

CHAIRPERSON  
DALE COPELGE

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
VINCE DRAGONETTI

LAW ENFORCEMENT COMMITTEE  
PENELOPE TSEBNOGLOU, CHAIR  
DEBBIE DE LEON  
VICTOR CELENTINO  
CAROL KOENIG  
RANDY SCHAFER  
VINCE DRAGONETTI

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE LAW ENFORCEMENT COMMITTEE WILL MEET ON THURSDAY, SEPTEMBER 27, 2012 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [September 13, 2012 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office - Resolution Authorizing the [L3 Communications](#) Annual 2012-2013 Maintenance Contract for the Ingham County Sheriff's Office Digital In Car Camera System
2. Board of Commissioners' Referral - Resolution Submitting to a Vote of the Electorate a [Special Millage](#) for Regional Licensed Law Enforcement Services Initiative
3. Finance Committee Referral - 2013 Detective Position (*No Materials*)
4. Controller's Office
  - a. Third Quarter 2012 [Budget Adjustments](#) and Contingency Fund Update
  - b. Resolution Authorizing Adjustments to the 2012 Ingham County [Budget](#)
  - c. Resolution Authorizing the Filing of the Notice of Intent to Function as a Public Safety Answering Point ([PSAP](#)) in Accordance with the Ingham County 911 Service Plan

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](http://www.ingham.org).

LAW ENFORCEMENT COMMITTEE  
September 13, 2012  
Minutes

Members Present: Penelope Tsernoglou, Debbie De Leon, Carol Koenig, Randy Schafer, and Vince Dragonetti

Members Absent: Victor Celentino

Others Present: Board Chairperson Copedge, John Neilsen, Greg Harless, Sam Davis, Lance Langdon, and Bruce Gaukel

The meeting was called to order by Chairperson Tsernoglou at 6:00 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the August 30, 2012 Minutes

The August 30, 2012 Minutes were approved as submitted.

Additions to the Agenda

- 4d. Late - Discussion: Ingham County Sheriff's Department – Collision
6. Additional Material - Letters regarding Surcharge and Areas Incorporated into Cities in Neighboring Counties from the Board Chairperson
7. Late - Discussion: Budget Hearing Update

Limited Public Comment

None.

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

2. Local Emergency Planning Committee - Resolution Authorizing the Lansing/Ingham CERT Program to Accept Donations from Organizations, Groups and Individuals to Support Emergency Preparedness and Response
3. Office of Homeland Security & Emergency Management - Resolution to Purchase (2) In-Car Video Units from L-3 Mobile Vision, Inc. Using Homeland Security Grant Program Funds
4. Sheriff's Office
  - a. Resolution to Authorize the Ingham County Sheriff's Office to Extend a Contract with Michigan Department of Corrections to Rent 190 Beds to the Michigan Department of Corrections
  - c. Resolution to Honor Sergeant Steven Martin of the Ingham County Sheriff's Office

5. Prosecuting Attorney
  - a. Resolution Authorizing a Contract with State of Michigan, Department of Community Health, Crime Victim Services Commission for Crime Victim Rights Funding
  - b. Resolution Authorizing a Contract with State of Michigan, Department of Community Health, Crime Victim Services Commission for Continuation of its Victims of Crime Act (VOCA) Program

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Celentino

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

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Celentino

1. Health Department - Resolution to Authorize a Contract with Armor Correctional Health Services, Inc. for Medication Passing Services at the Ingham County Jail

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. DRAGONETTI, TO APPROVE THE RESOLUTION TO AUTHORIZE A CONTRACT WITH ARMOR CORRECTIONAL HEALTH SERVICES, INC. FOR MEDICATION PASSING SERVICES AT THE INGHAM COUNTY JAIL.

Mr. Neilsen informed the Committee that the vendor who had previously been approved has since backed out of the agreement; consequently, it was necessary to rebid. He explained the bid respondents were interviewed and Armor Correctional Health Services is the recommended vendor. The term of the contract suggests starting as early as October 1, 2012.

Mr. Neilsen stated that there will be a request for proposal issued for overall Jail Medical Services and Armor Correctional Health Services will be made aware that this contract may be terminated before the term expiration. Mr. Neilsen said that he anticipates Armor Correctional Health Services will be interested in the proposal process and if they are the approved vendor that would expand this contract. Comm. Tsernoglou asked if the contract could be terminated early. Mr. Neilsen stated there will language in the contract allowing the County to terminate the contract with a 60 day written notice. Comm. Tsernoglou questioned why the low bid was not selected. Mr. Neilsen stated there was a lack of references and experience. Comm. Schafer noted that Armor Correctional Health Services has medical mal-practice insurance.

Comm. Dragonetti asked how a company in Florida found out about the RFP because it was only advertised locally. Chief Deputy Harless explained that the Armor Correctional Health Services attends industry conferences asking to be notified when there is an opportunity to bid, as well as, servicing other jails in Michigan. Comm. Dragonetti asked if there were any local businesses who could bid. Chief Deputy Harless explained that the Company who does drug testing was encouraged to bid; however, they were not interested in expanding their services.

