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FINANCE COMMITTEE
BRIAN McGRAIN, CHAIR
SARAH ANTHONY
REBECCA BAHAR-COOK
TODD TENNIS
CAROL KOENIG
DON VICKERS
RANDY SCHAFFER

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, JULY 17, 2013 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 [June 19, 2013](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
 - a. Resolution to Accept the 2013 Risk Avoidance Grant ([RAP](#)) from the Michigan Municipal Risk Management Authority (MMRMA)
 - b. Resolution Authorizing Ingham County Sheriff's Office to Accept the 2013 Michigan Municipal Risk Management Authority's Member Recognition [Award](#)
 - c. Resolution to Allow the Ingham County Sheriff's Office to Enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2013 Local [Jag Grant](#)
 - d. Resolution Authorizing Ingham County Sheriff's Office to Accept \$3,402.00 for the 2013 [Marine Safety](#) Grant Program
2. Register of Deeds - Resolution to Contract with [Legal Services](#) of South Central Michigan to take Client Referrals from Ingham County Register of Deeds and Ingham County Treasurer
3. Drain Commissioner - Resolution Pledging Full Faith and Credit to [Maple Shade Drain](#) Drainage District 2013 Bonds or Notes
4. CCAB - Resolution Authorizing Submission of a Grant Application and Entering into a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Entering into Program Subcontracts and Creating a Special Part Time [Pretrial Services Investigator](#) Position for FY 2013-2014
5. Fair Office
 - a. Resolution to Accept \$2,485 in RAP Grant Funds from the Michigan Municipal Risk Management Authority for Reimbursement for the [Flooring](#) System Upgrade in the Ingham County Fairground Main Arena Bathrooms
 - b. Resolution Authorizing Position Status Change for the Part-Time Lead Maintenance Employee to Full-Time [Lead Maintenance Employee](#) at the Ingham County Fairgrounds

6. Farmland and Open Space Preservation Board
 - a. Resolution Authorizing [Contracts](#) with Appraisal, Survey, Engineering, Ecological, and Title Company Contractors for the Ingham County Farmland and Open Space Preservation Program
 - b. Resolution Amending Resolution #12-382 to Adjust the Purchase Price of the Kirk Mehlhaff and Wendy Villareal [Easement](#) Acquisition
 - c. Resolution Authorizing a Contract with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct [Mapping Services](#) for the Farmland and Open Space Preservation Board

7. Facilities
 - a. Resolution Authorizing Entering into a Contract with [Allied Mechanical](#) Services for the Installation of an Air Conditioning Unit at the Sexton High School Health Clinic
 - b. Resolution Authorizing a Two Year Service Warranty Renewal with [Astrophysics](#) for the Maintenance of the X-Ray Screening Machine at the Ingham County Family Center
 - c. Resolution Authorizing the Renewal of the Service Agreement with [Smiths](#) Detection for the Maintenance of the Two X-Ray Screening Machines at the Grady Porter Building and Veterans Memorial Courthouse
 - d. Resolution Awarding a Contract to [PM Technologies](#) to Provide Generator Services for Various Backup Generators Throughout Ingham County
 - e. Resolution Authorizing Entering into a Contract with [John E. Green](#) Company for the Replacement of the Cooling Tower at the Ingham County Jail

8. Health Department
 - a. Resolution to Authorize Amendments to Two Lease Agreements with [Sparrow](#) Health System
 - b. Resolution to Accept Funds from the Health Resources and Services Administration ([HRSA](#)) to Expand Outreach and Enrollment Assistance Activities in the Ingham County Community

9. Human Resources - Resolution to Authorize the Temporary Assignment and Salary for the [Interim Chief Executive Officer](#), Community Health Centers and the Execution of the Related Agreement

10. Department of Transportation & Roads
 - a. Resolution to Approve a Cost Agreement for [Traffic Signal](#) Control with the Michigan Department of Transportation
 - b. Resolution Authorizing an Agreement with Michigan State University for Michigan Department of Natural Resources Grant Funded Use of Crumb Rubber Modified Asphalt [Paving Mixture](#)
 - c. Resolution Authorizing an Agreement for Adding Branches to the [Hannah Farms](#) County Drain Pursuant to Sections 425 and 433 of Act No. 40 of the Public Acts of 1956, as Amended for the Department of Transportation & Roads

11. Financial Services - Presentation: Comprehensive Annual Financial Report (*Materials Previously Distributed at the June 25, 2013 Board of Commissioners' Meeting*)

12. Controller/Administrator's Office
 - a. Resolution to Authorize Budget **Adjustments** for 2013 Based on the Annual Evaluation of the County's Financial Reserve Policy
 - b. Resolution Amending Resolution #12-403 to Sign Agreements with **Westlaw** for Clear Services
 - c. Resolution Authorizing **Adjustments** to the 2013 Ingham County Budget
 - d. Resolution to Adopt the 2014 Juvenile Justice **Community Agency** Process Calendar
 - e. Resolution Authorizing the County Controller/Administrator to Procure Property for a Community **Health Center Facility**

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE
June 19, 2013
Minutes

Members Present: Brian McGrain, Sarah Anthony, Rebecca Bahar-Cook, Todd Tennis, Carol Koenig and Randy Schafer

Members Absent: Don Vickers

Others Present: Teri Morton, Chuck Gray, Eric Schertzing, Rick Terrill, Travis Parsons, Michael Ashton, Bill Conklin, Sandra Dargatz, Jim Hudgins, Scott Hughes, Brian Ellis McGrain and others

The meeting was called to order by Chairperson McGrain 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 June 5, 2013 Minutes

The June 5, 2013 Minutes were approved as submitted.

Additions to the Agenda

1. Additional Materials - Treasurer - Resolution Making Limited Tax Pledge for Ingham County Land Bank Fast Track Authority Series 2007A Note and Series 2009A Note
- 6a. Additional Materials - Human Resources - UAW Local 2256 - Technical, Office, Para-Professional and Service Employees Letter of Understanding – Parking Allowance. **The resolution is attached.**
- 6b. Substitute - Human Resources - Resolution Authorizing a Re-Organization in the Facilities Department. **A substitute resolution is attached.**
10. Pulled - Farmland and Open Space Preservation Board - Resolution Authorizing a Contract with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct Mapping Services for the Farmland and Open Space Preservation Board. **This item was pulled from the County Services agenda.**
11. Additional Information - Department of Transportation and Roads: Email Correspondence Regarding Cost Histories for Road Dept Propane and Dust Control
- 11e. Substitute - Department of Transportation and Roads - Resolution to Approve Local Road Agreement with Leslie Township for the Ingham County Department of Transportation and Roads. **The substitute resolution is attached.**
- 11f. Substitute - Department of Transportation and Roads - Resolution to Approve Local Road Agreement with Williamstown Township for the Ingham County Department of Transportation and Roads. **The substitute resolution is attached.**
- 11i. Substitute - Department of Transportation and Roads - Resolution to Approve Local Road Agreement with Alaiedon Township for the Ingham County Department of Transportation and Roads. **The substitute resolution is attached.**
- 11p. Additional Material - Department of Transportation and Roads - Resolution to Approve Local Road Agreement with Wheatfield Township for the Ingham County Department of Transportation and Roads (*Resolution to be Distributed at Meeting*). **The resolution is attached.**

- 11q. Additional Material - Department of Transportation and Roads - Resolution to Approve Local Road Agreement with Vevay Township for the Ingham County Department of Transportation and Roads (*Resolution to be Distributed at Meeting*). **The resolution is attached.**
- 11r. Additional Material - Department of Transportation and Roads - Resolution to Approve Local Road Agreement with Aurelius Township for the Ingham County Department of Transportation and Roads (*Resolution to be Distributed at Meeting*). **The resolution is attached.**

Limited Public Comment

None.

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

1. Treasurer - Resolution Making Limited Tax Pledge for Ingham County Land Bank Fast Track Authority Series 2007A Note and Series 2009A Note: Letter dated June 14, 2013 Regarding Limited Tax Pledge
2. Community Corrections Advisory Board - Resolution Authorizing Entering into a Contract Amendment with the Michigan Department of Corrections to Reduce the 2012-2013 Ingham County/City of Lansing Community Corrections Budget and Related Subcontracts Due to State Imposed Mid-Year Budget Reductions
3. Prosecutor's Office - Resolution to Authorize a Juvenile Accountability Grant from the Capital Region Community Foundation and Subcontract with the Resolution Services Center of Central Michigan
4. Health Department
 - a. Resolution to Authorize a 2013-2014 Agreement with the City of Lansing
 - b. Resolution to Authorize an Agreement with the National Association of County and City Health Officials (NACCHO) to Coordinate "Building Networks" Initiative in Michigan
 - c. Resolution to Authorize an Amendment to the Memorandum of Understanding Between St. Vincent Catholic Charities, Microenterprise Childcare Program of Michigan
5. Facilities - Resolution Authorizing Entering into a Contract with Perfitt Excavating, Inc. for the Replacement of the Asphalt Parking Lot at the Human Services Building
6. Human Resources
 - a. UAW Local 2256 - Technical, Office, Para-Professional and Service Employees Letter of Understanding – Parking Allowance
8. Financial Services - Resolution to Authorize a Retiree Health Care Actuarial Study

9. Management Information Services

- a. Resolution to Approve Entering into an Agreement with the FD Hayes Electric Company for Data and Voice Wiring Services
- c. Resolution to Approve the Renewal of the MUNIS Software Annual Support Agreement from Tyler Technologies

11. Department of Transportation and Roads

- a. Resolution Authorizing the Purchase of Three Propane Tanks & One Year of Propane Service for the Department of Transportation & Roads
- b. Resolution Authorizing the Extension of a Contract for Gravel Road Dust Control Service for the Department of Transportation & Roads
- c. Resolution to Approve Local Road Agreement with Stockbridge Township for the Ingham County Department of Transportation and Roads
- d. Resolution to Approve Local Road Agreement with Bunker Hill Township for the Ingham County Department of Transportation and Roads
- e. Resolution to Approve Local Road Agreement with Leslie Township for the Ingham County Department of Transportation and Roads
- f. Resolution to Approve Local Road Agreement with Williamstown Township for the Ingham County Department of Transportation and Roads
- g. Resolution to Approve Local Road Agreement with Ingham Township for the Ingham County Department of Transportation and Roads
- h. Resolution to Approve Local Road Agreement with Leroy Township for the Ingham County Department of Transportation and Roads
- i. Resolution to Approve Local Road Agreement with Alaiedon Township for the Ingham County Department of Transportation And Roads
- j. Resolution to Approve Local Road Agreement with Lansing Township for the Ingham County Department of Transportation and Roads
- k. Resolution to Approve Waterborne Pavement Marking Agreement with City of Williamston for the Ingham County Department of Transportation and Roads
- l. Resolution to Approve Waterborne Pavement Marking Agreement with City of Leslie for the Ingham County Department of Transportation and Roads
- m. Resolution to Approve Waterborne Pavement Marking Agreement with City of Mason for the Ingham County Department of Transportation and Roads
- n. Resolution to Approve Waterborne Pavement Marking Agreement with Stockbridge Township for the Ingham County Department of Transportation and Roads
- o. Resolution to Approve Waterborne Pavement Marking Agreement with Village of Webberville for the Ingham County Department of Transportation and Roads
- p. Resolution to Approve Local Road Agreement with Wheatfield Township for the Ingham County Department of Transportation and Roads (Resolution to be Distributed at Meeting)
- q. Resolution to Approve Local Road Agreement with Vevay Township for the Ingham County Department of Transportation and Roads (Resolution to be Distributed at Meeting)
- r. Resolution to Approve Local Road Agreement with Aurelius Township for the Ingham County Department of Transportation and Roads (Resolution to be Distributed at Meeting)

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Tennis and Vickers

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. KOENIG, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Tennis and Vickers

6. Human Resources
 - b. Resolution Authorizing a Re-Organization in the Facilities Department

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION AUTHORIZING A RE-ORGANIZATION IN THE FACILITIES DEPARTMENT.

Comm. Bahar-Cook asked for clarification of the term redlined in the resolution. Mr. Parsons stated it is freezing the salary. Comm. Koenig stated to be clear on the redlining there is no impact on the Parks Director salary being reduced from a MCF 14 to a MCF 13. Mr. Parsons stated that is correct for the incumbent.

Comm. Bahar-Cook referred to the BE IT FURTHER RESOLVED, that the effective date of change will be the first full pay period after the adoption of this resolution then asked what this affects. Ms. Morton explained the Facilities portion will go into effect. Chairperson McGrain asked if the Zoo is in agreement of this resolution. Mr. Parsons answered yes explaining this is an accumulation of several changes involving the Zoo, Parks and Facilities. Comm. Koenig questioned if this was meant to be temporary anyway. Mr. Parsons stated that some changes were made before his employment; however, as he understands it, that was the intent.

Comm. Bahar-Cook questioned if the position that did not change will need to be re-evaluated if more duties are assigned further questioning how close it is to the next level. Mr. Parsons explained the existing position at Level 10 is at the lowest point value in the range that would make it a Level 10 so even by adding points to it with the additional duties it did not breach to make it a Level 11 and it is still about another 25 points away.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Tennis and Vickers

7. Fair Office
 - a. Resolution Authorizing Entering into a Contract with Straub Pettitt Yaste to Provide Architectural and Engineering Services for the Tension Fabric Horse Practice Arena at the Ingham County Fairgrounds

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH STRAUB PETTITT YASTE TO PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES FOR THE TENSION FABRIC HORSE PRACTICE ARENA AT THE INGHAM COUNTY FAIRGROUNDS.

Ms. Dargatz informed the Committee that one-third of Fair revenue comes from off-season, non-fair related events and is primarily derived from equestrian programs on the Fair Grounds. She explained that the various groups and clubs have requested a covered structure and stated that enrollment is sometimes lost because there is not a covered structure.

Ms. Dargatz stated that various types of buildings were considered; however, this is the most economical and sustainable facility for the County and the vendor is experienced. The facility will have lighting and a ventilation system.

(Comm. Tennis arrived at 6:11 p.m.)

Chairperson McGrain asked how much one-third is. Ms. Dargatz estimated \$300,000 which could increase with the enclosed facility because it will attract national and regional shows. Comm. Bahar-Cook asked if the enclosure would extend the season. Ms. Dargatz stated it would expand programs for other animal events including events in the winter. Comm. Koenig asked if the facility will be heated. Ms. Dargatz explained no heat is required because the facility is meant to keep the animals dry plus the animals do not like the heat.

Comm. Koenig asked if the equestrian groups or clubs will contribute to the construction costs. Ms. Dargatz explained they have made a commitment through moving shows to the facility and participation.

The Committee discussed the bid process.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Vickers

- b. Resolution Authorizing Entering into a Contract with Superior Electric of Lansing, Inc. for Improvement of Fairground Camping Electrical Service

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH SUPERIOR ELECTRIC OF LANSING, INC. FOR IMPROVEMENT OF FAIRGROUND CAMPING ELECTRICAL SERVICE.

Ms. Dargatz was pleased to announce the Fair received a grant of matching funds to upgrade and improve the capital functions of the fairgrounds. She informed the Committee that the decision was made to upgrade the campground electrical because 50 AMP wiring is already in the ground and ready to pull up. Consequently this will continue the development in that area at a lesser cost.

Chairperson McGrain expressed his concern that the construction is schedule to be complete near the end of the season. Ms. Dargatz explained horse shows and camping extend throughout the year. She noted that the work needs to be complete before September to satisfy the grant.

Comm. Koenig congratulated Ms. Dargatz on receiving the grant.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Vickers

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. KOENIG, TO SUSPEND THE BOARD RULES TO ALLOW COMM. TENNIS TO VOTE ON THE MINUTES, CONSENT AGENDA AND AGENDA ITEM 6B.

Comm. Tennis voted yes to approve the minutes, consent agenda and Agenda Item 6b.

9. Management Information Services

- b. Resolution to Authorize Entering into Contract with Gravityworks Design + Development

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION TO AUTHORIZE ENTERING INTO CONTRACT WITH GRAVITYWORKS DESIGN + DEVELOPMENT.

Mr. Ashton explained that because the County does not have a Web Designer or Web Department Gravityworks Design + Development would be used for advanced website development, design, and system maintenance. He provided an example of a recent upgrade in the Clerk's Office. Mr. Ashton described the importance of having one vendor rather than each department having a vendor.

Chairperson McGrain asked for clarification because the County recently went through web redesign. Mr. Ashton explained it is an ongoing process and some departments are using enhanced pages while other departments may not need the enhancements. He mentioned the Health Department has requested a redesign.

Chairperson McGrain questioned if the other vendor was not adequate. Mr. Ashton described the problems he was having with the other vendor stating Gravityworks Design + Development credentials are good. He reviewed the bids and described the services and costs.

Comm. Koenig asked what the employee's procedure is. Mr. Ashton explained the Department Director would contact the MIS Help Desk and if the MIS Department is unable to handle the request the MIS staff will make arrangements with Gravityworks Design + Development as authorized by the Chief Information Officer. Chairperson McGrain asked if it is charged back to the Department and if funds are gone it's gone. Mr. Ashton answered yes to both questions.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Vickers

Announcements

Chairperson McGrain announced the Capital Community Bike Share and A2B Bikeshare Celebration Reception at Clark Hill Law Firm 212 East Grand River, Lansing; Wednesday, June 26, 2013; 5:00 pm to 7:00 pm

Public Comment

Chuck Gray, UAW, thanked the Committee on behalf of employees affected by Agenda Item #6. He stated this will help offset concessions. He also expressed his appreciation to the Human Resources Department for their willingness to talk.

The meeting adjourned at approximately 6:28 p.m.

Respectfully submitted,

Julie Buckmaster

JULY 17, 2013 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 Accept the 2013 Risk Avoidance Grant (RAP) from the Michigan Municipal Risk Management Authority (MMRMA)*

This Resolution authorizes the Ingham County Sheriff's Office, to accept \$3,123.75 from a 2013 MMRMA RAP Grant and accept a new MILO Shooting System portable simulator. The MMRMA will actually purchase this portable machine and it will be shared on a rotation schedule between the Ingham County Sheriff's Office and the Livingston County Sheriff's Office for training purposes. The net cost to Ingham County along with the Livingston County Sheriff's office is \$3,123.75 each with each County writing a check for \$6,247.50 and then MMRMA reimbursing each agency 50% (\$3,123.75). (See attached memo.)

- 1b. *Sheriff's Office - Resolution Authorizing Ingham County Sheriff's Office to Accept the 2013 Michigan Municipal Risk Management Authority's Member Recognition Award*

This Resolution authorizes the Ingham County Sheriff's Office to accept the 2013 MMRMA Member Recognition Award, along with a grant award of five hundred dollars (\$500) to the Ingham County Sheriff's office for clothing apparel. The MMRMA in recognition of this award also has awarded Ingham County with a five percent (5%) reduction in our next annual premium (2014/15 FY) up to maximum allowable amount of \$ 5,000. This is a prestigious award as the Sheriff's Office submission achieved first place state wide in the MMRMA Member Recognition Award program for the multi-phase/single lock down response plan for county-wide schools. The Sheriff's Office has been invited to attend the MMRMA annual Meeting in August to receive an award plaque at the Board of Directors meeting.

