Potter Park Zoo 2017 Budget

Potter Park Zoo, as a department of County government, will assume management of several operational functions previously contracted to the Potter Park Zoological Society. The 2017 budget for the Zoo was approved during a period of transition. Potter Park Zoo recommends approval of a resolution to amend the 2017 budget to reflect changes associated with the department reorganization.

8. **Controller’s Office** - Resolution to Authorize Amendment #2 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health

The Health Department seeks approval of a resolution to increase revenue from the agreement for Comprehensive Local Health Services from $5,256,609 to $5,336,177, an increase of $79,568. The amendment makes the following specific changes in the budget:

- Nutrition & Physical Activity Self-Assessment for Child Care $5,000 - new funding
- Breast & Cervical Cancer Control Coordination; increase of $55,000 from $225,000 to $280,000
- Public Health Emergency Preparedness (PHEP); increase of $20,473 from $128,846 to $149,319
- Public Health Emergency Preparedness Ebola Virus Disease (EVD); increase of $14,095 from $29,884 to $43,979
- Local Maternal & Child Health Grant; increase of $15,000 from $224,611 to $239,611
- Wise Choices Grant; decrease of $30,000 from $52,500 to $22,500

This resolution authorizes a .75 FTE Program Coordinator (ICEA PRO Grade 9) for the remainder of FY 2017 to provide required program coordination for all services under the Breast and Cervical Cancer Control Navigation program with compensation for the position not to exceed the $55,000 in funding provided by the agreement.

9a. **Controller’s Office** - Resolution to Amend the Clean Air Policy

A Clean Air Policy was approved by the Board of Commissioners in 1986 (Resolution 86-144) in compliance with provisions of the Dr. Ron Davis Law, also known as the Michigan Clean Indoor Air Act (MCL 333.12603). The adopted policy prohibits smoking in all work areas and building entrances. Although the policy allows for designated smoking areas, it does not prescribe a distinct and measurable smoke-free zone around building entrances. The proposed amendment would establish a 50-foot smoke-free zone around County buildings.

9b. **Controller’s Office** - Controller/Administrator Office Reorganization (Discussion)

The Controller/Administrator proposes to reorganize the Controller’s office to change the Chief Deputy Controller position to Deputy Controller. The Reorganization Procedure Policy requires that Department Heads submit the proposal for discussion by the appropriate standing committee of the Board. Based on subcommittee discussions, the Department Head will then prepare a resolution for consideration at the next round of subcommittee meetings or return to the discussion step.
9c. **Controller’s Office - Resolution to Reclassify and Retitle the Board Coordinator Position**

Individual reclassification requests are considered when an established position description is changed because of significant and permanent changes in assigned responsibilities as the result of long-term adjustments to work assignments. Duties of the Board Coordinator position were adjusted to include statutory responsibility for processing requests under the Michigan Freedom of Information Act. Following extensive evaluation, the Human Resources Department recommends approval of a resolution to recommend a pay grade adjustment for the Board Coordinator position from MCF 11 to MCF 12, and to retitle the position as Director of the Board of Commissioners Office.

10. **Human Resources Department - Labor Relations Update (Closed Session)**

The Human Resources Director will be present to discuss labor relations issues in closed session.
MEMORANDUM

January 23, 2017

TO: County Services and Finance Committees

FROM: Ingham County Clerk Barb Byrum

RE: Resolution to authorize a $10.00 increase to the fee for certified copies of state-only records issued by the County Clerk’s Office from the Michigan Centralized Birth Certification System (MiCBCS)

It is requested that the Board of Commissioners approve the attached resolution which, if approved, would authorize the County Clerk to increase the fee to process requests for certified copies of state-only records issued by the County Clerk’s Office from $34 to $44 for the first copy and from $14 to $24 for the first copy issued to a senior citizen.

Attached, please also find Resolution #16-387, which was adopted by the Board of Commissioners on September 27, 2016. This resolution authorized entering into a three-year contract with the State of Michigan Department of Health and Human Services (MDHHS) for the use of the Michigan Centralized Birth Certification System (MiCBCS) and adding applicable fees to established certified copy fees to cover the system-access cost.

Currently, all of the revenue from the fees approved in Resolution #16-387 is remitted to the State of Michigan. However, there are costs taken on by my office to process the requests for state-only records.

In the course of setting up this new service, my office learned that the State of Michigan charges an additional $12.00 fee to process same-day, in-person requests for certified copies of state-only records. We are able to charge a fee to process these requests, of which would be deposited to the General Fund of Ingham County, and not the State of Michigan.

I recommend that the Board of Commissioners authorize the collection of a $10.00 fee to process requests for certified copies of state-only records. This fee would be collection on a transaction basis, not per copy. The resulting increase in fees would be:
<table>
<thead>
<tr>
<th>Return</th>
<th>County Clerk’s Fee</th>
<th>State’s Fee</th>
<th>Customer’s Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>$10.00* (Proposed Fee)</td>
<td>$34.00</td>
<td>$44.00</td>
</tr>
<tr>
<td>Copy</td>
<td>1st Copy – State Paper (State-only record)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Citizen</td>
<td>$10.00* (Proposed Fee)</td>
<td>$14.00</td>
<td>$24.00</td>
</tr>
<tr>
<td>Additional Copies – State Paper (State-record only)</td>
<td></td>
<td>$16.00</td>
<td>$16.00 (each additional copy, regardless if senior)</td>
</tr>
</tbody>
</table>

At this time, I estimate that the County Clerk’s Office will issue 200 certified copies of state-only records in 2017. There are costs associated to providing this convenient service. Therefore, I request that the 2017 Supplies Budget (10121500 726010) for the County Clerk’s Office be increased by $2,000.

Any future budgetary adjustments will be requested during the normal budget process for 2018 and beyond.

Please feel free to contact me with any questions or concerns you may have.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ENTERING INTO A THREE-YEAR CONTRACT WITH THE STATE OF MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES (MDHHS) FOR THE USE OF THE MICHIGAN CENTRALIZED BIRTH CERTIFICATION SYSTEM (MiCBS) AND ADDING APPLICABLE FEES TO ESTABLISHED CERTIFIED COPY FEES TO COVER THE SYSTEM-ACCESS COST

RESOLUTION # 16 – 387

WHEREAS, the Ingham County Clerk has determined that contracting with MDHHS for the use of the MiCBS is the best solution to be able to quickly access, verify, and provide quality certified copies of birth records for those individuals born in Ingham County; and

WHEREAS, the County Clerk has met with State Registrar Glenn Copeland who advised that other county clerks were currently accessing the MiCBS and encouraged the Ingham County Clerk to do the same; and

WHEREAS, the fees for using the MiCBS are as follows: non-state-only records are $4 for the first copy and $1 for each additional copy; state-only records are $34 for the first copy and $16 for each additional copy; and state-only senior citizen records are $14 for the first copy and $16 for each additional copy; and

WHEREAS, the MiCBS fees, if applicable, would be added to the already-established fees set by the Board of Commissioners; and

WHEREAS, it has been determined that it is prudent to implement access immediately to the MiCBS, so that Ingham County Clerk’s Office staff may begin training on MiCBS; and

WHEREAS, the MDHHS shall provide quarterly reports and invoices to the Ingham County Clerk’s Office for reimbursement for MiCBS services used that are outlined in the fee schedule.

THEREFORE BE IT RESOLVED, that the Board of Commissioners, in conjunction with the Ingham County Clerk, hereby authorizes entering into a three-year contract with the MDHHS for the access to and usage of the MiCBS.

BE IT FURTHER RESOLVED, the Board of Commissioners authorize the collection of fees for using the MiCBS by the Ingham County Clerk in the amounts contemplated in Attachment 1 over and above the current fee schedule the Ingham County Clerk is authorized to collect.

BE IT FURTHER RESOLVED, collected MiCBS fees shall be transferred to the MDHHS pursuant to the agreement.
BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any transfers or adjustments to the 2016, 2017, 2018 and 2019 budgets necessary to properly budget and account for these revenues, expenditures, and transfers.

BE IT FURTHER RESOLVED, that the applicable MiCBCS fees to be collected and transferred shall not exceed $8,000 for the first year; $8,800 for the second year and $9,680 for the third year.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary documents on behalf of the County after approval as to form by the County Attorney.

COUNTY SERVICES:  Yeas: Nolan, Koenig, Celentino, Bahar-Cook, Tsernoglou, Maiville
                  Nays: None      Absent: Hope    Approved 9/20/2016

FINANCE:  Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Nayacrt
          Nays: None      Absent: None    Approved 9/21/2016
Agenda Item 2

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A $10.00 FEE TO ACCOMPANY APPROVED FEES FOR CERTIFIED COPIES OF STATE-ONLY RECORDS ISSUED BY THE COUNTY CLERK’S OFFICE FROM THE MICHIGAN CENTRALIZED BIRTH CERTIFICATION SYSTEM (MiCBCS)

WHEREAS, the Ingham County Clerk has contracted with the State of Michigan for the use of the Michigan Centralized Birth Certification System (MiCBCS) to be able to quickly access, verify, and provide quality certified copies of birth records for those individuals born in Ingham County; and

WHEREAS, in Resolution #16-387, the Ingham County Board of Commissioners approved fees for using the MiCBCS; and

WHEREAS, all of the revenue from the fees approved in Resolution #16-387 are remitted to the State of Michigan; and

WHEREAS, the State charges an additional $12 fee to process same-day, in-person requests for certified copies; and

WHEREAS, the Ingham County Clerk recommends that the current fees be increased from $34 to $44 for the first copy and from $14 to $24 for the first copy issued to a senior citizen for certified copies of state-only records; and

WHEREAS, the funds generated from the recommended $10 fee would be deposited into the General Fund for Ingham County; and

WHEREAS, if the Board of Commissioners approves the fee increase, the Ingham County Clerk requests the 2017 Supplies Budget (10121500 726010) for the County Clerk’s Office be increased by $2,000 to cover costs generated from processing requests for certified copies of state-only records.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the collection of a fee of $10 for requests in addition to the fees authorized in Resolution #16-387 irrespective of the number of copies requested in the transaction.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes a $2,000 increase to the County Clerk’s 2017 Supplies Budget to cover costs generated from processing requests for certified copies of state-only records.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any transfers or adjustments to the 2016, 2017, 2018 and 2019 budgets necessary to properly budget and account for these revenues, expenditures, and transfers.
TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: 1/24/2017
SUBJECT: Renewal of the Imagesoft and OnBase Annual Support

BACKGROUND
OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. It is key to our document management and several new projects will increase its streamlining of our processes. Since its implementation, we have been utilizing Imagesoft for our annual support. Our current agreement with Imagesoft expired on 12/31/16. Since Imagesoft had passed on an 18% increase in their support pricing from Hyland, ITD asked Imagesoft to work with us to get our renewal price to a Board approved level. Our solution is to switch to the GSA licensing support directly through Hyland for OnBase items and split off our Imagesoft direct support resulting in a net savings instead of an increase.

ALTERNATIVES
By working through Imagesoft and Hyland for our support, we have the following results;
2015 support costs paid   $160,380.66
2016 support costs paid   $168,117.16
2017 support costs proposed 1st   $194,841.60
2017 support costs as negotiated   $153,498.68
Net savings to Ingham   $41,342.92

FINANCIAL IMPACT
The funding for the $74,473.40 invoice for Imagesoft and the $79,025.28 invoice from Hyland (total of $153,498.68) will come from the County’s Innovation and Technology Department Network Maintenance – Imaging Fund #636-25870 932050.

