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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, MAY 16, 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 2, 2012 Minutes](#)

Additions to the Agenda

Limited Public Comment

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
4. Facilities - 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
5. Financial Services - Resolution Approving a Contract for [Health Care Consulting](#)
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
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
8. Controller/Administrator's Office
 - a. Resolution Authorizing an Interim Ingham County 911 Central Dispatch Center [Budget](#)
 - b. Resolution Updating [Various Fees](#) for County Services

- 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](#)

Announcements
Public Comment
Adjournment

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OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING**

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

FINANCE COMMITTEE
May 2, 2012
Minutes

Members Present: Mark Grebner, Brian McGrain, Deb Nolan, Rebecca Bahar-Cook, Todd Tennis, and Steve Dougan

Members Absent: None

Others Present: Teri Morton, John Neilsen, Richard McNulty, Renee Branch Canady, John Jacobs, Rick Terrill, Willis Bennett, Jim Hudgins, Brett Kaschinske, Dennis Parker, Stan Shuck and others.

The meeting was called to order by Chairperson Grebner at 6:03 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the April 18, 2012 Minutes

The April 18, 2012 Minutes were approved as submitted.

Additions to the Agenda

1. Pulled - Treasurer - Resolution to Provide the Ingham County Land Bank Fast Track Authority with Capacity Building Funding
- 5a. Pulled - Facilities - Resolution Authorizing Entering into a Contract with Spicer Group to Provide Architectural and Engineering Services for the Repair of the Roof at the Ingham County Sheriff's Office and the Roof of Pavilion 2 at the Potter Park Zoo
- 7e. Substitute - Controller/Administrator - First Quarter 2012 Budget Adjustments and Contingency Fund Update - Resolution Authorizing Adjustments to the 2012 Ingham County Budget

Ms. Morton noted that the Department of Transportation is included in the budget adjustments.

Limited Public Comment

None.

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

2. Probate Court
 - a. Resolution to Approve Contracts for Attorney Services for Probate Court Mental Illness Matters Heard at St. Lawrence Hospital
 - b. Resolution to Approve Contracts for Attorney Services for Probate Court in General Matters

3. Mid South Substance Abuse Commission - Resolution Authorizing the Transfer of Funds to the Mid-South Substance Abuse Commission and a 2012 Contract for Accounting with Respect Thereto
4. Health Department
 - a. Resolution to Authorize an Agreement with Peckham, Inc. for Call Center Services
 - b. Resolution to Authorize an Amendment to Resolution #12-106
5. Facilities
 - b. Resolution Authorizing a Three Year Agreement with a Two Year Option to Renew with Waste Management, Inc. for Waste Removal and Recycling Services
7. Controller/Administrator
 - a. Resolution Authorizing an Interoperability Communication Project for the Ingham County Public Safety Wireless Voice Communication System
 - d. Resolution of the Ingham County Board of Commissioners Concerning Transfer of MERS Assets and Liabilities for all Current and Past Employees of the Ingham County Road Commission
 - e. First Quarter 2012 Budget Adjustments and Contingency Fund Update - Resolution Authorizing Adjustments to the 2012 Ingham County Budget

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

6. Board of Commissioners
 - a. Resolution Instructing the Controller to Provide Notice to the City of Lansing of the County's Intent to Review the Pros and Cons of Renewing the Parks Maintenance Agreement

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION INSTRUCTING THE CONTROLLER TO PROVIDE NOTICE TO THE CITY OF LANSING OF THE COUNTY'S INTENT TO REVIEW THE PROS AND CONS OF RENEWING THE PARKS MAINTENANCE AGREEMENT.

Comm. Tennis stated that he has not changed his opinion since the meeting last week; however does not agree with terminating the contract immediately. He stated he is not in support of renewing the contract in the fall thus requiring the City of Lansing purchase the equipment. He wanted to make it clear he is unhappy that employees were not called back and that he will not support future contract language like this one. Comm. Tennis noted the equipment depreciation language in the contract is also unclear as to the intent and what is written. The Committee discussed the depreciation of the equipment.

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. McGrain stated that he is not in favor of cancelling the contract and it is not his intent to become involved with the City of Lansing staffing policies and politics. He stated he is hopeful that the details can be worked out and the County will consider hiring laid off City of Lansing seasonal employees when possible.

Comm. Bahar-Cook stated she views the City of Lansing as violating the spirit of the contract. Comm. Tennis agreed.

Comm. Tennis described the employee process of establishing union representation.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN TO CALL THE QUESTION.

MOTION CARRIED UNANIMOUSLY.

MOTION CARRIED with Comms. Bahar-Cook and Nolan Voting “no”.

- b. Resolution to Terminate the Agreement Between the City of Lansing and the County of Ingham for Maintenance of Certain City Parks (*Tabled from the April 18, 2012 Finance Committee Meeting*)

MOVED BY COMM. MCGRAIN TO TABLE THE RESOLUTION. MOTION FAILED DUE TO LACK OF SUPPORT.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO TERMINATE THE AGREEMENT BETWEEN THE CITY OF LANSING AND THE COUNTY OF INGHAM FOR MAINTENANCE OF CERTAIN CITY PARKS.

Mr. Neilsen noted, if approved, the effective date of May 10, 2012 would need to be changed.

MOTION FAILED with Comm. Bahar-Cook Voting “yes”.

- 7. Controller/Administrator
 - b. Resolution Submitting to a Vote of the Electorate a Special Millage for Continuing Comprehensive Emergency Telephone Services (911 Services)

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION SUBMITTING TO A VOTE OF THE ELECTORATE A SPECIAL MILLAGE FOR CONTINUING COMPREHENSIVE EMERGENCY TELEPHONE SERVICES (911 SERVICES).

Comm. Dougan stated he believes this should not be included as a consent agenda Item.

MOTION CARRIED UNANIMOUSLY.

c. Resolution to Submit to the Electorate a Juvenile Millage Renewal Question

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO SUBMIT TO THE ELECTORATE A JUVENILE MILLAGE RENEWAL QUESTION.

Comm. Dougan noted the County Attorneys had previously given the advice to include the special jurisdictional language on the ballot.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. TENNIS, TO AMEND THE RESOLUTION TO INCLUDE THE JURISDICTIONAL LANGUAGE ON THE BALLOT.

Mr. Neilsen explained the language was taken out because it confuses the voters and the County Attorneys have approved the current language.

COMM. TENNIS WITHDREW HIS SUPPORT OF THE MOTION.

MOTION TO AMEND FAILED DUE TO LACK OF SUPPORT.

MOTION CARRIED UNANIMOUSLY.

Comm. Grebner reminded the Committee he will propose a Special Transportation Millage of .12 mills. Comm. Dougan stated it is scheduled to be discussed at the Board Leadership meeting Monday at 6:30 p.m.

f. Resolution Updating Various Fees for County Services

Ms. Morton stated that this is for discussion purposes only.

Comm. McGrain asked why some of the Drain Commission fees are at 75% (ex. Plat Drain Administration Fee). Ms. Morton stated it is for the good of the public and instead of doubling the fees the increases are being made incrementally to bring the fee closer to the cost.

Comm. McGrain questioned what a dangerous animal is and should those fees be closer to 100%.

Comm. McGrain questioned the Potter Park Zoo fees for residents and non-residents. Mr. Bennett explained the new fee during the off-season. He further explained this is in coordination with the Zoological Society who will staff the admissions booth with their administrative people. He noted because this has not previously been staffed he does not know the actual attendance of resident and non-resident visitors during the off season. Comm. Dougan asked if the cash register equipment had been purchased to help identify where visitors are coming from. Mr. Bennett stated the cash registers have not yet been purchased. He noted that if the booth is not staffed there would be no one to run the cash register.

Comm. Dougan suggested that the Friend of the Court be advised that the Board of Commissioners suggest staying within the Controller's recommendation.

Comm. Bahar-Cook stated that Animal Control is typically in need of money and suggested that their fees could be rounded. Comm. Dougan also suggested rounding the offense redemptions. John Neilsen noted that Ms. McAloon Lampman will be at the next Law Enforcement meeting to discuss the fees. Comm. Tennis stated he would like to defer to the Law Enforcement Committee and Ms. McAloon Lampman. The Committee is interested in Ms. McAloon Lampman's input.