- 1c. *Sheriff's Office - Resolution to Allow the Ingham County Sheriff's Office to Enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2013 Local Jag Grant*

This resolution would authorize entering into the Interlocal agreement between Ingham County, the City of Lansing and the City of East Lansing to accept the \$105,367 allocated portion of the 2013 Local JAG grant. The County would not receive any funds again this year under the proposed 2013 JAG grant because the formula requires a certain threshold of serious crime in the Sheriff's Office area of primary jurisdiction. Nonetheless, the County is still required to enter into this agreement and we have done so in previous grant cycles. (See attached memo.)

- 1d. *Sheriff's Office - Resolution Authorizing Ingham County Sheriff's Office to Accept \$3,402.00 for the 2013 Marine Safety Grant Program*

This Resolution authorizes the Ingham County Sheriff's Office to accept the 2013 Marine Safety Grant Program funds of \$3,402.00 for the time period of from January 1, 2013 thru September 30, 2013. Funds are anticipated in the budget.

2. *Register of Deeds - Resolution to Contract with Legal Services of South Central Michigan to take Client Referrals from Ingham County Register of Deeds and Ingham County Treasurer*

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

3. *Drain Commissioner - Resolution Pledging Full Faith and Credit to Maple Shade Drain Drainage District 2013 Bonds or Notes*

This resolution grants full faith and credit of the County for the Note or Bonds that will finance the Maple Shade Drain petition project.

4. *Community Corrections Advisory Board - Resolution Authorizing Submission of a Grant Application and Entering into a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Entering into Program Subcontracts and Creating a Special Part Time Pretrial Services Investigator Position for FY 2013-2014*

This Resolution authorizes entering into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections FY 2013-2014 in the amount of \$212,295 in CCAB Plans and Services and administration funds, \$21,169 in Drunk Driving Jail Reduction and Community Treatment Program funds for a total of \$233,464 and for the use of an estimated 30 residential beds per day for a value amounting to \$520,125 for the time period of October 1, 2013 through September 30, 2014. It also authorizes a variety of other subcontracts for CCAB programming and a special part-time (19 hours per week) Pretrial Services Investigator position at the ICEA PRO06 salary grade not to exceed \$25,683. All the programming is subject to the availability of grant funding. (See attached memo.)

- 5a. *Fair Office – Resolution to Accept \$2,485 in RAP Grant Funds from the Michigan Municipal Risk Management Authority for Reimbursement for the Flooring System Upgrade in the Ingham County Fairground Main Arena Bathrooms*

This resolution authorizes the acceptance of \$2,485 in RAP grant funding from the Michigan Municipal Risk Management Authority for 50% reimbursement for the quartz flooring system upgrade in the Ingham County Fairgrounds Main Arena bathrooms.

- 5b. *Fair Office – Resolution Authorizing Position Status Change for Dan Burnham from Part-Time Lead Maintenance Employee to Full-Time Lead Maintenance Employee at the Ingham County Fairgrounds*

This resolution authorizes the position status change for the part-time lead maintenance employee to full-time maintenance employee, effective August 1, 2013. This status change has a total budget impact for 2013 of \$24,764 and is included in the personnel costs for the 2014 proposed budget.

- 6a. *Farmland and Open Space Preservation Board – Resolution Authorizing Contracts with Appraisal, Survey, Engineering, Ecological, and Title Company Contractors for the Ingham County Farmland and Open Space Preservation Program*

This resolution authorizes three-year contracts with various appraisal, survey, engineering, ecological and title company contractors. All contractors submitted proposals to the County Purchasing Department through the RFP Process, and were selected based on criteria established by the Purchasing and FOSP Directors. The Farmland and Open Space Board has allocated funds for these specific services in the 2013 budget.

- 6b. *Farmland and Open Space Preservation Board – Resolution Amending Resolution #12-382 to Adjust the Purchase Price of the Kirk Mehlhaff and Wendy Villareal Easement Acquisition*

This resolution allows the landowners to amend their donation commitment from \$6,000 to \$1,000. This amendment will change the easement purchase price from \$54,000 to \$59,000, a \$5,000 difference.

- 6c. *Farmland and Open Space Preservation Board – Resolution Authorizing a Contract with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct Mapping Services for the Farmland and Open Space Preservation Board*

This resolution authorizes a three year contract with MSU RS&GIS, not to exceed \$20,000 for the purpose of data collection and preparation, geospatial modeling and the development of land use cover maps. The Farmland and Open Space Board has sufficient funds for these services in the budget.

- 7a. *Facilities – Resolution Authorizing Entering into a Contract with Allied Mechanical Services for the Installation of an Air Conditioning Unit at the Sexton High School Health Clinic*

This resolution authorizes awarding a contract to Allied Mechanical Services for the installation of an air conditioning unit at the Sexton High School health clinic. Allied Mechanical Services, who submitted the lowest responsive and responsible bid of \$30,100 were chosen after going through a competitive bidding process, and have the recommendation of both the Purchasing and Facilities Departments. The Facilities Department would also like to ask for a \$900 contingency for any unforeseen conditions that may arise bringing the total to a not to exceed cost of \$31,000. The funds for this project are available in the 2013 budget.

- 7b. *Facilities – Resolution Authorizing a Two Year Service Warranty Renewal with Astrophysics for the Maintenance of the X-Ray Screening Machine at the Ingham County Family Center*

This resolution authorizes a service warranty renewal with Astrophysics for the inspection, maintenance and/or repair services on the x-ray screening machine at the Ingham County Family Center for a cost of \$2,900 annually. This service warranty renewal is good for a period of two years from August 1, 2013 – July 31, 2015 for a total cost not to exceed \$5,800.

7c. *Facilities – Resolution Authorizing the Renewal of the Service Agreement with Smiths Detection for the Maintenance of the Two X-Ray Screening Machines at the Grady Porter Building and Veterans Memorial Courthouse*

This resolution authorizes the renewal of the service agreement with Smiths Detection for the two Hi-Scan 6040I screening machines at the Grady Porter Building and the Veterans Memorial Courthouse. This service agreement is for two units, for two years, starting on August 1, 2013 and ending on July 31, 2015. The total two year cost will not exceed \$16,846.

7d. *Facilities – Resolution Awarding a Contract to PM Technologies to Provide Generator Services for Various Backup Generators Throughout Ingham County*

This Resolution authorizes a contract to PM Technologies to provide generator services for various back-up generators throughout Ingham County. Regular preventative maintenance is required on all generators and Emergency Services 911 backup generators.

The new contract will cover three (3) years with an optional two (2) year renewal for a total not to exceed cost of \$16,800.00. This total includes \$12,870.00 for the generators located at the Hilliard Building, the Human Services Building, Jail, Veterans Memorial Courthouse, 911 Center and the Youth Center as well as \$3,930.00 for the Emergency Services 911 backup generators located at Pennsylvania Avenue, Dobie Road, Leslie and Dansville sites. In addition, load bank testing will be provided for \$498.00, per generator, on an as needed basis only.

The funds for the back-up generators are available within the appropriate contractual operating budgets and as appropriate the 911 Budget. (See attached memo.)

7e. *Facilities – Resolution Authorizing Entering into a Contract with John E. Green Company for the Replacement of the Cooling Tower at the Ingham County Jail*

This resolution authorizes a contract with John E. Green Company to provide replacement of the cooling tower at the Ingham County Jail. The unit is over 30 years old and is leaking. The unit is beyond repair and at the current rate of deterioration, the unit will fail and the Jail will be left without air conditioning. The John E. Green Company, who submitted the lowest responsive and responsible bid of \$123,235, was chosen after going through a competitive bidding process, and has the recommendation of both the Purchasing and Facilities Departments. The Facilities Department would also like to ask for a \$6,000 contingency for any unseen conditions that may arise with this type of project. Funds for this project are available in 2013 budget.

8a. *Health Department - Resolution to Authorize Amendments to Two Lease Agreements with Sparrow Health System*

This resolution authorizes the renewal of leases for the Sparrow and St. Lawrence Health Centers for one additional year commencing September 1, 2013, and terminating August 31, 2014. Sparrow Health System has agreed to not increase the rent maintaining a rental rate of \$20.21 per square foot.

8b. *Health Department - Resolution to Accept Funds from the Health Resources and Services Administration (HRSA) to Expand Outreach and Enrollment Assistance Activities in the Ingham County Community*

This resolution will authorize the acceptance of \$140,653 from the Health Resources and Services Administration to expand outreach and enrollment activities for the period of July 1, 2013 through June 30, 2014, including the creation of two Community Health Worker positions and associated expenses.

9. *Human Resources – Resolution to Authorize the Temporary Assignment and Salary for the Interim Chief Executive Officer, Community Health Centers and the Execution of the Related Agreement*

This resolution authorizes the additional duties and responsibilities for the primary management and operations of the Community Health Center to be temporarily assigned to the Chief Operating Officer Barb Mastin (Position No. 601382), effective April 29, 2013 through December 31, 2013. While Ms. Mastin is temporarily assigned to perform the additional responsibilities from April 29, 2013 through December 31, 2013, Ms. Mastin's annual salary level shall be adjusted to \$93,283; and upon Ms. Mastin's ceasing to be assigned such additional duties and responsibilities, but no later than December 31, 2013, her salary shall be returned to the Chief Operating Officer MCF Pay Grade 13, Step 5 level

10a. *Department of Transportation and Roads – Resolution to Approve a Cost Agreement for Traffic Signal Control with the Michigan Department of Transportation*

This resolution authorizes entering into a Cost Agreement for Traffic Signal Control with Michigan Department of Transportation for the Zimmer Road and M-43 (Grand River Avenue) traffic signal equipment modifications, maintenance, and operation costs. The maintenance costs are estimated to be \$336 annually and are budgeted under the county road fund for signal operation and maintenance.

10b. *Department of Transportation and Roads – Resolution Authorizing an Agreement with Michigan State University for Michigan Department of Natural Resources Grant Funded Use of Crumb Rubber Modified Asphalt Paving Mixture*

This resolution authorizes entering into a subcontract with Michigan State University for the placement of the CRMA research test strips on the Cornell Road project and to receive the MDNR CRMA grant funds in the amount of \$192,000.

10c. *Department of Transportation and Roads – Resolution Authorizing an Agreement for Adding Branches to the Hannah Farms County Drain Pursuant to Sections 425 and 433 of Act No. 40 of the Public Acts of 1956, as Amended for the Department of Transportation & Roads*

This resolution authorizes entering into an agreement with the Drain Commissioner on behalf of the Drainage District, and the Developer to have the Branches as described in the resolution be established as part of the Hannah Farms County Drain and to license and permit the Drainage District, its assigns and successors in interest, for purposes of constructing, improving and maintaining the Branches, which include the Eyde Parkway road drainage system, and to allow said Drain to be constructed in and occupy any and all granted road rights-of-way held by the ICDTR necessary for the construction, improvement and maintenance of the Drain, constructed in the road rights-of-way

12a. Controller's Office – Resolution to Authorize Budget Adjustments for 2013 Based on the Annual Evaluation of the County's Financial Reserve Policy

This resolution will authorize budget adjustments consistent with the County's Financial Reserve Policy. The annual evaluation of the policy is included in the attached memo.

12b. Controller's Office – Resolution Amending Resolution #12-403 to Sign Agreements with Westlaw for Clear Services

This Resolution authorizes a contract agreement with Westlaw for CLEAR services for the Circuit Court from January 1, 2013 through December 31, 2015 out of budgeted operational and LOFT Funds consistent with this Resolution without approval as to form by the County Attorney. Westlaw will not agree to eliminate the Indemnification language. Therefore, our Attorneys will not approve it as to Form as required by our Authorizing Resolution. However, Westlaw has agreed to modify same which would allow the County to argue in the event of any dispute, that the provision is null and void. (See attached memo.)

12c. Controller's Office – Resolution Authorizing Adjustments to the 2013 Ingham County Budget

This resolution would authorize the recommended adjustments to the Ingham County budget for the second quarter of fiscal year 2013. The total increase to the General Fund is \$ 82,550. (See attached memo for details.)

12d. Controller's Office – Resolution to Adopt the 2014 Juvenile Justice Community Agency Process Calendar

This Resolution authorizes the adoption of the 2014 Juvenile Justice Community Agency Process calendar to establish time lines and a budget amount for the process. This will be the eighth Juvenile Justice Community Agency process. The Judiciary Committee has traditionally recommended a \$100,000 (on an annual basis) out of JJM funds for this program.

Staff recommends consideration of the flat/declining revenues for the JJM millage before passing this resolution and/or the amount approved. (See attached memo and JJM fund projection.)

12e. Controller's Office – Resolution Authorizing the County Controller/Administrator to Procure Property for a Community Health Center Facility

This resolution gives the Controller/Administrator the authority to negotiate a purchase agreement to acquire property for a new community health center facility. It also authorizes the Controller/Administrator to enter into contracts as necessary for inspections and environmental assessment.

PRESENTATION:

11. Financial Services – Presentation: Comprehensive Annual Financial Report (*Materials Previously Distributed at the June 25, 2013 Board of Commissioners' Meeting*)

Agenda Item 1a

TO: Law & Courts Committee
Finance Committee

FROM: Major Joel Maatman

DATE: July 1, 2013

RE: 2013 MMRMA RAP Grant

This is a resolution requesting the Ingham County Sheriff's Office, be allowed to accept \$3,123.75 from a 2013 MMRMA RAP Grant and a new MILO Shooting System portable simulator.

The MMRMA will actually purchase this portable machine and it will be rotated between the Ingham County Sheriff's Office and the Livingston County Sheriff's Office for training purposes.

The net cost to Ingham County along with the Livingston County Sheriff's Office is \$ 3,123.75 each with each County writing a check for \$6,247.50 and then MMRMA reimbursing each agency 50% (\$3,123.75).

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE 2013 RISK AVOIDANCE GRANT (RAP) FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY (MMRMA)

WHEREAS, the Ingham County Sheriff's Office, along with the Livingston County Sheriff's Office, the Lapeer County Sheriff's Office, St. Clair County Sheriff's Office have applied for, and have been approved to receive, a Risk Avoidance Grant (RAP Grant) from the Michigan Municipal Risk Management Authority; and

WHEREAS, the purpose of this grant is for MMRMA to purchase the latest firearms simulator (Milo) and accessories, at a greatly reduced rate to provide on-going Firearms Proficiency and Simulation Workshops, some of which are to be held at the Ingham County Sheriff's Office Training Center; and

WHEREAS, Ingham County will advance \$6,247.50 to come from the Ingham County Sheriff's Office forfeiture booking funds as the local match net requirement is \$ 3,123.75 with 50% (\$3,123.75) being refunded by the RAP grant; and

WHEREAS, the new Milo System is more portable for training outside of the Sheriff's Office so training can be expanded to other locations for more officers within the county and will bring up to date, state of the art Firearms training scenarios, including upgrades in the use of Tasers and less lethal equipment for deadly force situations; and

WHEREAS, this grant program will continue to benefit not only the participating members, but all Michigan police agencies who will be served by state of the art technology training in dangerous circumstances involving potential fatal force.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the 2013 Risk Avoidance Grant (RAP) in the amount of \$6,247.50 total with a local fifty percent matching requirement and a firearms simulator (Milo) and accessories from the Michigan Municipal Risk Management Authority (MMRMA) subject to the Livingston County Sheriff's Office also matching their portion of the grant program.

BE IT FURTHER RESOLVED, that Ingham County's financial commitment is an advance of \$6,247.50 to come from the Ingham County Sheriff's Office booking fee funds with the local match net requirement being \$3,123.75 after the fifty percent \$3,123.75 being refunded by the RAP grant.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners directs the Controller/Administrator to make any necessary budget adjustments in the Ingham County Sheriff's Office 2013 budget.

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

Agenda Item 1b

TO: Law & Courts and Finance Committee
FROM: Major Joel Maatman
DATE: July 1, 2013
RE: 2013 MMRMA Member Recognition Award

The Ingham County Sheriff's Office wishes to accept a grant for \$500.00 and a 5% reduction in the County's annual premium up to a maximum amount of \$5,000.00 from MMRMA for their 2013 Member Recognition Award.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING INGHAM COUNTY SHERIFF'S OFFICE TO ACCEPT THE
2013 MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY'S
MEMBER RECOGNITION AWARD**

WHEREAS, Michigan Municipal Risk Management Authority (MMRMA) is the insurance carrier for the County of Ingham; and

WHEREAS, the Ingham County Sheriff's Office, Training Unit and Homeland Security Office has worked on a school safety plan for active shooter for the last three years that would cover both public and private schools in Ingham County; and

WHEREAS, Ingham County Sheriff's Office, Ingham County Safe Schools Committee, Ingham County Training Unit and Homeland Security Office created two DVD's that train all county schools on lockdown procedures, evacuation procedures and reunification procedures; and

WHEREAS, Ingham County Sheriff's Office, Ingham County Safe Schools Committee Ingham County Training Unit and Homeland Security Office also worked with Tri-County Police training Units to create a Tri-County Active Shooter training program for all law enforcement agencies to train and follow; and

WHEREAS, the Ingham County Sheriff's Office was awarded the 2013 MMRMA Member Recognition Award for their Ingham County Safe Schools Training program; and

WHEREAS, MMRMA as part of the 2013 Member Recognition Award, is donating \$500.00 to the Ingham County Sheriff's office for clothing apparel as well as subtracting 5% from our next annual insurance premium, up to a maximum of \$5,000.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to accept the 2013 MMRMA Member Recognition Award, along with a grant award of five hundred dollars (\$500) to the Ingham County Sheriff's office for clothing apparel.

BE IT FURTHER RESOLVED, that the MMRMA in recognition of this award also has awarded Ingham County with a five percent (5%) reduction in our 2014/2015 Fiscal Year annual premium up to maximum allowable amount of \$5,000.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make the necessary adjustments to the 2013 county budget consistent with this resolution.

Agenda Item 1c

TO: Law & Courts Committee
Finance Committee

FROM: Major Joel Maatman

DATE: July 1, 2013

RE: 2013 Local JAG Grant

This is a resolution requesting the Ingham County Sheriff's Office, be allowed to enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2013 Local JAG Grant.

The Lansing Police Department with their portion of the 2013 Local JAG grant will voluntarily transfer to the Ingham County Sheriff's Office, \$5,000.00 to be used for Deputy overtime for "Regional Policing Projects" with Lansing Police Department and the East Lansing Police Department, under this grant.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ALLOW THE INGHAM COUNTY SHERIFF'S OFFICE TO ENTER INTO AN INTERLOCAL AGREEMENT WITH THE CITY OF LANSING AND CITY OF EAST LANSING FOR THE 2013 LOCAL JAG GRANT

WHEREAS, the City of Lansing Police Department, City of East Lansing Police Department and the Ingham County Sheriff's Office was allocated \$105,367.00 from the 2013 Local JAG grant from the Department of Justice; and

WHEREAS, the City of Lansing is the fiduciary of this grant; and

WHEREAS, the Ingham County Sheriff's Office portion allocated from this grant is \$0.00 for 2013 due to a lack of violent crime data for 2012; and

WHEREAS, part of the application process to receive this funding from the 2013 Local JAG grant, the Ingham County Sheriff's Office must enter into a Interlocal agreement with the City of Lansing and East Lansing, allowing for disbursement of allocated funds to both government police agencies; and

WHEREAS, the Lansing Police Department with their portion of the 2013 Local JAG grant will transfer to the Ingham County Sheriff's Office, \$5,000.00 to be used for Deputy overtime for "Regional Policing Projects" with Lansing Police Department and the East Lansing Police Department, under this grant.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into the Interlocal agreement between Ingham County, the City of Lansing and the City of East Lansing to accept the \$105,367.00 allocated portion of the 2013 Local JAG grant for the time period of July 1, 2013 through September 30, 2016.