OTHER CONSIDERATIONS
There will be an additional cost in July for support on the licenses added by the Circuit Court project in July of 2016. This will be approximately $30,000.00. A resolution will be put through when we know the exact amount.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution for Hyland and Imagesoft support renewals in the amount not to exceed $153,500.00.
## Software Maintenance Invoice

**Account #:** 10289  
**Invoice #:** 30155  
**Date:** 01/18/2017  
**Territory:** US  
**Status:** Not Paid  
**Bill No.:** 10289

**Primary Support Provided By:**  
Hyland Software, Inc.  
Attention: Accounts Payable  
28500 Clemens Rd  
Westlake, OH 44145  
United States

---

**Billing Period**  
Maintenance from: 01/01/2017  
To: 12/31/2017  
OnBase Version: 12.3.1  
DUE: 12/31/2016

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Description</th>
<th>Rate</th>
<th>Quantity</th>
<th>Extended Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>WTMPPW1</td>
<td>Web Server Maintenance</td>
<td>$1,612.09</td>
<td>1</td>
<td>$1,612.09</td>
</tr>
</tbody>
</table>

**Total:** $79,025.28  
This amount is in USD

---

Payment by Wire Transfer:  
Hyland, N.A.  
Swift Code: KEYUS33  
Routing #: 041001035  
Hyland Software, Inc.  
Acct #: 359681326516

---

This pro forma invoice has been generated based upon either the pending renewal of the annual maintenance contract or the beginning of the first annual maintenance contract. If maintenance coverage is not desired, please make a note on the invoice and mail or fax this invoice back to the Hyland Software Inc. accounting department. If annual maintenance is desired, please pay off this invoice. If this invoice is premature or the dates are incorrect, please notify us of the correct installation date. All renewal maintenance agreements are prorated to a calendar year unless otherwise agreed. The maintenance fee includes all major releases and bug fixes and must be paid retroactive to the install date if not contracted with the original installation. A 10% reinstatement fee will be charged if maintenance fees are not paid on time. Please call us with any questions. We will be happy to assist you.

EAR 758.9: To the extent applicable, these commodities, technology, or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law is prohibited.
# ImageSoft

**ImageSoft Software**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Serial #</th>
<th>Maint. End Date</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS-AEBC-M-R</td>
<td>ImageSoft Barcode Label Printer Software Maintenance</td>
<td>1</td>
<td></td>
<td>12/31/2017</td>
<td>400.00</td>
<td>400.00</td>
</tr>
<tr>
<td>IS-TSIGN-CAL1-M-R</td>
<td>ImageSoft TrueSign (Integrated Electronic Signature) - addt</td>
<td>8</td>
<td></td>
<td>12/31/2017</td>
<td>20.00</td>
<td>160.00</td>
</tr>
<tr>
<td>IS-TSIGN-CAL2-M-R</td>
<td>ImageSoft TrueSign (Integrated Electronic Signature) - addt</td>
<td>4</td>
<td></td>
<td>12/31/2017</td>
<td>9.00</td>
<td>36.00</td>
</tr>
</tbody>
</table>

**Canon Hardware**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Serial #</th>
<th>Maint. End Date</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA-5353B001-R</td>
<td>Canon 1 Yr. eCarePak DR6050/7550/8050/7090/8080/7580/G1130</td>
<td>1</td>
<td>EX301160</td>
<td>02/14/2018</td>
<td>1,275.00</td>
<td>1,275.00</td>
</tr>
<tr>
<td></td>
<td><strong>Prorated 02/16/2017 - 08/31/2017</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA-5353B001-R</td>
<td>Canon DR5010C Scanner Service - END OF LIFE</td>
<td>1</td>
<td>DD313084</td>
<td>06/31/2017</td>
<td>892.50</td>
<td>892.50</td>
</tr>
<tr>
<td>CA-5353B001-R</td>
<td>Canon DR5010C Scanner Service - END OF LIFE</td>
<td>1</td>
<td>DD313090</td>
<td>08/31/2017</td>
<td>892.50</td>
<td>892.50</td>
</tr>
</tbody>
</table>

**Services**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Maint. End Date</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS-CUSTOMER CARE-R</td>
<td>ImageSoft Customer Care Package</td>
<td>1</td>
<td>12/31/2017</td>
<td>3,960.00</td>
<td>3,960.00</td>
</tr>
</tbody>
</table>

**Not Renewed**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Maint. End Date</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>KF-AE#T024-001U-M-R</td>
<td>Kofax Capture (8.x) 1 Concurrent Station Maintenance - DECLINED</td>
<td>3</td>
<td>12/31/2016</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>KF-AE#T026-0000-M-R</td>
<td>Kofax Virtual Rescan (VRS V4.x) Software Maintenance - DECLINED</td>
<td>3</td>
<td>12/31/2016</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

*Sales Tax has been calculated based on rates current as of invoice date. Customer is responsible for any tax increases based on payment date and for self-assessing any applicable taxes if none are collected.*
<table>
<thead>
<tr>
<th>KF-AE#Y024-300K-M-R</th>
<th>Kofax Capture (8.x) Image Volume 300K/yr. Maintenance - DECLINED</th>
<th>1</th>
<th>TE56154</th>
<th>12/31/2016</th>
<th>0.00</th>
<th>0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>KF-UE#T027-0000-M-R</td>
<td>Kofax VRS Elite Production Upgrade from Workgroup Maint. - DECLINED</td>
<td>1</td>
<td>TE56154</td>
<td>12/31/2016</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Ingham Cty - FSU**

### ImageSoft Software

| IS-ICAP10P-M-R | ImageSoft iCap 10+ Maintenance | 10 | 12/31/2017 | 200.00 | 2,000.00 |
| IS-TSIGN-CAL1-M-R | ImageSoft TrueSign (Integrated Electronic Signature) - addit | 10 | 12/31/2017 | 20.00 | 200.00 |
| IS-TSIGN-CAL2-M-R | ImageSoft TrueSign (Integrated Electronic Signature) - addit | 2 | 12/31/2017 | 9.00 | 18.00 |

**Fujitsu Hardware**

| FJ-S6130-AEPWNBD-1-R | Fujitsu 6130 Advance Exchange 1 Yr. - 8x5x24 | 1 | 152170 | 02/15/2018 | 99.00 | 99.00 |
| FJ-S6130-AEPWNBD-1-R | Fujitsu 6130 Advance Exchange 1 Yr. - 8x5x24 | 1 | 152240 | 02/10/2018 | 99.00 | 99.00 |
| FJ-S6130-AEPWNBD-1-R | Fujitsu 6130 Advance Exchange 1 Yr. - 8x5x24 | 1 | 152250 | 02/15/2018 | 99.00 | 99.00 |
| FJ-S6130-AEPWNBD-1-R | Fujitsu 6130 Advance Exchange 1 Yr. - 8x5x24 | 1 | 152256 | 02/15/2018 | 99.00 | 99.00 |
| FJ-S6130-AEPWNBD-1-R | Fujitsu 6130 Advance Exchange 1 Yr. - 8x5x24 | 1 | 152280 | 02/15/2018 | 99.00 | 99.00 |
| FJ-S6130-AEPWNBD-1-R | Fujitsu 6130 Advance Exchange 1 Yr. - 8x5x24 | 1 | 152284 | 02/15/2018 | 99.00 | 99.00 |
| FJ-S6130-AEPWNBD-1-R | Fujitsu 6130 Advance Exchange 1 Yr. - 8x5x24 | 1 | 152285 | 02/15/2018 | 99.00 | 99.00 |
| FJ-S6130-AEPWNBD-1-R | Fujitsu 6130 Advance Exchange 1 Yr. - 8x5x24 | 1 | 152289 | 02/15/2018 | 99.00 | 99.00 |
| FJ-S6130-AEPWNBD-1-R | Fujitsu 6130 Advance Exchange 1 Yr. - 8x5x24 | 1 | 152625 | 02/15/2018 | 99.00 | 99.00 |
| FJ-S6130-AEPWNBD-1-R | Fujitsu 6130 Advance Exchange 1 Yr. - 8x5x24 | 1 | 152629 | 02/15/2018 | 99.00 | 99.00 |

**Services**

| IS-CUSTOMER CARE-R | ImageSoft Customer Care Package | 1 | 12/31/2017 | 1,386.00 | 1,386.00 |

**Ingham Cty - MIS**

**Fujitsu Hardware**

**Not Expiring this period**

| FJ-S7160-AEPWNBD-1-R | Fujitsu fi-7160 1 Year Advance Exchange | 1 | A36DC39204 | 10/07/2018 | 0.00 | 0.00 |

**Ingham Cty - PA**

**ImageSoft Software**

<p>| IS-ICST-M-R | ImageSoft iContentStamper Maintenance - No Charge | 1 | 12/31/2017 | 0.00 | 0.00 |</p>
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Quantity</th>
<th>Start Date</th>
<th>Amount 1</th>
<th>Amount 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS-UPA-IDA1-M-R</td>
<td>ImageSoft JusticeTech PA - IDocArchive for PACC Maintenance</td>
<td>1</td>
<td>12/31/2017</td>
<td>1,500.00</td>
<td>1,500.00</td>
</tr>
<tr>
<td>IS-UPA-IDP1-M-R</td>
<td>ImageSoft JusticeTech PA IDocArchive Print Driver 10pk Maint</td>
<td>1</td>
<td>12/31/2017</td>
<td>70.00</td>
<td>70.00</td>
</tr>
<tr>
<td>IS-UPA-PP1-M-R</td>
<td>ImageSoft JusticeTech PA - PACC Integration Maintenance</td>
<td>1</td>
<td>12/31/2017</td>
<td>1,500.00</td>
<td>1,500.00</td>
</tr>
<tr>
<td>IS-UPA-PMM1-M-R</td>
<td>ImageSoft JusticeTech PA Warrant Manual Integration Maint.</td>
<td>1</td>
<td>12/31/2017</td>
<td>1,500.00</td>
<td>1,500.00</td>
</tr>
<tr>
<td>IS-USM-LEAP</td>
<td>TrueFiling for Law Enforcement One Year Sub- Small Agency</td>
<td>12</td>
<td>12/31/2017</td>
<td>1,500.00</td>
<td>18,000.00</td>
</tr>
<tr>
<td>IS-TSIGN-M-R</td>
<td>ImageSoft TrueSign Custom Signature Module Maintenance</td>
<td>1</td>
<td>12/31/2017</td>
<td>2,000.00</td>
<td>2,000.00</td>
</tr>
<tr>
<td>IS-TSIGN-CAL2-M-R</td>
<td>ImageSoft TrueSign (Integrated Electronic Signature) - addit</td>
<td>24</td>
<td>12/31/2017</td>
<td>9.00</td>
<td>216.00</td>
</tr>
<tr>
<td><strong>Canon Hardware</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA-5352B001-R</td>
<td>Canon DR4010C/6010C/6030C 1 Year Advance Unit Replacement</td>
<td>1</td>
<td>12/31/2017</td>
<td>267.20</td>
<td>267.20</td>
</tr>
<tr>
<td><strong>Fujitsu Hardware</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA-5352B001-R</td>
<td>Canon DR4010C/6010C/6030C 1 Year Advance Unit Replacement</td>
<td>1</td>
<td>12/31/2017</td>
<td>267.20</td>
<td>267.20</td>
</tr>
<tr>
<td>CA-5353B001-R</td>
<td>Canon 1 Yr. eCarePak DR6050/7550/9050/7090/9080/7580/G1130</td>
<td>1</td>
<td>12/31/2017</td>
<td>255.00</td>
<td>255.00</td>
</tr>
<tr>
<td>CA-5353B001-R</td>
<td>Canon 1 Yr. eCarePak DR6050/7550/9050/7090/9080/7580/G1130</td>
<td>1</td>
<td>12/31/2017</td>
<td>255.00</td>
<td>255.00</td>
</tr>
<tr>
<td><strong>Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IS-CUSTOMER CARE-R</td>
<td>ImageSoft Customer Care Package</td>
<td>1</td>
<td>12/31/2017</td>
<td>21,423.00</td>
<td>21,423.00</td>
</tr>
<tr>
<td>IS-IMAGESOFT TRUECERTIFY SAAS</td>
<td>ImageSoft TrueCertify Annual Subscription</td>
<td>1</td>
<td>12/31/2017</td>
<td>4,500.00</td>
<td>4,500.00</td>
</tr>
<tr>
<td><strong>Not Renewed</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KF-AE#T024-001U-M-R</td>
<td>Kofax Capture (8.x) 1 Concurrent Station Maintenance - DECLINED</td>
<td>7</td>
<td>12/31/2016</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>KF-AE#T026-0000-M-R</td>
<td>Kofax Virtual Rescan (VRS V4.x) Software Maintenance - DECLINED</td>
<td>2</td>
<td>12/31/2016</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>KF-AE#Y024-600K-M-R</td>
<td>Kofax Capture (8.x) Image Volume 600K/yr. Maintenance - DECLINED</td>
<td>1</td>
<td>12/31/2016</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Ingham Cty - Probate</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fujitsu Hardware</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FJS6140Z-AEPWNSD-1-R</td>
<td>Fujitsu 6140Z Advance Exchange Service 1 Yr.</td>
<td>1</td>
<td>11/14/2018</td>
<td>99.00</td>
<td>99.00</td>
</tr>
</tbody>
</table>

