

CHAIRPERSON
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REBECCA BAHAR-COOK

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

LAW AND COURTS COMMITTEE
VICTOR CELENTINO, CHAIR
PENELOPE TSENOGLOU
DIANNE HOLMAN
DEBBIE DE LEON
REBECCA BAHAR-COOK
KARA HOPE
RANDY SCHAFFER

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE LAW AND COURTS COMMITTEE WILL MEET ON THURSDAY, JULY 11, 2013
AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES
BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [June 13, 2013 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. CCAB - Resolution Authorizing Submission of a Grant Application and Entering into a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Entering into Program Subcontracts and Creating a Special Part Time Pretrial Services [Investigator](#) Position for FY 2013-2014
2. Sheriff's Office
 - a. Resolution to Accept the 2013 Risk Avoidance Grant ([RAP](#)) from the Michigan Municipal Risk Management Authority (MMRMA)
 - b. Resolution Authorizing Ingham County Sheriff's Office to Accept the 2013 Michigan Municipal Risk Management Authority's Member Recognition [Award](#)
 - c. Resolution to Allow the Ingham County Sheriff's Office to Enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2013 [Local Jag Grant](#)
 - d. Resolution Authorizing Ingham County Sheriff's Office to Accept \$3,402.00 for the 2013 [Marine Safety Grant](#) Program
3. Facilities
 - a. Resolution Awarding a Contract to [PM Technologies](#) to Provide Generator Services for Various Backup Generators Throughout Ingham County
 - b. Resolution Authorizing Entering into a Contract with [John E. Green](#) Company for the Replacement of the Cooling Tower at the Ingham County Jail
4. Controller's Office
 - a. Resolution Amending Resolution #12-403 to Sign Agreements with [Westlaw](#) for Clear Services
 - b. Second Quarter 2013 Budget Adjustments and [Contingency Fund Update](#)
 - c. Resolution Authorizing [Adjustments](#) to the 2013 Ingham County Budget
 - d. Resolution to Adopt the 2014 Juvenile Justice Community Agency Process [Calendar](#)
 - e. Discussion on [2014 Board Priority](#)

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.

LAW & COURTS COMMITTEE
June 13, 2013
Minutes

Members Present: Victor Celentino, Penelope Tsernoglou, Dianne Holman, Debbie De Leon, Rebecca Bahar-Cook and Kara Hope

Members Absent: Randy Schafer

Others Present: John Neilsen, Rick Terrill, Joel Maatman, and Mary Sabaj

The meeting was called to order by Chairperson Celentino 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 May 30, 2013 Law & Courts Minutes

The May 30, 2013 Law & Courts Minutes were approved as submitted.

Additions to the Agenda

4. Pulled - Controller's Office - CLEAR Contract for the Circuit Court (*Updated Resolution to be Distributed at Meeting*)

4. Late - Discussion: 911 Update

Limited Public Comment

None.

MOVED BY COMM. DE LEON, SUPPORTED BY COMM. HOLMAN, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

2. Prosecutor's Office - Resolution to Authorize a Juvenile Accountability Grant from the Capital Region Community Foundation and Subcontract with the Resolution Services Center of Central Michigan

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

MOVED BY COMM. DE LEON, SUPPORTED BY COMM. HOLMAN, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

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

1. Community Corrections Advisory Board - Resolution Authorizing Entering into a Contract Amendment with the Michigan Department of Corrections to Reduce the 2012-2013 Ingham County/City of Lansing Community Corrections Budget and Related Subcontracts Due to State Imposed Mid-Year Budget Reductions

MOVED BY COMM. DE LEON, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT AMENDMENT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS TO REDUCE THE 2012-2013 INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS BUDGET AND RELATED SUBCONTRACTS DUE TO STATE IMPOSED MID-YEAR BUDGET REDUCTIONS.

