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FINANCE COMMITTEE
MARK GREBNER, CHAIR
BRIAN McGRAIN
DEB NOLAN
REBECCA BAHAR-COOK
TODD TENNIS
STEVE DOUGAN

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

Agenda

Call to Order

Approval of the [May 16, 2012 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Ingham County Office of Homeland Security & Emergency Management/Sheriff's Office - Resolution to Enter into a Contract with [Trauma Training FX, Inc.](#) Utilizing the FY2010 Homeland Security Grant Program Funds
2. Sheriff's Office
 - a. Resolution of Continuing Effect Authorizing the Ingham County Sheriff's Office to Sell at Fair Market Value, any [Used Patrol Vehicles](#) to the Ingham Intermediate School District
 - b. Resolution to Approve the Expanded County Wide [Booking System](#) Project Budget and to Authorize Contracts
 - c. Resolution to Authorize an Amendment of the Current Contract with [Securus Technologies](#) to Install a Managed Inmate Video Visitation System
3. Register of Deeds - Resolution to Contract with [Legal Aid of Central Michigan](#) to Take Client Referrals from Ingham County Register of Deeds and Ingham County Treasurer
4. Circuit Court - Resolution to Amend Software License Agreement with [ACS](#) for Jury Systems
5. Circuit Court/Family Division
 - a. Resolution for Authorization to Enter into a Three Year Contract with [Mingus Mountain Academy](#)
 - b. Resolution for Approval to Purchase a [Security Camera](#) and Additional Security Items for the Ingham County Youth Center

6. Facilities Department
 - a. Resolution Authorizing Entering into Agreements with [Guardian Alarm](#) to Provide Alarm Monitoring Services at Various County Locations
 - b. Resolution Awarding a Contract to [Dietz Janitorial](#) for Cleaning Services at the Human Services Building (HSB), the Grady Porter Building (GPB), the Veterans Memorial Courthouse (VMC), the Willow Clinic, the Ingham County Family Center (ICFC), the Well Child Clinic and the 911 Dispatch Center
7. Management Information Services - Resolution to Approve the Renewal of the Munis Software Annual Support Agreement from [Tyler Technologies](#)
8. Human Resources - Resolution Approving Modifications to the 2012 Managerial and Confidential [Personnel Manual](#)
9. Controller/Administrator's Office - Resolution Adopting the Ingham County 911 Service [Plan](#)

Announcements
Public Comment
Adjournment

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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.

FINANCE COMMITTEE
May 16, 2012
Minutes

Members Present: Mark Grebner, Brian McGrain, Deb Nolan, Todd Tennis, and Steve Dougan

Members Absent: Rebecca Bahar-Cook

Others Present: Teri Morton, Stuart Dunnings, Jill Rhode, Chuck Gray, Renee Branch Canady, John Jacobs, Willis Bennett, Jim Wilson, Eric Schertzing, and others

The meeting was called to order by Chairperson Grebner at 6:02 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the May 2, 2012 Minutes

The May 2, 2012 Minutes were accepted as amended.

The Minutes were amended to reflect the following:

Page 3: Item 6a, Strike the 1st two sentences.

~~Comm. Nolan stated contrary to her pro-labor views she does not believe part-time seasonal employees should receive benefits or be unionized. Therefore, she is voting no on this resolution.~~

Comm. Nolan stated that she would like today’s minutes to clarify she is not in favor of canceling the Parks contract with the City of Lansing in the middle of the contract. She is in favor of reviewing the contract after completing one full cycle at the end of September 2012. She also stated she is in favor of unions and employees organizing and she always has been.

Page 4: Item 7c, 2nd sentence, add “may” after “it” and change “confuses to confuse” as follows: Mr. Neilsen explained the language was taken out because it **may confuse** the voters and the County Attorneys have approved the current language.

Page 5: Item 7f, 1st sentence, add “regarding bench warrant fees” after “recommendation” as follows: Comm. Dougan suggested that the Friend of the Court be advised that the Board of Commissioners suggest staying within the Controller’s recommendation **regarding bench warrant fees**.

Additions to the Agenda

4. Pulled - Resolution Awarding a Contract to RNA Janitorial, Inc. for Cleaning Services at the Human Services Building (HSB), the Grady Porter Building (GPB), the Veterans Memorial Courthouse (VMC), the Willow Clinic, the Ingham County Family Center (ICFC), the Well Child Clinic and the 911 Dispatch Center

- 5b. Late – Resolution Authorizing the County to Continue the Ingham County Road Commission Cafeteria Plan for Road Commission Transferred Employees; and Authorize All Necessary Changes to the Ingham County’s Section 125 Benefit Plan
- 6. Substitute - Resolution Amending Board of Commissioner Resolution #02-285 Limiting the Parks Low Income Vehicle Entrance Fee Policy to Ingham County Residents Only
- 8. Substitute - Resolution Updating Various Fees for County Services

Limited Public Comment

None.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. NOLAN, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

- 1. Prosecuting Attorney’s Office - Resolution Authorizing a Contract with ImageSoft Corporation for the Scanning Project for the Prosecutor’s Office
- 2. Treasurer - Resolution to Provide the Ingham County Land Bank Fast Track Authority with Capacity Building Funding
- 3. Health Department - Resolution to Amend Resolution #12-110 to Correct Job Titles and Position Numbers
- 6. Parks Department - Resolution Amending Board of Commissioner Resolution #02-285 Limiting the Parks Low Income Vehicle Entrance Fee Policy to Ingham County Residents Only
- 8. Controller/Administrator’s Office
 - c. Resolution Authorizing the Controller to Negotiate a Memorandum of Understanding with the Teamsters Local 580 and Fraternal Order of Police Lodge 141 and Absent Such Memorandum’s of Understanding, to Fix the Initial Terms and Conditions of Employ Consistent with the Legacy Agreements

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook

- 5. Financial Services
 - a. Resolution Approving a Contract for Health Care Consulting

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION APPROVING A CONTRACT FOR HEALTH CARE CONSULTING.

Comm. Dougan expressed his concern of the difference in costs between the proposals. Ms. Rhode explained it was the sub-committee's opinion that some companies did not fully understand the scope of work. She noted three vendors were interviewed. Ms. Rhode stated the seven members of the sub-committee consist of the Tri-County Office on Aging, Capital Area District Library, Ingham County Human Resources Director and 4 union members. Ms. Rhode disclosed that the library was comfortable with her representing them.

Comm. Dougan asked what Aon was being paid. Ms. Rhode explained the County was paying a commission and this will be a fixed rate. She expects this contract will save money.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook

- b. Resolution Authorizing the County to Continue the Ingham County Road Commission Cafeteria Plan for Road Commission Transferred Employees; and Authorize All Necessary Changes to the Ingham County's Section 125 Benefit Plan.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION AUTHORIZING THE COUNTY TO CONTINUE THE INGHAM COUNTY ROAD COMMISSION CAFETERIA PLAN FOR ROAD COMMISSION TRANSFERRED EMPLOYEES; AND AUTHORIZE ALL NECESSARY CHANGES TO THE INGHAM COUNTY'S SECTION 125 BENEFIT PLAN.

Ms. Rhode explained the IRS's expectation for cafeteria plans noting this is pre-tax money.

Ms. Rhode stated the Road Commission has a different plan and vendor than the County making it difficult to change in the middle of the year. She explained this resolution allows the County to assume the Road Commission's Cafeteria Plan on June 1, 2012 then beginning January 1, 2013 the Road Commission employees will be under the County's plan and vendor.

Chairperson Grebner asked how the Road Commission's Cafeteria Plan is different. Ms. Rhode explained the money is spent differently and there are a few little things. For example, how long from the end of a year an individual has to spend the money. She stressed the Road Commission's benefits will continue through the end of the year and this is just a means of transition to the County plan. She noted the Road Commission employees may pay differently under the County plan.

Chairperson Grebner asked if the bargaining units are aware of these changes. Ms. Rhode stated she assumed the Road Commission Board has discussed this with the bargaining units.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook

The Committee asked Ms. Rohde to inform them if there are any changes other than allowing only Road Commission employees to participate.

8. Controller/Administrator's Office
 - b. Resolution Updating Various Fees for County Services

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES.

Ms. Morton provided additional information on the Tobacco Program Fee amendments made by the Human Services Committee. She explained the amendments can not be made to this resolution without changing the ordinance. She further explained the 150% target is actually a 50% increase in costs and the target should be 100%. She noted the overall adjustment remains the same.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. MCGRAIN, TO AMEND THE TOBACCO FEES AS SUGGESTED IN THE ADDITIONAL INFORMATION PROVIDED BY STAFF.

The Committee agreed there should be one fee and would like Mr. Cypher to add the discussion of Tobacco Ordinance and Regulation to the Human Services Agenda in the near future.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook

Dr. Branch Canady explained there are many FDA changes relating to tobacco and would like to see the Tobacco Ordinance revisited. Comm. McGrain suggested conversation amongst the Board of Health as well. Dr. Branch Canady agreed.

Dr. Branch Canady explained although the Well Repair Fee is sizable it is because staff time has increased. She stated she would be pleased to provide a memo further explaining the increase. Comm. Tennis suggested splitting the difference.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. DOUGAN, TO AMEND THE ENVIRONMENTAL HEALTH; WELL REPAIR FEE TO \$300.000 FROM \$200.00.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook

Comm. McGrain questioned the Dangerous Animal Boarding Fee target of 75% and suggested increasing it to 100%.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. DOUGAN, TO AMEND THE FEE SCHEDULE; LOC OF SER. ANIMAL CONTROL; BOARDING FEE- DANGEROUS ANIMALS; INCREASE THE 2013 FEE TO \$67.00 AND THE TARGET PERCENTAGE TO 100%.

Ms. Morton will let Ms. McAloon Lampman know tomorrow about the amendment.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook

Comm. Dougan asked to divide the question separating the Point of Sale Program, all items. Chairperson Grebner agreed to do so.

MOTION, EXCLUDING THE ENVIRONMENTAL HEALTH; POINT OF SALE, ALL ITEMS, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook

MOTION, ON THE ENVIRONMENTAL HEALTH; POINT OF SALE, ALL ITEMS, CARRIED with Comm. Dougan voting “no”. Absent: Comm. Bahar-Cook

7. Human Services Committee - Resolution to Submit to the Electorate a Special Millage Question for a Countywide Transportation System Primarily for the Disabled and Elderly

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION FOR A COUNTYWIDE TRANSPORTATION SYSTEM PRIMARILY FOR THE DISABLED AND ELDERLY.

MOTION CARRIED with Comm. Dougan voting “no”. Absent: Comm. Bahar-Cook

8. Controller/Administrator’s Office
 - a. Resolution Authorizing an Interim Ingham County 911 Central Dispatch Center Budget

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION AUTHORIZING AN INTERIM INGHAM COUNTY 911 CENTRAL DISPATCH CENTER BUDGET.