*Sales Tax has been calculated based on rates current as of invoice date.
Customer is responsible for any tax increases based on payment date and for self-assessing any applicable taxes if none are collected.*

Page 3 of 4
<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
<th>Quantity</th>
<th>Start Date</th>
<th>Amount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FJ-S6140Z-AEPWNBD-1-R</td>
<td>Fujitsu 6140Z Advance Exchange Service 1 Year</td>
<td>1</td>
<td>11/14/2018</td>
<td>99.00</td>
<td>99.00</td>
</tr>
<tr>
<td>FJ-S6140Z-AEPWNBD-1-R</td>
<td>Fujitsu 6140Z Advance Exchange Service 1 Year</td>
<td>1</td>
<td>11/14/2018</td>
<td>99.00</td>
<td>99.00</td>
</tr>
<tr>
<td>FJ-S6140Z-AEPWNBD-1-R</td>
<td>Fujitsu 6140Z Advance Exchange Service 1 Year</td>
<td>1</td>
<td>11/14/2018</td>
<td>99.00</td>
<td>99.00</td>
</tr>
<tr>
<td>FJ-S6140Z-AEPWNBD-1-R</td>
<td>Fujitsu 6140Z Advance Exchange Service 1 Year</td>
<td>1</td>
<td>11/14/2018</td>
<td>99.00</td>
<td>99.00</td>
</tr>
<tr>
<td>FJ-S6140Z-AEPWNBD-1-R</td>
<td>Fujitsu 6140Z Advance Exchange Service 1 Year</td>
<td>1</td>
<td>11/14/2018</td>
<td>99.00</td>
<td>99.00</td>
</tr>
<tr>
<td>FJ-S6140Z-AEPWNBD-1-R</td>
<td>Fujitsu 6140Z Advance Exchange Service 1 Year</td>
<td>1</td>
<td>11/14/2018</td>
<td>99.00</td>
<td>99.00</td>
</tr>
<tr>
<td>FJ-S6140Z-AEPWNBD-1-R</td>
<td>Fujitsu 6140Z Advance Exchange Service 1 Year</td>
<td>1</td>
<td>11/14/2018</td>
<td>99.00</td>
<td>99.00</td>
</tr>
</tbody>
</table>

**Services**

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
<th>Quantity</th>
<th>Start Date</th>
<th>Amount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS-CUSTOMER CARE-R</td>
<td>ImageSoft Customer Care Package</td>
<td>1</td>
<td>12/31/2017</td>
<td>5,324.00</td>
<td>5,324.00</td>
</tr>
</tbody>
</table>

**Ingham Cty - System**

**ImageSoft Software**

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
<th>Quantity</th>
<th>Start Date</th>
<th>Amount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS-IDC-M-R</td>
<td>ImageSoft iDocCreator Maintenance</td>
<td>1</td>
<td>12/31/2017</td>
<td>2,000.00</td>
<td>2,000.00</td>
</tr>
<tr>
<td>IS-ITFREN-M-R</td>
<td>ImageSoft iTiffRender Maintenance</td>
<td>1</td>
<td>12/31/2017</td>
<td>1,000.00</td>
<td>1,000.00</td>
</tr>
</tbody>
</table>

Note: A 10% reinstatement fee will be charged by Hyland if maintenance fees are not paid on time.

Total $74,473.40

---

Sales Tax has been calculated based on rates current as of invoice date.
Customer is responsible for any tax increases based on payment date and for self-assessing any applicable taxes if none are collected.
Agenda Item 3a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE IMAGESOFT AND ONBASE ANNUAL SUPPORT

WHEREAS, OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments; and

WHEREAS, utilization of the OnBase application by the County is key to our document management and several new projects will increase its streamlining of our processes; and

WHEREAS, the current licensing subscription agreement expired on December 31st, 2016; and

WHEREAS, the annual contract amount is in the 2017 budget; and

WHEREAS, ITD has negotiated a substantial price decrease by using the GSA contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the OnBase and Imagesoft annual support in the amount not to exceed $153,500.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s Imaging Fund (636-25870-932050).

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: 1/23/2017

SUBJECT: Resolution – Cyfin Licensing Renewal

BACKGROUND
Ingham County has been using Cyfin for our web usage reporting for many years. Wavecrest Computing has been providing our licensing in the past. This support licensing renewal will let us continue to use the product in the future as it deactivates if not renewed. Our contract expires on 1/30/17.

ALTERNATIVES
None.

FINANCIAL IMPACT
The funding for the $7,308.00 total for a 3 year contract will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030.

OTHER CONSIDERATIONS
The renewal is quoted under the GSA contract #GS-35F-0212L.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached contract for Cyfin software license renewal from Wavecrest Computing.
Wavecrest Computing Sales Quote
Quote Number: 53302

This Quote is valid for the following organization
Ingham County
Chris Hosler
121 East Maple Street
Mason, MI 48854
chosler@ingham.org

Current License Expiration Date: January 30, 2017

This Quote is valid for the following item(s)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Price (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR-2500</td>
<td>Cyfin 1500 Users - Renewal Subscription License 3 Years</td>
<td>$9,135.00</td>
</tr>
</tbody>
</table>

Discount: $1827.00
Tax: $0.00
Total (USD): $7,308.00

The following is included during your subscription
Cyfin
- Cyfin software download including all updates and new versions
- Continuous updates to the comprehensive Wavecrest URL List.

Notes
- This quote reflects GSA Pricing, per GSA Contract Number GS-35F-0212L
- This quote also reflects an additional 20% discount on a 3 year renewal, plus an additional 3 month license at no charge, i.e. a 39 month license term for the price of a 36 month.

Payment and License Information
This quote is valid for 60 days from date of issue, for the organization listed above. Payment terms are Net 30 Days after receipt of order. Wavecrest accepts the following three payment methods:

- Credit Card. Click on the above button to buy now or provide credit card information by fax or telephone.
INTRODUCED BY COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE CYFIN SOFTWARE LICENSING AGREEMENT

WHEREAS, Ingham County has been using Cyfin for web reporting for many years; and

WHEREAS, Wavecrest Computing is the company that provides licensing for Cyfin; and

WHEREAS, the renewal quote is provided under GSA contract pricing; and

WHEREAS, our current existing agreement expires on January 30, 2017 and ITD recommends renewing this agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the software licensing renewal from Wavecrest Computing in the amount not to exceed $7,308.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county’s Network Fund #63625810-932030.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: 1/18/2017

SUBJECT: Resolution – Ocularis Licensing Renewal

BACKGROUND
Ingham County has been using Ocularis for our camera management and video recording for many years. Vidcom has been providing our licensing in the past and ITD is very pleased with their service thus far. This support licensing renewal will let us keep the most up to date software for our cameras. It will also let us add cameras throughout the year and then “true up” annually rather than pay every time we add a camera to our system saving both time and money.

ALTERNATIVES
Following due process requirements, bids for 1 year of software license renewal were obtained from the following vendors:

- Vidcom Solutions $ 10,730.00
- Anixter $ 10,226.00
- Presidio $ 12,575.00

FINANCIAL IMPACT
The funding for the renewed $10,730.00 year contract will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached contract for software license renewal from Vidcom.
**Quote**

**Number**  AAAQ5441  
**Date**  Jan 12, 2017  

**Sold To**  Ingham County IT  
Nick Thomas  
121 E. Maple St.  
Mason, MI 48854  
United States  
**Phone**  (517) 676-7386  
**Fax**

**Ship To**  Ingham County IT  
Nick Thomas  
121 E. Maple St.  
Mason, MI 48854  
United States  
**Phone**  (517) 676-7386  
**Fax**

**OnSSI System License Renewals**

<table>
<thead>
<tr>
<th>Salesperson</th>
<th>P.O. Number</th>
<th>Ship Via</th>
<th>Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>BThroop</td>
<td></td>
<td></td>
<td>Net 30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line</th>
<th>Qty</th>
<th>Description</th>
<th>Unit Price</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Ocularis Enterprise Base 1 Year StayCURRENT</td>
<td>$170.00</td>
<td>$170.00</td>
</tr>
<tr>
<td>2</td>
<td>330</td>
<td>Ocularis Enterprise Camera 1 Year StayCURRENT SC-OC-ENT-1C-1Y</td>
<td>$32.00</td>
<td>$10,560.00</td>
</tr>
</tbody>
</table>

Renewal Quote for Enterprise System which should have 354 Camera licenses.  
Nick Thomas of Ingham County Requests 330 StayCURRENT camera licenses.  
Renewal due date 1-4-2017.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SubTotal</td>
<td>$10,730.00</td>
</tr>
<tr>
<td>Tax</td>
<td>$0.00</td>
</tr>
<tr>
<td>Shipping</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Total**  $10,730.00
Agenda Item 3c

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE OCULARIS SOFTWARE LICENSING AGREEMENT FROM VIDCOM

WHEREAS, Ingham County has been using Ocularis for our camera management and video recording for many years; and

WHEREAS, Vidcom has been providing our licensing in the past and the ITD department is very satisfied with the service thus far; and

WHEREAS, ITD researched multiple vendors pricing and recommend continuing with Vidcom for software licensing renewal; and

WHEREAS, our current existing agreement expired on January 4, 2017 and ITD recommends renewing this agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the software licensing renewal from Vidcom in the amount not to exceed $10,730.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county’s Network Fund #63625810-932030.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: 1/20/2017
SUBJECT: Resolution – VmWare Software Support Renewal

BACKGROUND
Resolution #16-249 was for the annual support renewal in 2016 for our VmWare. This software is used not only to virtualize our Cisco phone system but also to virtualize our network servers at our datacenter and at the 911 center. These licenses have an annual support that must be renewed each year. This renewal is under the State of Michigan MiDeal contract with CDWG.

ALTERNATIVES
The alternative would be to not renew our support, risk failure of our systems, and not be able to upgrade to newer versions as our version becomes obsolete.

FINANCIAL IMPACT
The funding for the $26,795.72 total will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030.

OTHER CONSIDERATIONS
Even though last year’s cost was $13,662.00, overall the cost is slightly less per unit/month than last year. Last year’s cost reflected partial year support on several items done to align our ending date. It also did not include the 8 additional licenses we added over the past year. Paying for the full year and adding the additional licenses increased the invoice amount.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached quote for VmWare support renewal from CDWG.
DEAR VICKY WATSON,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. Click here to convert your quote to an order.