Comm. De Leon asked for clarification of the not to exceed, budget amount and overtime. Mr. Neilsen explained the budgeted is being used similar to a contingency fund taking overtime into consideration and after the budget amount is met the vendor will have to absorb any overages. Major Davis explained the nuances of passing medication in the jail. Comm. Tsernoglou questioned if opening another post will increase the costs. Comm. Koenig expressed her concern if the vendor is unable to fulfill the contract because of overages they could quit. Mr. Neilsen explained that there may be leverage because of the new request for proposal. Chief Deputy Harless stated Armor Correctional Health Services wants to bid.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Celentino

4. Sheriff's Office

- b. Resolution to Authorize the Ingham County Sheriff's Office and the Michigan Department of Corrections to Enter into a Rental Agreement for 64 Beds within the Ingham County Jail

MOVED BY COMM. DE LEON, SUPPORTED BY COMM. DRAGONETTI, TO APPROVE THE RESOLUTION TO AUTHORIZE THE INGHAM COUNTY SHERIFF'S OFFICE AND THE MICHIGAN DEPARTMENT OF CORRECTIONS TO ENTER INTO A RENTAL AGREEMENT FOR 64 BEDS WITHIN THE INGHAM COUNTY JAIL.

Mr. Neilsen stated the Finance Committee amended the budget to include this arrangement in the Sheriff Department's revenues in order to reopen Post 3 (64 beds) which has been closed since 2011 along with keeping Post 7 (57 beds) open. Mr. Neilsen explained the Michigan Department of Corrections arrangement, the statutory bed rate, in addition to, the 2-year term of the MDOC inmates' sentence in the County Jail. He noted the Controller's Office has estimated 97% occupancy in their projection of revenue. Major Davis stated that the occupancy turn over is typically within 24 hours.

Major Davis explained during his research he found nine counties that were working with the MDOC and all were pleased with the arrangement. He explained that the MDOC will send the healthiest inmates to the County Jail plus take the responsibility for them medically either through reimbursement or scheduling and transporting. Disciplinary actions are also handled by the MDOC.

Comm. De Leon questioned what the County costs are. Mr. Neilsen stated there is an excess of \$150,000 after direct costs. The Committee discussed revenue and expenses.

MOVED BY COMM. SCHAFFER TO AMEND THE 1<sup>ST</sup> WHEREAS, CHANGING 401 TO 408, THE 4<sup>TH</sup> WHEREAS ADD LENAWEE, THE THEREFORE BE IT RESOLVED BY ADDING FOR A TOTAL OF \$793,072 TO THE END OF THE LAST SENTENCE, THE 1<sup>ST</sup> BE IT FURTHER RESOLVED ADD "INCLUDING ADDING 6 FTE CORRECTION OFFICERS AT THE END OF THE LAST SENTENCE, AS FOLLOWS:

WHEREAS, the Ingham County Board of Commissioners has established a design rated capacity of 665 beds, (601 beds are currently being utilized due to the previous closure of Post 3) which includes 472 County beds (~~401~~ 408 County beds are being utilized as a result of the previous closure) and 190 contractual beds; and

WHEREAS, nine other Michigan Counties either are participating in Housing MDOC Inmates under this Act to include Clare, Iron, Jackson, Mason, Osceola, Van Buren, **Lenawee**, Midland and Ottawa; and

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes Ingham County and the Ingham County Sheriff Office to enter into an agreement with the Michigan Department of Corrections to rent 64 additional beds at a cost of \$35.00 dollars per day, per bed effective October 1, 2012 through September 30, 2013 **for a total of \$793,072.**

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary revenue and expense budget adjustments in the Ingham County Sheriff's Office 2012/13 budgets and Position Allocation Lists **including adding 6 FTE Correction Officers.**

THIS WAS A FRIENDLY AMENDMENT.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY  
Absent: Comm. Celentino

d. Discussion: Ingham County Sheriff's Department – Collision

Chief Deputy Harless explained as he understands it two Sheriff's cars were going north on Aurelius Road when the first car seen a violator and did a u-turn in pursuit unaware of the other Sheriff's close behind. The second car swerved and they hit. All parties went to the hospital by EMS and are ok. There is currently an investigation plus the State Police are downloading the information from the vehicle. Comm. Dragonetti questioned why there were two officers in the same area. Chief Deputy Harless explained there is not always a car on opposite sides of the township.

6. Board Referrals

- a. Letter from Lansing Police Department with Attached 425 Agreement Between the City of Lansing and Dewitt Township
- b. Letter from Eaton County Board of Commissioners Regarding the Portion of the City of Lansing in Eaton County and the Dispatch Services Provided to those Residents as a Result of the Consolidation of Services that Recently Occurred in Ingham County
- c. Letter from Clinton County Office of Administrative Services Regarding Surcharge and Areas Incorporated into Cities in Neighboring Counties

Mr. Neilsen stated a letter has been sent by the Board Chairperson (handout provided) to Eaton and Clinton Counties requesting their participation with Ingham County 911 Central Dispatch Center costs. He pointed out each county's response is provided in the letters placed on the Board Referrals. He noted each County is willing to talk. Mr. Langdon provided maps outlining the Lansing-Dewitt Township 425 Area.