Comm. McGrain expressed his concern that there is sufficient revenue to support the expenses. Ms. Morton explained the 911 fund already has available funds to support the 2012 Proposed Budget expenses. She further explained the County personnel costs are lower than the Cities of Lansing and East Lansing; however, operating costs are slightly higher. Overall revenues are slightly less and expenses are slightly more than what was estimated when the construction was being considered. Ms. Morton noted although the fund balance is being drawn down more rapidly than anticipated it is projected there will be a fund balance at the end of this millage cycle. Chairperson Grebner noted the County could assess more on phones; in addition, there are 2% who receive the 911 service but are located in other Counties which do not contribute to the Ingham County 911 Central Dispatch Center Budget. Comm. Dougan asked if cell phones are included in the assessment. Chairperson Grebner answered yes, as well as, voice over internet, essentially telecommunications.

Comm. Dougan asked to have the Position Allocation List attached to the resolution, as referenced. Comm. Nolan would like to include the revenues. Ms. Morton suggested the revenues be sent to the Committee as an informational item.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook

Announcements

Comm. Nolan announced Joan Nelson is the Greater Lansing Woman of the Year. Comm. McGrain state Jamie McAloon Lampman was also a finalist.

Public Comment

None.

The meeting adjourned at approximately 6:47 p.m.

Respectfully submitted,

Julie Buckmaster

JUNE 6, 2012 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Controller's Office is recommending approval of the following resolutions:

1. *Ingham County Office of Homeland Security & Emergency Management/ Sheriff's Office* - Resolution to Enter into a Contract with Trauma Training FX, Inc. Utilizing the FY2010 Homeland Security Grant Program Funds

This resolution will authorize entering into a contract with Trauma Training FX, Inc in the amount of thirty thousand seven hundred fifty dollars (\$33,750.00) for the purchase of Three (3) Days Tactical Combat Casualty Course (TCCC) Training with Culmination Exercise to be conducted from June 25 through 27, 2012. The costs will be reimbursed through grant funds from the FY2010 Homeland Security Grant Program (HSGP) (See attached memo from Bob Ott for details.)

- 2a. *Sheriff's Office* - Resolution of Continuing Effect Authorizing the Ingham County Sheriff's Office to Sell at Fair Market Value, any Used Patrol Vehicles to the Ingham Intermediate School District

This resolution will authorize a resolution of continuing effect that will allow the Ingham County Sheriff's Office to sell at fair market value any used Ingham County Patrol Vehicles to the Ingham Intermediate School District's Auto Repair Program for future classroom instruction (See attached memo from Joel Maatman for details.)

- 2b. *Sheriff's Office* - Resolution to Approve the Expanded County Wide Booking System Project Budget and to Authorize Contracts

This resolution will authorize an increase in the original project budget of \$250,000 to the revised project budget of \$482,495. It identifies the new sources of revenue including the City of Lansing JAG grant \$195,000 and Ingham County Booking Fees \$37,495. It also authorizes the appropriate vendor contracts and contracts between participating municipalities. The benefits of this intergovernmental cooperative venture are contained in the attached memo from Major Joel Maatman.

- 2c. *Sheriff's Office* - Resolution to Authorize an Amendment of the Current Contract with Securus Technologies to Install a Managed Inmate Video Visitation System

This resolution should be considered after the Presentation on Proposed Managed Inmate Video Visitation Program from the Ingham County Sheriff's Office and Securus. This proposal would fundamentally change the way inmate visitation is conducted now and allow for more voluntary visitations through new fee for service video technology to the friends and families of inmates. One free visitation per inmate would continue to be offered once a week, but it would not be done through a security glass partition, it would be done through a new Video system. Additional video visitations could be done on a voluntary basis at a cost of \$20 per 20 minute visit. The Sheriff's Office wants to move to this system for a host of security related reasons and to reduce staff time to physically move inmates as well as to provide some services to inmates. The current vendor for Inmate

Telephone System would install the necessary equipment in the Jail at their cost in the amount of \$640,840. They are proposing to recoup their investment by keeping 80% of the Commission revenues until they have covered their initial costs. Ingham County would receive 20% of these commissions. They are also proposing to amend our current contract to extend it until January of 2018. Ingham County will pay up to \$25,000 from the Inmate Stores Account to pay for the necessary electrical wiring installation. The estimated time for this system to be installed and operational is 90 days from the date of Ingham County approval and the signing of the Contract amendment.

See attached communication from jail Administrator Sam Davis for additional details.

3. *Register of Deeds - Resolution to Contract with Legal Aid of Central Michigan to Take Client Referrals from Ingham County Register of Deeds and Ingham County Treasurer*

This resolution would renew the contract with Legal Aid of South Central Michigan to refer clients who have been affected by the foreclosure process. The contract will not exceed \$60,000 and will be taken from the Delinquent Tax Revolving Fund.

4. *Circuit Court - Resolution to Amend Software License Agreement with ACS for Jury Systems*

This resolution will authorize the adoption of Amendment No. 2 with ACS which will combine the two separate Jury Systems Agreements into one, extend the contract period from one year to five years, and hold the escalation charge to 2% per year from September 1, 2012 through August 31, 2017. The grand total for the five year period would be \$53,323.06 (See attached memo from Rhonda Swayze for details.)

5a. *Circuit Court/Family Division - Resolution for Authorization to Enter into a Three Year Contract with Mingus Mountain Academy*

This resolution authorizes a continuation of an existing contract within the Child Care Fund. Local and State funds are included in the Courts adopted budget. It corrects the daily per diem rate from \$210 per day to \$220 per day (See attached memo from Sara Deprez for details.)

5b. *Circuit Court/Family Division -- Resolution for Approval to Purchase a Security Camera and Additional Security Items for the Ingham County Youth Center*

This resolution will authorize additional security enhancements at the Youth Center including an outdoor camera for the parking area and a swipe card reader attached to the gate at the entrance. The cost for the equipment, installation and licensing costs totals \$3,625.00. The Family Division is requesting the money be taken from the Juvenile Justice Millage funds. (See attached memo from Maureen Winslow for details.)

6a. *Facilities - Resolution Authorizing Entering into Agreements with Guardian Alarm to Provide Alarm Monitoring Services at Various County Locations*

The resolution authorizes entering into agreements with Guardian Alarm to provide alarm monitoring services to the Ingham County Courthouse, Hilliard Building and seven (7) sites at the Potter Park Zoo. The new agreements will include two (2) additional Zoo locations, Parking Admissions and Zoo Admissions, both of which are included in the above mentioned seven sites. Alarm services will be provided for a total annual cost of \$20,560, for all locations, for a period of five (5) years, which is a \$1,741 annual savings from previous years. Funds are available within the various budgets.

6b. *Facilities - Resolution Authorizing Entering into a Contract with Dietz Janitorial for Cleaning Services at the Human Services Building, Grady Porter Building, Veteran's Memorial Courthouse, Ingham County Family Center, Well Child Clinic and the 911 Dispatch Center*

At the last County Services meeting the Committee authorized a resolution authorizing an agreement with a different vendor. It was subsequently discovered that the vendor had not submitted a responsible bid in that their bid assumed the hiring of 1099 contract employees and therefore they did not meet the county's living wage requirements. The resolution authorizes awarding a contract to Dietz Janitorial Service, for the purpose of providing cleaning services to several county locations. After going through a competitive bidding process, both the Purchasing and Facilities Departments agree that a contract is awarded to Dietz Janitorial Service who submitted the lowest responsive and responsible bid of \$2,000,277.00 for a three year contract beginning August 1, 2012 through July 31, 2015 with an optional two (2) year renewal.

7. *Management Information Services - Resolution to Approve the Renewal of the Munis Software Annual Support Agreement from Tyler Technologies*

The Munis application has been utilized for years in Ingham County for Finance, Budgeting, Human Resources and Purchasing operations. In order to maintain the application, receive support, and receive needed software updates an annual maintenance agreement is required and has been purchased every year since Ingham County has owned the application. Last year's total maintenance cost was \$133,776.63 and this year's cost proposed by Tyler Technologies is \$140,300.46, or a 5% increase. In 2011, our increase was also 5%.

8. *Human Resources - Resolution Approving Modifications to the 2012 Managerial and Confidential Personnel Manual*

The resolution would extend the MCF Manual through December 31, 2012. The first major change involves a 1.8% increase in the employee's contribution to the pension system. The Plan also includes a number of changes for new hires including placement in a hybrid pension plan, eligibility changes for retiree health insurance, decrease in sick & vacation leave accruals, and the elimination of eligibility for longevity. There are also a number of changes recommended related to steps including: allowing the Human Resources Director to approve hiring a new employee at step 2, allowing physicians and dentists to start at the top step provided they meet certain criteria as verified by the Health Officer and the Human Resources Director, and finally to allow the Chair of County Services to approve step increases for direct reports to the Board as opposed to the committee.

9. *Controller/Administrator's Office - Resolution Adopting the Ingham County 911 Service Plan*

This resolution will authorize approval of the Final 911 Service Plan. The opening of the Ingham County 911 Central Dispatch Center and transferring the operational aspects from the cities of Lansing and East Lansing to Ingham County renders the current 911 Service Plan obsolete, and necessitates the adoption of a new plan that reflects this new operational arrangement. (See attached memo for details.)

Agenda Item 1

TO: LE Committee
Finance Committee

FROM: Sergeant Robert Ott, Ingham County Office of Homeland Security & Emergency
Management

DATE: Tuesday, May 08, 2012

RE: RESOLUTION TO ENTER INTO A CONTRACT WITH TRAUMA TRAINING FX,
INC. UTILIZING THE FY 2010 HOMELAND SECURITY GRANT FUNDS

Ingham County has accepted the FY 2010 Homeland Security Grant Program (HSGP) pass through funds from the City of Lansing. The City of Lansing is the Fiduciary Agent and has authorized the use of the FY 2010 HSGP funds and will reimburse Ingham County. The projects that'll be funded have been reviewed and approved by the Ingham County Local Planning Team (LPT). The Trauma Training FX, Inc. is a sole source provider for their specific Three (3) Days Tactical Combat Casualty Course (TCCC) Training with Culmination Exercise. This training is specific to law enforcement and tactical teams with emergency medical responders. The training will provide training in the event of a mass casualty from a natural disaster, a terrorist attack, or if a co-worker is attacked on the job. TCCC increases the first responder's level of training of knowing what to do next, this can save not only your life but increase the chance of survival for those that are injured. The total cost for the training is \$33,750.00 and is fully reimbursed by the City of Lansing as the Homeland Security Grant Program Fiduciary Agent.

Agenda Item 1

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO A CONTRACT WITH TRAUMA TRAINING FX, INC. UTILIZING THE FY2010 HOMELAND SECURITY GRANT PROGRAM FUNDS

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY2010 Homeland Security Grant Program (HSGP); and

WHEREAS, the Ingham County Board of Commissioners previously authorized entering into a contract with the City of Lansing, to be the fiduciary agent for the FY 2010 Homeland Security Grant Program (HSGP); and

WHEREAS, vendor has been identified for this grant project.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with Trauma Training FX, Inc in the amount of thirty thousand seven hundred fifty (\$33,750.00) for the purchase of Three (3) Days Tactical Combat Casualty Course (TCCC) Training with Culmination Exercise to be conducted from June 25 through 27, 2012.

