

CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON
BRIAN McGRAIN

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, FEBRUARY 19, 2014 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 [February 5, 2014 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office
 - a. Resolution Authorizing [2014 Administrative Fund](#)
 - b. [2014 Borrowing](#) Resolution (2013 Delinquent Taxes)
 - c. Resolution to Provide Funding for Low Income [Tax Preparation](#)
 - d. Discussion - Update on County [Investments](#)
 - e. Discussion - Investment Valuations – CAFR (*No Material*)
2. Circuit Court Family Division - Resolution Authorizing Family Dependency Treatment Court to Enter into a Subcontract with [Dr. Norman Miller](#)
3. 9-1-1 Director - Resolution Authorizing Contracts with [TriTech](#) for a New Computer Aided Dispatch (CAD) and Priority Dispatch for Computerized Emergency Medical Dispatch (ProQA) for the Ingham County 9-1-1 Central Dispatch Center
4. Health Department
 - a. Resolution to Authorize the Creation of an [Interface](#) between CMH-CEI and Health Department Electronic Health Record (EHR) Software Systems and Amend the Behavioral Health Services Agreement
 - b. Resolution to Authorize an Agreement with Eaton Regional Education Service Agency ([RESA](#)) to Prevent and Reduce Tobacco Use and Alcohol Abuse in Ingham County
 - c. Resolution to Authorize an Amendment to the Agreement with the Michigan Public Health Institute ([MPHI](#)) for the Pathways to Better Health Grant and Authorize Equipment Purchases and Establish Temporary Positions
5. Fair - Resolution to Accept the [Donation](#) of \$2,200 of New Lawn Maintenance Equipment from D & G Equipment of Mason

6. Road Department
 - a. Resolution Authorizing a Change of Contractors for **Janitorial Services & Supplies** for the Road Department
 - b. Resolution to Authorize a Bridge Design Professional Engineering Services Contract with **Mannik & Smith Group, Inc.**

7. Farm Preservation - Amendment to Resolution #13-476 Approving the Ranking of the 2013 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked **Properties**

8. Board of Commissioners - Resolution Supporting the Governor's Recommendation for Fully Funding County **Revenue Sharing** in Fiscal Year 2015

9. Controller/Administrator's Office
 - a. Discussion - Tax Capture Districts (*No Materials*)
 - b. Resolution to Reclassify the Animal Control **Director** Position
 - c. Resolution Authorizing a Contract with **CIC Benefit Consulting Group** for Health Care Consulting Services

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
February 5, 2014
Draft – Minutes

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

Members Absent: Don Vickers

Others Present: Tim Dolehanty, Travis Parsons, Nancy Hayward, Bill Conklin, Sandy Gower, Teri Morton, J.P. Buckingham, Peter Kubacki, Jennifer Shuster and others.

The meeting was called to order by Commissioner Anthony at 6:05 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the January 22, 2014 Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE MINUTES OF THE JANUARY 22, 2014 MEETING AS PRESENTED.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Vickers.

The minutes of the January 22, 2014 meeting were approved as presented.

Additions to the Agenda

- 3a. Substitute – Resolution to Authorize a Bridge Design Professional Engineering Services Contract with DLZ Michigan, Inc.
- 5. Substitute – Resolution Approving the Ingham County Brownfield Redevelopment Authority Brownfield Plan for the Dart Bank Headquarters at 222 W. Ash Street and 368 S. Park Street City of Mason, Michigan.
- 7a. Late – Resolution Approving a Collective Bargaining Agreement with Ingham County Employee’s Association – Park Rangers.
- 7b. Late – Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under Ingham County Employee’s Association – Park Rangers.

Limited Public Comment

None.

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

1. Drain Commission - Resolution Pledging Full Faith and Credit to Green #4 Consolidated Drain Drainage District 2014 Bonds

2. Health Department
 - a. Resolution Authorizing the Elimination of Health Plan Management Services
 - b. Resolution to Authorize Amendment #1 to the 2013-2014 Comprehensive Agreement with the Michigan Department of Community Health
 - c. Resolution to Amend Resolution #13-445 to Remove the Authorization for an Agreement with Michigan State University College of Osteopathic Medicine for Infectious Disease Physician Services
 - d. Resolution to Amend Resolution #13-486 to Correct a Position Number

3. Road Department
 - a. Resolution to Authorize a Bridge Design Professional Engineering Services Contract with DLZ Michigan, Inc.
 - b. Resolution Authorizing the Purchase of One Trimble R6 GNSS Base and R10 Rover System for the Road Department

4. Management Information Systems (MIS) - Resolution to Approve the Renewal of Cisco Smart Net from Information Systems Intelligence (ISI)

5. Economic Development - Resolution Approving the Ingham County Brownfield Redevelopment Authority Brownfield Plan for the Dart Bank Headquarters at 222 W. Ash Street and 368 S. Park Street City of Mason, Michigan

7. Human Resources
 - a. Resolution Approving a Collective Bargaining Agreement with Ingham County Employee's Association – Park Rangers.
 - b. Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under Ingham County Employee's Association – Park Rangers.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Vickers.

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

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Vickers.

Chairperson Koenig arrived at 6:07 p.m. and took over the meeting.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHAFER, TO SUSPEND THE RULES AND ALLOW CHAIRPERSON KOENIG TO VOTE ON THE CONSENT AGENDA AND ALSO THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Vickers.

Chairperson Koenig voted in favor of the both the consent agenda and the items on the consent agenda.

6. Board of Commissioners - Appointments to the Equalization Subcommittee (*No Materials*)

Without objection, Chairperson Koenig appointed Commissioners Anthony and Bahar-Cook to the Equalization Subcommittee.

Announcements

Commissioner McGrain requested a future agenda item regarding tax capture districts and the Controller's thoughts on those at the next Finance Committee meeting.

Public Comment

Sandy Gower, Economic Development Director, Peter Kubacki, President and CEO of Dart Bank, and J.P. Buckingham, of Triterra, were all present to give a brief overview of the site plan and proposed structures for the Ingham County Brownfield Redevelopment Authority Brownfield Plan for the Dart Bank Headquarters in the City of Mason.

Commissioner McGrain stated that the Ingham County Brownfield Redevelopment Authority did vote in favor to bring this plan forward.

The meeting was adjourned at approximately 6:15 p.m.

FEBRUARY 19, 2014 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

- 1a. Treasurer's Office - Resolution Authorizing 2014 Administrative Fund
- 1b. Treasurer's Office - 2014 Borrowing Resolution (2013 Delinquent Taxes)

These resolutions will authorize the borrowing of funds in order to pay local taxing units within the County their shares of delinquent property taxes in anticipation of the collection of those taxes by the Treasurer. They will also authorize the establishment of a revolving fund for this purpose. This process is approved annually by the Board of Commissioners.

- 1c. Treasurer's Office - Resolution to Provide Funding for Low Income Tax Preparation.

This is an annual resolution that authorizes \$12,000 to the Asset Independence Coalition to support its free tax preparation services for low to moderate income citizens. The contract will be charged against the Delinquent Tax Fund.

- 2. Circuit Court/Family Division – Resolution Authorizing Family Dependency Treatment Court to Enter into a Subcontract with Dr. Norman Miller

This resolution authorizes a grant subcontract with Dr. Norman Miller, MD JD PLLC to provide case consultation, psychiatric evaluation, and pain management evaluation at a cost of \$300.00 per hour, not to exceed \$8,000 for the duration of this grant period, which ends on September 30, 2014. The Michigan Drug Court Grant program, administered by the State Court Administrative Office, awarded a grant in the amount of \$72,000 to the Ingham County Circuit Court Family Dependency Treatment Court for the purpose of eliminating barriers to treatment.

The BOC through Resolution #13-425 previously authorized the acceptance of a grant and entering into subcontracts with various professionals providing assessment and treatment. (See attached memo for details)

- 3. 9-1-1 Director - Resolution Authorizing Contracts with Tritech for a New Computer Aided Dispatch (CAD) and Priority Dispatch for Computerized Emergency Medical Dispatch (ProQA) for the Ingham County 9-1-1 Central Dispatch Center

This resolution authorizes a contract up to \$374,170 with TriTech for the purchase of a 9-1-1 Center CAD System as outlined by the Proposal/Sales quotation, #Q-00006140 dated December 10, 2014 as well as a contract of up to \$126,359.60 with Priority Dispatch for the purchase of their ProQA Paramount Emergency Medical Dispatch (EMD) program, automating a heretofore manual flip card process for the 9-1-1 Center CAD.

The resolution also authorizes an appropriation of up to \$550,529 from 9-1-1 Fund balance for the total cost of this CAD System EMD purchase and upgrade project which includes:

- TriTech Purchase Contract	\$ 374,170.00
- Priority Dispatch ProQA EMD	\$ 126,359.60
- Project Contingency Fund	\$ 50,000.00

There is currently a 9-1-1 fund balance of approximately \$2.86 million from the 2013 year end projections.

(See attached memo for details)

4a. Health Department - Resolution to Authorize the Creation of an Interface between CMH CEI and Health Department Electronic Health Record (EHR) Software Systems and Amend the Behavioral Health Services Agreement

This resolution authorizes the creation on an interface between the electronic health record (EHR) software systems of Community Mental Health of Clinton, Eaton and Ingham Counties (CMH-CEI) and the Ingham County Health Department (Health Department). The cost is \$15,000 and the County will be reimbursed by CMH.

4b. Health Department - Resolution to Authorize an Agreement with Eaton Regional Education Service Agency (RESA) to Prevent and Reduce Tobacco Use and Alcohol Abuse in Ingham County

This resolution authorizes an agreement with Eaton Regional Education Service Agency (RESA), by which Ingham County will be reimbursed for up to \$35,300 for tobacco and alcohol prevention and reduction activities in Ingham County for the time period of October 1, 2013 through September 30, 2014.

4c. Health Department - Resolution to Authorize an Amendment to the Agreement with the Michigan Public Health Institute (MPHI) for the Pathways to Better Health Grant and Authorize Equipment Purchases and Establish Temporary Positions

This resolution amends the agreement with MPHI originally authorized in Resolution #13-245, to accept an additional \$215,719. The additional grant funds will be used the following ways:

- To amend subcontracts with various community agencies to provide smart phones and tablets.
- To amend the agreement with Ingham Health Plan to provide staff training.
- A subcontract agreement with the Mid-Michigan District Health Department in the amount of up to \$55,000 to hire one Community Health Worker (CHW) to provide services to Clinton County Residents.
- Purchase 13 Smart phones including charging package (11 ICHD CHWs and 2 ICHD Clinical Supervisors) plus monthly fees, 3 computers (computers to be share between the eleven ICHD CHWs), 3 tablets to support new ICHD CHWs, and 11 wireless keyboards for CHWs' tablets
- Establish three temporary Community Health Worker (UAW/D) positions and two temporary Project Specialist (ICEA/5) positions for the duration of the grant.

Please see the attached memorandum for further details.

5. *Fair – Resolution to Accept the Donation of \$2,200 of New Lawn Maintenance Equipment from D & G Equipment of Mason*

Two push mowers operated by the Ingham County Fair have become unreliable. The Fair budget does not include an allocation for purchase of two new push mowers. D & G Equipment of Mason, a strong supporter of the Ingham County Fairgrounds, has generously donated two Exmark walk behind mowers valued at more than \$1,100 each. The Ingham County Fair Board requests approval of the Ingham County Board of Commissioners to accept this donation and to extend its appreciation to D & G Equipment.

6a. *Road Department – Resolution Authorizing a Change of Contractors for Janitorial Services & Supplies for the Road Department*

The Road Department has determined that its janitorial services contractor has not performed in a minimally acceptable manner despite numerous communications seeking improved performance. Therefore, the Road and Purchasing Departments recommend termination of the current contract and, in order to avoid an extended interruption in cleaning services, that the next low bidder be awarded the Road Department cleaning contract at an annual cost not to exceed \$48,000.

6b. *Road Department – Bridge Design Professional Engineering Services Contract with Mannik & Smith Group, Inc.*

The Ingham County Road Department (ICRD) received 2015 Local Bridge Program funding to remove and replace the Hull Road Bridge over Sycamore Creek. The bridge is located south of the City of Mason, between Coy Road and Tomlinson Road. Road and Purchasing Department staffs recommend that Mannik & Smith Group, Inc. of Lansing be retained to provide the requested bridge design services. Their estimated fee totals \$28,235.

7. *Farmland Preservation – Amendment to Resolution #13-476 Approving the Ranking of the 2013 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties*

This proposal to amend Resolution #13-476 would allow three new applications to be added to the list of top applicants. It is the intent of the Farmland and Open Space Preservation Board to submit all three new applications to the Federal Farm and Ranchland Protection Program 2014 application for matching funds. Future costs associated with proceeding with negotiations on the top scoring farms are included in the 2014 budget.

8. *Board of Commissioners - Resolution Supporting the Governor's Recommendation for Fully Funding County Revenue Sharing in Fiscal Year 2015*

9b. Controller/Administrator's Office – Resolution to Reclassify the Animal Control Director Position

This resolution authorizes reclassification of the recently vacated Animal Control Director position from an MCF 11 (\$63,641 - \$76,389) to an MCF 12 (\$68,331 - \$82,015) effective upon the passage of this resolution. The full increased personnel costs of this proposed reclassification would be \$6,786 at the top of the scale using annualized 2014 costs.

The current job description has not been reviewed since 2004, and the job responsibilities of the position have evolved over the years since then. Human Resources and the Controller's Office recommend this position be reclassified.

If the BOC approves this reclassification as proposed, the current Interim Director's salary will be increased to the starting rate (MCF 12, \$68,331) effective the first full pay period after the passage of this resolution.

9c. Controller/Administrator's Office – Resolution Authorizing a Contract with CIC Benefit Consulting Group for Health Care Consulting Services

Proposals were sought from Ingham County and its Health Care Coalition for a health care benefits consultant to provide for cost-efficient benefit plan options, high quality assessment services, exceptional customer service, and timely and accurate reporting. After conducting interviews with the top three finalists, the Evaluation Committee unanimously recommends awarding a three-year contract to CIC Benefit Consulting Group who submitted the most responsive and responsible proposal, in an amount not to exceed \$75,000 annually.

DISCUSSION ITEMS:

- 1d. Treasurer's Office - Update on County Investments
- 1e. Treasurer's Office - Investment Valuations – CAFR
- 9a. Controller/Administrator's Office - Tax Capture Districts

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING 2014 ADMINISTRATIVE FUND

RESOLUTION # _____

A _____ meeting of the Board of Commissioners of the County of Ingham, Michigan (the "County"), was held in Mason, Michigan, on _____, _____. The following Commissioners were

PRESENT:

ABSENT:

RESOLUTION AUTHORIZING 2014 ADMINISTRATIVE FUND

IT IS RESOLVED BY THE INGHAM COUNTY BOARD OF COMMISSIONERS AS FOLLOWS:

The County Treasurer, pursuant to Section 87c, Subsection (2), of Act 206, is designated as Agent for the County, and the Treasurer's office shall receive all such sums as are provided in Section 87c, Subsection (3), to cover administrative expenses so long as Treasurer waives right to receive such sums as would be payable to his under Section 87c, Subsection (3).

Discussion followed. A vote was thereupon taken on the foregoing resolution and was as follows:

AYES:

NAYS:

ABSTAIN:

A sufficient majority having voted therefor, the resolution appearing above was adopted.

STATE OF MICHIGAN

COUNTY OF INGHAM

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Ingham County Board of Commissioners, that such resolution was duly adopted at a _____ meeting held on the ____ day of _____, _____, and that notice of such meeting was given as required by law.

Ingham County Clerk

[SEAL]

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Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**2014 BORROWING RESOLUTION
(2013 DELINQUENT TAXES)**

RESOLUTION #_____

A _____ meeting of the Board of Commissioners of the County of Ingham, Michigan (the "County"), was held in Mason, Michigan, on _____, _____. The following Commissioners were

PRESENT:

ABSENT:

The preambles and resolution set forth below were offered by Commissioner _____ and were seconded by Commissioner _____.

**2014 BORROWING RESOLUTION
(2013 DELINQUENT TAXES)**

WHEREAS, ad valorem real property taxes are imposed by the County and the local taxing units within the County on July 1 and/or December 1 of each year; and

WHEREAS, a certain portion of these taxes remain unpaid and uncollected on March 1 of the year following assessment, at which time they are returned delinquent to the County's treasurer (the "Treasurer"); and

WHEREAS, the Treasurer is bound to collect all delinquent taxes, interest and property tax administration fees which would otherwise be payable to the local taxing units within the County; and

WHEREAS, the statutes of the State of Michigan authorize the County to establish a fund, in whole or in part from borrowed proceeds, to pay local taxing units within the County their respective shares of delinquent ad valorem real property taxes in anticipation of the collection of those taxes by the Treasurer; and

WHEREAS, the County Board of Commissioners (the "Board") has adopted a resolution authorizing the County's Delinquent Tax Revolving Fund (the "Revolving Fund Program"), pursuant to Section 87b of Act No. 206, Michigan Public Acts of 1893, as amended ("Act 206"); and

WHEREAS, such fund has been established to provide a source of monies from which the Treasurer may pay any or all delinquent ad valorem real property taxes which are due the County, and any city, township, school district, intermediate school district, community college district, special assessment district, drainage district, or other political unit within the geographical boundaries of the County participating in the County's Revolving Fund Program pursuant to Act 206 ("local units"); and

WHEREAS, the Treasurer is authorized under Act 206, and has been directed by the Board, to make such payments with respect to delinquent ad valorem real property taxes (including the property tax administration fees assessed under subsection (6) of Section 44 of Act 206) owed in 2013 to the County and the local units (collectively, the "taxing units") which will have remained unpaid on March 1, 2014 and the Treasurer is authorized to pledge these amounts in addition to any amounts not already pledged for repayment of prior series of notes (or after such prior series of notes are retired as a secondary pledge) all as the Treasurer shall specify in an order when the notes authorized hereunder are issued (the "Delinquent Taxes"); and

WHEREAS, the Board has determined that in order to raise sufficient monies to adequately fund the Revolving Fund, the County must issue its General Obligation Limited Tax Notes, Series 2014 in one or more series, in accordance with Sections 87c, 87d, 87g and 89 of Act 206 and on the terms and conditions set forth below.

