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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, MARCH 21, 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 [March 7, 2012 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
 - a. Resolution to Extend the Canteen [Inmate Commissary](#) Contract for Three Years
 - b. Resolution to Extend the Contract with Canteen Services to Manage the Food and Laundry [Services](#) at the Ingham County Correctional Facility
2. District Court/Sheriff's Office - Resolution to Eliminate a Court Officer Position in the 55th District Court and to Authorize the Ingham County Sheriff's Office to Provide the Court with Two Part-Time Deputies to Serve as [Court Officers](#)
3. Facilities Department - Resolution Authorizing Entering into a Contract with [DLZ Michigan, Inc.](#) to Provide Architectural and Engineering Services for Exterior Repairs at the Ingham County Family Center and the Human Services Building Maintenance Garage
4. Health Department - Resolution to Authorize a [Realignment](#) of Health Department Programs and Administrative Structure
5. Purchasing
 - a. Resolution Authorizing an Agreement with [Comerica, Inc.](#) for the Procurement Card Program
 - b. Resolution Authorizing Renewing a Contract with [Lansing Ice & Fuel Company](#) to Supply Fuel for County-Owned Vehicles and Equipment
6. Ingham County Family Center Advisory Committee and Rick Terrill - Presentation on Proposed Plans for Renovating the Ingham County [Family Center](#)

7. Controller/Administrator's Office
 - a. Resolution Amending Resolution #11-291 to [Extend Contracts](#) with Lansing and East Lansing for the 911 Center FY 2011/2012 Operations
 - b. Resolution to Amend the Ingham County [Public Safety Radio System](#) Cost Participation Policy
 - c. Resolution Designating the Ingham County Department of Human Services as Administrator of a Targeted Assistance Program Grant for [Refugee Services](#)
 - d. Discussion Item: Budget Update

8. Board Referral - Notice of [Public Hearing](#) from the Lansing City Council Regarding the Approval of the Brownfield Plan #55 – Ballpark North Brownfield Redevelopment 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
March 7, 2012
Minutes

Members Present: Mark Grebner, Brian McGrain, Todd Tennis, Steve Dougan, and Board Chairperson Copedge

Members Absent: Rebecca Bahar-Cook and Deb Nolan

Others Present: Teri Morton, Maureen Winslow, Willis Bennett, Tom Shewchuk, Eric Schertzing, Sherrie Graham and others.

The meeting was called to order by Chairperson Grebner at 6:04 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the February 22, 2012 Minutes

The February 22, 2012 Minutes were approved as amended:

Page 5, paragraph 3, 2nd sentence change the word "decision" to "recommendation" plus in the 3rd sentence before the word language add "tax capture entities", and as follows:

Comm. Dougan asked what the consensus was for the ballot date. Mr. Neilsen stated they were accepting of Comm. Grebner's **recommendation**. Comm. Grebner suggested the August Ballot and agreed striking the **tax capture entities** language is a good idea.

Additions to the Agenda

8e. Late - Resolution Authorizing the Ingham County Sheriff's Office to Sell Two Dozen SCBA (Self Contained Breathing Apparatus) to the Mason City Fire Department.

Limited Public Comment

None.

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

1. Sheriff's Office - Resolution Authorizing the Ingham County Sheriff's Office to Sell at Fair Market Value, Two Used Patrol Vehicles to the Ingham Intermediate School District
2. Treasurer's Office
 - a. Resolution Authorizing 2012 Administrative Fund
 - b. 2012 Borrowing Resolution (2011 Delinquent Taxes)
 - c. Treasurer's Portfolio Report for 3Q and 4Q 2011

3. Equalization
 - a. Resolution Approving Entering into a Grant with the Michigan Department of Licensing and Regulatory Affairs and Appoint Douglas A. Stover as County Grant Administrator for the 2012 Remonumentation Project
 - b. Resolution to Contract with Ronnie M. Lester as County Representative and Enger Surveying and Engineering for Services as Monumentation Surveyor for the Ingham County Monumentation and Remonumentation Project in 2012

4. Circuit Court/Family Division
 - a. Resolution to Enter into a Contract with Highfields Inc. for Services at the Ingham Academy
 - b. Resolution to Enter into an Agreement with Highfields Inc. for the Pride Program
 - d. Resolution to Authorize Entering into a Contract with Michigan State University for the Adolescent Diversion Program

5. Health Department - Resolution to Accept Healthy! Capital Counties Funds and to Authorize a Temporary Part-Time Position

6. Management Information Services - Resolution to Approve the Annual Maintenance Purchase for the Exagrid Backup Appliances from CDW-G

7. Parks Department
 - a. Resolution to Adopt the Ingham County Parks 2012-2016 Facility Master Plan
 - b. Resolution Rescinding the County Parks Second Vehicle Annual Parking Pass Fee
 - e. Resolution Authorizing a Transfer of Funds to Accommodate the Purchase of Cages for the Discovery Building
 - f. Resolution Authorizing Increasing the Vacant Part-Time Zookeeper 400 Position to a Full-Time Position and Approval of a Line Item Transfer

8. Controller/Administrator's Office
 - a. Resolution Establishing the Budget Calendar for 2013
 - c. Resolution to Authorize Ingham County to Accept the Donation of Three Mobile Radios from Hayes Green Beach Hospital
 - d. Resolution Authorizing an Amendment to the Contract with the City of Lansing for the Public Safety Interoperable Communication (PSIC) Grant Program to Enhance the Ingham County Public Safety Radio Communications System
 - e. Resolution Authorizing the Ingham County Sheriff's Office to Sell Two Dozen SCBA (Self Contained Breathing Apparatus) to the Mason City Fire Department.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook and Comm. Nolan

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

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook and Comm. Nolan

2. Treasurer's Office

d. Resolution Authorizing a Temporary Principal Residence Auditor Assistant

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION AUTHORIZING A TEMPORARY PRINCIPAL RESIDENCE AUDITOR ASSISTANT.

Comm. Dougan asked how principle residency is determined if a couple has for instance an AB Trust. Mr. Schertzing stated it depends on if the tax returns are filed jointly. It is possible for them to have two principal residences if they do not file jointly.

Mr. Schertzing explained that Comm. De Leon raised the issue at the County Services meeting that it is often unknown if some programs really make a difference. Mr. Schertzing provided the Committee with a handout "Principal Residence Audits". The handout is a graph identifying the results of the audits from 2005 to 2011. He explained the decline from 2008 to 2009 is the result of losing a position in the Treasurer's Office. In 2010 and 2011 an independent company was contracted to step up the audits and as a result the increase was higher than in the past. He explained it does not make sense to have a full time position for this; however, there is a benefit for a temporary assistant along with the State of Michigan partnership.

Comm. Dougan asked if there is a penalty or fine for claiming a principal residence when a property owner does not qualify to do so. Mr. Schertzing explained the interest is retroactive. Comm. Dougan asked if a voter's registration must meet the principle residence. Mr. Schertzing stated it is an indicator of the principal residence. He noted the state has a data base Ingham County may access.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook and Comm. Nolan

e. Resolution to Adopt a Financial Depository Resolution for the County of Ingham

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO ADOPT A FINANCIAL DEPOSITORY RESOLUTION FOR THE COUNTY OF INGHAM.

Comm. McGrain asked for clarification of the Depository Institutions. Mr. Schertzing explained this is an old statute and this predates Public Act 20. These four financial institutions are where the County has an ongoing depository relationship by either paper check or electronic checks. He explained the reason for the limited number of institutions.

Mr. Schertzing noted that in the current economic environment the difference between the depository accounts and the investment accounts are very subtle. The depository accounts can earn interest and credits.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook and Comm. Nolan

4. Circuit Court/Family Division

- c. Resolution to Authorize Entering into a Contract with House Arrest Services Inc.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO AUTHORIZE ENTERING INTO A CONTRACT WITH HOUSE ARREST SERVICES INC.

Comm. Dougan stated Mr. Leo Urban would like to know why the County is not using his services for the electronic tether. He asked how House Arrest was selected and has Mr. Urban had a fair shot at the contract.

Ms. Winslow stated she is not familiar with Mr. Urban or how the contracts were originally awarded. She explained that when the Circuit Court (adult side) went to Sentinel they were not happy with the contract and brought forth a resolution to contract with House Arrest. She stated they are happy with House Arrest and they do a good job, their prices are reasonable and as a result they are not motivated to change.

Comm. Dougan mentioned there was story in Detroit Free Press where a tether was not activated asking if this has ever happened in Ingham County. Ms. Winslow answered no.

Chairperson Grebner suggested in the next round of contracts issuing an RFP to see if anything has changed. Ms. Winslow stated she was not opposed to issuing an RFP in the next round.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook and Comm. Nolan

7. Parks Department

- c. Resolution Authorizing a Fund Transfer to the Potter Park Zoological Society for 2012 Marketing

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION AUTHORIZING A FUND TRANSFER TO THE POTTER PARK ZOOLOGICAL SOCIETY FOR 2012 MARKETING.

Comm. McGrain asked if the marking results are reported. Ms. Graham explained results are seen through the attendance and reported to the Zoo Board.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook and Comm. Nolan

- d. Resolution Approving a Transfer of Funds and Authorization to Proceed with Replacement of Lighting Within the Coral Reef Exhibit

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION APPROVING A TRANSFER OF FUNDS AND AUTHORIZATION TO PROCEED WITH REPLACEMENT OF LIGHTING WITHIN THE CORAL REEF EXHIBIT.

Comm. Dougan asked if the \$3,000 covers time and/or materials. Mr. Bennett stated materials. He further explained two facilities staff members are permanently assigned to the Zoo and funded by the Zoo.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook and Comm. Nolan

- g. Resolution Approving a Transfer of Funds and Authorization for the Potter Park Zoological Society to Provide Seasonal Workers for Customer Service Related Positions

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION APPROVING A TRANSFER OF FUNDS AND AUTHORIZATION FOR THE POTTER PARK ZOOLOGICAL SOCIETY TO PROVIDE SEASONAL WORKERS FOR CUSTOMER SERVICE RELATED POSITIONS.

Mr. Bennett explained historically seasonal employees were hired by the County and in the future will be hired by the Zoological Society. Mr. Bennett and Ms. Graham summarized the Zoological Society federal identification number, payroll service, worker's compensation insurance in addition to paying about ten cents less than Ingham County.

Ms. Graham explained the Guest Services Manager at the Zoological Society has 30 years of experience and that will make up for the lack of training in the past. Mr. Bennett further explained training will be more consistent and employees will be cross trained in different customer service locations. The Zoological Society will collect the money; however, the money is still Ingham County money and will be handled through the normal County process.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook and Comm. Nolan

- 8. Controller/Administrator's Office
 - b. Resolution to Establish the Final Staffing at the Ingham County 911 Central Dispatch Center

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO ESTABLISH THE FINAL STAFFING AT THE INGHAM COUNTY 911 CENTRAL DISPATCH CENTER.