<table>
<thead>
<tr>
<th>QUOTE #</th>
<th>QUOTE DATE</th>
<th>QUOTE REFERENCE</th>
<th>CUSTOMER #</th>
<th>GRAND TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPX534</td>
<td>12/13/2016</td>
<td>VMWARE</td>
<td>6091672</td>
<td>$26,795.72</td>
</tr>
</tbody>
</table>

**QUOTE DETAILS**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>CDW#</th>
<th>UNIT PRICE</th>
<th>EXT. PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>VMware Support and Subscription Production - technical support - for VMware</td>
<td>1</td>
<td>35-00112</td>
<td>$1,411.25</td>
<td>$1,411.25</td>
</tr>
</tbody>
</table>
| Mfg. Part#: VC55-STD-P-SSC-PPR  
UNSPSC: 81112201  
3/31/2017 to 3/30/2018  
Electronic distribution - NO MEDIA  
Contract: Michigan Master Computing-MIDeAL (07186600110) | | | | |
| VMware Support and Subscription Production - technical support - for VMware | 4   | 35-00022 | $679.00   | $2,716.12  |
| Mfg. Part#: VC55-STD-P-SSC-PHR  
UNSPSC: 81112201  
3/31/2017 to 3/30/2018  
Electronic distribution - NO MEDIA  
Contract: Michigan Master Computing-MIDeAL (07186600110) | | | | |
| VMware Support and Subscription Production - technical support (renewal) - | 1   | 1955140  | $587.06   | $587.06   |
| Mfg. Part#: VU55-PR-STR-P-SSC-PR  
UNSPSC: 85101601  
3/31/2017 to 3/30/2018  
Electronic distribution - NO MEDIA  
Contract: Michigan Master Computing-MIDeAL (07186600110) | | | | |
| VMware Support and Subscription Production - technical support (renewal) - | 1   | 1955140  | $587.06   | $587.06   |
| Mfg. Part#: VU55-PR-STR-P-SSC-PPR  
UNSPSC: 85101601  
3/31/2017 to 3/30/2018  
Electronic distribution - NO MEDIA  
Contract: Michigan Master Computing-MIDeAL (07186600110) | | | | |
| VMware Support and Subscription Production - technical support (renewal) - | 1   | 1955140  | $587.06   | $587.06   |
| Mfg. Part#: VU55-PR-STR-P-SSC-PR  
UNSPSC: 85101601  
3/31/2017 to 3/30/2018  
Electronic distribution - NO MEDIA  
Contract: Michigan Master Computing-MIDeAL (07186600110) | | | | |
<table>
<thead>
<tr>
<th>QUOTE DETAILS (CONT.)</th>
<th>QTY</th>
<th>UNIT PRICE</th>
<th>SUBTOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>VMware Support and Subscription Production - technical support (renewal) -</td>
<td>1</td>
<td>1955146</td>
<td>$587.06</td>
</tr>
<tr>
<td>Mfg. Part#: VJ4-PR-10-P-SSS-CR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNSPSC: B5101601</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/3/2017 to 3/3/2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic distribution - NO MEDIA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract: Michigan Master Computing-MIDeAL (07.1B6600110)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VMware Support and Subscription Production - technical support (renewal) -</td>
<td>1</td>
<td>1955146</td>
<td>$587.06</td>
</tr>
<tr>
<td>Mfg. Part#: VJ4-PR-10-P-SSS-CR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNSPSC: B5101601</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/3/2017 to 3/3/2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic distribution - NO MEDIA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract: Michigan Master Computing-MIDeAL (07.1B6600110)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VMware Support and Subscription Production - technical support - for VMware -</td>
<td>8</td>
<td>3649015</td>
<td>$822.21</td>
</tr>
<tr>
<td>Mfg. Part#: VS6-EPL-P-SSS-C-R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNSPSC: B1111201</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/3/2017 to 3/3/2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic distribution - NO MEDIA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract: Michigan Master Computing-MIDeAL (07.1B6600110)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VMware Support and Subscription Production - technical support - for VMware -</td>
<td>4</td>
<td>3649015</td>
<td>$822.21</td>
</tr>
<tr>
<td>Mfg. Part#: VS6-EPL-P-SSS-C-R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNSPSC: B1111201</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/3/2017 to 3/3/2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic distribution - NO MEDIA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract: Michigan Master Computing-MIDeAL (07.1B6600110)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VMware Support and Subscription Production - technical support - for VMware -</td>
<td>4</td>
<td>3649015</td>
<td>$822.21</td>
</tr>
<tr>
<td>Mfg. Part#: VS6-EPL-P-SSS-C-R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNSPSC: B1111201</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/3/2017 to 3/3/2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic distribution - NO MEDIA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract: Michigan Master Computing-MIDeAL (07.1B6600110)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VMware Support and Subscription Production - technical support - for VMware -</td>
<td>4</td>
<td>3649015</td>
<td>$822.21</td>
</tr>
<tr>
<td>Mfg. Part#: VS6-EPL-P-SSS-C-R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNSPSC: B1111201</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/3/2017 to 3/3/2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic distribution - NO MEDIA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract: Michigan Master Computing-MIDeAL (07.1B6600110)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PURCHASER BILLING INFO</th>
<th>SUBTOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$20,795.72</td>
</tr>
</tbody>
</table>

Page 2 of 3
**Billing Address:**
VINCENT J. WATSON
INGHAM COUNTY
121 E MAPLE ST
HILLIARD BLDG 3RD FL
MASON, MI 48854-1555
Phone: (517) 284-8027
Payment Terms: Request Terms

**Shipping Address:**
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60676-1515

**Shipping Method:** ELECTRONIC DISTRIBUTION

<table>
<thead>
<tr>
<th><strong>SHIPPING</strong></th>
<th>$0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>$28,795.72</td>
</tr>
</tbody>
</table>

**Need Assistance? CDW+G Sales Contact Information**

Sean Bergquist | (677) 325-3701 | seanber@cdw-g.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at [http://www.cdw.com/order/terms-conditions/sales-promotion](http://www.cdw.com/order/terms-conditions/sales-promotion).

For more information, contact a CDW account manager.

© 2016 CDW+G LLC, 200 N Milwaukee Avenue, Vernon Hills, IL 60061 | 800.806.4239
Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE VMWARE SUPPORT AGREEMENT FROM CDWG

WHEREAS, Ingham County currently utilizes VmWare for maintenance on critical virtualization software and requires ongoing support; and

WHEREAS, ITD obtained State of Michigan contract pricing from CDWG for our ongoing support and licensing needs; and

WHEREAS, our current existing support agreement expires on March 30, 2017 and ITD recommends renewing this agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the VmWare support agreement from CDWG for 12 months in the amount not to exceed $26,795.72.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county’s Network Fund #63625810-932030.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO:       Board of Commissioners, County Services Committee, and Finance Committee
FROM:     Deb Fett, CIO
DATE:     1/09/2017
SUBJECT:  Renewal of the Seamless Docs Licensing Subscription

BACKGROUND
Seamless Docs is a comprehensive forms engine and eSignature platform heavily utilized by government entities. It is currently being utilized by the County Controllers Office, Human Resources, and the Health Department since it was implemented in February, 2015. There has been great interest by other departments to use this to streamline clunky paper workflows. Our current Seamless Docs subscription expires on 2/19/17. The last renewal was done on Resolution #16-019.

ALTERNATIVES
Seamless Docs is the sole sourced provider of the Seamless Docs application.

FINANCIAL IMPACT
The funding for the $24,000.00 will come from the County’s Innovation and Technology Department Network Maintenance – Software Fund #636-25810-932030.

OTHER CONSIDERATIONS
This renewal changes our subscription from the 75 document plan to the unlimited document plan as we currently have reached the limit. This is the most cost effective solution for moving forward that will allow us to continue to increase efficiency.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution for Seamless Docs renewal in the amount not to exceed $24,000.00.
Renewal
SeamlessGov Online Form Automation Platform

FOR: Ingham County, MI
ON: December 20, 2016
Exclusive Proposal

For the intended recipient only

This proposal, and any attachments or links, is for the intended recipient(s) only, may contain information that is privileged, confidential and/or proprietary and subject to important terms and conditions available at seamlessdocs.com.

<table>
<thead>
<tr>
<th>Prepared for:</th>
<th>Ingham County, MI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by:</td>
<td>Michael Fulvio</td>
</tr>
<tr>
<td></td>
<td>Director of Customer Success</td>
</tr>
<tr>
<td>Prepared date:</td>
<td>December 20, 2016</td>
</tr>
<tr>
<td>Current Subscription End Date:</td>
<td>February 18, 2017</td>
</tr>
</tbody>
</table>
Your SeamlessDocs Usage Summary

Subscription Summary

<table>
<thead>
<tr>
<th>CURRENT PLAN</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td># of SeamlessDocs</td>
<td>75</td>
<td>INCLUDED</td>
</tr>
<tr>
<td># of Submissions/esignatures</td>
<td>UNLIMITED</td>
<td>INCLUDED</td>
</tr>
<tr>
<td># of Users</td>
<td>Up to 7</td>
<td>INCLUDED</td>
</tr>
<tr>
<td>Total Base Subscription Cost</td>
<td></td>
<td>$15,950</td>
</tr>
<tr>
<td>Payment Integration</td>
<td></td>
<td>$2,500</td>
</tr>
<tr>
<td>Private Labeling</td>
<td><a href="http://forms.ingham.org/">http://forms.ingham.org/</a></td>
<td>$1,500</td>
</tr>
<tr>
<td>Total Annual Subscription Costs</td>
<td></td>
<td>$19,950</td>
</tr>
</tbody>
</table>

2016 Activity Stats:
The below statistics highlight how successfully Ingham County has used the SeamlessDocs platform as of December 20, 2016.

<table>
<thead>
<tr>
<th>CURRENT PLAN (account lifetime totals)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td># of SeamlessDocs created</td>
<td>75</td>
</tr>
<tr>
<td># of Web Forms Created</td>
<td>6</td>
</tr>
<tr>
<td># of Submissions</td>
<td>2407</td>
</tr>
<tr>
<td># of Users</td>
<td>6</td>
</tr>
<tr>
<td># of Log Ins</td>
<td>535</td>
</tr>
<tr>
<td>Estimated Time Saved*</td>
<td>602 Hours</td>
</tr>
</tbody>
</table>

*based on 15 minutes saved per form submission
# Pricing Summary

## Subscription Summary

<table>
<thead>
<tr>
<th>Service</th>
<th>Choice</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 Docs</td>
<td></td>
<td>$15,950</td>
</tr>
<tr>
<td>Unlimited Docs</td>
<td></td>
<td>$20,000</td>
</tr>
</tbody>
</table>

**Total Base Subscription Costs**

<table>
<thead>
<tr>
<th>Add Ons</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Users</td>
<td>@ $500</td>
</tr>
<tr>
<td>Authorize.net Payments</td>
<td>$2,500</td>
</tr>
<tr>
<td>Private Labeling</td>
<td>$1,500</td>
</tr>
</tbody>
</table>

**Total Annual Subscription Costs**

5% Optimization fee waived for 2017 renewal. All future renewals will incur this fee.

## Subscription Term Details

<table>
<thead>
<tr>
<th>Term</th>
<th>12 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Users</td>
<td>Up to 7</td>
</tr>
<tr>
<td>Subscription Start Date</td>
<td>February 19, 2017</td>
</tr>
<tr>
<td>Subscription End Date</td>
<td>February 19, 2016</td>
</tr>
<tr>
<td>Payment Terms</td>
<td>Net 30</td>
</tr>
<tr>
<td>General Notes</td>
<td></td>
</tr>
</tbody>
</table>
Order Form

SIGNATURE PAGE
Please complete the info and sign below. You will receive an executed copy automatically.

<table>
<thead>
<tr>
<th>Organization Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City, State, Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Contact Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Billing Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Billing Contact Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

This Agreement is between the above Licensee & Bizodo Inc, d/b/a SeamlessDocs. By executing this Agreement you are approving the pricing and subscription details for your custom plan.

<table>
<thead>
<tr>
<th>Partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>Full Name</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SeamlessDocs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>Full Name</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>
Agenda Item 3e

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE SEAMLESS DOCS LICENSING SUBSCRIPTION

WHEREAS, Seamless Docs is a sole sourced comprehensive forms engine and eSignature platform heavily utilized by government entities; and

WHEREAS, utilization of the SeamlessDocs application by the County provides County constituents a higher level of service concerning response times and approvals; and

WHEREAS, the current licensing subscription agreement will expire on February 19th, 2017 unless renewed; and

WHEREAS, the annual contract amount is in the 2017 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the Seamless Docs licensing subscription in the amount not to exceed $24,000.00 per year.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s Contract Maintenance Fund (636-25810-932030).