NOW, THEREFORE, IT IS RESOLVED BY THE BOARD AS FOLLOWS:

**I.
GENERAL PROVISIONS**

101. Establishment of 2014 Revolving Fund. In order to implement the continuation of the Revolving Fund Program and in accordance with Act 206, the County hereby establishes a 2014 Delinquent Tax Revolving Fund (the "Revolving Fund") as a separate and segregated fund within the existing Delinquent Tax Revolving Fund of the County previously established by the Board pursuant to Section 87b of Act 206.

102. Issuance of Notes. The County shall issue its General Obligation Limited Tax Notes, Series 2014 in one or more series (the "Notes"), in accordance with this Resolution and Sections 87c, 87d, 87g and 89 of Act 206, payable in whole or in part from the Delinquent Taxes and/or from the other sources specified below.

103. Aggregate Amount of Notes.

(a) The Notes shall be issued in an aggregate amount to be determined in accordance with this Section by the Treasurer.

(b) The aggregate amount of the Notes shall not be less than the amount by which the actual or estimated Delinquent Taxes exceeds (i) the County's participating share of Delinquent Taxes, and (ii) any sums otherwise available to fund the Tax Payment Account established under Section 702 (including any monies held in respect of Section 704(c)).

(c) The aggregate amount of the Notes shall not be greater than the sum of (i) the actual amount of the Delinquent Taxes pledged to the payment of debt service on the Notes, plus (ii) the amount determined by the Treasurer to be allocated to a reserve fund. Original proceeds of the Notes devoted to a reserve fund shall not exceed the lesser of (A) the amount reasonably required for those of the Notes secured by the reserve fund, (B) 10% of the proceeds of such Notes, (C) the maximum amount of annual debt service on such Notes, or (D) 125% of average annual debt service on such Notes.

(d) The aggregate amount of the Notes shall be designated by the Treasurer by written order after (i) the amount of the Delinquent Taxes, or the amount of Delinquent Taxes to be funded by the issuance of the Notes, has been estimated or determined, and (ii) the amount of the reasonably required reserve fund has been calculated. Delinquent Taxes shall be estimated based on delinquencies experienced during the past three fiscal years and on demographic and economic data relevant to the current tax year, and shall be determined based on certification from each of the taxing units. The amount of the reasonably required reserve fund shall be calculated pursuant to such analyses and certificates as the Treasurer may request.

104. Proceeds. If the Notes are issued and sold before the Treasurer has received certification from the taxing units of the amount of the Delinquent Taxes and if such certification is not reasonably anticipated to occur to allow distribution of the proceeds of the Notes within 20 days after the date of issue, the proceeds of the Notes shall be deposited in the County's 2014 Delinquent Tax Project Account and thereafter used to fund the whole or a part of the County's 2014 Tax Payment Account, 2014 Note Reserve Account and/or 2014 Note Payment Account, subject to and in accordance with Article VII. If the Notes are issued and sold on or after such time, the proceeds of the Notes shall be deposited directly into the County's 2014 Tax Payment Account, 2014 Note Reserve Account and/or 2014 Note Payment Account, as provided in Article VII.

105. Treasurer's Order Authorizing Notes and Establishing Delinquent Taxes. At or prior to the time any Notes are issued pursuant to this resolution, the Treasurer, as authorized by Act 206, may issue a written order specifying the amount and

character of the Delinquent Taxes, the Article or Articles under which the Notes are being issued and any other matters subject to the Treasurers control under either this resolution or Act 206.

II. FIXED MATURITY NOTES

201. Authority. At the option of the Treasurer, exercisable by written order, the Notes may be issued in accordance with this Article II. All reference to "Notes" in Article II refers only to Notes issued pursuant to Article II, unless otherwise specified.

202. Date. The Notes shall be dated as of the date of issue or as of such earlier date specified by written order of the Treasurer.

203. Maturity and Amounts. Notes issued pursuant to this Article II shall be structured in accordance with subsections (a) or (b) below as determined by the Treasurer pursuant to written order.

(a) The first maturity of the Notes or of a series of the Notes shall be determined by the Treasurer pursuant to written order, but shall not be later than four years after the date of issue. Later maturities of the Notes shall be on the first anniversary of the preceding maturity or on such earlier date as the Treasurer may specify by written order. The Notes shall be structured with the number of maturities determined by the Treasurer to be necessary or appropriate, and the last maturity shall be scheduled for no later than the sixth anniversary of the date of issue. The amount of each maturity or of any mandatory or optional call date shall be set by the Treasurer when the amount of Delinquent Taxes is determined by the Treasurer or when a reliable estimate of the Delinquent Taxes is available to the Treasurer. In determining the exact amount of each maturity or of any mandatory or optional call date the Treasurer shall consider the schedule of delinquent tax collections prepared for the tax years ending December 31, 2013, or after any other years and the corollary schedule setting forth the anticipated rate of collection of those Delinquent Taxes which are pledged to the repayment of the Notes. The amount of each maturity and the scheduled maturity dates of the Notes shall be established to take into account the dates on which the Treasurer reasonably anticipates the collection of such Delinquent Taxes and shall allow for no more than a 15% variance between the debt service payable on each maturity date, the Notes, and the anticipated amount of pledged monies available on such maturity date to make payment of such debt service.

(b) Alternatively, the Notes or a series of the Notes may be structured with a single stated maturity falling not later than the fourth anniversary of the date of issue. Notes issued under this subsection (b) shall be subject to

redemption on such terms consistent with the applicable parts of subsection (a) of this section and with Section 209 as shall be ordered by the Treasurer, but in no event shall such Notes be subject to redemption less frequently than annually.

204. Interest Rate and Date of Record.

(a) Except as otherwise provided in this paragraph, Notes issued pursuant to subsection (a) of Section 203 shall bear interest payable semi-annually, with the first interest payment to be payable (i) on the first date, after issuance, corresponding to the day and month on which the maturity of such Notes falls, or (ii) if the Treasurer so orders, six months before such date. In the event (i) any maturity of the Notes arises either less than six months before the succeeding maturity date or less than six months after the preceding maturity date and (ii) the Treasurer so orders in writing, interest on the Notes shall be payable on such succeeding or preceding maturity date. Subject to the following sentence, Notes issued pursuant to subsection (b) of Section 203 shall, pursuant to written order of the Treasurer, bear interest monthly, quarterly, or semiannually, as provided by written order of the Treasurer. If Notes issued under this Article II are sold with a variable rate feature as provided in Article IV, such Notes may, pursuant to written order of the Treasurer, bear interest weekly, monthly, quarterly or on any put date, or any combination of the foregoing, as provided by written order of the Treasurer.

(b) Interest shall not exceed the maximum rate permitted by law.

(c) Interest shall be mailed by first class mail to the registered owner of each Note as of the applicable date of record, provided, however, that the Treasurer may agree with the Registrar (as defined below) on a different method of payment.

(d) Subject to Section 403 in the case of variable rate Notes, the date of record shall be not fewer than 14 nor more than 31 days before the date of payment, as designated by the Treasurer prior to the sale of the Notes.

205. Note Form. The form of Note shall be consistent with the prescriptions of this Resolution and shall reflect all material terms of the Notes. Unless the Treasurer shall by written order specify the contrary, the Notes shall be issued in fully registered form both as to principal and interest, registrable upon the books of a note registrar (the "Registrar") to be named by the Treasurer. If the Notes are issued in bearer form the Treasurer shall appoint a paying agent (the "Paying Agent"). (The Registrar or Paying Agent so named may be any bank or trust company or other entity, including the County, offering the necessary services pertaining to the registration and transfer of negotiable securities.)

206. Denominations and Numbers. The Notes shall be issued in one or more denomination or denominations of \$1,000 each or

any integral multiple of \$1,000 in excess of \$1,000, as determined by the Treasurer. Notwithstanding the foregoing, however, in the event the Notes are deposited under a book entry depository trust arrangement pursuant to Section 208, the Notes may, if required by the depository trustee, be issued in denominations of \$5,000 each or any integral multiple of \$5,000. The Notes shall be numbered from one upwards, regardless of maturity, in such order as the Registrar shall determine.

207. Transfer or Exchange of Notes.

(a) Notes issued in registered form shall be transferable on a note register maintained with respect to the Notes upon surrender of the transferred Note, together with an assignment executed by the registered owner or his or her duly authorized attorney-in-fact in form satisfactory to the Registrar. Upon receipt of a properly assigned Note, the Registrar shall authenticate and deliver a new Note or Notes in equal aggregate principal amount and like interest rate and maturity to the designated transferee or transferees.

(b) Notes may likewise be exchanged for one or more other Notes with the same interest rate and maturity in authorized denominations aggregating the same principal amount as the Note or Notes being exchanged, upon surrender of the Note or Notes and the submission of written instructions to the Registrar or, in the case of bearer Notes, to the Paying Agent. Upon receipt of a Note with proper written instructions the Registrar or Paying Agent shall authenticate and deliver a new Note or Notes to the owner thereof or to the owner's attorney-in-fact.

(c) Any service charge made by the Registrar or Paying Agent for any such registration, transfer or exchange shall be paid for by the County as an expense of borrowing, unless otherwise agreed by the Treasurer and the Registrar or Paying Agent. The Registrar or Paying Agent may, however, require payment by a noteholder of a sum sufficient to cover any tax or other governmental charge payable in connection with any such registration, transfer or exchange.

208. Book Entry Depository Trust. At the option of the Treasurer, and notwithstanding any contrary provision of Section 212, the Notes may be deposited, in whole or in part, with a depository trustee designated by the Treasurer who shall transfer ownership of interests in the Notes by book entry and who shall issue depository trust receipts or acknowledgments to owners of interests in the Notes. Such book entry depository trust arrangement, and the form of depository trust receipts or acknowledgments, shall be as determined by the Treasurer after consultation with the depository trustee. The Treasurer is authorized to enter into any depository trust agreement on behalf of the County upon such terms and conditions as the Treasurer shall deem appropriate and not otherwise prohibited by the terms of this Resolution. The depository trustee may be the same as the Registrar otherwise named by the Treasurer, and the Notes may be transferred in part by depository trust and in part

by transfer of physical certificates as the Treasurer may determine.

209. Redemption.

(a) Subject to the authority granted the Treasurer pursuant to subsection (c) of this Section (in the case of fixed rate Notes) and to the authority granted the Treasurer pursuant to Section 404 (in the case of variable rate Notes), the Notes or any maturity or maturities of the Notes shall be subject to redemption prior to maturity on the terms set forth in subsection (b) below.

(b) Notes scheduled to mature after the first date on which any Notes of the series are scheduled to mature shall be subject to redemption, in inverse order of maturity, on each interest payment date arising after the date of issue.

(c) If the Treasurer shall determine such action necessary to enhance the marketability of the Notes or to reduce the interest rate to be offered by prospective purchasers on any maturity of the Notes, the Treasurer may, by written order prior to the issuance of such Notes, (i) designate some or all of the Notes as non-callable, regardless of their maturity date, and/or (ii) delay the first date on which the redemption of callable Notes would otherwise be authorized under subsection (b) above.

(d) Notes of any maturity subject to redemption may be redeemed before their scheduled maturity date, in whole or in part, on any permitted redemption date or dates, subject to the written order of the Treasurer. Notes called for redemption shall be redeemed at par, plus accrued interest to the redemption date, plus, if the Treasurer so orders, a premium of not more than 1%. Redemption may be made by lot or pro rata, as shall be determined by the Treasurer.

(e) With respect to partial redemptions, any portion of a Note outstanding in a denomination larger than the minimum authorized denomination may be redeemed, provided such portion as well as the amount not being redeemed constitute authorized denominations. In the event less than the entire principal amount of a Note is called for redemption, the Registrar or Paying Agent shall, upon surrender of the Note by the owner thereof, authenticate and deliver to the owner a new Note in the principal amount of the principal portion not redeemed.

(f) Notice of redemption shall be by first class mail 30 days prior to the date fixed for redemption, or such shorter time prior to the date fixed for redemption as may be consented to by the holders of all outstanding Notes to be called for redemption. Such notice shall fix the date of record with respect to the redemption if different than otherwise provided in this Resolution. Any defect in any notice shall not affect the validity of the redemption proceedings. Notes so called for redemption shall not bear interest after the date fixed for redemption, provided funds are on hand with a paying agent to redeem the same.

210. Discount. At the option of the Treasurer, the Notes may be offered for sale at a discount not to exceed 2%.

211. Public or Private Sale. The Treasurer may, at the Treasurer's option, conduct a public sale of the Notes after which sale the Treasurer shall either award the Notes to the lowest bidder or reject all bids. The conditions of sale shall be as specified in a published Notice of Sale prepared by the Treasurer announcing the principal terms of the Notes and the offering. Alternatively, the Treasurer may, at the Treasurer's option, negotiate a private sale of the Notes as provided in Act 206. If required by law, or if otherwise determined by the Treasurer to be in the best interest of the County, (a) the Notes shall be rated by a national rating agency selected by the Treasurer, (b) a good faith deposit shall be required of the winning bidder, and/or (c) CUSIP numbers shall be assigned to the Notes. If a public sale is conducted or if otherwise required by law or the purchaser of the Notes, the Treasurer shall prepare or cause to be prepared and disseminated an offering memorandum or official statement containing all material terms of the offer and sale of the Notes. Pursuant to any sale of the Notes, the County shall make such filings, shall solicit such information and shall obtain such governmental approvals as shall be required pursuant to any state or federal law respecting back-up income tax withholding, securities regulation, original issue discount or other regulated matter.

212. Execution and Delivery. The Treasurer is authorized and directed to execute the Notes on behalf of the County by manual or facsimile signature, provided that if the facsimile signature is used the Notes shall be authenticated by the Registrar or any tender agent as may be appointed pursuant to Section 801(c). The Notes shall be sealed with the County seal or imprinted with a facsimile of such seal. The Treasurer is authorized and directed to then deliver the Notes to the purchaser thereof upon receipt of the purchase price. The Notes shall be delivered at the expense of the County in such city or cities as may be designated by the Treasurer.

213. Renewal, Refunding or Advance Refunding Notes. If at any time it appears to be in the best interests of the County, the Treasurer, by written order, may authorize the issuance of renewal, refunding or advance refunding Notes. The terms of such Notes, and the procedures incidental to their issuance, shall be set subject to Section 309 and, in appropriate cases, Article X.

III. SHORT-TERM NOTES

301. Authority. At the option of the Treasurer, exercisable by written order, Notes may be issued in accordance with this Article III. All references to "Notes" in Article III refer only to Notes issued pursuant to Article III, unless otherwise specified.

302. Date and Maturity. The Notes shall be dated as of their date of issuance or any prior date selected by the Treasurer and shall mature on such date not exceeding three years from the date of their issuance as may be specified by written order of the Treasurer.

303. Interest and Date of Record. The Notes shall bear interest payable monthly, quarterly, or semi-annually and at maturity at such rate or rates as may be determined by the Treasurer not exceeding the maximum rate of interest permitted by law on the date the Notes are issued. The date of record shall be not fewer than two nor more than 31 days before the date of payment, as designated by the Treasurer prior to the sale of the Notes.

304. Note Form. The form of Note shall be consistent with the prescriptions of this Resolution and shall reflect all material terms of the Notes. The Notes shall, in the discretion of the Treasurer and consistent with Section 205, either be payable to bearer or be issued in registered form. If issued in registered form, the Notes may be constituted as book-entry securities consistent with Section 208, notwithstanding any contrary provision of Section 308.

305. Denomination and Numbers. The Notes shall be issued in one or more denomination or denominations, as determined by the Treasurer. The Notes shall be numbered from one upwards in such order as the Treasurer determines.

306. Redemption. The authority and obligations of the Treasurer set forth in subsections (b) and (c) of Section 209 (in the case of fixed rate Notes), or Section 404 (in the case of variable rates Notes), as the case may be, shall apply also to Notes issued under Article III.

307. Sale of Notes. The authority and obligations of the Treasurer set forth in Sections 210 and 211 respecting Fixed Maturity Notes shall apply also to Notes issued under Article III.

308. Execution and Delivery. The authority and obligations of the Treasurer set forth in Section 212 respecting Fixed Maturity Notes shall also apply to Notes issued under Article III.

309. Renewal or Refunding Notes.

(a) The Treasurer may by written order authorize the issuance of renewal or refunding Notes (collectively the "Renewal Notes"). Renewal Notes shall be sold on the maturity date of, and the proceeds applied to the payment of debt service on, the Notes to be renewed. The maturities and repayment terms of the Renewal Notes shall be set by written order of the Treasurer.

(b) In the order authorizing Renewal Notes, the Treasurer shall specify whether the Notes shall be issued in accordance with this Article III, in which event the provisions of Article III shall govern the issuance of the Notes, or whether the Notes shall be issued in accordance with Article II, in which event the provisions of Article II shall govern the issuance of the Notes. The order shall also provide for and shall also govern with respect to:

- (i) the aggregate amount of the Renewal Notes;
- (ii) the date of the Renewal Notes;
- (iii) the denominations of the Renewal Notes;
- (iv) the interest payment dates of the Renewal Notes;
- (v) the maturity or maturities of the Renewal Notes;
- (vi) the terms of sale of the Renewal Notes;
- (vii) whether any Renewal Notes issued in accordance with Article II shall be subject to redemption and, if so, the terms thereof; and
- (viii) any other terms of the Renewal Notes consistent with, but not specified in, Article II or Article III.

(c) Regardless of whether Renewal Notes need be approved by prior order of the Department of Treasury, the Treasurer, pursuant to Section 89(5)(d) of Act 206, shall promptly report to the Department of Treasury the issuance of any Renewal Notes.