Mr. Neilsen stated in order to properly invoice Clinton and Eaton Counties for the Ingham County 911 Central Dispatch Center service a formula was derived by using the 2010 local surcharge receipts, 2010 Census population and 2010 (estimated) devices per resident (Clinton County) and the average millage rate (Eaton County) in order to estimate a reasonable share. Mr. Neilsen pointed out that many MSU students may not have phones being assessed the surcharge for the area because their parents live elsewhere and the students are on those plans.

Mr. Gaukel provided the history of the annexations, as well as, dispatching and emergency service response. The Committee discussed who responds to the emergency services, mutual aid, back up service, number of incoming 911 calls from the annexed areas, the annexed areas of the Airport, Bath Township, Eaton County, parts of Lansing, in addition, to costs associated with the 911 services giving the example of the radios. It was noted that there is not a shared cost associated with back-up or mutual aid services between the all of the Counties. Comm. Schafer stated it was his opinion that this is a question of mutual aid and does not want to further pursue the issue further stating it's not a fight worth getting into.

(Comm. Schafer stepped out at 6:55 p.m.)

Comm. Koenig questioned how often the other counties provide back up. Mr. Gaukel explained that back up is provided if there is a capacity overflow and that could happen from time to time within a year. He noted in the past Lansing and East Lansing were each others back up. Comm. Dragonetti asked if this is something the Advisory Board could handle. Mr. Gaukel explained they have not yet met and they will be discussing operations rather than money. Mr. Neilsen added unless they are specifically asked. Comm. Koenig questioned how many calls are being answered in the annexed areas stating the bottom line is the other counties are collecting taxes for services they are not providing.

Mr. Neilsen stated that Ms. Szymanski, Lansing Chief of Police has formally requested Ingham County 911 Central Dispatch Center as the PSAP for the Capital Regional International Airport. The number of calls in the 425 Agreement between the City of Lansing and DeWitt Township were discussed. Comm. Koenig asked if Peckham is included in that area. Mr. Gaukel stated they are out of the area. Mr. Neilsen stated there is largely vacant land owned by the Airport in the area therefore the telephone revenue would be minimal. The Committee discussed the number of radios used by the Airport, costs, grant funding, as well as, mandates.

Mr. Neilsen stated that he has had discussions with the County Attorney, Eaton and Clinton County Administrators, the State 911 Administrator, as well as, reviewing sections in the Emergency 911 Service Enabling Act referencing technical assistance and resolving disputes. He noted that the County could bring this to the State Board mediation; however, it is always best for the local communities work it out amongst themselves. He noted another option is the Public Service Commission. He reminded the Committee this is only for telephone and device surcharges not property taxes. Mr. Neilsen asked how the Committee wants him to proceed.

Comm. De Leon suggested getting the facts and figures together before making a decision on how to proceed. Chairperson Tsernoglou noted that being a good neighbor would include Clinton and Eaton Counties contributing to the Airport. Comm. Koenig stated that Eaton County is clear cut that they are collecting a tax for service they do not provide while Clinton County is much more ambiguous because the students' phones. Comm. De Leon noted the area Bath Township has grown with many more homes. Mr. Neilsen stated that it is important to establish the PSAP for Clinton and Eaton Counties where they are served by the Ingham County 911 Central Dispatch Center. The Committee directed Mr. Neilsen to prepare a resolution which will identify Ingham County as the PSAP for Clinton and Eaton Counties where Ingham County provides direct service

Comm. Koenig asked if Mr. Neilsen to obtain more information from the public service commission. Comm. De Leon asked Mr. Langdon and Mr. Gaukel for call and dispatch statistics (2-years back) for Clinton and Eaton Counties serviced by Ingham County, as well as, the Aurelius Township area.

The Board Referrals were received and placed on file.

7. Discussion: Budget Hearing Update

Mr. Neilsen reminded the Committee they suggested keeping the Jail Post open by using the Fund Balance and placing the Deputy and Detective Positions on the “Z” List. He then informed the Committee of the following changes made at the Finance Committee Budget Hearing: 1) Rather than using the fund balance the following will be used to keep the Jail Post Open: \$300,000 from the “Z” List, \$150,000 Net Revenues with the Michigan Department of Corrections arrangement for renting beds in Post 3, plus \$61,741 from the 2013 Contingency Fund. 2) The Deputy Position was restored by swapping two, full-time, corrections officers for special part-time officers for a savings of \$66,000. 3) and because the Jail Post was kept open with the “Z” List funding the Detective Position was not funded; however, referred back to the Law Enforcement Committee for alternative funding suggestions. Mr. Neilsen noted the Sheriff will be consulting with the Controller’s Office about a proposal through the Committee process to fund the Detective position from forfeiture funds.