In summary, the Committee had the following question and suggestions/proposals:

Question:

- 1) Item #14: What is a dangerous animal?

Suggestion/Proposal:

- 1) Friend of the Court, Bench Warrant Fees: It is the Board of Commissioners suggestion to stay within the Controller's recommendation.
- 2) Increase the following Animal Control fees:

#8 Sterilized	From:	\$14.00	to	\$15.00
#9 Sterilized – Delinquent	From:	\$40.00	to	\$50.00
#10 Sterilized – 3 Yr. License (5)	From:	\$33.00	to	\$35.00
#18 Dogs (six years or older) (1)	From:	\$18.00	to	\$20.00
#20 Cats (under six years of age) (1)	From:	\$61.00	to	\$65.00
#21 Cats (six years or older) (1)	From:	\$24.00	to	\$25.00
#22 Kittens (age-four months or less)(1)	From:	\$49.00	to	\$50.00
#24 2 nd Offense	From:	\$49.00	to	\$50.00
#25 3 rd Offense	From:	\$94.00	to	\$100.00
#26 after 3 rd Offense	From:	\$147.00	to	\$150.00

The Committee discussed municipal tobacco ordinances along with the difference between fees and fines. The Committee asked the Health Department to investigate having one tobacco licensing fee throughout the County. Dr. Branch Canady agreed.

Announcements

None.

Public Comment

None.

The meeting adjourned at approximately 6:58 p.m.

Respectfully submitted,

Julie Buckmaster

**MAY 16, 2012 FINANCE AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

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

1. *Prosecuting Attorney's Office - Resolution Authorizing a Contract with ImageSoft Corporation for the Scanning Project for the Prosecutor's Office*

This resolution authorizes entering into a contract with ImageSoft at a cost of \$134,737 to complete the Statement of Work No. 12261 by March 31, 2013.

Funds are available for this purpose within the Ingham County Prosecutor's Office Capital Budget. (See attached memo for details.)

2. *Treasurer - Resolution to Provide the Ingham County Land Bank Fast Track Authority with Capacity Building Funding*

This item was tabled at the last County Services Committee meeting for additional information. The resolution authorizes the transfer of \$1.2 million over a three year period (2012-2014) from the Delinquent Tax Revolving Fund to the Land Bank. These funds will be used by the Land Bank to help offset the costs of certain core services.

3. *Health Department - Resolution to Amend Resolution #12-110 to Correct Job Titles and Position Numbers*

This resolution authorizes an amendment to Resolution #12-110 to change job titles/job descriptions and correct position numbers. Changes are made to the following positions:

Position #601402/Deputy Health Officer, Community Health Services – title change to Chief Executive Officer/Director. The position number listed in the resolution was incorrect. The correct position number should be #601003.

Position #601366 was reclassified as a Human Services Grant Coordinator. After review by Human Resources, it is recommended that the job title be changed to Power of We Coordinator, Health Department. Both Human Resources and the ICEA support the change.

Position #601333 was reclassified as a Sanitarian III, Planned Program Lead and #601324 was reclassified as a Sanitarian III, Demand Program Lead. After Human Resources review, one job description has been recommended for both positions. Both Human Resources and the ICEA support this change.

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

The resolution authorizes awarding a contract to RNA Janitorial, Inc., 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 be awarded to RNA Janitorial, Inc., who submitted the lowest responsive bid of \$1,767,030.00 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.

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

The Financial Services and Purchasing Departments have conducted a request for proposal process for a firm to provide health care consulting. The County currently uses Aon/Hewitt Consulting. We received proposals from eight vendors. A sub-committee of the Health Care Coalition (labor and management) reviewed the proposals and interviewed the top three candidates. After interviewing the candidates on May 3rd, the sub-committee recommends the selection of Buck Consultants at an annual cost not to exceed \$84,000. Our health care partners of Tri-County Office on Aging and Capital Area District Library will contribute toward this cost.

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

Board of Commissioner Resolution #02-285 approved the implementation of a Low Income Park Vehicle Fee Policy and provided a free daily pass to a person who signs a form listing their name, address, and stating that paying the vehicle fee would be a hardship, a free annual pass is then mailed to the address listed on the form. As many as 65 requests for vehicle entrance fee hardship passes are made by non-Ingham County residents at the County parks on a yearly basis. The Parks & Recreation Commission recognizes that Ingham County Parks and activities are funded by the citizens of Ingham County and recommends only Ingham County residents benefit from the Low Income Park Vehicle Fee Policy. The Parks & Recreation Commission supported this concept with a resolution passed at their April meeting.

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

This resolution authorizes adoption of an Interim Budget for the Ingham County 911 Central Dispatch Center to cover the time period of the scheduled opening of the Center May 30, 2012 through the remainder of the year. (See attached memo for details.)

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

This resolution represents the annual review and update of fees for county services. Please refer to memo and attachments for additional information.

8c. Controller/Administrator's Office - Resolution Authorizing the Controller to Negotiate a Memorandum of Understanding with 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

The resolution authorizes a MOA with the Teamsters and the FOP. In the event either union is unwilling to agree then the County will establish the terms and conditions of the initial employment in order to open and operate the 911 Central Dispatch Center by May 30, 2012. The MOA and the "terms and conditions" would be consistent with our discussion at the Board Leadership meeting held on May 7.

OTHER ACTION ITEM:

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

This resolution authorizes a special supplementary millage question for a Countywide Transportation System Primarily for the Disabled and Elderly. The approved language would be placed on the ballot of the August Primary Election for voter approval, concurrent with the currently authorized millage (.48 of one (1) mill) through 2015.

The supplemental millage has been deemed necessary in order to continue to provide services at the current level. The .12 mill would generate an estimated additional \$784,000 for the transportation system in the first calendar year of the levy based on taxable value. The County Attorney has reviewed and approved the ballot language included in this resolution. The County traditionally has used these millage funds to contract with CATA for the transportation services (CATA Rural Services (CRS), CATA service for persons with disabilities (SpecTran)), and to provide funds to Veteran Affairs for the operation of a vehicle used to transport area veterans to VA Hospitals in the region.

MEMORANDUM

TO: Law Enforcement and Finance

FROM: Lisa McCormick, Chief Assistant Prosecuting Attorney

RE: Resolution to Enter into a Contract with Imagesoft

DATE: April 30, 2012

Our office is requesting approval to enter into a Contract with Imagesoft. We have previously contracted with Imagesoft to implement our Paperless Project. Due to the size of our office and the transition for our staff from paper to paperless we have been implementing this project in phases. We started out with our Adult Criminal Cases. We started using Onbase with our Adult Cases in April 2010. This project has been successfully implemented. It should be noted that we still have back scanning to do but our Scanning Unit scans those cases when time permits. Our Family Support division went live later in 2010 at the same time as Friend of the Court. This has been successfully completed.

Our next phase was to implement Juvenile Delinquency and Abuse & Neglect cases. Due to the size of the project we have decided to go live with our Juvenile/Delinquency cases only. This is scheduled to go LIVE May 21, 2012. Once that is successfully implemented we will go LIVE with our Abuse & Neglect Cases. All of the contractual work has been paid for but we felt it would be overwhelming for our staff to have two different types of cases go LIVE at the same time so we broke it down into two phases internally. Once the staff is comfortable with the Delinquency cases will be able to implement the Abuse & Neglect cases immediately. The majority of the office absent some minor administrative paperwork will be paperless once we implement the Juvenile Delinquency and Abuse & Neglect cases. This additional phase is necessary to complete the overall imaging solution.

The Statement of Work addresses the integration that is necessary with our PACC/PAAM records management system. Currently our clerical staff scan, index and enter data into onbase and then put the same data in our PACC/PAAM system. This will be alleviated by the integration and the I-filing solution. The I-filing solution will allow the police agencies to upload the data which will automatically go into onbase and PACC/PAAM elevating time consuming scanning and indexing which again will eliminate data entry and common data entry mistakes.

The Statement of Work is for \$134,737. The Ingham County Prosecutor's Office has \$ 138,033 budgeted in its 2012 CIP Budget for this project. **Therefore, we are not requesting any additional money.** We hope that this project will be completed by the end of 2012 or sometime early 2013.

We believe these efficiencies will assist us in putting our limited clerical staff to the best possible uses. As you know we have lost many clerical positions with the previous budget cuts. Due to our agreement with the county to not fill these positions, we believe this one time cost is necessary to bring further efficiencies to our office.