IV. VARIABLE INTEREST RATE

401. Variable Rate Option. At the option of the Treasurer, exercisable by written order, the Notes, whether issued pursuant to Article II or Article III, may be issued with a variable interest rate, provided that the rate shall not exceed the maximum rate of interest permitted by law.

402. Determination of Rate. The order of the Treasurer shall provide how often the variable interest rate shall be subject to recalculation, the formula or procedure for determining the variable interest rate, whether and on what terms the rate shall be determined by a remarketing agent in the case of demand obligations consistent with Section 801(d), and whether and on what terms a fixed rate of interest may be converted to or from a variable rate of interest. Such formula or procedure shall be as determined by the Treasurer, but shall

track or float within a specified percentage band around the rates generated by any one or more of the following indices:

(i) Publicly reported prices or yields of obligations of the United States of America;

(ii) An index of municipal obligations periodically reported by a nationally recognized source;

(iii) The prime lending rate from time to time set by any bank or trust company in the United States with unimpaired capital and surplus exceeding \$40,000,000;

(iv) Any other rate or index that may be designated by order of the Treasurer provided such rate or index is set or reported by a source which is independent of and not controlled by the Treasurer or the County.

The procedure for determining the variable rate may involve one or more of the above indices as alternatives or may involve the setting of the rate by a municipal bond specialist provided such rate shall be within a stated percentage range of one or more of the indices set forth above.

403. Date of Record. The Date of Record shall be not fewer than one nor more than 31 days before the date of payment, as designated by written order of the Treasurer.

404. Redemption. Notwithstanding any contrary provision of subsections (b) and (c) of Section 209, but subject to the last sentence of this Section 404, Notes bearing interest at a variable rate may be subject to redemption by the County and/or put by the holder at any time or times and in any order, as may be determined pursuant to written order of the Treasurer. Notes shall not be subject to redemption more frequently than monthly.

405. Remarketing, Repurchase and Resale.

(a) In the event Notes issued under this Article IV are constituted as demand obligations, the interest rate on the Notes shall be governed by, and shall be subject to, remarketing by a remarketing agent appointed in accordance with Section 801(c), under the terms of a put agreement employed in accordance with Section 801(d).

(b) The County shall be authorized, consistent with Act 206 and pursuant to order of the Treasurer, to participate in the repurchase and resale of Notes in order to reduce the cost of, or increase the revenue, attendant to the establishment of the Revolving Fund and the issuance and discharge of the Notes. Any purchase of Notes pursuant to this subsection (b) shall be made with unpledged monies drawn from revolving funds established by the County in connection with retired general obligation limited tax notes.

V.
MULTIPLE SERIES

501. Issuance of Multiple Series. At the option of the Treasurer, exercisable by written order, the Notes issued under Article II, Article III or Article X may be issued in two or more individually designated series. Each series shall bear its own rate of interest, which may be fixed or variable in accordance with Article IV. Various series need not be issued at the same time and may be issued from time to time in the discretion of the Treasurer exercisable by written order. In determining the dates of issuance of the respective series, the Treasurer shall consider, among other pertinent factors, the impact the dates selected may have on the marketability, rating and/or qualification for credit support or liquidity support for, or insurance of, the Notes. The Notes of each such series shall be issued according to this Resolution in all respects (and the term "Notes" shall be deemed to include each series of Notes throughout this Resolution), provided that:

(a) The aggregate principal amount of the Notes of all series shall not exceed the maximum aggregate amount permitted under Section 103;

(b) Each series shall be issued pursuant to Article II or Article III, and different series may be issued pursuant to different Articles;

(c) Each series shall be issued pursuant to Section 502 or Section 503, and different series may be issued pursuant to different Sections;

(d) A series may be issued under Article II for one or more of the annual maturities set forth in Article II with the balance of the annual maturities being issued under Article II or under Article III in one or more other series, provided that the minimum annual maturities set forth in Section 203 shall be reduced and applied pro rata to all Notes so issued; and

(e) The Notes of all series issued pursuant to Article II above shall not, in aggregate, mature in amounts or on dates exceeding the maximum authorized maturities set forth in Section 203.

502. Series Secured Pari Passu. If the Notes are issued in multiple series pursuant to this Article V, each series of Notes may, by written order of the Treasurer, be secured *pari passu* with the other by the security described in and the amounts pledged by Article VII below. Moreover, such security may, pursuant to further written order of the Treasurer, be segregated in accordance with the following provisions.

(a) The Treasurer may by written order establish separate sub-accounts in the County's 2014 Note Reserve Account for each series of Notes, into which shall be deposited the

amount borrowed for the Note Reserve Account for each such series.

(b) The Treasurer may by written order establish separate sub-accounts in the County's 2014 Note Payment Account for each series of Notes, and all amounts deposited in the Note Payment Account shall be allocated to the sub-accounts.

(c)(i) In the event separate sub-accounts are established pursuant to subsection (b) above, and subject to Paragraph (ii) below, the percentage of deposits to the County's 2014 Note Payment Account allocated to each sub-account may be set equal to the percentage that Notes issued in the corresponding series bears to all Notes issued under this Resolution or to any other percentage designated by the Treasurer pursuant to written order; provided that if the various series are issued at different times or if the various series are structured with different maturity dates, (I) sums deposited in the Note Payment Account prior to the issuance of one or more series may upon the issuance of each such series be reallocated among the various sub-accounts established under Subsection (b) above to achieve a balance among the sub-accounts proportionate to the designated percentage allocation, and/or (II) deposits to the Note Payment Account may be allocated among the sub-accounts according to the total amount of debt service that will actually be paid from the respective sub-accounts.

(ii) Alternatively, the Treasurer may, by written order, rank the sub-accounts established under Subsection (b) above in order of priority, and specify that each such sub-account shall receive deposits only after all sub-accounts having a higher priority have received deposits sufficient to discharge all (or any specified percentage of) Notes whose series corresponds to any of the sub-accounts having priority.

(d) In the absence of a written order of the Treasurer to the contrary, the amounts in each sub-account established pursuant to this Section 502 shall secure only the Notes issued in the series for which such sub-account was established, until such Notes and interest on such Notes are paid in full, after which the amounts in such sub-account may, pursuant to written order of the Treasurer, be added pro rata to the amounts in the other sub-accounts and thereafter used as part of such other sub-accounts to secure all Notes and interest on such Notes for which such other sub-accounts were created, until paid in full. Alternatively, amounts held in two or more sub-accounts within either the Note Reserve Account or the Note Payment Account may be commingled, and if commingled shall be held *pari passu* for the benefit of the holders of each series of Notes pertaining to the relevant sub-accounts.

503. Series Independently Secured. If the Notes are issued in multiple series pursuant to this Article V, each series of Notes may, by written order of the Treasurer, be independently secured in accordance with this Section 503.

(a) Each series of Notes shall pertain to one or more taxing units, as designated by the Treasurer pursuant to written order, and no two series of Notes shall pertain to the same taxing unit. A school district, intermediate school district, or community college district extending beyond the boundaries of a city in which it is located may, pursuant to written order of the Treasurer, be subdivided along the boundaries of one or more cities and each such subdivision shall be deemed a taxing unit for purposes of this Section 503.

(b) Separate sub-accounts shall be established in the County's 2014 Tax Payment Account. Each sub-account shall receive the proceeds of one and only one series of Notes, and amounts shall be disbursed from the sub-account to only those taxing units designated as being in that series.

(c) In the event Notes are issued for deposit into the Project Account established under Section 701, separate sub-accounts shall be established in the Project Account. Each sub-account shall receive the proceeds of one and only one series of Notes, and amounts shall be disbursed from the sub-account only to accounts, sub-accounts and/or taxing units designated as being in the series corresponding to the sub-account from which disbursement is being made.

(d) A separate sub-account shall be established in the County's 2014 Note Reserve Account for each series of Notes, into which shall be deposited the amount determined by the Treasurer under Section 103 or Section 703 with respect to the series. Each sub-account shall secure one and only one series.

(e) A separate sub-account shall be established in the County's 2014 Note Payment Account for each series of Notes. Each sub-account shall be allocated only those amounts described in Section 704 which pertain to the taxing units included in the series corresponding to the sub-account. Chargebacks received from a taxing unit pursuant to Section 905 shall be deposited in the sub-account corresponding to the series in which the taxing unit is included. Amounts held in each sub-account shall secure the debt represented by only those Notes included in the series corresponding to the sub-account, and disbursements from each sub-account may be applied toward the payment of only those Notes included in the series corresponding to the sub-account.

(f) The amounts in each sub-account established pursuant to this Section 503 shall secure only the Notes issued in the series for which such sub-account was established until such Notes and interest on such Notes are paid in full, after which any amounts remaining in such sub-account shall accrue to the County and shall no longer be pledged toward payment of the Notes.

VI. TAXABILITY OF INTEREST

601. Federal Tax. The County acknowledges that the current state of Federal law mandates that the Notes be structured as taxable obligations. Consequently, the Notes shall, subject to Article X, be issued as obligations the interest on which is not excluded from gross income for purposes of Federal income tax.

602. State of Michigan Tax. Consistent with the treatment accorded all obligations issued pursuant to Act 206, interest on the Notes shall be exempt from the imposition of the State of Michigan income tax and the State of Michigan single business tax, and the Notes shall not be subject to the State of Michigan intangibles tax.

603. Change in Federal Tax Status. In the event there is a change in the Federal tax law or regulations, a ruling by the U.S. Department of Treasury or Internal Revenue Service establishes that the Notes may be issued as exempt from Federal income taxes or a change in Michigan law causes the Notes in the opinion of counsel to be exempt from federal income taxes, the Notes may be so issued.

VII. FUNDS AND SECURITY

701. Delinquent Tax Project Account. If the Notes are issued and sold before the Treasurer has received certification from the taxing units of the amount of the Delinquent Taxes and if such certification is not reasonably anticipated in time to allow distribution of the proceeds of the Notes within 20 days after the date of issue, a 2014 Delinquent Tax Project Account (the "Project Account") shall be established by the Treasurer as a separate and distinct fund of the County within its general fund. The Project Account shall receive all proceeds from the sale of the Notes, including any premium or accrued interest received at the time of sale. The Project Account shall be held in trust by an escrow agent until the monies therein are disbursed in accordance with this Article VII. The escrow agent shall be a commercial bank, shall be located in Michigan, shall have authority to exercise trust powers, and shall have a net worth in excess of \$25,000,000. The form and content of the agreement between the County and the escrow agent shall be approved by the Treasurer. Subject to the following sentence, monies deposited in the Project Account shall be expended only (i) for the purpose of funding the Tax Payment Account established under Section 702 and (ii) to the extent permitted by Act 206, for the purpose of paying the expenses of the offering of the Notes. In the event the Treasurer by written order so directs, additional funding of the Project Account may be undertaken, and any surplus proceeds remaining in the Project Account after the Treasurer has completed the funding of the Tax Payment Account may be transferred to either the 2014 Note Reserve Account created under Section 703 or the 2014 Note Payment Account created under Section 704. Monies in the Project Account may be disbursed by the escrow agent to the County's 2014 Tax Payment Account at any time and from time to

time, upon receipt of a written requisition signed by the Treasurer.

702. 2014 Tax Payment Account. The County's 2014 Tax Payment Account (the "Tax Payment Account") is hereby established as a distinct account within the Revolving Fund. The Treasurer shall designate all or a portion of the proceeds of the Notes, not to exceed the amount of Delinquent Taxes, for deposit in the Tax Payment Account. If, however, the proceeds of the Notes are initially deposited in the Project Account pursuant to Section 701, the Treasurer is instead authorized and directed to transfer monies included in the Project Account in accordance with the procedures set forth in Section 701. The County shall apply the monies in the Tax Payment Account to the payment of the Delinquent Taxes or expenses of the borrowing in accordance with Act 206. The allocation of monies from the Tax Payment Account may be made pursuant to a single, comprehensive disbursement or may instead be made from time to time, within the time constraints of Act 206, to particular taxing units as monies are paid into the Tax Payment Account, such that the source of the monies (whether from the County's own funds, from the proceeds of a tax exempt borrowing or from the proceeds of a taxable borrowing) may be traced to the particular taxing unit receiving the funds. Moreover, and regardless of whether multiple series of Notes are issued, the Tax Payment Account may be divided into separate sub-accounts in order to allow the Treasurer to designate which taxing units shall receive borrowed funds and which shall receive funds otherwise contributed by the County.

703. 2014 Note Reserve Account. In the event funding is provided as described in this Section 703, the Treasurer shall establish a 2014 Note Reserve Account (the "Note Reserve Account") as a distinct account within the Revolving Fund. After depositing all of the monies to fund the Tax Payment Account pursuant to Section 702, the Treasurer shall next transfer to the Note Reserve Account, either from the Project Account or directly from the proceeds of Notes, any proceeds remaining from the initial issuance of the Notes. In addition, the Treasurer may transfer unpledged monies from other County sources to the Note Reserve Account in an amount which, when added to any other amounts to be deposited in the Note Reserve Account, does not exceed the amount reasonably required for the Notes secured by the Reserve Account or, if less, 20% of the total amount of the Notes secured by the Reserve Account. Except as provided below, all monies in the Note Reserve Account shall be used solely for payment of principal of, premium, if any, and interest on the Notes to the extent that monies required for such payment are not available in the County's 2014 Note Payment Account. Monies in the Note Reserve Account shall be withdrawn first for payment of principal of, premium, if any, and interest on the Notes before County general funds are used to make the payments. All income or interest earned by, or increment to, the Note Reserve Account due to its investment or reinvestment shall be deposited in the Note Reserve Account.

When the Note Reserve Account is sufficient to retire the Notes and accrued interest thereon, the Treasurer may order that the Note Reserve Account be used to purchase the Notes on the market, or, if the Notes are not available, to retire the Notes when due. If so ordered by the Treasurer, all or any specified portion of the Note Reserve Account may be applied toward the redemption of any Notes designated for redemption in accordance with Section 209.

704. 2014 Note Payment Account.

(a) The County's 2014 Note Payment Account is hereby established as a distinct account within the Revolving Fund. (The County's 2014 Note Payment Account, as supplemented by monies held in any interim account that are designated for transfer to the 2014 Note Payment Account, is herein referred to as the "Note Payment Account".) The Treasurer is directed to deposit into the Note Payment Account, promptly on receipt, those amounts described below in Paragraphs (i), (ii), (iv), and (v) that are not excluded pursuant to Subsection (c) below. Furthermore, the Treasurer may, by written order, deposit into the Note Payment Account all or any portion of the amounts described below in Paragraph (iii).

(i) All Delinquent Taxes.

(ii) All statutory interest on the Delinquent Taxes.

(iii) All property tax administration fees on the Delinquent Taxes, net of any amounts applied toward the expenses of this borrowing.

(iv) Any amounts which are received by the Treasurer from the taxing units within the County because of the uncollectability of the Delinquent Taxes.

(v) Any amounts remaining in the Project Account after the transfers to the Tax Payment Account and Note Reserve Account have been made as specified in Sections 702 and 703.

(b) Monies in the Note Payment Account shall be used by the County to pay principal of, premium, if any, and interest on the Notes as the same become due and payable.

(c)(i) The Treasurer may by written order provide that only a portion of the sums described above in Subsection (a) shall be deposited into the Note Payment Account and applied toward the payment of debt service on the Notes, in which event those sums which are withheld from the Note Payment Account shall be deposited into the Tax Payment Account or, pursuant to further order of the Treasurer, applied toward any other purpose consistent with Act 206. The portion of any sums described in Subsection (a) which are withheld from the Note Payment Account pursuant to this Subsection shall be determined in accordance with the following Paragraph.

(ii) Prior to the issuance of the Notes, the Treasurer may by written order specify a cut-off date not earlier than March 1, 2014, and only those sums payable to the Note Payment Account and received by the County after the cut-off date shall be applied to the Note Payment Account.

(d) The Treasurer may by written order provide that at such time as sufficient funds shall have been deposited into the Note Payment Account to pay all remaining amounts owed under the Notes the pledge on any additional monies otherwise payable to the Note Payment Account shall be discharged and such monies shall not be deposited into the Note Payment Account or otherwise pledged toward payment of the Notes.

(e) The Treasurer may by written order provide that in the event Notes are issued pursuant to Article III, amounts which would otherwise be included in the Note Payment Account or the Note Reserve Account (or any sub-account therein for a particular series of Notes) shall not include any amounts received by the County prior to the latest maturity date of any series of Notes previously issued under Article II and/or Article III.

705. Limited Tax General Obligation and Pledge.

(a) The Notes shall be the general obligation of the County, backed by the County's full faith and credit, the County's tax obligation (within applicable constitutional and statutory limits) and the County's general funds. The County budget shall provide that if the pledged monies are not collected in sufficient amounts to meet the payments of the principal and interest due on the Notes, the County, before paying any other budgeted amounts, shall promptly advance from its general funds sufficient monies to pay such principal and interest.

(b) In addition, the monies listed below are pledged to the repayment of the Notes and, subject to Section 901, shall be used solely for repayment of the Notes until the principal of, premium, if any, and interest on the Notes are paid in full:

(i) All amounts deposited or earned in any Project Account, until disbursed in accordance with Section 701;

(ii) All net proceeds from the sale of the Notes deposited or earned in the Tax Payment Account, until disbursed in accordance with Section 702;

(iii) All amounts deposited in the Note Payment Account pursuant to Section 704(a);

(iv) All amounts deposited in the Note Reserve Account;

(v) All amounts earned from the investment of monies held in the Note Payment Account or the Note Reserve Account; and

(vi) Any monies placed in the Note Payment Account and drawn in the discretion of the Treasurer from unpledged sums on the revolving funds, which pledge shall be subject to such limitations or exceptions as shall be set forth in the written order of the Treasurer.