The Health Department found additional revenues to retain some of their positions and a position from the Park’s Department was not funded but was referred back to the County Services Committee. Mr. Neilsen noted the new Pre-trial Services Coordinator in the Circuit Court Budget was contingent upon the Jail Post closing.

Announcements

None.

Public Comment

None.

The meeting adjourned at approximately 7:31 p.m.

Respectfully submitted,

Julie Buckmaster

## SEPTEMBER 27, 2012 LAW ENFORCEMENT AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

#### The Deputy Controller is recommending approval of the following resolutions:

1. *Sheriff's Office - Resolution Authorizing the L3 Communications Annual 2012-2013 Maintenance Contract for the Ingham County Sheriff's Office Digital In Car Camera System*

This resolution authorizes the Ingham County Sheriff's Office to pay \$11,276.00 to L3 Communications for the 2012-2013 maintenance program for the time period of May 14, 2012 through May 13, 2013. Funds are available within the 2012/2013 LOFT budget for this contract.

4. *Controller's Office*
  - b. *Resolution Authorizing Adjustments to the 2012 Ingham County Budget*

This resolution would authorize the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2012. The total increase to the General Fund is \$347,000. (See attached memo for details)

- c. *Resolution Authorizing the Filing of the Notice of Intent to Function as a Public Safety Answering Point (PSAP) in Accordance with the Ingham County 911 Service Plan*

This resolution authorizes Ingham County to file the proper Notice of Intent to function as a Public Safety Answering Point (PSAP) for the Capitol Region International Airport and other property contained within the 425 Agreement as well as those areas that Ingham County is currently serving as the PSAP within the Cities of East Lansing and Lansing including the areas located within the Counties of Clinton and Eaton. The separate issue of Ingham County not receiving reimbursement for 911 Services from the Counties of Clinton and Eaton County for those areas within the Cities of East Lansing and Lansing located within those Counties is still being debated with options being researched. (See attached memo for details.)

#### This portion of the agenda is for informational purposes:

2. *Board of Commissioners' Referral - Resolution Submitting to a Vote of the Electorate a Special Millage for Regional Licensed Law Enforcement Services Initiative (From August 28 Board of Commissioners' Meeting)*

This resolution was introduced by Commissioner Schafer as a late at the August 28, 2012 meeting and was referred to the Law Enforcement Committee.

3. *Finance Referral - 2013 Detective Position*

This existing Detective position was not funded in the Controller's Recommended Budget for 2013. It was Z'd as the second priority of the Law Enforcement Committee and then not funded at the Finance Committee Budget Hearing. It was then referred back to the Law Enforcement Committee. The 2013 cost is \$78,946.



4 Controller's Office

a. *Third Quarter 2012 Budget Adjustments and Contingency Fund Update*

This is information on the use of 2012 Contingency Funds to date, no action required.

**M E M O R A N D U M**

**TO:** Law Enforcement Committee  
Finance Committee

**FROM:** Major Joel Maatman

**DATE:** September 18, 2012

**RE:** L3 Maintenance Agreement Resolution

This resolution requests permission pay the 2012-2013 yearly maintenance fee to L3 Communications for the Digital In Car Camera systems purchased in 2009 and 2010.

The financial implications for this maintenance agreement is for \$11,276.00 for the 2012-2013 year to be paid for by the Sheriff's Office thru LOFT funds.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE L3 COMMUNICATIONS ANNUAL 2012-2013  
MAINTENANCE CONTRACT FOR THE INGHAM COUNTY SHERIFF'S OFFICE  
DIGITAL IN CAR CAMERA SYSTEM**

WHEREAS, the Ingham County Sheriff's Office purchased from L3 Communications several In Car Digital Cameras as well as Server Hardware in 2009 and 2010 (County Resolution #09-023); and

WHEREAS, in order to maintain the quality of this equipment, the Ingham County Sheriff's Office wishes to purchase a yearly maintenance program from L3 Communications; and

WHEREAS, the Ingham County Sheriff's Office along with MMRMA realize the importance of proper working Digital In Car Camera Systems as a valuable risk management tool; and

WHEREAS, the cost of the 2012-2013 maintenance program from L3 Communications is for \$11,276.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to pay \$11,276.00 to L3 Communications for the 2012-2013 maintenance program for the time period of May 14, 2012 through May 13, 2013.

BE IT FURTHER RESOLVED, funds are available within the 2012/2013 LOFT budget for this contract.