Comm. Dougan asked if the staffing reduction is consistent to the Plante & Moran Study. Ms. Morton explained the County will be saving 7.5 FTE's. Comm. Dougan asked if the County is encouraging the cities of Lansing and East Lansing to hold open vacancies. Ms. Morton explained they have 3 excess vacancies that will need to be filled. Comm. Dougan stated it would be less confusing for the County to hire new people rather than the cities. Ms. Morton explained once the resolution is approved Ingham County will have the ability to post and fill the positions. Ms. Morton stated she did not have a timeline.

Clerical Request: The Committee asked that in the 3rd Whereas - change "there is" to "there are" currently two....

WHEREAS, there is currently two positions already established at the Ingham County 911 Central Dispatch Center including the Ingham County 911 Central Dispatch Director and the System Administrator .5 FTE; and

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook and Comm. Nolan

9. Board Referral - Letter with Attachments from City of East Lansing Regarding the Brownfield Redevelopment Authority Plan #16

The Board Referral was received and placed on file.

Announcements

None.

Public Comment

None.

The meeting adjourned at approximately 6:43 p.m.

Respectfully submitted,

Julie Buckmaster

**MARCH 21, 2012 FINANCE AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

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

1a. *Sheriff's Office - Resolution to Extend the Canteen Inmate Commissary Contract for Three Years*

This resolution will authorize the Ingham County Sheriff's Office to extend the Inmate Commissary contract under the new terms and conditions with Canteen Services, Inc. from February 29, 2012 through February 28, 2015, with the option of two, one-year extensions without a price increase over the three (3) year renewal.

The new contract will make the following improvements to the current contract:

The contract provides for an increase in commissary sales commission from 37% to 40%;

The contract provides for Canteen Services, Inc. to continue maintaining two Inmate money deposit kiosks.

Canteen Services, Inc. will charge \$4.00 for each kiosk transaction with \$2.00 returned to the Inmate Commissary fund.

Canteen Services, Inc. will provide the interface to partner with Securus Technologies to provide the Ingham County Jail with inmate kiosks. (See the attached memo from Undersheriff Spyke for details.)

1b. *Sheriff's Office - Resolution to Extend the Contract with Canteen Services to Manage the Food and Laundry Services at the Ingham County Correctional Facility*

This resolution will authorize the extension of contract under new terms and conditions with Canteen Services, Inc. for the management of kitchen and laundry operations at the Ingham County Correctional Facility, for the time period of February 29, 2012 through February 28, 2015, with the option of two one-year extensions.

The per meal cost is based on the census of the Jail's population as follows:

Census	Per Meal Cost
0 – 649	\$.98
650 – 674	\$.97
675 and above	\$.96

Canteen will hold the food prices through the three year renewal. (See the attached memo from Undersheriff Spyke for details.)

2. *District Court/Sheriff's Office - Resolution to Eliminate a Court Officer Position in the 55th District Court and to Authorize the Ingham County Sheriff's Office to Provide the Court with Two Part-Time Deputies to Serve as Court Officers*

This resolution will authorize the elimination of a 55th District Court Enforcement Officer, UAW Grade E position and the creation of two part time Deputies within the Sheriff's Office as authorized by the MAP contract effective March 30, 2012. The current employee at the Court is leaving employment at the end of March. The Court will then use these existing funds to hire two part time Deputies within the Sheriffs Office to provide up to forty four hours per week of security at the Court. At the top of the scale this proposal will save about \$26,000 annually. The UAW has been notified and the Resolution will also authorize a Letter of Understanding to accomplish this. (See attached memo from Mike Dillon for details.)

3. *Facilities Department - Resolution Authorizing Entering into a Contract with DLZ Michigan, Inc. to Provide Architectural and Engineering Services for Exterior Repairs at the Ingham County Family Center and the Human Services Building Maintenance Garage*

The resolution authorizes an A&E contract with DLZ in an amount not to exceed \$9,300. DLZ was the low bidder, is a local vendor, and has other relevant experience, and previous experience with the County.

4. *Health Department - Resolution to Authorize a Realignment of Health Department Programs and Administrative Structure*

This resolution will realign the administrative structure of the Health Department. The realignment is the direct result of the separation of the Health Officer and Medical Director responsibilities into distinct positions as required by the appointment of an administrative Health Officer. This structure distributes administrative responsibilities across fewer managers, and utilizes the existing administrative and managerial capacity of the department. The total savings is approximately \$24,836. Please see the attached memorandum for more details.

5a. *Purchasing - Resolution to Authorize an Agreement with Comerica, Inc. for the Procurement Card Program*

The current agreement with Comerica expires on July 31, 2012. The resolution authorizes a 3 year contract extension, with an option for an additional 2 year extension if mutually agreed to by both parties.

5b. *Purchasing - Resolution Authorizing Renewing a Contract with Lansing Ice & Fuel Company to Supply Fuel for County-Owned Vehicles & Equipment*

The resolution would renew the agreement for an additional 3 years, with an option for an additional 2 years. Lansing Ice & Fuel, a registered and local vendor with the County, will provide County employees with easy access to and the convenience of numerous fueling stations in and around the County and the State. It also backs out all exempt sales tax and provides fuel usage reports by department utilizing a card accounting system. All fuel purchased meets or exceeds the minimum fuel standards established by the State of Michigan. The price charged to the County for all fuel charges is based on Lansing Ice & Fuel's cost on the date of purchase plus a differential (for freight and margin), excluding any exempt taxes. For this contract, Lansing Ice & Fuel has agreed to reduce its cost differential for all types of fuel from \$0.086 to \$0.069 per gallon.

6. Ingham County Family Center Advisory Committee and Rick Terrill – Presentation on Proposed Plans for Renovating the Ingham County Family Center

This presentation will outline the plans for the proposed renovation of the Ingham County Family Center (Phase 2) along with the Position Paper on the proposed new operations and programming at the Family Center.

With the approvals of the Judiciary, County Services, and Finance Committees, we would proceed to Phase 2 of the project which is the construction and document stage.

Construction documents would be prepared and put out for bid. Funds have already been approved per Resolution #10-353, which awarded a contract to GAV, an Architectural & Engineering firm for a total cost not to exceed \$21,450.

Once bids are received, we will return with a recommendation to proceed with a qualified and experienced contractor which would include the actual cost of construction.

1. Phase 1 – Conceptual Design Services Cost = \$5,500 **(Completed)**
2. Phase 2 – Construction Oversight Administration and Reimbursable Cost = \$15,950

(See attached Position paper and Communication with Resolution #10-353.)

7a. Controller/Administrator's Office – Resolution Amending Resolution #11-291 to Extend Contracts with Lansing and East Lansing for 911 Center FY 2011/2012 Operations

This resolution will authorize extensions of the operational contracts through the end of the cities' 2011/2012 fiscal years (June 30, 2012) or the effective date of integration, whichever occurs first. The contractual reimbursement for operation of the Lansing dispatch center will be \$15,135 per day commencing on April 17, 2012 until the effective date of integration but in no case will it exceed \$5,524,250. The contractual reimbursement for operation of the East Lansing dispatch center will be \$4,386 per day commencing on April 17, 2012 until the effective date of integration but in no case will it exceed \$1,600,802. Sufficient funds are available in the 911 Emergency Telephone Dispatch Services Budget for this extension. All other terms and conditions of the contracts authorized by resolution #11-291 remain unchanged.

The current contracts were pro rated through April 16, 2012, as April 17, 2012 was our targeted "effective date of integration".

Although the main construction project remains on schedule, it is clear that due to some timing issues with procurement, installation and training for the new 911 phone system and the Alcatel Microwave System, the most prudent thing to do is to move the effective date of integration back to the end of May. This will necessitate continuing the 911 operations at the two 911 Centers until then, along with the extensions of the two Operational contracts. (See attached memo from John Neilsen for details.)

7b. Controller/Administrator's Office – Resolution to Amend the Ingham County Public Safety Radio System Cost Participation Policy

This resolution will authorize amending the attached “Ingham County Public Safety Radio System Cost Participation Policy” as previously adopted and amended by the Ingham County Board of Commissioners. The Policy outlines the County’s and other Public Safety Agencies costs and other responsibilities as members of the system.

With the upcoming consolidation of the 911 Dispatch Centers, into one County 911 Center, it was time to update the policy.

The changes include defining the new County 911 Director’s responsibilities, adding a section on Spare Loaner radios, and adding language under the Participating Agency section. (See attached memo from John Neilsen for details.)

7c. Controller/Administrator's Office – Resolution Designating the Ingham County Department of Human Services as Administrator of a Targeted Assistance Program Grant for Refugee Services

The U.S. Department of Health and Human Services Office of Refugee Resettlement has notified the Ingham County Department of Human Services that Ingham County has been selected for a Targeted Assistance grant for services to refugees. The purpose of Targeted Assistance formula grants is to provide, through a process of local planning and implementation, direct services intended to result in economic self-sufficiency and reduced welfare dependency of refugees through job placements.

This resolution designates the Ingham County Department of Human Services as the agency to administer the grant program activities, provided they report annually to the Board of Commissioners. Please see the attached memorandum for further details.

DISCUSSION ITEM:

7d. Controller/Administrator's Office – Budget Update

BOARD REFERRAL:

8. Notice of Public Hearing from the Lansing City Council Regarding the Approval of the Brownfield Plan #55 – Ballpark North Brownfield Redevelopment Plan

Agenda Item 1a and 1b

TO: Law Enforcement and Finance Committees
FROM: Undersheriff Allan C. Spyke
DATE: March 8, 2012
RE: Canteen Services, Inc. Commissary

The Ingham County Sheriff's Office presently has two contracts with Canteen Services. Canteen Services provides the Commissary Services to the Ingham County Jail and also provides the Kitchen Services to the Ingham County Jail.

I am recommending that the Board consider a three year contract extension proposal from Canteen Services, Inc with the County having the option of two (2) one year extensions for the following reasons:

- Canteen is willing to increase the percentage of commission that we receive from 37 to 40%, yielding some \$8,300 in increased revenue. With anticipated gross sales of \$290,000 which would net approximately \$110,000 in commissions.
- They are willing to implement MyCarePack.com, which would allow friends and families to purchase commissary items via the internet for inmates at the jail. They estimate that this would in an increase in sales by about 5% and result in roughly a \$5,500 revenue increase for the County. Currently MyCarePack.com is being utilized in several counties; including Allegan, Clare, Muskegon, Ottawa and Saginaw.
- Canteen would implement their "optional meal plan" which would allow inmates to periodically order extra meals from a special menu. A 50/50 revenue share would generate County revenues of approximately \$8,800 annually. Clare and Saginaw County currently use "optional meal plan"
- Canteen would partner with Securus (current phone vendor) and provide the interface with inmate kiosks, thereby allowing inmates to place their commissary orders on-line. This move is anticipated to increase commissary sales by at least 10%. The revenue generated by this partnership is not included as we are not online with this program yet and as such we have no baseline for the amount of revenue that would be generated.
- Canteen will not increase the cost we pay for inmate meals for three (3) years. Food costs have risen 14% over the life of the current contract and Canteen has not increased the cost of our inmate meals. No increases for the next three (3) years means a savings of about \$18,000 annually. Over a three (3) period, we would realize a \$54,000 savings as a result of Canteen absorbing the food cost increases.