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

MEMORANDUM

TO: Law Enforcement Committee
Finance Committee

FROM: Major Joel Maatman

DATE: May 22, 2012

RE: Selling used Patrol Vehicles to IISD

This standing resolution requests permission for the Ingham County Sheriff's Office to sell future used patrol vehicles at fair market value to the Ingham Intermediate School District for their Law Enforcement Program and Auto Repair Program.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION OF CONTINUING EFFECT AUTHORIZING THE INGHAM COUNTY SHERIFF'S OFFICE TO SELL AT FAIR MARKET VALUE, ANY USED PATROL VEHICLES TO THE INGHAM INTERMEDIATE SCHOOL DISTRICT

WHEREAS, the Ingham Intermediate School District, requested from Ingham County Sheriff's Office to sell them, two used patrol vehicles at fair market value for their Law Enforcement Program in the spring of 2012, (Resolution 12-84); and

WHEREAS, the Ingham Intermediate School District's Auto Repair Program would like to purchase used patrol vehicles at fair market value for future classroom instruction; and

WHEREAS, the Ingham Intermediate School District's and Ingham County Sheriff's Office working with Financial Services will determine the fair market value of any future patrol vehicle to be sold; and

WHEREAS, any vehicle pending sale to the Ingham Intermediate School District will be used patrol vehicles that are taken out of service for auction; and

WHEREAS, any future vehicles the Ingham Intermediate School District buys will be used for their training program only and on Ingham Intermediate School District's property.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to sell at fair market value any used Ingham County Patrol Vehicles.

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

MEMORANDUM

TO: Law Enforcement Committee
Finance Committee

FROM: Major Joel Maatman

DATE: May 19, 2012

RE: County Wide Booking Grant

This resolution requests permission to purchase additional Palm/fingerprint equipment and programming to finish the County Wide Booking Project.

The Ingham County Sheriff's Office in 2009, under the Federal Government Stimulus JAG grant obtained a \$250,000 state competitive grant to establish a County Wide Booking program for the Ingham County Sheriff's Office, Lansing Police Department, Meridian Township Police Department, East Lansing Police Department and Michigan State University Police Department.

This County Wide Booking program would establish a single system for one time booking for all the above agencies, which could also share booking/prisoner information as is currently the case with our countywide RMS system.

The five police agencies participating in this project choose Trittech Software Systems (VisionAir) booking program as four out of the five police agencies already have Trittech Software Systems (VisionAir) for their RMS system. This contract was authorized by the Ingham County Board of Commissioners on (Resolution #09-282).

Ingham County MIS under the supervision of Tom Shewchuk, with the assistance of jail management workers from the agencies above, set forth for two years working with Trittech Software Systems (VisionAir) to create the County Wide Booking program.

The cost of this project was to be covered with the \$250,000 JAG Grant by Ingham County Sheriff's Office and the remaining costs by the City of Lansing.

The original cost of this project covered the costs from Trittech Software Systems (VisionAir) and several other vendors (commissary/classifications) who worked diligently on networking their programs at the Ingham County Jail with Trittech Software Systems (VisionAir).

One vendor, ID Networks is currently being used by East Lansing, MSU, Meridian and ICSO for fingerprinting and the taking of mug shots of all bookings, mandated by both state and federal law. They are being replaced in this proposal due to their failure to adequately perform.

Additionally, all the above police agencies that utilize ID Networks have only fingerprint equipment and software programs.

Upon recommendation from MIS, the Ingham County Sheriff's Office, East Lansing Police Department and Michigan State University Police Department are switching our fingerprint equipment and programming to Safran Morphotrust USA (the other state vendor for fingerprinting).

This switch would allow the Trittech Software Systems (VisionAir) Booking program to talk to their program and continue the "one time booking of information" goal of this project. Additionally, by going with Safran Morphotrust USA, each agency would receive new, Palm and Fingerprint equipment/programming which would not only conform with state and federal law, but also increase dramatically the number of arrestees whose palm prints are taken for possible matches with the Michigan State Police AFIS system well and the same system for the Federal Bureau of Investigation. (Since the inception of inkless fingerprinting, palm prints, which match criminals to crime scenes more than fingerprints, have not been taken from any arrestee in Ingham County.)

By switching to this new palm/fingerprint company, East Lansing Police Department, Lansing Police Department, Michigan State University Police Department and Ingham County Sheriff's Office will be allowed to share palm/fingerprint information as well as mug shot pictures.

East Lansing Police Department and Michigan State University Police Department are purchasing this palm/fingerprint software with their own funds, outside of the booking grant proposal.

By authorizing this resolution, the release of inmates will be expedited as there will be one time data entry for processes involved in lodging a subject in the Ingham County jail. This includes all personal information on the arrestee/inmate for the mandatory palm/fingerprinting of inmates who get booked, thus eliminating double arrestee data information entry into the palm/fingerprint system programs.

This resolution authorizes the Ingham County Sheriff's Office to purchase, from Safran Morphotrust USA, two palm/fingerprinting systems.

I recommend approval of the attached resolution.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE EXPANDED COUNTY WIDE BOOKING SYSTEM PROJECT BUDGET AND TO AUTHORIZE CONTRACTS

WHEREAS, the Ingham County Sheriff’s Office was awarded from the State of Michigan a JAG grant \$250,000 (Resolution #09-282) to purchase a county wide booking system, working with Police Departments from, City of Lansing, City of E. Lansing, Meridian Township and Michigan State University Police; and

WHEREAS, the project would implement a county wide, single booking system for the Ingham County Sheriff’s Office, Lansing Police Department, Meridian Township Police Department, East Lansing Police Department and Michigan State University Police Department thus ensuring a one time booking process for all individuals arrested in the county and lodged at one of the above police departments, thus eliminating duplicate or more booking processes between agencies; and

WHEREAS, the vendor VisionAir now known as Tritech Software Systems, was awarded a contract not to exceed \$250,000.00 with the project to be completed by December 31, 2012 through (Resolution #10-355) with the understanding that the City of Lansing would contribute funds towards their share of the project; and

WHEREAS, the project has evolved to include the additional Livescan capabilities and the above police department representatives, Lansing Police Department, Meridian Township Police Department, East Lansing Police Department and Michigan State University Police Department have all agreed to pay for their proportionate share of annual maintenance costs and the hardware for Palm/fingerprint equipment; and

WHEREAS, the City of Lansing has committed up to \$195,000 for this project through a JAG Grant.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Recommendations from MIS, the Ingham County Sheriff’s Office, and the participating municipalities and authorizes a revised project budget of:

<u>Revenues:</u>	<u>Expenses:</u>
- Ingham County JAG grant: \$250,000	-Tritech/Visionair Contract: \$407,713
- City of Lansing JAG grant: \$195,000	-Morphotrust/Identix Contract: \$54,802
	-NorthPointe Contract: \$18,535
	-Prevatek/Canteen contract: \$1,445
-Ingham County Booking Fees: \$37,495	
Total: \$482,495	Total: \$482,495

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a subcontract with the City of Lansing, in the amount of up to \$195,000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes contracts with VisionAir/TriTech Software Systems at a cost not to exceed \$407,713, Safran Morphotrust USA/Identix at a cost not to exceed \$54,802, NorthPointe at a cost not to exceed \$18,535, and Prevatek/Canteen at a cost not to exceed \$1,445.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary revenue and expense budget adjustments in the Ingham County Sheriff's Office 2012 budget.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair and the County Clerk to sign any necessary contract /subcontract and Purchase Order documents that are consistent with this resolution and approved as to form by the County Attorney.

TO: Ingham County Commissioners
FROM: Major Sam L. Davis
DATE: May 31, 2012
RE: Video Visitation

The opportunity to introduce Video Visitation to the Ingham County Jail provides a number of opportunities; not the least of which is that it will increase the safety and security of the facility as well as that of the Deputies. With Video Visitation inmates will no longer be transferred throughout the jail to the visitation Lobby to meet with visitors; visits will be conducted by video from the inmate's dorm or post; thereby maintaining a more secure environment in that all of the activities are confined to that area. In addition, by conducting Video Visitation from the post, the public, which traditionally has had to come inside the secured facility to have visits on two posts, will no longer enter the secured facility; thereby eliminating the opportunity for contraband to be brought into the facility by those who are visiting inmates.

With the introduction of Video Visitation, we will be able to expand visitation from the current five days a week to seven days a week during most waking hours. This new system also allows for remote visitations from computers that allows for web-based connections.

Another attractive option, for attorneys who chose to use it, is the opportunity to consult with their incarcerated clients via secured video.

Currently visits are limited to the time that Deputies are assigned to the Lobby. With the Video Visitation, visitors will be able to schedule appointments and visit at a time that is more convenient for them. It will also eliminate the need for visitors to wait in the Lobby until such time that an inmate can be brought forward for a 20 minute visit.

Another very positive aspect is that we can use Video Visitation as a tool to help manage inmate behavior, in that with Video Visitation we can allow the inmate to have more than one visit per week. Currently inmates are allowed to have one 20 minute visit per week with no more than two people visiting at the same time during that week. With the introduction of Video Visitation, if an inmate's behavior comports with the Jail rules and regulations, they would be allowed the opportunity to have friends and relatives purchase additional visits.

It is important to understand that with the Video Visitation, there would be no cost for the first visit that all inmates are allowed to have; whether that visit is done by video at the Ingham County Jail (ICJ) or the Human Services Building (HSB). In the event that a visitor can not get to the ICJ or the HSB, they can still purchase a remote visit for \$20.00.

Family and friends will also be allowed to purchase additional video visits at a cost of \$20.00 for a 20 minute Video Visitation.

With the introduction of Video Visitation, the Ingham County Sheriff's Office intends to locate three of these video stations at the Human Services Building so that visitors who live in the Lansing area can conduct their visits at the Human Service Building rather than driving to Mason.

This placement would result in them saving on gas costs as well as the time that they would invest in driving to Mason. Since communication with family and friends is such an important thing for the inmates who are housed at the Ingham County Jail, the Video Visitation system would also provide the circumstance for us to introduce e-mail opportunities for the inmate's family and friends. This e-mail program would come at a cost of \$2.00 for a standard message and \$2.00 for a reply message. This would be yet another opportunity for the inmates, family and friends to have contact with one another.

The Ingham County Sheriff's Office is recommending that we undertake a five year contract extension with Securus. With this contract, there will be no out-of-pocket expenses for the county to implement this new Video Visitation program. Securus would recoup their costs by using the Video Visitation extra visits and instant mail to offset the cost of implementing the system. This in no way would interfere with the current revenue that is generated by the phones.

Again, it is important to emphasize that the initial visit that inmates are entitled to will be free with the Video Visitation program. If family or friends choose to have an additional visit over that first free visit; that is where the \$20.00 cost would come in and only then would that cost be incurred.