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

Introduced by Commissioner Schafer of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION SUBMITTING TO A VOTE OF THE ELECTORATE  
A SPECIAL MILLAGE FOR REGIONAL LICENSED LAW  
ENFORCEMENT SERVICES INITIATIVE**

WHEREAS, budget problems have lead to a continual reduction in funding for non-mandatory sheriff services, including regional licensed law enforcement services, and have lessened the ability of most Ingham County local jurisdictions to support vital regional licensed law enforcement services; and

WHEREAS, regional licensed law enforcement services, such as law enforcement dive teams, K-9 units, the Tri-County Metro Narcotics Squad, the Ingham County Sheriff Prisoner Transport Unit, the Ingham County Court Services Unit, one Lansing Firearm Training Range Officer, Area Special Licensed Law Enforcement Response Teams (emergency SWAT teams), and Ingham County Sheriff's Department Licensed Primary Law Enforcement Services (Road Patrol); are important elements in enhancing public safety throughout Ingham County; and

WHEREAS, the Board of Commissioners seeks to have the voters of Ingham County determine whether or not they desire to raise funds for the purpose of supporting these regional licensed law enforcement services by approving a dedicated millage of 0.65 mills for a period of five (5) years, 2012 through 2016, inclusive.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the General Election to be held on November 6, 2012:

**INGHAM COUNTY  
REGIONAL LICENSED LAW ENFORCEMENT SERVICES INITIATIVE  
MILLAGE QUESTION**

For the sole purpose of providing a dedicated millage and funding source for regional licensed law enforcement services within Ingham County by the Sheriff's Department or by contract with the County, including, but not limited to, (1) Dive Teams, (2) K-9 Units, (3) County and local licensed officers assigned as of November, 2012 to the Tri-County Metro Narcotics Squad from Ingham County jurisdictions, (4) Ingham County Sheriff Prisoner Transport Unit, (5) Ingham County Court Services Unit located at the Veterans Memorial Courthouse, (6) one Lansing Firearm Training Range Officer, (7) Special Licensed Law Enforcement Response teams, and (8) up to 50% of the millage shall be used for funding Ingham County Sheriff's Department Licensed Primary Law Enforcement Services (Road Patrol), shall the Constitutional limitation

upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be increased by .65 of a mill (\$0.6500 per \$1,000 of taxable value) for a period of five (5) years (2012-2016) inclusive? If approved and levied in full, this Millage will raise an estimated additional \$4,242,364.00 for Regional Licensed Law Enforcement Services and Licensed Primary Law Enforcement Services (road patrol) in the first calendar year of the levy based on state taxable valuation.

YES [    ]  
NO [    ]

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

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to place the proposal on the November 6, 2012 ballot and to be prepared and distributed in the manner required by law.

**MEMORANDUM**

September 21, 2012

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: 3rd Quarter 2012 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2012. The total increase to the General Fund is \$347,000.

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

A major adjustment this quarter is related to the transfer of jail medical services from the Health Department to a contract in the Sheriff's Office, which is included in the 2013 Budget as Recommended by the Finance Committee. Since the Health Department is on an October to September fiscal year and the General Fund (which includes the Sheriff's budget) is on a calendar fiscal year, an extra three months of expenses will be incurred. The 2013 budget includes funding for jail medical services in the Sheriff's Office beginning January 1, 2013. Because the Health Department's year will end on September 30, 2012, there is currently no budget for this service from October 1 to December 31, 2012.

Three months of funding for this service will have a net cost of approximately \$400,000. This resolution would authorize the transfer of \$400,000 from the 2012 contingency account (current balance: \$502,013) to a separate activity in the general fund to cover this cost in 2012. It should be noted that when the transition of jail medical services from the Sheriff's Office to the Health Department occurred in 2007, there were three months in cost savings incurred by the general fund due to a shortened year.

Another major adjustment is the recognition of higher than budgeted property tax revenue. An additional \$540,000 is expected due to the 2012 taxable value being higher than projected when the budget was developed last year. This increase is offset by decreases in other revenues including Court Equity Funding (\$80,000) and indirect cost reimbursement (\$200,000) for Friend of the Court and the Family Division due to a change in cost allocation methodology. There is also an expected decrease in cost for Circuit Court indigent attorney fees (\$170,000) based on current spending trends. This resolution would also recognize the cost savings (\$150,000) resulting from the suspension of step increases until collective bargaining agreements are in place and the additional cost (\$480,000) due to unrealized savings from employee concessions that were included in the 2012 Adopted Budget. The net surplus from these revenue and expenditure changes is \$100,000, which is recommended to be added to the 2012 contingency account.

In anticipation of lower than budgeted revenues, the Parks Department has recommended several budget adjustments that would bring their expenses in line with their current revenue projections. The net decrease to the Parks fund would be \$68,381.

This resolution would also authorize the transfer of \$16,217 from Lansing Police Department Forfeitures to cover the cost of an Assistant Prosecuting Attorney position from October 1 to December 31. The D.A.R.T. grant will end September 30 and was not renewed for the next fiscal year. This will allow the retention of a current employee until another position becomes vacant. The grant funded position will be eliminated effective January 1, 2013.

There are also some increases for replacement computer equipment where costs are recouped through chargebacks to user departments. Finally, an adjustment is recommended for the Department of Transportation and Roads to move \$180,000 from salaries to road maintenance materials. This transfer requires Board approval as funds are being moved from the personnel cost category.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$502,013. If this resolution is passed as recommended, that amount will be decreased to \$202,013. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$494,888.