(c) If the Notes shall be issued in various series pursuant to Article V, this pledge shall in the case of any independently secured series extend only to monies in accounts or sub-accounts pertaining to the particular series.

(d) If the amounts so pledged are not sufficient to pay the principal and interest when due, the County shall pay the same from its general funds or other available sources. Pursuant to written order of the Treasurer, the County may later reimburse itself for such payments from the Delinquent Taxes collected.

706. Security for Renewal, Refunding or Advance Refunding Notes. Renewal, refunding, or advance refunding Notes shall be secured by all or any portion of the same security securing the Notes being renewed, refunded or advance refunded. The monies pledged in Section 705 for the repayment of the Notes are also pledged for the repayment of the principal of, premium, if any, and interest on any renewal, refunding, or advance refunding Notes issued pursuant to this Resolution, and any such renewal, refunding, or advance refunding Notes shall be the general obligation of the County, backed by its full faith and credit, which shall include the tax obligation of the County, within applicable constitutional and statutory limits.

707. Use of Funds after Full Payment or Provisions for Payment. After all principal of, premium, if any, and interest on the Notes have been paid in full or provision made therefor by investments of pledged amounts in direct noncallable obligations of the United States of America in amounts and with maturities sufficient to pay all such principal, premium, if any, and interest when due, any further collection of Delinquent Taxes and all excess monies in any fund or account of the Revolving Fund, and any interest or income on any such amounts, may, pursuant to written order of the Treasurer and subject to Article V, be used for any proper purpose within the Revolving Fund including the securing of subsequent issues of notes.

VIII. SUPPLEMENTAL AGREEMENTS

801. Supplemental Agreements and Documents. The Treasurer, on behalf of the County, is authorized to enter into any or all of the following agreements or commitments as may, in the Treasurer's discretion, be necessary, desirable or beneficial in connection with the issuance of the Notes, upon

such terms and conditions as the Treasurer may determine appropriate:

(a) A letter of credit, line of credit, repurchase agreement, note insurance, or similar instrument, providing backup liquidity and/or credit support for the Notes;

(b) A reimbursement agreement, revolving credit agreement, revolving credit note, or similar instrument, setting forth repayments of and security for amounts drawn under the letter of credit, line of credit, repurchase agreement or similar instrument;

(c) A marketing, remarketing, placement, authenticating, paying or tender agent agreement or dealer agreement designating a marketing, remarketing, authenticating, paying, tender or placement agent or dealer and prescribing the duties of such person or persons with respect to the Notes; and

(d) A put agreement or provision allowing the purchaser of the Notes to require the County to repurchase the Notes upon demand at such times as may be provided in such put agreement or provision.

(e) An agreement to use amounts formerly pledged to other years borrowings as security for the Notes when no longer so pledged.

802. Revolving Credit Notes. If the Treasurer enters into a revolving credit agreement (the "Agreement") pursuant to Section 801 above, the Agreement may call for the issuance of one or more revolving credit notes (the "Revolving Credit Notes") for the purpose of renewing all or part of maturing Notes or Notes that have been put pursuant to a put agreement or provision. Such Revolving Credit Notes shall be issued pursuant to Article II or III, as appropriate, and in accordance with the following provisions:

(a) Interest on the Revolving Credit Notes may be payable on maturity, on prior redemption, monthly, bimonthly, quarterly, or as otherwise provided in the Agreement.

(b) The Revolving Credit Notes may mature on one or more date or dates not later than the final maturity date of the Notes, as provided in the Agreement.

(c) The Treasurer may, at the time of the original issuance of the Notes, execute and deliver one Revolving Credit Note in a maximum principal amount not exceeding the lending commitment under the Agreement from time to time in force (and may substitute one such Note in a lesser principal amount for another in the event the lending commitment is reduced), provided that a schedule shall be attached to such Note on which loans and repayments of principal and interest are evidenced and further provided that the making of a loan and the evidencing of such loan on the schedule of any such Note shall constitute the issuance of a renewal Note for the purposes of this Resolution.

IX.
MISCELLANEOUS PROVISIONS

901. Expenses. Expenses incurred in connection with the Notes shall be paid from the property tax administration fees collected on the Delinquent Taxes and, if so ordered by the Treasurer, from any earnings on the proceeds of the offering or from other monies available to the County.

902. Bond Counsel. The Notes (and any renewal, refunding or advance refunding Notes) shall be delivered with the unqualified opinion of Axe & Ecklund, P.C., attorneys of Grosse Pointe Farms, Michigan, bond counsel chosen by the Treasurer, which selection may, at the option of the Treasurer, be for one or more years.

903. Financial Consultants. Stauder, BARCH & ASSOCIATES, Inc., Ann Arbor, Michigan, is hereby retained to act as financial consultant and advisor to the County in connection with the sale and delivery of the Notes.

904. Complete Records. The Treasurer shall keep full and complete records of all deposits to and withdrawals from each of the funds and accounts in the Revolving Fund and any account or sub-account created pursuant to this Resolution and of all other transactions relating to such funds, accounts and sub-accounts, including investments of money in, and gain derived from, such funds and accounts.

905. Chargebacks. If, by the date which is three months prior to the final maturity date of the Notes, sufficient monies are not on deposit in the Note Payment Account and the Note Reserve Account to pay all principal of and interest on the Notes when due, Delinquent Taxes not then paid or recovered at or prior to the latest tax sale transacted two or more months before the final maturity of the Notes shall, if necessary to ensure full and timely payment on the date of final maturity, be charged back to the local units in such fashion as the Treasurer may determine, and, subject to Article V, the proceeds of such chargebacks shall be deposited into the County's 2014 Note Payment Account no later than five weeks prior to the final maturity of the Notes. This Section 905 shall not be construed to limit the authority of the Treasurer under State law to charge back under other circumstances or at other times.

906. Investments. The Treasurer is authorized to invest all monies in the Project Account, in the Revolving Fund or in any account or sub-account therein which is established pursuant to this Resolution in any one or more of the investments authorized as lawful investments for counties under Act No. 20, Public Acts of 1943, as amended. The Treasurer is further authorized to enter into a contract on behalf of the County under the Surplus Funds Investment Pool Act, Act No. 367, Michigan Public Acts of 1982, as amended, and to invest in any investment pool created thereby monies held in the Project

Account, in the Revolving Fund, or in any account or sub-account therein which is established pursuant to this Resolution.

907. Mutilated, Lost, Stolen or Destroyed Notes. In the event any Note is mutilated, lost, stolen, or destroyed, the Treasurer may, on behalf of the County, execute and deliver, or order the Registrar or Paying Agent to authenticate and deliver, a new Note having a number not then outstanding, of like date, maturity and denomination as that mutilated, lost, stolen, or destroyed. In the case of a mutilated Note, a replacement Note shall not be delivered unless and until such mutilated Note is surrendered to the Treasurer or the Registrar or Paying Agent. In the case of a lost, stolen or destroyed Note, a replacement Note shall not be delivered unless and until the Treasurer and the Registrar or Paying Agent shall have received such proof of ownership and loss and indemnity as they determine to be sufficient.

ARTICLE X.
TAX-EXEMPT NOTES OR REFUNDING

1001. Refunding of Taxable Debt or Issuance of Tax-Exempt Debt. The County acknowledges that the current state of Federal law precludes the issuance of the Notes as obligations the interest on which is exempt from Federal income tax. However, the County presently contemplates that anticipated amendments to the Internal Revenue Code of 1986 (the "Code") and/or the Treasury Regulations issued thereunder (the "Regulations") or a change in Michigan law changing the character of the Notes may in the future permit the issuance of general obligation limited tax notes on a tax-exempt basis, and, in view of this expectation, the County, through the offices of the Treasurer, shall issue tax-exempt notes or issue obligations to refund any or all outstanding Notes issued as taxable obligations, at the time, on the terms, and to the extent set forth in this Article X.

1002. Timing of Refunding. The aforementioned refunding obligations (the "Refunding Notes") shall be issued after the effective date of any change in the Code, Regulations, Internal Revenue Service pronouncements or judicial rulings which, as confirmed by the written opinion of bond counsel, permit the refunding of all or some of the outstanding Notes with proceeds from obligations the interest on which is excluded from gross income for purposes of Federal income tax.

1003. Extent of Refunding. Subject to the other provisions of this Section 1003, the Refunding Notes shall refund all Notes outstanding at or after the effective date of any change in the law described in Section 1002. This Section 1003 shall not, however, be construed to require the refunding of any Note prior to the time such Note may be refunded on a tax-exempt basis, nor shall this Section 1003 be construed to require the refunding of any Note, if that refunding would result in greater cost to the County (including interest

expense, professional fees and administrative outlays) than would arise if the Note were to remain outstanding.

1004. Confirmatory Action. Subsequent to any change in the law described in Section 1002, the Board shall convene to consider any terms of the Refunding Notes requiring specific ratification by the Board.

1005. Arbitrage Covenant and Tax Law Compliance. In the event tax-exempt Notes or Refunding Notes are issued pursuant to this Article X, the following covenants shall be observed by the County:

(i) the County will make no use of the proceeds of the Notes or Refunding Notes and will undertake no other intentional act with respect to the Notes or Refunding Notes which, if such use or act had been reasonably expected on the date of issuance of the Notes or Refunding Notes or if such use or act were intentionally made or undertaken after the date of issuance of the Notes or Refunding Notes, would cause the Notes or Refunding Notes to be "arbitrage bonds," as defined in Section 148 of the Internal Revenue Code of 1986, as amended (the "Code"), in the Regulations promulgated under Sections 103 and 148 of the Code or in any successor or supplementary provision of law hereinafter promulgated,

(ii) the County will undertake all actions as shall be necessary to maintain the Notes or Refunding Notes as obligations the interest on which qualifies for the tax exemption provided by Section 103(a) of the Code, including, where appropriate and without limitation, filing informational returns with the Secretary of Treasury, keeping accurate account of all monies earned in any fund, account or sub-account authorized by this Resolution or any resolution adopted in accordance with Section 1004 above, certifying cumulative cash flow deficits of the County and the local units, and investing any required portion of the gross proceeds of the Notes or Refunding Notes, whether on behalf of the County or the local units, in tax-exempt obligations or State and Local Government Series obligations, and

(iii) the County will make timely payment to the United States of any investment earnings, realized by the County on the gross proceeds of the Notes or Refunding Notes, as may be subject to rebate under Section 148(f) of the Code, and, to the extent required under applicable law or deemed by the Treasurer to be in the best interest of the County pursuant to written order, the County's obligation to make such payment to the United States shall also account for excess investment earnings realized by local units on all or a portion of the gross proceeds distributed to, and held by, the local units pursuant to Section 702.

(iv) the Treasurer shall be directed to take such actions and to enter into such agreements and certifications, on behalf of the County, as the Treasurer shall deem necessary or appropriate to comply with the foregoing covenants.

1006. Undertaking to Provide Continuing Disclosure. If necessary, this Board of Commissioners, for and on behalf of the County of Ingham, hereby covenants and agrees, for the benefit of the beneficial owners of the Notes to be issued by the County, to enter into a written undertaking (the "Undertaking") required by Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule") to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be substantially in the form as approved by the Underwriter of the Notes. The Undertaking shall be enforceable by the beneficial owners of Notes or by the Underwriter on behalf of such beneficial owners (provided that the Underwriter's right to enforce the provisions of the Undertaking shall be limited to a right to obtain specific enforcement of the County's obligations hereunder and under the Undertaking), and any failure by the County to comply with the provisions of the Undertaking shall not be deemed a default with respect to the Notes.

The County Treasurer or other officer of the County charged with the responsibility for issuing the Notes shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the terms of the County's Undertaking.

Discussion followed. A vote was thereupon taken on the foregoing resolution and the vote for each such resolution was as follows:

AYES:

NAYS:

ABSTAIN:

A sufficient majority having voted therefor, the two resolutions appearing above were adopted.

STATE OF MICHIGAN

COUNTY OF INGHAM

I, _____, Clerk for the County of Ingham, do hereby certify that the above and foregoing is a true and correct copy of a resolution adopted by the Board of Commissioners of the County of Ingham, Michigan on _____, ____ as appears on record in my office, and that I have compared the same with the original and that it is a true transcript therefrom and of the whole thereof.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County at Mason, Michigan this _____ day of _____, ____.

_____, Ingham County Clerk

[SEAL]

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Memorandum

ERIC SCHERTZING
Ingham County Treasurer

Desiree A. Kirkland
Chief Deputy Treasurer

P.O. Box 215
Mason, MI 48854-215
517/676-7220

February 4, 2013

TO: Finance and County Services Liaison Committees

FROM: Eric Schertzing

RE: Resolution to fund Volunteer Income Tax Assistance program.

Attached is a proposed resolution authorizing the County Treasurer to fund \$12,000 to the Asset Independence Coalition to support its free tax preparation services for low to moderate income citizens.

Thank you for your consideration of this resolution. Please contact me if you have any questions.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROVIDE FUNDING FOR LOW INCOME TAX PREPARATION

WHEREAS, the Asset Independence Coalition (AIC), under the umbrella of the Power of We Consortium (Ingham County Human Services Collaborative), coordinates a Volunteer Income Tax Assistance (VITA) income tax preparation program for low and moderate income citizens; and

WHEREAS, the group has successfully assisted thousands of low and moderate income taxpayers and helped achieve refunds over several million dollars, including substantial amounts from the Earned Income Tax Credit; and

WHEREAS, these efforts continue to need a coordinator position hosted and administered by the United Way; and

WHEREAS, the request for this base funding is being made to the Counties of Clinton, Eaton and Ingham and the City of Lansing; and

WHEREAS, these efforts assist the economic condition of low and moderate income citizens and income tax refunds to this group of citizens facilitates payment of delinquent property taxes owed to Ingham County.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorize funding for the AIC's VITA coordination efforts of \$12,000 from the Delinquent Tax Administration fund (516-25601).

BE IT FURTHER RESOLVED, that the County Controller/Administrator is directed to make all necessary budget adjustments consistent with this resolution to strengthen the capacity within Ingham County for low and moderate income tax preparation assistance and asset building.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign any necessary contracts upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be forwarded to all local taxing authorities in Ingham County.

**Ingham County
Portfolio Management
Investment Status Report - Investments
December 31, 2013**

CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	YTM/C 360	Term	Payment Dates	Accrued Interest At Purchase	Current Principal	Book Value
Certificates of Deposit												
06051VZP4	12696	BANKA	250,000.00	1.500	09/12/2022	09/12/2012	1.479	3,652	12/12 - Quarterly		250,000.00	250,000.00
FIRST MERIT	12773	FIRSTM	1,000,000.00	0.750	02/20/2015	02/21/2013	0.750	729	02/20 - At Maturity		1,000,000.00	1,000,000.00
HUNTINGTON 2	12712	HUNT	1,000,000.00	0.600	01/02/2015	01/03/2013	0.600	729	01/02 - At Maturity		1,000,000.00	1,000,000.00
07154527762	12770	HUNT	1,000,000.00	0.600	12/05/2014	12/06/2013	0.600	364	12/05 - At Maturity		1,000,000.00	1,000,000.00
INDEPENDENT BAN	12725	INDEP	250,000.00	0.450	03/27/2014	04/01/2013	0.450	360	03/27 - At Maturity		250,000.00	250,000.00
LAKE TRUST CD 1	12751	LAKE T	1,000,000.00	0.500	09/30/2014	09/27/2013	0.500	368	09/30 - At Maturity		1,000,000.00	1,000,000.00
4538013949	12753	MERIT	1,000,000.00	0.500	03/30/2015	10/01/2013	0.500	545	03/30 - At Maturity		1,000,000.00	1,000,000.00
PRIVATE BANK	12733	PRIVAT	1,000,000.00	0.650	01/26/2015	07/26/2013	0.650	549	01/26 - At Maturity		1,000,000.00	1,000,000.00
SYS12.10.13	12767	PRIVAT	1,000,000.00	0.750	12/18/2015	12/10/2013	0.750	738	12/18 - At Maturity		1,000,000.00	1,000,000.00
6894333	12775	PRIVAT	1,000,000.00	0.500	09/15/2014	09/13/2013	0.500	367	09/15 - At Maturity		1,000,000.00	1,000,000.00
TALMER BANK CD	12736	TALMER	1,000,000.00	0.300	08/04/2014	08/02/2013	0.300	367	08/04 - At Maturity		1,000,000.00	1,000,000.00
SYS12656	12656	WELLS	250,000.00	2.000	02/24/2022	02/23/2012	2.000	3,654	02/25 - At Maturity		250,000.00	250,000.00
94966TMB0	12717	WELLS	1,000,000.00	0.950	02/28/2018	02/27/2013	0.937	1,827	04/30 - Quarterly		1,000,000.00	1,000,000.00
0023253827	12743	WOLV	250,000.00	0.450	02/23/2015	08/21/2013	0.450	551	02/23 - At Maturity		250,000.00	250,000.00
23254319	12759	WOLV	1,000,000.00	0.550	09/15/2015	11/19/2013	0.550	548	09/15 - At Maturity		1,000,000.00	1,000,000.00
Certificates of Deposit Totals			12,000,000.00				0.644	765		0.00	12,000,000.00	12,000,000.00
Business Checking												
SYS10556	10556	COMERI	1,138,640.82	0.200			0.197	1	05/01 - Monthly		1,138,640.82	1,138,640.82
CONCENTRATION	12514	PNC	7,233,137.85				0.000	1	09/30 - Quarterly		7,233,137.85	7,233,137.85
Business Checking Totals			8,371,778.67				0.027	1		0.00	8,371,778.67	8,371,778.67
Reserve Accu/MM												
BANK OF AA	12584	BNK AA	0.00	0.250			0.247	1	03/31 - Monthly		0.00	0.00
DART NOW	12527	DART	3,037,892.03	0.300			0.296	1	10/01 - Monthly		3,037,892.03	3,037,892.03
NOW ACCT	12498	FLAG	5,345,508.72	0.200			0.197	1	05/31 - Monthly		5,345,508.72	5,345,508.72
MMF	12564	FOUNDE	3,134,699.92	0.300			0.296	1	02/28 - Monthly		3,134,699.92	3,134,699.92
HUNTINGTON MM	12596	HUNT	0.00	0.190			0.187	1	05/31 - Monthly		0.00	0.00
LAFCU MONEY MKT	12593	LAFCU	2,550,729.54	0.300			0.296	1	04/30 - Monthly		2,550,729.54	2,550,729.54
IMMA ACCOUNT	12446	MSJFCU	6,185,492.43	0.250			0.247	1	02/28 - Monthly		6,185,492.43	6,185,492.43
SYS12582	12582	PORTL	1,017,188.88	0.200			0.197	1	03/31 - Monthly		1,017,188.88	1,017,188.88
SUMMIT BK MM	12595	SUMM	2,023,222.41	0.300			0.296	1	05/31 - Monthly		2,023,222.41	2,023,222.41
Reserve Accu/MM Totals			23,294,733.93				0.256	1		0.00	23,294,733.93	23,294,733.93