Since the Statement of Work is in a PDF format copies will be available at the meeting.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH IMAGESOFT CORPORATION FOR THE SCANNING PROJECT FOR THE PROSECUTOR'S OFFICE

WHEREAS, the Ingham County Prosecutor's Office has a need for an imaging solution in order to improve efficiency and document management; and

WHEREAS, Ingham County continues to be able to piggyback onto the Request for Proposal (RFP) previously administered by Genesee County that will guarantee On-Base software discounts of 20% (\$25,000 - \$50,000) or 25% (\$50,000 - \$100,000) for Ingham County departments through the end of 2012; and

WHEREAS, the Ingham County Prosecutor's Office to has implemented its scanning project for our Adult and Juvenile cases; and

WHEREAS, the Ingham County Prosecutor's Office believes that efficiency will be gained by having the ability to integrate with PACC/PAAM, our record management integration thus reducing data entry; and

WHEREAS, the Ingham County Prosecutor's Office believes TrueFiling for Law Enforcement will give the Police the ability to submit warrant requests which will automatically enter our system causing efficiency to our office; and

WHEREAS, ImageSoft provided a Statement of Work stating the budgetary pricing; and

WHEREAS, the Ingham County Prosecutor's Office has budgeted \$138,033 in its 2012 CIP budget; and

WHEREAS, the Ingham County Prosecutor's Office believes this project will be complete by the end of 2012 or early 2013.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a contract with ImageSoft at a cost of \$134,737, to complete the Statement of Work No 12261 by March 31, 2013.

BE IT FURTHER RESOLVED, that the cost will be paid by the Ingham County Prosecutor's office CIP Budget, which has \$138,033 that has been approved for scanning/imaging purposes.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO PROVIDE THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY
WITH CAPACITY BUILDING FUNDING**

WHEREAS, the incidence of tax foreclosure caused by lingering economic turmoil and hardship through 2014 is expected to be significant; and

WHEREAS, in 2005 the County, County Treasurer and the Michigan Land Bank Fast Track Authority entered into an agreement to establish an Ingham County Land Bank; and

WHEREAS, the Land Bank has grow to be a significant economic development tool in Ingham County and is the major public responder to the plight of property thrown into tax foreclosure; and

WHEREAS, the need exist for capacity at the Land Bank to deal with the growing inventory of property and the housing initiatives through HUD's Neighborhood Stabilization Program and the Federal Home Loan Bank of Indianapolis; and

WHEREAS, the increased incidence of tax delinquency, forfeiture and foreclosure while increasing the responsibilities placed upon the Land Bank is also increasing the revenue to the County Treasurer's Delinquent Tax Revolving Fund for tax years through 2014; and

WHEREAS, the Land Bank has significant physical assets with value to unlock and redeploy in the future, but faces property management and disposition challenges currently.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an annual transfer of \$400,000 for the 2012-2014 fiscal years to the Ingham County Land Bank to be paid for out of the Delinquent Tax Revolving Fund proceeds for tax years 2009 through 2011 respectively.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is directed to make all necessary budget adjustments consistent with this resolution.

MEMORANDUM

TO: Human Services Committee
County Services Committee

FROM: Renée B. Canady, PhD, MPA, Health Officer

DATE: May 3, 2012

RE: Authorization to Amend Resolution #12-110

In Resolution #12-110, the Ingham County Board of Commissioners approved the Realignment of Health Department Programs and Administrative Structure.

In the Resolution, changes were made to the following positions:

Position #601402/Deputy Health Officer, Community Health Services – title change to Chief Executive Officer/Director. The position number listed in the resolution was incorrect. The correct position number should be #601003.

Position #601366 was reclassified as a Human Services Grant Coordinator. After review by Human Resources, it is recommended that the job title be changed to Power of We Coordinator, Health Department. Both Human Resources and the ICEA support the change.

Position #601333 was reclassified as a Sanitarian III, Planned Program Lead and #601324 was reclassified as a Sanitarian III, Demand Program Lead. After Human Resources review, one job description has been recommended for both positions. Both Human Resources and the ICEA support this change.

I am recommending that the Board approve the amendment to Resolution #12-110. There are no budget adjustments that need to be made in order to implement this resolution. All other terms and conditions of the resolution remain the same.

**INGHAM COUNTY
JOB DESCRIPTION**

POWER OF WE COORDINATOR, HEALTH DEPARTMENT

General Summary: Under the general direction of the Health Officer, coordinates the relationships and activities of the Power of We Consortium (PWC). Focuses on collaboration with community and neighborhood groups to improve community well-being. Develops and implements the PWC work plan. Represents the PWC as a liaison to community and neighborhood groups. Assists in coordinating and expanding resources with state and federal foundations. Promotes the PWC concepts of equity and sustainability to reach its goals.

Essential Functions:

1. Plans and implements monthly PWC meetings to inform and encourage dialogue on issues significant to improving community well-being.
2. Oversees the work of various PCW committees. Provides strategic guidance in conjunction with committee chairs and members. Prepares agendas, coordinates speaker and manages meeting logistics. Takes and distributes minutes. Oversees the implementation of committee decisions.
3. Coordinates the Capacity Building Program for direct support to nonprofit organizations. Develops and implements monthly workshop for approximately 30 nonprofits.
4. Provides resources and information to support community initiatives. Convenes community stakeholders around issues and needs. Cultivates community relationships with units of government, neighborhoods, community foundations, faith based organizations, community agencies and area businesses.
5. Utilizes technology to assure effective communication with and among PWC members and the community. Creates e-bulletins and provides updates to the PWC website and Facebook page.
6. Oversees the PWC AmeriCorp State and VISTA programs. Participates in the hiring of program coordinators. Responsible for employee training, performance evaluation and discipline.
7. Develops and manages the Community Indicators Project. Utilizes data and analytical resources from various agencies, universities and consultants to produce an annual report on the well-being of the community.
8. Assures financial sustainability for the ongoing work of PWC. Researches and applies for funding opportunities for PWC expansion and support. Responsible for grant writing, analysis and compliance.
9. Works with funders, County attorneys and the Board of Commissioners for the creation and execution of all contract and agreements. Oversees the timely execution of required agreements and contracts.

Other Functions

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

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

Employment Qualifications:

Education: A minimum of a Bachelor's Degree is required. Preference for a degree in Public Administration, Human Services, Business Administration or a related field.

Experience: A minimum of 2-3 years of related experience is required. Experience working with nonprofits is preferred.

Other Requirements: None

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

Physical Requirements:

Ability to access office files.

Ability to enter and access information using a computer.

Ability to travel throughout the area to various locations.

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

Working Conditions

Works in office conditions and travels throughout the area to attend meetings and visit other locations.

**March 2012
ICEA 7**

**INGHAM COUNTY
JOB DESCRIPTION**

SANATARIAN III

General Summary: Under the direct supervision of the Director or Deputy Director, serves as a section leader for Bureau programs, projects and staff. Gathers, analyzes and interprets information public health and environmental health issues. Develops resources and helps create programs to meet required local, state and federal programs. Trains staff and provides professional consultation to the public on a wide range of environmental issues which address both daily and emergency environmental issues.

Essential Functions:

1. Gathers necessary and available information on the existence, outcome and health risks associated with environmental sites of contamination, emergency incidents and other public health or environmental threats in the community.
2. Provides guidance to staff regarding environmental concerns as they relate to the Bureau programs. Provides input to regional and statewide environmental committees or work groups. Attends meetings, gathering information, prepares position statements and provides training on public health and environmental health issues.
3. Serves as a project/program leader in developing and monitoring procedures for environmental contaminations and other public health issues. Performs inspections, maintains records, answers questions and provides assistance to staff and the public.
4. Serves as a project/program leader in the development and implementation of outreach programs to raise awareness of environmental health issues and programs. Provides professional consultation and education to the general public on topics related to the Bureau.
5. Answers questions and serves as consultant to the general public, landlords, businesses, county staff, DHS staff, and other agencies on Planned Program issues.
6. Provides professional consultation on technical issues during environmental emergencies or toxic substance incidents such as “orphan barrels”. Provides scientifically sound advice and recommendations to other County departments, other agencies and the general public.
7. Serves as a project/program leader for Environmental Health Specialist, SAN I, and SAN II in related programs. Provides guidance in programs such as food safety, soil & water quality and solid & hazardous waste programs.
8. Collaborates with other governmental units and the private sector to maintain emergency preparedness and services during emergencies of man made or natural disasters as it relates to the Environmental Health Department.
9. Performs the duties of a Environmental Health Specialist, Sanitarian I and Sanitarian II as needed.
10. Oversees and directs the training needs to ensure staff compliance with local, state and federal regulations such as MIOSHA and EPA certification compliance for EPCRA, CERCLA and HAZWOPER.