/rmb

Ingham County Video Visitation Commission Projections

- 601 Inmates
- \$20.00 per 20 Minute Visitation
- 1 Visit per inmate per month at 20% commission paid to Ingham County yields: \$2,404 per month
- 1 Visit per inmate each month at 20% commission paid to Ingham County yields: \$28,848 per year
- 2 Visits per inmate each month at 20% commission paid to Ingham County yields: \$57,696 per Year
- Attorney Visits Represent Additional Revenue Opportunities

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT OF THE CURRENT CONTRACT WITH SECURUS TECHNOLOGIES TO INSTALL A MANAGED INMATE VIDEO VISITATION SYSTEM

WHEREAS, the Sheriff's Office has a responsibility to provide correctional services at the highest possible standards; and

WHEREAS, the Sheriff's Office has the responsibility to provide for a safe and secure environment for the staff and the inmates; and

WHEREAS, the Sheriff's Office wants to enhance facility security by reducing inmate movement; and

WHEREAS, the Sheriff's Office wants to eliminate the influx of controlled substances that may be brought in by the public; and

WHEREAS, the Sheriff's Office wants to enhance visitation hours with no added costs; and

WHEREAS, the Sheriff's Office desires to allow corrections officials, attorneys and the public to securely schedule and communicate with an inmate directly in their housing unit from anywhere a broadband Internet connection is available; and

WHEREAS, the Sheriff's Office desires to have a video visitation system that also acts as a kiosk which provides inmates controlled access to information such as court appearances; and

WHEREAS, the Sheriff's Office desires to provide a way for inmates to order commissary directly without the involvement of corrections staff; and

WHEREAS, the Sheriff's Office desires to reduce the number of inmates that are transported from the jail to the courts for arraignment; and

WHEREAS, the Sheriff's Office desires to increase the number of video arraignment opportunities that are provided from the jail to the courts; and

WHEREAS, the Sheriff's Office desires to increase the opportunity to provide friends and families with enhanced opportunities for visitation; and

WHEREAS, the Sheriff's Office desires to provide emergency visits without endangering the safety of staff or citizens; and

WHEREAS, the Sheriff's Office desires to allow friends and family members to initiate communication with the inmates with Securus Instant Mail; and

WHEREAS, Ingham County will be responsible for the costs of wiring the new equipment at the facility estimated to not exceed \$25,000; and

WHEREAS, the Sheriff's desires the ability to allow friends and family to leave messages for inmates.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Sheriff's Office recommendation and authorizes Amendment No. 2 to the Communications Services Contract with Securus for a managed inmate video visitation system.

BE IT FURTHER RESOLVED, that unless otherwise agreed by Ingham County and Securus, the following rates will be charged:

- Inmate video visitation from the Jail lobby or other designated County Facilities will remain free of Charge for one visit per week.
- Inmate remote video visitation will be billed at a cost of \$ 20 per 20 minute visit.
- E-mail messages to and from Inmates at the Jail will be at a rate of \$2.00 per standard e-mail and \$ 2.00 per replay using the Securus Instant Mail System.
- Securus will provide for the installation, maintenance and services of telecommunications equipment at the Facility pursuant to the Agreement, and deploy a Video Visitation System at the Facility during the Term of the Agreement as more fully set forth in Exhibit G, a copy of which is attached to this Resolution.
- Securus will install its technology platform for recording and reporting purposes.
- Securus will pay Ingham County 20 % commission based on the Video Visitation System revenues at the Facility during the duration of the contract.
- Securus will pay Ingham County 20 % commission based on the e-mail fee of \$2.00 for a standard message and \$2.00 for a reply message.

BE IT FURTHER RESOLVED, that the amended contract would be effective from the date of passage of this Resolution through January 31, 2018.

BE IT FURTHER RESOLVED that Ingham County at its option, may extend the term of this Agreement and all its terms and conditions for one (1) additional year to January 31, 2019, by providing written notice of its exercise of such option no less than one hundred twenty (120) days prior to January 31, 2018.

BE IT FURTHER RESOLVED, that the County is authorized to utilize funds from Inmate Stores Account for the cost of wiring the new equipment at the facility estimated to not exceed \$25,000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary revenue and expense budget adjustments in the Ingham County Sheriff's Office 2012 budget.

BE IT THEREFORE RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair and the County Clerk to sign any necessary contract documents that are consistent with this Resolution and approved as a form by the County Attorney.

**Video Visitation Schedule
Ingham County Correctional Facility (MI)**

Attachment G-1

Type	Description	One Time/ Recurring	QTY	Value	Total	Responsible Party
Installation and Implementation	Network Wiring Installation	One time	1	\$11,260	\$11,260	
	Electrical Wiring Installation	One time				Facility
	Software Application Setup, including JMS import mapping	One time				
	• Securus Video Visitation Application Setup	One time	1	\$10,000	\$10,000	
	• Inmate Information Application Setup	One time	1	\$5,000	\$5,000	
	• Commissary Ordering Application Setup	One time	1	\$5,000	\$5,000	
	• Sick Form Application Setup	One time	1	\$5,000	\$5,000	
Hardware	Video Visitation Terminals – single handset (inmate side)	One time	35	\$4,000	\$140,000	
	Video Visitation Terminals – single handset (visitor side)	One time	20	\$4,000	\$80,000	
	Video Visitation Terminals – Dual handset (visitor side)	One time	0			
	Total Video Visitation Terminal Installation	One time	55	\$500	\$27,500	
	Annual Terminal Extended Hardware Maintenance (optional)	One time	4	\$11,000	\$44,000	
Software	Software Licensing Fee	Recurring	5	\$19,800	\$99,000	
	Annual Maintenance	Recurring	5	\$500	\$2,500	
Hosting	Application Hosting	Recurring				
	• Securus Video Visitation	Recurring	5	\$500	\$2,500	
	• Inmate Information	Recurring	5	\$500	\$2,500	
	• Commissary Ordering	Recurring	5	\$500	\$2,500	
	• Sick Form	Recurring	5	\$500	\$2,500	
Network	Network Bandwidth	Recurring	5	\$40,320	\$201,600	
Misc.	Miscellaneous					
	• Mobile Cart, including UPS Battery Back Up	One time	0			
	Total Value:			\$118,380	\$640,860	

Agenda Item 3

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT WITH LEGAL AID OF CENTRAL MICHIGAN TO TAKE CLIENT REFERRALS FROM INGHAM COUNTY REGISTER OF DEEDS AND INGHAM COUNTY TREASURER

WHEREAS, Ingham County and its residents have been hit especially hard by the foreclosure crisis; and

WHEREAS, Ingham County Register of Deeds Curtis Hertel Jr. has uncovered potential fraudulent documents in his office that call into question the legality of thousands of foreclosures in his office; and

WHEREAS, the foreclosure crisis has directly impacted the county budget by lowering property values across the county and increased the counties tax foreclosure costs; and

WHEREAS, Legal Aid of South Central Michigan has served over 130 Ingham County Residents in the last year based on the county's funding; and

WHEREAS, there are 39 active cases being adjudicated using Ingham County Grant dollars currently; and

WHEREAS, Legal Aid and the Register of Deeds Office was part of a dozen town halls across the County helping to explain the problem foreclosures present to our communities, and to find victims of illegal foreclosures; and

WHEREAS, Legal Aid has helped uncover cases of notary and foreclosure fraud that have been referred to the Attorney General's office and FBI for investigation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Register of Deeds office and the County Treasurer to continue its contract with Legal Aid of South Central Michigan, to refer clients who have been effected by this crisis in the amount of 60,000 dollars to be taken from the delinquent tax fund.

MEMORANDUM

To: Judiciary and Finance Committees
From: Rhonda Swayze
Date: May 21, 2012
Re: Resolution to Amend Software License Agreement with ACS for Jury Systems

Attached you will find a resolution to amend the software license agreement with ACS for the Jury and eJuror Systems software maintenance and support.

The agreements were being renewed on an annual basis and were subject to a 10% escalation charge. The budget preparation cycle and the billing cycle were such that we were preparing the budget without knowing if ACS was going to invoke the escalation charge. In addition, the escalation charge, when invoked, substantially exceeded the 1% amount provided for in Resolution #10-357.

In an effort to maintain better financial control of the costs, we secured a proposal from ACS that would reduce and stabilize the escalation charge. The proposed Amendment 2 would combine the Jury and eJuror software maintenance and support agreements, extend the contract period from one year to five years, and hold the escalation charge to 2% per year.

The new contract period would begin on September 1, 2012 and end on August 31, 2017. The grand total for the five year period would be \$53,323.06 with the detail for each year following:

1 st Year	\$16,746.98
2 nd Year	\$17,081.92
3 rd Year	\$17,423.56
4 th Year	\$17,772.03
5 th Year	\$18,127.47

We appreciate the Committee's review of our request to adopt the proposed Amendment 2 to the ACS Agreement.

cc: David Easterday
Hon. Janelle A. Lawless

Agenda Item 4

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND SOFTWARE LICENSE AGREEMENT
WITH ACS FOR JURY SYSTEMS**

WHEREAS, Ingham County entered into an agreement with ACS for software maintenance and support of the Jury System in October 27, 2000 and Amendment No 1 for software maintenance and support for the eJuror System in June 23, 2005; and

WHEREAS, both agreements are renewed on an annual basis and subject to a 10% escalation charge; and

WHEREAS, Ingham County Jury Administration, in acknowledgement of the difficult financial times facing Ingham County and as a way to better maintain financial control of the costs for this software maintenance and support, has secured a proposal from ACS, now known as Xerox, which would reduce and stabilize the escalation charge; and

WHEREAS, the proposed Amendment No 2 (attached) would combine the two separate Agreements into one, extend the contract period from one year to five years, and hold the escalation charge to 2% per year; and

WHEREAS, Jury Administration requests adoption of proposed Amendment No 2 as it saves Ingham County financial and personnel resources.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby accepts the request of Jury Administration to adopt Amendment No 2 proposed by ACS which will combine the two separate Agreements into one, extend the contract period from one year to five years, and hold the escalation charge to 2% per year.

BE IT FURTHER RESOLVED, that the new contract period would begin on September 1, 2012 and end on August 31, 2017. The grand total for the five year period would be \$53,323.06 with the detail for each year following:

1 st Year	\$16,746.98
2 nd Year	\$17,081.92
3 rd Year	\$17,423.56
4 th Year	\$17,772.03
5 th Year	\$18,127.47

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign any necessary contracts\subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

MEMORANDUM

To: **Ingham County Judiciary and Finance Committees**

From: Sara Deprez

Date: May 21, 2012

Re: Resolution for Authorization to Enter into a Three Year Contract with Mingus Mountain Academy

This resolution would authorize entering into a three year contract with Mingus Mountain Academy for the care and treatment of adjudicated female juveniles. The proposed contract time frame is October 1, 2011 to September 30, 2014. Historically, the Court has entered into yearly contracts with placements. Recently, the Board authorized entering into three year contracts with various residential facilities, including Mingus Mountain; however, the per diem listed in the resolution was incorrect. The per diem for Mingus Mountain is \$220, but was listed in the previous resolution at \$210 per day.

Agenda Item 5a

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION FOR AUTHORIZATION TO ENTER INTO A THREE YEAR CONTRACT WITH
MINGUS MOUNTAIN ACADEMY**

WHEREAS, the Ingham County Circuit Court Family Division would like to enter into a three year contract with Mingus Mountain Academy for the purpose of providing treatment intervention to adjudicated delinquent females; and

WHEREAS, a three year contract allows for the County to better forecast residential costs for the coming budget years; and

WHEREAS, the Board approved three year contracts for the various residential facilities, including Mingus Mountain Academy at a per diem not to exceed \$210, however the actual per diem is \$220; and

WHEREAS, the Court, after hearing testimony and making findings, may issue an order placing juveniles in an appropriate treatment facility; and

WHEREAS, Mingus Mountain Academy primarily serves adjudicated female court wards with co-occurring disordered behavioral issues.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with Mingus Mountain Academy for the care and treatment services of Court adjudicated youth not to exceed \$220 per day for the time period of October 1, 2011 through September 30, 2014.