Canteen Services, Inc. has been a great vendor to work with. They are flexible and very much client oriented. They are a visible and easily accessible partner that strives to bring the best products in the business to us at the fairest prices.

I believe that they are the company that best suits the needs of the inmates, the Sheriff's Office and the County.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND THE CANTEEN INMATE COMMISSARY
CONTRACT FOR THREE YEARS**

WHEREAS, the contract for inmate commissary expires February 28, 2012; and

WHEREAS, the Sheriff's Office has devoted extensive efforts to establish and ensure that the Jail Commissary operates effectively; and

WHEREAS, the Sheriff's Office has been pleased with the relationship with Canteen Services; and

WHEREAS, this contract meets with the approval of the Ingham County Purchasing Department; and

WHEREAS, this contract expires February 28, 2012, the Ingham County Sheriff's Office would like to enter into a three-year agreement from February 29, 2012 through February 28, 2015, under the new terms and conditions, with the possibility of two one-year extensions; and

WHEREAS, this contract provides for an increase in commissary sales commission from 37% to 40%; and

WHEREAS, this contract provides for Canteen Services, Inc. to continue maintaining two Inmate money deposit kiosks; and

WHEREAS, Canteen Services, Inc. will charge \$4.00 for each kiosk transaction with \$2.00 returned to the Inmate Commissary fund; and

WHEREAS, Canteen Services, Inc. will assume the risk of inflation without a price increase for three (3) years; and

WHEREAS, Canteen Services, Inc. will provide the interface to partner with Securus Technologies to provide the Ingham County Jail with inmate kiosks.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Ingham County Sheriff's Office to extend the contract under the new terms and conditions with Canteen Services, Inc. from February 29, 2012 through February 28, 2015, with the option of two, one-year extensions.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and County Clerk to sign any necessary contract documents to extend the current contract, subject to approval as to form by the County Attorney.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO EXTEND THE CONTRACT WITH CANTEEN SERVICES TO MANAGE THE FOOD AND LAUNDRY SERVICES AT THE INGHAM COUNTY CORRECTIONAL FACILITY

WHEREAS, in 2011, the Ingham County Correctional Facility had an average daily population of 556 inmates, the current rated capacity is 601 inmates; and

WHEREAS, the Sheriff's Office has been pleased with Canteen Services' management of kitchen and laundry services; and

WHEREAS, this contract expires February 28, 2012, the Ingham County Sheriff's Office would like to enter into a three-year agreement from February 29, 2012 through February 28, 2015, under the new terms and conditions, with the possibility of two one-year extensions; and

WHEREAS, Canteen Services has been responsible for feeding all inmates housed within the facility, providing medical meals for inmates who have dietary needs as stated by a doctor; and

WHEREAS, in 2011, the Ingham County Correctional Facility kitchen staff served 645,557 meals; and

WHEREAS, in 2011, the Ingham County Correctional Facility Kitchen Supervisor was responsible for washing the clothing in over 130,000 inmate bags; and

WHEREAS, in 2011, the Ingham County Correctional Facility Kitchen Supervisor was responsible for training and supervising approximately 20 workers for kitchen and laundry duties every month or sooner; and

WHEREAS, this contract expires February 28, 2012, the Ingham County Sheriff's Office would like to enter into a three-year agreement from February 29, 2012 through February 28, 2015, under the new terms and conditions, with the option of two one-year extensions.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Ingham County Sheriff's Office to extend the contract under the new terms and conditions with Canteen Services, Inc. for the management of kitchen and laundry operations at the Ingham County Correctional Facility, for the time period of February 29, 2012 through February 28, 2015, with the option of two one-year extensions at a per meal cost based on the census of the Jail's population as follows:

Census	Per Meal Cost
0 – 649	\$.98
650 – 674	\$.97
675 and above	\$.96

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and County Clerk to sign any necessary contract documents to extend the current contract, subject to approval as to form by the County Attorney.

MEMORANDUM

TO: Law Enforcement Committee
Judiciary Committee
County Services Committee
Finance Committee

SUBJECT: Court Security

RE: Court Officer Position

DATE: 3/8/2012

Effective 3/31/2012, the court will have a vacant court officer position due to the retirement of Officer Bob Rutledge. The pending vacancy required the administration of the court to examine the court's current security measures. Currently, our court officers have limited authority to enforce the general criminal laws and protect public safety.

The court discussed with the Ingham County Sheriff's Office a proposal to have sheriff department personnel (part-time deputies) to provide court officer services for the court. The Court and the Sheriff department were in agreement that a sheriff deputy serving as court officer would significantly enhance security measures in the courthouse. The court would have on the premises a trained law enforcement officer who would be vested with general police powers to effectuate an arrest if the occasion called for it.

In an effort to enhance security measures at the 55th District Court and to cut general fund expenditures for court officer services, this proposal calls for the elimination of one court officer position in the 55th District Court and the creation of part-time deputy sheriff positions in the Ingham County Sheriff Office to serve as court officers for the 55th District Court.

The cost savings associated with this proposal is approximately \$26,167 annually.

MJD3812-688

cc: Honorable Thomas P. Boyd
Honorable Donald Allen Jr.
Mary Lannoye
John Neilsen
Alan Spyke
Travis Parsons

Agenda Item 2

Introduced by Law Enforcement, Judiciary, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ELIMINATE A COURT OFFICER POSITION IN THE 55TH DISTRICT COURT AND TO AUTHORIZE THE INGHAM COUNTY SHERIFF'S OFFICE TO PROVIDE THE COURT WITH TWO PART-TIME DEPUTIES TO SERVE AS COURT OFFICERS

WHEREAS, a court officer position in the 55th District Court will become vacant on March 30, 2012; and

WHEREAS, through strategic planning the court has established a goal to enhance security measures at the 55th District Court; and

WHEREAS, court officers of the 55th District Court have limited authority to enforce the general criminal laws and protect public safety; and

WHEREAS, state law prohibits the 55th District Court, or any judicial branch agency, from employing a fully empowered law enforcement officer; and

WHEREAS, being that the 55th District Court is conscious of the current budget situation, the court officer position was analyzed to determine if any cost savings could be realized; and

WHEREAS, through the elimination of the court officer position and employing the services of the Ingham County Sheriff Office to provide court officer services for the court, the court is projected to save \$26,167 annually; and

WHEREAS, the 55th District Court has discussed with officials from the United Auto Workers (UAW) union seeking to gain support, or at least understanding, for the change.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize the elimination of one 55th District Court Enforcement Officer, UAW Grade E position and the creation of two part time Deputies within the Sheriffs Office as authorized by the MAP contract effective March 30, 2012.

BE IT FURTHER RESOLVED, that the two Ingham County Sheriff Office part-time deputies will be assigned to the 55th District Court for security purposes for up to 44 hours/week.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary changes to the 55th District Court and Sheriff's Office Position Allocation List and 2012 budgets.

BE IT FURTHER RESOLVED that should the agreement between the 55th District Court and the Ingham County Sheriff Office be terminated, the UAW court officer position will be reinstated in the 55th District Court's budget.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign a "Letter of Understanding" with the UAW and the Chief Judge of 55th District Court that is consistent with this resolution and approved as to form by the County Attorney.

MEMORANDUM

TO: County Services, Judiciary and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 8, 2012

SUBJECT: **RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH DLZ MICHIGAN, INC. TO PROVIDE ARCHITECTURAL AND ENGINEERING (A&E) SERVICES AT THE INGHAM COUNTY FAMILY CENTER AND THE HUMAN SERVICES BUILDING MAINTENANCE GARAGE**

The resolution before you authorizes awarding a contract to DLZ Michigan, Inc. to provide A&E Services for exterior repairs, at the Ingham County Family Center, and the Human Services Building Maintenance Garage, due to deterioration, and existing condition of the brick veneer.

The Family Center project will be performed for a cost of \$3,720.00 and the Human Services Building Maintenance Garage project will be performed for a cost of \$5,580.00, for a total cost of \$9,300.00.

DLZ Michigan, Inc., who submitted the lowest responsive and responsible bid, were chosen, after going through a competitive bidding process, and have the recommendation of both the Purchasing and Facilities Departments.

Funding for the projects is available in the 2012 CIP Project 264-66400-931000-2FC01, and the 2012 CIP Project 63123304-931000-2FC15.

I recommend approval of this resolution.

MEMORANDUM

TO: County Service and Finance Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: March 8, 2012

SUBJECT: Architectural and Engineering Services Proposal Summary for Exterior Repairs to the Family Center and the Human Services Building

Project Description:

Proposals were sought from qualified and experienced architectural and engineering (A/E) firms for the purpose of entering into a contract to provide complete designing, engineering, and construction administration services for exterior renovations to the Ingham County Family Center and the Maintenance Garage at the Human Services Facility.

The Contractor will be responsible for working directly with select members of the Facilities Department to evaluate and make recommendations for the current exterior conditions (e.g. mortar, brick, windows, doors and caulking) of the two facilities. Work will meet all state, local and federal guidelines and standards. The Contractor shall furnish all expertise, labor and resources for complete design and engineering services for the project in accordance with the requirements of the RFP and any subsequent contract.

Proposal Summary:

Vendors contacted: 29 Local: 9
 Vendors responding: 4 Local: 3

Company	Preliminary & Construction Design Cost for Family Center	Preliminary Design Cost for HSB Garage	Total Cost	Local
DLZ	\$3,720	\$5,580	\$9,300	Y – Lansing
Hobbs & Black	\$6,613	\$2,899	\$9,512	Y – Lansing
Spicer Group	\$8,900	\$2,350	\$11,250	Y – Lansing
GAV	\$14,320	\$9,490	\$23,810	N – Farmington Hills

A total of 11 vendors attended the mandatory Pre-proposal meeting.

Local vendors not responding:

- 1) Roger Donaldson, Holt – Due to current project schedules, could not make the mandatory pre-proposal meeting and therefore could not submit a proposal.

Recommendation:

The Evaluation Committee recommends awarding a contract to DLZ Michigan, Inc. in an amount not to exceed \$9,300. In addition to submitting the lowest bid, DLZ is licensed, insured, has other relevant experience working on projects of similar size and scope, and has previous experience working with the County.