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:

INGLEHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS
FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

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

WHEREAS, this is now 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 January 24, 2017 as submitted.
# INGHAM COUNTY ROAD DEPARTMENT

## LIST OF CURRENT PERMITS ISSUED

<table>
<thead>
<tr>
<th>R/W PERMIT#</th>
<th>R/W APPLICANT / CONTRACTOR</th>
<th>R/W WORK</th>
<th>R/W LOCATION</th>
<th>R/W CITY/TWP.</th>
<th>R/W SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-001</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>BONNY VIEW DR &amp; MEMORY LN</td>
<td>DELHI</td>
<td>11</td>
</tr>
<tr>
<td>2017-002</td>
<td>WIDEOPENWEST</td>
<td>CABLE / UG</td>
<td>MERIDIAN RD &amp; LINN RD</td>
<td>WHEATFIELD</td>
<td>8</td>
</tr>
<tr>
<td>2017-003</td>
<td>CONSUMERS ENERGY</td>
<td>ELECTRIC / UG</td>
<td>WILLOUGHBY RD &amp; PINE TREE RD</td>
<td>DELHI</td>
<td>11</td>
</tr>
<tr>
<td>2017-004</td>
<td>COMCAST</td>
<td>CABLE / OH</td>
<td>HOLT RD &amp; GUNN RD</td>
<td>DELHI</td>
<td>16</td>
</tr>
<tr>
<td>2017-005</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>WATSON AVE &amp; HOLT RD</td>
<td>DELHI</td>
<td>23</td>
</tr>
<tr>
<td>2017-007</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>PINE DELL RD &amp; PINE TREE RD</td>
<td>DELHI</td>
<td>11</td>
</tr>
<tr>
<td>2017-008</td>
<td>JOB SITE SERVICES</td>
<td>MISCELLANEOUS</td>
<td>KINNEVILLE RD &amp; ONONDAGA RD</td>
<td>ONONDAGA</td>
<td>17</td>
</tr>
<tr>
<td>2017-009</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>KELLER RD &amp; CEDAR ST</td>
<td>DELHI</td>
<td>14</td>
</tr>
<tr>
<td>2017-010</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>CEDAR ST &amp; KELLER RD</td>
<td>DELHI</td>
<td>14</td>
</tr>
<tr>
<td>2017-012</td>
<td>CONSUMERS ENERGY</td>
<td>ELECTRIC / UG</td>
<td>OKEMOS RD &amp; SOWER BLVD</td>
<td>MERIDIAN</td>
<td>28</td>
</tr>
<tr>
<td>2017-013</td>
<td>MCLEOAD USA TELE.</td>
<td>ANNUAL PERMIT</td>
<td>VARIOUS</td>
<td>VARIOUS</td>
<td></td>
</tr>
<tr>
<td>2017-014</td>
<td>MERIDIAN TOWNSHIP</td>
<td>ROAD CLOSURE / SPECIAL EVENT</td>
<td>KINAWA DR &amp; OKEMOS RD</td>
<td>MERIDIAN</td>
<td>27, 28</td>
</tr>
<tr>
<td>2017-016</td>
<td>COMCAST</td>
<td>CABLE / UG</td>
<td>BISHOP RD &amp; M-99</td>
<td>DELHI</td>
<td>7</td>
</tr>
<tr>
<td>2017-017</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>CEDAR ST &amp; KELLER RD</td>
<td>DELHI</td>
<td>14</td>
</tr>
<tr>
<td>2017-018</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>POTTER RD &amp; LAKE DR</td>
<td>MERIDIAN</td>
<td>10</td>
</tr>
<tr>
<td>2017-019</td>
<td>GREENLEE MILK HAULING</td>
<td>HAUL ROUTE/MILK</td>
<td>VARIOUS</td>
<td>VARIOUS</td>
<td></td>
</tr>
<tr>
<td>2017-020</td>
<td>WEBBERVILLE FEED &amp; GRAIN</td>
<td>AGRICULTURAL MULTIPLE MOVE</td>
<td>VARIOUS</td>
<td>VARIOUS</td>
<td></td>
</tr>
<tr>
<td>2017-023</td>
<td>MAXSON MILK TRANSPORT</td>
<td>HAUL ROUTE/MILK</td>
<td>VARIOUS</td>
<td>VARIOUS</td>
<td></td>
</tr>
<tr>
<td>2017-024</td>
<td>KIESER TRUCKING LLC</td>
<td>AGRICULTURAL MULTIPLE MOVE</td>
<td>VARIOUS</td>
<td>VARIOUS</td>
<td></td>
</tr>
<tr>
<td>2017-025</td>
<td>WIDEOPENWEST</td>
<td>CABLE / UG</td>
<td>HULL RD</td>
<td>LESLIE</td>
<td>28</td>
</tr>
<tr>
<td>2017-026</td>
<td>PREMCCOR REFINING GROUP</td>
<td>MISCELLANEOUS</td>
<td>CEDAR ST &amp; WATSON AVE</td>
<td>DELHI</td>
<td>23</td>
</tr>
<tr>
<td>2017-027</td>
<td>WESTSIDE WATER</td>
<td>WATERMAIN</td>
<td>WAVERLY RD &amp; ST JOSEPH ST</td>
<td>LANSING</td>
<td>18</td>
</tr>
<tr>
<td>2017-028</td>
<td>LBWL</td>
<td>ANNUAL PERMIT</td>
<td>VARIOUS</td>
<td>VARIOUS</td>
<td></td>
</tr>
<tr>
<td>2017-038</td>
<td>AT &amp; T</td>
<td>CABLE / UG</td>
<td>JOLLY RD &amp; KANSAS RD</td>
<td>ALAIEDON</td>
<td>4</td>
</tr>
</tbody>
</table>

Managing Director: ______________________________
Per your request, the Purchasing Department sought bids for the purchase and delivery of four (4) agricultural pole barn kits to the Ingham County Fairgrounds located at 700 E. Ash Street, Mason, MI 48854.

The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor invited to propose</td>
<td>109</td>
<td>35</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

The following grid is a summary of the vendors’ costs:

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>BID TOTAL</th>
<th>SUBSTITUTE DEDUCT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Big L Lumber</td>
<td>No, Grand Ledge MI</td>
<td>$110,242.60</td>
<td></td>
</tr>
<tr>
<td>Carter Lumber</td>
<td>No, Clinton County</td>
<td>$118,214.80</td>
<td>$1,315.90 FOR TREADED .60 CCA</td>
</tr>
</tbody>
</table>

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the ITB; 2) confirm funds are available; 3) submit evaluation to the Purchasing Department with your recommendation; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the “Resolutions group” as acknowledgement of the Purchasing Department’s participation in the proposal purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
Memorandum

To: Ingham County Purchasing Office
    Ingham County Controller’s Office
    Ingham County Board of Commissioners - County Service Committee, Chair
    Ingham County Board of Commissioners - County Finance Committee, Chair
    Ingham County Board of Commissioners, Chair

From: Sandra Dargatz, Executive Director, Ingham County Fair

Date: January 24, 2017

RE: Resolution Authorizing Entering Into A Contract with The Big L Corporation for the Purchase of Four Pole Barn Kits for the Ingham County Fairgrounds

The four existing horse barns on the south end of the fairgrounds have reached the end of their useful life and are currently only able to be utilized for horse event; due to the height limitations of the barn entrances and the fixed interior horse stalls.

Annually, the fairgrounds generate $45,000 in off season revenue through the usage of all other buildings as RV/vehicle storage throughout the winter months. Adding the four proposed pole barns to the fairgrounds would provide an additional $17,000 in RV/vehicle storage revenue annually.

After careful review of bids, the Purchasing Director and Fair Board both concur that a contract be awarded to The Big L Corporation who submitted the lowest responsible bid in the amount not to exceed $110,242.60, for the purchase of four pole barn kits for the Ingham County Fairgrounds. The funds for this project have been budgeted and approved in the 2017 hotel/motel CIP account number 56176900-976000 for $200,000.00.

I respectfully recommend approval of the attached resolution to support the purchase of four pole barn kits for the Ingham County Fairgrounds.

Sincerely,

Sandra Dargatz
Executive Director, Ingham County Fair
(517) 676-2857
Agenda Item 5

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING PURCHASE OF FOUR POLE BARN KITS FROM THE BIG L CORPORATION

WHEREAS, the four existing horse barns on the south end of the fairgrounds have reaching the end of their useful life; and

WHEREAS, said horse barns have historically been used for only horse events on the fairgrounds due to their height limitations; and

WHEREAS, all other horse barns on the grounds are used during the winter months for RV/vehicle storage; and

WHEREAS, the usage of the horse barns during the winter months for RV/vehicle storage creates off season revenue; and

WHEREAS, the proposed pole barn kits would have the capacity to increase the collection of winter storage revenue; and

WHEREAS, after careful review of bids, the Purchasing Director and Fair Board both concur that a contract be awarded to The Big L Corporation who submitted the lowest responsible bid in the amount not to exceed $110,242.60, for the purchase of four pole barn kits for the Ingham County Fairgrounds; and

WHEREAS, the funds for this project have been budgeted and approved in the 2017 hotel/motel CIP account number 56176900-976000 for $200,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to The Big L Corporation located at 620 S Main Street, Sheridan, MI 48884 for the purchase of four pole barn kits for the Ingham County Fairgrounds, for a total cost not to exceed $110,242.60.

BE IT FURTHER RESOLVED, the Ingham County Controller/Administrator is authorized to transfer funds from the Hotel/Motel CIP funds to the 2017 Ingham County Fair CIP account # 56176900-976000.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.
TO: Board of Commissioners County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: January 10, 2017
SUBJECT: Addendum to the Residential Lease for the Lake Lansing Park South Rental House
For the meeting agenda of 2/7/17 County Services and 2/8/17 Finance

BACKGROUND
The Parks Department has a rental house located within Lake Lansing Park-South. The address of the rental house is 1608 Lake Lansing Rd., Haslett, MI. The house was the caretaker’s home when the park was an amusement park and since Ingham County purchased the property in the early to mid 1970’s, the property has been used as a rental. This resolution authorizes extending the lease through December 31, 2017.

ALTERNATIVES
If this resolution is not approved, the lease will continue month to month until either party terminates the lease.

FINANCIAL IMPACT
The existing lease is currently set month to month at a rate of $800.00 with the tenant responsible for all utilities.

OTHER CONSIDERATIONS
The Parks & Recreation Commission supported this resolution with the passage of a motion at their December 12, 2016 meeting. Legal reviewed the lease and recommended this approach as well.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the resolution authorizing an addendum to the residential lease agreement for the Lake Lansing Park South rental house.
WHEREAS, the Ingham County Parks Department owns and maintains a rental house located within Lake Lansing Park-South; and

WHEREAS, Board of Commissioner Resolution 14-115 set the rental rate to $800.00 per month for the property located at 1608 Lake Lansing Road in Haslett, Michigan; and

WHEREAS, the Parks Department and the occupants of the rental house would like to extend the lease agreement through December 31, 2017; and

WHEREAS, the rate of the lease agreement will be amended to $800.00 per month for the renewal period per Resolution #14-115; and

WHEREAS, the Parks Department and the occupants have agreed that either party may terminate the lease upon no less than 90 days’ prior notice; and

WHEREAS, all other terms of the agreement shall remain the same.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an addendum to extend the lease agreement for the property located at 1608 Lake Lansing Road in Haslett, Michigan to December 31, 2017.

BE IT FURTHER RESOLVED, that the rate of the monthly lease shall be $800.00 per month for the renewal period.

BE IT FURTHER RESOLVED, that during the period of the renewal, the Parks Department or occupants may terminate the lease upon not less than 90 days’ prior notice.

BE IT FURTHER RESOLVED, that all other terms of the agreement shall remain the same.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary contract documents on behalf of the county after approval as to form by the County Attorney.
TO: Board of Commissioners County Services Committee
FROM: Cynthia Wagner
DATE: 1-23-17
SUBJECT: Potter Park Zoo Reorganization
For the meeting agenda of 2-7-17

BACKGROUND
The relationship between Potter Park Zoo and the Potter Park Zoological Society changed in 2016. These changes include the Zoo managing the gift shop, concessions, contracted encounters, admissions, parking, payables and receivables. Two new full time Zoo positions, Customer Service Manager and Lead Guest Services Worker need to be created to appropriately staff these departments previously managed by the Society. Other positions in the Zoo affected by the reorganization are the Registrar/Clerk position and the Director of Public Safety. Duties have been added to both positions resulting in the need for amended job descriptions and the need to re-title the positions to Zoo Registrar and Guest Experience Supervisor. The previous position of Veterinarian/Curator has not functioned in the capacity of Curator since April of 2013 and needs to be amended to reflect the current job duties and re-titled to Director of Animal Health. In 2016 a full time Zoo Director was appointed in place of the temporary Zoo Director position that had been combined with Director of the Zoo Society.

ALTERNATIVES
There are no alternatives available at this time.

FINANCIAL IMPACT
The total cost increase for all the proposed changes including the addition of the full-time Zoo director is $335,103. After revenue is applied for the gift shop, concessions and encounters areas the total cost increase is $55,103. Zoo revenue including the millage is sufficient to fund all costs related to this reorganization and operations at the Zoo.