BE IT FURTHER RESOLVED, that the funds for these placements will come from the Family Division's Private Institution line item within the Child Care Fund.

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

MEMORANDUM

TO: Judiciary and Finance Committees

FROM: Maureen Winslow

DATE: May 21, 2012

RE: Resolution for Additional Security Equipment

The Circuit Court Family Division has submitted a Resolution requesting an additional outdoor camera for the parking area at the Ingham County Youth Center. Also, a request is made for a swipe card reader attached to the gate at the entrance to the Youth Center.

The Ingham County Youth Center is a secured detention facility for juveniles involved with the Court. It is extremely important that appropriate measures are taken to maintain proper security.

Recently, vandalism to several cars parked in the Youth Center parking lot has led to an assessment of the current equipment used for security purposes. The one camera placed in the parking area has been determined to be insufficient due to "blind spots". Those "blind spots" would be rectified by adding a camera to that area.

Currently, the gate used to secure the premises from those who are not employed at the Youth Center or do not have good reason to be on the property must be opened and closed by a staff person inside the Control Room. That person's main job duty is to monitor the juveniles. By installing a gate card system, the employee in the Control Room is not distracted having to allow other Court employees entrance to the parking area.

The amount of funding needed for equipment, installation and licensing costs totals \$3,625.00. The Family Division is requesting the money be taken from the Juvenile Justice Millage funds.

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION FOR APPROVAL TO PURCHASE A SECURITY CAMERA
AND ADDITIONAL SECURITY ITEMS FOR THE
INGHAM COUNTY YOUTH CENTER**

WHEREAS, the Ingham County Youth Center is a secure detention facility for Court involved delinquent youth; and

WHEREAS, the outside gated parking lot has only one camera which has proven to be less than adequate in order to have proper visual supervision of the area associated with the Youth Center; and

WHEREAS, it has been determined that one additional camera is needed to have an adequate view of the outdoor parking area; and

WHEREAS, in order to efficiently utilize the gate securing the Youth Center parking lot and entrance, a swipe card reader and gate intercom should be installed; and

WHEREAS, including equipment, installation and licensing costs for all of the above, the Circuit Court Family Division is requesting an amount not to exceed \$3,625.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the requested upgrades to the Ingham County Youth Center at a cost not to exceed \$3,625.00 from the Juvenile Justice Millage Fund.

BE IT FURTHER RESOLVED, that VidCom Solutions will provide the camera (equipment, installation and license) in the amount not to exceed \$1,900 and ICOMM will provide the gate intercom and swipe card access in the amount not to exceed \$1,725.

BE IT FURTHER RESOLVED, the Controller's Office is authorized to make the necessary budget adjustments and the Purchasing Department is authorized to issue the necessary purchase orders or purchase documents needed.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and the County Clerk to sign any necessary contract/Purchase Order documents that are consistent with this Resolution and approved as to form by the County Attorney.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Richard Terrill, Facilities Director

DATE: May 21, 2012

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO AGREEMENTS WITH GUARDIAN ALARM TO PROVIDE ALARM MONITORING SERVICES TO VARIOUS COUNTY LOCATIONS

The resolution before you authorizes entering into agreements with Guardian Alarm to provide alarm monitoring services to the Ingham County Courthouse, Hilliard Building and seven (7) sites at the Potter Park Zoo.

The new agreements will include two (2) additional Zoo locations, Parking Admissions and Zoo Admissions, both of which are included in the above mentioned seven sites. Alarm services will be provided for a total annual cost of \$20,560.08, for all locations, for a period of five (5) years, which is a \$1741.20 annual savings from previous years.

Funds for this contract are available within the following contractual account, 101-23303-931100 for the Ingham County Courthouse and Hilliard Building and 258-69300-931100-37000 for the Potter Park Zoo locations.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO AGREEMENTS WITH GUARDIAN ALARM TO PROVIDE ALARM MONITORING SERVICES AT VARIOUS COUNTY LOCATIONS

WHEREAS, the current agreements for alarm monitoring services include the following locations, Ingham County Courthouse, Hilliard Building and five (5) sites at the Potter Park Zoo; and

WHEREAS, the current agreements have been negotiated to streamline costs; and

WHEREAS, Parking Admissions and Zoo Admissions are being added to the current agreements as they have no hold up alarms, in the ticket booths; and

WHEREAS, Guardian Alarm is providing new equipment, upon re-negotiation, at no cost to the county; and

WHEREAS, the county is currently paying \$22,301.28 annually, for all locations; and

WHEREAS, the new agreements, including the two (2) new locations, will bring the total annual cost to \$20,560.08, for all locations, for a period of five (5) years, which is an annual savings of \$1,741.20 from previous years; and

WHEREAS, after review, both the Purchasing and Facilities Departments recommend that the agreements with Guardian Alarm be re-negotiated to provide alarm monitoring services to the previous locations, as well as the two additional locations; and

WHEREAS, funds for the agreements are available within the following contractual accounts, 101-23303-931100 for the Ingham County Courthouse and Hilliard Building and 258-69300-931100-37000 for the Potter Park Zoo.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into agreements with Guardian Alarm, 20800 Southfield Road, Southfield, MI, 48075 for alarm monitoring services at the Ingham County Courthouse, Hilliard Building and Potter Park Zoo.

BE IT FURTHER RESOLVED, that the agreements will be effective immediately, based on their proposal as recommended by the Purchasing and Facilities Departments.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Richard Terrill, Facilities Director

DATE: May 30, 2012

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH DIETZ JANITORIAL FOR CLEANING SERVICES AT THE HUMAN SERVICES BUILDING, GRADY PORTER BUILDING, VETERANS MEMORIAL COURTHOUSE, THE WILLOW CLINIC, INGHAM COUNTY FAMILY CENTER, WELL CHILD CLINIC AND THE 911 DISPATCH CENTER

The resolution before you authorizes awarding a contract to Dietz Janitorial Service, for the purpose of providing cleaning services to several county locations.

After going through a competitive bidding process, both the Purchasing and Facilities Departments agree that a contract is awarded to Dietz Janitorial Service who submitted the lowest responsive and responsible bid of \$2,000,277.00 for a three year contract beginning August 1, 2012 through July 31, 2015 with an optional two (2) year renewal.

Funds for this contract are available within the appropriate operating building budgets, 931100 Maintenance Contractual and 818000 Contractual Services, for the 911 Dispatch Center.

I recommend approval of this resolution.

MEMORANDUM

TO: County Service and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: May 30, 2012
SUBJECT: Proposal Summary for Janitorial Services

Project Description:

Proposals were sought from interested and qualified vendors experienced with cleaning office buildings and medical facilities for the purpose of entering into a 3-year agreement with an option for a 2-year renewal to provide janitorial services at the Human Services Building (HSB), Grady Porter Building (GPB), Veterans Memorial Courthouse (VMC), new 911 Dispatch Center, Ingham County Family Center (ICFC), Willow Clinic, and Well Child Clinic.

Proposal Summary:

Vendors contacted: 14 Local: 7
Vendors responding: 7 Local: 2

Table with 6 columns: Company, Year 1 Cost, Year 2 Cost, Year 3 Cost, Total 3-Year Cost, Local. Rows include Kleen-Tech, Real Clean RCI, RNA Janitorial, Dietz Janitorial, Knight FM, Boiling Janitorial, and Magic Brite.

Local Firms Not Responding:

- 1. Commercial Janitorial, Lansing – Left voice mail with firm. No response.
2. Ellis Cleaning, Lansing – Contact representative was on vacation and did not see the RFP.
3. Spartan Cleaning Services, Lansing – Left message with firm but call was not returned.

Recommendation:

The Evaluation Committee recommends awarding a 3-year contract with an option for a 2-year renewal to Dietz Janitorial in an amount not to exceed \$2,000,277. Having prior experience working with the County, Dietz is fully aware of the County’s buildings and staff and understands and will comply with the Living Wage policy.

RNA Janitorial was originally recommended for the award of this contract; however, it was recently discovered that RNA planned to “1099” its employees working on this contract. (Essentially, RNA would treat its employees as subcontractors, and not employees.) Doing so precludes RNA from paying its share of matching FICA and Medicare, and state and federal unemployment taxes. Since RNA did not disclose this salient fact in its proposal, it is no longer being recommended for the award of the contract.

Neither Kleen-Tech or Real Clean RCI are Michigan-based firms and both have limited commercial cleaning experience in medical and commercial-type buildings and, therefore, are not being recommended for the award of this contract.

Advertisement:

The RFP was advertised in the City Pulse, The Chronicle and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AWARDING A CONTRACT TO DIETZ JANITORIAL FOR CLEANING SERVICES AT THE HUMAN SERVICES BUILDING (HSB), THE GRADY PORTER BUILDING (GPB), THE VETERANS MEMORIAL COURTHOUSE (VMC), THE WILLOW CLINIC, THE INGHAM COUNTY FAMILY CENTER (ICFC), THE WELL CHILD CLINIC AND THE 911 DISPATCH CENTER

WHEREAS, the current janitorial contract, which includes a two (2) year renewal option, is due to expire July 31, 2012 for the HSB, GPB, VMC, ICFC and the Willow Clinic; and

WHEREAS, the Well Child Clinic and the 911 Dispatch Center are also in need of janitorial services; and

WHEREAS, the Purchasing Department solicited proposals from qualified, and experienced vendors who are familiar with providing cleaning services for office buildings and medical facilities; and

WHEREAS, the contract term would be for three (3) years, starting August 1, 2012 through July 31, 2015, the contract will include an option to renew for an additional two (2) years; and

WHEREAS, the funds for said services are located within the appropriate operating building budgets, 931100 Maintenance Contractual and 818000 Contractual Services, for the 911 Dispatch Center; and

WHEREAS, after review, both the Purchasing and Facilities Departments recommend that a three (3) year contract be awarded to Dietz Janitorial Service, who submitted the lowest responsive bid, for a not to exceed cost of \$2,000,277.00, with a two (2) year renewal option for the following listed annual costs:

Year 1 – 2012 – 2013	\$ 647,360.00
Year 2 – 2013 – 2014	\$ 666,133.00
Year 3 – 2014 – 2015	\$ 686,784.00
Total cost for 3 years	\$2,000,277.00

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a three (3) year contract with Dietz Janitorial Service 6910 Cedar Street, Suite 3, Lansing, Michigan, 48911, starting August 1, 2012 through July 31, 2015, with a two (2) year renewal option, to provide janitorial services for the HSB,GPB, VMC, Willow Health, ICFC, Well Child Clinic and the 911 Dispatch Center, for a not to exceed cost of \$2,000,277.00.

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

Ingham County Management Information Services
Tom Shewchuk, Director

To: Board of Commissioners

From: Tom Shewchuk

CC:

Date: May 18, 2012

Re: Tyler Technologies Munis Software - Annual Support Agreement Resolution

Dear Commissioners,

The Munis application has been utilized for years in Ingham County for Finance, Budgeting, Human Resources and Purchasing operations. In order to maintain the application, receive support, and receive needed software updates an annual maintenance agreement is required and has been purchased every year since Ingham County has owned the application. Last year's total maintenance cost was \$133,776.63 and this year's cost proposed by Tyler Technologies is \$140,300.46, or a 5% increase. In 2011 our increase was also 5%.