BE IT FURTHER RESOLVED that the Lansing Police Department will voluntarily allocate from their portion of the 2013 Local JAG grant \$5,000.00 to the Ingham County Sheriff's Office to be used for Deputy overtime for "Regional Policing Projects" with Lansing Police Department and the East Lansing Police Department, under this grant.

BE IT FURTHER RESOLVED, that the Ingham County Controller is authorized to make the necessary adjustments to the 2013 - 2016 Sheriffs Office budgets consistent with this resolution.

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

Agenda Item 1d

TO: Law & Courts and Finance Committee
FROM: Major Joel Maatman
DATE: June 12, 2013
RE: 2013 Marine Safety program grant Agreement

The Ingham County Sheriff's Office wishes to accept \$3,402.00 from the Department of Natural Resources for the 2013 Marine Safety Grant Program.

This funding will pay for overtime assignments for the Ingham County Sheriff's Office to patrol various waterways within Ingham County during 2013.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING INGHAM COUNTY SHERIFF'S OFFICE TO ACCEPT \$3,402.00
FOR THE 2013 MARINE SAFETY GRANT PROGRAM**

WHEREAS, the Ingham County Sheriff's Office has the responsibility to patrol the waterways within Ingham County; and

WHEREAS, the Ingham County Sheriff's Office each year receives grant money for the Marine Safety Program from the Department of Natural Resources; and

WHEREAS, the Department of Natural Resources has awarded the Ingham County Sheriff's Office for the 2013 Marine Safety Grant Program, \$3,402.00; and

WHEREAS, the 2013 Marine Safety Grant Program extends from January 1, 2013 thru September 30, 2013; and

WHEREAS, the Sheriff's Office will utilize this grant to patrol the waterways of Ingham county during the grant period.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to accept the 2013 Marine Safety Grant Program funds of \$3,402.00.

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

Agenda Item 2

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

WHEREAS, Legal Services of South Central Michigan has served over 250 Ingham County Residents in the last 2 years based on the county's funding; and

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

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

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

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

Memo to County Services Committee and Finance Committee

From: Patrick E. Lindemann, Ingham County Drain Commissioner

Re: Maple Shade Drain Petition Project

July 2, 2013

I am requesting that the Board of Commissioners grant full faith and credit of the County for the Note or Bonds that will finance the Maple Shade Drain petition project. Such action by the Board is customary because it helps to obtain a lower interest rate on the debt, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for the project. The municipality with benefit at-large for this Project is the Township of Williamstown. The County of Ingham will receive an at-large assessment for benefit to county roads. There are 68 properties within the Special Assessment District for this project.

The project results from a petition submitted by property owners of the Maple Shade subdivision to alleviate flooding of their properties. The subdivision is located north of Williamston west of the intersection of Williamston Road and Sherwood Road. The Project includes extension of two branches of the drain to serve more properties directly, repairs of each branch, and repair of the drain outlet at Coon Creek.

Bids have been opened and the total computation of cost is prepared. My consulting engineers and financial advisors are comfortable with the amount of \$300,000 as the total cost of the Project. Construction is expected to commence in August, 2013 and to be completed by October, 2013.

The Project bid documents contain contract requirements for nondiscrimination and prevailing wage, all pursuant to my adopted policies and consistent with the Board of Commissioners' resolutions.

I plan on attending your Committee meetings on July 16th and July 17th, and the Board meeting on July 23rd to answer questions. Thank you for consideration of my request.

It is an honor and privilege to serve the citizens of Ingham County.

**Maple Shade Drain Drainage District
Full Faith and Credit and S.E.V. 2013 Analysis**

The following percentages are estimates and are based on an analysis of the S.E.V. of Ingham County and Williamstown Township, the municipality in the Maple Shade Drain Drainage District. The S.E.V. values of the land in the Drainage District are based on the Ingham County Equalization SEV of the parcels within the drainage district to the total of the S.E.V. for the municipality.

The requested, not to exceed, full faith and credit is \$300,000. The Total S.E.V. for Ingham County is \$7,313,047,709.00, based on 2013 numbers. The Total S.E.V. for Williamstown Township is \$231,211,680.00, based on 2013 numbers. The Total S.E.V. for the parcels in the Drainage District is \$5,565,700.00, based on 2013 numbers. Using these numbers, the following relationships are realized:

The requested, not to exceed, full faith and credit of \$ 300,000 represents 0.0041% of the S.E.V. property value of Ingham County, while providing the maintenance and improvement for drainage of 0.01722% of land in Ingham County.

The requested, not to exceed, full faith and credit of \$300,000 represents 0.1298% of the S.E.V. property values of Williamstown Township, while providing for the maintenance and improvement for drainage of 0.3313% of land in the township.

The requested, not to exceed, full faith and credit of \$300,000 represents 5.3902% of the S.E.V. property values of the Maple Shade Drain Drainage District, while providing for the maintenance and improvement for drainage of 100% of land in the drainage district.

	Current SEV	Percentage of estimated Full Faith and Credit to Total Real & Personal Property Value
Total Real & Personal SEV Ingham County	\$7,313,047,709.00	0.0041%
Total Real & Personal SEV Williamstown Township	\$231,211,680.00	0.1298%
SEV for parcels in Drainage District	\$5,565,700.00	5.3902%

	Area in Square Miles	District as a percentage of
Total Area of Ingham County	560.265	0.01722%
Total Area of Williamstown Township	29.131	0.33126%
Total Area of Drainage District	0.0965	100%

Submitted By: Jeffrey E. Friedle, PE
Senior Engineer
LSG Engineers & Surveyors

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION PLEDGING FULL FAITH AND CREDIT TO
MAPLE SHADE DRAIN DRAINAGE DISTRICT 2013 BONDS OR NOTES**

RESOLUTION # _____

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on July 23, 2013, at 6:30 p.m. local time.

PRESENT: Commissioners _____

ABSENT: Commissioners _____

The following resolution was offered by Commissioner _____ and supported by Commissioner _____:

WHEREAS, pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the "Drain Commissioner"), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the "Act"), for the making of certain intra-county drain improvements referred to as the Maple Shade Drain Petition Project (the "Project") which is being undertaken by the Maple Shade Drain Drainage District (the "Drainage District") in the Maple Shade Drain Special Assessment District (the "Special Assessment District"); and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District's note or notes (the "Notes") or bonds (the "Bonds") in an amount not to exceed \$300,000 pursuant to the Act; and

WHEREAS, the principal of and interest on the Bonds or Notes will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District; and

WHEREAS, the Ingham County Board of Commissioners (the "Board") may, by resolution adopted by a vote of two-thirds of the members of the Board, pledge the full faith and credit of Ingham County (the "County") for the prompt payment of the principal of and interest on the Notes pursuant to Section 434 of the Act; and

WHEREAS, the Board may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276; and

WHEREAS, the pledge of the full faith and credit of the County to the Bonds or Notes will reduce the cost of financing the Project and will be a benefit to the people of the County.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Notes or Bonds in a par amount not to exceed \$300,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Notes or Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Notes or Bonds when due.

2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

3. The Chairperson of the Board, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them, are authorized and directed to take all actions necessary or desirable for the issuance of the Notes or Bonds, and to execute any documents or certificates necessary to complete the issuance of the Notes or Bonds, including, but not limited to, any applications including the Michigan Department of Treasury Application for State Treasurer's Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules or regulations.

4. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

YEAS: Commissioners _____

NAYS: Commissioners _____

ABSTAIN: Commissioners _____

COUNTY SERVICES:

Yeas: _____

Nays: _____ **Absent:** _____ **Approved:** _____

FINANCE:

Yeas: _____

Nays: _____ **Absent:** _____ **Approved:** _____

RESOLUTION DECLARED ADOPTED.

Barb Byrum, County Clerk, Ingham County

STATE OF MICHIGAN)
) SS
COUNTY OF INGHAM)

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the "County") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on July 23, 2013, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 23rd day of July, 2013.

Barb Byrum, County Clerk
Ingham County

Agenda Item 4

TO: Law & Courts and Finance Committees
FROM: Mary Sabaj
Community Corrections Manager
DATE: July 1, 2013
RE: 2013-2014 State Funding Application, MDOC Contract, Subcontracts for
Community Corrections Programs and Creation of a Special Part-time Pretrial
Services Investigator Position

This Resolution approves submission of the MDOC-Office of Community Alternatives Grant Application and entering into a contract with the MDOC and vendor subcontracts for Community Corrections programs for the period of October 1, 2013 through September 30, 2014 contingent upon entering a contract with MDOC and funding availability.

The Application and subsequent grant award provides funding for the following Community Corrections programming and special part-time position in the amounts shown below:

▪ Special part-time Pretrial Services Investigator to target incarcerated Defendants for community supervision provided by 30 th Circuit Court Pretrial Services	\$ 25,683
▪ Relapse Prevention & Recovery Program provided by C-E-I Community Mental Health	\$ 47,200
▪ Cognitive Change Groups provided by National Council On Alcoholism	\$ 34,650
▪ Program Referral & Gatekeeper Services provided by Community Corrections staff	\$ 12,500
▪ Day Reporting services provided by Northwest Initiative - ARRO	\$ 41,840
▪ Community Corrections Advisory Board Administration	\$ 50,422
▪ Residential Treatment Services for OUIL III convicted who <u>meet DDJR-CTP funding criteria</u>	\$ 21,169
TOTAL	\$233,464

Residential Substance Abuse Treatment Services to be provided by CEI- Community Mental Health – House of Commons, National Council on Alcoholism – Glass House and Holden House and other out- of- county programs Projected: \$520,125
TOTAL **\$759,790**

This Resolution also authorizes entering a contract with Community Programs, Inc. to provide residential treatment services using Drunk Driver Jail Reduction – Community Treatment Program funds not to exceed \$21,169.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING SUBMISSION OF A GRANT APPLICATION AND ENTERING INTO A CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS AND ENTERING INTO PROGRAM SUBCONTRACTS AND CREATING A SPECIAL PART TIME PRETRIAL SERVICES INVESTIGATOR POSITION FOR FY 2013-2014

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the Ingham County/City of Lansing Community Corrections Comprehensive Plan; and

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the Application for State of Michigan Community Corrections Act Funds for FY 2013-2014; and

WHEREAS, the FY 2013-2014 Application provides for the continuation of the following CCAB Plans and Services programming Relapse Prevention and Recovery (\$47,200); Gatekeeper services (\$12,500) to be provided by CCAB staff; Cognitive Change Groups (\$34,650) to be provided by National Council on Alcoholism, and for Day Reporting services (\$41,840) to be provided by Northwest Initiative – ARRO for a subcontract program total of \$136,190; and

WHEREAS, the FY 2013-2014 Application also provides funding for a special part-time Pretrial Services Investigator (\$25,683) to enhance the community supervision capacity of 30th Circuit Court Pretrial Services and for CCAB Administration in the amount of \$50,422 for a Plans and Services total of \$212,295 for the time period of October 1, 2013 through September 30, 2014; and

WHEREAS, the FY 2013-2014 grant award provides Ingham County with the use of residential beds (estimated 30 per day) with M.D.O.C. contracting directly with residential providers rather than with local jurisdictions for a projected value of \$520,125 and another 1.23 beds per day funded with Drunk Driver Jail Reduction – Community Treatment Program (DDJR-CTP) grant funds in the amount of \$21,169; and

WHEREAS, pursuant to the FY 2013-2014 Application, residential services are to be provided by Community Programs, Inc., Pine Rest Christian Mental Health Services, Kalamazoo Probation Enhancement Program, Inc., National Council on Alcoholism, and CEI-CMH House of Commons; and

WHEREAS, pursuant to the FY2013-2014 grant award, the County may enter into subcontracts for the purpose of implementing Plans and Services and DDJR/CTP programs and services identified in the Community Corrections Plan and Application; and

WHEREAS, the Subcontractors for Plans and Services and DDJR/CTP programming are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections FY 2013-2014 in the amount of \$212,295 in CCAB Plans and Services and administration funds, \$21,169 in Drunk Driving Jail Reduction and Community Treatment Program funds for a total of \$233,464 and for the use of an estimated 30 residential beds per day for a value amounting to \$520,125 for the time period of October 1, 2013 through September 30, 2014.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for CCAB Plans and Services programming from October 1, 2013 through September 30, 2014 with the National Council on Alcoholism for the actual cost of Cognitive Change groups not to exceed \$34,650; with CEI Community Mental Health for the actual cost of Relapse Prevention and Recovery services not to exceed \$47,200; and, with Northwest Initiative - ARRO for the actual cost of Day Reporting services not to exceed \$41,840.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of a special part-time (19 hours per week) Pretrial Services Investigator position at the ICEA PRO06 salary grade not to exceed \$25,683.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a subcontract with Community Programs, Inc. for the use of DDJR/CTP (\$21,169) for residential services in an amount not to exceed \$21,169.

BE IT FURTHER RESOLVED, that entering into the subcontracts and filling the Pretrial Services Investigator position are contingent upon entering into the Agreement with the State.

BE IT FURTHER RESOLVED, that the subcontracts and Pretrial Services Investigator position are contingent throughout the subcontract period on the availability of grant funds from the State of Michigan for these purposes.

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

Memorandum

To: County Services and Finance Committees

From: Sandra Dargatz, Manager, Ingham County Fair

Date: June 28, 2013

RE: Acceptance of Michigan Municipal Risk Authority RAP Grant Funds

The bathroom flooring in the Main Arena at the Ingham County Fairgrounds had a failing epoxy covering system, and the epoxy system was peeling and slippery.

The Michigan Municipal Risk Management Authority provides 50% project reimbursement grants for risk mitigation projects (RAP Grant), and the Ingham County Fair submitted a grant proposal for 50% reimbursement of the new quartz flooring system installed in the Main Arena bathrooms in February 2013. The new quartz flooring system is slip-resistant and eliminates the risk of pathogen transfer.

The Ingham County Fairgrounds received formal RAP grant award notification on June 10, 2013, for the amount of \$2,485.

Sandra Dargatz
Manager, Ingham County Fair
(517) 676-2857

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT \$2,485 IN RAP GRANT FUNDS FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY FOR REIMBURSEMENT FOR THE FLOORING SYSTEM UPGRADE IN THE INGHAM COUNTY FAIRGROUND MAIN ARENA BATHROOMS

WHEREAS, the bathroom flooring in the Main Arena at the Ingham County Fairgrounds had a failing epoxy covering system, and the epoxy system was peeling and slippery; and

WHEREAS, the Michigan Municipal Risk Management Authority provides 50% project reimbursement grants for risk mitigation projects (RAP Grant), and the Ingham County Fair submitted a grant proposal for 50% reimbursement of the new quartz flooring system installed in the Main Arena bathrooms in February 2013; and

WHEREAS, the Ingham County Fairgrounds received formal RAP grant award notification on June 10, 2013, for the amount of \$2,485; and

WHEREAS, the Ingham County Fair Board recommends that the Board of Commissioners authorizes the acceptance of \$2,485 in RAP grant funding from the Michigan Municipal Risk Management Authority.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of \$2,485 in RAP grant funding from the Michigan Municipal Risk Management Authority for 50% reimbursement for the quartz flooring system upgrade in the Ingham County Fairgrounds Main Arena bathrooms.

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

BE IT FURTHER RESOLVED, the Board Chairperson and County Clerk are authorized to sign any necessary documents consistent with this resolution after approval as to form by the County Attorney.

Memorandum

To: County Services and Finance Committees

From: Sandra Dargatz, Manager, Ingham County Fair

Date: June 28, 2013

RE: Position Status Change for Dan Burnham

In support of the Board of Commissioners RESOLUTION # 13 – 186, which provides guidance for the development of the 2014 budget and activities for the county staff, the Fair Board would like to request the status change of our part-time lead maintenance employee, Dan Burnham, to a full-time lead maintenance employee, beginning August 1, 2013.

Moving Mr. Burnham to full-time supports our ability to provide a full service approach to the continued development of the expanding recreational offerings on the Fairgrounds throughout the year and during the week of Fair. The ability to delivery outstanding customer service for the events being produced on the Fairgrounds increases the revenue stream and allows the Fairgrounds to improve the overall financial well-being of the department.

The UAW TOPS #2256 chair, Chuck Gray, formally supports the request for status change for Dan Burnham, from part-time to full-time lead maintenance employee.

As the Fair does not require financial support from the General Fund, the status change does not require appropriation of funding from any general funds and has a total budget impact for 2013 of \$24,764.00 and is included in the personnel costs for the 2014 proposed budget.

Sincerely,

Sandra Dargatz
Manager, Ingham County Fair
(517) 676-2857

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING POSITION STATUS CHANGE FOR THE PART-TIME LEAD MAINTENANCE EMPLOYEE TO FULL-TIME LEAD MAINTENANCE EMPLOYEE AT THE INGHAM COUNTY FAIRGROUNDS

WHEREAS, the Ingham County Fairgrounds has increased the recreational offerings and expanded the quantity of events on a go-forward basis; and

WHEREAS, the Ingham County Fair Board voted to support the position status change and the UAW formally supports the request for position status change for the part-time lead maintenance employee; and

WHEREAS, the Ingham County Fair does not require financial support from the General Fund, the position status change does not require appropriation of funding from any general funds and has a total budget impact for remainder of 2013, of \$24,764.00 and is included in the personnel costs for the 2014 proposed budget; and

WHEREAS, moving this position to full-time supports the Fair's ability to provide a full service approach to the continued development of the expanding recreational offerings on the Fairgrounds throughout the year and during the week of Fair. The ability to delivery outstanding customer service for the events being produced on the Fairgrounds increases the revenue stream and allows the Fairgrounds to improve the overall financial well-being of the department.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the position status change for position number 760016 from part-time lead maintenance employee to full-time maintenance employee, effective August 1, 2013.

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: County Service and Finance Committees

FROM: Stacy Byers, Farmland and Open Space Preservation Board

DATE: July 1, 2013

SUBJECT: Resolution authorizing contracts with appraisal, survey, engineering, ecological, and title company contractors for the Ingham county farmland and open space preservation program

Project Description:

The Ingham County Farmland and Open Space Preservation Program requires the service of many servicers to effectively administer the program. The FOSP Board wishes to engage contracts with appraisal, survey, engineering, ecological and title company contractors. All contractors submitted proposals to the County Purchasing Department through the RFP Process, and were selected based on criteria established by the Purchasing and FOSP Director's. The FOSP Board has allocated funds for these specific services in the 2013 and the 2014 budget.