OTHER CONSIDERATIONS
The UAW Local 2256 – Zoo Unit and Teamster Local 243 – Potter Park Zoo Supervisory Unit Unions are in support of the proposed reorganization.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support the reorganization at Potter Park Zoo.
TO: Cynthia Wagner, Director of Potter Park Zoo
FROM: Beth Bliesener, Employment Specialist
DATE: January 9, 2017
RE: Memo of Analysis for Re-organization

Human Resources can confirm the following information regarding the re-organization for Potter Park Zoo:

1. Human Resources has created a new position titled Lead Guest Services position. The position will reside in the Zoo UAW Local 2256 unit. The position will be compensated at a newly created salary titled Lead Guest Services. The seven steps being proposed are the following:

   Lead Guest Services Salary Scale (2017):
   Step 1 $30,088.91
   Step 2 $31,292.47
   Step 3 $32,544.16
   Step 4 $33,845.93
   Step 5 $36,607.75
   Step 6 $38,702.06

2. Human Resources had updated the job description titled Registrar/Principal Clerk 24. Human Resources along with the Director of the Zoo and the incumbent in the position has retitled the position to be Zoo Registrar and updated the duties to reflect what the position is doing. In doing so, Human Resources is also proposing an increase in the salary after evaluating the new duties. Below is the proposed new salary and current salary:

<table>
<thead>
<tr>
<th>New Salary scale: Registrar</th>
<th>Current 2017 Salary scale Registrar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1 $38,190.12</td>
<td>Step 1 $29,285.23</td>
</tr>
<tr>
<td>Step 2 $39,717.72</td>
<td>Step 2 $30,638.25</td>
</tr>
<tr>
<td>Step 3 $41,306.42</td>
<td>Step 3 $32,103.14</td>
</tr>
<tr>
<td>Step 4 $42,958.68</td>
<td>Step 4 $33,632.85</td>
</tr>
<tr>
<td>Step 5 $44,677.03</td>
<td>Step 5 $35,275.49</td>
</tr>
<tr>
<td>Step 6 $46,464.11</td>
<td>Step 6 $36,917.10</td>
</tr>
<tr>
<td>Step 7 $48,322.68</td>
<td>Step 7 $38,736.44</td>
</tr>
</tbody>
</table>
3. Human Resources had updated the job description titled Zoo Curator/Veterinarian. Human Resources along with the Director of the Zoo and the incumbent in the position has retitled the position to be Director of Animal Health and updated the duties to reflect what the position is doing. In doing so, Human Resources is also proposing an increase in the salary after evaluating the new duties. Human Resources is proposing the salary be its own scale titled Director of Animal Health. Below is the proposed new salary and current salary:

<table>
<thead>
<tr>
<th>New Salary scale: Director of Animal Health</th>
<th>Current 2017 Salary scale Vet/Curator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1 $ 60,819.13</td>
<td>Step 1 $ 57,017.75</td>
</tr>
<tr>
<td>Step 2 $ 63,616.82</td>
<td>Step 2 $ 59,857.61</td>
</tr>
<tr>
<td>Step 3 $ 66,543.19</td>
<td>Step 3 $ 62,919.13</td>
</tr>
<tr>
<td>Step 4 $ 69,652.81</td>
<td>Step 4 $ 66,091.49</td>
</tr>
<tr>
<td>Step 5 $ 72,904.64</td>
<td>Step 5 $ 69,418.60</td>
</tr>
<tr>
<td>Step 6 $ 76,309.13</td>
<td>Step 6 $ 72,946.46</td>
</tr>
<tr>
<td>Step 7 $ 79,897.54</td>
<td>Step 7 $ 76,630.11</td>
</tr>
</tbody>
</table>

4. Human Resources has updated the job description Potter Park Zoo Security Coordinator. Human Resources in conjunction with the Director of the Zoo has updated the duties of the position and have re-titled the position to Guest Experience Supervisor. The salary would remain the same as the Security Coordinator salary scale in the Zoo Teamster unit.

5. Lastly, Human Resources has created a new position titled Customer Service Manager. The position will reside in the Managerial and Confidential unit. The position will be compensated at a MCF 10 salary range ($61,615.26 - $73,957.55).

I have sent the Zoo UAW and Zoo Teamsters notices regarding the above positions. Both units support all of the changes and additions. I have attached their responses. I have also attached all the job descriptions.

Please use this memo as acknowledgement of Human Resources’ participation and analysis of your proposed re-organization. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4375).
Hi Elisabeth,

The union supports the new classification, thanks for the email.

Kyle Hensley  
UAW 2256 Zoo Unit Chair  
Sent from my iPhone

On Jan 5, 2017, at 12:36 PM, Bliesener, Elisabeth <EBliesener@ingham.org> wrote:

Good Afternoon,

Please see the attached memorandum regarding creating a new classification in the Zoo UAW bargaining unit – Lead Guest Services.

Potter Park Zoo would like to propose the addition of this position in the next round of Board of Commissioner sub-committee meetings. Does the union support the new classification or does the union have any concerns about this proposal, please let me know.

Thank-you.

Beth Bliesener  
Ingham County  
Human Resources  
Employment Specialist  
517-887-4375

Transmission is Privileged and Confidential. 
Confidentiality Notice: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to whom it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of this e-mail message is strictly prohibited. If you have received this message in error, please immediately notify me by e-mail reply and delete the original message from your system.

<Notification to Zoo UAW re new classification.doc>
<Lead Guest Services Worker.pdf>
We support the changes. Please keep me updated and forward me with the finalized documents when they are complete.

Mike Parker  
Recording Secretary/Business Representative  
Teamsters Local 243

From: Bliesener, Elisabeth [mailto:EBliesener@ingham.org]  
Sent: Thursday, January 5, 2017 12:57 PM  
To: mikeparker@teamsters243.org  
Cc: Parsons, Travis <TParsons@ingham.org>; Wagner, Cynthia <CWagner@ingham.org>  
Subject: Notification to union regarding Potter Park Zoo Re-organization

Good Afternoon,

Please see the attached memorandum regarding updating 3 Zoo Teamsters job descriptions and salaries – Director of Animal Health, Guest Experience Supervisor, and Zoo Registrar.

Potter Park Zoo would like to propose the changes of these positions in the next round of Board of Commissioner sub-committee meetings. Does the union support all of the changes or does the union have any concerns about this proposal, please let me know.

Thank-you.

Beth Bliesener  
Ingham County  
Human Resources  
Employment Specialist  
517-887-4375

Transmission is Privileged and Confidential.  
Confidentiality Notice: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to whom it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of this e-mail message is strictly prohibited. If you have received this message in error, please immediately notify me by e-mail reply and delete the original message from your system.
INGHAM COUNTY
JOB DESCRIPTION
Director of Animal Health

General Summary: Under direction from the Zoo Director, the Director of Animal Health will plan, direct and participate in all health care programs for the zoo’s collection of animals. He/she will possess considerable knowledge in understanding all aspects of animal veterinary medical health practices as well as knowledge of chemical and physical immobilization of exotic animals. The Director of Animal Health will be experienced in the principles and practices of zoo operations, be an active participant in the zoo’s management team and the ability to supervise, evaluate and direct zoo veterinary technicians. He/she will be able to maintain accurate health records and have the ability to write reports to various accrediting/licensing boards, state and federal regulation agencies.

Essential Functions:
1. Establish a comprehensive zoo preventive medicine program for all species included in the zoo animal collection to regularly. Performs inspections and treatment of animals depending on their medical needs, including but not limited to: births, routine physical examinations, immobilizations, surgery and special care requirements including emergency veterinary attention to sick or traumatized animals.
2. Oversees operations of the Animal Health Department performing activities such as, but not limited to, hiring, discipline, training and scheduling.
3. Works collaboratively with Michigan State University’s College of Veterinary Medicine, and other Colleges – in various aspects of mentorship, teaching and research.
4. Establishes and conducts effective pre-shipment quarantine protocols for all incoming and outgoing animals to ensure health of collection, prevent spread of disease and comply with government regulations.
5. Oversee animal nutrition program and participate with other zoo personnel in planning and executing nutrition, browse, enrichment, reproduction, animal training/behavioral modification, conservation and safety programs.
6. Conducts postmortem studies and analyses.
7. Participates in Animal Management Committee meetings as well as Animal Care department and area meetings.
8. Maintains inventory for the zoo veterinary clinic, including overseeing purchases of equipment, drugs and other needed supplies, also ensures the clinic is kept in a clean, antiseptic and orderly manner. Establishes a comprehensive record keeping system for the clinic including but not limited to: medical records including anesthesia and necropsy reports, drug inventory, records for the Association of Zoos and Aquariums as well as state and federal reports.
9. Leads the Animal Welfare Committee and oversees the welfare of the entire animal collection.
10. Plays a key role in developing the zoo’s mission for Conservation and Research projects both ex situ and in situ
11. Assists in the design process of exhibits to ensure habits meet each animal’s unique physical and social needs, as well as the different enclosure requirements in order to protect animals, keepers and the visiting public.
12. Trains staff and volunteers in the awareness of zoonotic diseases, the spread of infectious diseases and their prevention and detection.
13. Manages relief veterinarians for coverage and works with them to maintain animal health for the zoo collection.
**Other Functions:**
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

**Employment Qualifications:**

**Education:** Doctor of Veterinary Medicine degree (or equivalent) from an Association of American Veterinary Medical Colleges accredited school. American College of Zoological Medicine (ACZM) board certification or board eligibility is desirable.

**Experience:** At least two (2) year of experience as a veterinarian in a zoo environment.

**Other Requirements:**
- Michigan Veterinary license in good standing.
- Current DEA license.
- Michigan Pharmacy license
- USDA accreditation.
- Michigan Driver License.
- THIS POSITION IS SUBJECT TO WORKING NIGHTS, WEEKENDS AND HOLIDAYS DUE TO CASES OF MEDICAL EMERGENCIES, ACCIDENTS, ETC.

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)*

**Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.

2. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.

3. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.

4. This position is exposed to noise levels which require shouting in order to be heard.

5. This position is exposed to vibrations and oscillating movements.

6. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
7. This position is exposed to communicable diseases, blood, other body fluids, etc.

8. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

9. This position works closely with domestic and wild animals with unpredictable temperaments.

10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.

- This position’s physical requirements require regular stamina in sitting, standing, walking, traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling, pinching, typing and enduring repetitive movements of the wrists, hands or fingers.

- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.

- This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.

- This position requires the ability to communicate and respond to inquiries both in person and over the phone.

- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.

- This position requires the ability to handle varying and often high levels of stress.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

*Zoo Teamsters: Veterinarian only pay scale updated job description 2017.*
JOB DESCRIPTION

GUEST EXPERIENCE SUPERVISOR

General Summary:
Under the supervision of the Guest Services Manager, the Potter Park Zoo Guest Experience Supervisor is responsible for leading the work of a group of employees engaged in security, admissions and parking activities. He/She will implement security operations, emergency procedures and staff emergency preparedness. The Potter Park Zoo Guest Experience Supervisor will maintain a safe environment for Zoo guests, employees, volunteers and others as well as a secure environment for the animals and all other assets of Potter Park Zoo.

Essential Functions:

1. In collaboration with Zoo management, responsible for planning, developing and implementing safety procedures and protocols including, but not limited to, criminal and non-criminal activity, injuries to Zoo personnel and guests, disorderly conduct, general Zoo complaints and investigations, dissatisfied guests, lost persons and property, dangerous and non-dangerous animal escapes, fire, weather related and other emergencies.

2. Ensure all Security, Parking and Admission daily responsibilities and shift specific responsibilities are completed. Monitor park operations and makes recommendations for improved park safety and guest services.

3. Provide leadership in the preparation and management of the budget for the Security, Admissions and Parking Divisions within the Zoo’s master operational budget.

4. Oversees operations of the Security, Admissions and Parking Divisions and their staff, performing activities such as, but not limited to, hiring, discipline, training, scheduling.

5. Develops and manages emergency, safety and guest service procedures, policies and training including emergency drills for Zoo staff as necessary to ensure AZA standards are met. Maintains records of all training and drills.

6. Coordinate and act as a liaison with city, county and state emergency preparedness organizations to assure consistency in policies and procedures.

7. Oversee department equipment ensuring all are in safe working order including vehicles, amigos and wheelchairs, credit card machines and registers.