I recommend Ingham County continue to maintain service on the Munis software and enter into an agreement with Tyler Technologies.

Thank you for your consideration and feel free to contact me if you have any questions.

Sincerely,

Tom

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE MUNIS SOFTWARE ANNUAL SUPPORT AGREEMENT FROM TYLER TECHNOLOGIES

WHEREAS, Ingham County currently utilize Tyler Technologies Munis Software as our county-wide Financial, Budget, Human Resource, and Purchasing application; and

WHEREAS, annual maintenance is required to maintain the system and had been purchased every year since Ingham County purchased the software; and

WHEREAS, the payment totaling \$140,300.46 for annual support is due for the 2012/2013 time period; and

WHEREAS, the annual contract amount proposed by Tyler is a 5% increase from the prior year and the increase amount for the previous year was also 5%; and

WHEREAS, this annual payment has been planned for and budgeted and will provide the needed application support and upgrades needed to maintain our current applications.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorize renewing a contract with Tyler Technologies for the annual maintenance contract for our Munis Software.

BE IT FURTHER RESOLVED, the total cost of \$140,300.46 will be paid from the Equipment/Maintenance Fund (636-95800-932020); and

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

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

Agenda Item 8

To: County Services Committee
From: Mary A. Lannoye
Subject: 2012 Managerial & Confidential Personnel Manual
Date: May 30, 2012

In January 2012, we formed a Managerial/Confidential Elected Official Steering Committee. The Committee met on 3 different occasions and solicited input from employees covered by the plan regarding benefit and salary changes to the Managerial & Confidential (MCF) Personnel Manual. The recommendations are summarized below and in the attached resolution.

- Effective Date - The MCF Manual changes are effective the date of adoption of this resolution and expire on December 31, 2012.
- Compensation - There are no changes to the salary schedule.
- Pensions for Existing Employees - There are no changes for existing employees; however, all existing employees will increase their pension contributions by 1.8%.
- New hires - The Plan also includes a number of changes for new hires including placement in a hybrid pension plan, eligibility changes for retiree health insurance, decrease in sick & vacation leave accruals, and the elimination of eligibility for longevity.
- Steps - There are also a number of changes related to steps including: allowing the HR Director to approve hiring a new employee at step 2, allowing physicians and dentists to start at the top step provided they meet certain criteria as verified by the Health Officer and the HR Director, and finally to allow the Chair of the appropriate liaison committee to approve step increases for direct reports to the Board as opposed to the appropriate liaison Committee.

I realize these changes in starting step placements may cause consternation among the Committee members. Currently the County Service Committee must approve starting any new MCF employee above step one. The new Plan would allow the HR Director to approve starting a new MCF employee at step 2. This practice is consistent with other collective bargaining agreements.

As you are all aware there has been considerable debate among the committee members each time the Health Department brings a request to start a physician or dentist above the first step. This Plan would delegate that authority to the HR Director and the Health Officer. Since the plan expires on December 31, 2012, that should provide all of us a time frame in which to develop a more long-term solution.

And finally, the current practice has been that each employee is eligible to receive a step increase on their anniversary date, subject to approval by their supervisor, presiding judge, or the appropriate liaison committee (i.e. for Board direct reports). The new plan would change the approval process from the liaison committee to the Chair of the Committee.

I look forward to a continued discussion at Committee. Please feel free to contact me before hand to discuss any of these issues.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING MODIFICATIONS TO THE
2012 MANAGERIAL AND CONFIDENTIAL PERSONNEL MANUAL**

WHEREAS, the Managerial/Confidential/Elected Officials Steering Committee solicited input from managerial and confidential employees regarding benefit and salary changes to the Managerial/Confidential Personnel Manual; and

WHEREAS, after careful consideration, the Steering Committee recommended changes for the 2012 Managerial/Confidential Personnel Manual.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the following recommendations, as proposed by the Managerial/Confidential/Elected Officials Steering Committee, to the 2012 Managerial and Confidential Employee Personnel Manual as follows:

1. Change in language under Purpose and Intent: It is the intent of the Board of Commissioners that this Manual will be amended to equivalently match changes negotiated in collective bargaining agreements, including recognition of the earlier implementation of the 1.8% increase in employee's pension contribution.
2. Change in employee contribution toward retirement: Employees hired prior to the effective date of this agreement shall contribute an additional 1.8% of gross wages to the employee retirement, increasing the total contribution for Managerial employees to 8.19% and Confidential employees to 7.16%.
3. Add new retirement plan: Employees hired on or after the effective date of this agreement will be covered by the Municipal Employees' Retirement System's Hybrid Plan - consisting of a Defined Benefit (DB) component with a 1.0% Benefit Multiplier and a Defined Contribution (DC) component with an employer match of the Employee's contribution in an amount up to 2.5% of the employee's payroll.
4. Change in the language under Compensation Plan: 2. Step increases will be subject only to the approval of the immediate supervisor with the exception of those positions reporting directly to the Board of Commissioners or Judges. Those positions include but may not be limited to the Health Officer, Animal Control Director, Veterans Affairs Director, Friend of the Court, Circuit Court Administrator, District Court Administrator and Magistrate, Probate Court Administrator, and the Controller, and must be approved by the appropriate presiding Judge or liaison committee Chairperson of the Board of Commissioners.
5. Change in the language under Compensation Plan: 7. Upon justification by the department and approval of the Human Resources Director, a new employee may be started at step 2.
At the discretion of the Ingham County Health Department and with the approval of the Human Resources Director, Primary Care Physicians and Dentists may be started at step 5 based on applicable experience.
6. Employees hired after the effective date of this agreement are not eligible to receive longevity bonus.
7. Decrease sick time accruals for employees hired on or after the effective date of this agreement as follows: Each full-time employee hired on or after the effective date of this agreement shall earn 3.69 hours per pay period. Three quarter-time and part-time employees shall earn 75% and 50% of that amount, respectively.

8. Change the donation of sick time to read: A total of 16 sick hours may be donated by an employee under this manual in any department, irrespective of the employee group affiliation or bargaining unit membership.
9. Change to Section J (2) regarding if the request for donated sick time is approved by the County Services Committee under the 6 step procedure outlined in the agreement and that the Sick Leave Donation Policy may be terminated by County Services Committee, in its discretion, after the expiration of this manual: *New language - Any decision by the County Services Committee shall not be subject to the Complaint Procedure.*
10. Change in Retiree Health Insurance: Employee hired on or after the effective date of the agreement shall not be eligible for single retiree health insurance coverage until after they reach 60 years of age, subject to the scale based on years of service.
Retirees that purchase dental and vision insurance at group rates and subsequently choose to discontinue the coverage, may not re-enroll.
11. Change in vacation leave earned: New employees hired on or after the effective date of this agreement shall be subject to the reduced accrual of vacation based on years of service.
12. Change in Other Specific Managerial Benefits (Appendix A): Elimination of dry cleaning and laundering allowance and elimination of clothing reimbursement.
Addition of “on-call” language: In accordance with Ingham County Board of Commissioners Resolution #03-042, physicians employed by the County under the Managerial and Confidential Employee Personnel Manual shall participate in “on-call” coverage and shall be paid an “on-call” bonus. The “on-call” bonus shall be paid on quarterly.
13. Provide salary increases as follows: There will be no change in the compensation levels reflected in Appendix D for the duration of this agreement.

BE IT FURTHER RESOLVED, that the Managerial and Confidential Employee Personnel Manual will be effective the date of adoption of this resolution and shall expire on December 31, 2012.

MEMORANDUM

TO: Law Enforcement and Finance Committees
FROM: John Neilsen, Deputy Controller
RE: Adoption of Final 911 Service Plan
DATE: May 23, 2012

PA 32 of 1986 (Emergency 911 Service Enabling Act) requires the County to have a 911 Service Plan in place to facilitate the provision of emergency telephone service and dispatch services to citizens within Ingham County. Upon the opening of the Ingham County 911 Central Dispatch Center, the cities of Lansing and East Lansing will no longer operate separate 911 dispatch centers as they have in the past. This makes the current 911 Service Plan obsolete, and necessitates the adoption of a new plan that reflects the current operational arrangement.

On February 28, 2012 the Ingham County Board of Commissioners adopted a tentative Ingham County 911 Service Plan (Resolution 12-56). Under the provisions of PA 32 of 1986, the County Clerk has taken the appropriate steps of sending a copy of the tentative 911 plan to each public agency within the 911 Service District, as well as the posting of public hearing notices. A public hearing on the adoption of the Final 911 Service Plan is scheduled to take place at the June 12, 2012 Board of Commissioners meeting. I recommend that the Board of Commissioners approve the Final 911 Service Plan.

Please contact me if you have any questions or concerns.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ADOPTING THE INGHAM COUNTY 911 SERVICE PLAN

WHEREAS, Ingham County has adopted a tentative Emergency Telephone Service Plan (“Plan”) under the provisions of PA 32 of 1986 as amended (“Act 32”); and

WHEREAS, the purpose of this plan is to facilitate the provision of emergency telephone service and dispatch services to citizens within Ingham County; and

WHEREAS, upon the opening of the Ingham County 911 Central Dispatch Center, the cities of Lansing and East Lansing no longer operate separate 911 dispatch centers; and

WHEREAS, Ingham County’s 911 Service Plan has become obsolete, necessitating the adoption of a new Plan; and

WHEREAS, the Ingham County Board of Commissioners held a public hearing prior to the final adoption of this plan on June 12, 2012.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners adopts the attached Ingham County 911 Service Plan.

BE IT FURTHER RESOLVED, that the County Clerk and the Chairperson of the Board of Commissioners are hereby authorized to sign the Ingham County 911 Service Plan and any necessary Noticing Documents under the provision of PA 32 of 1986, as amended (“Act32”) and this resolution.

INGHAM COUNTY
EMERGENCY TELEPHONE SERVICE DISTRICT
FINAL PLAN

Adopted on _____, 2012

INGHAM COUNTY E-911 SERVICE PLAN

I. INTRODUCTION

Michigan Public Act 32 of 1986, MCL §484.11101 et seq, as amended, ("Act") authorizes Ingham County ("County") to enact a E-911 Service Plan ("Plan") that establishes a Service District ("Service District") in which enhanced 911 (E 911) services are provided to callers requesting emergency medical, police and fire services. The County has adopted a Plan and various amendments to that Plan. The present Plan is designed to replace, supersede and update the Plan in light of present circumstances with the potential to more easily accommodate present and future technologies and management operations with the goal of facilitating a superior and ever improving E 911 system with the County.

This Plan implements a Service District covering the entire geographic boundaries of Ingham County and those portions of the City of Lansing and the City of East Lansing extending into Clinton and Eaton Counties by addressing the following:

- Technical considerations of the service supplier including system equipment for facilities that would be used in providing emergency telephone service.
- Operational considerations including the designation of primary public safety answering points ("PSAP's") and secondary PSAP's, and the manner in which 911 calls would be processed, dispatch functions performed, and informational systems utilized.
- Managerial considerations including the organizational form and agreements that would control technical, operational, and fiscal aspects of the emergency telephone service.
- Fiscal considerations including projected recurring and non-recurring costs with a financial plan for implementing and operating the system

By facilitating the development and maintenance of enhanced 911 services in the Service District, this Plan provides multiple benefits, including but not limited to:

- 1) Use of the universal, simple, easy-to-remember, three digit number for all emergencies in any location within the Service District;
- 2) Automatic number identification (ANI) and automatic location identification (ALI) for wire-based calls and geographic positioning identification for mobile or wireless technologies and automatic and selective routing to increase the effectiveness of emergency response and dispatch services;
- 3) Establishment of financial, management and operational mechanisms designed to position the community in the best position to implement and maintain an up-to-date E 911 System; and
- 4) Establishment of a system for recruiting and training qualified telecommunicators, (also known as "dispatchers").