MEMORANDUM

TO: County Service and Finance Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: July 2, 2013

SUBJECT: Proposal Summary for Phase I Environmental Site Assessment for the Ingham County Farmland and Open Space Planning Board

Project Description:

Proposals were sought from qualified firms or individuals for the preparation annually of Phase I Environmental Site Assessments on land that is subject to a conservation easement for the Ingham County Farmland and Open Space Planning Board. The Contractor will perform Phase I Environmental Site Assessments for up to twelve properties that have been subject to a conservation easement. Assessments will be ordered on an “as needed” basis as determined by the County.

Proposal Summary:

Vendors contacted: 48 Local: 16
 Vendors responding: 16 Local: 8

Company Name	Fee per property	Local
Environmental Consulting & Technology, Inc.	\$1,250	Yes - Lansing
Holocene Environmental LLC	\$1,255 - \$1,555	No - Paw Paw
Superior Environmental Corp	\$1,550 \$200 extra per additional parcel fee for projects that include multiple parcels	No - Wixom
The Mannik & Smith Group, Inc.	\$1,695	Yes - Lansing
Keystone Environmental Inc DBA: Applied Ecosystems	\$1,700	No- Burton
Triterra, LLC	\$1,800	Yes - Lansing
Professional Service Industries	\$1,800	Yes - Lansing
TriMedia Holdings, LLC DBA: TriMedia Environmental & Engineering Services, LLC	\$1,865	No - Ann Arbor
Villa Environmental Consultant	\$1,700 - \$1,900	No - Benton Harbor
AKT Peerless Environmental & Energy Services	\$1,700 - \$1,950	Yes - Lansing
L-TEC Group LLC	\$1,750 - \$2,500	Yes - Haslett
Global Environmental Engineering Inc.	\$2,000 - \$3,000	No - Flint
EnviroSolutions, Inc.	\$1,750 - \$2,100	No - Westland
Bradburne, Briller, & Johnson, LLC	\$2,800	No - Chicago
DLZ Michigan Inc.	\$2,939.52	Yes - Lansing
Mark Henne Environmental, LLC	Principal \$100/hr, Associate \$60-90/hr	Yes - Williamston

Other Vendors Not Responding:

Gannett Fleming of Michigan, Inc., Plymouth – No bid submitted due to heavy workload, will not have the time to complete a quality submission.

SmithGroupJJR, Ann Arbor – No bid submitted, no reason provided.

Envirologic Technologies, Inc., Kalamazoo – No bid submitted because they thought they would not be able to be competitive with a low cost bid, and they presume we will receive several low cost bids.

Recommendation:

The Evaluation Committee recommends awarding a 3-year contract with an option for a 2-year renewal to Triterra, LLC. at prices quoted in its June 24, 2013 response to RFP 4-13 Phase I Environmental Site Assessments.

In addition to submitting a responsive proposal, Triterra, LLC is a local vendor, is licensed and 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 City Pulse, The New Citizens Press, and posted on the Purchasing Department Web Page.

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director, Purchasing Department
 DATE: July 2, 2013
 SUBJECT: Proposal Summary for Real Estate Appraisers for the FOSPB

Project Description:

Proposals were sought from qualified and experienced real estate appraisers for the purpose of entering into a contract for conducting appraisals on an as needed basis for the Ingham County Farmland and Open Space Planning Board (FOSPB).

The primary need for appraisals is related to permanent conversation easements; however, the Contractor may provide consulting work as it relates to real estate appraisal services, as needed. The Contractor shall provide all labor, supervision, and materials required to perform the appraisal work.

Proposal Summary:

Vendors contacted: 16 Local: 7
 Vendors responding: 4 Local: 2

Company Name	Self-Contained Report	Summary Report	Consult. Fees/Hr.	Local
Yankee Appraisal Associates	\$2,600	\$2,500	\$75	Yes - East Lansing
Carlson Appraisal Company	\$3,500	\$3,500	\$75	Yes - Lansing
Fast Track Appraisals Inc.	\$3,250	\$2,500	\$125	No - Bryon Center
Williams & Associates Inc.	\$3,000	\$2,500	\$150	No - Marlette

Recommendation:

The Evaluation Committee recommends awarding a 3-year contract with an option for a 2-year renewal to Fast Track Appraisals Inc. at prices quoted in its response to RFP #11-13 Real Estate Appraisal Services. In addition to submitting a responsive proposal, Fast Track Appraisals Inc. is licensed and insured.

Advertisement:

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: July 2, 2013

SUBJECT: Proposal Summary for the Preparation of Baseline Documentation Reports for the FOSPB

Project Description:

Proposals were sought from qualified firms or individuals for the preparation annually of up to twelve Baseline Documentation Reports (BDR) for various Conservation Easements for the Ingham County Farmland and Open Space Planning Board (FOSPB). BDRs will be ordered on an “as needed” basis.

The awarded contractor will document property conditions, features, improvements, land use, and potential problem areas through field observations, research of available literature, and discussions with the FOSPB Director and other relevant parties. Baseline documentation shall also include a property description, background and legal information, photographs of key features, maps or aerial photos of the property, a recent site-specific resource inventory, and any information from an appraisal.

Proposal Summary:

Vendors contacted: 11 Local: 5
 Vendors responding: 6 Local: 2

Vendor	Local
Treemore Ecology & Land Services, Inc.	No - Dexter
Fitzgerald Henne & Associates Inc	Yes - Lansing
EnviroSolutions, Inc.	No - Westland
Holocene Environmental LLC	No - Paw Paw
Golder Associates Inc.	No - Lansing (Clinton)
Triterra, LLC	Yes - Lansing

Treemore Ecology & Land Services, Inc.
\$60/hour including travel time to and from sites. Mileage is billed at the standard rate and expenses (printing, copying, mailing) are reimbursed

Fitzgerald Henne & Associates Inc
See below fee schedule. We do not charge a premium for early delivery if it is within our means to provide it. We generally bill on an hourly basis. When provided a scope, we will provide you with a not-to-exceed cost.

Labor Classification	Rates Per Hour
Principal	\$150
Staff Engineer	\$55-75
Senior Technician/CAD/Survey	\$90
Word Processing/Data Processing	\$45
Expenses (laboratory and testing fees, subcontract engineering services, title and database searches, field supplies, maps and other government documents, shipping charges, colored photocopies and photograph reproduction, certified mail charges, aerial photography)	Cost plus 15%

EnviroSolutions, Inc.	
Labor Classification	Rates Per Hour
Principal	\$130
Senior	\$110
Associate	\$100
Project	\$90
Staff	\$80
Senior Field Assistant	\$70
Field Technician	\$55
Draftsperson	\$60
Administration/Word Processing	\$55
<i>Rates Charged in quarter hour increments above</i>	
Other Direct Charges	Cost plus 10%
Standard Field Equipment	Multiple Fees, See Packet

<u>Holocene Environmental LLC</u>	
Size of Property	Fee
0-20 Acres	\$775
21-40 Acres	\$875
41-60 Acres	\$975
61-80 Acres	\$1,075
81-100 Acres	\$1,175
101+ Acres	\$1,175 plus \$4 per acre (first 100 acres included in the \$1,175)

<u>Golder Associates Inc</u>	
Tasks	Per Report
Field Visit (3 hours with travel)	\$250
Data Processing	\$150
Draft Report Preparation	\$400
Map Development	\$100
Report Finalization	\$100

Total Per Report	\$1,000
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<u>Triterra, LLC</u>		
<u>Staff Level</u>	<u>Standard Billing Rate</u>	
Principal Geologist, Scientist, Engineer	\$150	
Associate Geologist, Scientist Engineer	\$120	
Senior Geologist, Scientist, Engineer	\$105	
Project Geologist, Scientist, Engineer	\$90	
Staff Geologist, Scientist, Engineer	\$75	
Senior Technician	\$65	
Technician	\$55	
Administrative Assistant	\$50	
*Expert Witnesses Work: Will be invoiced at 1.5 times the Standard billing Rate above		
<u>Equipment Description</u>	<u>Rate</u>	<u>Unit</u>
Vehicle (Daily Rate)	\$125	day
Vehicle (mileage - local jobs only)	\$0.55	mile
Photo-ionization Detector	\$75	day
Soil Sampling Equipment	\$100	day
Water Level Probe	\$50	day
Oil/Water Interface Probe	\$75	day
Disposable Bailer	\$12	day
Groundwater Sampling Equipment	\$300	day
Metal Detector	\$50	day
Survey Equipment	\$50	day
Hand Auger	\$25	day
Air-o-Cell Sampling Cassette	\$6	each
Mold (IAQ) Sampling Equipment	\$35	day
Small Generator	\$50	each
55-gallon Drum	\$50	each
Other Misc Equipment/Materials	Varies	Varies

Vendors not responding

ASTI Environmental, Brighton – No bid submitted out of respect to the County’s current contractor, who is a frequent partner of theirs.

Recommendation:

The Evaluation Committee recommends awarding a 3-year contract with an option for a 2-year renewal to Treemore Ecology & Land Services, Inc. at prices quoted in its June 3, 2013 response to RFP#12-13 Baseline Documentation Reports.

In addition to submitting a responsive proposal, Treemore Ecology & Land Services, Inc. is licensed and 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 City Pulse, El Central, and posted on the Purchasing Department Web Page.

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director, Purchasing Department
 DATE: July 2, 2013
 SUBJECT: Proposal Summary for Surveyors for the FOSPB

Project Description:

Proposals were sought from qualified, experienced, and professional surveyors for the purpose of entering into a contract for conducting surveys on an as needed basis for the Ingham County Farmland and Open Space Planning Board (FOSPB).

The primary need for surveys is related to permanent conversation easements; however surveys for other reasons may also be conducted under the subsequent contract. The successful firm shall provide all labor, supervision, and materials required to perform the surveying work. In addition, the successful firm shall provide consulting work as it relates to surveying services, as needed.

Proposal Summary:

Vendors contacted: 11 Local: 5
 Vendors responding: 8 Local: 6

Company Name	Survey Crew Cost	Local
Wolverine Engineers & Surveyors, Inc.	\$80-\$140	Yes - Mason
Hubbell, Roth & Clark, Inc.	\$82.51-\$194.74	Yes - Holt
Rowe Professional Services Company	\$90-\$130	No - Flint
Boss Engineering	\$118	No - Howell
Fitzgerald Henne & Associates, Inc.	\$105-\$150	Yes - Lansing
DC Engineering, P.C.	\$115	Yes - Lansing
Spicer Group, Inc.	\$100-\$157	Yes - Lansing
Enger Surveying & Engineering Co.	\$120	Yes - Mason

Local Vendor Not Responding:

Geodetic Designs Incorporated, Lansing – No bid submitted due to their work load.

Recommendation:

The Evaluation Committee recommends awarding a 3-year contract with an option for a 2-year renewal to Enger Surveying & Engineering Co. at prices quoted in its May 7, 2013 response to RFP# 13-13 Surveyor Services.

In addition to submitting a responsive proposal, Enger Surveying & Engineering Co. is a local vendor, is licensed and 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 City Pulse, The Michigan Bulletin, and posted on the Purchasing Department Web Page.

MEMORANDUM

TO: County Service and Finance Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: July 2, 2013

SUBJECT: Title Search Proposal Summary for Ingham County Farmland and Open Space Planning Board (FOSPB)

Project Description:

Proposals were sought from qualified firms or individuals for the preparation annually of up to twelve Title Searches related to various conservation easements for the Ingham County Farmland and Open Space Planning Board (FOSPB). Title searches will be ordered on an “as needed” basis. The Contractor shall perform all services and functions associated with title search services as required in the RFP. The Contractor acting as an individual, partnership, corporation or other legal entity, must be of professional status, licensed to perform in the State of Michigan, and licensed for all applicable professional discipline(s) requiring licensing.

Proposal Summary:

Vendors contacted: 45 Local: 15
 Vendors responding: 2 Local: 1

Company	Cost Per Title Search	Local
Capital Fund Title Services	\$400	Yes - Lansing
eTitle Agency, Inc.	\$150-\$250	No - Troy

Local vendor not responding:

FGK Title Services, Mason – No bid submitted due to their work load.

Other vendors not responding:

Colonial Title Company, St. Clair Shores – No bid submitted since there is not enough volume to be competitively priced for the County.
 Minnesota Title Agency Inc., Livonia - No bid submitted.

Recommendation:

The Evaluation Committee recommends awarding a 3-year contract with an option to renew for 2 additional years to Capital Fund Title Services at prices quoted in its May 31, 2013 response to RFP #14-13 Title Search Services. Capital Fund Title Services is a local vendor, possess the required professional license, is insured, and has been in business for 20 years performing this type of work.

Advertisement:

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

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING CONTRACTS WITH APPRAISAL, SURVEY, ENGINEERING, ECOLOGICAL, AND TITLE COMPANY CONTRACTORS FOR THE INGHAM COUNTY FARMLAND AND OPEN SPACE PRESERVATION PROGRAM

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland and Open Space Purchase of development Rights Ordinance in July 2004; and

WHEREAS, appraisals, title searches, baseline reports, phase I environmental assessments and surveys are required due diligence to close conservation easements; and

WHEREAS, the Purchasing Department sought proposals from experienced contractors, and after review and evaluation, the Evaluation Team is recommending that three year contracts be issued with the contractors, who were determined to be the most qualified candidates.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes three-year contracts with the following contractors:

<u>Contractor</u>	<u>Cost per service</u>
Fast Track Appraisals, Inc.	\$2700 per Appraisal
Enger Surveying & Engineering Co.	Survey Crew cost of \$120 per hour
Capital Fund Title Services	\$400 per Title Search
Treemore Ecology & Land Services, Inc.	\$60 per hour (includes travel time, printing, copying, mailing and mileage reimbursement)
Triterra, LLC	\$1800.00 per Environmental Report

BE IT FURTHER RESOLVED, that 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: County Service and Finance Committees
FROM: Stacy Byers, Farmland and Open Space Preservation Board
DATE: July 1, 2013
SUBJECT: Resolution amending Resolution #12-382

Project Description:

The Ingham County Board of Commissioners authorized closing on the Villareal/Mehlhoff Open Space Conservation Easement per resolution #12-382. The appraised value of the Villareal/Mehlhoff Easement was \$60,000.00 with a 10% donation of \$6,000.00 making the purchase price \$54,000.00.

After consultation with their CPA, the landowner has petitioned the Farmland and Open Space Preservation Board to amend their donation commitment of \$6000.00 to \$1000.00 due to tax implications. IRS guidelines, for a deduction of real property, states that any donation over \$5000.00 requires a state certified appraisal of the easement donation. The cost of the appraisal for the landowners was quoted at \$2500.00 – which makes the donation counter intuitive for them. It is the intent of the Farmland and Open Space Preservation Board to allow the landowners to amend their donation commitment to \$1000.00. This amendment will change the easement purchase price from \$54,000.00 to \$59,000.00 a \$5000.00 difference.

Introduced by County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AMENDING RESOLUTION #12-382 TO ADJUST THE PURCHASE PRICE OF THE
KIRK MEHLHAFF AND WENDY VILLAREAL EASEMENT ACQUISITION**

WHEREAS, the Ingham County Farmland and Open Space and the County Board of Commissioners approved proceeding to close on the Kirk Mehlhaff and Wendy Villareal Property, per Resolution #12-382; and

WHEREAS, the property owners wish to amend their donation from \$6,000.00 to \$1,000.00 in light of new tax implications associated with the donation; and

WHEREAS, the Farmland and Open Space Preservation Board discussed and approved the donation amendment at their April 16, 2013 meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approve amending resolution #12-382 to reflect a \$1000.00 donation bringing the County's portion of the easement purchase to \$59,000.00.

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: County Services and Finance Committee

Date: July 2, 2013

From: Stacy Byers, Director FOSP Board

RE: **RESOLUTION AUTHORIZING A CONTRACT WITH MICHIGAN STATE UNIVERSITY REMOTE SENSING AND GEOSPATIAL INFORMATION SYSTEMS TO CONDUCT MAPPING SERVICES FOR THE FARMLAND AND OPEN SPACE PRESERVATION BOARD**

Project Description

The Ingham County Farmland Preservation Board wishes to contract with MSU RS&GIS in the Geography Department for mapping services. The FOSP Board and the County Board of Commissioners annually approves the selection criteria for ranking applications received by the FOSP Program. The purpose of the selection criteria is to prioritize properties for protection through the purchase of a conservation easement.

Many variables are used to develop this comprehensive document. The Selection Criteria consists of four categories, Agricultural Characteristics, Development Pressure, Additional Ag Protection Efforts and Other Criteria. These categories each have variables that require data for application to the selection criteria. The end product is a qualitative score that is used to objectively rank and prioritize properties for protection.

These data sets are not easily discovered or user friendly. Although most data sets are available, they are not always in a usable format or there is a significant amount of interpretation that must occur before the information is relevant to the selection criteria, leaving room for error. MSU RS&GIS has access to these required data sets and the expertise and resources to interpret them into a usable format for the FOSP Board use.

MSU RS&GIS will reduce the opportunity for subjectiveness to arise in the ranking and streamline the process to allow for better use of available data sets and technology.

MEMORANDUM

TO: County Service and Finance Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: July 2, 2013

SUBJECT: Proposal Summary for a GIS Contractor for the Farmland and Open Space Preservation Board

Project Description:

The Farmland and Open Space Preservation Board is charged with Scoring and Ranking landowner applications based on criteria developed by the FOSP Board and approved by the BOC on an annual basis. The scoring criteria is an objective method for prioritizing applications based on specific characteristics such as size, soil, proximity to services etc. Much of the scoring criteria is based on data that must be developed and analyzed. The Ingham County FOSP Board sought a contractor to find/develop data pertinent to the selection criteria and to develop a system for prioritizing applications based on that data using Geospatial data or GIS. The contractor will report back to the FOSP a “score” after analyzing the data and farm characteristics, which the FOSP Board will use to rank the applications. Furthermore, the awarded contractor will create objective, repeatable and accurate GIS methods that will quickly sort through considerable amounts of geospatial data and score parcels according to the approved selection criteria and staff.

Proposal Summary:

Remote Sensing & GIS Research and Outreach Services (East Lansing)	
Data Preparation	\$3,360
Criteria Adjustment	\$1,230
Geospatial Model Development, Adjustment and Implementation	\$8,060
Metadata and Summary Report	\$1,790
Digital Map Creation	\$770
Additional: Land Cover Mapping (Total cost based on area of interest)	\$70/square mile
Total Estimated Cost, minus Land Cover Mapping	\$15,210

The Purchasing Department was unable to locate another firm interested in bidding on this project.

Recommendation:

The Evaluation Committee recommends awarding a contract to Remote Sensing & GIS Research and Outreach Services at unit prices quoted in its November 6, 2012 response. Total value of contract is estimated to be \$20,000, which includes the \$15, 210.00, plus Land Cover Mapping on two townships and updates each year.