8. Reconcile and record daily admission and parking reports and deposits. Secure cash for admissions and parking.

9. Coordinate and communicate with all divisions any safety or admissions and parking needs.

10. May assist with Zoo inventory functions in the Guest Services Division.
**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

**Employment Qualifications:**

**Education:** A minimum of a high school diploma or its equivalent with some college level coursework in Criminal Justice, Security and Risk Analysis, Emergency Management, Public Administration or related field is preferred

**Experience:** A minimum of 2 years Guest Services and cash handling experience and supervisory experience is required.

**Other Requirements:** Must have valid Michigan Driver’s License. May be required to carry and be trained in the use of Firearms and Electromuscular Disruption Device (Taser).

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)*

**Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.

2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.

3. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.

4. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.

5. This position is exposed to noise levels which require shouting in order to be heard.

6. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.

7. This position is exposed to communicable diseases, blood, other body fluids, etc.
8. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.

9. This position works closely with domestic and wild animals with unpredictable temperaments.

10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

**Physical Requirements:**
- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position’s physical requirements require regular stamina in sitting, standing, walking, traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling, pinching, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)
INGHAM COUNTY
JOB DESCRIPTION
Lead Guest Services Worker

**General Summary:** Under the supervision of the Guest Experience Supervisor provides work direction to the parking booth and admissions booth attendants, ensures booths are stocked with supplies such as maps, tickets and parking passes. Performs duties of parking and/or admissions booth attendants as needed. Directs traffic to overflow parking as needed. Completes reports. Makes and verifies deposits.

**Essential Functions:**
14. Provides work direction and support to parking booth and admission booth attendants.
15. Enters school group reservations and posts weekly in admission and parking booths.
16. Verifies nightly cash counts, receipts and deposits, counts draws and sets up for next day’s business.
17. Performs cash pickups throughout day, provides receipts to attendants and verifies cash drop amounts.
18. Requests needed supplies such as annual parking passes, receipt books, register tapes, etc. and resupplies booths as needed.
19. Prepares reports which provide statistical information such as daily visitors, parking passes sold, guest passes, etc.
20. Prepares and competes daily fee sheet for each attendant working each day.
21. Works as an office assistant during winter and other non-high volume visitor days.
22. Assists with traffic control for overflow parking, facilitates guest entry to Zoo for large groups, and performs duties of parking booth and admissions booth attendants as needed.

**Other Functions:**
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

**Employment Qualifications:**

**Education:** High School Diploma or equivalent Computer skills including spreadsheet software.

**Experience:** One year prior cash handling and customer service experience required.

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)*

**Working Conditions:**
11. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
12. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.

13. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.

14. This position is exposed to noise levels which require shouting in order to be heard.

**Physical Requirements:**
- This position requires the ability to sit, stand, walk, twist, bend, lift, carry, push, pull, reach, grasp, handle, pinch, and endure repetitive movements of the wrists, hands or fingers.
- This position’s physical requirements require periodic stamina in walking, lifting, carrying, pushing and pulling
- This position’s physical requirements require continuous stamina in sitting, standing, twisting, bending, reaching, grasping, handling, pinching and enduring repetitive movements of the wrists, hands or fingers
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

Zoo UAW Local 2256
Lead Guest Services pay scale
INGHAM COUNTY
JOB DESCRIPTION
Zoo Registrar

General Summary: Under the Supervision of the Zoo Director manages and maintains all physical records of zoo animals. Ensures legal compliance with local, state, federal and international laws as they relate to animal transactions. Serves as secretary for the Zoo Advisory Board. Processes payroll, enters PARs and generates reports utilizing MUNIS. Provides administrative support for the Zoo Director. Processes P-card statements, work orders, orders office supplies, answer phones, processes payables for all zoo invoices, processes cash receipting of admissions, parking and shelter revenues, and processes bank reconciliations.

Essential Functions:
23. Manages and maintains both active and inactive animal physical records systems. Manages the animal census/inventory process and all data entered in ZIMS (Zoological Information Managements System). Ensures safe animal shipments.
24. Manages and monitors animal transactions and coordinates to ensure legal compliance with local, state, federal and international laws. Performs all duties associated with acquisition and management of local, federal and state wildlife permits and licenses.
25. Primary liaison with the institution and International Species Information System (ISIS). Participates in Zoological Registrars Association (ZRA) in an effort to develop and set standards for animal data management.
26. Secretary to the Zoo Advisory Board; post meeting dates, maintain member list, gather reports for packet, assist with resolutions, agendas, type minutes and email packets to the zoo board members and employees.
27. Process payroll, enter PARs, and generate reports utilizing MUNIS.
28. Processes P-card statements, cash receipting of admissions, parking, and shelter revenues, bank reconciliations, processes payables for all zoo invoices.
29. Assist with work orders for any IT issues such as phone, computer, copier and printers.
30. Answers phones, orders office supplies, files and assists employees and visitors with requests.
31. Provides administrative support for the Zoo Director.
32. Uses two-way radio to maintain contact as required with employees and participates in emergency response according to zoo emergency procedures.

Other Functions:
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: Associate’s Degree in business, animal science, biology or a related field

Experience: One to two years of accounting experience
Other Requirements:

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:
15. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, lift, carry, reach, grasp, type, and endure repetitive movements of the wrists, hands or fingers.
- This position’s physical requirements require regular stamina in sitting, standing, walking, twisting, bending, stoop/crouching, squatting, lifting, carrying, reaching, grasping, typing and enduring repetitive movements of the wrists, hands or fingers
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Zoo Teamster
Registrar pay scale
Job Description updated 2017
INGHAM COUNTY
JOB DESCRIPTION
Customer Service Manager

General Summary: Under the supervision of the Zoo Director will develop and implement an innovative sales plan for the gift shop and concession areas. Purchase all supplies and merchandise for the gift shop and concession areas and oversees the purchasing of supplies for the public safety, admissions and parking areas. Will conduct biannual inventory of supplies and merchandise. Works with Zoo Director to develop budget for Customer Service Division. Prepares reports related to customer service areas and presents to Zoo Director. Is responsible for hiring, training, discipline, scheduling and daily operations of the staff within the Customer Service Division.

Essential Functions:
33. In collaboration with the Zoo Director, responsible for developing and implementing an innovative sales plan for the gift shop and concession areas continually working to increase revenue.
34. Purchases all supplies and merchandise for the gift shop and concessions areas. Oversees the purchasing of supplies for the public safety and admissions and parking divisions. Performs biannual inventory of supplies and merchandise.
35. Collaborates with the marketing division to promote sales and create informational graphics.
36. Create displays and oversee the stocking of all food and retail merchandise.
37. Oversees the Guest Experience Supervisor and the operations of the security, admissions and parking divisions, contract vendors, gift shop and concessions. This includes, but is not limited to, hiring, discipline, training, scheduling and daily operations.
38. Works with the Zoo Director to develop a budget for the Guest Services Division and manages the budget in all departments under their supervision.
39. Maintains detailed accounting records of all purchases and sales and provides reports to the Zoo Director regularly.
40. Prepares deposits and verifies cash drawers are properly set up for next day’s business.
41. Coordinates and communicates with divisions to provide food service when needed.
42. Maintains and exceeds the highest standards in health, safety and customer service for Federal, State and AZA guidelines including participating in all zoo drills and safety trainings.

Other Functions:
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: Bachelor’s Degree in Hospitality Services or a related field

Experience: Minimum of 3 years of experience to include supervisory experience.
Other Requirements:

- ServSafe certification is required within six months of employment.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

16. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
17. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
18. This position is exposed to noise levels which require shouting in order to be heard.

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position’s physical requirements require regular stamina in sitting, standing, walking, twisting, bending, stooping/crouching, squatting, lifting, carrying, pushing, pulling, reaching, grasping, handling, pinching, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

MCF10
December 27, 2016
Resolutions

Resolutions

WHEREAS, the Potter Park Zoo relationship with the Potter Park Zoological Society changed in 2016; and

WHEREAS, the Potter Park Zoo is now managing several operations previously managed by the Society including the gift shop, concessions, admissions, parking, contracted encounters, payables and receivables; and

WHEREAS, the Potter Park Zoo is funded by a County millage; and

WHEREAS, the zoo budget is sufficient to cover the net increase of the reorganization; and

WHEREAS; the United Auto Workers (UAW) Local 2256 – Zoo Unit and Teamsters Local 243 – Potter Park Zoo Supervisory Unit support the proposed reorganization.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners approves a reorganization to create a new Guest Services Manager and Lead Guest Services position as well as amend the following positions: Registrar/Clerk to Zoo Registrar, Director of Public Safety to Guest Experience Supervisor and Veterinarian/ Curator to Director of Animal Health.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the 2017 budget.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chair to sign the necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners County Services Committee
FROM: Cynthia Wagner
DATE: 1-23-17
SUBJECT: 2017 Budget Amendment
For the meeting agenda of 2-7-17

BACKGROUND
In 2016 Potter Park Zoo had an annual budget of 3,746,706. In 2017 the Zoo is managing several operations previously managed by the Zoological Society resulting in a budget of 4,266,343 with 2,854,683 of that budget being millage revenue. The 2017 budget was created during a period of transition in 2016 and many organizational changes have been made which affect the budget. A necessary reorganization resulted in an increase in permanent staff wages. Calculating temporary wages accurately resulted in an increase and several other expenditures such as membership dues, insurance and animal shipments were not budgeted at the correct amount resulting in a necessary increase.

ALTERNATIVES
If necessary, temporary positions in the animal care and public safety department could be eliminated resulting in a savings of 42,000. Another alternative is to eliminate from the collection species of animals with expensive diets such as the red panda which would result in a 25,000 savings. Both of these alternatives would negatively impact the Zoo in both service and visitor experience.

FINANCIAL IMPACT
The recommended 2017 budget is 4,266,343. After the recommended expenses of 4,166,202 this would result in an addition of 100,141 to the Zoo fund balance.

OTHER CONSIDERATIONS

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to approve the amended 2017 budget for Potter Park Zoo.
Agenda Item 7b

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE AMENDMENT OF THE POTTER PARK ZOO 2017 BUDGET

WHEREAS, the Potter Park Zoo relationship with the Potter Park Zoological Society changed in 2016; and

WHEREAS, the Potter Park Zoo is now managing several operations previously managed by the Society including the gift shop, concessions, admissions, parking, contracted encounters, payables and receivables; and

WHEREAS, the 2016 budget was created in a time of transition at Potter Park Zoo; and

WHEREAS, the Potter Park Zoo is funded by a County millage; and

WHEREAS, the Potter Park Zoo is requesting to increase its revenue by a total of $509,500 and expense by $660,124.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners approves the Controller/Administrator to make the necessary transfers to adjust revenue and expenditures in the Zoo fund, as detailed below:

<table>
<thead>
<tr>
<th>Adopted Revenues</th>
<th>3,756,843</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Pony Revenue from Zoo Society</td>
<td>32,000</td>
</tr>
<tr>
<td>Increase Donation Revenue</td>
<td>7,500</td>
</tr>
<tr>
<td>based on committed donations</td>
<td></td>
</tr>
<tr>
<td>Add Gift Shop/Concession Revenue</td>
<td>470,000</td>
</tr>
<tr>
<td>from Zoo Society</td>
<td></td>
</tr>
<tr>
<td>Proposed Revenues</td>
<td>4,266,343</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Adopted Expenditures</th>
<th>3,506,078</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Increase from proposed</td>
<td>335,103</td>
</tr>
<tr>
<td>reorganization</td>
<td></td>
</tr>
<tr>
<td>Savings from filling Curator at</td>
<td>(24,021)</td>
</tr>
<tr>
<td>lower step</td>
<td></td>
</tr>
<tr>
<td>Correct Temporary Budget</td>
<td>97,101</td>
</tr>
<tr>
<td>Add Overtime for AZA Inspection</td>
<td>10,000</td>
</tr>
<tr>
<td>Add on call vet fees</td>
<td>20,000</td>
</tr>
<tr>
<td>Computer replacement per capital</td>
<td>15,260</td>
</tr>
<tr>
<td>budget</td>
<td></td>
</tr>
<tr>
<td>Correct Budget for AZA Dues</td>
<td>12,000</td>
</tr>
<tr>
<td>Eliminate payment to Zoo Society</td>
<td>(110,000)</td>
</tr>
<tr>
<td>Add funds for Rhino transport</td>
<td>10,000</td>
</tr>
<tr>
<td>Reduce Advertising budget</td>
<td>(20,000)</td>
</tr>
<tr>
<td>Add Gift Shop/Concession Expenses</td>
<td>300,000</td>
</tr>
<tr>
<td>from Zoo Society</td>
<td></td>
</tr>
<tr>
<td>Correct Flood Insurance budget</td>
<td>25,681</td>
</tr>
<tr>
<td>Decrease Utilities budget based on</td>
<td>(11,000)</td>
</tr>
<tr>
<td>current projections</td>
<td></td>
</tr>
<tr>
<td>Proposed Revenues</td>
<td>4,166,202</td>
</tr>
</tbody>
</table>

| Budgeted Addition to Fund Balance  | 250,765   |
| Proposed Addition to Fund Balance  | 100,141   |
TO:                   Board of Commissioners Finance and Human Services Committee
FROM:               Linda S. Vail, Health Officer
DATE:               January 17, 2017
SUBJECT:             FY 17 State of Michigan Comprehensive Agreement Amendment #2
                      For the meeting agenda of February 14, 2017

BACKGROUND
The Ingham County Health Department (ICHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby the MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners authorized the 2016-2017 Agreement in Resolution #16-339 and Amendment #1 in Resolution 16-494.