Advertisement:

The RFP was advertised in the Lansing State Journal, El Central and posted on the Purchasing Department Web Page.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH
DLZ MICHIGAN, INC. TO PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES
FOR EXTERIOR REPAIRS AT THE INGHAM COUNTY FAMILY CENTER AND THE
HUMAN SERVICES BUILDING MAINTENANCE GARAGE**

WHEREAS, the exterior of the Ingham County Family Center (ICFC) and the Human Services Building (HSB) Maintenance Garage are need of repair due to deterioration over time; and

WHEREAS, the ICFC building exterior has experienced a considerable amount of deterioration caused by an attempt to remove graffiti, through sandblasting; and

WHEREAS, the HSB Maintenance Garage brick veneer has sustained a substantial amount of deterioration from salts and moisture; and

WHEREAS, after careful review of bids, the Purchasing and Facilities Departments both concur that a contract be awarded to DLZ Michigan, Inc. who submitted the lowest responsive and responsible bid in the amount of \$9,300.00 (\$3,720.00 for the ICFC and \$5,580.00 for the HSB Maintenance Garage); and

WHEREAS, the funds for this project are available within CIP Line Item 26466400-931000-2FC01, which is for Architectural and Engineering Services at the ICFC and CIP Line Item 63123304-931000-2FC15, which is for Architectural and Engineering Services at the HSB Maintenance Garage.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, MI. 48911, for Architectural and Engineering Services, for exterior repairs, at the ICFC and the HSB Maintenance Garage, for a total cost of \$9,300.00.

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.

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Renée Branch Canady, Ph.D., M.P.A., Health Officer

DATE: March 6, 2012

RE: Resolution to Authorize a Realignment of Health Department Administrative Structure

This memorandum requests approval for a resolution that will realign the administrative structure of the Health Department. The realignment is the direct result of the separation of the Health Officer and Medical Director responsibilities into distinct positions as required by my appointment as administrative Health Officer. Having observed and evaluated the administrative operations of the department over the last four months since my appointment, I now propose a structure which distributes administrative responsibilities across fewer managers, and more effectively utilizes the existing administrative and managerial capacity of the department. As Health Officer, I will also retain additional direct report managerial supervisor in order to take advantage of fiscal opportunities afforded by the retirement of two managers in the department, allowing for greater administrative efficiency as well as important budgetary savings.

This resolution recommends maintaining the current two-Deputy Health Officer administrative structure and realigns managerial positions and roles within the Department. The resolution reassigns duties formerly held by the PHS Director (which will be eliminated) and takes advantage of lessons learned during the interim administrative structure which was established upon my appointment in November, 2011. In addition, the realignment will result in the elimination of a total of five managerial positions, the establishment of one new managerial position, and the reallocation of managerial duties across existing staff.

I believe that this proposal “right-sizes” the administrative work at all levels of the department while maintaining a robust and effective leadership team. We have vetted this plan by all affected unions and the County’s Human Resources Department; both have offered preliminary support. The affected employees are also supportive including those who will accept new and additional responsibilities. Positions proposed for elimination involve vacancies; thus avoiding negative effects to any incumbent employees.

In addition to the \$24,836 in cost savings, the reorganization creates additional provider capacity to serve clients in the Community Health Center Network, which in turn, will generate addition revenue for the department.

I recommend the Board adopt the attached resolution and authorize the recommended staffing and structural adjustments.

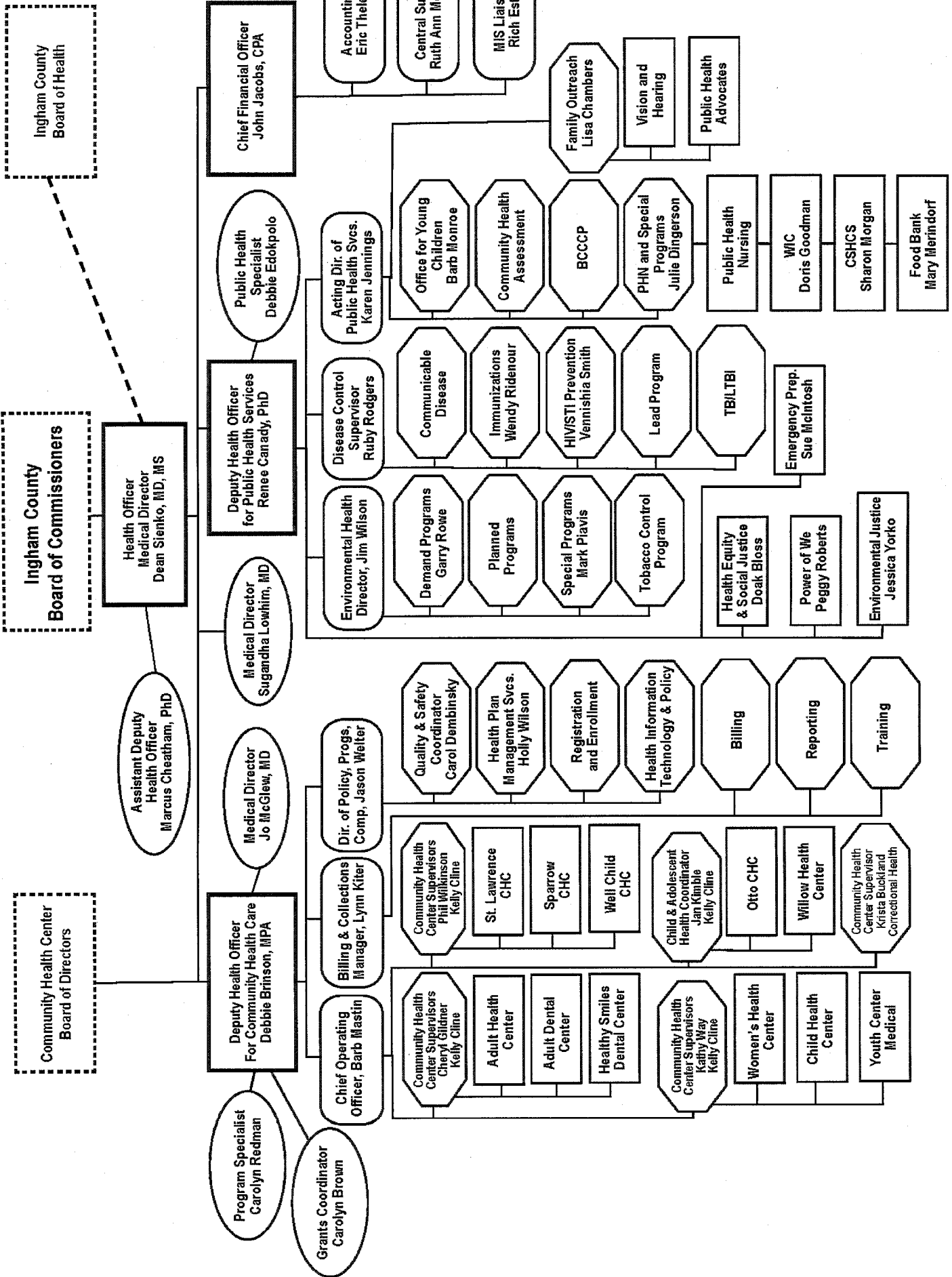
c: Deb Brinson, Deputy Health Officer, Community Health Care Services
Travis Parsons, Human Resources Director
Sarah Bryant, President, ICEA Public Health Nurses Unit
Rich Estill, President, ICEA Professional Employees Unit
Kathy Fitton, President, Michigan Nurses Association
Chuck Gray, President, UA