Introduced by County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH MICHIGAN STATE UNIVERSITY REMOTE SENSING AND GEOSPATIAL INFORMATION SYSTEMS TO CONDUCT MAPPING SERVICES FOR THE FARMLAND AND OPEN SPACE PRESERVATION BOARD

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland Purchase of Development Rights Ordinance in July 2004; and

WHEREAS, the Ingham County Farmland Purchase of Development Rights Ordinance authorized the establishment of the Ingham County Farmland and Open Space Preservation Board to oversee the Farmland Preservation Program; and

WHEREAS, the voters of Ingham County approved a millage for Farmland and Open Space Preservation in August 2008; and

WHEREAS, the Selection Criteria approved for ranking applications to the FOSP Program, requires numerous data sets, such as soils, parcel size, geographic location, proximity to other protected properties, to calculate an objective score; and

WHEREAS, the Purchasing Department sought proposals from experienced GIS Contractors, and after review and evaluation, the Evaluation Team is recommending that a contract be awarded to Michigan State University Remote Sensing and Geographical Information Systems (MSU RS&GIS), who were determined to be the most qualified candidates; and

WHEREAS, the cost of this service is estimated at approximately \$20,000.00 and the FOSP Board has money in the budget to cover this expense.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a three year contract with MSU RS&GIS, not to exceed \$20,000.00 for the purpose of data collection and preparation, geospatial modeling and the development of land use cover maps.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair 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: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 1, 2013

SUBJECT: **RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH ALLIED MECHANICAL SERVICES FOR THE INSTALLATION OF AN AIR CONDITIONING UNIT AT SEXTON HIGH SCHOOL HEALTH CLINIC**

The resolution before you authorizes awarding a contract to Allied Mechanical Services for the installation of an air conditioning unit at Sexton High School.

The existing rooms in the Health Services Area do not have an air conditioning unit and it would be in the best interest of the students, guests and faculty alike to provide them with a comfortable environment.

Allied Mechanical Services, who submitted the lowest responsive and responsible bid of \$30,100.00 were chosen after going through a competitive bidding process, and have the recommendation of both the Purchasing and Facilities Departments.

The Facilities Department would also like to ask for a \$900.00 contingency for any unseen conditions that may arise bringing the total to a not to exceed cost of \$31,000.00.

The funds for this project are available within line item 511-61532-967000-02345 which has a balance of \$55,000.00 for Sexton / Special Projects.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director, Purchasing Department
DATE: July 2, 2013
SUBJECT: Proposal Summary for the Installation of an Air Conditioning Unit at Sexton High School

Project Description:

Ingham County sought proposals from experienced and qualified mechanical contractors for the Installation of an Air Conditioning Unit at Sexton High School. The scope of work includes, but is not limited to, installing a new blower coil air conditioning unit and associated condensing unit to serve existing rooms at the Health Services Area at Sexton High School. This includes all associated controls, ductwork, supply diffusers, and return grilles.

Bid Summary:

Vendors contacted: 32 Local: 14
Vendors responding: 2 Local: 1

4 vendors were at the mandatory Pre-bid Meeting.

Company Name	Base Bid	Days to Complete	Lead Time	Local
Allied Mechanical Services	\$30,100	60 days	4 weeks	N
T. H. Eifert	\$42,500	35 days	4 weeks	Y

Myers Plumbing & Heating, Lansing – Bid not accepted because did not attend mandatory pre-bid meeting.

Recommendation:

The Evaluation Committee recommends awarding a contract to Allied Mechanical Services in an amount not to exceed \$31,000. The cost includes \$900 in contingency for any unforeseen issues that may arise during the project. Allied Mechanical Services submitted the lowest responsive and responsible bid and is a qualified and experienced contractor.

Contractor is required to comply with the County's Prevailing Wage Policy.

Advertisement:

The bid was advertised in the City Pulse, The New Citizens Press, various plan houses, and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH
ALLIED MECHANICAL SERVICES FOR THE INSTALLATION OF AN AIR
CONDITIONING UNIT AT THE SEXTON HIGH SCHOOL HEALTH CLINIC**

WHEREAS, the existing rooms in the Health Services Area do not have an air conditioning unit and it would be in the best interest of the students, guests and faculty alike to provide a comfortable environment; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Allied Mechanical Services who submitted the lowest responsive and responsible bid to provide labor and materials to install an air conditioning unit for a not to exceed cost of \$30,100.00.00; and

WHEREAS, the Facilities Department would also like to ask for a \$900.00 contingency for any unseen conditions that may arise; and

WHEREAS, the funds for this project are available within line item 511-61532-967000-02345 which has a balance of \$55,000.00 for Sexton / Special Projects.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorize entering into a contract with Allied Mechanical Services 3100 Allied industrial Drive, Jackson, Michigan 49201 for the installation of an air conditioning unit at the Sexton High School's Health Services Area for a not exceed cost of \$31,000.00.

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: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: June 28, 2013

SUBJECT: **RESOLUTION AUTHORIZING A TWO YEAR SERVICE WARRANTY RENEWAL WITH ASTROPHYSICS FOR THE MAINTENANCE OF THE X-RAY SCREENING MACHINE AT THE INGHAM COUNTY FAMILY CENTER**

The resolution before you authorizes a service warranty renewal with Astrophysics for the inspection, maintenance and/or repair services on the x-ray screening machine at the Ingham County Family Center for a cost of \$2,900.00 annually. This service warranty renewal is good for a period of two years from August 1, 2013 – July 31, 2015 for a total cost not to exceed \$5,800.00.

We are confident that Astrophysics will continue to provide us with the quality of service we need to successfully maintain this unit.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A TWO YEAR SERVICE WARRANTY RENEWAL WITH
ASTROPHYSICS FOR THE MAINTENANCE OF THE X-RAY SCREENING MACHINE AT THE
INGHAM COUNTY FAMILY CENTER**

WHEREAS, the County currently uses Astrophysics to provide preventative maintenance and service on the x-ray screening machine at the Family Center; and

WHEREAS, the warranty has expired and the new two year warranty would run from August 1, 2013 through July 31, 2015 for an annual cost of \$2,900.00; and

WHEREAS, Astrophysics shall perform inspection, maintenance and/or repair services on the machine; and

WHEREAS, the funds for this service are available within the Facilities Maintenance Contractual line item 292-66229-931100; and

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a two year service warranty renewal to Astrophysics, Inc. 21481 Ferrero Parkway, City of Industry, CA, 91789 for the inspection, maintenance, and /or repairs of the X-ray screening machine at the Ingham County Family Center, for a total cost not to exceed \$5,800.00.

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: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: June 28, 2013

SUBJECT: **RESOLUTION AUTHORIZING THE RENEWAL OF THE SERVICE AGREEMENT WITH SMITHS DETECTION FOR THE MAINTENANCE OF THE TWO X-RAY SCREENING MACHINES AT THE GRADY PORTER BUILDING AND VETERANS MEMORIAL COURTHOUSE**

The resolution before you authorizes the renewal of the service agreement with Smiths Detection for the two Hi-Scan 6040I screening machines at the Grady Porter Building and the Veterans Memorial Courthouse. This service agreement is for two units, for two years, starting on August 1, 2013 and ending on July 31, 2015. The total two year cost will not exceed \$16,846.00.

We are confident that Smiths Detection will continue to provide us with the quality of service we need to successfully maintain these units

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE RENEWAL OF THE SERVICE AGREEMENT WITH SMITHS DETECTION FOR THE MAINTENANCE OF THE TWO X-RAY SCREENING MACHINES AT THE GRADY PORTER BUILDING AND VETERANS MEMORIAL COURTHOUSE

WHEREAS, the County currently uses Smiths Detection to provide preventative maintenance and service on the two Hi-Scan 6040I screening machines, one at the Grady Porter Building and one at the Veterans Memorial Courthouse; and

WHEREAS, the service agreement has expired and the new contract would cover a two year period from August 1, 2013 through July 31, 2015; and

WHEREAS, Smiths Detection shall perform inspection, maintenance and/or repair services on both machines for a total not to exceed cost of \$16,846.00; and

WHEREAS, the funds for this service are available within the Veterans Memorial Courthouse Maintenance Contractual line item 631-26720-931100; and

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes renewal of the service agreement with Smiths Detection, 2202 Lakeside Boulevard Edgewood, MD 21040, for the maintenance of the two X-ray screening machines, one at the Grady Porter Building and one at the Veterans Memorial Courthouse, for a total not to exceed cost of \$16,846.00 for the two year period.

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.

TO: Law & Courts, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: June 2, 2013

SUBJECT: **RESOLUTION AWARDING A CONTRACT TO PM TECHNOLOGIES TO PROVIDE GENERATOR SERVICES FOR VARIOUS BACKUP GENERATORS THROUGHOUT INGHAM COUNTY**

The resolution before you authorizes awarding a contract to PM Technologies to provide generator services for various back-up generators throughout Ingham County. The current contract has ended and regular preventative maintenance is required on all generators and Emergency Services 911 backup generators.

The new contract will cover three (3) years with an optional two (2) year renewal for a total not to exceed cost of \$16,800.00. This total includes \$12,870.00 for the generators located at the Hilliard Building, the Human Services Building, Jail, Veteran's Memorial Courthouse, 911 Center and the Youth Center as well as \$3,930.00 for the Emergency Services 911 backup generators located at Pennsylvania Avenue, Dobie Road, Leslie and Dansville sites. In addition, load bank testing will be provided for \$498.00, per generator, on an as needed basis only.

The funds for the back-up generators are available within the appropriate contractual operating budgets and the funds for the Emergency 911 backup generators are available within line item 261-32500-818000.

We are confident that PM Technologies will continue to provide us with the quality of service we need to successfully maintain these units.

I recommend approval of this resolution.

MEMORANDUM

TO: Law & Courts, County Services, & Finance Committees
 FROM: Jim Hudgins, Director, Purchasing Department
 DATE: July 2, 2013
 SUBJECT: Bid Summary – Generator Preventative Maintenance Service

Project Description:

Ingham County sought proposals from qualified and experienced generator service vendors to provide preventative maintenance, repair and emergency service for Ingham County's backup generators located at various County facilities. Included in this inventory is the Ingham County Emergency Services E-911 System back-up generator.

Bid Summary:

Vendors contacted: 33 Local: 9
 Vendors responding: 6 Local: 1

Company Name	Grand Total Preventative Cost Year 1-3	Regular Business Hourly Rate	E911 Generator Total Preventative Cost Year 1-3	Load Bank Testing Per Generator-Per Year	Local
Preventive Maintenance Technologies, LLC	\$12,870	\$96	\$3,930	\$498	No - Wixom
Michigan Cat	\$17,670	\$122	\$5,190	\$300	Yes - Holt
Wolverine Power Systems	\$17,700	\$140 (1st/2nd Year), \$145 (Third Year)	\$7,050	\$300	No - Wixom
Total Energy Systems	\$20,352	\$150	\$6,828	\$525	No - Grand Rapids
Cummins Bridgeway LLC	\$26,213	\$90	\$6,825	\$386 (1st/2nd Year Rates), \$397 (Third Year)	No - New Hudson
W.W.Williams	\$26,970	\$168	\$9,360	\$620	No - Grand Rapids

Local vendors not responding:

Some of the local firms contacted who did not respond to this solicitation cited that they do not provide generator preventative maintenance services.

Other vendors not responding:

Superior Industrial Sales & Service, Inc., Jackson – No bid submitted because upon review of the full contract packet they are unable to meet all of the contract requirements at the present time.

Recommendation:

The Evaluation Committee recommends awarding a 3-year contract with an option to renew for 2 additional years to Preventive Maintenance Technologies, LLC at prices quoted in its June 20, 2013 response to RFP #68-13 Generator Services. Preventive Maintenance Technologies, LLC submitted the lowest responsive and responsible bid and is a qualified and experienced contractor.

Advertisement:

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

Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AWARDING A CONTRACT TO PM TECHNOLOGIES TO PROVIDE GENERATOR SERVICES FOR VARIOUS BACK UP GENERATORS THROUGHOUT INGHAM COUNTY

WHEREAS, the generators, including four (4) Emergency Services 911 back-up generators, require regular preventative maintenance, repair and emergency services; and

WHEREAS, the current contract has expired and the term of the new contract would be for three (3) years with a two (2) year option to renew for a total cost not to exceed \$16,800.00; and

WHEREAS, load bank testing is available on an as needed basis for a cost of \$498.00 per generator; and

WHEREAS, the funds for the county back-up generators located at the Hilliard Building, Human Services Building, Jail, Veterans Memorial Courthouse, 911 Center and the Youth Center, totaling \$12,870.00, are available within the appropriate contractual operating budgets; and

WHEREAS, the funds for the four (4) Emergency 911 back-up generators located at Pennsylvania Avenue, Dobie Road, Leslie and Dansville sites, totaling \$3,930.00, are available in line item 261-32500-818000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with PM Technologies, 29395 Wall Street, Wixom, Michigan 48393 to provide generator services for various backup generators throughout Ingham County for a total cost of \$16,800.00 for a three (3) year period with an optional two (2) year renewal. In addition, load bank testing will be provided at a cost of \$498.00 per generator, on an as needed basis.

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: Law & Courts, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 1, 2013

SUBJECT: **RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH JOHN E. GREEN COMPANY FOR THE REPLACEMENT OF THE COOLING TOWER AT THE INGHAM COUNTY JAIL**

The resolution before you authorizes awarding a contract to John E. Green Company to provide replacement of the cooling tower at the Ingham County Jail. The unit is over 30 years old and is leaking. The unit is beyond repair and at the current rate of deterioration, the unit will fail and the Jail will be left without air conditioning.

The John E. Green Company, who submitted the lowest responsive and responsible bid of \$123,235.00, were chosen after going through a competitive bidding process, and have the recommendation of both the Purchasing and Facilities Departments.

The Facilities Department would also like to ask for a \$6,000.00 contingency for any unseen conditions that may arise with this type of project.

The funds for this project are available in the approved CIP Line Item 245-31199-976000-3FC01 which is for the cooling tower replacement at the Jail.

I recommend approval of this resolution.

MEMORANDUM

TO: Law & Courts, County Services, & Finance Committees
 FROM: Jim Hudgins, Director, Purchasing Department
 DATE: July 2, 2013
 SUBJECT: Proposal Summary for Cooling Tower Replacement Project at the Ingham County Jail

Project Description:

Proposals were sought from experienced and qualified mechanical contractors for the Ingham County Cooling Tower Replacement Project at the Ingham County Jail.

The scope of work includes, but is not limited to, the following work items:

1. Remove and dispose of existing cooling tower.
2. Install new cooling tower and associated equipment/components.
3. Electrical power modifications and disconnect switch.
4. Temperature control modifications.
5. Hangars and supports.
6. Piping modifications.
7. Replacement of condenser water pumps (alternate bid item).
8. Installation of a water filtration system (alternate bid item).
9. Other incidental work items and miscellaneous components required to accomplish the design intent indicated in the Drawings and Project Manual.
10. Specified submittals, operations and maintenance manuals, record documents, warranties, and other specified project documentation.
11. Specified testing, balancing, inspections, and associated reports.

Bid Summary:

Vendors contacted: 33 Local: 15
 Vendors responding: 4 Local: 3

8 vendors were at the mandatory Pre-bid Meeting.

Company Name	Base Bid	Alternate No. 1: Replacement of condenser water pumps	Alternate No. 2: Installation of a water filtration system	Total Bid with Alternates No. 1 & No. 2	Substitutions	Local
John E. Green Company	\$106,998	\$16,237	\$29,981	\$153,216	---	Yes - Mason
Pleune Service Company ¹	\$111,000	\$21,000	\$51,800	\$183,800	Alt #2 deduct \$4,800: install lakos separator in lieu of orival	Yes - Lansing

Myers Plumbing & Heating, Inc	\$122,270	\$21,100	\$42,500	\$185,870	---	No - Lansing (Clinton County)
T. H. Eifert	\$133,400	\$19,225	\$43,900	\$196,525	---	Yes - Lansing

¹ Qualification: Basin Sweeper not included. Add on additional \$1,500 for stainless steel hot water basin

Recommendation:

The Evaluation Committee recommends awarding a contract to John E. Green Company in an amount not to exceed \$129,235, which includes Alternate 1, Alternate 2 is not included. The cost includes a 5% contingency in the amount of \$6,000 for any unforeseen issues that may arise during the project. John E. Green Company submitted the lowest responsive and responsible bid is a local, qualified and experienced contractor.

The Contractor is required to comply with the County's Prevailing Wage Policy.

Advertisement:

The bid was advertised in the City Pulse, El Central, various plan houses, and posted on the Purchasing Department Web Page.

Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH JOHN E. GREEN COMPANY FOR THE REPLACEMENT OF THE COOLING TOWER AT THE INGHAM COUNTY JAIL

WHEREAS, the current cooling tower is over 30 years old, leaking and is in need of replacement; and

WHEREAS, the unit is beyond repair and at the current rate of deterioration it will fail, leaving the Jail without air conditioning; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to John E. Green Company who submitted the lowest responsive and responsible bid of \$123,235.00 to provide the cooling tower replacement at the Jail for a base bid amount of \$106,998.00 plus alternate #1 in the amount of \$16,237.00 for the replacement of condenser pumps; and

WHEREAS, the Facilities Department would also like to request a contingency in the amount of \$6,000.00 for any unseen conditions that may arise; and

WHEREAS, the funds for this project are available within the approved CIP Line Item 245-31199-976000-3FC01 which is for the cooling tower replacement at the Jail and has a balance of \$162,100.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with John E. Green Company 1125 North Cedar Street, Mason, Michigan 48854 to replace the cooling tower at the Ingham County Jail for a total not to exceed cost of \$129,235.00.

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
Finance Committee

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

DATE: July 2, 2013

RE: Recommendation to Amend the Leases for Sparrow and St. Lawrence Health Centers

This is a recommendation to authorize amendments to the leases for Suite 308, 1322 E. Michigan Avenue in Lansing; and Suite 500, 1100 W. Saginaw in Lansing. Currently, the Health Department operates the Sparrow and St. Lawrence Health Centers at these properties owned by Edward W. Sparrow Hospital Association d/b/a Sparrow Hospital. This amendment will renew both leases for one additional year commencing September 1, 2013, and terminating August 31, 2014.

Sparrow Health System has agreed to not increase the rent maintaining a rental rate of \$20.21 per square foot. The amendment includes a 90-day early termination option for Ingham County and a 180-day early termination option for Sparrow.

The Health Center Board has reviewed the operations of St. Lawrence and Sparrow Community Health Centers and supports the recommendation to amend the lease agreements that maintains primary medical services through the 1100 W. Saginaw and 1322 E. Michigan Avenue sites.

I recommend that the Ingham County Board of Commissioners authorize an amendment to the lease agreement for 3,878 square feet of clinical space located on the fifth floor of 1100 W. Saginaw and 4,508 square feet of clinical space located on the second floor of 1322 E. Michigan Avenue with Sparrow Health System space through August 31, 2014.

c: Barbara Mastin, w/attachment
John Jacobs, w/attachment
Phil Wilkinson, w/ attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENTS TO TWO LEASE AGREEMENTS
WITH SPARROW HEALTH SYSTEM**

WHEREAS, the Health Department operates its St. Lawrence and Sparrow Community Health Centers in property owned by Sparrow Health System located at Suite 500, 1100 W. Saginaw in Lansing, and Suite 308, 1322 E. Michigan Avenue in Lansing; and

WHEREAS, the current rental rate at the 1322 E. Michigan Avenue property is \$20.21 and the rental rate at the 1100 W. Saginaw property is \$20.21; and

WHEREAS, Sparrow Health System has agreed to a no rate increase maintaining a rental rate of \$20.21 per square foot; and

WHEREAS, the terms of the leases shall be September 1, 2013 through August 31, 2014; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize an amendment to the lease agreements for the St. Lawrence and Sparrow Health Centers.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the amendments to the leases, for the St. Lawrence and Sparrow Community Health Centers in property owned by Sparrow Health System located at Suite 500, 1100 W. Saginaw in Lansing, and Suite 308, 1322 E. Michigan Avenue in Lansing.