Other Functions:

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

(The above statements are intended to describe the general nature and level of work being performed by the people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Employment Qualifications:

Education: A minimum of a Bachelor's Degree in the field Environmental Science, Biology, Chemistry, Physical Science or a related field is required.

Experience: A minimum of 3 years of progressive responsibility in environmental health programs is required.

Other Requirements: Possession of current registration as a Sanitarian in the State of Michigan or Registration as an Environmental Health Specialist from the National Environmental Health Association or other professionally recognized registration that is equivalent. Possession of a valid Michigan driver's license.

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

Physical Requirements:

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to bend, stoop, kneel and maneuver in tight spaces such as crawl spaces, basements and shafts.
- Ability to climb up and down ladders. Ability to use shovels and hand augers.
- Ability to lift, hold and carry objects weighing up to 30 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

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

Working Conditions:

- The work environment is a split between two environments. The primary environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities. The secondary environment is field work where periodic physical exertion is required and exposure to minor injuries and disagreeable conditions are elevated.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #12-110 TO CORRECT JOB TITLES AND POSITION NUMBERS

WHEREAS, in Resolution #12-110, the Board of Commissioners authorized the realignment of Health Department Programs and Administrative Structure; and

WHEREAS, after review, the Health Officer is recommending the following corrections to the resolution:

Position #601402 approved as a title change to Chief Executive Officer/Director, contained an incorrect position number and should be #601003.

Position #601366 was reclassified as a Human Services Grant Coordinator. After review by Human Resources, we are recommending that the job title be changed to Power of We Coordinator, Health Department.

Position #601333 was reclassified as a Sanitarian III, Planned Program Lead and #601324 was reclassified as a Sanitarian III, Demand Program Lead. After Human Resources review, one job description has been recommended for both positions; and

WHEREAS, these changes have been reviewed and supported by the Human Resources Department and the ICEA; and

WHEREAS, the Health Officer has advised that no addition funds are required to implement the amendment.

WHEREAS, the Health Officer recommends that the Board of Commissioners accept the proposed amendment.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an amendment to Resolution #12-110 to change the job titles/descriptions and correct the position numbers as follows:

Position #601402 approved as a title change to Chief Executive Officer/Director, contained an incorrect position number and should be #601003.

Position #601366 was reclassified as a Human Services Grant Coordinator. After review by Human Resources, we are recommending that the job title be changed to Power of We Coordinator, Health Department.

Position #601333 was reclassified as a Sanitarian III, Planned Program Lead and #601324 was reclassified as a Sanitarian III, Demand Program Lead. After Human Resources review, one job description has been recommended for both positions.

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #12-110 remain unchanged.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Richard Terrill, Facilities Director

DATE: May 3, 2012

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH RNA JANITORIAL, INC. 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 RNA Janitorial, Inc., 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 be awarded to RNA Janitorial, Inc., who submitted the lowest responsive bid of \$1,767,030.00 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 4, 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

Company	Year 1 Cost	Year 2 Cost	Year 3 Cost	Total 3-Year Cost	Local
Kleen-Tech	\$435,444	\$435,444	\$435,444	\$1,306,332	N – Denver, CO
Real Clean RCI	\$452,725	\$452,725	\$466,307	\$1,371,757	N – Fort Smith, AR
RNA Janitorial	\$589,010	\$589,010	\$589,010	\$1,767,030	N – Ann Arbor
Dietz Janitorial	\$647,360	\$666,133	\$686,784	\$2,000,277	Y – Lansing
Knight FM	\$771,103	\$771,103	\$771,103	\$2,313,309	N – Saginaw
Boiling Janitorial	\$770,700	\$788,426	\$806,560	\$2,365,686	Y – Lansing
Magic Brite	\$861,560	\$861,560	\$861,560	\$2,584,680	N – Las Vegas, NV

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 RNA Janitorial in an amount not to exceed \$1,767,030. In addition to submitting a responsive proposal, RNA is being recommended for the following reasons:

1. RNA will seek to hire the staff from Ingham County to augment its current staffing levels for this contract.
2. RNA has been in business for 20 years covering a wide range of janitorial accounts including government building, libraries, health clinics, and various businesses.

3. RNA has current and previous commercial cleaning experience with the City of Birmingham, Monroe County, Ann Arbor Public Libraries, Saint Joseph Health System, U of M Health System, and the City of Detroit.
4. RNA has no objections to and fully intends to comply with the County's contractual terms and conditions.
5. RNA operates on a 24/7 basis regarding responding to the County's cleaning needs.
6. Each of its 87 employees is properly screened including, but not limited to, past employment, education, and driving record.
7. RNA fully understands and will ensure complete compliance with the County's Living Wage requirement.

Notes: 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 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

WHEREAS, the current janitorial contract, which included 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, 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 RNA Janitorial, Inc., who submitted the lowest responsive bid, for a not to exceed cost of \$1,767,030.00, with a two (2) year renewal option for the following listed annual costs:

Year 1 – 2012 – 2013	\$ 589,010.00
Year 2 – 2013 – 2014	\$ 589,010.00
Year 3 – 2014 – 2015	\$ 585,010.00
Total cost for 3 years	\$1,767,030.00

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a three (3) year contract with RNA Janitorial, Inc., 3684 Crystal Lake Lane, Ann Arbor, Michigan, 48104 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 \$1,767,030.00.

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
Financial Services Department

Jill Rhode, Director

P.O. Box 319 ● Mason, MI. 48854 ● Phone: (517) 676-7328 ● Fax: (517) 676-7337

TO: Ingham County Board of Commissioner
FROM: Jill Rhode, Director of Financial Services
RE: Health Care Consultant
DATE: May 4, 2012

We have conducted a request for proposal process for a firm to provide health care consulting. We are currently using Aon/Hewitt Consulting.

We received proposals from eight vendors. A sub-committee of the Health Care Coalition (labor and management) reviewed the proposals and interviewed the top three candidates.

After interviewing the candidates on May 3rd, the sub-committee recommends the selection of Buck Consultants at an annual cost not to exceed \$84,000.

Our health care partners of Tri-County Office on Aging and Capital Area District Library will contribute toward this cost.

If you have any questions or need any additional information, please let me know.

MEMORANDUM

TO: County Service and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: May 6, 2012
 SUBJECT: Proposal Summary for Health Care Consultant Services

Project Description:

Proposals were sought on behalf of the Ingham County Health Coalition for a health care benefits consultant to provide for cost efficient benefit plan options, high quality assessment services, exceptional customer service, and timely and accurate reporting.

The Coalition represents three (3) county-based employers: Ingham County, Tri-County Office on Aging, and the Capital Area District Library. The Coalition’s purpose is to conduct detailed, informed analysis of employee health benefits and health benefit providers, and to make recommendations on behalf of all parties to ensure high quality, cost efficient benefits and services to the 1,600 employees and retirees, and their 2,000 dependents represented in the Coalition. The Coalition represents the combined interests of all employers in recommending a single contractor for the award of the contract.

Proposal Summary:

Vendors contacted: 20 Local: 2
 Vendors responding: 8 Local: 0

Company	Annual Cost	Local
Benefit Consulting Group	\$30,000	N – Cadillac
Buck Consultants	\$84,000	N – Southfield
Aon Hewitt	\$92,300	N – Lincolnshire, IL
The Segal Company	\$55,000 - \$105,000	N – Chicago, IL
Mercer Health & Benefits	\$125,000	N – Chicago, IL
Wells Fargo Insurance Services	\$150,000	N – Grand Rapids
Rose Street Advisors	\$278,400	N – Kalamazoo
Gallagher Benefits Services	Did not provide quote	N – Grand Rapids

Not Responding:

1. Public Employee Benefits - Would prefer to act as Agent of Record, rather than consultant.
2. Strategic Services Group – After reviewing the specifications, declined to submit a proposal.
3. First Person Benefit Advisors – Declined to submit a response because of the County’s intent on contracting with a local vendor.
4. Labor-Management Services – Prefers not to discount his services via an RFP instrument.