Mr. Neilsen summarized the mid-year budget reduction stating this resolution is a formalization of past meeting discussions and outlines the impact and determination of contracts and sub-contracts. Comm. Holman stated staff did a good job dealing with the short notice. Ms. Sabaj informed the Committee that the only program discontinued is the Pathways Employment program and the Day Reporting program has been reinstated. Mr. Neilsen reminded the Committee they approved County funds in order to reinstate the program through the transition period. Ms. Sabaj overviewed the programs that are still in place.

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

3. Sheriff's Office - Major Joel Maatman and Rick Terrill: Briefing on the Recent Countywide Safety Training Program

Mr. Terrill informed the Committee that over the past two years he has received safety concerns from various departments and as a result the "Active Shooter and Safety Awareness" training to County employees was developed. Mr. Terrill stated the program is conducted by the Sheriff's Office then described the program, how many employees have attended and employee response.

(Comm. Bahar-Cook arrived at 6:09 pm)

Major Maatman described how the program was developed indicating the program is used in schools as well. He informed the Committee that Sgt. Ott applied for and received a grant that will pay for materials and a secondary DVD. He stated private companies have called to inquire about the program.

The Committee discussed the length of the program and asked if they could be provided with the materials. Mr. Terrill will email materials.

Mr. Terrill informed the Committee he is working on security measures at the County buildings. The Committee discussed security and asked to be informed if employees are injured.

MOVED BY COMM. DE LEON, SUPPORTED BY COMM. HOLMAN, TO SUSPEND THE BOARD RULES TO ALLOW COMM. BAHAR-COOK TO VOTE ON THE MINUTES AND CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schafer

Comm. Bahar-Cook voted yes to approve the minutes and the consent agenda.

4. 911 Update

Mr. Neilsen informed the Committee that he told Mr. Langdon his attendance was not necessary at tonight's meeting.

Mr. Neilsen updated the Committee on the microwave link installation and testing noting it worked well in the severe weather last night. He stated the vendor came back out after the storms and everything is working well.

Mr. Neilsen informed the Committee of a recent news broadcast where a former 911 dispatcher discussed overtime. Mr. Neilsen stated they had contacted Mr. Langdon and he responded through a communication acknowledging there is some required overtime and they are continuing to fill the vacant positions. The Committee discussed the process of dispatcher training, background checks and the confidential environment of the dispatcher position.

The Committee discussed staffing levels, the media and press releases. The Committee asked Mr. Neilsen to develop an annual 911 report that can be shared with constituents and neighborhood groups.

Announcements

Comm. Hope announced six area fire departments entered into an automatic mutual aid agreement. She explained in general fire departments will not pay attention to jurisdiction boundaries but the nearest fire department will respond. She noted there are a series of agreements. The Committee discussed which fire departments are included in the agreements and equipment expense.

Comm. Bahar-Cook informed the Committee they would be receiving an email from Ms. Bennett containing a report from Ms. Winslow regarding graduation and pregnancy rates. The Committee discussed class size, graduation rates and acceptable standards along with the need for an assessment.

Comm. Celentino informed the Committee next Wednesday is the Law & Courts Department Budget Hearing from 8:00 a.m. to 12:30 p.m. at the Grady Porter Building, Board of Commissioners' Conference Room. The Sheriff's is Monday, July 8, 10:00 a.m. to 10:45 a.m. at the Mason Courthouse.

Public Comment

None.

The meeting adjourned at approximately 6:45 p.m.

Respectfully submitted,

Julie Buckmaster

JULY 11, 2013 LAW & COURTS AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions:

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

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

2. Sheriff's Office
 - a. Resolution to Accept the 2013 Risk Avoidance Grant (RAP) from the Michigan Municipal Risk Management Authority (MMRMA)

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

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

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

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

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

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

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

3. Facilities

- a. *Resolution Awarding a Contract to PM Technologies to Provide Generator Services for Various Backup Generators Throughout Ingham County*

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

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

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

- b. *Resolution Authorizing Entering into a Contract with John E. Green Company for the Replacement of the Cooling Tower at the Ingham County Jail*

This Resolution authorizes a contract to John E. Green Company to provide the replacement of the cooling tower at the Ingham County Jail. The unit is over 30 years old and is damaged, past the point of repair and is required in order to provide air conditioning at the facility. John E. Green Company submitted the lowest responsive and responsible base bid of \$123,235.00 through a competitive bidding process. The recommendation includes alternate #1 in the amount of \$16,237.00 for the replacement of condenser pumps and a contingency in the amount of \$6,000.00 for a total project budget of up to \$129,235.