**Ingham County
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CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	YTM/C 360	Term	Payment Dates	Accrued Interest At Purchase	Current Principal	Book Value
Savings Account												
HOMESTEAD BANK	12629	HOMEST	503,736.47	0.150	04/25/2014	07/29/2013	0.148	1	02/28 - Monthly		503,736.47	503,736.47
SHARE ACCT	12537	LAKE T	5.00	0.300	05/23/2014	09/17/2013	0.296	1	11/30 - Monthly		5.00	5.00
MSUFUCU SHARE	12443	MSUFUCU	0.00	0.250	01/31/2014	07/29/2013	0.247	1	01/31 - Monthly		0.00	0.00
SYS12583	12583	PORTL	0.00	0.250	02/14/2014	12/13/2013	0.247	1	03/31 - Monthly		0.00	0.00
Savings Account Totals			503,741.47				0.148	1		0.00	503,741.47	503,741.47
Commercial Paper Disc. -Amortizing												
0027AIDR7	12734	ABBY N	1,000,000.00	0.450	04/25/2014	07/29/2013	0.459	270	04/25 - At Maturity		996,625.00	996,625.00
0027AIEP0 A-1	12745	ABBY N	2,000,000.00	0.400	05/23/2014	09/17/2013	0.405	248	05/23 - At Maturity		1,994,488.88	1,994,488.88
0027AIFL8	12756	ABBY N	2,000,000.00	0.380	06/20/2014	10/22/2013	0.386	241	06/20 - At Maturity		1,994,912.22	1,994,912.22
22532CAX2	12735	CREDIT	2,000,000.00	0.320	01/31/2014	07/29/2013	0.328	186	01/31 - At Maturity		1,996,693.33	1,996,693.33
60871WBE8	12771	MOLLSO	2,000,000.00	0.350	02/14/2014	12/13/2013	0.350	63	02/14 - At Maturity		1,998,775.00	1,998,775.00
6323A1DH6	12746	NATIXI	1,000,000.00	0.360	04/17/2014	09/17/2013	0.364	212	04/17 - At Maturity		997,880.00	997,880.00
6323A1FD3	12758	NATIXI	1,000,000.00	0.310	06/13/2014	11/13/2013	0.313	212	06/13 - At Maturity		998,174.44	998,174.44
Commercial Paper Disc. -Amortizing Totals			11,000,000.00				0.370	197		0.00	10,977,548.87	10,977,548.87
Federal Agency Coupon Securities												
3133ED3X6	12754	FFCB	2,000,000.00	2.450	10/07/2019	10/07/2013	2.416	2,191	04/07 - 10/07		2,000,000.00	2,000,000.00
3133EDA51	12761	FFCB	2,000,000.00	1.810	11/19/2018	11/19/2013	1.785	1,826	05/19 - 11/19		2,000,000.00	2,000,000.00
313379XT1	12677	FHLB	2,000,000.00	1.250	07/25/2022	07/25/2012	1.366	3,652	01/25 - 07/25		1,996,000.00	1,996,000.00
313380TJ6	12704	FHLB	2,000,000.00	1.500	10/11/2022	10/11/2012	1.479	3,652	04/11 - 10/11		2,000,000.00	2,000,000.00
313380JZ1	12705	FHLB	250,000.00	1.000	09/13/2027	10/03/2012	0.986	5,458	03/13 - 09/13	Received	250,000.00	250,000.00
313381FH3	12709	FHLB	2,000,000.00	1.750	06/20/2025	12/20/2012	1.726	4,565	06/20 - 12/20		2,000,000.00	2,000,000.00
313381GE9	12710	FHLB	2,000,000.00	1.000	12/28/2022	12/28/2012	0.986	3,652	06/28 - 12/28		2,000,000.00	2,000,000.00
313383M8	12730	FHLB	2,000,000.00	1.000	06/06/2023	06/06/2013	0.986	3,652	12/06 - 06/06		2,000,000.00	2,000,000.00
313383LY5	12731	FHLB	2,000,000.00	1.000	06/27/2028	06/27/2013	0.986	5,479	12/27 - 06/27		2,000,000.00	2,000,000.00
3130A0DY3	12762	FHLB	1,999,500.00	1.000	12/26/2023	12/26/2013	3.736	3,652	06/26 - 12/26		1,999,500.00	1,999,500.00
3134G4KK3	12757	FHLMC	2,000,000.00	1.750	11/27/2018	11/27/2013	1.726	1,826	05/27 - 11/27		2,000,000.00	2,000,000.00
3134G4P51	12763	FHLMC	1,999,000.00	2.000	12/27/2023	12/27/2013	3.795	3,652	06/27 - 12/27		1,999,000.00	1,999,000.00
3135G1W88	12750	FNMA	2,000,000.00	0.900	10/24/2016	10/24/2013	0.888	1,096	04/24 - 10/24		2,000,000.00	2,000,000.00
Federal Agency Coupon Securities Totals			24,248,500.00				1.814	3,264		0.00	24,244,500.00	24,244,500.00
Treasury Coupon Securities												
3134G4LP1	12760	FHLMC	2,000,000.00	1.875	12/04/2018	12/04/2013	1.849	1,826	06/04 - 12/04		2,000,000.00	2,000,000.00

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Treasury Coupon Securities Totals			2,000,000.00			1.849	1,826		0.00	2,000,000.00	2,000,000.00
FED.AGENCY COUPON QUARTERLY											
313380EM5	12686	FHLB	1.500	08/23/2022	08/23/2012	1.513	3,652	02/23 - 08/23		1,999,000.00	1,999,000.00
313380PF8	12697	FHLB	2.100	09/27/2021	09/27/2012	2.071	3,287	03/27 - 09/27		2,000,000.00	2,000,000.00
FED.AGENCY COUPON QUARTERLY Totals			4,000,000.00			1.792	3,469		0.00	3,999,000.00	3,999,000.00
Municipal Bonds											
516391-AF-6	12642	BWL	3.500	07/01/2020	06/15/2011	3.452	3,304	12/15 - 06/15		942,678.22	942,678.22
51639-AE-9	12643	BWL	5.000	07/01/2019	06/15/2011	4.932	2,938	12/15 - 06/15		1,092,837.78	1,092,837.78
516372PH6	12702	LANS	3.500	05/01/2027	09/29/2012	1.966	5,331	01/22 - 07/22	Received	297,500.00	304,250.00
MACOMB CTY CLG	12638	MACCTC	1.750	05/01/2014	03/29/2011	1.726	1,129	09/29 - 03/29		2,750,000.00	2,750,000.00
MACOMB CTY A-B	12607	MACOM	2.250	05/15/2015	08/30/2010	2.219	1,719	11/01 - 02/28		1,100,000.00	1,100,000.00
55539PAZ1	12628	MACOM	5.911	05/01/2035	02/02/2011	5.641	8,854	02/02 - 08/02	Received	47,241.84	47,241.84
565369CN3	12752	MAPLE	4.000	05/01/2020	10/02/2013	3.273	2,403	03/30 - 09/30	64.44	301,599.03	301,663.47
575238AV2	12738	MASON	4.793	04/01/2030	01/10/2012	4.310	6,656	10/01 - 04/01		122,374.92	122,374.92
672440AF9	12721	OAK CO	0.450	04/01/2021	03/07/2013	0.130	2,947	07/01 - 01/01	Received	1,326,186.35	1,326,186.35
838736VS2	12728	SLYON	2.240	05/01/2020	05/15/2013	2.209	2,543	11/15 - 11/15		190,000.00	190,000.00
838736VU7	12729	SLYON	2.580	05/01/2022	05/15/2013	2.545	3,273	11/15 - 05/15		300,000.00	300,000.00
Municipal Bonds Totals			8,372,203.67			2.308	2,392		64.44	8,470,418.14	8,477,232.58
Investment Totals			93,790,957.74			0.985	1,367		64.44	93,861,721.08	93,868,535.52



**Ingham County
Portfolio Management
Portfolio Summary
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Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.
Certificates of Deposit	12,000,000.00	12,009,446.50	12,000,000.00	12.78	765	592	0.644
Business Checking	8,371,778.67	8,371,778.67	8,371,778.67	8.92	1	1	0.027
Reserve Acct/MM	23,294,733.93	23,294,733.93	23,294,733.93	24.82	1	1	0.256
Savings Account	503,741.47	503,741.47	503,741.47	0.54	1	1	0.148
Commercial Paper Disc. -Amortizing	11,000,000.00	10,977,548.87	10,977,548.87	11.69	197	105	0.370
Federal Agency Coupon Securities	24,248,500.00	24,238,283.75	24,244,500.00	25.83	3,264	107	1.814
Treasury Coupon Securities	2,000,000.00	2,000,000.00	2,000,000.00	2.13	1,826	154	1.849
FED AGENCY COUPON QUARTERLY	4,000,000.00	4,000,718.00	3,999,000.00	4.26	3,469	1,440	1.792
Municipal Bonds	8,372,203.67	8,887,270.95	8,477,232.58	9.03	2,392	1,586	2.308
Investments	93,790,957.74	94,283,522.14	93,868,535.52	100.00%	1,367	324	0.985

Cash and Accrued Interest							
Accrued Interest at Purchase		0.00	0.00				
Ending Accrued Interest		1,002,131.56	1,002,131.56				
Subtotal		1,002,131.56	1,002,131.56				
Total Cash and Investments Value	93,790,957.74	95,285,653.70	94,870,667.08		1,367	324	0.985

	December 31 Month Ending	Fiscal Year To Date	Fiscal Year Ending
Total Earnings			
Current Year	11,561.29	566,401.48	566,401.48
Average Daily Balance	99,320,925.11		
Effective Rate of Return	0.14%		

I hereby certify that the attached statements are a true condition of the County Cash Balances and Investments Accounts as of the report date.

**Ingham County
Portfolio Management
Activity Summary**

December 2012 through December 2013

Month End	Year	Number of Securities	Total Invested	Yield to Maturity		Managed Pool Rate	Number of Investments Purchased	Number of Investments Redeemed	Average Term	Days to Maturity	Average Maturity
				360 Equivalent	365 Equivalent						
December	2012	55	89,412,380.10	0.749	0.759	0.010	2	2	902		233
January	2013	56	97,402,261.85	0.649	0.658	0.007	4	3	836		225
May	2013	55	107,366,761.93	0.533	0.540	0.006	2	3	711		260
June	2013	56	89,536,428.68	0.795	0.806	0.013	2	1	1,054		308
July	2013	55	91,497,564.46	0.751	0.761	0.010	3	4	1,031		302
August	2013	54	100,536,037.76	0.729	0.739	0.007	3	4	989		270
September	2013	57	124,556,004.47	0.593	0.601	0.005	6	3	858		275
October	2013	57	109,743,594.24	0.759	0.769	0.007	5	6	1,039		326
November	2013	57	103,419,289.29	0.738	0.748	0.007	2	2	1,046		342
December	2013	64	93,868,535.52	0.985	0.999	0.027	6	3	1,367		324
Average		57	100,733,885.83	0.728%	0.738%	0.010	4	3	983		287

**Ingham County
Portfolio Management
Activity By Type
December 1, 2013 through December 31, 2013**

CUSIP	Investment #	Issuer	Stated Rate	Transaction Date	Purchases or Deposits	Redemptions or Withdrawals	Balance
Certificates of Deposit							
FLAGSTAR CD 4 1	12724	Flagstar	0.300	12/27/2013	0.00	250,000.00	
HUNTINGTON CD 1	12711	Huntington Bank	0.330	12/06/2013	0.00	1,000,000.00	
07154527762	12770	Huntington Bank	0.600	12/06/2013	1,000,000.00	0.00	
SYS12.10.13	12767	Private Bank	0.750	12/10/2013	1,000,000.00	0.00	
		Subtotal			2,000,000.00	1,250,000.00	12,000,000.00
Business Checking (Monthly Summary)							
CONCENTRATION	12514	PNC BANK			0.00	22,298,028.77	
		Subtotal			0.00	22,298,028.77	8,371,778.67
Reserve Acct/MM (Monthly Summary)							
		Subtotal					23,294,733.93
Savings Account (Monthly Summary)							
		Subtotal					503,741.47
Commercial Paper Disc. -Amortizing							
60871WBE8	12771	MOLSON COORS BREWERY	0.350	12/13/2013	1,998,775.00	0.00	
		Subtotal			1,998,775.00	0.00	10,977,548.87
Federal Agency Coupon Securities							
313393XL0	12744	Federal Home Loan Bank	1.000	12/13/2013	0.00	2,000,000.00	
3130A0DY3	12762	Federal Home Loan Bank	1.000	12/26/2013	1,999,500.00	0.00	
3134G4P51	12763	Federal Home Loan Mortgage Co.	2.000	12/27/2013	1,999,000.00	0.00	
		Subtotal			3,998,500.00	2,000,000.00	24,244,500.00
Treasury Coupon Securities							
3134G4LP1	12760	Federal Home Loan Mortgage Co.	1.875	12/04/2013	2,000,000.00	0.00	
		Subtotal			2,000,000.00	0.00	2,000,000.00
FED.AGENCY COUPON QUARTERLY							
		Subtotal					3,999,000.00
Municipal Bonds							
		Subtotal					8,477,232.58

MEMORANDUM

TO: Law and Courts and Finance Committees

FROM: Maureen Winslow

DATE: January 23, 2014

RE: Family Dependency Treatment Court Grant Subcontract

The Michigan Drug Court Grant Program, administered by the State Court Administrative Office, has awarded a grant in the amount of \$72,000 to the Ingham County Circuit Court's Family Dependency Treatment Court. Resolution #13-425 authorized the acceptance of that grant.

The award allows the Family Court to utilize part of this funding for psychiatric and pain management case consultations, psychiatric evaluations, and pain management evaluations.

This resolution requests the authorization to enter into a subcontract with the Dr. Norman Miller, MD JD PLLC who is board certified and experienced in the area of addiction.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING FAMILY DEPENDENCY TREATMENT COURT TO ENTER INTO
A SUBCONTRACT WITH DR. NORMAN MILLER**

WHEREAS, the Michigan Drug Court Grant program, administered by the State Court Administrative Office, has awarded a grant in the amount of \$72,000 to the Ingham County Circuit Court Family Dependency Treatment Court for the purpose of eliminating barriers to treatment as well as the continuation of funding for a position; and

WHEREAS, Resolution #13-425 authorized the acceptance of that grant and entering into subcontracts with various professionals providing assessment and treatment; and

WHEREAS, the Family Dependency Treatment Court handles cases involving parents of children petitioned to the Court for abuse and or neglect and the parent's primary issue is substance abuse; and

WHEREAS, the barriers affected with this grant will include transportation, rewards and incentives, therapeutic parenting time, substance testing, cognitive behavioral therapy, relapse prevention programming, in-patient treatment, risk assessment, psychiatric consultation and assessment, and medical consultation; and

WHEREAS, Dr. Norman Miller, MD JD PLLC has over 30 years of experience; specializing in addiction and forensic psychiatry, and is board certified in addiction psychiatry, forensic psychiatry, neurology, and psychiatry.

THEREFORE BE IT RESOLVED, that a grant subcontract with Dr. Norman Miller, MD JD PLLC is authorized to provide case consultation, psychiatric evaluation, and pain management evaluation at a cost of \$300.00 per hour, not to exceed \$8,000 for the duration of this grant period, which ends on September 30, 2014.

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

BE IT FURTHER RESOLVED, that the Controller is directed to make the necessary adjustments to the 2014 Ingham County Circuit Court Family Division budget.

Agenda Item 3

To: Ingham County Law & Courts and Finance Committees
From: Lance Langdon, 9-1-1 Director
Date: February 4, 2014
Re: Request for TriTech CAD and EMD Upgrade

In 2007 the Board of Commissioners approved the purchase of the Visionair CAD for the East Lansing 9-1-1 Center. The Lansing 9-1-1 Center was also moved to this system in late 2011 in anticipation of the consolidation of the two centers. In addition to CAD, the VisionAir Records Management system was purchased for the Sheriff's Office in conjunction with East Lansing, Michigan State University, Meridian Township, Lansing Township, Mason, and Williamston Police Departments. This was followed with the purchase of the VisionAir Jail system for use by these same agencies.

VisionMOBILE is another product currently in use by all of the departments listed above as well as Lansing Police, Lansing Fire and East Lansing Fire. This system passes call information to the field units and uses mapping programs to assist in locating calls.

With the opening of the center and processing over three hundred thousand calls a year, problems have been identified by staff and they have not been satisfied with the abilities and functionality of the current system. VisionAir has addressed and fixed many issues as they are reported, some have not yet been resolved, while other features are not available in the current system.

We have had discussions with the upper management of TriTech (the company that purchased VisionAir) over the functionality and limitations of the current system. They agree that their VisionCAD (a Tier 2 system) does not meet our needs, and have proposed an upgrade to the Tier 1, InformCAD system. This system is used in many large cities; San Diego CA, Memphis TN, Dallas TX, San Antonio TX, and Austin TX among many others. It is also used by the California Highway Patrol.