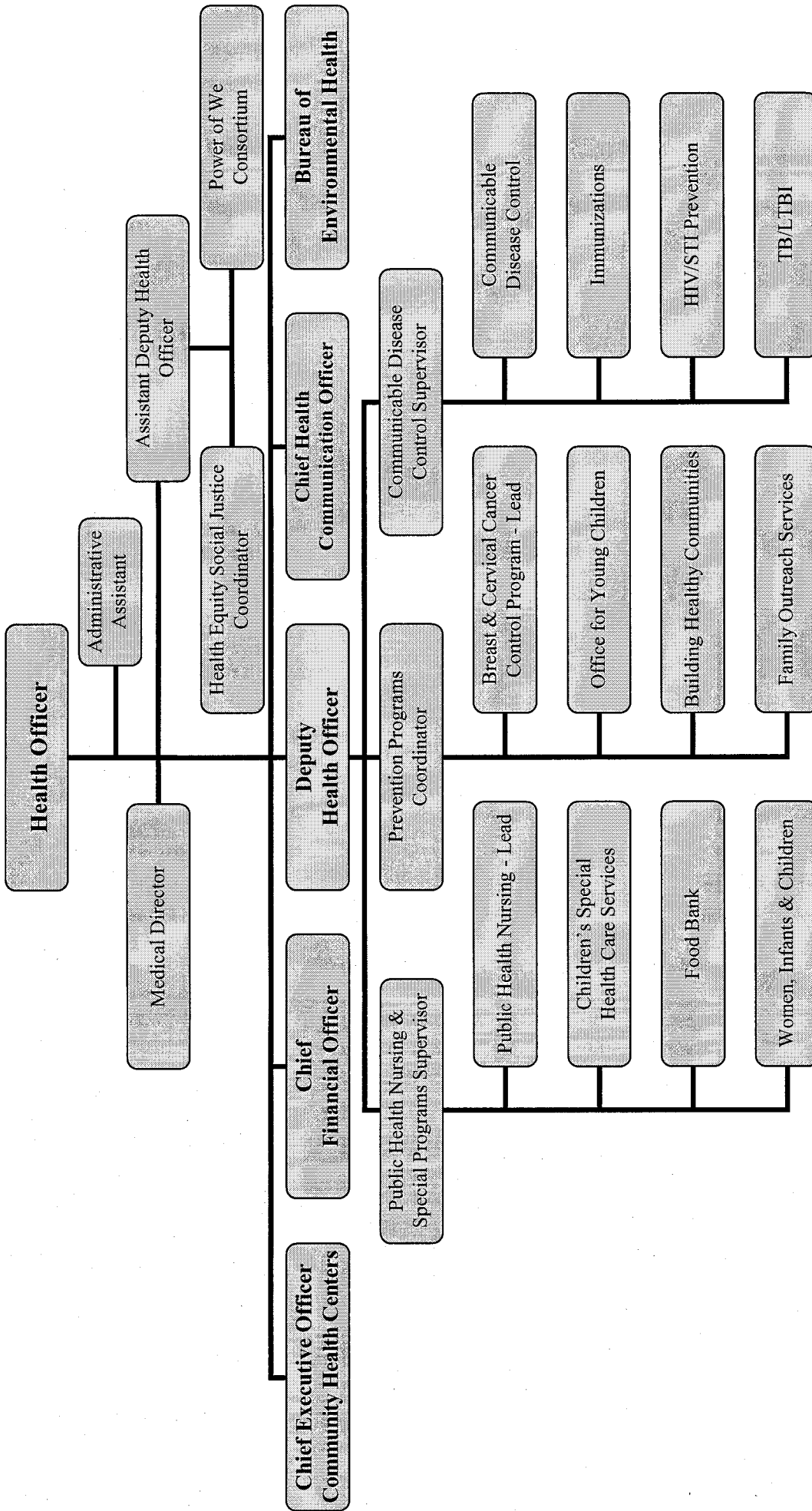
<u>Position #</u>	<u>Current Job Title</u>	<u>Current Pay</u>	<u>Current Annual Cost</u>	<u>New Job Title</u>	<u>New Pay</u>	<u>Proposed Annual Cost</u>	<u>Cost/ (Savings)</u>	<u>Position filled or vacant</u>	
601001	HO/Medical Examiner/Medical Director	MCF C+	242,359	Health Officer	MCF 18	177,643	(64,716)	filled	(3)
601381	DHO, Public Health Services	MCF 17	167,936	DHO, Public Health Services	MCF 15	148,223	(19,713)	vacant	
601042	Prevention Program Coord	ICEA 9	102,925	Prevention Program Coord	ICEA 10	109,725	6,800	filled	
601041	BCCCP Nurse	MNA 2	87,090	BCCCP Charge Nurse	MNA 3	93,564	6,474	filled	
601383	Assistant Deputy Health Officer	MCF 10	108,164	Chief Health Communication Officer	MCF 10	108,164	0	filled	
601135	Public Health Specialist	ICEA 5	78,037	Assistant Deputy Health Officer	MCF 8	93,611	15,575	filled	
new	na	na	0	Deputy Director of Environmental Health	MCF 11	115,366	115,366	vacant	
601333	Sanitarian II	ICEA 8	95,649	San III, Planned Program Supv	ICEA 9	102,925	7,277	vacant	
601324	Demand Program Supervisor	MCF 11	115,366	San III, Demand Program Lead	ICEA 9	102,925	(12,440)	filled	(1)
601335	Community Health Rep IV	UAW F	67,709	Administrative Assistant, EH	UAW G	70,594	2,885	filled	
601044	Community Health Rep II	UAW 8	62,776	Administrative Assistant, BCCP	UAW F	67,709	4,933	filled	
601366	Human Services Grant Coord	MCF 10	108,164	Human Services Grant Coord	ICEA 7	88,709	(19,455)	filled	(1)
new	na	na	0	Medical Director	MCF C	223,918	223,918	filled	
601377	Project Specialist	ICEA 5	78,035	Project Specialist	ICEA 6	83,037	5,002	filled	
601307	Business Analyst	MCF 7	87,106	Health Analyst/Systems Analyst	ICEA 8	95,132	8,026	filled	
601025	PCP/Dep Medical Director	MCF C	223,918	Primary Care Physician	MCF C	223,918	0	vacant	
601004	Director of PHS	MCF 13	129,814	eliminated	na	0	(129,814)	na	
601320	Planned Program Supervisor	MCF 11	115,366	eliminated	na	0	(115,366)	na	
601363	Community Health Rep II	UAW D	62,104	eliminated	0	0	(62,104)	filled	
601052	Sanitarian II (2)	ICEA 8	32,482	eliminated	0	0	(32,482)	filled	
Contract	Sparrow Contract for ME Svcs	na	320,000	increase per R11-335	na	355,000	35,000	na	
Total Cost			2,285,001			2,260,166	(24,836)		

(1) effective upon incumbent retirement on or about 7/1/12

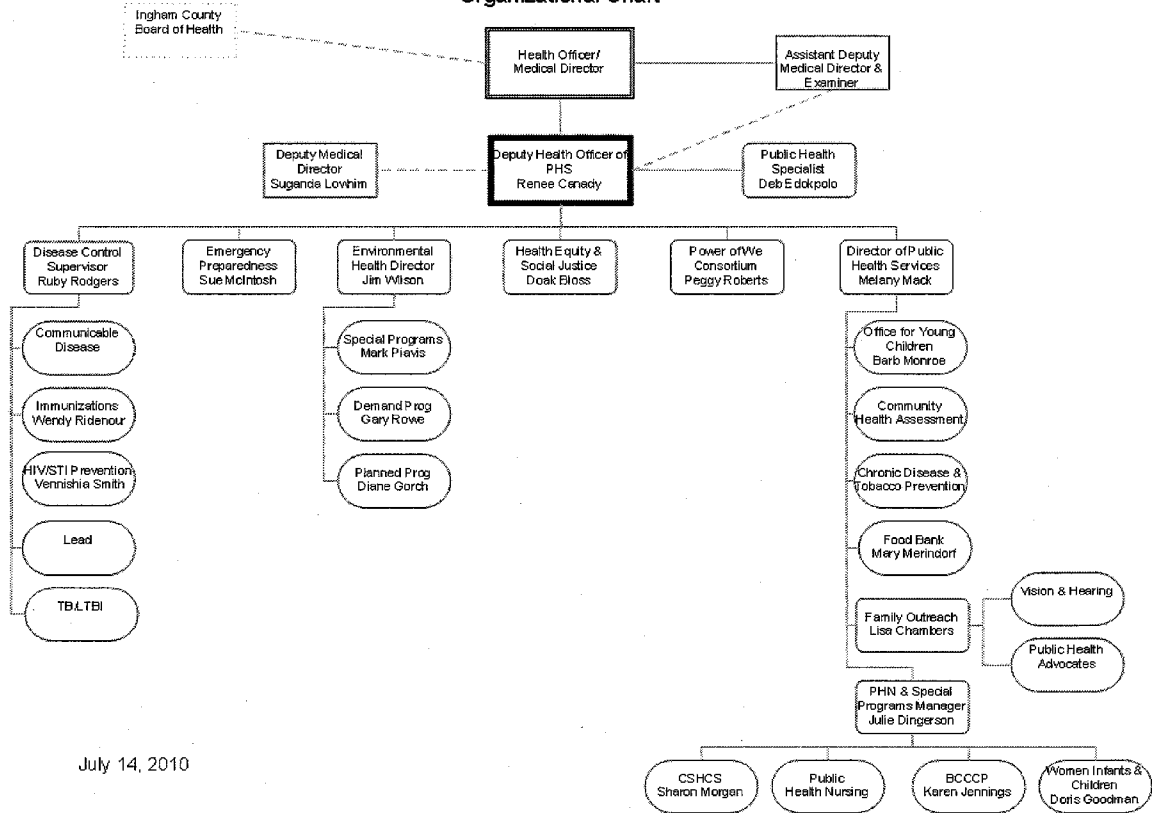
(2) This position is currently partially funded by a State Lead Grant in the amount of \$78,952. Since the grant is being discontinued, the position is proposed for elimination. The net general fund savings from eliminating the position will be \$32,482..

(3) This reflects Dr. Sienko's rate of pay, which was equivalent to a physician plus 5%.