The funds for this project are available in the approved Capital Improvements Fund budget. (See attached memo.)

4. Controller's Office

a. *Resolution Amending Resolution #12-403 to Sign Agreements with Westlaw for Clear Services*

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

c. *Resolution Authorizing Adjustments to the 2013 Ingham County Budget*

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

d. *Resolution to Adopt the 2014 Juvenile Justice Community Agency Process Calendar*

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

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

This portion of the agenda is for informational purposes:

3b. Controller's Office - *Second Quarter 2013 Budget Contingency Fund Update*

This is information on the use of 2013 Contingency Funds to date, no action required.

Agenda Item 1

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

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

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

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

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

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

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Agenda Item 2a

TO: Law & Courts Committee
Finance Committee

FROM: Major Joel Maatman

DATE: July 1, 2013

RE: 2013 MMRMA RAP Grant

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

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

Agenda Item 2b

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

Agenda Item 2c

TO: Law & Courts Committee
Finance Committee

FROM: Major Joel Maatman

DATE: July 1, 2013

RE: 2013 Local JAG Grant

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into the Interlocal agreement between Ingham County, the City of Lansing and the City of East Lansing to accept the \$105,367.00 allocated portion of the 2013 Local JAG grant.

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

Agenda Item 2d

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

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

MEMORANDUM

TO: Law & Courts, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: June 2, 2013

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

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

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

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

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

I recommend approval of this resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

MEMORANDUM

TO: Law & Courts, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 1, 2013

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

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

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

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

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

I recommend approval of this resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

MEMORANDUM

To: Law & Courts and Finance Committees

From: John L. Neilsen, Interim Controller

Date: June 10, 2013

Re: Circuit Court Clear Contract Issue

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

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

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

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

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

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

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #12-403

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

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

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

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

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

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

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

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

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

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

WHEREAS, this is a business decision by the County.

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

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

MEMORANDUM

July 2, 2013

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: Second Quarter 2013 Budget Adjustments and Contingency Fund Update

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

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

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

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

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

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

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

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2013 INGHAM COUNTY BUDGET

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

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

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

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

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

GENERAL FUND REVENUES

	2013 Budget – <u>7/1/13</u>	Proposed <u>Changes</u>	2013 Proposed <u>Budget</u>
Tax Revenues			
County Property Tax	41,058,229		41,058,229
Property Tax Adjustments	(450,000)		(450,000)
Delinquent Real Property Tax	15,000		15,000
Unpaid Personal Property Tax	(25,000)		(25,000)
Industrial Facility Tax	330,000		330,000
Trailer Fee Tax	15,000		15,000
Intergovernmental Transfers			
State Revenue Sharing	4,725,000		4,725,000
Convention/Tourism Tax - Liquor	2,143,468		2,143,468
Court Equity Fund	1,575,000		1,575,000
Use of Fund Balance	2,692,469		2,692,469
Department Generated Revenue			
Animal Control	686,266	27,440	713,706
Circuit Court - Family Division	640,551		640,551
Circuit Court - Friend of the Court	342,000		342,000
Circuit Crt - General Trial	2,401,452		2,401,452
Controller	3,170		3,170
Cooperative Extension	26,325		26,325
County Clerk	630,400		630,400
District Court	2,405,108		2,405,108
Drain Commissioner/Drain Tax	339,658		339,658
Economic Development	49,462		49,462
Elections	28,950		28,950
Emergency Operations	201,813		201,813
Equalization /Tax Mapping	10,100		10,100
Facilities	148,599	22,206	170,805