While we call this an upgrade to a new system, it is in all reality a full replacement of the current CAD system. They have provided greatly reduced, upgrade pricing to resolve the problems that we have had with their other product. We would continue to use the same workstation computer equipment, only the software programs would be replaced.

This system, InformCAD is a geo based system. This means that it uses GIS Mapping to identify the locations around the county as opposed to the data table that is used in the current system. This provides the ability to more accurately find call locations and properly validate the calls to 9-1-1. This upgrade to InformCAD will replace two programs, VisionCAD and GeoComm mapping. These are two separate programs currently in use in both CAD and Mobile. The new InformCAD will use one program that has the mapping integrated into the system. The Dispatchers biggest challenges with our current CAD has been with the integration/connection between the separate CAD and mapping programs.

We had also tried to move from our Emergency Medical Dispatch flip cards to a computerized process for the handling of medical calls. Since 2011 we have not been able to make the current CAD system work with the computerized version of our APCO Meds system. Because of this we are looking to move as a part of this project to the Priority Dispatch ProQA Emergency Medical Dispatch System. This system is currently in use with other TriTech InformCAD users and is fully integrated with their system. While the system will function with the CAD system it will also provide for training options as we can send staff for training provided through the vendor, eliminating the difficulty in keeping our staff and outside EMS instructors up to date and certified to do our training. We are also exploring options to reduce the project costs as well as future training costs that will be eligible for use of our wireless training funds. This will keep the EMD training separate from our normal operations budget. The ProQA system is also in use at neighboring counties Eaton and Livingston.

TriTech has prepared a quote for this upgrade that includes credit for licensing and reduction of costs for the implementation of the system. It is broken down into several different categories.

<u>Item</u>	<u>List Cost</u>	<u>Upgrade Cost</u>
InformCAD Software License Fees	\$443,500.00	\$0.00
InformMobile Software License Fees	\$291,600.00	\$0.00
CAD Implementation Service Fees	\$226,500.00	\$153,750.00
Mobile Implementation Service Fees	\$50,800.00	\$42,400.00
Project Related Fees	\$223,543.80	\$171,000.00
<u>Third Party Products/Services</u>	<u>\$7,020.00</u>	<u>\$7,020.00</u>
Totals	\$1,242,963.80	\$374,170.00

With this program there are ongoing maintenance fees that we would incur as we currently do with their software. There would be an increase from the \$85,185.32 that we currently pay to \$108,709.00. This cost includes CAD maintenance of \$102,190.00 and \$6,519.51 in Mobile Maintenance.

We have also obtained a quote from Priority Dispatch for the ProQA program. The project includes software, training, maintenance and accreditation/review services. Total cost for this project is \$126,359.60. This would be replacing the current APCO meds program purchased in 2011.

Bringing both of these systems on as a single project will assist us in the implementation as each employee will need hands on training of the new systems. By doing both at the same time they will be able to move to the new CAD and EMD together and make one complete dispatch process rather than separate changes to different processes or systems.

With regard to the in vehicle/mobile product, the various Police and Fire departments have purchased licensing for the VisionAir mobile, including MSP Post 11, who use it while working in the county. The current VisionAir Mobile product will not work with the new InformCAD. TriTech has provided for credit for all current licenses that departments have, to move them to the InformMobile. There are implementation fees to do this which includes Train the Trainer classes for the departments. The mobile program must change when the 9-1-1 Center changes CAD systems; the cost of the Mobile Implementation has been included in the project to be covered by 9-1-1 funding.

The decision to move to the InformCAD has been made with several staff members involved. Mr. Ashton and I initially went to TriTech's user conference/training session and were able to see the program and discuss it with many other users in attendance. We followed this with a Demonstration that took place at the Sheriff's Office. I had a team of Supervisors and Dispatchers/Trainers attend the demo where they were shown the product, were able to ask questions, and have hands on time with the program. They were all very excited with this demonstration of the InformCAD, inquiring as to how soon we could get the new system in place.

We also had the various Police and Fire departments attend a Mobile Demo, so that they could see the in-vehicle (mobile) side of the project. We've sent staff to Texas for a site visit to the San Antonio and Austin 9-1-1 Centers. These two locations are similar to Ingham County as they have both urban and rural areas, both house major universities, and Austin is the State's Capitol.

It is our recommendation that we move to the TriTech InformCAD system and the ProQA EMD System, and we ask for approval to use 9-1-1 Funds for the systems purchase as follows.

TriTech InformCAD	\$374,170.00
Priority Dispatch ProQA EMD	\$126,359.60
<u>Project Contingency 10%</u>	<u>\$ 50,000.00</u>
Project Total	\$550,529.00

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING CONTRACTS WITH TRITECH FOR A NEW COMPUTER AIDED DISPATCH (CAD) AND PRIORITY DISPATCH FOR COMPUTERIZED EMERGENCY MEDICAL DISPATCH (ProQA) FOR THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County Board of Commissioners previously authorized the acquisition of VisionAir CAD for the Ingham County 9-1-1 Center CAD System; and

WHEREAS, the 9-1-1 Center Staff and MIS Administration working with TriTech/VisionAir have determined that the current VisionAir CAD system does not have the functionality needed to meet the current needs of the Center and an upgrade to their tier one InformCAD system will meet the Center's needs; and

WHEREAS, the current Emergency Medical Dispatch (EMD) is not integrated with the CAD system, implementation of the Priority Dispatch, ProQA EMD program, would result in an intergraded system to the TriTech Inform CAD, resulting in increased service to our citizens; and

WHEREAS, this project will also provide upgraded in-vehicle mobile unit communications and information with the various Police, Fire and EMS agencies throughout the county; and

WHEREAS, this upgraded CAD system will be NextGen ready as the state moves forward with the Next Generation of 9-1-1 technologies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract up to \$374,170 with TriTech for the purchase of a 9-1-1 Center CAD System as outlined by the Proposal/Sales quotation, #Q-00006140 dated December 10, 2014.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a contract up to \$126,359.60 with Priority Dispatch for the purchase of their ProQA Paramount Emergency Medical Dispatch (EMD) program, automating a heretofore manual flip card process for the 9-1-1 Center CAD System as outlined by the Proposal/Sales quotation, #95229 dated December 17, 2013.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an appropriation of up to \$550,529 from 9-1-1 Fund balance for the total cost of this CAD System EMD purchase and upgrade project which includes:

- TriTech Purchase Contract	\$374,170.00
- Priority Dispatch ProQA EMD	\$126,359.60
- Project Contingency Fund	\$50,000.00

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any Software License Agreement/purchase documents with TriTech and Priority Dispatch consistent with this resolution and approved as to form by the County Attorney.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Nancy Hayward, MPH, RN, Acting Health Officer

Date: February 13, 2014

Subject: Resolution to Authorize the Creation of an Interface between CMH-CEI and Health Department Electronic Health Record (EHR) Software Systems and Amend the Behavioral Health Services Agreement

Attached is a resolution to authorize the creation on an interface between the electronic health record (EHR) software systems of Community Mental Health of Clinton, Eaton and Ingham Counties (CMH-CEI) and the Ingham County Health Department (Health Department).

CMH-CEI provides mental and behavioral health services to Health Department patients. CMH-CEI and the Health Department use incompatible EHR software. CMH-CEI requires access to patient data through the Health Department's EHR program software, NextGen, for the Health Department patients they serve.

CMH-CEI has requested the Health Department have an interface built within NextGen which will enable CMH's EHR software to communicate with NextGen and access the necessary patient data.

The Health Department would like to amend its current NextGen Software License and Services Agreement to include the creation of an interface within NextGen at a cost not to exceed \$15,000. In addition, the current CMH-CEI Behavioral Health Services Agreement needs to be amended to include terms that CMH-CEI will be responsible to compensate the Health Department for the total cost of the interface. The County will incur no cost and no County staff time will be dedicated to the creation of the interface.

I recommend that the Ingham County Board of Commissioners adopt the attached resolution to create an interface between the CMH-CEI and Health Department EHR software systems and amend the CMH-CEI Behavioral Health Services Agreement with the Health Department.

c: John Jacobs, w/attachment
Barbara Watts Mastin, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE CREATION OF AN INTERFACE BETWEEN CMH-CEI AND HEALTH DEPARTMENT ELECTRONIC HEALTH RECORD (EHR) SOFTWARE SYSTEMS AND AMEND THE BEHAVIORAL HEALTH SERVICES AGREEMENT

WHEREAS, In Resolution #12-228, the Board of Commissioners authorized a Behavioral Health Services Agreement with Community Mental Health of Clinton, Eaton and Ingham Counties (CMH-CEI) to provide behavioral health services to Health Department Health Center patients; and

WHEREAS, CMH-CEI and the Health Department use incompatible electronic health record (EHR) software systems; and

WHEREAS, an interface is necessary for CMH-CEI's EHR software to access patient data through the Health Department's EHR software system; and

WHEREAS, the interface that will enable CMH-CEI to access the necessary patient data must be created within the Health Department's EHR software system, NextGen; and

WHEREAS, CMH-CEI shall be responsible for the total cost of the creation of the interface; and

WHEREAS, the County shall not incur any cost or dedicate staff time to the creation of the interface; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the creation of the interface; and

WHEREAS, the Acting Health Officer recommends that the Board of Commissioners authorize the creation of an interface between Community Mental Health of Clinton, Eaton and Ingham County and the Health Department Electronic Health Record Software Systems.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the creation of an interface between Community Mental Health of Clinton, Eaton and Ingham County and the Health Department Electronic Health Record Software Systems.

BE IT FURTHER RESOLVED, that the Health Department be authorized to amend the NextGen Software License and Services Agreement to include the creation of the interface at a cost not to exceed \$15,000.

BE IT FURTHER RESOLVED, that the Agreement between the Health Department and CMH-CEI for Behavioral Health Services is amended to include compensation to Ingham County for the total cost of the interface.

BE IT FURTHER RESOLVED, that all other terms and conditions of the Behavioral Health Services Agreement are unchanged.

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

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Nancy M. Hayward, MPH, RN, Acting Health Officer

DATE: February 6, 2014

RE: Resolution to Authorize an Agreement with Eaton Regional Education Service Agency (RESA)

The Health Department is strongly committed to preventing and reducing tobacco use and alcohol abuse in our community. The Department is an active member of the Ingham Substance Abuse Prevention Coalition (ISAPC) which is dedicated to effective prevention services through comprehensive collaboration. Eaton RESA provides administrative and staff support to ISAPC.

Utilizing a grant from CEI/CMH-CA, the Eaton RESA contracts each year with community partners, including the Health Department, to carry out activities contained in the ISAPC Implementation Plan. The Health Department has contracted with Eaton RESA community service projects since 2008.

The activities to be performed by the Health Department include:

- Support the Mason-Capital Area Prescription Drug Task Force;
- Provide regional training for “Seeking Safety;”
- Staff the Community Norms Committee to implement model practices for alcohol servers;
- Serves as DYTUR agency for Ingham County and conduct SYNAR compliance checks with records to CMH/CEI-CA;
- Provide “Screening, Brief Intervention and Referral to Treatment” training to 24 medical clinics in Ingham County;
- Coordinate drug-prevention, youth-designed media messages in the community;
- Sustain quit-tobacco resources and support programs within Ingham County;
- Expand Take-Back Meds program to other communities in the Region; and
- Conduct Social Justice Training for the Regional Training Center.

These activities are highly consistent with other prevention work undertaken by the Health Department. Eaton RESA will reimburse the County for up to \$35,300 for these activities for the period of October 1, 2013 through September 30, 2014. Revenue from this agreement was anticipated in the projections for the Department’s 2014 budget.

I recommend that the Board adopt the attached resolution and authorize an agreement with Eaton RESA.

c: John Jacobs w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH EATON REGIONAL EDUCATION SERVICE AGENCY (RESA) TO PREVENT AND REDUCE TOBACCO USE AND ALCOHOL ABUSE IN INGHAM COUNTY

WHEREAS, Eaton Regional Education Service Agency (RESA) provides administrative support for the Ingham Substance Abuse Prevention Coalition to collaborate and advocate for stronger prevention measures for the access and availability of tobacco and alcohol; and

WHEREAS, Ingham Substance Abuse Prevention Coalition's Implementation Plan for FY2014 includes several outcomes targeted to prevent and reduce tobacco use and alcohol abuse in Ingham County; and

WHEREAS, the Ingham County Health Department is committed to preventing and reducing the use of tobacco and alcohol abuse; and

WHEREAS, the Ingham County Health Department has been requested to perform activities related to tobacco and alcohol prevention and reduction in the Ingham Substance Abuse Prevention Coalition's Implementation Plan; and

WHEREAS, Eaton Regional Education Service Agency has agreed to reimburse the County for up to \$35,300 for performance of such activities; and

WHEREAS, the Acting Health Officer recommends that the Board of Commissioners authorize an agreement with Eaton Regional Education Services Agency (RESA) for tobacco and alcohol prevention and reduction activities in Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Eaton Regional Education Service Agency (RESA) for up to \$35,300 for tobacco and alcohol prevention and reduction activities in Ingham County.

BE IT FURTHER RESOLVED, the contract period shall be from October 1, 2013 through September 30, 2014.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the agreement after it is approved as to form by the County Attorney.

MEMORANDUM

TO: Human Services Committee
County Services
Finance Committee

FROM: Nancy Hayward, MPH, RN, Acting Health Officer

DATE: February 6, 2014

RE: Authorization to Amend the Agreement with MPHI to Accept Additional Funding

Resolution #13-245 authorized a grant agreement from the Michigan Public Health Institute (MPHI), in support of the MI Pathways to Better Health. The Health Department was awarded an amount of up to \$1,344,869 for the period July 1, 2013 through June 30, 2014.

The Michigan Public Health Institute (MPHI), received authorization from federal Centers for Medicare and Medicaid Services (CMS) to reallocate unspent grant funds from FY 12-13. MPHI will provide the Ingham County with \$215,719 additional dollars in unspent funds. The *Michigan Pathways to Better Health* (MPBH) uses Community Health Workers (CHW) to assist adult Medicaid or Medicare beneficiaries who have two or more chronic health to help lower their healthcare cost. The CHWs use evidence-based Pathways (protocols) to identify and resolve deficiencies in the Social Determinants of Health (such as housing, food, and education)

The attached resolution authorizes amendments to the following subcontract agreements to provide additional funding:

1. Allen Neighborhood Ctr	\$2,000.00	Provide one smart phone with monthly cost and tablet keyboard
2. North West Initiative	\$2,000.00	Provide one smart phone with monthly cost and tablet keyboard
3. Capital Area Community Services	\$3,000.00	Provide two smart phone with monthly cost and tablet keyboard
4. South Side Community Coalition	\$2,000.00	Provide one smart phone with monthly cost tablet keyboard
5. National Counsel on Alcohol of Lansing	\$2,000.00	Provide one smart phone with monthly cost and tablet keyboard
6. Tri-County Office on Aging	\$2,000.00	Provide one smart phone with monthly cost tablet keyboard
7. Volunteers of America	\$3,000.00	Provide two smart phone with monthly cost and tablet keyboard
8. Ingham Health Plan	Up to \$15,000	Provide training for all 20 staff including full Motivational Interviewing training ;
New Subcontracts Below		
Mid-Michigan District Health Department	Up-to \$55,000	To hire one CHW to provide services to Clinton County Residents

The following equipment will be purchased:

- 13 Smart phones including charging package (11 ICHD CHWs and 2 ICHD Clinical Supervisors) plus monthly fees
- 3 computers (computers to be share between the eleven ICHD CHWs)
- 3 tablets to support new ICHD staff
- 11 wireless keyboards for CHWs' tablets.

The following temporary positions shall be established for the duration of the grant:

- Community Health Workers UAW D (3 positions)
- Project Specialist ICEA 5 (2 positions)

I recommend that the Board of Commissioners authorize an amendment to the agreement with the Michigan Public Health Institute (MPHI) for the Michigan Pathways to Better Health Grant.

c: John Jacobs w/attachment
Debbie Edokpolo w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE AGREEMENT WITH THE MICHIGAN PUBLIC HEALTH INSTITUTE (MPHI) FOR THE PATHWAYS TO BETTER HEALTH GRANT AND AUTHORIZE EQUIPMENT PURCHASES AND ESTABLISH TEMPORARY POSITIONS

WHEREAS, in 2004 the U.S. spent more on health care than any other country in the world as a percentage of gross domestic product (15.2% in 2004) and Michigan spent 13.5% of its gross state product (GSP) on personal health care in the same year; and

WHEREAS, current rate of growth in health care spending is unsustainable and ultimately damaging to our economy and the health system; and

WHEREAS, social determinants have an undeniable effect on health and well-being; and

WHEREAS, Ingham County was one of three sites selected to participate in the Michigan Pathways to Better Health project; and

WHEREAS, in Resolution #13-245, the Board of Commissioners accepted a grant in the amount of \$1,344,869.00 and authorized an agreement with the Michigan Public Health Institute (MPHI) for the period of July 1, 2013 through June 30, 2014; and

WHEREAS, The Michigan Public Health Institute (MPHI), received authorization from federal Centers for Medicare and Medicaid Services (CMS) to reallocate unspent grant funds from FY 12-13; and

WHEREAS, MPHI will provide Ingham County additional grant funds in the amount up to \$215,719; and

WHEREAS, the Acting Health Officer recommends that the Board of Commissioners accept the additional funding in the amount of up to \$215,719 from the Michigan Public Health Institute.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an amendment to the agreement with the Michigan Public Health Institute accepting additional funding in the amount of up to \$215,719.