Recommendation:

After conducting interviews with the top three finalists, the Evaluation Committee unanimously recommends awarding a 3-year contract to Buck Consultant, in an amount not to exceed \$84,000 annually, who submitted the most responsive and responsible proposal.

Advertisement:

The RFP was advertised in the LSJ, The New Citizens Press and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING A CONTRACT FOR HEALTH CARE CONSULTING

WHEREAS, the County and the Health Care Coalition are in need to health care consulting services and

WHEREAS, Ingham County has conducted a request for proposals process and the responses have been reviewed by a sub-committee of the Health Care Coalition; and

WHEREAS, this sub-committee recommends the selection of Buck Consultants.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a three year contract with Buck Consultants at a cost not to exceed \$84,000 with the County's funding to come from the Employee Benefit Fund.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign any appropriate documents after review by the County Attorney.

INGHAM COUNTY PARKS DEPARTMENT

121 E. Maple Street, P.O. Box 178, Mason, MI 48854
(517) 676-2233; Fax (517) 244-7190

MEMO

DATE: April 25, 2012
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Amending Board of Commissioner Resolution #02-285 Limiting the Parks Low Income Vehicle Entrance Fee Policy to Ingham County Residents Only

This resolution limits the Parks Low Income Vehicle Entrance Fee Policy set by Board of Commissioner Resolution #02-285 to Ingham County residents only.

Board of Commissioner Resolution #02-285 approved the implementation of a Low Income Park Vehicle Fee Policy and provided a free daily pass to a person who signs a form listing their name, address, and stating that paying the vehicle fee would be a hardship, a free annual pass is then mailed to the address listed on the form. As many as 65 requests for vehicle entrance fee hardship passes are made by non-Ingham County residents at the County parks on a yearly basis.

The Parks & Recreation Commission recognizes that Ingham County Parks and activities are funded by the citizens of Ingham County and recommends only Ingham County residents benefit from the Low Income Park Vehicle Fee Policy. The Parks & Recreation Commission supported this concept with a resolution passed at their April meeting.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AMENDING BOARD OF COMMISSIONER RESOLUTION #02-285 LIMITING
THE PARKS LOW INCOME VEHICLE ENTRANCE FEE POLICY TO
INGHAM COUNTY RESIDENTS ONLY**

WHEREAS, Board of Commissioner Resolution #02-285 approved the implementation of a Low Income Park Vehicle Fee Policy; and

WHEREAS, this resolution provides a free daily pass to a person who signs a form listing their name, address, and stating that paying the vehicle fee would be a hardship, a free annual pass is then mailed to the address listed on the form; and

WHEREAS, as many as 65 requests for vehicle entrance fee hardship passes are made by non-Ingham County residents at the County parks on a yearly basis; and

WHEREAS, the Parks & Recreation Commission recognizes that Ingham County Parks and activities are funded by the citizens of Ingham County and recommends only Ingham County residents benefit from the Low Income Park Vehicle Fee Policy.

THEREFORE BE IT RESOLVED, the Board of Commissioners approve limiting the Parks Low Income Vehicle Entrance Fee Policy set by Board of Commissioner Resolution #02-285 to Ingham County residents only effective upon passage of this resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION FOR A COUNTYWIDE TRANSPORTATION SYSTEM PRIMARILY FOR THE DISABLED AND ELDERLY

WHEREAS, the Board of Commissioners desire to continue to provide a transportation system at the same level of service, primarily for the elderly and disabled within Ingham County; and

WHEREAS, the Board of Commissioners has provided the financial stability necessary for sound planning through a long-term Millage during the past several years; and

WHEREAS, the current authorized Millage (0.48) of one (1) mill expires December 31, 2015; and

WHEREAS, the current Millage is not sufficient to continue to provide the same level of necessary services due to reductions in state funding for "public transit" operational costs.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the primary election to be held on August 7, 2012.

**PUBLIC TRANSPORTATION SYSTEM FOR ELDERLY AND DISABLED
MILLAGE QUESTION**

For the purpose of continuing funding for a transportation system to be used primarily by elderly and disabled persons in Ingham County, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, be increased by up to 12/100 (0.12) of one (1) mill, \$0.12 per thousand dollars of state taxable valuation, for a period of four (4) years (2012-2015) inclusive. If approved and levied in full, this Millage will raise an estimated additional \$784,000 for the transportation system in the first calendar year of the levy based on state taxable valuation.

YES []
NO []

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to place the proposal on the August 7, 2012 ballot and to be prepared and distributed in the manner required by law.

Agenda Item 8a

TO: Law Enforcement Committee
Finance Committee

FROM: John Neilsen, Deputy Controller

DATE: May 7, 2012

RE: Resolution Authorizing an Interim Ingham County 911 Central Dispatch Center Budget

Commissioners:

Attached is an Ingham County 911 Central Dispatch Center Interim Budget to cover the time period of May 30, 2012 through the remainder of the year.

As you are aware, the Board of Commissioners previously authorized the Building Authority to proceed with the Ingham County Consolidated 911 Dispatch Center Project as well as legacy Agreements with our partners the Cities of Lansing and East Lansing.

The current Construction Schedule has established an effective date of integration of May 30, 2012 to begin operations at the new 911 Central Dispatch Center.

Therefore, the Controller's Office and 911 Director are recommending that the Board of Commissioners approve this Resolution and authorize the establishment of Ingham County 911 Central Dispatch Center Interim Budget.

Please contact us if you have any questions.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN INTERIM INGHAM COUNTY 911 CENTRAL
DISPATCH CENTER BUDGET**

WHEREAS, the electorate of Ingham County has approved several millage proposals to maintain financing for a countywide system of emergency telephone and dispatch services for the benefit of the citizens of the county during the past several years; and

WHEREAS, the Ingham County Board of Commissioners has entered into Legacy Cost Agreements as negotiated between Ingham County and the Cities of East Lansing and Lansing, in order to proceed with Ingham County transitioning to a Ingham County 911 Central Dispatch Center Department and the development of the Ingham County 911 Central Dispatch Center Facility; and

WHEREAS, the Ingham County Board of Commissioners has previously approved a Final Staffing level of sixty five and one half FTE's; and

WHEREAS, the Uniform Budgeting and Accounting Act, Public Act 621 of 1978, requires that each local unit of government adopt a balanced budget for all required funds.

THEREFORE BE IT RESOLVED, that the 2012 Interim Ingham County 911 Central Dispatch Center Department from May 30, 2012 through December 31, 2012 as attached, is hereby adopted on a basis consistent with Ingham County's Budget Adoption and Amendment Policies and subject to all county policies regarding the expenditure of funds and the conditions set forth in this resolution.

BE IT FURTHER RESOLVED, that the adopted budget is based on current estimates of revenues and expenditures, and that the Board of Commissioners may find it necessary to adjust budgeted revenues and expenditures from time to time during the year.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is hereby authorized to make budgetary transfers within the various funds and authorize expenditures in accordance with the budgetary procedures established by the Board of Commissioners in Resolution #90-274, as amended by Resolution #94-93 and #04-253.

BE IT FURTHER RESOLVED, that the expenditures shall not be incurred in excess of the individual budgets adopted herein without first amending the budget pursuant to the budgetary procedures established by the Board of Commissioners in Resolution #90-274, as amended by Resolutions #94-93 and #04-253.

BE IT FURTHER RESOLVED, that all purchases made with funds appropriated in this budget shall be made in conformance with the Purchasing Procedures Manual, as adopted and amended by the Board, and that these budgeted funds are appropriated contingent upon compliance with the Purchasing Procedures Manual.

BE IT FURTHER RESOLVED, that the approved Position Allocation List contained in the budget shall limit the number of permanent employees who can be employed.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to county appropriations which are contained in the adopted budget, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than that is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that funds generated by the 911 millage, surcharges, radio participation policy and other 911 related revenue but not spent by the end of the fiscal year for specific Board approved projects, may be carried over into the next fiscal year without additional Board approval, provided the Controller and Budget Office certified that the funds are available.