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

GENERAL FUND EXPENDITURES

	2013 Budget - <u>7/1/13</u>	Proposed <u>Changes</u>	2013 Proposed <u>Budget</u>
Board of Commissioners	547,230		547,230
Circuit Court - General Trial	8,115,176		8,115,176
District Court	2,368,692		2,368,692
Circuit Court - Friend of the Court	1,377,860		1,377,860
Jury Board	1,123		1,123
Probate Court	1,425,212		1,425,212
Circuit Court - Family Division	4,277,349		4,277,349
Jury Selection	99,543		99,543
Elections	177,651		177,651
Financial Services	753,533		753,533
County Attorney	416,334		416,334
County Clerk	572,533		572,533
Controller	813,437		813,437
Equalization/Tax Services	664,640		664,640

Human Resources	621,681		621,681
Prosecuting Attorney	5,867,587		5,867,587
Purchasing	211,773		211,773
Facilities	1,863,038		1,863,038
Register of Deeds	451,827		451,827
Remonumentation Grant	80,444		80,444
Treasurer	623,707		623,707
Drain Commissioner	886,430		886,430
Economic Development	114,290		114,290
Community Agencies	185,720		185,720
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	104,960		104,960
Jail Maintenance	268,100		268,100
Sheriff	17,990,468		17,990,468
Community Corrections	141,529		141,529
Animal Control	1,412,394	27,440	1,360,501
Emergency Operations	316,269		316,269
Board of Public Works	300		300
Drain Tax at Large	345,000		345,000
Health Department	9,337,640		9,337,640
Community Health Centers	999,682		999,682
Medical Examiner	337,035		337,035
Substance Abuse	1,078,593		1,078,593
Community Mental Health	1,751,631		1,751,631
Department of Human Services	1,778,665		1,778,665
Tri-County Aging	76,225		76,225
Veterans Affairs	478,840		478,840
Cooperative Extension	503,804		503,804

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

General Fund Revenues

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

General Fund Expenditures

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

Non-General Fund Adjustments

Parks (F208)	Discontinue Park Director and Financial Coordinator allocation to Zoo resulting in a revenue loss of \$57,831. Decrease controllable expenses by \$2,721. Increase general fund appropriation \$55,110 to balance budget.
Potter Park/Zoo (F258)	Increase personnel costs a net of \$1,212 for the following personnel changes: Eliminate the permanent Zoo Director (\$87,468) and create a special part-time Zoo Director (53,326) per Resolution 12-304, add new Curator (\$67,915) per Resolution 12-414, and new permanent Security Coordinator (\$35,559) and eliminate seasonal Security Coordinator (\$10,289) per Resolution 13-227, and discontinue Park Director and Financial Coordinator allocation (\$57,831). Increase indirect cost reimbursement to general fund \$32,904 per most recent Cost Allocation Plan. Begin 10% reimbursement of wages and fringes for Faculties Director and Manager (\$22,206). Reduce Zoo contingency account \$20,000 and Zoo controllable expenses \$36,322. Net change to Zoo Fund is \$0.

Comm Dev Block Grnt (F287)	Setup budget for Community Development Block Grant (CDBG). Revenues and expenses will total \$665,100. Contribution from Delinquent Tax Fund to cover administrative costs will increase from \$40,000 to \$75,000.
Delinquent Tax Fund (F529)	Increase transfer to Community Development Block Grant Fund to cover administrative costs from \$40,000 to \$75,000.
MIS (F636)	Transfer funds from consultants to temporary salaries in order to provide staffing to update inventory records (\$5,000). Increase budget in order to purchase a CPU and laptop to provide spare inventory in case of need for emergency replacements (\$1,430).
Mach./Equip. Revolving (F664)	Increase CIP upgrade funds to purchase the following replacement equipment: laptop and docking station for the Controller's Office (\$1,053), two CPUs and monitors for Human Resources (\$2,448), Department of Transportation and Roads computer equipment upgrade (\$41,277), and two CPUs and monitors for Financial Services (\$2,425).