BE IT FURTHER RESOLVED, that the subcontract agreements authorized in Resolution #13-245 be amended to increase the amount up to \$2,000 to provide smart phones with monthly cost and tablet keyboard for one Community Health Worker (CHW) to the following agencies:

Allen Neighborhood Center
NorthWest Initiative
South Side Community Coalition
National Counsel on Alcohol of Lansing
Tri-County Office on Aging

BE IT FURTHER RESOLVED, that the subcontract agreements authorized in Resolution #13-245 be amended to increase the amount up to \$3,000 to provide smart phones with monthly cost and tablet keyboards for two CHWs to the following agencies:

Capital Area Community Services
Volunteers of America

BE IT FURTHER RESOLVED, that the agreement with the Ingham Health Plan Corporation shall be amended in the amount of up to \$15,000 to provide training for all 20 staff including full Motivational Interviewing training.

BE IT FURTHER RESOLVED, a subcontract agreement is authorized with the Mid-Michigan District Health Department in the amount of up to \$55,000 to hire one CHW to provide services to Clinton County Residents.

BE IT FURTHER RESOLVED, that the following equipment will be purchased:

13 Smart phones including charging package (11 ICHD CHWs and 2 ICHD Clinical Supervisors) plus monthly fees

3 computers (computers to be share between the eleven ICHD CHWs)

3 tablets to support new ICHD CHWs

11 wireless keyboards for CHWs' tablets

BE IT FURTHER RESOLVED, that the following temporary positions are established for the duration of the grant: Community Health Worker (UAW/D, 3 positions) Project Specialist (ICEA/5, 2 positions).

BE IT FURTHER RESOLVED, that the funds to support this amendment shall be spent by June 30, 2014.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the subcontracts and any other documents after review by the County Attorney.

Memorandum

To: County Services & Finance Committees

From: Sandra Dargatz, Executive Director, Ingham County Fair

Date: February 3, 2014

RE: Resolution to Accept the Donation of \$2,200 of New Lawn Maintenance Equipment from D & G Equipment of Mason

The two existing push mowers on the Ingham County Fairgrounds have surpassed their useful lifespan and have begun to fail and become unreliable in their performance and currently there is not existing funding to cover the purchase of two new push mowers for the 2014 season at the cost of \$1,100 each.

D & G Equipment of Mason is a strong supporter of the Ingham County Fairgrounds and is currently the preferred provider of lawn equipment with Ingham County, and has generously donated two Exmark walk behind mowers valued at more than \$1,100 each to the Ingham County Fairgrounds.

The Ingham County Fair Board would like to request that the Ingham County Board of Commissioners extends its appreciation to D & G Equipment for their generous donation of lawn equipment and their continued partnership with Ingham County.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE DONATION OF \$2,200 OF NEW LAWN MAINTENANCE EQUIPMENT FROM D & G EQUIPMENT OF MASON

WHEREAS, the two existing push mowers have surpassed their useful lifespan and have begun to fail and become unreliable in their performance; and

WHEREAS, there is not existing funding to cover the purchase of two new push mowers for the 2014 season at the cost of \$1,100 each; and

WHEREAS, D & G Equipment of Mason is a strong supporter of the Ingham County Fairgrounds and is currently the preferred provider of lawn equipment with Ingham County; and

WHEREAS, D & G Equipment of Mason has generously donated two Exmark walk behind mowers valued at more than \$1,100 each to the Ingham County Fairgrounds.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of the donation of \$2,200 in new lawn maintenance equipment from D & G Equipment of Mason.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners extends its appreciation to D & G Equipment for their generous donation of lawn equipment and their continued partnership with Ingham County.

MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
Road Department

Date: February 6, 2014

RE: Change of Janitorial Service Contractors for Road Department

Upon recommendation of the Purchasing and Road Departments, per Resolution 13-121, the Board of Commissioners accepted the low bid, and authorized entering into a contract with GDI Omni, Inc., Lansing, Michigan, for janitorial, cleaning and related services and supplies for the Road Department per bid packet 18-13 for a total 3 year cost of \$88,110.00, \$29,370.00 per year, for the three year period beginning from date of service contract execution in May 2013.

A contract was executed and dated May 3, 2013, with GDI Omini, Inc., which required certain performance as specified therein, as well as providing in section XIV therein provisions for contract termination if, in the opinion of the Road Department's Director of Operations, GDI Omni provided unsatisfactory performance on 3 occasions within any 12 month period.

The Road Department's Director of Operations has now found GDI Omni's performance has not been acceptable and not in compliance with the above cited contract on 3 occasions within the last 12 month period as documented by letters to GDI Omni, Inc., despite numerous communications with GDI, Omni, Inc., in an effort to get them to improve their performance over and above the three formal letters.

Thus the Road and Purchasing Departments now recommend the contract with GDI Omni, Inc., be terminated and that to avoid any extended interruption in cleaning services, the next low bidder per bid packet 18-13, Simply Superior, Grand Ledge, Michigan, who also was the Road Department's immediately previous cleaning contractor, be awarded the Road Department's cleaning contract for the next year from when a contract is executed with them, at the annual cost bid by Simply Superior of \$48,000.00 per year, \$4,000.00 per month.

Simply Superior remains willing to honor its bid per bid packet 18-13 as provided above, for a one year period, near then end of which the Road and Purchasing Departments will let another bid package for the Road Department's cleaning services for the next 3 year period.

Therefore Board approval of the attached resolution to effect this change in Road Department cleaning contractors is recommended by the Road and Purchasing Departments.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: February 6, 2014

SUBJECT: Proposal Summary for Janitorial Services for the Ingham County Department of Transportation and Roads

Project Description:

Proposals were sought from interested and qualified vendors experienced with cleaning commercial office buildings for the purpose of entering into a 3-year agreement with an option for a 2-year renewal to provide janitorial services at three Ingham County Department of Transportation and Roads facilities. The County requested cost information for providing cleaning services three times per week including supplies.

Proposal Summary:

Vendors contacted: 24 Local: 12
 Vendors responding: 8 Local: 7

Company Name	3-Year Total	Local
GDI OMNI Inc.	\$88,110.00	Yes - Lansing
Simply Superior	\$144,000.00	No - Grand Ledge
Boling Janitorial Services Inc	\$145,429.64	Yes - Lansing
Romanow Building Services	\$149,101.65	Yes - Lansing
Diamond Shine Cleaning Service	\$150,223.23	Yes - Mason
Dan's Services	\$156,240.00	Yes - Williamston
D Squared Facilities Management Inc	\$172,800.00	Yes - Lansing
Dietz Janitorial Service	\$207,746.00	Yes - Holt

Recommendation:

The Evaluation Committee recommends awarding a 1-year contract to Simply Superior in an amount not to exceed \$144,000. The contractor will provide cleaning services three times a week as well as cleaning supplies. We are recommending the termination of the contract with GDI due to continuous poor performance at all Road Department facilities.

Simply Superior was the previous contractor prior to bidding this contract out last year. This contract will be rebid in January 2015.

Advertisement:

The RFP was advertised in the City Pulse 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 A CHANGE OF CONTRACTORS FOR JANITORIAL SERVICES & SUPPLIES FOR THE ROAD DEPARTMENT

WHEREAS, the Road Department needs janitorial, cleaning and related services and supplies for all Road Department facilities; and

WHEREAS, the Purchasing Department in early 2013 released bid packet #118-13 and received sealed, competitive bid proposals for these services for the next 3 year period beginning from date of service contract execution in May 2013; and

WHEREAS, GDI Omni, Inc., Lansing, Michigan, submitted the lowest qualified and responsive bid for a total 3 year cost of \$88,110.00, \$29,370.00 per year, for all of the services required per bid packet #118-13, as shown on the attached Proposal Summary; and

WHEREAS, upon recommendation of the Purchasing and Road Departments, per Resolution #13-121, the Ingham County Board of Commissioners accepted the bid, and authorized entering into a contract with GDI Omni, Inc., Lansing, Michigan, for janitorial, cleaning and related services and supplies for the Department of Transportation & Roads per bid packet #118-13 for a total 3 year cost of \$88,110.00, \$29,370.00 per year, for the three year period beginning from date of service contract execution in May 2013; and

WHEREAS, a contract was executed and dated May 3, 2013, with GDI Omini, Inc., which required certain performance as specified therein, as well as providing in section XIV therein provisions for contract termination if, in the opinion of the Road Department's Director of Operations, GDI Omni provided unsatisfactory performance on 3 occasions within any 12 month period; and

WHEREAS, the Road Department's Director of Operations has found GDI Omni's performance has not been acceptable and not in compliance with the above cited contract on 3 occasions within the last 12 month period as documented by letters to GDI Omni, Inc., despite numerous communications with GDI, Omni, Inc., in an effort to get them to improve their performance over and above the three formal letters; and

WHEREAS, the Road and Purchasing Departments now recommend the contract with GDI Omni, Inc., be terminated and that to avoid any extended interruption in cleaning services, the next low bidder per bid packet #118-13, Simply Superior, Grand Ledge, Michigan, who also was the Road Department's immediately previous cleaning contractor, be awarded the Road Department's cleaning contract for the next year from when a contract is executed with them, at the annual cost bid by Simply Superior of \$48,000.00 per year, \$4,000.00 per month; and

WHEREAS, Simply Superior, Grand Ledge, Michigan, remains willing to honor its bid per bid packet #118-13 as provided above, for a one year period, near then end of which the Road and Purchasing Departments will let another bid package for the Road Department's cleaning services for the next 3 year period.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes terminating the existing Road Department cleaning services contract dated May 3, 2013, with GDI Omni, Inc., Lansing, Michigan, and accepts the second low bid submitted per bid packet #118-13, and authorizes entering into a one year contract with Simply Superior, Grand Ledge, Michigan, for janitorial, cleaning and related services and supplies for the Road Department per same bid packet #118-13 for a total 1 year cost of \$48,000.00 for the one year period beginning from date of service contract execution.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: January 22, 2014

SUBJECT: Hull Road Bridge Professional Engineering Services

The Ingham County Road Department (ICRD) received 2015 Local Bridge Program funding to remove and replace the Hull Road Bridge over Sycamore Creek. The bridge is located south of the City of Mason, between Coy Road and Tomlinson Road. The existing structure is deteriorated to the point where it is posted for reduced loading.

The ICRD solicited proposals from Michigan Department of Transportation (MDOT) pre-qualified design consultants to provide professional engineering services for the replacement of the Hull Road Bridge. During construction, traffic will be detoured around the construction zone.

The Purchasing Department advertised for Hull Road Bridge Professional Engineering Services and received six (6) proposals. ICRD and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed scope of work, similar project experience, and overall value to the county. Both ICRD and Purchasing Department staff agree to recommend that Mannik & Smith Group, Inc. of Lansing, Michigan, be retained to provide the requested bridge design services. Their estimated fee totals \$28,235.00.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the professional engineering services proposal from Mannik & Smith Group, Inc.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: February 6, 2014
SUBJECT: Proposal Summary for Professional Engineering Services for the Hull Road Bridge Replacement Project for the Ingham County Road Department

Project Description:

Proposals were sought from Michigan Department of Transportation (MDOT) prequalified and experienced engineering firms for the purpose of entering into a contract to provide professional engineering services for the Hull Road Bridge Replacement Project.

The project involves replacement of the Hull Road Bridge over the Sycamore Creek in accordance with the Michigan Department of Transportation (MDOT), Michigan Department of Environmental Quality (MDEQ), Michigan Department of Natural Resources (MDNR), and other required review agency requirements.

Proposal Summary:

Vendors contacted: 36 Local: 8
Vendors responding: 6 Local: 4

Table with 3 columns: Company Name, Total, Local. Rows include Great Lakes Engineering Group, ROWE Professional Services Company, Mannik Smith Group, HH Engineering LTD, DLZ Michigan Inc, and Fishbeck, Thompson, Carr & Huber, Inc.

Local Vendors Not Responding

- Bergmann Associates, East Lansing – No bid submitted. The firm planned on submitting but they had noted the wrong due date.

Other Vendor Not Responding:

- Wade Trim Associates, Inc., Taylor – No bid submitted due to their work load.
IBI Group Michigan LLC, Southfield – No bid submitted due to their work load.
OHM Advisors, Livonia – No bid submitted because given past awarded prices and their distance to the bridge site that they would need to visit, they feel they could not be competitive on these projects.
Tetra Tech, Brighton – No bid submitted due to other commitments including two large bridge load rating contracts from MDOT.

Recommendation:

It is the recommendation of the Evaluation Committee to award a contract to Mannik Smith Group based on its proposal dated December 19, 2013. Mannik provided the best overall value and has the experience and references required for this project.

While Great Lakes Engineering Group provided the lowest cost proposal, several areas of its proposal were lacking including resumes of key personnel and years of experience. Additionally, the Evaluation Team felt that Great Lakes lacked the experience required for the successful completion of this contract.

ROWE Professional Service Co. only included the cost for conducting two borings in its bid, not four as was required in the RFP. As such, when the cost of the two additional borings is considered, ROWE's overall cost is higher than Mannik's cost.

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A
BRIDGE DESIGN PROFESSIONAL ENGINEERING SERVICES CONTRACT
WITH MANNIK & SMITH GROUP, INC.**

WHEREAS, the Ingham County Road Department (ROAD DEPARTMENT) received 2015 Local Bridge Program to remove and replace the Hull Road Bridge over Sycamore Creek; and

WHEREAS, the ROAD DEPARTMENT solicited proposals from Michigan Department of Transportation pre-qualified design consultants to provide professional engineering services for the replacement of the Hull Road Bridge; and

WHEREAS, the Ingham County Purchasing Department advertised for Hull Road Bridge Professional Engineering Services and received six (6) proposals; and

WHEREAS, the ROAD DEPARTMENT and Purchasing Department staff evaluated the submitted proposals and recommend that the Board of Commissioners authorize a professional services contract with Mannik & Smith Group, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Mannik & Smith Group, Inc., 721 N. Capital Avenue, Suite 2, Lansing, Michigan, based on its proposal dated December 19, 2013 for Hull Road Bridge Replacement Project Professional Engineering Services.

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

MEMORANDUM

TO: COUNTY SERVICES AND FINANCE COMMITTEES

DATE: February 6, 2014

FROM: STACY BYERS, INGHAM COUNTY FARMLAND AND OPEN SPACE PRESERVATION BOARD

SUBJECT: AMENDMENT TO RESOLUTION #13-476 APPROVAL OF 2013 APPLICATION CYCLE RANKING TO INCLUDE THREE ADDITIONAL APPLICATIONS

This resolution amends resolution #13-476 which approved the 2013 application cycle ranking and established a priority for the top applications. The purpose for the amendment is to allow three new applications to be added to the list; The Schwab #2, Fogle and Koelling applications. It is the intent of the Farmland and Open Space Preservation Board to submit all three new applications to the Federal Farm and Ranchland Protection Program 2014 application for matching funds, with a deadline of March 7, 2014.

There will be future costs associated with proceeding with negotiations on the top scoring farms, including, but not limited to, appraisal, survey, title commitment and insurance costs. Those costs are included in the 2014 budget. In the spirit of disclosure, Laurie Koelling, of the Koelling application is an active Farmland and Open Space Preservation Board member. Mrs. Koelling has, and will excuse herself from all meetings and discussion pertaining to the Koelling application.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

AMENDMENT TO RESOLUTION #13-476 APPROVING THE RANKING OF THE 2013 FARMLAND AND OPEN SPACE PRESERVATION PROGRAMS APPLICATION CYCLE RANKING AND RECOMMENDATION TO PURCHASE PERMANENT CONSERVATION EASEMENT DEEDS ON THE TOP RANKED PROPERTIES

WHEREAS, Resolution #13-476 approved the ranking of the 2013 Farmland and Open Space Preservation Programs application cycle ranking and recommended to purchase permanent conservation easement deeds on the top ranked properties; and

WHEREAS, three new applications were received in December 2013 and the Farmland and Open Space Preservation Board wishes to include them in the 2013 ranking.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves amending resolution #13-476 to include three new applications, the Fogle, Schwab #2, and Koelling Farms as attached.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Farmland and Open Space Preservation Board to proceed with negotiations on the top ranked Agricultural and Open Space properties.