2012 PROPOSED BUDGET - INGHAM COUNTY 911 CENTRAL DISPATCH CENTER

	May 30 - Dec 31
Account Description	2012
Salaries and Wages	\$1,694,218
Salaries and Wages - Standard Overtime	\$358,750
Unemployment	\$102,648
FICA	\$157,052
Health Insurance	\$503,436
Health Insurance Waiver	\$5,075
Current Retiree Health	\$85,817
Future Retiree Health	\$20,530
Dental Insurance	\$30,993
Vision Insurance	\$4,582
Life Insurance	\$2,980
Disability	\$3,901
Retirement	\$381,908
Workers Compensation	\$17,245
CARES	\$1,271
Personnel Services	\$3,370,404
Supplies	\$9,274
US Postal/FED EX/USP	\$292
Professional Memberships	\$0
Contractual Services	\$52,161
Facility Labor	\$5,717
Hiring and Testing Process - Advertising - ECOMM	\$5,833
Mileage reimbursement	\$1,750
Administrative Charges	\$77,500
Trash Removal	\$840
Telephone	\$69,751
Building Maintenance/Repairs	\$7,000
Maint-Related Contractual	\$17,792
Equipment Repair and Maintenance	\$2,508
Equipment Maintenance Contractual	\$38,981
Copier Lease	\$2,625
Radio System Maintenance	\$0
Controllable Expenses	\$292,024
Liability	\$13,281
Utilities	\$64,166
Courier Service	\$777
Office Equipment Services Charge (MIS Services)	\$41,370
Non-Controllable Expenses	\$119,594
Office Equipment/Furniture	\$17,750
Capital Outlay	\$17,750
Total Expenses	\$3,799,771

Agenda Item 8b

MEMORANDUM

TO: Finance and Liaison Committees

FROM: Mary Lannoye, Controller

DATE: May 5, 2012

SUBJECT: Resolution Updating Various Fees for County Services

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2012, for the Park and Zoo winter seasonal fees on November 1, 2012, and for all other departments on January 1, 2013. These adjustments are based on an update of the "Cost of Services Analysis" completed by Maximus in 2002. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at a previous round of meetings.

During the last round of Committee meetings, some questions pertaining to specific fees were discussed. Many of these have been answered in previous correspondence and the remaining questions for the Health Department and Animal Control are addressed in the attached memos. The Law Enforcement Committee suggested lowering the adoption fees in the summer months in order to increase adoption rather than spending money on extended care or euthanasia. Attached is a memo from the Animal Control Director proposing a reduction in adoption fees one day per week in order to promote increased adoption of shelter animals and reduce costs. Also attached is a memo from the Health Department in response to the questions from the Human Services Committee.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$233,608. Any additional revenue will be recognized in the 2013 Controller Recommended Budget.

As directed by the Board of Commissioners, the Controller's Office has incorporated the update of county fees into the annual budget process. This will allow the county to annually and incrementally adjust fees based on changing costs, rather than to make large adjustments at one time.

Please contact me if you have any questions regarding this information.

Attachments

Agenda Item 8b

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES

WHEREAS, the Board of Commissioners set various fees for county services in Resolution 02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the consumer price index, a rate of 2.7%, was used for the cost increase factor due the continuous decline in budgets; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in Attachments A and B at the rates established effective January 1, 2013 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2012 and the Park and Zoo winter seasonal fees which will be effective starting November 1, 2012.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions 05-166 and 05-242.

ATTACHMENT A: FEES WHICH ARE ADJUSTED

County Services Committee

Loc of Svc	Fee Description	2012 Fee	2013 Fee	Target %
Drain Comm.	Topography	\$530.00	\$535.00	100%
Drain Comm.	Preliminary Comm. Site Plan Review	\$650.00	\$655.00	75%
Drain Comm.	Preliminary Plat Review	\$650.00	\$655.00	75%
Drain Comm.	Plat and Commercial Drainage Review - First acre	\$650.00	\$655.00	100%
Drain Comm.	Plat Drain Administration Fee	\$2,100.00	\$2,200.00	75%
Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$460.00	\$470.00	100%
Drain Comm.	Escrow account-1/2 acre or less	\$500.00	\$535.00	100%
Drain Comm.	Escrow account - 1/2 to 1 acre	\$1,500.00	\$1,600.00	100%
Drain Comm.	Escrow account - 1 to 5 acres	\$3,000.00	\$3,200.00	100%
Drain Comm.	Escrow account - 5 to 10 acres	\$5,000.00	\$5,300.00	100%
Drain Comm.	Escrow account - each add'l 10 acres	\$2,500.00	\$2,600.00	100%
Drain Comm.	Soil Erosion Permit - 9 month duration	\$230.00	\$235.00	75%
Equalization	Pre-2005 Paper Maps/Aerial photos (blueprints)	\$11.00	\$12.00	100%
	Digitally Produced Paper Maps- Parcel Layer			
Equalization	8.5" x 11"	\$5.00	\$6.00	100%
Equalization	11" x 17"	\$11.00	\$12.00	100%
Equalization	17" x 22"	\$17.00	\$18.00	100%
Equalization	22" x 34"	\$22.00	\$24.00	100%
Equalization	28" x 40"	\$28.00	\$30.00	100%
Equalization	34" x 44"	\$34.00	\$36.00	100%
	Digitally Produced Paper Maps - Parcel layer w/2005 Digital Photo Layer			
Equalization	8.5" x 11"	\$11.00	\$12.00	100%
Equalization	11" x 17"	\$22.00	\$24.00	100%
Equalization	17" x 22"	\$34.00	\$36.00	100%
Equalization	22" x 34"	\$45.00	\$48.00	100%
Equalization	28" x 40"	\$57.00	\$60.00	100%
Equalization	34" x 44"	\$68.00	\$72.00	100%
Equalization	Custom Maps	\$64.00	\$67.00	100%
Parks	Boating Fees			
Parks	In-Park Canoe/Kayak - per hr	\$5.00	\$6.00	100%
Parks	In-Park Canoe/Kayak - 2nd hr	\$5.00	Eliminate	100%
Parks	In-Park Canoe/Kayak hrly after 2nd	\$2.00	Eliminate	100%
Parks	In-Park Canoe/Kayak -Max. per day	\$12.00	Eliminate	100%
Parks	Canoe/Kayak Trips - McNamara	\$12.00	\$15.00	100%
Parks	Canoe/Kayak Trips - Bunker Rd	\$18.00	\$22.00	100%
Parks	Canoe/Kayak Trips - Eaton Rapids	\$25.00	\$28.00	100%
Parks	Row Boat - 1st hour	\$5.00	\$7.00	100%
Parks	Row Boat - 2nd hour - fee per hour	\$5.00	Eliminate	100%
Parks	Row Boat - Hourly Thereafter	\$2.00	\$3.00	100%
Parks	Row Boat - Maximum	\$20.00	Eliminate	100%