Unless otherwise defined herein, the terms used in this Plan shall have their definition or meaning as used in the Act.

II.
PLAN ADOPTION

- 1) The Act requires the County Board of Commissioners (“County Board”) to adopt by resolution a Tentative Plan creating a Service District.
- 2) The Act requires the resolution to include a date, time and place for a public hearing to be held on a final Service Plan not less than 90 days after the date of adoption of the resolution.
- 3) The Act requires the County Clerk to give notice of the public hearing. Notice must be published twice in a newspaper of general circulation within the County. The first notice must be at least 30 days prior to the hearing, and the second notice within 30 days of the hearing.
- 4) The Act requires the County Clerk to forward a copy of the resolution, together with a copy of the Tentative Plan to the clerk of each community within the District.
- 5) A community has 45 days after receipt of the resolution to file with the County Clerk a notice of exclusion from the Plan (see Appendix #1). Failure to file a notice of exclusion within 45 days will result in the community being included in the Service Plan and the Service District.
- 6) The County Central Dispatch as established or recognized herein shall be the primary PSAP for all portions of the Service District, unless another public agency currently has on file with the County Clerk, a notice of intent to serve as primary PSAP to an area within the Service District. All such filings are preserved by this Plan. Any other agency within the County that wishes to be a PSAP agency has 45 days after the receipt of the resolution tentatively adopting this Plan to file a notice of intent to function as a PSAP (see Appendix #2).
- 7) The Act requires the County Board to adopt the Tentative Plan as the Final Plan, except as modified by Plan Exclusions and PSAP Notices, as identified above.

III.
TECHNICAL CONSIDERATIONS

- 1) Service District.

The Service District created by this Service Plan shall include the entire geographic boundary of Ingham County and those portions of the City of Lansing and the City of East Lansing extending into Clinton and Eaton Counties.

The County Board of Commissioners is authorized to cooperate with the State 9-1-1 Committee or any other state, federal or local body or official authorized to install, operate, modify and maintain universal emergency number service systems, whether wire-based, cellular, wireless, digital or radio-based, within the Service District.

2) Enhanced wire-based 911.

This Plan requires an Automatic Number Identification (“ANI”), Automatic Location Identification (“ALI”), and selective Routing Network System, including “on screen” information to the telecommunicator of the caller’s name, address, and telephone number and space provided for jurisdiction information in the areas of police, fire, and ambulance (“EMS”). (Collectively referred to as “Enhanced 911”).

Wire-based telephone companies provide Enhanced 911 services to service users in the Service District, and those companies must maintain their Enhanced 911 services in order to continue to provide services to users in the Service District. All wire-based telephone companies interested in providing wire-based services within the Service District must provide and maintain Enhanced 911 and will cooperate to supply, in accordance with the Michigan Public Service Commission tariff rates, rules and regulations, the design installation and maintenance of the network for all facilities involved in providing emergency response telephone service, including modifications to all pay telephones to provide free 911 service.

In this Plan the wire centers existing as of the date of adoption by the County Board of Commissioners must be modified or maintained. These costs are included in the technical surcharge installation and maintenance costs.

The cities, townships and villages that are wholly or partially included in the Service District, as public agencies, include those identified in Appendix #4.

3) Wireless Implementation.

All Commercial Mobile Radio Service (“CMRS”) or other wireless providers (collective “Wireless”) providing service within the Service District are requested and directed to deploy Phase II, E 911 Enhanced service as provided in the wireless emergency service order (“Order”), FCC Docket No. 94-102, adopted June 12, 1996, with an effective date of October 1, 1996, including but not limited to provision of number, location and name. The County is Phase II compliant.

4) VOIP Implementation.

All providers of Voice Over Internet Protocol (“VOIP”) are required to provide Enhanced 911 services if the computer is wire based and service that is equivalent or exceeds Phase II, Enhanced service if mobile and wireless.

5) Implementation - General.

Commercial wire-based, wireless or VOIP providers are “Service Suppliers” as that term is used herein. Service Suppliers shall automatically route all 911 calls originating from service users in the Service District to the primary PSAP serving the area from which the call originated, as identified in this Plan and/or the notice of

intent to serve as primary PSAP as provided in this Plan and under the Act. All calls within these the wire exchanges identified in this Plan but originating from within other counties shall be automatically routed as directed by the service plans adopted by the County Board(s) of Commissioners from those counties, or, if no such provisions exist, to the appropriate alternate or secondary PSAP for selective routing to the appropriate public agencies and EMS providers within those counties. Any calls which cannot be automatically routed shall be selectively routed to the appropriate primary PSAP.

The County Board of Commissioners is authorized and directed to take any action necessary to implement the Order, the Act, this Plan or any other applicable state or federal law existing or subsequently adopted.

The County Board of Commissioners may require that every wire-based, CMRS/wireless or VOIP service provider billing service users within the District submit a written registration as a “service provider” under the Act, including a contact person, telephone number and the type of service supplied. The County Board may by resolution impose reasonable time limits on the registration and require periodic updates. The current service suppliers known to operate within the District are listed in Appendix #5.

6) Service Supplier and Public Agency Updates.

In an Administrative Findings Resolution, the County Board shall periodically update the public agency, wire, wireless and digital service provider information described or required as provided in this Section of the Plan and Appendix #5.

IV.
OPERATIONAL CONSIDERATIONS

1) PSAP Operations

This plan shall, upon adoption by the Ingham County Board of Commissioners, be and is designed to replace, supersede, and update the 1987 Service Plan. Ingham County shall be the primary PSAP for all portions of the Service District, unless another public agency files with the County Clerk, a notice of intent to serve as a primary PSAP to an area within the Service District. Any public agency within the county that wishes to be a PSAP agency has 45 days after the receipt of the resolution tentatively adopting this plan to file a notice of intent to function as a PSAP (Appendix #1).

If a public agency or public safety agency that is identified in the 1987 Service Plan as being a primary PSAP or that has filed an intention to serve as a primary PSAP under the Act and Plan, subsequently files a notice of intention to cease to function as a primary PSAP, Ingham County shall serve as the primary PSAP for the geographical area previously served by the public agency or public safety agency as soon as practicable. Practicability shall be determined at the sole discretion of the County Board after consultation with the local unit of government affected.

All primary PSAPs must be staffed twenty-four (24) hours per day, every day of the year, and shall have at least one device for receiving calls for service from hearing or speech-impaired persons.

2) Dispatch Methods

Calls to 911 will be processed by the direct dispatch method. Calls for service from jurisdictions outside the geographical boundaries of County but which are included in this Service Plan will be handled by the manual transfer method. If, at any time, Selective Routing Transfer of the Manual Transfer method becomes unusable, the calls for service will be routed by the Relay Method.

While the Plan is designed solely for the benefit of the residents and service users of the Service District, portions of other counties may be affected by the implementation of this plan. Agreements shall be reached with these communities as to the proper forwarding of those 911 calls that originate beyond the boundaries of this Emergency Telephone Service District.

3) Training.

The Board of Commissioners will ensure all telecommunicators meet State mandated designation and that all telecommunicators receive appropriate training for their function.

4) Implementation—General.

The Board of Commissioners may require that all public and private safety agencies providing emergency response services within the District register with the County Clerk and execute service agreements with the County. The Board of Commissioners may by resolution impose reasonable time limits on the registration and require periodic updates. The current public and private safety agencies known to operate within the District are listed in Appendix #6.

5) PSAP/Public Safety Agencies Updates.

The public and/or private agencies to be dispatched within the Service District and the dispatch methods are identified in Appendix #6. In an Administrative Findings Resolution, the County Board of Commissioners is authorized from time to time to update the list of public and private safety agencies providing emergency response services within the District and the corresponding dispatch methods.

V.

MANAGERIAL CONSIDERATIONS

1) PSAP Management.

The Board of Commissioners, together with each public agency which files a notice of intent to function as a PSAP (either primary or secondary) accepts the responsibility for the management of the on-line public safety dispatch center including the operational configuration, level of service and equipment needs for the geographic and political boundaries identified in the notice of intent.

Management of the PSAP will be in accordance with the policies and procedures of the County.

The County Board of Commissioners shall appoint a Director to supervise the dispatch staff and dispatch operations, subject to its personnel policies and rules.

The County and Director shall accept and implement dispatch protocols and other responsibilities delegated by the County Board by resolution or other action.

2) 911 Board.

The Ingham County Board of Commissioners has appointed a 911 Advisory Board which is strictly advisory in nature and has no policy making authority. All operational and policy decisions regarding the Ingham County Consolidated Dispatch Center will be the responsibility of the Ingham County Board of Commissioners as the Dispatch Center will function as a County department.

VI.
FISCAL CONSIDERATIONS

1) Technical Charges.

A. Estimated Network Costs¹

The Act presently provides for calculation of a 4% cap for recurring charges and a 5% cap for nonrecurring charges based on the highest monthly base rate in the emergency telephone district or \$20.00 whichever is lesser. This Plan authorizes the imposition and collection of this technical charge as provided in the Act. Each service provider shall provide the Ingham County with any technical surcharges authorized by the Michigan Public Service Commission, including any changes. If the Act is modified to reduce or expand these caps, this Plan shall be automatically adjusted without modification to authorize or establish such revised caps.

B. Estimated Network Charges

Network Charge will be collected by each wire based Service Supplier from all subscribers in the Service district, as approved by the Michigan Public Service Commission.

The Act requires each agency operating a PSAP to pay for all terminal equipment installation and for the actual PSAP equipment either through rental or capital acquisition. If the Act is modified, this Plan shall be automatically modified regarding the provision of such terminal or technical equipment.

The Central Dispatch will utilize existing equipment. The cost of maintaining existing and acquiring new equipment shall be paid for by the County, through the Central Dispatch Budget, as funded through Operational Funding, as described below. Grant monies, wherever applicable will be sought for equipment costs and planning and development of the database.

2) Operational Funding.

¹ All rates are subject to annual review and Tariff Revision. Revenue projections and rates are based on lines as existed in 1995. The terms of certain rates and charges have expired, but are retained for informational purposes. The inclusion of these rates is not designed or intended to provide new or renewed authorization for these rates beyond their original term, and shall not be so construed.

To finance the delivery of primary PSAP services, the County Board is authorized and directed to implement, receive and, in its discretion, to expend, consistent with all applicable laws and County resolutions, any voter approved millages, operational surcharge, County 9-1-1 charge or any other funding provided under state or federal law, including but not limited to such fees authorized, imposed, and collected under the Act. The County Board is authorized to make any request for funding from the Michigan Public Service Commission or State 911 Committee pursuant to the Act.