Last Name	Application Cycle	Acres	Township	Ag Productivity - 20	Parcel Size - 20	Ag Income - 5	Proximity to Livestock - 5	Surrounding Land - 7	Sewer/Water - 10	Pop. Center - 30	Rd. Frontage - 8	Protected Prop - 20	Ag Zoning - 3	Block Apps - 15	Ag Charact. - 5	MAEAP - 5	Total	Status
1 Powell	2009	395.03	Williamstown	16.55	25	5	5	5	10	30	8	15	3	0	5	0	127.55	Declined offer
2 Shannon	2010	211.4	Williamstown	20	25	5	3	2	0	30	8	15	3	0	0	0	111	Declined offer
3 Schwab	2011	191.1	Delhi	11.57	19.1	0	3	5	10	28	6.21	15	1	0	0	0	98.88	Closed December 2013
37 Fogle	2013	79.8	Alaeldon	18	7.98	0	5	5	10	30	8	5	3	0	0	0	91.98	Active
4 Hudson	2011	107.19	Delhi	9.604	10.7	0	3	5	7	30	6.84	15	1	0	0	0	88.144	Declined offer - reappraising
5 Wiedema	2011	280.42	Aurelius	0	25	0	3	5	7	24	8	15	1	0	0	0	88	Declined offer
38 Schwab #2	2013	77.41	Delhi	10	7.74	0	0	5	10	28	3.124	20	3	0	0	0	86.864	Active
6 Nussdorfer	2011	140.78	Aurelius	4.75	14.078	0	3	5	5	22	8	20	3	0	0	0	84.828	Closed December 2013
8 Rogers, M.D (formally Todd)	2007	216.33	Onondaga	15.03	25	0	3	7	0	0	8	15	1	8	0	0	82.03	Declined offer
9 Johnson	2012	121	Aurelius	9.35	12.1	5	0	5	7	28	8	5	1	0	0	0	80.45	Pending Spring 2014
10 Peplowski	2009	141.7	Locke	13.38	17.71	0	0	7	10	22	8	0	1	0	0	0	79.09	Declined offer
11 Coliar	2012	40	Alaeldon	19.55	4	5	5	5	5	26	4	4	0	0	5	0	77.55	Pending Spring 2014
12 Thorburn	2011	102.1	Alaeldon	11.85	10.2	0	3	5	10	30	5.92	0	0	1	0	0	76.97	Closed February 2013
13 Kranz	2012	72	Vevay	16.7	7.2	5	5	5	7	24	6	0	1	0	0	0	76.9	Pending Spring 2014
14 Haimrich Sod Farm	2011	57.77	Meriden	10	5.77	5	0	2	5	30	0	15	3	0	0	0	75.77	Active
36 Koelling	2013	20	Alaeldon	10	2	0	5	5	10	30	1.491	5	3	0	0	0	71.491	Active
37 Haynes #3	2009	77	Aurelius	16.21	9.695	0	5	7	8	0	8	15	1	0	0	0	69.905	Pending Spring 2014
7 Snow	2009	319.52	Vevay	18.79	25	5	5	7	0	0	8	0	1	0	0	0	69.79	Active
8 Rogers	2007	331.1	Onondaga	14.96	25	0	0	7	0	0	8	0	1	8	0	0	68.96	Declined offer
9 Richardson	2007	60	Onondaga	14.16	7.5	0	0	7	8	0	8	15	1	8	0	0	68.66	Declined offer
10 Hector	2006	80		14.98	10.01	0	5	7	6	0	8	15	1	0	0	0	66.99	Active
11 Cavanaugh	2006	239	Bunkerhill	9.79	25	5	5	7	6	0	8	0	0	0	0	0	66.79	Active
12 Shaw L.	2007	161.66	Vevay	18.58	20.2	0	5	5	8	0	8	0	0	0	0	0	65.78	Active
13 Shaw D.	2007	140	Vevay	14.57	17.61	5	3	7	5	0	8	0	1	0	0	0	61.18	Active
14 Hutchinson	2006	77	Onondaga	14.69	9.782	5	5	7	0	0	0	15	1	0	0	0	57.472	Pending Spring 2014
15 Moredhouse	2009	109.57	Bunkerhill	19.59	13.69	0	0	7	6	0	8	0	1	0	0	0	55.28	Active
16 Fitzgerald	2010	56.44	Locke	20	7.055	5	0	7	6	0	8	0	1	0	0	0	54.055	Active
17 Brake	2010	75	Locke	15.6	9.375	0	5	7	6	0	2	0	1	0	0	0	45.975	Active
18 Shaw T.	2007	60	Vevay	15.74	7.5	0	5	7	5	0	1.87	0	1	0	0	0	43.11	Active
19 Wilner	2012	95	Leslie	9.5	5	5	5	7	5	0	8	0	1	0	0	0	40.5	Active
20 Clark R.	2009	52.95	Leslie	12.36	6.61	5	0	5	10	0	0	0	1	0	0	0	39.97	Active
21 Ball	2010	25	Locke	15.4	3.125	0	5	7	6	0	1	0	1	0	0	0	38.525	Active
22 Cavanaugh	2007	39.99	Bunkerhill	11.55	5	0	5	7	0	0	8	0	1	0	0	0	37.55	Active
31 Andrus	2011	65.1	Locke	16.7	6.5	0	3	7	0	0	2.86	0	1	0	0	0	37.06	Active
32 Cheney	2012	40	Vevay	13.8	4	0	0	7	5	0	4	0	1	0	0	0	34.8	Active
33 Klicker	2009	37	Whiteoak	18	4.62	0	0	7	0	0	0.55	0	0	0	0	0	31.17	Active
34 Hale	2009	100	Stockbridge	10.053	12.5	0	0	7	0	0	0.34	0	1	0	0	0	30.893	Active
35 Zimmerman	2011	80	Bunkerhill	11.75	8	0	0	7	0	0	1.86	0	1	0	0	0	29.61	Active

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION SUPPORTING THE GOVERNOR'S RECOMMENDATION FOR FULLY FUNDING COUNTY REVENUE SHARING IN FISCAL YEAR 2015

WHEREAS, in the Governor's recommendation for the Fiscal Year 2015 budget, counties are scheduled to receive 100% full funding of revenue sharing totaling \$211,134,899; and

WHEREAS, this will bring counties to the level of revenue sharing agreed upon in 2004 for the 2005 Fiscal Year; and

WHEREAS, this marks the first time in fourteen years that the administration has recommended full funding for county revenue sharing; and

WHEREAS, counties have worked diligently for the past decade by leading the effort to reform, consolidate, and right-size government in an effort to increase efficiency and adjust to declining revenues; and

WHEREAS, revenue sharing is more than just a pot of money to be allocated in whole or in part to counties but is a statutory promise made to counties in exchange for giving up local taxing authority and for a more recent change in local taxing administration; and

WHEREAS, revenue sharing is used by counties to pay for the multitude of state mandated services including the courts, the jails, the constitutional officers, elections and the public health system and, coupled with the recent reduction in property values and increased mandated state service delivery, counties are stretched to the financial limit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners would like to thank the Governor for fully funding county revenue sharing payments for Fiscal Year 2015.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners calls upon the state legislature to live up to its promise and adopt the Governor's recommendation for fully funding county revenue sharing in Fiscal Year 2015.

BE IT FURTHER RESOLVED, that the County Clerk shall send copies of this resolution to the Ingham County State Legislative Delegation and the Michigan Association of Counties.

Agenda Item 9b

TO: Ingham County Law & Courts, County Services and Finance Committees

FROM: John L. Neilsen, Chief Deputy Controller

DATE: February 5, 2014

RE: Resolution to Reclassify the Animal Control Director Position

Commissioners:

Attached you will find a Resolution along with the supporting documentation to reclassify the recently vacated Animal Control Director position from a (MCF11, \$63,641 - \$76,389) to a (MCF12, \$68,331 - \$82,015) effective upon the passage of this resolution. The full increased personnel costs of this proposed reclassification would be \$6,786 at the top of the scale using annualized 2014 costs.

As you will recall on January 28th, the Board of Commissioners adopted two companion Resolutions to begin an orderly transition plan to select a new Animal Control Director due to the recent resignation of the current Director Jamie McAloon Lampman effective February 5, 2014.

The first appointed Deputy Animal Control Director Anne Burns to serve as the Interim Animal Control Director effective February 6, 2014 until such time as a permanent Director is selected and assumes their duties.

The second appointed a Search Committee to select a new Animal Control Director as this is a Board appointment. The Law & Courts Chairperson Rebecca Bahar-Cook will serve as the Chairperson of the Animal Control Director Search Committee.

When Ms. McAloon Lampman announced her resignation, our Human Resources Director asked her to review the current job description in effect since 2004 and to update it if necessary to reflect the core functions of the job as she saw it after nine years as the Director. I also reviewed the proposed changes and agree that they are accurate and important additional responsibilities for the position that have evolved over the years.

The Human Resources Department then compared the current job description with the proposed new job description.

In reviewing the proposed job description we feel there is substantive change requiring substantial time and increased communication, influencing the factor regarding interpersonal and communication skills and job complexity. The fund raising aspect would also influence the points in the job financial impact factor. With the recommended adjustments in the points it would move to pay grade MCF 12.

Therefore, we have prepared this resolution and background material for your review and deliberation. Upon your final action on the resolution Human Resources will post and advertise for the Animal Control Director position through our normal employee selection processes as well as through state and national sources.

If the BOC approves this reclassification as proposed, the current Interim Director's salary will be increased to the starting rate (MCF 12, \$68,331) effective the first full pay period after the passage of this resolution.

I recommend your approval of the attached resolution.

MEMORANDUM

TO: John Neilsen, Ingham County Chief Deputy Controller

FROM: Beth Bliesener, Employment Specialist

DATE: 1/31/2014

RE: Position Re-Classification — Animal Control Director MCF 11 to MCF 12

Human Resources has evaluated and updated the Animal Control Director job description. After analysis, the classification has increased from a MCF 11 to a MCF 12. The position will be compensated at a salary range of (\$68,331 – \$82,015).

Please use this memo as acknowledgement of Human Resources' participation and analysis of the proposed re-classification.

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

INGHAM COUNTY

CURRENT JOB DESCRIPTION

ANIMAL CONTROL DIRECTOR

General Summary

The Animal Control Director, reporting to the Board of Commissioners, has the primary responsibility for managing and administering the County's entire Animal Control Program. In this capacity, the individual shall (a) manage a group of employees engaged in the enforcement of State and County laws, (b) be responsible for assuring that a licensed veterinarian is on call and frequently visits the Animal Control Shelter, (c) advise and consult with other County and State officials and concerned citizens with regard to animal and disease control, and (d) must maintain effective working relationships with the public and local officials as related to the operation of the Animal Control Department.

Essential Functions

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

1. Working through a lead person or subordinate supervisors, manages:
 - a. A group of employees who travel to various parts of the County in order to enforce State and County Animal Control laws.
 - b. A group of employees engaged in the maintenance and disposition of animals in County Animal Control facilities as well as the maintenance of such facilities.
 - c. A clerical staff which acts in the capacity of Deputy Treasurer when issuing dog licenses.
 - d. The dispatch operation located at the Animal Control Shelter.
2. Performs the normal, managerial personnel management tasks such as:
 - a. Recruiting and selecting new employees.
 - b. Training subordinate personnel.
 - c. Evaluation of employees' performance.
 - d. Recommends setting and adjusting rates of pay.
 - e. Disciplining employees.
 - f. Handling complaints and grievances.
 - g. Work with the County Treasurer in the issuance of dog licenses.
3. Prepares budget request and administers the budget for the County Animal Control Program. Orders supplies and equipment as authorized.
4. Organizes, plans, and distributes work in such a way as to maximize the efficiency and effectiveness of the manpower, supplies, equipment, and facilities used in the Animal Control Program.
5. Acts as the primary spokesperson for the County Animal Control Program; answering questions and complaints from citizens, citizen groups, and various legally constituted bodies.
6. Ensures the accurate and timely maintenance of all records associated with programs and the preparation and issuance of recurring and special reports.
7. Interacts with other public and private organizations requiring a great deal of public relations' skills.

Animal Control Director/Animal Control

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8. Enforces the County's Animal Control ordinance as adopted by the Ingham County Board of Commissioners.
9. Perform related duties as required.

Other Functions

10. None listed.

Employment Qualifications

Education: Bachelor's Degree in Animal Control Management, Law Enforcement Management, Business Administration, Public Administration, or related area.

Experience: Four years of work related experience and administration of an organization of comparable complexity.

Other Requirements: Experience of dealing with collective bargaining agreements in the management and supervision of staff strongly desired. Must be eligible for and able to obtain F.D.A. and Michigan Controlled drug licenses. Must pass a background and security check. Must possess flexibility for night meetings.

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

With or without accommodations, this employee will be responsible for pushing, pulling, and lifting weights up to 100 lbs., in regular daily activities. Work requires frequent periods of standing for 30 minute intervals throughout the day and frequent extended periods of time sitting, bending and squatting. Occasional use of a ladder is necessary. Walks on various types of terrain indoors and outdoors, as a regular function of the job for scene investigations and regular animal control functions in assisting other personnel. Operates data entry, computer or other official equipment requiring manual dexterity. May capture and restrain animals to assist the officers, kennel persons and the general public.

Working Conditions:

Works in office conditions and the animal shelter.
Regular exposure to odors of animals.
Exposure to noise of the impounded animals.
Exposure to disease communicated by animals.
Exposure to the risk of being bitten by animals.
Exposure to animal feces and urine.
Exposure to fumes from cleaning products.
Exposure to parasites (fleas, ticks, mites).

**May, 2004
MCF-11**

INGHAM COUNTY

PROPOSED JOB DESCRIPTION

ANIMAL CONTROL DIRECTOR

General Summary:

The Animal Control Director reporting to the County Controller/Administrator or his/her designee has the primary responsibility for managing and administering the County's entire Animal Control Program. In this capacity, the individual shall manage a group of employees engaged in the enforcement of State and County laws, be responsible for assuring that a licensed veterinarian is on call and frequently visits the Animal Control Shelter, advise and consult with other County and State officials and concerned citizens with regard to animal and disease control, and must maintain effective working relationships with the public and local officials as related to the operation of the Animal Control Department.

Essential Functions:

1. Formulates and implements the strategic goals and objectives of the organization. Provides leadership toward the achievement of the organization's philosophy, mission, annual goals, objectives and growth.
2. Organizes, plans, and distributes work in such a way as to maximize the efficiency and effectiveness of the manpower, supplies, equipment and facilities used in the Animal Control Program.
3. Working through a lead person or subordinate supervisors, manages a group of employees who travel to various parts of the County in order to enforce State and County Animal Control laws, kennel staff, clerical staff and dispatch operations.
4. Performs personnel management functions, directly and through mid-level managers and supervisors. Examples include interviewing, selecting and training staff. Evaluates and reviews work assignment and staff performance. Addresses employee relation issues including promotions and terminations. Works with multiple union groups and assists in negotiating contracts as requested.
5. Prepares budget request and administers the budget for the County Animal Control Program. Monitors expenditures through out the fiscal year.
6. Acts as the primary spokesperson for the County Animal Control program; provides oversight and direction for all communications representing the organization; maximizes public relations opportunities to enhance the image of Ingham County Animal Control in the community; represents Ingham County Animal Control before agencies and the public in delineating these positions affecting public policy, and assures the organization's mission, programs and services are consistently presented with a strong positive image.
7. Monitors animal welfare issues and ensures compliance with all applicable law and regulations; State and Federal law; networks with other local animal shelters, animal welfare and rescue groups establishing coalitions; and leads the development of community educational program promoting animal welfare.
8. Cultivate and maintains donors and prospective donors; works to develop, implement and oversee fundraising projects including, but not limited to special events, grant-writing, funding requests, and direct solicitations.

Animal Control Director/Animal Control

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9. Ensures the accurate and timely maintenance of all records associated with programs and the preparation and issuance of recurring and special reports.
10. Enforces the County's Animal Control ordinance as adopted by the Ingham County Board of Commissioners.
11. Ability to establish working relationships with Board members, City and County officials, managers, staff volunteers and vendors.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a Bachelor's Degree in Animal Control Management, Law Enforcement Management, Business Administration, Public Administration or related field is required.

Experience: A minimum of 4 years of work related experience and administration of an organization of comparable complexity is required.

Other Requirements: Experience of dealing with collective bargaining agreements in the management and supervision of staff strongly desired. Must be eligible for and able to obtain F.D.A. and Michigan Controlled drug licenses. Must pass a background and security check. Must possess flexibility for night meetings.

(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:

- Responsible for pushing, pulling and lifting weights up to 100lbs, occasionally.
- Work requires frequent periods of standing for 30 minute intervals though out the day and frequent periods of time sitting, bending and squatting.
- Walks on various types of terrain indoors and outdoors.
- May capture and restrain animals to assist the officers, kennel person and the general public.
- Sitting, walking, standing, 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.

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

Working Conditions:

- Works in office conditions and the animal shelter.
- Regular exposure to odors of animals.
- Exposure to noise of the impounded animals.
- Exposure to disease communicated by animals.
- Exposure to the risk of being bitten by animals.
- Exposure to animal feces and urine.
- Exposure to fumes from cleaning products.
- Exposure to parasites (fleas, ticks, mites)

*January 2014
MCF-12*

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RECLASSIFY THE ANIMAL CONTROL DIRECTOR POSITION

WHEREAS, the Animal Control Director position has recently become vacant; and

WHEREAS, the core duties of the Animal Control Director position were analyzed for the first time since 2004 to determine if any adjustments were warranted; and

WHEREAS, through the process of analyzing the duties of the Animal Control Director position by the Human Resources Department it was determined that the position should be reclassified.

THEREFORE BE IT RESOLVED, Position number 421001 Animal Control Director (MCF11, \$63,641 - \$76,389) is reclassified to (MCF12, \$68,331 - \$82,015) effective upon passage of this resolution.

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

MEMORANDUM

TO: County Service and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: February 9, 2014
 SUBJECT: Proposal Summary for Health Care Consulting Services

Project Description:

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

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

Proposal Summary:

Vendors contacted: 23 Local: 4
 Vendors responding: 7 Local: 0

Company Name	Yearly Cost	Total for 3 Years	Local
CIC Benefit Consulting Group	\$75,000	\$225,000	No - Cadillac
Professional & Personal Wellness	\$82,910 (Wellness Portion Only)	\$248,730 (Wellness Portion Only)	No - Battle Creek
Brown & Brown of Central Michigan, Inc.	\$85,000	\$255,000	No - Saginaw
Lovasco Consulting Group, Inc.	\$85,000	\$255,000	No - Detroit
The Segal Company (Midwest) Inc.	\$90,000	\$270,000	No - Southfield
AON Risk Service Central, Inc.	\$92,300	\$276,900	No - Grand Rapids
Gallagher Benefit Services, Inc.	\$93,333.34	\$280,000	No - Grand Rapids

Recommendation:

After conducting interviews with the top three finalists, the Evaluation Committee unanimously recommends awarding a 3-year contract to CIC Benefit Consulting Group who submitted the most responsive and responsible proposal, in an amount not to exceed \$75,000 annually.

Advertisement:

The RFP was advertised in the Lansing State Journal, The Chronicle and posted on the Purchasing Department Web Page. Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH CIC BENEFIT CONSULTING GROUP
FOR HEALTH CARE CONSULTING SERVICES**

WHEREAS, the County and the Health Care Coalition require health care consulting services which will provide cost efficient benefit plan options, high quality assessment services, exceptional customer service, and timely and accurate reporting; and

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

WHEREAS, this sub-committee recommends the selection of CIC Benefit Consulting Group.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a three-year contract with CIC Benefit Consulting Group at a cost not to exceed \$225,000 with the County's funding to come from the Employee Benefit Fund.

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