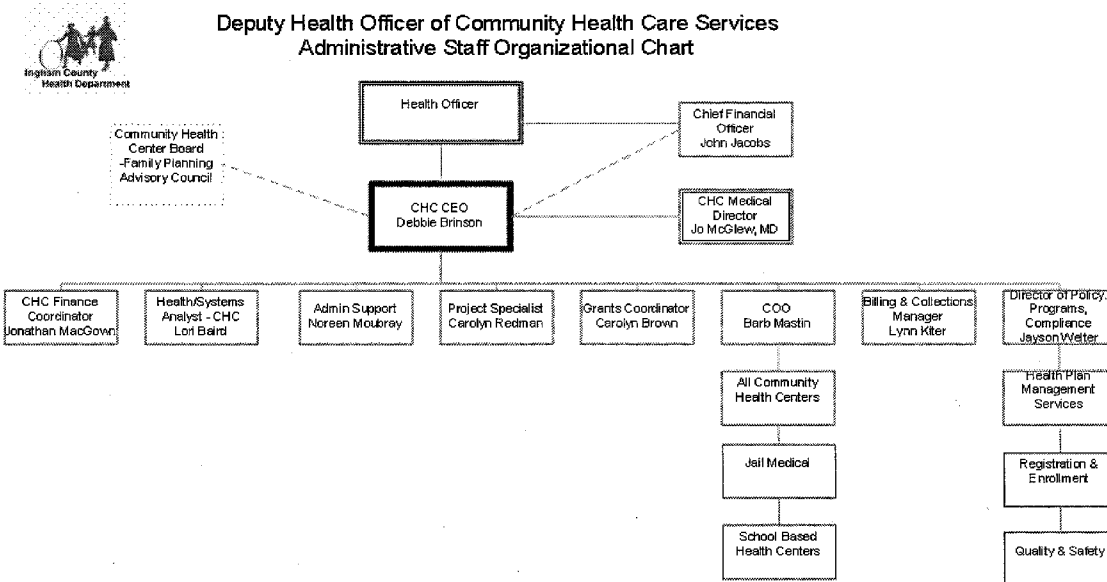




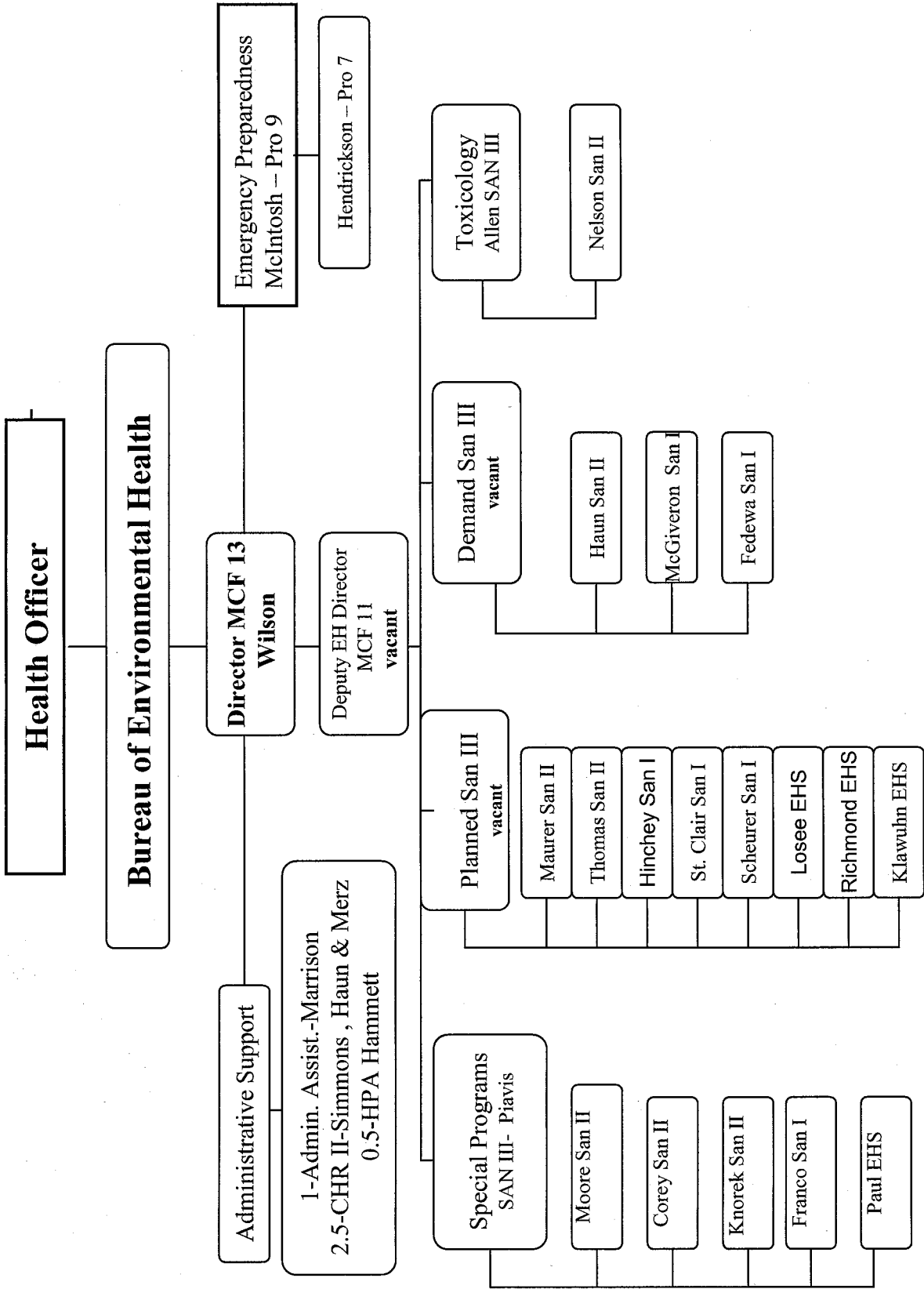
Deputy Health Officer of Public Health Services Organizational Chart



July 14, 2010



March 12, 2012



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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REALIGNMENT OF HEALTH DEPARTMENT PROGRAMS
AND ADMINISTRATIVE STRUCTURE**

WHEREAS, the Board of Commissioners establishes the Plan of Organization for the Health Department, with the concurrence of the Michigan Department of Community Health; and

WHEREAS, Dean G. Sienko, M.D., recently retired as Health Officer and Medical Director; and

WHEREAS, in Resolution #11-336 the Board of Commissioners appointed Renée Branch Canady, Ph.D., as Health Officer; and

WHEREAS, the re-establishment of the Medical Director position was set forth in Resolution #11-337; and

WHEREAS, the Health Officer has reviewed the structure of the Department and has proposed a number of changes in the administrative structure resulting in shifts of administrative services and job functions; and

WHEREAS, the proposed changes will reduce administrative structure through the elimination of managerial positions and realignment of reporting relationships resulting in increased administrative, programmatic and fiscal efficiency; and

WHEREAS, the majority of the proposed adjustments can be implemented by taking advantage of currently vacant positions and retirements at a significant budgetary savings; and

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

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

WHEREAS, the Health Officer recommends that the Board of Commissioners accept the proposed realignment and restructuring of services and authorize the resulting changes in job titles, classifications and establishment of positions; and

WHEREAS, the Health Officer has advised that no additional funds are required and that implementation of the proposed changes result in cost savings.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends the Ingham County Health Department Plan of Organization.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following changes in job titles and reclassification/salary grades:

<u>Position number</u>	<u>Current Grade</u>	<u>Current Grade</u>	<u>Proposed Job Title</u>	<u>Proposed Grade</u>
601001	Health Officer/Medical Examiner/Medical Director	MCF C+	Health Officer	MCF 18
601381	Deputy Health Officer, Public Health Services	MCF 17	Deputy Health Officer, Public Health Services	MCF 15
601044	CHR II	UAW 8	Administrative Assistant BCCCP	UAW F
601042	Prevention Program Coord	ICEA 9	Prevention Program Coord	ICEA 10
601041	BCCCP Nurse	MNA 2	BCCCP Nurse Case Manager	MNA 3
601383	Assistant Deputy Health Officer	MCF 10	Chief Health Communication Officer	MCF 10
601135	Public Health Specialist	PRO 5	Assistant Deputy Health Officer	MCF 8
601333	Sanitarian II	ICEA 8	San III, Planned Program Lead	ICEA 9
601324	Demand Program Supervisor	MCF 11	San III, Demand Program Lead	ICEA 9
601335	CHR IV	UAW F	Administrative Assistant, EH	UAW G
601366	Human Services Grant Coord	MCF 10	Human Services Grant Coord	ICEA 7
601377	Project Specialist	ICEA 5	Project Specialist	ICEA 6
601307	Business Analyst	MCF 7	Health/Systems Analyst/CHC	ICEA 8

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following changes in job titles:

<u>Position / Title</u>	<u>Proposed Title</u>
601402 / Deputy Health Officer, Community Health Services	Chief Executive Officer/Director, Community Health Services
601025 / PCP/Deputy Medical Director	Primary Care Physician

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following positions are established or re-established:

<u>Position / Title</u>	<u>Proposed Grade</u>
Deputy Director, Environmental Health	MCF 11
Medical Director	MCF C

BE IT FURTHER RESOLVED, that the following positions are eliminated:

<u>Position/Title</u>	<u>Grade</u>
601004 / Director Public Health Services	MCF 13
601320 / Manager, Planned Programs	MCF 11

BE IT FURTHER RESOLVED, that due to the loss of the MDCH Lead Grant, positions 601363/Community Health Representative II/UAW D, and 601052/Sanitarian II will be eliminated and the incumbents will be reassigned to vacant positions within the Health Department, with these actions effective no later than December 31 2012. The general fund allocation to this position will be subsumed by savings from the reorganization.

BE IT FURTHER RESOLVED, that all position adjustments be effective upon resolution approval, with the exception of the positions mentioned above and 601324 and 601366, which will take effect July 1, 2012 upon the retirement of the incumbents.

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

MEMORANDUM

TO: County Services and Finance Committees
FROM: James Hudgins, Director of Purchasing
DATE: March 8, 2012
RE: P-card Program Agreement

This is a resolution authorizing an agreement with Comerica, Inc. to provide commercial card services for the County's Procurement Card (P-Card) Program. The Program was established to provide a convenient means with which to make purchases and at the same time reduce the costs associated with initiating and paying for those purchases. The County Financial Services and Purchasing Departments are responsible for managing the program and each department is responsible for managing its cardholder accounts. Employees who have the approval from their supervisor and/or department head, receive the proper training, and agree to the terms and conditions of the program are allowed to use the P-Card program.

The current P-card Agreement with Comerica terminates July 30, 2012, and as such, the County has been in discussions with Comerica regarding a new proposed agreement. Inclusive of this agreement is the creation of a new rebate program called the Revenue Share Program. This program changes the way rebates are calculated; based on the County's current annual spending, which is around \$2M, the County would be eligible for a \$16,000 annual rebate.

Provided that the County's annual spending is greater than \$500,000, there is essentially no cost to the County for this program, as with the previous contract, other than nominal fees for special services like lost cards, graphics set-up, etc.

The P-card Team recommends the approval of the following Resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AGREEMENT WITH COMERICA, INC. FOR THE
PROCUREMENT CARD PROGRAM**

WHEREAS, the Ingham County Board of Commissioners authorized in Resolution #02-178, for the Purchasing Department to proceed with implementing a Procurement Card Program; and

WHEREAS, the Procurement Card Team was formed including representatives from Budgeting, Financial Services, Human Resources, Management Information Systems, Treasury and the Purchasing Departments; and

WHEREAS, the Ingham County Board of Commissioners authorized in Resolution #09-223, an agreement with Comerica, Inc. from July 31, 2009 to July 30, 2012 to provide commercial card services for the Procurement Card Program at no cost to the County; and

WHEREAS, Comerica has proposed a new agreement which incorporates a new rebate program whereby the County will be eligible for annual rebates; and

WHEREAS, after careful review and consideration of the proposed agreement, the Procurement Card Team recommends entering into a new agreement with Comerica.

THEREFORE BE IT RESOLVED, that Ingham County enters into a three-year agreement with Comerica, Inc. to provide commercial card services for the Procurement Card Program, for the term of July 31, 2012 to June 1, 2015.

BE IT FURTHER RESOLVED, that the agreement shall be extendable if mutually agreed upon by the County and Comerica for a period of not more than two years.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: James Hudgins, Director of Purchasing

DATE: March 8, 2012

RE: Fuel Purchase Program for County Owned Vehicles and Equipment

This is a resolution authorizing renewing a contract with Lansing Ice & Fuel Company for a period of three (3) years with an option to renew the contract for an additional two-year period. Lansing Ice and Fuel Company will provide regular unleaded gasoline and other types of fuel on an as-needed basis for County-owned vehicles and equipment.

Lansing Ice & Fuel, a registered and local vendor with the County, will provide County employees with easy access to and the convenience of numerous fueling stations in and around the County and the state. It also backs out all exempt sales tax and provides fuel usage reports by department utilizing a card accounting system. All fuel purchased meets or exceeds the minimum fuel standards established by the State of Michigan. The price charged to the County for all fuel charges is based on Lansing Ice & Fuel's cost on the date of purchase plus a differential (for freight and margin), excluding any exempt taxes. For this contract, Lansing Ice & Fuel has agreed to reduce its cost differential for all types of fuel from \$0.086 to \$0.069 per gallon.

I recommend approval of the following Resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING RENEWING A CONTRACT WITH LANSING ICE & FUEL COMPANY TO SUPPLY FUEL FOR COUNTY-OWNED VEHICLES AND EQUIPMENT

WHEREAS, the County requires a primary supplier of fuel for County-owned and operated vehicles and equipment at fair and reasonable prices on an as-needed basis; and,

WHEREAS, the current fueling contract with Lansing Ice & Fuel Company expired on December 31, 2012; and,

WHEREAS, the Purchasing Department solicited proposals for the purchase of fuel, and after review and evaluation, recommends entering into contract with the most responsible proposer, Lansing Ice & Fuel Company, a local vendor, to supply fuel for County-owned vehicles and equipment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a fueling contract with Lansing Ice & Fuel Company to supply fuel for County-owned vehicles and equipment for a period of three (3) years with an option to renew the contract for an additional two-year period.