BE IT FURTHER RESOLVED, the continued rate of the leases will be \$20.21 per square foot.

BE IT FURTHER RESOLVED, the terms of the lease agreements shall be September 1, 2013, through August 31, 2014.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the amendments after review by the County Attorney.

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

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

DATE: July 10, 2013

RE: Resolution to Accept Funds from HRSA to Expand Outreach and Enrollment Assistance Activities

The Health Resources and Services Administration (HRSA), Bureau of Primary Health Care (BPHC) released supplemental funding to health centers receiving 330e funding to expand current outreach and enrollment assistance activities and facilitate enrollment of eligible health center patients and service area residents into affordable health insurance coverage through the Marketplaces, Medicaid or the Children's Health Insurance Program.

As a 330e grantee, the Health Department's Community Health Centers have been awarded \$140,653 in supplemental funding for outreach and enrollment assistance activities. The period of the grant award shall be July 1, 2013, through June 30, 2014.

In order to provide these services, funding will be used to support the establishment of two 1.0 FTE Community Health Workers (UAW/D) who will facilitate access to health care, provide health education, and ensure linguistically and culturally appropriate services through in-reach and outreach activities. The Community Health Workers (CHW) will reach out (e.g., in satellite health centers, via flyers/brochures in neighborhoods with a high percentage of uninsured, and through existing relationships with various community based organizations) and in-reach (e.g., in waiting rooms and through the Health Department's [ICHHD] medical home patient portal) to engage uninsured individuals and enroll them in health coverage through the health insurance marketplace online portal. CHWs will identify community agencies (e.g., neighborhood network centers, homeless shelters, churches) and conduct on-site outreach/enrollment activities and distribute brochures/flyers. CHWs will be provided laptops and cell phones to enroll uninsured community residents at convenient locations.

I recommend that the Board of Commissioners accept the funding in the amount of \$140,653 from HRSA and authorize the establishment of two Community Health Worker positions for the duration of the grant.

County of Ingham

HUMAN RESOURCES DEPARTMENT

5303 S. Cedar Street, Suite 2102

Lansing, MI 48911-3895

Administration: 517.887.4327

Employee Services: 517.887.4373

Internet: www.ingham.org



Employment: 517.887.4328

FAX Number: 517.887.4396

TO: Barb Mastin, Chief Operating Officer, CHCS

FROM: Beth Bliesener, Human Resources Analyst
Michelle Rutkowski, Human Resources Specialist

DATE: 5/31/13

RE: Participation and analysis for New Classification: Community Health Worker

Per your request, Human Resources has created a new classification titled Community Health Worker. This is a 1 year grant funded position with the possibility of an extension.

After analysis, the classification has a community of interest with the UAW and is appropriately compensated at a UAW D salary range (\$30,681-\$36,525). The UAW has been notified. They support the classification and salary placement.

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

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

INGHAM COUNTY JOB DESCRIPTION

Community Health Worker

General Summary:

Under the supervision of the Community Health Center Supervisor, the Community Health Worker (CHW) will be responsible for helping patients to navigate and access community services and adopt healthy behaviors. Assists eligible clients to apply for publicly sponsored health care insurance plans. Conduct outreach in the community that promote, maintain, and improve individual and community health. Provide information on available resources, provide social support and informal counseling, and advocate for individuals and community health needs. Collect data to help identify community health needs.

Essential Functions:

1. Contacts prospective program participants by mail, telephone or in person to inform them of available services. Explains the impact the program would have on the participant and encourages participation.
2. Assists families, groups and communities in accessing health related services. Assesses client's eligibility for services such as financial assistance, insurances and other programs in place to assist individuals.
3. Assists eligible clients to apply for publicly sponsored health care insurance plans, providing necessary follow-up, tracking and data collection to assure continuous enrollment.
4. Assesses client with needs and refers clients to community resources and other agencies to meet identified needs.
5. Attend community meetings and health fairs to understand community issues and provide information to community members. Identify the particular health care needs of individuals in a community.
6. Advocates for individual or community health needs. Acts as a liaison between communities, individuals and other service providers.
7. Help clients understand their health conditions, develop strategies to improve their health conditions and provide informal counseling, support, and follow-up procedures.
8. Helps improve community resident's ability to effectively communicate with health care providers. Helps identify and reduce cultural and socio-economic barriers between patients and health providers.

9. Distribute posters, flyers, and brochures to areas in the County that are appropriate for the target population.
10. Utilizes word processing and other software programs to format documents, spreadsheets, brochures, flyers, newsletters, training materials and other documents. Produces technical graphics, charts and tables, selecting the format that will best display the material. Enters data and produces various reports as needed or requested.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a High School diploma or equivalent is required.

Experience: Experience with social services or public health system 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 sit, stand, walk and access client's homes in various environments, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.
- Ability to travel throughout the County.

(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 varies. When in the office, safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required. When traveling exposure to unusual, unpleasant or hazardous environments increase. Exposure to unpleasant odors, loud noises, extreme temperatures and unclean living conditions is likely.

*UAW D
May 2013*

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT FUNDS FROM THE HEALTH RESOURCES AND SERVICES ADMINISTRATION (HRSA) TO EXPAND OUTREACH AND ENROLLMENT ASSISTANCE ACTIVITIES IN THE INGHAM COUNTY COMMUNITY

WHEREAS, as a 330e Health Center Program Grantee, the Health Department's Community Health Centers received supplemental funding to expand outreach and enrollment assistance activities from the Health Resources and Services Administration (HRSA); and

WHEREAS, this funding shall be used to expand current outreach enrollment assistance activities and facilitate enrollment of eligible health center patients to affordable health insurance coverage; and

WHEREAS, a 330e grantee, the Health Department's Community Health Centers have been awarded funding in the amount of \$140,653 for outreach and enrollment assistance activities; and

WHEREAS, the period of funding shall be July 1, 2013 through June 30, 2014; and

WHEREAS, to carry out these services, two Community Health Worker (UAW/D) positions shall be established to assist uninsured individuals and enroll them in health coverage; and

WHEREAS, the Community Health Center Board supports the acceptance of these funds; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accept these funds and authorize the use to expand outreach enrollment activities.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of \$140,653 from the Health Resources and Services Administration to expand outreach and enrollment activities for the period of July 1, 2013 through June 30, 2014.

BE IT FURTHER RESOLVED, that two Community Health Worker (UAW/D) positions be established for the duration of the grant.

BE IT FURTHER RESOLVED, that the MIS Director is authorized to purchase laptops, cell phones, software, printers and Wifi cards to assist with enrollment activities.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the Health Department's budget.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary documents consistent with this resolution after approval as to form by the County Attorney.

Introduced by County Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE TEMPORARY ASSIGNMENT AND SALARY
FOR THE INTERIM CHIEF EXECUTIVE OFFICER,
COMMUNITY HEALTH CENTERS AND THE EXECUTION OF THE RELATED AGREEMENT**

WHEREAS, the Ingham County Board of Commissioners, the Ingham Community Health Center Board, and the Ingham County Health Department have entered into an agreement to provide for operation, administration and provision of certain primary care services in Ingham County, Michigan; and

WHEREAS, due to the recent departure of the Chief Executive Officer (Position No. 601003) for the Federally Qualified Health Center Look Alike Entity and the network of Community Health Centers, the County seeks to temporarily transfer most the job duties for that position to the Chief Operating Officer (Position No. 601382); and

WHEREAS, the Managerial and Confidential employee involved, being Barb Mastin, Chief Operating Officer, is qualified for and willing to temporarily assume these additional job duties and responsibilities; and

WHEREAS, the County has recognized that adjusting the employee's salary for temporarily assuming the assigned additional duties and responsibilities during this extended period is justified, and the Human Resources staff has conducted a review with the distribution of additional duties and responsibilities that has been recommended by the Health Department to the Board of Commissioners; and

WHEREAS, the County and the Community Health Center Board are agreeable to this temporary staffing arrangement and temporary salary increase.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the additional duties and responsibilities for the primary management and operations of the Community Health Center to be temporarily assigned to the Chief Operating Officer Barb Mastin (Position No. 601382), effective April 29, 2013 through December 31, 2013.

BE IT FURTHER RESOLVED, that while Ms. Mastin is temporarily assigned to perform the additional responsibilities from April 29, 2013 through December 31, 2013, Ms. Mastin's annual salary level shall be adjusted to \$93,283; and upon Ms. Mastin's ceasing to be assigned such additional duties and responsibilities, but no later than December 31, 2013, her salary shall be returned to the Chief Operating Officer MCF Pay Grade 13, Step 5 level.

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.

**COUNTY OF INGHAM
AGREEMENT AS TO ASSIGNMENT AND SALARY
FOR THE INTERIM CHIEF EXECUTIVE OFFICER,
COMMUNITY HEALTH CENTERS**

WHEREAS, the Ingham County Board of Commissioners (“Employer”), the Ingham Community Health Center Board (“Community Health Center Board”), and the Ingham County Health Department (“Health Department”) have entered into an agreement to provide for operation, administration and provision of certain primary care services in Ingham County, Michigan; and

WHEREAS, due to the recent departure of the Chief Executive Officer (Position No. 601003) for the Federally Qualified Health Center Look Alike Entity and the network of Community Health Centers, the Employer seeks to temporarily transfer most the job duties for that position to the Chief Operating Officer (Position No. 601382); and

WHEREAS, the Managerial and Confidential employees involved, being Barb Mastin, Chief Operating Officer, is qualified for and willing to temporarily assume these additional job duties and responsibilities; and

WHEREAS, the Employer has recognized that adjusting the employee’s salary for temporarily assuming the assigned additional duties and responsibilities during this extended period is justified, and the Human Resources staff has conducted a review with the distribution of additional duties and responsibilities that has been recommended by the Health Department to the Board of Commissioners; and

WHEREAS, the Employer and the Community Health Center Board are agreeable to this temporary staffing arrangement and temporary salary increase.

NOW, THEREFORE, IT IS HEREBY AGREED as follows:

- 1.** The parties agree that the additional duties and responsibilities for the primary management and operations of the Community Health Center shall be temporarily assigned to the Chief Operating Officer Barb Mastin (Position No. 601382), effective April 29, 2013 through December 31, 2013.
- 2.** The parties agree that while Ms. Mastin is temporarily assigned to perform the additional responsibilities from April 29, 2013 through December 31, 2013, Ms. Mastin’s annual salary level shall be adjusted to \$93,283. Upon Ms. Mastin’s ceasing to be assigned such additional duties and responsibilities, but no later than December 31, 2013, her salary shall be returned to the Chief Operating Officer MCF Pay Grade 13, Step 5 level.

COUNTY OF INGHAM

Deb Nolan, Chairperson
Ingham County Board of Commissioners

Barb Mastin, Chief Operating Officer

Robin Turner, Chairperson
Ingham Community Health Center Board

Renee Canady, Ph.D., Health Officer
Ingham County Health Department

MEMORANDUM

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering, Department of Transportation & Roads

DATE: June 14, 2013

SUBJECT: Cost Sharing Agreement for Traffic Signal at the Zimmer Road and M-43 (Grand River Avenue) Intersection

Earlier this month, the Michigan Department of Transportation (MDOT) and Ingham County entered into an agreement to install a traffic signal at the intersection of Zimmer Road and M-43 (Grand River Avenue) as part of the road department's Zimmer Road reconstruction project.

Initial installation of the signal is to be funded by MDOT, but pursuant to standard practice, all subsequent signal equipment modifications, maintenance, and operation costs are to be split evenly between MDOT and Ingham County. The costs are split evenly because two of the four approaches to the intersection are MDOT jurisdiction and two of the four approaches to the intersection are Ingham County jurisdiction.

The reason for this memo and resolution is to execute the MDOT and Ingham County, Cost Agreement for Traffic Signal Control.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A COST AGREEMENT FOR TRAFFIC SIGNAL CONTROL WITH
THE MICHIGAN DEPARTMENT OF TRANSPORTATION**

WHEREAS, the Michigan Department of Transportation and Ingham County entered into an agreement to install a traffic signal at the intersection of Zimmer Road and M-43 (Grand River Avenue) as part of the road department's Zimmer Road reconstruction project; and

WHEREAS, the initial installation of the signal is to be funded by the Michigan Department of Transportation; and

WHEREAS, pursuant to standard practice, all subsequent signal equipment modifications, maintenance, and operation costs are to be split evenly between the Michigan Department of Transportation and Ingham County. The Ingham County maintenance costs are estimated to be \$336 annually, which is budgeted under the county road fund for signal operation and maintenance.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a Cost Agreement for Traffic Signal Control with Michigan Department of Transportation for the Zimmer Road and M-43 (Grand River Avenue) traffic signal equipment modifications, maintenance, and operation costs. For which, the maintenance costs are estimated to be \$336 annually and is budgeted under the county road fund for signal operation and maintenance.

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

MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
Department of Transportation & Roads

Date: June 24, 2013

RE: PROPOSED RESOLUTION AUTHORIZING AN AGREEMENT WITH
MICHIGAN STATE UNIVERSITY FOR MICHIGAN DEPARTMENT OF NATURAL
RESOURCES GRANT FUNDED USE OF CRUMB RUBBER MODIFIED ASPHALT
PAVING MIXTURE.

As the Board of Commissioners is aware, Meridian Township has proposed improvements on Cornell Road, M-43 to Orlando Drive in Meridian Township, to include, among other road improvements, asphalt resurfacing of Cornell Road as part of the Department of Transportation and Roads (Road Department) 2013 Local Road Program. Road Department staff supports this project. Other items on this meeting cycle's agenda propose resolutions authorizing a local road program agreement with Meridian Township and a construction contract based on recently taken bids for the Cornell Road project.

The Michigan Department of Natural Resources (MDNR) has made available grant funding in the amount of \$192,000 in 2013 for the Cornell Road project for implementation and use of crumb rubber modified asphalt paving mixture (CRMA), which incorporates ground, post-market vehicle tire rubber into the asphalt mixture in order to improve the asphalt pavement's performance and longevity, and to help foster a market for used vehicle tires, which have been a solid waste disposal problem. In the recent past, the Road Department has accepted this funding and has placed CRMA on several county road projects including Waverly Road, Miller to Jolly Roads, and Haslett Road, Park Lake to Marsh Roads. So far CRMA is performing as expected and is ultimately expected to outlast conventional asphalt. However, since it is new to the market place, additional cost is involved for contractors to obtain the necessary equipment and materials to produce CRMA. Thus MDNR offers the CRMA grant program to help foster this market.

The remainder of the Cornell Road project's proposed paving, which is to be funded through Meridian Township and the Road Department's local road program from County Road Funds, constitutes the required local match for the MDNR CRMA grant, and no other unplanned costs are to be incurred for using the CRMA.

Michigan State University (MSU) has entered into an agreement with MDNR to research and develop the CRMA proposed for use on the Cornell Road project and to be the prime recipient of the MDNR CRMA grant funds, and in turn MSU wishes to subcontract with the County on behalf of the Road Department to implement field trial of the CRMA and to pass through the related MDNR CRMA grant funding in the amount of \$192,000 intended for the field implementation phase of the research effort.

Road Department staff has worked with MSU research staff and has reviewed and understands MSU's research findings that the CRMA is expected to provide enhanced performance and longevity to the proposed asphalt pavement, and therefore recommends that the County enter into the requested subcontract with MSU to allow the placement of the CRMA research test strips on the Cornell Road project and to receive the MDNR CRMA grant funds intended for this purpose.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AGREEMENT WITH
MICHIGAN STATE UNIVERSITY FOR
MICHIGAN DEPARTMENT OF NATURAL RESOURCES GRANT FUNDED
USE OF CRUMB RUBBER MODIFIED ASPHALT PAVING MIXTURE**

WHEREAS, Meridian Township has proposed improvements on Cornell Road, M-43 to Orlando Drive in Meridian Township, to include, among other road improvements, asphalt resurfacing of Cornell Road as part of the Department of Transportation and Roads (Road Department) 2013 Local Road Program.

WHEREAS, Road Department staff supports the Cornell Road project and proposes other resolutions on the current meeting agenda authorizing a local road cost sharing agreement with Meridian Township and a construction contract based on recently taken bids for the Cornell Road project; and

WHEREAS, the Michigan Department of Natural Resources (MDNR) has made available grant funding in the amount of \$192,000 in 2013 for the Cornell Road project for implementation and use of crumb rubber modified asphalt paving mixture (CRMA), which incorporates ground, post-market vehicle tire rubber into the asphalt mixture in order to improve the asphalt pavement's performance and longevity and to help foster a market for used vehicle tires; and

WHEREAS, the remainder of the Cornell Road project's proposed paving, which is to be funded through Meridian Township and the Road Department's local road program from 2013 budgeted County Road Funds, constitutes the required local match for the MDNR CRMA grant, and no other unplanned costs are to be incurred for using the CRMA; and

WHEREAS, Michigan State University (MSU) has entered into an agreement with MDNR to research and develop the CRMA proposed for use on the Cornell Road project and to be the prime recipient of the MDNR CRMA grant funds, and in turn MSU wishes to subcontract with the County on behalf of the Road Department to implement field trial of the CRMA and to pass through the related MDNR CRMA grant funding in the amount of \$192,000 intended for the field implementation phase of the research effort; and

WHEREAS, Road Department staff has worked with MSU research staff and has reviewed and understands MSU's research findings that the CRMA is expected to provide enhanced performance and longevity to the proposed asphalt pavement, and recommends therefore that the County enter into the requested subcontract with MSU to allow the placement of the CRMA research test strips on the Cornell Road project and to receive the MDNR CRMA grant funds intended for this purpose.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a subcontract with Michigan State University for the placement of the CRMA research test strips on the Cornell Road project and to receive the MDNR CRMA grant funds in the amount of \$192,000 intended for this purpose,

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

MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
Department of Transportation & Roads

Date: June 24, 2013

RE: Proposed Agreement for Adding Branches to the Hannah Farms County Drain

Attached is a proposed resolution authorizing entering into an agreement with the County Drain Commissioner on behalf of the Hannah Farms County Drain District to add branches to this county drain which drain, among other areas, Eyde Parkway, a county road between Hagadorn Road and Hannah Boulevard. Eyde Parkway and its drain system were previously constructed by a developer along with various other land development in that area.

The Road department incurs no cost by entering into this agreement which transfers future maintenance responsibility of the Eyde Parkway Drainage system to the Hannah Farms County Drain District. The Road Department has been entering into these types of agreements with the Drain Commissioner in order to have road drainage systems become part of, and therefore be maintained by, the County Drain Districts to which the roads drain.