ALTERNATIVES
There are no viable alternatives for this project.

FINANCIAL IMPACT
The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from $5,256,609 to $5,336,177 an increase of $79,568. The amendment makes the following specific changes in the budget:

- Nutrition & Physical Activity Self-Assessment for Child Care $5,000 - new funding
- Breast & Cervical Cancer Control Coordination; increase of $55,000 from $225,000 to $280,000
- Public Health Emergency Preparedness (PHEP): increase of $20,473 from $128,846 to $149,319
- Public Health Emergency Preparedness Ebola Virus Disease (EVD); increase of $14,095 from $29,884 to $43,979
- Local Maternal & Child Health Grant; increase of $15,000 from $224,611 to $239,611
- Wise Choices Grant: decrease of $30,000 from $52,500 to $22,500

This resolution authorizes a .75 FTE Program Coordinator (ICEA PRO Grade 9) for the remainder of FY 2017 to provide required program coordination for all services under the Breast & Cervical Cancer Control Navigation program with compensation for the position not to exceed the $55,000 in funding provided by the agreement.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment #2 with Michigan Department of Health & Human Services (MDHSS).
Agenda Item 8

Introduced by the Human Services, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #2 TO THE 2016-2017 COMPREHENSIVE AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, the Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibility of each party in protecting public health; and

WHEREAS, the MDHHS and Ingham County Health Department (ICHD) have entered into a 2016-2017 Agreement authorized in Resolution #16-339; and Amendment #1 in Resolution #16-494; and

WHEREAS, the MDHHS has proposed amendment #2 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the Amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #2 to the 2016-2017 Comprehensive Agreement with MDHHS.

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from $5,256,609 to $5,336,177, an increase of $79,568.

BE IT FURTHER RESOLVED, that the increase consists of the following specific changes to program budgets:

- Nutrition & Physical Activity Self-Assessment for Child Care $5,000 - new funding.
- Breast & Cervical Cancer Control Coordination; increase of $55,000 from $225,000 to $280,000
- Public Health Emergency Preparedness (PHEP); increase of $20,473 from $128,846 to $149,319
- Public Health Emergency Preparedness Ebola Virus Disease (EVD); increase of $14,095 from $29,884 to $43,979
- Local Maternal & Child Health Grant; increase of $15,000 from $224,611 to $239,611
- Wise Choices Grant; decrease of $30,000 from $52,500 to $22,500.

BE IT FURTHER RESOLVED, the resolution authorizes a .75 FTE Program Coordinator (ICEA PRO Grade 9) for the remainder of FY 2017 to provide required program coordination for all services under the Breast & Cervical Cancer Control Navigation program with compensation for the position not to exceed the $55,000 in funding provided by the agreement.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department’s 2017 Budget in order to implement this resolution.
BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer is authorized to submit Amendment #2 of the 2016-2017 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services Committee and County Services Committee

FROM: Timothy J. Dolehanthy, Controller/Administrator

DATE: January 24, 2017

SUBJECT: Resolution to Amend the Clean Air Policy

For the meeting agendas of February 6 and February 7

BACKGROUND

A Clean Air Policy was approved by the Board of Commissioners in 1986 (Resolution 86-144) in compliance with provisions of the Dr. Ron Davis Law, also known as the Michigan Clean Indoor Air Act (MCL 333.12603). The adopted policy prohibits smoking in all work areas and building entrances. Although the policy allows for designated smoking areas, it does not prescribe a distinct and measurable smoke-free zone around building entrances. The proposed amendment would establish a 50-foot smoke-free zone around County buildings.

ALTERNATIVES

The smoke-free zone could be established at any distance, up to and including a 100% smoke-free campus such as the policy recently implemented by Michigan State University.

FINANCIAL IMPACT

The Clean Air Policy already provides for signage and assigns responsibility for cost allocation to the Controller. Otherwise, establishment of a definitive smoke-free radius will not result in a financial impact.

OTHER CONSIDERATIONS

The Health Officer encourages a smoke-free work environment, but also recognizes that some long-time smokers might need assistance to curtail their addiction. Information about smoking cessation programs and the benefits of a healthier lifestyle will be made available to employees. Information about assistance available through the County’s health insurance provider will also be disseminated.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to submit to amend the Clean Air Policy to declare all areas within 50 feet of a County-owned facility as smoke-free.
A. **Smoking Prohibited.** Smoking is prohibited in all County occupied work areas and public spaces including conference rooms, reception areas, hallways, work stations, private offices, vehicles and the County jail. Except as set forth herein, there shall be no designated smoking areas in any County occupied premises. *Smoking shall not be permitted within 50 feet of all County buildings.*


B. **Exceptions.** This policy does not preclude smoking by residents within Carriage Lane Apartments and smoking by residents within the Medical Care Facility, to the extent permitted by law.

**History:** 1990, Resolution 90-241, Effective January 18, 1991

C. **Implementation.** It is intended that this policy shall be carried out in a cooperative manner; however, if there are any disputes arising from it, they shall be brought first to the Human Services Committee and second to the County Services Committee for resolution. The Board of Commissioners adopts this policy to provide clean air to all its employees.


D. **Building Entrances.** Smoking is banned in public entrances and main employee entrances of all County-owned and occupied buildings.

1. Designated smoking entrances or areas shall be determined on a building-by-building basis.

2. Ashtrays shall be moved to appropriate locations, and appropriate signs to alert visitors and employees to this policy shall be designed, bought and displayed.

3. Any cost incurred for signs, if not available in the building maintenance budget, are to be taken from contingency, and the Controller has the authority to amend the appropriate budgets.

**History:** 1996, Resolution 96-94, Effective August 14, 1996
WHEREAS, pursuant provisions of the Dr. Ron Davis Law, also known as the Michigan Clean Indoor Air Act (MCL 333.12603), the Board of Commissioners established a Clean Air Policy through adoption of Resolution 86-144; and

WHEREAS, the Policy does not prescribe a distinct and measurable smoke-free zone around building entrances; and

WHEREAS, an established and measurable smoke-free zone will aid enforcement of the Clean Air Policy.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby amends the Clean Air Policy to prohibit smoking within 50 feet of all County buildings.

BE IT FURTHER RESOLVED, that employees shall be made aware of smoking cessation programs available through the Health Department and other organizations. Information about assistance available through the County’s health insurance provider shall also be disseminated.

BE IT FURTHER RESOLVED, that all other provisions of the Clean Air Policy shall remain in effect.
TO: Board of Commissioners County Services Committee and Finance Committee

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: January 24, 2017

SUBJECT: Controller/Administrator Office Reorganization

For the meeting agendas of February 7 and February 8

BACKGROUND

A Reorganization Procedure Policy was approved by the Board of Commissioners in 2014 (Resolution 14-462) to allow for careful analysis of office restructuring proposals based on workforce demands, financial resources and the needs of County residents. The pending retirement of the Chief Deputy Controller provided an opportunity to consider the structure of the personnel employed in the Controller/Administrator’s office. The Controller/Administrator, as principal advocate for the proposed reorganization, worked in conjunction with the Human Resources Department to ensure personnel issues are implemented according to the parameters of the Managerial and Confidential Employee Manual.

Under the proposed reorganization plan position number 223005 will change from Chief Deputy Controller (MCF 16) to Deputy Controller (MCF 15). The pay range for the new position ($89,027.83 to $106,860.58) will result in a small budget savings. Position number 223004 (Deputy Controller) was evaluated and did not warrant a change in level and thus will remain at MCF 15. An illustration below shows the structural change as proposed through this reorganization plan.
**ALTERNATIVES**

Continuation of the current organization structure will not have a harmful impact on operations.

**FINANCIAL IMPACT**

The proposed structure will result in an annual savings of approximately $8,400.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the Controller/Administrator Office Reorganization plan as presented.
WHEREAS, Ingham County established the office of Controller/Administrator with various responsibilities and
duties as defined by state statute (MCL 46.13b); and

WHEREAS, based on current service needs of Ingham County and associated workload considerations of Chief
Deputy Controller and Deputy Controller positions; and

WHEREAS, through reassignment of duties and sharing of personnel resources, it was determined that the
Controller/Administrator office could be reorganized to promote operational efficiencies; and

WHEREAS, duties and responsibilities associated with the Deputy Controller position have evolved to
encompass the same duties and responsibilities of a Chief Deputy Controller.

THEREFORE BE IT RESOLVED, that upon approval of this resolution, the following staffing changes shall be
implemented effective March 1, 2017:

- Position number 223005/ Chief Deputy Controller is reclassified from MCF16 ($96,034.50 to
  $115,269.43) to MCF15 ($89,027.83 to $106,860.58).

BE IT FURTHER RESOLVED, that the Controller/Administrator’s Office is authorized to make any necessary
budget adjustments and Position Allocation List adjustments consistent with this Resolution.
TO: Board of Commissioners County Services Committee and Finance Committee
FROM: Timothy J. Dolehanty, Controller/Administrator
DATE: January 24, 2017
SUBJECT: Board Coordinator Reclassification

For the meeting agendas of February 7 and February 8

BACKGROUND

Individual reclassification requests are considered when an established position description is changed because of significant and permanent changes in assigned responsibilities as the result of long-term adjustments to work assignments. Duties of the Board Coordinator position were adjusted to include statutory responsibility for processing requests under the Michigan Freedom of Information Act (MCL 15.231 et seq.).

Based upon the information provided by the employee, the Human Resources Department recommended that the pay grade for position number 101001 change from MCF 11 to MCF 12. The Department also recommended a title change from Board Coordinator to a more descriptive Director of the Board of Commissioners Office.

ALTERNATIVES

Continuation of the current classification is possible, but will not result in an accurate depiction of current assigned duties.

FINANCIAL IMPACT

The classification proposal will result in an additional expense of approximately $5,900.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the Board Coordinator reclassification request and title change to Director of the Board of Commissioners Office, as presented.
RESOLUTION TO RECLASSIFY AND RETITLE THE BOARD COORDINATOR POSITION

WHEREAS, Ingham County established the position of Board Coordinator with various responsibilities and duties as defined by the Board of Commissioners; and

WHEREAS, the Michigan Legislature passed legislation, subsequently signed into law by the Governor, to require municipalities to designate a Freedom of Information Act Coordinator to receive and process requests for public documents on behalf of the municipality; and

WHEREAS, based on current service needs of Ingham County and associated workload considerations of the Board Coordinator position, including new statutory responsibilities as defined in the Michigan Freedom of Information Act; and

WHEREAS, through re-evaluation of duties and responsibilities, it was determined that the position of Board Coordinator should be reclassified and retitled as Director of the Board of Commissioners Office.

THEREFORE BE IT RESOLVED, that upon approval of this resolution, the following classification change shall be implemented effective immediately:

- Position number 101001 / Board Coordinator is retitled as Director of the Board of Commissioners Office and reclassified from MCF11 ($66,543.05 to $79,872.42) to MCF12 ($71,447.16 to $85,755.29).

BE IT FURTHER RESOLVED, that the Controller/Administrator’s Office is authorized to make any necessary budget adjustments and Position Allocation List adjustments consistent with this Resolution.