Loc of Svc	Fee Description	2012 Fee	2013 Fee	Target %
Parks	Cross Country Skiing Adults & Children (12 & under): Weekdays (Burchfield only)			
Parks	3rd hour	\$1.00	Eliminate	100%
Parks	Maximum	\$6.00	Eliminate	100%
Parks	Cross Country Skiing Adults: Wknds & Holidays(Burchfield & Lake Lansing N)			
Parks	1st hour	\$7.00	\$8.00	100%
Parks	Cross Country Ski Rental Fees for separate equipment - Adult or Child			
Parks	Poles per hour	\$2.00	\$3.00	100%
Parks	Hawk Island Snow Park Operational Rates (Mon-Fri 4-9 pm Sat-Sun 10am-9pm)			
Parks	Comb. Snow Board/Tube Adult Pass	\$10.00	Eliminate	100%
Parks	Comb. Snow Board/Tube Child Pass	\$7.00	Eliminate	100%
Parks	Comb. Snow Board/Tube Family Pass	\$30.00	Eliminate	100%
Parks	Comb Group Rate (20-100 p)/person	\$6.00	Eliminate	100%
Parks	Game Rental (for 4 hours)			
Parks	Moonwalk	\$250.00	\$275.00	100%
Parks	Dunk Tank	\$200.00	\$225.00	100%
Parks	Giant Slide	\$350.00	\$400.00	100%
Parks	Admission Fees (group rate)			
Zoo	All Adults(November-March): Res, Non-Res, or Senior	\$0.00	\$2.00	25%
Zoo	Children (age 3-12) (November - March)	\$0.00	\$1.00	25%
Animal Control	Enforcement/Dog License Fees			
Animal Control	Un-Sterilized	\$50.00	\$60.00	75.0%
Animal Control	Un-Sterilized - Delinquent	\$120.00	\$130.00	75.0%
Animal Control	Un-Sterilized - 3 year License	\$135.00	\$145.00	75.0%
Animal Control	Boarding Fee-Dangerous Animals	\$30.00	\$40.00	75.0%
Animal Control	Boarding Fee per day-others	\$20.00	\$30.00	75.0%
Animal Control	Euthanasia Fee	\$100.00	\$125.00	100.0%
Animal Control	Owner Pick-up Fee	\$30.00	\$40.00	100.0%
Animal Control	Tranq. at-large	\$30.00	\$40.00	100.0%
Animal Control	Rabies vaccination on redeemed dogs	\$10.00	\$15.00	100.0%
Animal Control	Bordatella Vaccination-redeemed dogs	\$6.00	\$15.00	100.0%
Animal Control	Spay/neuter deposit-Owners redeeming pet	\$15.00	\$75.00	0.0%
Pros Atty	Diversion - Felony Offender	\$760.00	\$770.00	50.0%
Pros Atty	Costs for eligible convictions - Trial	\$200.00	\$210.00	10.0%
Comm. Health	INS Vaccination Verif Form I-693	\$35.00	\$36.00	100.0%
Comm. Health	MIHP Tran. Bus/Van	\$31.29	\$33.68	100.0%
Comm. Health	MIHP - Trans Taxi	\$28.62	\$30.80	100.0%
Comm. Health	MIHP Trans. Volunteer	\$0.31	\$0.33	100.0%
Comm. Health	Compreh Envir Investigation	\$265.00	\$275.00	100.0%

Loc of Svc	Fee Description	2012 Fee	2013 Fee	Target %
Comm. Health	Assessment of Home	\$110.00	\$120.00	100.0%
Comm. Health	Immigration Physical Exams	\$170.00	\$180.00	100.0%
Imm. Clinic	Internat'l Travel Consult	\$57.00	\$59.00	100.0%
OYC	Consultation Request (per hr.)	\$67.00	\$69.00	100.0%
OYC	Agency Training Request- Base, 1.5 hr.	\$200.00	\$205.00	100.0%
OYC	Agency Training Request- Base, 2.5 hr.	\$330.00	\$340.00	100.0%
OYC	Agency Training Request- Base, 3.0 hr.	\$400.00	\$420.00	100.0%
OYC	Agency Training Request- Base, 5.0 hr.	\$650.00	\$675.00	100.0%
OYC	OYC-Advertised Train.- 1-2 hr./per person (min. 15 attending)	\$22.00	\$25.00	100.0%
OYC	OYC-Advertised Train.- 2.5-4.5 hr./per person (min. 15 attending)	\$28.00	\$30.00	100.0%
OYC	OYC-Advertised Train.- 5-7 hrs./per person (min. 15 attending).	\$60.00	\$65.00	100.0%
OYC	OYC - Advanced Training - 10 hrs./per person	\$100.00	\$105.00	100.0%
OYC	OYC - Administrator Training - 16 hrs./per person	\$130.00	\$133.00	100.0%
Env. Health	Fixed Food Service Estab-Profit			
Env. Health	Mobile Unit Renewal License (4 hours)	N/A	\$230.00	50.0%
Env. Health	Food Variance Request Fee (Based on BEH Hourly Rate, estimated time to deliver services - one hour	N/A	\$115.00	100.0%
Env. Health	Pool			
Env. Health	Public Pool Inspection	\$220.00	\$230.00	100.0%
Env. Health	Each add'l pool at same location	\$110.00	\$115.00	100.0%
Env. Health	Pool Reinspection (after violation)	\$110.00	\$115.00	100.0%
Env. Health	Late Pool Payment Fee - when no payment received after 30 days invoiced -est. time - one hour	N/A	\$115.00	100.0%
Env. Health	DHS Licensing			
Env. Health	DHS Licensing Inspection - municipal	\$205.00	\$215.00	100.0%
Env. Health	DHS Licensing Inspection - well & septic	\$345.00	\$355.00	100.0%
Env. Health	DHS Licensing re-inspection fee hourly rate	\$110.00	\$115.00	100.0%
Env. Health	DHS Initial Licensing Plan Review	\$395.00	\$405.00	100.0%
Env. Health	Body Art (Tattoo)			
Env. Health	Body Art Business Initial License	\$550.00	\$575.00	50.0%
Env. Health	Body Art License Renewal	\$175.00	\$200.00	50.0%
Env. Health	Body Art Lic-late renewal-additional	\$125.00	\$135.00	50.0%
Env. Health	Body Art w/o initial license/reinstatement of revoked	\$550.00	\$575.00	50.0%
Env. Health	Body Art non-compliant with inspection -hourly rate	\$110.00	\$115.00	50.0%
Env. Health	Reinstmt of Susp Body Art License (fine)	\$210.00	\$215.00	100.0%
Env. Health	Body Art Initial License after July 1	\$275.00	\$295.00	100.0%

Loc of Svc	Fee Description	2012 Fee	2013 Fee	Target %
Env. Health	Body Art Temp License (1-14 days)	\$100.00	\$105.00	100.0%
Env. Health	PLAN REVIEW FEE FOR BODY ART (BEH HOURLY RATE, MINIMUM TIME TO DELIVER SERVICE = TWO HOURS)	n/a	\$115.00	\$1.00
Env. Health	DEMAND PROGRAM (per hour)			
Env. Health	Sewage Inspection (Only)	\$770.00	\$800.00	100.0%
Env. Health	Well (Only) Inspection -private	\$575.00	\$590.00	100.0%
Env. Health	Combined Well & Septic Inspection	\$1,125.00	\$1,130.00	100.0%
Env. Health	Vacant Land Evaluation	\$555.00	\$570.00	100.0%
Env. Health	On-Site Sewage repair/replace	\$770.00	\$800.00	100.0%
Env. Health	Well Repair	\$200.00	\$345.00	100.0%
Env. Health	Altern On-site Sewage Syst Plan Rewv	\$420.00	\$430.00	100.0%
Env. Health	Subdivision Evaluation of Preliminary Plat	\$340.00	\$360.00	100.0%
Env. Health	Munic Requ Eval. of Well/Septic-(hourly rate - min. 2 hours for service)	\$110.00	\$115.00	100.0%
Env. Health	Septic or Well ownershp trsfr,not installed at time of transfer	\$185.00	\$190.00	100.0%
Env. Health	Septic tank repair or replacement inspection fee	\$285.00	\$345.00	\$1.00
Env. Health	Irrigation Well/Non-potable well - commercial	N/A	\$345.00	\$1.00
Env. Health	Combined Well & Septic Repair	n/a	\$915.00	\$1.00
Env. Health	Septic Installers Certification (2 hr chrg)	n/a	\$115.00	\$0.00
Env. Health	BATHING BEACHES			
Env. Health	Bathing Area Operational Permit	\$225.00	\$230.00	100.0%
Env. Health	Reinstrmt of bathing area permit	\$110.00	\$115.00	100.0%
Env. Health	Sanitary Surv for Prop. Bathg Beach	\$450.00	\$460.00	100.0%
Env. Health	CAMPGROUNDS			
Env. Health	Campground Inspection 0-99 Sites	\$150.00	\$155.00	100.0%
Env. Health	Campground Inspection 100-199 Sites	\$225.00	\$235.00	100.0%
Env. Health	Campground Inspection 200+ Sites	\$300.00	\$310.00	100.0%
Env. Health	Campground 0-99 sites -after July 1 fine for late inspection -150%	\$225.00	\$232.00	100.0%
Env. Health	Campground 100-199 Sites after July 1 fine for late inspection 150%	\$340.00	\$352.00	100.0%
Env. Health	Campground 200+ Sites after July 1 fine for late inspection 150%	\$450.00	\$465.00	100.0%
Env. Health	Campground 0-99 Sites after Sept 1 fine for late inspection 200%	\$300.00	\$310.00	100.0%
Env. Health	Campground 100-199 Sites after Sept 1 fine for late inspection 200%	\$450.00	\$470.00	100.0%
Env. Health	Campground 200+ Sites fine for late inspection after Sept 1 -200%	\$600.00	\$620.00	100.0%
Env. Health	MISC EH PROGRAMS			
Env. Health	Collection of water samples for Type II Non-Community Water Sampling per hr	\$110.00	\$115.00	100.0%
Env. Health	Type II Non Community - Sanitary Survey	\$440.00	\$450.00	100.0%
Env. Health	Board of Health appeal fee	\$125.00	\$130.00	100.0%