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

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2012 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2012 Budget on October 25, 2011 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2012 BUDGET 9/15/12</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$72,218,873	\$347,000	\$72,565,873
201	Transportation and Roads	21,607,480	0	21,607,480
208	Parks	1,880,873	(68,381)	1,812,492
266	Anti-Drug Grant	420,631	16,217	436,848
636	MIS	3,741,277	5,169	3,746,446
664	Mach. & Equip. Revolving	1,015,931	4,121	1,020,052



## GENERAL FUND REVENUES

	2012 Budget – <u>9/15/12</u>	Proposed <u>Changes</u>	2012 Proposed <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	41,337,809	540,000	41,877,809
Property Tax Adjustments	(450,000)		(450,000)
Delinquent Real Property Tax	25,000		25,000
Unpaid Personal Property Tax	(50,000)		(50,000)
Industrial Facility Tax	394,000		394,000
Trailer Fee Tax	15,000		15,000
<b>Intergovernmental Transfers</b>			
State Revenue Sharing	4,600,000		4,600,000
Convention/Tourism Tax - Liquor	1,838,957		1,838,957
Court Equity Funding	1,650,000	(80,000)	1,570,000
Use of Fund Balance	2,000,000		2,000,000
<b>Department Generated Revenue</b>			
Animal Control	642,810		642,810
Circuit Court - Family Division	835,674	(140,000)	695,674
Circuit Court - Friend of the Court	543,238	(60,000)	483,238
Circuit Crt - General Trial	2,256,280		2,256,280
Controller	3,170		3,170
Cooperative Extension	27,860		27,860
County Clerk	612,800		612,800
District Court	2,386,188		2,386,188
Drain Commissioner/Drain Tax	384,400		384,400
Economic Development	49,346		49,346
Elections	78,250		78,250
Emergency Operations	120,582		120,582
Equalization /Tax Mapping	10,100		10,100
Facilities	146,433		146,433

Financial Services	10,000		10,000
Health Department	0	87,000	87,000
Human Resources	55,028		55,028
Probate Court	277,178		277,178
Prosecuting Attorney	816,510		816,510
Register of Deeds	1,567,708		1,567,708
Remonumentation Grant	85,400		85,400
Sheriff	5,424,878		5,424,878
Treasurer	4,094,387		4,094,387
Tri-County Regional Planning	61,740		61,740
Veteran Affairs	368,147		368,147
<b>Total General Fund Revenues</b>	<b>72,218,873</b>	<b>347,000</b>	<b>72,565,873</b>

#### GENERAL FUND EXPENDITURES

	2012 Budget - <u>9/15/12</u>	Proposed <u>Changes</u>	2012 Proposed <u>Budget</u>
Board of Commissioners	570,384		570,384
Circuit Court - General Trial	8,006,188	(170,000)	7,836,056
District Court	2,335,068		2,335,068
Circuit Court - Friend of the Court	1,287,725		1,287,725
Jury Board	1,123		1,123
Probate Court	1,360,695		1,360,695
Circuit Court - Family Division	4,620,442		4,620,442
Jury Selection	98,700		98,700
Elections	453,693		453,693
Financial Services	664,176		664,176
County Attorney	416,334		416,334
County Clerk	576,430		576,430
Controller	749,294		749,294
Equalization/Tax Services	645,575		645,575

Human Resources	521,054		521,054
Prosecuting Attorney	5,719,463		5,719,463
Purchasing	206,925		206,925
Facilities	1,857,915		1,857,915
Register of Deeds	450,021		450,021
Remonumentation Grant	85,400		85,400
Treasurer	561,281		561,281
Drain Commissioner	1,006,975		1,006,975
Economic Development	112,687		112,687
Community Agencies	178,595		178,595
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	102,900		102,900
Jail Maintenance	268,100		268,100
Sheriff	17,576,562		17,576,562
Community Corrections	123,192		123,192
Animal Control	1,274,755		1,274,755
Emergency Operations	223,863		223,863
Board of Public Works	300		300
Drain Tax at Large	348,295		348,295
Health Department	9,600,681	487,000	10,087,681
Community Health Centers	978,005		978,005
Medical Examiner	305,375		305,375
Substance Abuse	926,878		926,878
Community Mental Health	1,764,500		1,764,500
Department of Human Services	1,828,137		1,828,137
Tri-County Aging	76,225		76,225
Veterans Affairs	440,033		440,033
Cooperative Extension	530,849		530,849

Parks and Recreation	1,221,663		1,221,663
Contingency Reserves	502,013	(300,000)	202,013
Legal Aid	20,000		20,000
2-1-1 Project	33,750		33,750
Capital Improvements	1,585,286		1,585,286
Personnel Costs (to be spread across departments)	0	330,000	330,000
<b>Total General Fund Expenditures</b>	<b>72,218,873</b>	<b>347,000</b>	<b>72,565,873</b>

