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SARAH ANTHONY

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

LAW AND COURTS COMMITTEE
BRYAN CRENSHAW, CHAIR
VICTOR CELENTINO
PENELOPE TSERNOGLOU
SARAH ANTHONY
TERI BANAS
RANDY SCHAFFER
RANDY MAIVILLE

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, DECEMBER 1, 2016 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 [October 27, 2016 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Discussion – Discussion with Circuit Court, Prosecuting Attorney’s Office, and Sheriff’s Office on Grady Porter/Veteran’s Memorial Security Issues
2. Prosecuting Attorney’s Office – Review of Sheriff’s Office Evidence Room Update
3. Circuit Court - Resolution Honoring [Maureen Winslow](#)
4. Circuit Court/Family Division
 - a. Resolution Honoring [Thomas P. Fruechtenicht](#)
 - b. Resolution Honoring [Doug and Patty Pringle](#)
 - c. Resolution Authorizing Entering into a Contract with Peckham Inc. for Peckham [Footprints Group Home](#)
5. Circuit Court/Friend of the Court – Resolution to Authorize the Purchase of Five OnBase Named User Client and Workflow [Licenses](#) for the Friend of the Court Imaging System from Imagesoft, Inc.
6. Community Corrections Advisory Board
 - a. Resolution Authorizing the Community Corrections Advisory Board (CCAB) to Continue a Contract for [Staff Consultant Services](#) for FY 2017
 - b. Resolution to Authorize Entering a Contract with Alcohol Drug Administrative Monitoring, Inc. for [Drug Testing and Breathalyzer Services](#)
7. Facilities Department – Resolution Awarding a Contract to Myers Plumbing & Heating to Provide [HVAC Preventative Maintenance Services](#) Six (6) Times per Year at Thirteen (13) 9-1-1 Tower Sites

8. Probate Court – Resolution Authorizing [Contracts with Attorneys](#) for Service on Mental Illness and General Probate Matters
9. Sheriff's Office
 - a. Resolution to Honor [Undersheriff Allan C. Spyke](#) of the Ingham County Sheriff's Office
 - b. Resolution to Purchase Ten New [Tasers](#) for the Sheriff's Office Field Services Division Using 2016 Capital Improvement Funds
 - c. Resolution Authorizing the Ingham County Sheriff's Office to Enter an Inter-Agency Agreement with [Wayne County](#) to Rent a Minimum of 50 up to 70 Beds to the Wayne County Sheriff's Office
10. Controller's Office
 - a. Resolution Approving Various [Contracts](#) for the 2017 Budget Year
 - b. Resolution Authorizing the Controller to Make [Year End Budget Adjustments](#)
11. 9-1-1 Center – Presentation of Management Action Plan Report on the 9-1-1 Center – To be distributed prior to the meeting

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
October 27, 2016
Draft Minutes

Members Present: Crenshaw, Celentino, Anthony, Banas, Maiville, Schafer and Tsernoglou

Members Absent: None

Others Present: John Neilsen, Greg Harless, Lance Langdon, and Ryan Buck

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

Approval of the October 13, 2016 Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. BANAS, TO APPROVE THE MINUTES OF THE OCTOBER 13, 2016 LAW & COURTS COMMITTEE MEETING.

The motion was amended as follows:

He stated that **MDOC identified that** they did not have **a need to lease** 100 beds ~~to lease~~, but **may lease** ~~could have~~ a maximum of 70 beds and **there may be** ~~would have~~ a decision in a few weeks.

This was considered a friendly amendment.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

Additions to the Agenda

Update on the MDOC Situation

Discussion on the JLT Appointment

Limited Public Comment

Greg Harless, Chief Deputy at the Sheriff's Office, stated that the FOIA materials pertaining to the Stuart Dunnings case were handed over to the Lansing State Journal, this afternoon.