Memo

To: Finance Committee Members
From: Renee Canady
Date: 5/10/2012
Re: Response to questions about Health Department Fees

- 1) What is our quality control process for assuring the caliber of the inspectors that we contract with? Inspectors contracted for services as part of our Point of Sale program are held to the following requirements:
 - Must be a Registered Sanitarian (RS),
 - Take classes offered by their professional association such as MOWTEC, MOWEC, or Michigan Groundwater Association and pass an exam associated with the course.
 - Hold Ingham County certification, received after successful completion of ICHD Administrative course
 - If not certified by Ingham County, they must be certified in a county we have reciprocity with as noted in our Point of Sale policy and guidance authored 9/29/10 (Barry-Eaton, Shiawassee)

- 2) Are land bank houses subject to inspections?
 - Yes, land bank is required under state to comply with all local law ordinances (noted in legal opinion received March 28, 2011)

- 3) Why are East Lansing rates different?
 - Ingham County Tobacco Regulation, section 4-3 (2) License Fee allows for adjustment of County fee's if a facility is licensed and pay fees to a Township or Municipality in Ingham County. It has been our practice to lower the fees for East Lansing businesses as a result of this regulation.

- 4) Septic installer certification: Will we charge less if more people are enrolled?
 - No adjustments are planned at this time. The fee is for registration, training, and certification processing. Similar to our other certification processes (e.g., Point of Sale), we charge a set fee for attending the course. Ingham County is one of a few counties that do not have such a course or fee at this time.

- 5) Please explain the 150% on the tobacco late fee notices? It is a late fee for updating their license after it has expired (as opposed to updating prior to expiration which is required). This is the fee for late registration; it is not a fine for breaching the regulation (per clarification from County legal counsel).

Memorandum

To: Law Enforcement Committee
CC: Elizabeth Hamilton
From: Jamie McAloon Lampman, Director
Date: May, 3, 2012
Re: Reduced Adoption Fee Proposal

Proposal to Reduce Adoption Fees.

I am proposing a reduction in fees one day per week. This proposal is an effort to promote and increase adoption of shelter animals. It will reduce euthanasia and reduce expenses related to the care and maintenance of shelter animals.

Despite multiple strategies used to promote the adoption of animals in 2011 it was only when the shelter offered huge discounts on adoption fees that we saw an active increase in adoptions. The current fee structure for adopting cats is not competitive with the thousands of free kittens on the corner and the limited discretionary funds families have. Adoption fees have become cost prohibitive in these times.

In 2010 the shelter experienced a decline in adoptions. In 2011 to avoid a continued decline fee reductions were implemented that were augmented by donors who sponsored the adoptions. With the reduced adoption fees and collaborations with regional shelters to conduct shelter to shelter transfers we were able to increase adoptions. This helped immensely resulting in 102 additional adoptions.

In 2012 we implemented the Whiskers Wednesday's promotion whereas cats are free on Wednesdays and dogs are half price. This promotion has not only resulted in dozens of extra adoptions each month but has brought new visitors and people from all over the region to the shelter who have adopted, donated and volunteered. It has also prevented the death of dozens of animals who certainly would have been killed due to lack of space. Although the fees are a loss to the revenue line item—in the long and short term the benefits are far greater. Total adoption fees range from \$71-\$35 dollars per cat (depending on age). For each "Free" cat adopted we average a loss of \$53. However, if we don't adopt the cat we will be forced to kill the animal due to the fact we have limited space and our department is an "Open Admission" shelter (we take in all Ingham County animals regardless of space available). Our staff must euthanize animals to make room when none exist.

The cost to euthanize an animal exceeds the \$53, by almost double. Plus the cost to maintain that animal each day it is at the shelter until it is euthanized. Keeping the shelter's animal population as low as possible is very desirable for purposes of providing optimum care for those animals that must be there. And more important, the community strongly supports ICAC's commitment to give each animal the option for a home rather than death.

It is of greater benefit to the county to reduce the cost of adoption fees at least once a day to promote adoptions, create good will and reduce the animal population at the shelter through a positive outcome rather than a negative one. Please see attached flyer. This promotion has been sponsored by donors and businesses in the community. These are very limited funds and will soon run out.

Agenda Item 8c

TO: County Services Committee
Finance Committee

FROM: Mary Lannoye, Controller

DATE: May 9, 2012

RE: Resolution Authorizing the Controller to Negotiate a Memorandum of Understanding with 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

Commissioners:

It appears that we will not have new collective bargaining agreements in place as of the scheduled opening date of May 30, 2012 for the Ingham County 911 Central Dispatch Center Department. The County, in the Legacy Agreements with the City of Lansing and City of East Lansing specifically provided that the County would not assume the collective bargaining agreements of the Cities.

Ingham County is committed to bargaining with the units recognized as to the terms and conditions of employment. However, a Memorandum of Understanding (MOU) would be helpful to outline the initial terms of employ until such Collective Bargaining Agreements are reached. In addition, because the Municipal Employees' Retirement System and other insurance entities require a letter agreement, MOUS's will constitute the letter agreement for agreements by Ingham County and Teamsters Local 580 and Fraternal Order of Police Lodge 141, relating to the all insurance based plans and pension Plans.

If, however, the Teamsters and/or FOP are unwilling to agree upon MOUS, the County needs to establish the terms and conditions of the initial employment in order to open and operate the Ingham County 911 Central Dispatch Facility. As such, it may be necessary for the County to – subject to negotiations for a new collective bargaining agreement, to implement initial terms of employ subject to the requirement of the Legacy Agreements that the County maintain the wages in place as of the Effective Date of Integration. As such, the Controller may, if MOUS are not reached, implement initial terms and conditions subject to future bargaining

These agreements or the initial implemented terms and conditions are subject to final ratification by the County Board of Commissioners.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE CONTROLLER TO NEGOTIATE A MEMORANDUM OF UNDERSTANDING WITH 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

WHEREAS, the Ingham County Board of Commissioners has entered into Legacy Cost Agreements as negotiated between Ingham County and the Cities of East Lansing and Lansing, in order to proceed with Ingham County transitioning to a Ingham County 911 Central Dispatch Center Department and the construction of the Ingham County 911 Central Dispatch Center Facility; and

WHEREAS, the Construction Schedule has established a effective date of integration or the opening date of May 30, 2012 to begin operations at the new Ingham County 911 Central Dispatch Center Department; and

WHEREAS, Municipal Employees' Retirement System and other insurance entities require a letter agreement or Memorandums Of Understanding (MOUS's) relating to insurance based plans and pension plans; and

WHEREAS, it is necessary to negotiate any necessary Memorandum(s) of Understanding with the effected unions, Teamsters Local 580 and Fraternal Order of Police Lodge 141.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller and Human Resource Director to negotiate any necessary Memorandum(s) of Understanding with a effective date of May 30, 2012 with Teamsters Local 580 and Fraternal Order Of Police Lodge 141 regarding initial terms of employment Pending final Collective Bargaining Agreements for the Ingham County 911 Central Dispatch Center Department.

BE IT FURTHER RESOLVED, that in the event the Teamsters and/or FOP are unwilling to agree upon Memorandums of Understanding, the County will need to establish the terms and conditions of the initial employment in order to open and operate the Ingham County 911 Central Dispatch Facility. As such, if Memorandums of Understanding are not agreed to by the Unions prior to May 30, 2012, the Controller and Human Resources Director are authorized, subject to negotiations for new collective bargaining agreement(s), to implement initial terms of employ subject to the requirement of the Legacy Agreements that the County maintain the wages in place as of the Effective Date of Integration.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the County Clerk are authorized to sign any Memorandum(s) of Understanding documents consistent with this Resolution and approved as to form by the County Attorney or to recommend implementation of initial terms upon acceptance by the Board of Commissioners.