Road department staff recommends Board of Commissioners approval of the attached resolution authorizing this agreement.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AGREEMENT FOR
ADDING BRANCHES TO THE HANNAH FARMS COUNTY DRAIN
PURSUANT TO SECTIONS 425 AND 433 OF ACT NO. 40 OF
THE PUBLIC ACTS OF 1956, AS AMENDED
FOR THE DEPARTMENT OF TRANSPORTATION & ROADS**

WHEREAS, the Hannah Farms County Drain District (Drainage District) is an established body corporate in the County of Ingham and State of Michigan pursuant to Act 40 of the Public Acts of 1956 of the State of Michigan, as amended (“Drain Code”); and

WHEREAS, the Ingham County Drain Commissioner, pursuant to the provisions of the Drain Code is acting on behalf of the Drainage District and has complete legal jurisdiction of the Hannah Farm Drain (“Drain”), an established county drain, which services the properties in the Drainage District; and

WHEREAS, as part of the construction of Eyde Parkway, from Hagadorn Road to Hannah Blvd. in Meridian Township, a County road under the jurisdiction of the Department of Transportation & Roads (ICDTR), a road drainage system, feeding into, but separate from, the Hannah Farm Drain was constructed within the dedicated right-of-way of Eyde Parkway; and

WHEREAS, the ICDTR and Drain Commissioner agree to cooperate to assure proper drainage from properties and roads in the Drainage District and to transfer the jurisdiction and responsibility for the Eyde Parkway road drainage system to the Hannah Farm Drain; and

WHEREAS, the Developer of Eyde Parkway and certain surrounding properties, East Lansing II, LLC, (Developer) and the ICDTR, pursuant to Sections 425 and 433 of Act No. 40 of the Public Acts of 1956, as amended, wish to add branches to be known as Eyde Parkway South Branch, Eyde Parkway North Branch, and Branch 1 of Eyde Parkway North Branch, of the Hannah Farm Drain (“Branches”), to the existing Drain and to provide drainage service to the Branches and have requested that the Branches be established as part of the Drain under the jurisdiction of the Drain Commissioner; and

WHEREAS, the Developer has been advised, understands and agrees to assume the total costs necessary, and has obtained all permits required by local, state or federal law, to add the Branches to the Drain, including any engineering, inspection, easement acquisition, legal and administrative expenses and costs attendant to this Agreement; and

WHEREAS, the Developer has obtained, at its own expense, an affidavit from a registered professional engineer satisfactory to the Drain Commissioner to the effect that the Drain is the only reasonable available outlet for the Branches proposed to be added and it has sufficient capacity to provide adequate drainage service without detriment or diminution of the drainage service which the drain currently provides.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into an agreement with the Drain Commissioner on behalf of the Drainage District, and the Developer to have the above described Branches be established as part of the Hannah Farms County Drain and to license and permit the Drainage District, its assigns and successors in interest, for purposes of constructing, improving and maintaining the Branches, which include the Eyde Parkway road drainage system, and to allow said Drain to be constructed in and occupy any and all granted road rights-of-way held by the ICDTR necessary for the construction, improvement and maintenance of the Drain, constructed in the road rights-of-way.

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

July 3, 2013

TO: Finance Committee

FROM: Teri Morton, Budget Director

RE: Financial Reserve Status/Recommended Transfers

In 2002, the Board of Commissioners adopted a policy on financial reserves. The purpose of the policy is to maintain adequate financial reserves so as to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuation of a strong credit rating. Reserves addressed in the policy are the General Fund (GF), the Budget Stabilization Fund (BSF), and the Public Improvement Fund (PIF).

RESERVE STATUS AS OF 12/30/12

The reserves in the BSF, GF, and PIF as of 12/31/12 total \$30.4 million. This equates to 14.6% of the \$208.0 million in total budgeted expenditures for 2013. In total, financial reserves are within policy. As of 12/31/12 the GF has \$15.8 million more than the policy's minimum target; the PIF is \$699,552 more than the policy minimum; and the BSF is \$1,124,379 above its minimum target level.

The policy requires that the County Controller annually advise the Finance Committee of the status of the balances in the funds, and as appropriate, provide recommendations for maintaining the balance at appropriate levels.

Attached please find a copy of the policy, and an analysis of funds as required. The analysis shows:

- The balance in the BSF as of 12/31/12 is \$10.56 million, or 14.5% of the current year GF Budget. It is in excess of the desired minimum of 13%. The maximum allowable amount is 15%. Since the adoption of the financial reserve policy, the Board of Commissioners has generally maintained the percentage at around 14.0%.
- The unassigned balance in the GF as of 12/31/12 is \$18.5 million, or 25.6% of the previous year's total GF expenditures. The desired minimum is 5%, or \$3.6 million. Last year's balance at the time of the analysis was \$19.7 million, or 27.8%. Overall, GF expenditures exceeded revenues by approximately \$662,000 in 2012.
- The balance in the PIF as of 12/31/12 is \$1.4 million. It is \$699,552 above the minimum desired level of \$693,902, which is equivalent to 1/10 mill of the property tax levy. The PIF is used for major capital improvements to county facilities, which include more than 750,000 square feet of facility space for offices, courts, and clinics; the jail, and parks properties.

GF BALANCE THROUGH 2014

The amended 2012 budget had assumed the use of \$2.6 million in GF unreserved fund balance. Instead the GF decreased its unreserved balance by only \$1.2 million (from \$19.7 to \$18.5 million.) The large swing is attributable to many factors including a lapse of \$600,000 from the budgeted transfer to the Health Fund, \$650,000 in unbudgeted funds from the Liquor Tax Distribution (50% of which were passed on the Mid-South Substance Abuse Commission), and various revenues that were overbudget and expenditures that were underbudget in the general fund.

The 2013 budget assumes the use of \$2.7 million in GF surplus. As you are all well aware the shortfall in the 2014 GF budget is projected at around \$3 million. The shortfall estimate assumes the continuation of \$2.5 million in planned use of fund balance included in the 2013 adopted budget. Due to the continued large amount in unreserved fund balance at the end of 2012, as well as the projection that 2013 will be the last year of property tax revenue decline, the 2014 Controller Recommended Budget will likely include another increase in planned use of fund balance. This amount should be sustainable over the next 3-4 years as we continue to struggle with the declining housing market and its affect on our main source of GF revenue, property taxes.

Reserves not included in this policy, but affecting the budget, relate to our reserves for technology replacements and upgrades. During the past several years of budget shortfalls, the County has drawn down significantly on fund balances reserved for computer equipment replacement and network and LOFT (Law and Order Fund for Technology) maintenance. At the end of 2012, the fund balances in these areas totaled \$2.35 million. At the end of 2013, the fund balances are projected to total only \$406,000. Fund balances have been reduced as a short term budget balancing strategy order to reduce chargebacks to departments, as well as to allow for investment in new technology, particularly imaging, in an effort to reduce long term costs. The county is to a point now where department chargebacks will need to be resumed at their historic level.

In an effort to develop other long term cost savings ideas, staff have proposed some facility retrofitting that will have an upfront investment cost, but will result in long term savings in energy usage and other efficiencies. The Controller's Office would like to ensure that funds are available for these types of investments.

RECOMMENDATIONS

- No transfer from the GF to the BSF is being recommended since it is currently above its historical level of 14% of the GF budget, and close to its maximum level of 15%. In addition, the GF budget will in all likelihood continue its overall decline over the next few years, thereby lowering the dollar amount necessary to maintain the minimum target of 13%, or the historical target of 14%.
- A transfer to the Public Improvement Fund of \$750,000 is being recommended in order allow for infrastructure investments that would have long term cost savings related to energy usage and to allow for necessary capital improvements to be considered as part of the 2014 budget process.
- A transfer to the MIS Fund of \$400,000 is being recommended to allow for future technology improvements, with a focus on the continued implementation of imaging for county departments.
- A transfer of \$350,000 split between the MIS Fund and the Equipment Revolving Fund is being recommended in order to phase in the reinstatement of department technology chargebacks to their historic level. This will allow for a transition period in 2014 where chargebacks will be increased at a reduced level, with full chargebacks levels planned to be reinstated in 2015.
- Due to the difficulty in identifying continued cost savings without making drastic reductions to vital county services and staff, the 2014 Controller Recommended Budget will likely include an increase in the budgeted use of fund balance from \$2.5 million to something in the range of \$3 to \$3.5 million in order to offset the \$3 million projected shortfall.

SUMMARY

These actions may reduce the \$18.5 million in GF unassigned reserves to \$14.3 million at the end of 2013, and to as low as \$10.8 million at the end of 2014. Based on past history, the \$10.8 million should be sufficient to cover any use of fund balance resulting from unanticipated expenses or revenue shortfalls, or for one-time capital needs. The \$10.8 million represents 14.9% of the previous year's (2012) GF expenditures.

These significant reserves would still allow Ingham County to sustain our bond rating, address ongoing revenue uncertainties, allow the county to continue to budget a relatively insignificant portion of the fund balance to offset projected annual shortfalls, and address any necessary capital needs.

Another reason for Ingham County to maintain a relatively high fund balance in the GF and the BSF is to address cash flow issues. The County now collects its General Fund property tax revenue in July, therefore, this revenue is not available until eight or nine months after the start of the fiscal year. Maintaining our current level of reserves provides additional cash. If these reserves were not available, the County would be forced to issue tax anticipation notes in order to continue operations until the taxes are collected.

Please contact me if you have any questions.

cc: Tim Dolehanty
John Neilsen
Jill Rhode

Agenda Item 12a

GENERAL FUND	
12/30/12 Unassigned Balance	18,488,968
12/30/13 Minimum Target (5% of 2012 GF expenses)	3,616,844
12/30/12 Unreserved Balance as a % of 2012 Expenses	25.6%
12/30/12 Surplus in Relation to Minimum Target	14,872,124
2013 Budgeted Use of Fund Balance	(2,692,469)
12/30/13 Projected Balance	15,796,499
12/30/13 Proposed Unassigned Fund Balance	14,296,499
12/30/13 Minimum Target (5% of 2012 GF expenses)	3,616,844
2013 Proposed Unreserved Balance as % of 2012 Expenses	19.8%
Surplus in Relation to Minimum Target	10,679,655

BUDGET STABILIZATION FUND (GF Restricted)	
12/30/12 Balance	10,562,365
Minimum Target (13% of 2013 Adopted GF Budget)	9,437,986
Maximum Target (15% of 2013 Adopted GF Budget)	10,889,984
Surplus in Relation to Minimum Target	1,124,379
Amount Below Maximum Target	(327,619)
Target %	14.5%
12/30/13 Proposed Balance	10,562,365
Surplus in Relation to Minimum Target	1,124,379
Amount Below Maximum Target	(327,619)
Target %	14.5%

PUBLIC IMPROVEMENT FUND (in GF Assigned)	
12/30/12 Balance	1,393,454
Minimum Target (1/10 mill of the property tax levy)	693,902
2012 Surplus in Relation to Minimum Target	699,552
2013 Budgeted Use of Fund Balance	(216,135)
12/30/13 Projected Balance	1,177,319
12/30/13 Proposed Balance	1,927,319
Minimum Target (1/10 mill of the property tax levy)	693,902
2013 Surplus in Relation to Minimum Target	1,233,417

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ADOPTING A POLICY ON FINANCIAL RESERVES

RESOLUTION #02-017

WHEREAS, it is in the best interests of the Ingham County government; its taxpayers, and its residents to maintain sufficient financial reserves to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, it has been recommended by the County Controller and the county's financial consultants that a policy be adopted establishing the desired level of financial reserves that are appropriate to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, the Board of Commissioners is committed to maintaining its financial reserves at an appropriate level and to managing its expenditures as necessary to adjust to its revenues.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners establishes the following goals for establishing and maintaining an appropriate level of financial reserves:

It is the goal of the County that the Budget Stabilization Fund be funded at the legal maximum of 15% of the average of the last five years' budget, or 15% of the current year's budget, whichever is less; and that such balance be maintained at no less than 13%.

It is the goal of the County that the unreserved undesignated balance in the General Fund not be less than 5% of the total General Fund expenses of the preceding year.

It is the goal of the County to maintain sufficient reserves in the Public Improvement Fund to address annual needs for maintaining county facilities in an appropriate state of repair. The desired level of funding in this fund is determined to be 1/10 mill of the property tax levy.

The County Controller shall annually advise the Finance Committee of the status of the balances in the funds, and as appropriate, shall provide recommendations for maintaining the balances at appropriate levels.

FINANCE: Yeas: Grebner, Stid, Swope, Hertel

Nays: None Absent: Krause, Schafer, Minter Approved 1/16/02

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE BUDGET ADJUSTMENTS FOR 2013 BASED ON THE ANNUAL EVALUATION OF THE COUNTY'S FINANCIAL RESERVE POLICY

WHEREAS, the Board of Commissioners has determined that it is in the best interests of the Ingham County government; its taxpayers, and its residents to maintain sufficient financial reserves to provide for the stable operation of the county government; to assure that the County's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, the Board of Commissioners, through Resolution #02-17 has adopted a Financial Reserve Policy to guide decisions regarding the maintenance of sufficient financial reserves; and

WHEREAS, the Financial Reserve Policy and the status of county reserves is to be reviewed on an annual basis; and

WHEREAS, such a review has been done by the Controller's Office, based on 2012 year end balances, and a report with recommendations has been given to the Finance Committee.

THEREFORE BE IT RESOLVED, that the 2013 budget be amended to authorize a transfer of \$750,000 from the General Fund unassigned balance to the Public Improvements Fund in order to provide adequate funds for infrastructure maintenance and improvements.

BE IT FURTHER RESOLVED, that the 2013 budget be amended to authorize a transfer of \$400,000 from the General Fund unassigned balance to the MIS Fund in order to provide adequate funds for future technology improvements.

BE IT FURTHER RESOLVED, that the 2013 budget be amended to authorize a transfer of \$350,000 from the General Fund unassigned balance to be split between the MIS Fund and Equipment Revolving Fund in order to phase in the reestablishment of department technology chargebacks over 2014 and 2015.

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

MEMORANDUM

To: Law & Courts and Finance Committees

From: John L. Neilsen, Interim Controller

Date: June 10, 2013

Re: Circuit Court Clear Contract Issue

The Ingham County Courts, the Prosecutor's Office and the Jail use Westlaw Next for on line legal research. The FOC uses the CLEAR product to locate individuals for the purposes of Child Support Enforcement and/or Collections. We are now proposing that the Circuit Court also use the CLEAR product to locate individuals for the purposes of Collections.

The Board of Commissioners via Resolution #12-403 adopted in November of 2012 (see attached), authorized a contract renewal agreement with Westlaw for on line research and CLEAR services.

Since November our Attorneys have been attempting to negotiate acceptable language in order to give their Approval as to Form on the CLEAR product for the Circuit Court which here to fore have not used the product to locate individuals. The CLEAR product has been used by the FOC for several years previously. We have discovered that the Vendor will not agree to the Indemnification language and therefore they will not approve it as to Form as required by our Authorizing Resolution. (See attached letter from Bob Townsend.) However, Westlaw has agreed to modify some which would allow the County to argue in the event of a dispute, that he premium is null and void.

“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.”

The FOC CLEAR contract currently in use apparently also was not approved as to form yet attached amendments were so the Contract was inadvertently signed previously.

The County is now faced with a business decision on whether we should execute the contract without the “approval as to form by the County Attorney”.

The Circuit Court is recommending that we proceed with the contract and I have been advised by MMRMA that while they agree with our Attorneys position on these contracts the County's MMRMA insurance will cover both the County and the Court for any liability the County may occur as a result of the Indemnification provisions in the proposed agreement and Amendments.

For these reasons, I believe the risk is relatively low and I recommend that we proceed to enter into this Westlaw CLEAR agreement and the BOC authorize the contract without the “approval as to form by the County Attorney”. I have discussed this with Peter Cohl and he agrees that the risk to the County is minimal.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THREE YEAR CONTRACTS FOR
WESTLAW ELECTRONIC LAW LIBRARY ACCESS FOR VARIOUS
INGHAM COUNTY DEPARTMENTS, OFFICES AND COURTS**

RESOLUTION #12-403

WHEREAS, various Ingham County criminal justice agencies utilize automated Law Library access through a vendor; and

WHEREAS, the LOFT – the Law and Order Fund for Technology: Sheriff, Prosecutor, 55th District, 30th Circuit and Probate Courts collectively looked at various vendors to provide this service to determine the most cost effective and efficient way to obtain this service; and

WHEREAS, the LOFT Committee recommend Westlaw as the best vendor to provide this service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the LOFT Committee’s recommendation and authorizes three year contracts with Westlaw from January 1, 2013 through December 31, 2015 out of budgeted operational and LOFT Funds with the exception of Friend of the Court and Prosecuting Attorney’s Office Family Support which will be paid through the Title IV-D Cooperative Reimbursement Program Contract with State of Michigan as follows:

• Circuit Court	\$ 1177.00	monthly fee * 12 = \$ 14,124.00 for 2013
	\$ 1193.00	monthly fee * 12 = \$ 14,316.00 for 2014
	\$ 1230.00	monthly fee * 12 = \$ 14,760.00 for 2015
• Friend of the Court	\$ 213.94	monthly fee * 12 = \$ 2567.28 for 2013
	\$ 224.64	monthly fee * 12 = \$ 2695.68 for 2014
	\$ 235.87	monthly fee * 12 = \$ 2830.44 for 2015
• District Court	\$ 358.00	monthly fee * 12 = \$ 4296.00 for 2013
	\$ 365.78	monthly fee * 12 = \$ 4389.36 for 2014
	\$ 378.96	monthly fee * 12 = \$ 4547.52 for 2015
• Sheriff’s Office	\$ 301.10	monthly fee * 12 = \$ 3,613.20 for 2013
	\$ 316.16	monthly fee * 12 = \$ 3,793.92 for 2014
	\$ 331.97	monthly fee * 12 = \$ 3,983.64 for 2015
• Prosecuting Attorney’s Office	\$ 1282.00	monthly fee * 12 = \$ 15,384.00 for 2013
	\$ 1294.82	monthly fee * 12 = \$ 15,527.84 for 2014
	\$ 1333.66	monthly fee * 12 = \$ 16,003.97 for 2015
• Prosecuting Attorney’s Office Family Support Unit	\$ 230.76	monthly fee * 12 = \$ 2769.12 for 2013
	\$ 242.29	monthly fee * 12 = \$ 2907.48 for 2014
	\$ 254.40	monthly fee * 12 = \$ 3052.80 for 2015

Annual Costs: 2013 - \$ 37,417.20 to be paid from LOFT
2014 - \$ 38,027.12 to be paid from LOFT
2015 - \$ 39,295.13 to be paid from LOFT
Annual Costs: 2013 – \$ 5336.40 to be paid through the Title IV-D Cooperative Reimbursement Program
Contract with State of Michigan
2014 – \$ 5603.16 to be paid through the Title IV-D Cooperative Reimbursement Program
Contract with State of Michigan
2015 - \$ 5883.24 to be paid through the Title IV-D Cooperative Reimbursement Program
Contract with State of Michigan

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

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

LAW ENFORCEMENT: Yeas: Tsernoglou, De Leon, Celentino, Dragonetti
Nays: None **Absent:** Koenig, Schafer **Approved 11/1/12**

JUDICIARY: Yeas: Koenig, Bahar-Cook, Holman, Schafer, Dragonetti
Nays: None **Absent:** Tsernoglou **Approved 11/15/12**

FINANCE: Yeas: Grebner, McGrain, Bahar-Cook, Tennis, Dougan,
Nays: None **Absent:** Nolan **Approved 11/26/12**

Introduced by the Law and Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AMENDING RESOLUTION #12-403 TO SIGN AGREEMENTS WITH
WESTLAW FOR CLEAR SERVICES**

WHEREAS, the Ingham County Board of Commissioners authorized contract renewal agreements with Westlaw for on line research and CLEAR services in Resolution #12-403; and

WHEREAS, the County Attorney has been attempting to negotiate language in this contract that is in the best interest of the County in order to give their Approval as to Form on the CLEAR product; and

WHEREAS, the County Attorney and Westlaw are at a impasse over the indemnification language in the proposed agreement and therefore the County Attorney will not Approve it as to Form as required by our authorizing resolution; and

WHEREAS, per Resolution #12-403 the Board Chairperson and County Clerk are not authorized to sign the agreements without Approval as to Form by the County Attorney; and

WHEREAS, the Ingham County Circuit Court is recommending that the Ingham County approve entering into agreement with Westlaw for this CLEAR contract; and

WHEREAS, this is a business decision by the County.