2013 CONTINGENCY

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

Agenda Item 4d

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

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

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

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

The seventh year grant awards were:

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

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

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

JUVENILE JUSTICE MILLAGE PROJECTION THROUGH 2016

updated 6/11/13

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

*Projection Assumptions:

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

Expenses increase 3% per year

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

2014 JUVENILE JUSTICE COMMUNITY AGENCY PROCESS CALENDAR

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

TO: Law & Courts Committee
FROM: John L. Neilsen, Deputy Controller
RE: 2014 Budget Priority

Commissioners:

I wanted to have a discussion with the Committee to discuss the following 2014 Budget priority.

e. Provide Appropriate Treatment and Sanctions for at Risk Juveniles

Continue to maximize use of Juvenile Justice Millage funds to implement the Chinn Study so as to provide the most appropriate community based programming for juvenile offenders and juveniles at risk of adjudication. Implement an independent assessment of the success of the Ingham County Juvenile Justice Programs every 3 years beginning in 2014. Explore the cost benefits of providing a male group home.

This could be accomplished in a number of ways, one of which would be by preparing a RFP and to seek qualified applicants.

Given the issues with the JJM fund, we should think about putting this priority in place sooner rather than later in 2014.

If you should have any questions, please feel free to contact me if you should have any questions.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING PRIORITIES TO GUIDE THE DEVELOPMENT OF THE 2014
BUDGET AND ACTIVITIES OF COUNTY STAFF**

RESOLUTION # 13 - 187

WHEREAS, Ingham County government is committed to assuring the provision of services most important to its citizens; and

WHEREAS, Ingham County services are focused on these long-term objectives:

- *Enhancing access to county records
- *Providing a quality transportation system network including roads
- *Providing a suitable and ecologically sensitive drainage system
- *Providing recreational opportunities
- *Fostering economic well being
- *Promoting environmental protection, smart growth and conservation
- *Preventing and controlling disease
- *Promoting accessible health care
- *Assisting in meeting basic needs
- *Fostering youth development
- *Supporting public safety
- *Assuring judicial processing
- *Providing appropriate evidence based sanctions for adult offenders
- *Providing appropriate evidence based treatment and sanctions for at-risk juveniles; and

WHEREAS, these services are to be delivered in a manner which emphasizes:

- * An educated and participating citizenry
- * An ongoing capacity for intergovernmental collaboration
- * A quality workforce
- * Cost-effective delivery of county services
- * Maximum use of technology
- * A commitment to fairness, opportunity and eliminating inequalities; and

WHEREAS, the Board of Commissioners has identified significant revenue shortfalls including falling property tax assessments, state cuts to revenue sharing, and potential elimination of portions of the personal property tax for 2014; and

WHEREAS, the Controller/Administrator is projecting approximately a \$3 million budget shortfall for 2014; and

WHEREAS, the Board of Commissioners has identified priorities to guide the development of the 2014 Budget and activities of county staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following priority areas to be utilized by the Controller/Administrator's Office and the county offices, departments, agencies, and courts in developing proposed activities and budgets for 2014:

1. Current year expenditures should be supported by current year revenues. The Controller/Administrator will develop a multi-year budget projection and a long-range plan to finance the County's legacy costs. These projections will be used to guide the Board's decision as to the appropriate use of the County's reserves in the development of the 2014 Budget.

2. To the extent necessary and appropriate, mandated services currently provided by county government in support of all its long-term objectives should be continued in 2014, with ongoing evaluation to identify possible overlap and duplication of services and to identify more efficient uses of county funds.

3. The Board of Commissioners will be forced to reduce or eliminate service levels primarily in areas of discretionary services, while recognizing that all mandated services will also be considered for budget reductions to the extent possible and necessary in this unprecedented time.