BE IT FURTHER RESOLVED, that the price charged to the County for fuel purchases shall be based on Lansing Ice and Fuel's cost on the date of purchase plus a \$0.069 per gallon differential for all types of fuel purchased; diesel winterization from November 15 to March 1 shall be \$0.02 per gallon.

BE IT FURHTER RESOLVED, that this differential shall be added to Lansing Ice & Fuel's actual invoice cost to determine the County's fuel price, excluding any exempt taxes.

BE IT FURTHER RESOLVED, that the fuel will be purchased utilizing a card accounting system to be provided by Lansing Ice & Fuel.

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

Agenda Item 6

To: Judiciary, County Service, and Finance Committees
From: Richard Terrill
Date: March 7, 2012
Re: Ingham County Family Center Proposed Renovation

I am requesting approval for Phase 2 construction and document stage so that documents can be prepared and put out for bid. Funds have already been approved per resolution #10-353 which awarded a contract to GAV, an Architectural & Engineering firm for a total cost not to exceed \$21,450.

1. Phase 1 – Conceptual Design Services Cost = \$5,500 **(Completed)**
2. Phase 2 – Construction Oversight Administration and Reimbursable Cost = \$15,950

The preliminary construction estimate ranges from \$550,000 to \$600,000. With your approval of the preliminary design we will proceed with putting the construction documents together and send them out to bid. Once bids are received, we will return with a recommendation to proceed with a qualified and experienced contractor which would include the actual cost of construction.

For your review we have a position paper attached and will give a presentation and overview of the proposed renovations.

Thank you in advance for your consideration.

Sincerely,

Rick Terrill

Ingham County Family Center Renovation Position Paper

Addendum (03/15/2011)

A plan to renovate the Ingham County Family Center was presented to the Judiciary Committee on February 11, 2010 and November 3, 2011. A plan was discussed to construct space for a “host” agency, as well as space for court staff that are currently located on the secure “Ingham Academy” portion of the Family Center. By doing so, the host agency would cover the operational cost of having the sanctuary open, as well as meet the community’s needs through programs targeted towards prevention and community outreach. Also discussed was that by moving court staff would allow for community agencies, who are currently working with the Ingham Academy, to have space to meet with clients in a therapeutic setting.

The ICFC Advisory Board Meeting held on January 3, 2011. The advisory board, which includes a member from the Community Coalition of Youth (CCY), discussed ways to bring other community agencies into the Ingham County Family Center, at little or no cost.

The following issues were discussed at the meeting:

- The two meeting rooms located on the lower level of the sanctuary space should not be factored into the square footage lease cost of the host agencies.
- Community agencies would be able to use the meeting rooms and sanctuary space on a limited basis, if there was a need.
- The ICFC Advisory Board could serve as an approval body to agencies who wish to use the space.
- The space could be available to all CCY members whose agencies provide programs that meet the Juvenile Justice Millage language.

The ICFC Advisory Board unanimously passed a motion to, “develop a process for approving use of CCY organizations to use the Family Center based on the following guidelines:”

- Agencies must have a direct impact on youth and/or families
- Agencies must meet millage language
- Agencies must be CCY members
- Agencies must be approved by the ICFC Advisory Board

Recommendation:

The Ingham County Family Center Advisory Board recommends that the Ingham County Board of Commissioners fully support the renovations proposed by the Ingham County Facilities Department.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH
GAV ASSOCIATES, INC. TO PROVIDE ARCHITECTURAL & ENGINEERING SERVICES FOR
RENOVATIONS TO THE INGHAM COUNTY FAMILY CENTER**

RESOLUTION #10-353

WHEREAS, the Ingham County Family Center Advisory Board recommended in February of this year, that the current unused space should be renovated to meet the short term and long term needs of the public; and

WHEREAS, the funds for this project are available through account number 264-66400-818000; and

WHEREAS, the Purchasing Department solicited bids for architectural and engineering services for the renovation of Ingham County Family Center and GAV Associates, Inc., a registered vendor, who was determined by the Purchasing and Facilities Departments to having submitted a responsive and responsible bid was the low bidder; and

WHEREAS, the project cost is \$21,000.00 plus \$450.00 for reimbursable expenses, for a total cost not to exceed \$21,450.00, to be paid from the fund balance of the Juvenile Justice Millage.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to GAV Associates, Inc., 31471 Northwestern Highway, Suite 2, Farmington Hills, MI 48334-2575, to perform architectural and engineering services for the renovation of the Ingham County Family Center, for a cost of \$21,000.00 plus \$450.00 for reimbursable expenses for a total cost not to exceed \$21,450.00, to be paid from the fund balance of the Juvenile Justice Millage.

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.

JUDICIARY: Yeas: Nolan, Bahar-Cook, Davis, Tsernoglou, Schafer, Dougan

Nays: None **Absent:** None **Approved 10/14/10**

COUNTY SERVICES: Yeas: Copedge, Schor, Celentino, Grebner, McGrain, Vickers

Nays: None **Absent:** None **Approved 10/19/10**

FINANCE: Yeas: Grebner, Tennis, Bahar-Cook, Schor, Holman, Dougan

Nays: None **Absent:** None **Approved 10/20/10**

MEMORANDUM

TO: Law Enforcement and Finance Committees
FROM: John Neilsen, Deputy Controller
DATE: March 8, 2012
RE: Extension of 911 Center Operational Contracts

In September 2011, the Board of Commissioners approved contracts with the cities of Lansing and East Lansing to provide operational funding for their dispatch centers through April 16, 2012. These contracts were based on a daily rate of \$15,135 per day for the Lansing dispatch center and \$4,386 per day for the East Lansing dispatch center. At that time the resolution was approved, it was anticipated that the date the new 911 dispatch center would become operational would be April 17, 2012. It is no longer likely that the center will be operational on that date.

The attached resolution extends the operational contracts through the end of the cities' 2011/2012 fiscal years or the effective date of integration, whichever occurs first. If this resolution is approved the contractual reimbursement for operation of the Lansing dispatch center will be \$15,135 per day commencing on April 17, 2012 until the effective date of integration but in no case will it exceed \$5,524,250. The contractual reimbursement for operation of the East Lansing dispatch center will be \$4,386 per day commencing on April 17, 2012 until the effective date of integration but in no case will it exceed \$1,600,802. Sufficient funds are available in the 911 Emergency Telephone Dispatch Services Budget for this extension. All other terms and conditions of the contracts authorized by Resolution #11-291 remain unchanged.

I recommend approval of this resolution. Please contact me if you have any questions.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING RESOLUTION #11-291 TO EXTEND CONTRACTS WITH LANSING AND EAST LANSING FOR THE 911 CENTER FY 2011/2012 OPERATIONS

WHEREAS, Resolution #11-291 established contracts with the City of Lansing and the City of East Lansing for FY 2011/2012 dispatch center operations through April 16, 2012; and

WHEREAS, the contracts authorized by Resolution #11-291 were based on a daily rate of \$15,135 per day for the Lansing dispatch center and \$4,386 per day for the East Lansing dispatch center; and

WHEREAS, it was anticipated that the new 911 Central Dispatch Center would be operational on April 17, 2012; and

WHEREAS, the new 911 Central Dispatch Center will not be operational on April 17, 2012, therefore an extension is necessary to continue operational funding for the Lansing and East Lansing centers until such time as the facility is operational.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes contract extensions with the City of Lansing and the City of East Lansing to fund FY 2011/2012 dispatch center operations through June 30, 2012, or the effective date of integration, whichever occurs first.

BE IT FURTHER RESOLVED, an appropriation from the 911 Emergency Telephone Dispatch Services Budget is approved to increase reimbursement of the City of Lansing's FY 2011/2012 operational budget in the amount of \$15,135 per day commencing on April 17, 2012, until the effective date of integration but in no case will it exceed \$5,524,250.

BE IT FURTHER RESOLVED, an appropriation from the 911 Emergency Telephone Dispatch Services Budget is approved to increase reimbursement of the City of Lansing's FY 2011/2012 operational budget in the amount of \$4,386 per day commencing on April 17, 2012, until the effective date of integration but in no case will it exceed \$1,600,802.

BE IT FURTHER RESOLVED, all other terms and conditions of the contracts authorized by Resolution #11-291 remain unchanged.

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

MEMORANDUM

TO: Law Enforcement and Finance Committees

FROM: John Neilsen, Deputy Controller

DATE: March 8, 2012

RE: Resolution to Amend the Ingham County Public Safety Radio System Cost Participation Policy

This resolution will authorize amending the attached “Ingham County Public Safety Radio System Cost Participation Policy” as previously adopted and amended by the Ingham County Board of Commissioners. The Policy outlines the County’s and other Public Safety Agencies costs and other responsibilities as members of the system.

With the upcoming consolidation of the 911 Dispatch Centers, into one County 911 center, it was time to update the policy.

The changes include defining the new County 911 Directors responsibilities, adding a section on Spare Loaner radios, and adds language under the Participating Agency section.

These changes include:

Each new participating entity shall sign a communication (Exhibit A) that acknowledges that the undersigned has received and read the Ingham County Public Safety Radio System Cost Participation Policy and agrees that the organization will abide by the terms of the Ingham County Public Safety Radio System Cost Participation Policy.

Participating entities shall remit their payment for the Ingham County Public Safety Radio System Cost Participation, within 60 days of receipt of an invoice from the County. Failure to submit payment shall result in removal of radio system services.

Finally, it states that agencies that do not provide primary 9-1-1 related services will pay 100% of the cost per radio with no offset by 9-1-1 Funds.

The changes from the previous Policy are shown as strike out and the new language is bolded.

The fifth year of the Infrastructure cost sharing arrangement based on the System Infrastructure Maintenance contract is for a total of \$291,407 for the time period of October 1, 2011 through September 30, 2012. With 1796 radios on the system, the cost per radio is \$162.25.

\$ 105.46	Local Share *	(65%)
\$ 56.79	911 Share	(35%)
\$162.25		(100%)

I recommend approval of this resolution. Please contact me if you have any questions.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE INGHAM COUNTY
PUBLIC SAFETY RADIO SYSTEM COST PARTICIPATION POLICY**

WHEREAS, the Ingham County Board of Commissioners established a 911 Advisory Committee to advise the Board on 911 Emergency Telephone Services matters; and

WHEREAS, the 911 Advisory Committee of the Ingham County Board of Commissioners, recommended an Ingham County Public Safety Radio System Cost Participation Policy for the Ingham County Board of Commissioners to adopt, to serve as a guideline for public safety agencies and other entities to clarify their responsibilities financially and programmatically for participation in the Ingham County Public Safety Radio System; and

WHEREAS, the Ingham County Board of Commissioners adopted the “Ingham County Public Safety Radio System Cost Participation Policy” as recommended by the 911 Advisory Committee, with respect to participating entities in the Ingham County Public Safety Radio System through Resolution #07-338 and later amended it through Resolution #08- 179; and

WHEREAS, that the Ingham County Board of Commissioners have approved the Ingham County Consolidated 911 Central Dispatch Center Project which will necessitate an update to the Policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the amendments to the attached “Ingham County Public Safety Radio System Cost Participation Policy” with respect to participating entities in the Ingham County Public Safety Radio System.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to send a copy of this resolution and policy to all clerks of governmental units in Ingham County as well as all current participating entities.