In addition, the County Board by resolution may accept and, in its discretion, expend the County's share of the State's 9-1-1 Charge revenue as provided under the Act and to expend such funds on equipment and services benefiting the wireless telephone citizens operating within the County.

All service suppliers must collect the operational surcharge or 9-1-1 charge under the Act set by the County Board through resolution or implementing ordinance from services suppliers located within the Service District and remit such funds as provided under the Act to the County. The County may require that service suppliers provide an accounting of all funds collected and charged, including an identification of the number of service users that it is billing within the District. Any service supplier who fails to collect such funds and timely remit them as provided in this Plan and Act or to provide the reasonable accounting required hereby may be enjoined by the County Circuit Court from providing communication services to service users within the District and the County is authorized to sue such service supplier in the Circuit Court to obtain such injunctive relief and/or damage relief for the amount of uncollected or unremitted surcharge that the service supplier should have provided to the County.

In the event that millage and/or 911 operational surcharge revenues are insufficient to cover the costs of financing the Central Dispatch, the County Board is authorized to negotiate fees for primary PSAP services rendered to public safety agencies and other emergency service providers dispatched by the Central Dispatch, and if such fees cannot be negotiated, to set them at reasonable and fair levels in relation to the estimated cost of the services actually delivered to the public or private safety agencies. Furthermore, the County Board is authorized to set a service user fee at reasonable and fair levels in relation to the estimated cost of the services actually delivered to the service user or on his or her behalf or on behalf of a person or entity receiving the benefit of the emergency public and/or private services. The County Board may impose such fees through resolution or implementing ordinance, including authorization to the State of Michigan District Court system to collect such fees from the party adjudicated at fault for creating the emergency service condition through civil and criminal infraction proceedings. The County Board may authorize the initiation of civil court proceedings to collect any such service user fee.

3) Past Plans or Amendments

These provisions are intended to modify, amend, supersede and replace any and all prior Plan or Plan Amendment. This Plan may be amended in any manner and at any time consistent with the Act.

EXECUTION AND ACKNOWLEDGEMENT

Date: _____

_____, Chairperson
_____ County Board of
County Board

I, _____, the _____ County Clerk, hereby attest that the _____
Board of Commissioners approved this Plan on _____, 2000, and authorized the
Chairperson to execute it on its behalf, which occurred in my presence.

Date: _____

_____, County Clerk

APPENDICES

- | | |
|-------------|--|
| Appendix #1 | Notice of intent to function as a PSAP |
| Appendix #2 | Notice of Exclusion (Full Jurisdiction) and Notice of Exclusion (Partial Jurisdiction) |
| Appendix #3 | PSAP(s) for Ingham County Service District |
| Appendix #4 | Public Agencies |
| Appendix #5 | Service Suppliers |
| Appendix #6 | List of Public Safety Agencies serviced by the 911 network and dispatch methods. |

APPENDIX #1

NOTICE OF INTENT TO FUNCTION AS A PSAP

Pursuant to the provisions of the Emergency Telephone Service Enabling Act, Michigan Public Act 32 of 1986, as amended, each public safety agency has 45 days after receipt of this tentative 911 Service Plan to file with the County Clerk a Notice of Intent to Function as a PSAP. The notice shall be in substantially the following form:

NOTICE OF INTENT TO FUNCTION AS A PSAP

Pursuant to Section 307 of the Emergency Telephone Service Enabling Act,
_____ shall function as a PSAP within the 911 Service Plan
adopted by resolution of the _____ County Board of Commissioners on
_____ (date).

(Appropriate official)

(Second)

APPENDIX #2

1. Notice of Exclusion--(Full Jurisdiction)

Pursuant to Section 306 of the Emergency Telephone Service Enabling Act, Michigan Public Act 32 of 1986, as amended, each public agency has 45 days after receipt of the Final 911 Service Plan to file a Notice of Exclusion from the 911-service district with the County Clerk. The Notice of Exclusion shall be in substantially the following form:

NOTICE OF EXCLUSION
FROM THE 911 SERVICE DISTRICT

Pursuant to Section 306 of the Emergency Telephone Service Enabling Act, the _____ of _____ hereby notifies the _____ County Board of Commissioners that the _____ of _____ is excluded from the 911 Service District established by the Final 911 Service Plan adopted by the Board of Commissioners on _____ (date).

(Clerk or other appropriate official)

2. Notice of Exclusion--(Partial Jurisdiction)

Pursuant to the provisions of the Emergency Telephone Service Enabling Act, Michigan Public Act 32 of 1986, as amended, each public agency has 45 days after receipt of the Final 911 Service Plan to file a Notice of Exclusion from the 911 Service District with the County Clerk. If less than the entire jurisdiction of a public agency is to be excluded, the Notice of Exclusion shall be in substantially the following form:

NOTICE OF EXCLUSION
FROM 911 SERVICE DISTRICT

Pursuant to Section 306 of the Emergency Telephone Service Enabling Act, the _____ of _____ hereby notifies the _____ County Board of Commissioners that the _____ of _____ described on the attached map is excluded from the 911 Service District established by the Final 911 Service Plan adopted by the Board of Commissioners on _____ (date).

(Clerk or other appropriate official)

APPENDIX #3

PSAP(s) for Ingham County Service District

PSAP:

Ingham County Central Dispatch
(Operated as County Department)

Geographic Boundary:

Ingham County and those
portions of the City of Lansing
and the City of East Lansing
extending into Clinton and Eaton Counties.

APPENDIX #4

Public Agencies:

The following public agencies exist in whole or in part within the County and, therefore, included in the service district created by this plan:

- TOWNSHIPS OF: Alaiedon
 Aurelius
 Bunker Hill
 Delhi Charter
 Ingham
 Lansing Charter
 Leroy
 Leslie
 Locke
 Meridian Charter
 Onondaga
 Stockbridge
 Vevay
 Wheatfield
 White Oak
 Williamstown
- VILLAGES OF: Dansville
 Stockbridge
 Webberville
- CITIES OF: East Lansing
 Lansing
 Leslie
 Mason
 Williamston
- CAMPUSES: Michigan State University
 Lansing Community College

APPENDIX #5

SERVICE SUPPLIERS

The following service suppliers as that term is used in the Act, operate within the Service District:

1-800 Reconnex	Grid 4 Communications, Inc.
Access One, Inc.	HBF
Access Point, Inc.	HyperCube Telecom, LLC
AccuTel of Texas	IBC Telecom Corp.
ACD Telecom, Inc.	IBFA Acquisition Company, LLC
ACN Communications Services, Inc.	iNetworks Group, Inc.
Advanced Integrated Technologies, Inc.	Intrado Communications, Inc.
Advent Telecom	Level 3 Communications, LLC
Airdis, LLC	Lifeconnex Telecom, LLC
Airespring, Inc.	Lightyear Network Solutions, LLC
American Broadband and Telecommunications	Lucre, Inc.
American Fiber Network, Inc.	Lynx Network Group, Inc.
Arialink Telecom, LLC	magicJack
AT&T	Mass Communications
AT&T Mobility	Matrix Telecom, Inc.
ATX	McGraw Communications, Inc.
Bandwidth.com CLEC, LLC	MCI Metro Access Transmission Services, Inc.
Birch Telecom of the Great Lakes, Inc.	McLeod USA Telecommunications Services, Inc.
BLC Management LLC	Metro PCS
Broadwing Communications, LLC	MetTel
Budget Prepay, Inc.	Michigan Access, Inc.
BullsEye Telecom, Inc.	Michigan Central Broadband Company, LLC
Call Giant, Inc.	Midwestern Telecommunications, Inc.
Call One	Navigator Telecommunications, Inc.
Castle Wire, Inc.	Nexus Communications, Inc.
Cavalier Telephone	NOS Communications, Inc.
Cbeyond Communications, LLC	NSW Telecom, Inc.
CenturyTel Acquisition, LLC	One Communications
Charter Communications	OnStar
Charter Fiberlink-Michigan, LLC	Onvoy, Inc.
Cincinnati Bell Any Distance, Inc.	PhoneCo, LP
Clear Rate Communications, Inc.	PNG Telecommunications, Inc.
CloseCall America	Quantum Shift Communications, Inc.
Comcast Business Communications, LLC	Quick Communications, Inc.
Comcast Phone of Michigan, LLC	Qwest Communications Company, LLC
Communication Lines, Inc.	RACC Enterprises, LLC
Crexendo Business Solutions, Inc.	Sage Telecom, Inc.

APPENDIX #5 (continued)

CynergyComm.Net, Inc.	Springport Telephone Company
dPi Teleconnect, LLC	Sprint Nextel-iDEN
Entelegent Solutions, Inc.	SprintPCS
First Communications, LLC	Superior Spectrum Telephone & Data, Inc.
France Telecom Corporate Solutions, LLC	TC3 Telecom, Inc.
Frontier Midstates, Inc.	TCG Detroit
Frontier North, Inc.	TCS
Global Conniction Inc. of America	TDS Metrocom, LLC
Global Crossing Local Services, Inc.	TDS Telecom/Shiawassee Telephone Company
Globalcom, Inc.	Telcove Operations, Inc.
Granite Telecommunications, LLC	Telnet Worldwide, In
	T-Mobile USA
	TouchTone Communications, Inc.
	Trans National Communications International, Inc.
	Trophy Technologies, Inc.
	Universal Telecom, Inc.
	Velocity the Greatest Telephone Company Ever, Inc.
	Verizon Wireless
	Virgin Mobile
	Vonage
	Westphalia Broadband, Inc.
	Wholesale Carrier Services, Inc.
	Windstream Norlight, Inc.
	XO Communications Services, Inc.
	Zenk Group, Ltd.

APPENDIX #6

PUBLIC AND PRIVATE SAFETY AGENCIES SERVICED BY THE 911 NETWORK
AND DISPATCH METHOD:

<u>Fire and Emergency Medical Services (EMS):</u>	<u>Dispatch Method:</u>
Delhi Township Fire Department	Direct
East Lansing Fire Department	Direct
Eaton Area EMS	Relay
Ingham Township Fire Department (Dansville Fire)	Direct
Lansing Fire Department	Direct
Lansing/Mason Ambulance (as contracted by local government)	Direct
Lansing Mercy Ambulance	Relay
Lansing Township Fire Department	Direct
Leslie Fire Department	Direct
Mason Fire Department	Direct
Meridian Township Fire Department	Direct
Northeast Ingham Emergency Services Authority (NIESA)	Direct
Leroy Township Fire Department	
NIESA EMS	
Williamston Fire Department	
Onondaga Township Fire Department	Direct
Stockbridge Area Emergency Services Authority (SAESA)	Direct
SAESA EMS	
Stockbridge Fire Department	
<u>Law Enforcement Agencies:</u>	<u>Dispatch Method:</u>
Capital Region International Airport Authority Department of Public Safety	Direct
East Lansing Police Department	Direct
Emergent Biodefense Global Protective Services Police Authority	Direct
Ingham County Sheriff's Office	Direct
Lansing Community College Police Department	Direct
Lansing Police Department	Direct
Lansing Township Police Department	Direct
Leslie Police Department	Direct
Mason Police Department	Direct
Meridian Township Police Department	Direct
Michigan Department of Natural Resources-Law Enforcement Division	Direct
Michigan State Police	Direct
Michigan State University Police Department	Direct
Stockbridge Police Department	Direct
Williamston Police Department	Direct