### General Fund Revenues

Property Tax	Increase property tax revenue \$540,000 due to higher than projected 2013 taxable value.
Court Equity Funding	Decrease Court Equity Funding \$80,000 consistent with current revenue projection.
Circuit Crt – FOC	Decrease Indirect Cost revenue \$60,000 due to change in cost allocation plan methodology.
Circuit Crt – Family Div.	Decrease Indirect Cost revenue \$140,000 due to change in cost allocation plan methodology.
Prosecuting Attorney	Transfer \$16,217 from Lansing Police Department Forfeitures to cover cost of Assistant Prosecuting Attorney from October 1 to December 31. The D.A.R.T. grant will end September 30 and was not renewed for the next fiscal year. Grant revenue will be decreased by \$16,217 for 2012, and the grant funded position will be eliminated effective January 1, 2013.
Health Department	Establish Jail Medical Budget for October 1 through December 31. The 2012 budget for Jail Medical is included in the Health Fund through September 30. In the 2013 recommended budget, Jail Medical begins as a contract in the Sheriff's Office January 1. Revenues totaling \$87,000 for this service need to be added to the 2012 budget for the last three months of 2012.

### General Fund Expenditures

County-wide Personnel	Decrease wages and fringes \$150,000 due to suspension of step increases until collective bargaining agreements are in place. Increase wages and fringes \$480,000 due to unrealized savings from employee concessions included in the 2012 Adopted Budget.
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Circuit Crt – General Trial	Decrease attorney fees budget \$170,000 consistent with current expenditure projection.
Health Department	Establish Jail Medical Budget for October 1 through December 31. The 2012 budget for Jail Medical is included in the Health Fund through September 30. In the 2013 recommended budget, Jail Medical begins as a contract in the Sheriff's Office January 1. Expenses totaling \$487,000 for this service need to be added to the 2012 budget for the last three months of 2012.
Contingency	Decrease contingency \$400,000 to cover one time transition cost of Jail Medical Services from the Health Fund (October to September fiscal year) to General Fund (calendar fiscal year). Increase contingency \$100,000 to reflect net changes in revenue and expenditure projections. Net reduction is \$300,000.

### **Non-General Fund Adjustments**

Transportation and Roads (F201)	Transfer excess funds from salaries, available due to vacancies, to materials to be used for road maintenance (\$180,000).
Parks (F208)	Adjust revenue budget reflective of current projections as follows: Decrease Parking Fees \$44,553, Passport Revenue \$5,000, Use of Fund Balance \$23,000, and Miscellaneous Revenue \$2,428. Increase Revenue Control \$500, Special Event Fees \$5,300 and Donations \$800. Adjust expenses to offset revenue reductions as follows: Decrease Temporary Wages \$18,638, Permanent Wages \$2,805, Overtime \$1,670, Meeting Fees \$4,000, Maintenance Supplies \$20,445, Other Controllable Expenses \$20,312, Utilities \$1,000, and Vehicle Replacement Charge \$12,729. Increase Gas/Grease/Oil \$13,000 and MIS Chargebacks \$218. Net reduction in revenues and expenses is \$68,381.
Anti-Drug Grant (F266)	Transfer funds from Lansing Police Department Forfeitures to general fund to cover cost of Assistant Prosecuting Attorney from October 1 to December 31. (\$16,217).
MIS (F636)	Increase revenues and expenditures to purchase three replacement laptops (\$5,169).
Mach./Equip. Revolving (F664)	Increase CIP upgrade funds to purchase the following replacement equipment: one CPU for Probate Court (\$1,113), one CPU for Facilities (\$1,350), 7 CPUs for Circuit Court - Family Division, one printer for Circuit Court (\$1,133), and three monitors for the Clerk (\$525).

**2012 CONTINGENCY**

Adopted Contingency Amount	\$494,888
R11-363: Unallocated Community Agency Funding	14,125
R11-398: Emergency Allocation Nat'l Council on Alcoholism	(7,000)
Proposed 3 <sup>rd</sup> Qtr Adj: One time transition cost for Jail Medical	(300,000)
<b>Current Contingency Amount</b>	<b>\$202,013</b>

**MEMORANDUM**

TO: Law Enforcement and Finance Committees

FROM: John Neilsen, Deputy Controller

RE: Notice of Intent to Function as a Public Safety Answering Point (PSAP)

DATE: September 19, 2012

PA 32 of 1986 (Emergency 911 Service Enabling Act) requires the County to have a 911 Service Plan in place to facilitate the provision of emergency telephone service and dispatch services to citizens within Ingham County and our 911 Service area. With the opening of the Ingham County 911 Central Dispatch Center, the cities of Lansing and East Lansing no longer operate separate 911 dispatch centers as they have in the past. The Ingham County Board of Commissioners adopted a new 911 Service Plan that reflects the current operational arrangement including the provision of direct 911 dispatch services within all areas within the Cities of East Lansing and Lansing including the areas located within the Counties of Clinton and Eaton County.

On August 6, 2012, the Lansing Chief of Police Teresa A. Szymanski formally requested through the attached letter that the Ingham County Board of Commissioners recognize that the City of Lansing and DeWitt Township have entered into a 425 Agreement transferring the Capitol Region International Airport and other adjacent property to the jurisdiction of the City of Lansing including emergency services.