THEREFORE BE IT RESOLVED, the Chairperson of the Ingham County Board of Commissioners and the County Clerk are authorized to sign a contract agreement with Westlaw for CLEAR services for the Circuit Court from January 1, 2013 through December 31, 2015 out of budgeted operational and LOFT Funds consistent with this Resolution without approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #12-403 remain in effect.

MEMORANDUM

July 2, 2013

TO: Finance and Liaison Committees
FROM: Teri Morton, Budget Director
RE: Second Quarter 2013 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the second quarter of fiscal year 2013. The total increase to the General Fund is \$82,550.

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

Adjustments that affect three county departments relate to staffing changes at the Potter Park Zoo. Position changes and additions related to the Zoo Director, the Curator and the Security Coordinator have all been approved by previous resolutions. This resolution will approve the necessary budget adjustments. In addition, the Parks Director and Financial Coordinator are no longer being allocated to the Zoo. The general fund cost related to this change will be covered for the most part by a new reimbursement from the Zoo Fund for 10% of the cost of the Facilities Director and Manager and an increase in the indirect cost reimbursement as calculated in the most recent cost allocation plan.

Another sizable adjustment is the establishment of a budget for the Community Development Block Grant (CDBG) Fund. This budget was inadvertently omitted from the 2013 Adopted Budget. The 2013 budget does include a transfer of \$40,000 from the Delinquent Tax Revolving Fund to the CDBG Fund for administrative costs. This resolution will increase that transfer to \$75,000. This is the current estimate from the Treasurer's Office and Financial Services of the amount necessary to balance the fund.

There are also some increases for replacement computer equipment where costs are recouped through chargebacks to user departments as well as a reappropriation of Animal Control donation funds collected but not spent in 2012. Finally, there is a transfer from the MIS consultant's line item to temporary salaries to provide staffing for a much needed inventory update.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$260,671. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$353,259.

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

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2013 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2013 Budget on October 23, 2012 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2013 BUDGET 7/1/13</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$72,677,891	\$82,550	\$72,760,441
208	Parks	1,756,261	55,110	1,811,371
258	Potter Park/Zoo	3,505,801	0	3,505,801
287	Comm. Devel. Block Grant	0	665,100	665,100
529	Delinquent Tax Revolving	4,611,631	35,000	4,646,631
636	MIS	4,389,001	1,430	4,390,431
664	Mach. & Equip. Revolving	1,037,457	47,203	1,084,660

GENERAL FUND REVENUES

	2013 Budget – <u>7/1/13</u>	Proposed <u>Changes</u>	2013 Proposed <u>Budget</u>
Tax Revenues			
County Property Tax	41,058,229		41,058,229
Property Tax Adjustments	(450,000)		(450,000)
Delinquent Real Property Tax	15,000		15,000
Unpaid Personal Property Tax	(25,000)		(25,000)
Industrial Facility Tax	330,000		330,000
Trailer Fee Tax	15,000		15,000
Intergovernmental Transfers			
State Revenue Sharing	4,725,000		4,725,000
Convention/Tourism Tax - Liquor	2,143,468		2,143,468
Court Equity Fund	1,575,000		1,575,000
Use of Fund Balance	2,692,469		2,692,469
Department Generated Revenue			
Animal Control	686,266	27,440	713,706
Circuit Court - Family Division	640,551		640,551
Circuit Court - Friend of the Court	342,000		342,000
Circuit Crt - General Trial	2,401,452		2,401,452
Controller	3,170		3,170
Cooperative Extension	26,325		26,325
County Clerk	630,400		630,400
District Court	2,405,108		2,405,108
Drain Commissioner/Drain Tax	339,658		339,658
Economic Development	49,462		49,462
Elections	28,950		28,950
Emergency Operations	201,813		201,813
Equalization /Tax Mapping	10,100		10,100

Facilities	148,599	22,206	170,805
Financial Services	54,742		54,742
Health Department	340,327		340,627
Human Resources	55,028		55,028
Probate Court	277,178		277,178
Prosecuting Attorney	583,371		583,371
Register of Deeds	1,646,325		1,646,325
Remonumentation Grant	80,444		80,444
Sheriff	5,029,573		5,029,573
Treasurer	4,187,672	32,904	4,220,576
Tri-County Regional Planning	62,976		62,976
Veteran Affairs	366,935		366,935
Total General Fund Revenues	72,677,891	82,550	72,760,441

GENERAL FUND EXPENDITURES

	2013 Budget - <u>7/1/13</u>	Proposed <u>Changes</u>	2013 Proposed <u>Budget</u>
Board of Commissioners	547,230		547,230
Circuit Court - General Trial	8,115,176		8,115,176
District Court	2,368,692		2,368,692
Circuit Court - Friend of the Court	1,377,860		1,377,860
Jury Board	1,123		1,123
Probate Court	1,425,212		1,425,212
Circuit Court - Family Division	4,277,349		4,277,349
Jury Selection	99,543		99,543
Elections	177,651		177,651
Financial Services	753,533		753,533
County Attorney	416,334		416,334
County Clerk	572,533		572,533
Controller	813,437		813,437

Equalization/Tax Services	664,640		664,640
Human Resources	621,681		621,681
Prosecuting Attorney	5,867,587		5,867,587
Purchasing	211,773		211,773
Facilities	1,863,038		1,863,038
Register of Deeds	451,827		451,827
Remonumentation Grant	80,444		80,444
Treasurer	623,707		623,707
Drain Commissioner	886,430		886,430
Economic Development	114,290		114,290
Community Agencies	185,720		185,720
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	104,960		104,960
Jail Maintenance	268,100		268,100
Sheriff	17,990,468		17,990,468
Community Corrections	141,529		141,529
Animal Control	1,412,394	27,440	1,360,501
Emergency Operations	316,269		316,269
Board of Public Works	300		300
Drain Tax at Large	345,000		345,000
Health Department	9,337,640		9,337,640
Community Health Centers	999,682		999,682
Medical Examiner	337,035		337,035
Substance Abuse	1,078,593		1,078,593
Community Mental Health	1,751,631		1,751,631
Department of Human Services	1,778,665		1,778,665
Tri-County Aging	76,225		76,225

Veterans Affairs	478,840		478,840
Cooperative Extension	503,804		503,804
Parks and Recreation	1,318,852	55,110	1,318,852
Contingency Reserves	260,671		260,671
Legal Aid	20,000		20,000
2-1-1 Project	33,750		33,750
Capital Improvements	1,605,173		1,605,173
Total General Fund Expenditures	72,677,891	82,550	72,760,441

General Fund Revenues

Facilities	Begin 10% reimbursement from Zoo for wages and fringes for Faculties Director and Manager, increasing revenue \$22,206.
Treasurer	Increase indirect cost reimbursement from Zoo \$32,904 per most recent Cost Allocation Plan.
Animal Control	Increase private spay/neuter grant revenue \$27,440. Grant funds were deferred as they were collected but not spent in 2012.

General Fund Expenditures

Animal Control	Increase spay/neuter expenses \$27,440. Private grant funds for this purpose were deferred as they were collected but not spent in 2012.
Parks	Increase general fund appropriation \$55,110 due to the discontinuation of the Parks Director and Financial Coordinator allocation to the Zoo Fund.

Non-General Fund Adjustments

Parks (F208)	Discontinue Park Director and Financial Coordinator allocation to Zoo resulting in a revenue loss of \$57,831. Decrease controllable expenses by \$2,721. Increase general fund appropriation \$55,110 to balance budget.
Potter Park/Zoo (F258)	Increase personnel costs a net of \$1,212 for the following personnel changes: Eliminate the permanent Zoo Director (\$87,468) and create a special part-time Zoo Director (53,326) per Resolution 12-304, add new Curator (\$67,915) per Resolution 12-414, and new permanent Security Coordinator (\$35,559) and eliminate seasonal Security Coordinator (\$10,289) per Resolution 13-227, and discontinue Park Director and Financial Coordinator allocation (\$57,831). Increase indirect cost reimbursement to general fund \$32,904 per most recent

Cost Allocation Plan. Begin 10% reimbursement of wages and fringes for Faculty Director and Manager (\$22,206). Reduce Zoo contingency account \$20,000 and Zoo controllable expenses \$36,322. Net change to Zoo Fund is \$0.

Comm Dev Block Grnt
(F287)

Setup budget for Community Development Block Grant (CDBG). Revenues and expenses will total \$665,100. Contribution from Delinquent Tax Fund to cover administrative costs will increase from \$40,000 to \$75,000.

Delinquent Tax Fund
(F529)

Increase transfer to Community Development Block Grant Fund to cover administrative costs from \$40,000 to \$75,000.

MIS
(F636)

Transfer funds from consultants to temporary salaries in order to provide staffing to update inventory records (\$5,000). Increase budget in order to purchase a CPU and laptop to provide spare inventory in case of need for emergency replacements (\$1,430).

Mach./Equip. Revolving
(F664)

Increase CIP upgrade funds to purchase the following replacement equipment: laptop and docking station for the Controller's Office (\$1,053), two CPUs and monitors for Human Resources (\$2,448), Department of Transportation and Roads computer equipment upgrade (\$41,277), and two CPUs and monitors for Financial Services (\$2,425).

2013 CONTINGENCY

Adopted Contingency Amount	\$353,259
R13-54: Veterans Affairs Temporary	(5,012)
R13-83: District Court Reorganization	(17,506)
R13-186: 1 st Quarter Adjustment	(13,972)
R13-199: County Clerk Imaging	(18,800)
R13-218: Day Reporting Program Transitional Funding	(20,000)
R13-237: 1/3 Funding for Animal Control Volunteer Assistant	(17,298)
Proposed Contingency Amount	\$260,671

Agenda Item 12d

To: Ingham County Finance and Law & Courts Committees
From: John Neilsen, Deputy Controller
Date: July 6, 2013
Re: Resolution to Adopt the 2014 Juvenile Justice Community Agency Process Calendar

This resolution would authorize the adoption of the attached 2014 Juvenile Justice Community Agency Process calendar to establish time lines for the process. This will be the seventh Juvenile Justice Community Agency process.

The 2012 year end audited fund balance is \$3,961,299 for the Juvenile Justice Millage Fund.

- First Juvenile Justice Community Agency Process reserved \$50,000.
- Second Juvenile Justice Community Agency Process reserved \$150,000 (18 month period).
- Third through seventh Juvenile Justice Community Agency Process reserved \$100,000 (12-month period).

The seventh year grant awards were:

- | | |
|--|-----------|
| - Child and Family Services Capital Area | \$ 46,500 |
| - Resolution Services Center of Central Michigan | \$ 23,500 |
| - Lansing Teen Court | \$ 30,000 |

The 2013 operating budget for Juvenile Justice millage funded programs exceeds the budgeted revenue by about \$1,526,978 and 2014 revenues are projected to be reduced. Therefore this trend makes it likely that a \$100,000 continuation appropriation will further strain the JJM fund. Existing Court programs that are funded in whole or partially with JJM funds will be scrutinized during the 2014 budget process.

Staff recommends consideration of the flat/declining revenues for the JJM millage before passing this resolution and /or the amount approved. It is likely that a balanced approach will be necessary to begin to solve this problem. A combination of reduced JJM expenditures and a shift back to the General fund of some JJM funded programs will need to take place during the 2014 budget process. (See attached chart.)

JUVENILE JUSTICE MILLAGE PROJECTION THROUGH 2016

updated 6/11/13

	2009	2010	2011	2012	2013	2014	2015	2016
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>REQUEST</u>	<u>PROJ*</u>	<u>PROJ*</u>
Property Tax Collection	4,521,536	4,546,555	4,366,189	4,162,922	3,916,029	3,863,409	3,833,409	3,940,677
Interest/Other/Adjs	107,652	100,448	130,452	37,658	104,550	15,300	15,000	15,000
Revenues	4,629,188	4,647,003	4,496,641	4,200,580	4,020,579	3,878,709	3,848,409	3,955,677
Property Tax Refunds	1,345	981	502	665	1,000	1,000	1,000	1,000
Family Division Capital Expenses	0	80,173	36,880	36,538	0	0	35,000	35,000
JJM Community Agencies	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Transfer to Child Care Fund (292)**	4,087,483	3,990,298	4,378,417	5,039,033	5,398,015	5,451,047	5,614,578	5,783,016
Transfer to ICFC Vans (645)	0	0	54,195	0	0	0	0	0
Transfer to Family Division GF (101)	0	6,368	65,759	62,002	48,542	42,784	44,068	45,390
Transfer to ICFC Construction (401)	56,025	0	0	0	0	0	0	0
Expenses	4,244,853	4,177,820	4,635,753	5,238,238	5,547,557	5,594,831	5,794,646	5,964,405
Actual (Use of)/Addition to Fund Balance	384,335	469,183	(139,112)	(1,037,658)	(1,526,978)	(1,716,122)	(1,946,237)	(2,008,728)
Year End Fund Balance	4,668,886	5,138,069	4,998,957	3,961,299	2,434,321	718,199	(1,228,038)	(3,236,766)
Adopted Budget Planned to (Use)/Add to FB:	(241,566)	(303,574)	(712,949)	(906,073)				
Fund Balance Added/(Used) in Excess of Budget	625,901	772,757	573,837	(131,585)				
Amended Budget Planned to (Use)/Add to FB:	(374,966)	(597,804)	(1,072,550)	(1,324,080)				
Fund Balance Added/(Used) in Excess of Budget	759,301	1,066,987	933,438	286,422				

*Projection Assumptions:

Taxable value remains steady for 2014 tax year/2015 budget year with \$30,000 loss from personal property tax reduction
 \$30,000 personal property tax reduction restored, 2% increase in taxable value 2015 tax year/2016 budget year

Expenses increase 3% per year

	2009	2010	2011	2012	2013
<u>**Transfer to Fund Child Care Fund Calculation</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>
CCF Expenditures Matched by Millage	8,247,169	8,027,599	8,812,882	10,129,797	10,834,229
Less CCF Revenues Other than State	(72,204)	(47,004)	(56,048)	(51,731)	(38,200)
Net CCF Exp. Matched by Millage	8,174,965	7,980,595	8,756,834	10,078,066	10,796,029
Transfer to Child Care Fund	4,087,483	3,990,298	4,378,417	5,039,033	5,398,015
Private Institutions (29266203 818000)	1,869,604	1,779,628	1,995,724	2,940,462	1,952,246
Increase (Decrease) over Previous Year		(89,976)	216,096	944,738	(988,216)

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT THE 2014 JUVENILE JUSTICE COMMUNITY AGENCY
PROCESS CALENDAR**

WHEREAS, a Juvenile Justice Millage was approved by the voters of Ingham County in November of 2002 and renewed in 2006, for the purpose of funding an increase to Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners wishes to adopt a Resolution to establish the 2014 Juvenile Justice Community Agency Process and to reserve Juvenile Justice Millage funds in the amount of \$ --
----- for this purpose.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby adopts the attached 2014 Juvenile Justice Community Agency Process Calendar to establish time lines for the process.

2014 JUVENILE JUSTICE COMMUNITY AGENCY PROCESS CALENDAR

July 23, 2013	The Board of Commissioners adopts the 2014 Juvenile Justice Community Agency Process Calendar Resolution.
July 24, 2013	A press release is prepared announcing the availability of Juvenile Justice Community Agency funds and invites community organizations to submit an application. The application deadline is August 23, 2013, 5:00 p.m.
August 26, 2013	The Controller's Office prepares a summary of the Juvenile Justice Community Agency applicants and forwards the summary to the County Attorney's Office to ensure that the agency's proposed purposes are legal under Michigan Law and comply with the intent of the Juvenile Justice Millage.
September 24, 2013	A Juvenile Justice Community Agency notebook is prepared by the Controller/Administrator's Office. The notebook includes all agencies who submitted applications for review by the Law & Courts Committee. (Notebook is distributed at the September 24, 2013 Board of Commissioners' Meeting.)
September 26, 2013	The Law & Courts Committee reviews the Juvenile Justice Community Agency applications and makes recommendations for funding. Juvenile Justice Community Agency applicants are invited to attend the Law & Courts Committee meeting. The Law & Courts Committee makes their recommendations by Resolution to the Finance Committee.
October 2, 2013	The Finance Committee approves the Resolution for Juvenile Justice Community Agency funding to the Board of Commissioners.
October 8, 2013	The Board of Commissioners authorizes a Resolution for the 2014 Juvenile Justice Community Agency grant awards.
October 14, 2013	The Juvenile Justice Community Agency applications are sent to the County Attorney's Office for contract preparation.
October 14, 2013	Juvenile Justice Community Agencies are notified of the County grant award and informs the agency that a County contract will be forthcoming in December.
December, 2013	Contracts are received from the County Attorney's Office and mailed to the Juvenile Justice Community Agencies for appropriate signatures. When the contracts are mailed, a request is made to agencies to mail their Certificate of Insurances and a Revised Scope of Services if the grant award is different than the original requested amount.
January, 2014	Fifty percent of the grant award is sent to the Juvenile Justice Community Agency upon receipt of the agency's signed contract and the appropriate documentation as listed above.
July 15, 2014	The Juvenile Justice Community Agencies send in their first six month report to the Controller's Office and upon review by staff, a check for the remaining portion of the grant is sent to the agency.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE COUNTY CONTROLLER/ADMINISTRATOR TO
PROCURE PROPERTY FOR A COMMUNITY HEALTH CENTER FACILITY**

WHEREAS, the Ingham Community Health Centers (ICHC), in partnership with the Ingham County Health Department (ICHHD), initiated a process to assess its current operations and facilities to develop a short and long term strategic plan that is responsive to challenges within the existing health center locations; and

WHEREAS, all community health center sites currently operate at full capacity, with no ability to add additional providers and support staff to meet current demand; and

WHEREAS, the health centers are located in out-of-date buildings that are now poorly designed, making it difficult to accommodate new technology; and

WHEREAS, with implementation of the Affordable Care Act (ACA), it is projected that more than 30,000 individuals within Ingham County will become eligible for expanded Medicaid.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the County Controller/Administrator, subject to approval by the Board Chair, to negotiate for the purchase of property for a community health center facility, at a cost most advantageous to the County.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to place a deposit not to exceed \$50,000 towards the purchase of property for a community health center facility.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the Controller/Administrator to enter into contracts as necessary for inspections and environmental assessment.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make contingent offers on suitable properties for the community health center facility, subject to final approval from the Board of Commissioners.