4. The Board of Commissioners expects all department offices and courts to consider these priorities in the development of their budgets and activities for 2014.

5. Priority consideration should be given to all of the following long-term objectives:

a. Promoting Accessible Health Care

1. Continue to maintain and expand access to health care for the uninsured and under-insured through the Ingham Health Plan, the Federally Qualified Health Clinics, and other county operated programs and clinics. Maximize implementation of the 2010 Patient Protection and Affordable Care Act and maximize implementation of the Affordable Care Act and the Ingham County Health Care Millage to benefit the County and enhance the delivery of public health services in Ingham County.

2. Maximize ability to draw down federal funds for health care.

3. Evaluate the Health Department budget to determine the appropriate amount of support that is necessary from the County General Fund in order to continue operations at an acceptable level.

4. Develop a long range plan for the operation and location of the Community Health Centers.

b. Fostering Economic Well Being

Explore utilizing the County's authority under Public Act 88 of 1913 to provide for the creation of a fund to be used for economic development in Ingham County.

c. An Ongoing Capacity for Intergovernmental Collaboration/Cost Effective Delivery of County Services

The Ingham County Board of Commissioners will explore efficiencies through regional cooperation, emphasizing consolidation and service sharing, accountability and transparency, and controlling costs.

d. Providing Appropriate Sanctions for Adult Offenders

Encourage the use of appropriate sanctions for adults in order to foster appropriate behavior, reduce criminal recidivism, and effectively manage corrections resources, including the jail population. These resources will be effectively managed by supporting strategies recommended by the Jail Utilization Coordinating Committee, Community Corrections Advisory Board, and other community partners. In addition the County will increase the use of GPS/tethering equipment, maintain and use a data tracking system that focuses on system volume and trends. Support appropriate use of probation residential services, facilitate screening and treatment of substance abuse, and/or mental disorders, and continue Pre-Trial Services. This enhancement is designed to facilitate the identification of appropriate populations for bond recommendations, risk/needs assessments, recommended conditions of release, supervision of felony defendants released on conditional bonds, and initiation of court action for violation of bond conditions.

e. Provide Appropriate Treatment and Sanctions for at Risk Juveniles

Continue to maximize use of Juvenile Justice Millage funds to implement the Chinn Study so as to provide the most appropriate community based programming for juvenile offenders and juveniles at risk of adjudication. Implement an independent assessment of the success of the Ingham County Juvenile Justice Programs every 3 years beginning in 2014. Explore the cost benefits of providing a male group home.

f. Supporting Recreational Opportunities

Provide recreational opportunities throughout Ingham County to the extent possible, guided by the County Parks Master Plan and the Potter Park Master Plan.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners supports the efforts to prevent environmental hazards to human health.

BE IT FURTHER RESOLVED, that efforts to expand and increase the use of technology countywide will continue to the extent that efficiencies are created and/or funding is available.

BE IT FURTHER RESOLVED, that the Ingham Board of Commissioners will explore efficiencies regarding the provision of employee and retiree health care benefits.

BE IT FURTHER RESOLVED, Ingham County will evaluate the budgetary effect of the potential phase out of the personal property tax.

BE IT FURTHER RESOLVED, that Ingham County will develop a plan to increase road maintenance services if an increase in operating revenue from the Michigan Transportation Fund is approved.

BE IT FURTHER RESOLVED, as part of other routine and long-range planning processes transportation alternatives (such as mass transit and non-motorized) will be given consideration when allowable.

BE IT FURTHER RESOLVED, that Ingham County will evaluate the budgetary and overall impact of the indigent defense system pending potential State legislation.

BE IT FURTHER RESOLVED, that County staff will continue to explore options for reforms and consolidations leading to savings (short-term or long-term) and present these to Commissioners for consideration.

FINANCE: Yeas: McGrain, Anthony, Bahar-Cook, Vickers

Nays: None

Absent: Koenig, Tennis, Schafer

Approved 4/24/13