Furthermore the City of Lansing has formally requested that Ingham County provide direct 911 dispatch to the Airport and surrounding area contained within the 425 Agreement. Currently the 911 calls go to Clinton County 911 Dispatch and they transfer the calls to our 911 Dispatch, which results in slight delays for 911 Emergency dispatch to the area.

The vehicle to do that would be by approving the attached resolution which authorizes the filing of a Notice of Intent to function as a Public Safety Answering Point (PSAP) that would be filed with Clinton County which is in the process of updating their 911 Service Plan. Furthermore, the Resolution recognizes the current arrangements whereby Ingham County is already receiving directly 911 Emergency calls for those areas within the Cities of East Lansing and Lansing located within the Counties of Clinton and Eaton County and authorizes a Notice of Intent to function as a Public Safety Answering Point (PSAP) for those areas as well.

This communication and request from the City of Lansing was discussed at the September 13 Law Enforcement Committee along with the separate issue of Ingham County not receiving reimbursement for 911 Services from the Counties of Clinton and Eaton County for those areas within the Cities of East Lansing and Lansing located within those Counties.

The Law Enforcement Committee directed me to prepare this resolution for the next round as they continue to consider the funding inequity issue.

The 911 Director and I recommend that the Board of Commissioners approve the attached Resolution.

Please contact me if you have any questions or concerns.



Virg Bernero, Mayor

**LANSING POLICE DEPARTMENT**  
120 West Michigan Avenue  
Lansing, MI 48933  
Phone: (517) 483-4600 (TDD/Voice)  
Fax: (517) 377-0162



Teresa A. Szymanski, Chief of Police

August 6, 2012

Mr. John Neilsen  
Deputy Controller  
Ingham County  
P.O. Box 319  
Mason, MI 48854

Re: 425 Agreement Between the City of Lansing and DeWitt Township

Dear Mr. Neilsen:

Effective November 30, 2011, the City of Lansing and DeWitt Township entered into a 425 Agreement, transferring the Capitol Region International Airport and other property to the jurisdiction of the City of Lansing. Pursuant to the 425 Agreement, the City of Lansing is responsible for providing emergency services in the area. To that end, the 425 Agreement stipulates that 911 services be handled by Ingham County. Ingham County 911 is well familiar with this subject. In fact, Ingham County has already changed its PSAP to include this 425 area.

The Lansing Police Department is charged with public safety in this 425 Agreement area. Pursuant to the request of Ingham 911 made on August 1, 2012, the City of Lansing hereby requests the Ingham County Board of Commissioners request the Clinton County Board of Commissioners modify the Clinton County PSAP accordingly, in accordance with applicable laws.

Thank you for your assistance.

Sincerely,

Teresa A. Szymanski  
Chief of Police

Enc.: Two 425 Agreements



APPENDIX #1

NOTICE OF INTENT TO FUNCTION AS A PSAP

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

NOTICE OF INTENT TO FUNCTION AS A PSAP

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

\_\_\_\_\_  
(Appropriate official)

\_\_\_\_\_  
(Second)

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE FILING OF THE NOTICE OF INTENT TO FUNCTION AS A PUBLIC SAFETY ANSWERING POINT (PSAP) IN ACCORDANCE WITH THE INGHAM COUNTY 911 SERVICE PLAN**

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

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

WHEREAS, upon the opening of the Ingham County 911 Central Dispatch Center, the cities of Lansing and East Lansing no longer operate separate 911 dispatch centers and Ingham County is serving as the PSAP for all areas within the Cities of East Lansing and Lansing including the areas located within the Counties of Clinton and Eaton; and

WHEREAS, the City of Lansing and DeWitt Township have recently entered into a 425 Agreement transferring the Capitol Region International Airport and other property to the jurisdiction of the City of Lansing including emergency services to the area; and

WHEREAS, the City of Lansing has formally requested that Ingham County provide direct 911 dispatch to the Airport and surrounding area contained within the 425 Agreement.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners Authorizes the filing of a Notice of Intent to function as a Public Safety Answering Point (PSAP) in Accordance with the Ingham County 911 Service Plan and the request by the City of Lansing for Ingham County to provide direct 911 dispatch to the Capitol Region International Airport and other property contained within the 425 Agreement.

BE IT FURTHER RESOLVED, that the County Clerk and the Chairperson of the Board of Commissioners are hereby authorized to sign the Notice of Intent to function as a Public Safety Answering Point (PSAP) for the Capitol Region International Airport and other property contained within the 425 Agreement as well as those areas that Ingham County is currently serving as the PSAP within the Cities of East Lansing and Lansing including the areas located within the Counties of Clinton and Eaton.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to prepare and forward the Notice of Intent to function as a Public Safety Answering Point (PSAP) to Clinton and Eaton Counties under the provision of PA 32 of 1986, as amended (“Act 32”) and this resolution.