INGHAM COUNTY PUBLIC SAFETY RADIO SYSTEM COST PARTICIPATION POLICY

The Ingham County Board of Commissioners' policy on financial and programmatic responsibilities for public safety agencies and other entities participation in the Ingham County Public Safety Radio System shall be as follows:

Ingham County:

1. Will hold title to and maintain the system infrastructure. (Towers, antennas, cables, generators, site maintenance, transmitters, remote receivers, microwave system/T-1 lines, and other related items).
2. Ingham County will hold title to the frequencies and licenses for the system operation.
3. System enhancements must be presented to the ~~911 Advisory Board~~ **911 Director** for their recommendation to the Ingham County Board of Commissioners.
4. Ingham County will maintain the system infrastructure and require an infrastructure cost sharing arrangement with the participating entities based on an annual fee prorated by the number of mobile and portable radios each agency has on the system. This fee shall be established by resolution of the Ingham County Board of Commissioners and may be changed from time to time by the County by resolution.
5. Maintenance must be performed by a certified/approved ~~M/A COM~~ **Harris** service shop.

~~911 Advisory Committee:~~ **Director**

1. The ~~911 Advisory Committee~~ **Director** will make recommendations to the Ingham County Board of Commissioners for any proposed system enhancements.
2. The ~~911 Advisory Committee~~ **Director** will assure that any end user equipment to be purchased by participating entities is compatible to the system and is programmed properly according to established protocols prior to purchase.
3. The ~~911 Advisory Committee~~ **Director** ~~consisting of public safety professionals~~ will ~~continue to~~ advise the Board of Commissioners on 911 emergency dispatch issues related to this "Ingham County Public Safety Radio System Cost Participation Policy" including the adjustment of the infrastructure cost-sharing arrangement based on an annual fee.

Participating Entity:

1. Each participating entity shall be responsible for the repair and installation of any **County provided or** future end user equipment purchased or moved from vehicle to vehicle.
2. Any repair work performed or maintenance contracts for end user equipment must be done by a repair shop approved by both ~~M/A COM~~ **Harris** as to certification and the ~~911 Advisory Committee.~~ **Director**
3. Any additional end user equipment purchased is the cost responsibility of the participating entity.

4. The purchase of and programming of any new end user equipment should be approved by the 911 ~~Advisory Committee~~ **Director** prior to purchase.
5. **Each new participating entity shall sign a communication (Exhibit A) that acknowledges that the undersigned has received and read the Ingham County Public Safety Radio System Cost Participation Policy and agrees that the organization will abide by the terms of the Ingham County Public Safety Radio System Cost Participation Policy.**
6. **Participating entities shall remit their payment for the Ingham County Public Safety Radio System Cost Participation, within 60 days of receipt of an invoice from the County. Failure to submit payment shall result in removal of radio system services.**
7. **Agencies that do not provide primary 9-1-1 related services will pay 100% of the cost per radio with no offset by 9-1-1 Funds.**

Waiving Radio System Fees:

1. The 911 ~~Advisory Committee~~ **Director** will review any requests for waiving fees, on a case by case basis, and make recommendations to the Ingham County Board of Commissioners Law Enforcement and Finance Committees for approval to waive the fees.
2. The recommendation will take into consideration the balance of the participating entity's public safety mission, the use of the radios for day to day operations, and the principle that participating entity's should contribute towards the "Ingham County Public Safety Radio System Cost Participation Policy" infrastructure cost sharing arrangement.

Spare Radios Policy:

This section of the Public Safety Radio System Cost Participation Policy addresses the distribution and use of spare radios that may be loaned to other participating entities:

1. **If there are spare radios within the Ingham County Public Safety Radio System inventory, spare radios may be distributed to participating entities with the permission of the current Public Safety Agency that has the spare radios.**
2. **It is expressly understood that these spare loaner radios must be returned to the Public Safety Agency that owns the radio(s) at any time that they request the return of these radios.**
3. **The LID and Serial #(s) will be recorded and kept by the Radio Systems Administrator.**
4. **The radio(s) will be re programmed for the borrowing agency, by the Radio Systems Administrator at no charge on a case by case basis, any cost for reprogramming by Harris will be borne by the borrowing agency.**
5. **The radio(s) shall be maintained in the same condition as when it was loaned and the borrowing agency shall be responsible for any repair and/or damage to the radio(s).**
6. **The borrowing agency/agencies will be responsible for the annual maintenance fee for each radio as long as they are using the radio(s).**

Exhibit A

To: Ingham County Controllers Office

From: _____, A Participating Entity

Re: Ingham County Public Safety Radio System Cost Participation Policy

This letter shall acknowledge that I the undersigned have received and read the Ingham County Public Safety Radio System Cost Participation Policy. By signing this Communication, I agree that my organization will abide by the terms of the Ingham County Public Safety Radio System Cost Participation Policy. This includes our agreement to pay the local share of the annual maintenance fees as long as we are participants within the Ingham County Public Safety Radio System. I acknowledge that my organization will be responsible for paying its proportional share of the annual maintenance costs on the System with the amount to be invoiced to each public safety agency on a quarterly basis. Where applicable the number of radios for each agency is billed at 65% of the cost per radio with the 911 funds paying the remaining 35%. The cost per radio is determined by dividing the total number of radios on the system by the total amount of the annual Maintenance Contract. Agencies that do not provide primary 9-1-1 related services will pay 100% of the cost per radio with no offset by 9-1-1 Funds. The total number of radios on the system will be re calculated every year based on these factors.

These fees shall be established by resolution of the Ingham County Board of Commissioners and may be changed from time to time by the County by resolution

I further agree that the funding unit Public Safety unit that I represent shall purchase Public Safety radios (or will use spare loaner radios) to operate on Ingham County 's Public Safety Radio System and will abide by the terms of the PUBLIC SAFETY RADIO SYSTEM COST PARTICIPATION POLICY including the following:

“Participating Entity:

- 1. Each participating entity shall be responsible for the repair and installation of any future end user equipment purchased or moved from vehicle to vehicle.**
- 2. Any repair work performed or maintenance contracts for end user equipment must be done by a repair shop approved by both Harris as to certification and the 911 Director.**
- 3. Any additional end user equipment purchased is the cost responsibility of the participating entity.**
- 4. The purchase of and programming of any new end user equipment should be approved by the 911 Director prior to purchase.**
- 5. Each new participating entity shall sign a communication (Exhibit A) that acknowledges that the undersigned has received and read the Ingham County Public Safety Radio System Cost Participation Policy and agrees that the organization will abide by the terms of the Ingham County Public Safety Radio System Cost Participation Policy.**

- 6. Participating entities shall remit their payment for the Ingham County Public Safety Radio System Cost Participation, within 60 days of receipt of an invoice from the County. Failure to submit payment shall result in removal of radio system services.**
- 7. Agencies that do not provide primary 9-1-1 related services will pay 100% of the cost per radio with no offset by 9-1-1 Funds.**

In addition.

Your signature will be required and by signing this document, you are acknowledging that you have the authority to sign on behalf of your organization and that your organization has authorized you to sign this letter on its behalf.

Signature

Date

Title and Organization

Agenda Item 7c

TO: Human Services and Finance Committees
FROM: Jared Cypher, Assistant Deputy Controller
DATE: March 9, 2012
RE: Targeted Assistance Grant Program for Refugee Services

The U.S. Department of Health and Human Services Office of Refugee Resettlement has notified the Ingham County Department of Human Services that Ingham County has been selected for a Targeted Assistance grant for services to refugees. The purpose of Targeted Assistance formula grants is to provide, through a process of local planning and implementation, direct services intended to result in economic self-sufficiency and reduced welfare dependency of refugees through job placements.

The FY 2011 allocation is for \$340,379 for a three-year project cycle. Either the County or the Department of Human Services may administer this grant, however at this time the Ingham County Department of Human Services is in the best position to ensure that the services are delivered, because they already have the appropriate mechanisms in place and administer similar refugee resettlement services.

This resolution designates the Ingham County Department of Human Services as the agency to administer the grant program activities, provided they report annually to the Board of Commissioners. I recommend approval.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION DESIGNATING THE INGHAM COUNTY DEPARTMENT OF HUMAN SERVICES
AS ADMINISTRATOR OF A TARGETED ASSISTANCE PROGRAM GRANT FOR
REFUGEE SERVICES**

WHEREAS, the Department of Health and Human Services Office of Refugee Resettlement has notified the Ingham County Department of Human Services that Ingham County has been selected for a Targeted Assistance grant for services to refugees; and

WHEREAS, the purpose of Targeted Assistance formula grants is to provide, through a process of local planning and implementation, direct services intended to result in economic self-sufficiency and reduced welfare dependency of refugees through job placements; and

WHEREAS, the FY 2011 allocation is \$340,379 for a three-year project cycle; and

WHEREAS, the Ingham County Department of Human Services is best positioned to accept and administer this grant.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners designates the Ingham County Department of Human Services as the administrator of the FY 2011 Targeted Assistance program formula grant for services to refugees.

BE IT FURTHER RESOLVED, the Ingham County Department of Human Services shall provide an annual report of activities conducted under the grant for each of the years in the three-year project cycle.

City of Lansing
Notice of Public Hearing

The Lansing City Council will hold a public hearing on March 12, 2012 at 7:00 p.m. in the City Council Chambers, 10th Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, other interested persons and ad valorem taxing units to appear and be heard on the approval of Brownfield Plan #55 – Ballpark North Brownfield Redevelopment Plan, pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, Public Act 381 of 1996, as amended, for property commonly referred to as the City of Lansing Central Garage and adjoining properties to the north, in Lansing, Michigan, but more particularly described by parcel numbers:

33-01-01-16-276-002, 33-01-01-16-276-021, 33-01-01-16-276-031, 33-01-01-16-276-041, 33-01-01-16-276-191, 33-01-01-16-276-151, 33-01-01-16-276-161, 33-01-01-16-276-182, 33-01-01-16-276-050,

Approval of this Brownfield Plan will enable the Lansing Brownfield Redevelopment Authority to capture incremental tax increases which result from the redevelopment of the property to pay for costs associated therewith. Further information regarding this issue, including maps, plats, and a description of the brownfield plan will be available for public inspection and may be obtained from Karl Dorshimer – President and CEO, Economic Development Corporation of the City of Lansing, 401 N. Washington Square, Suite 100, Lansing, MI 48933, (517) 483-4140.

Chris Swope
City Clerk

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