Commissioner Banas thanked Chief Deputy Harless for the Sheriff's Office's expeditious action after the Board's last meeting.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. ANTHONY, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

1. Sheriff's Office

- a. 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 2016 Local JAG Grant
 - b. Resolution to Enter into a Contract with West Shore Services Inc. for the Purpose of Adding and Upgrading Outdoor Warning Sirens in Ingham County
 - c. Resolution Authorizing Termination of the Support and Maintenance Agreement with Advanced Public Safety, Inc.
 - d. Resolution to Purchase from LexisNexis E-Citation Programming, Michigan UD-10 Crash Reporting and Diagramming and a One Year E-Citation Annual Maintenance Program
2. 9-1-1 Center – Resolution Authorizing Purchase of Equipment and Services for an Additional Workstation in the Ingham County 9-1-1 Center
 3. Controllers/Administrators Office – Resolution Authorizing Third Quarter Adjustments to the 2016 Ingham County Budget

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

There was a discussion about moving the November 10 meeting.

Chairperson Crenshaw stated that the meeting would be held on November 10.

Update on the MDOC Situation

John Neilsen, Chief Deputy Controller, stated that the situation had not changed since the last Law & Court Committee meeting. He further stated that MDOC was considering up to a maximum of 70 beds. Mr. Neilsen stated that there had been exchanges of information about the programming offered at the County Jail, and as of this afternoon, MDOC was still considering, but have not committed to leasing beds at the County Jail.

There was a discussion about the time frames involved.

Discussion on the JLT Committee Appointment

Chairperson Crenshaw provided an introduction to the discussion.

Commissioner Anthony stated that the spirit of her motion was to show the JLT Committee that the Board was interested in the success of the JLT Committee's goals.

Discussion.

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. MAIVILLE, TO RECONSIDER THE MOTION THAT CARRIED AT THE LAST MEETING TO APPOINT THE LAW AND COURTS CHAIRPERSON OR THEIR DESIGNEE AS AN EX OFFICIO MEMBER OF THE JLT COMMITTEE.

THE MOTION CARRIED UNANIMOUSLY.

Chairperson Crenshaw stated that the motion was back on the table.

COMMISSIONER ANTHONY WITHDREW HER MOTION.

Announcements

Chairperson Crenshaw announced that the Sobriety Court Foundation was holding a charity breakfast at 7:30 a.m., Friday, October 27 at the Lansing Country Club. He invited all to attend.

Commissioner Anthony stated that she was traveling to a conference in Washington, D.C. and she had been contacted by officials from King County, Washington. She further stated that the King County officials had requested to meet with Commissioner Anthony about the programming at the Ingham County Health Department. Commissioner Anthony stated that our Health Department was nationally known and that was something to be proud of. She further stated that she would report back to the Board about her meeting.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:22 p.m.

DECEMBER 1, 2016 LAW & COURTS AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

Discussion Items: No material

1. *Discussion with Circuit Court, Prosecuting Attorney's Office, and Sheriff's Office on Grady Porter/Veteran's Memorial Security Issues*
2. *Prosecuting Attorney's Office –Review of Sheriff's Office Evidence Room Update*

The Chief Deputy Controller is recommending approval of the following resolutions/actions:

3. *Circuit Court - Resolution Honoring Maureen Winslow*

This Resolution honors a long time retiring employee for her distinguished career at Ingham County.

- 4a. *Circuit Court/ Family Division -Resolution Honoring Thomas P. Fruechtenicht*

This Resolution honors a long time retiring employee for his distinguished career at Ingham County.

- 4b. *Circuit Court/ Family Division - Resolution Honoring Doug and Patty Pringle*

This Resolution honors long term retiring foster parents Doug and Patty Pringle for opening up their home to children in need for 42 years in cooperation with the Ingham County Circuit Court's Family Division.

- 4c. *Circuit Court/ Family Division - Resolution Authorizing Entering into a Contract with Peckham Inc. for Peckham Footprints Group Home*

This Resolution authorizes entering into a continuation contract with Peckham Inc. to operate the Peckham Footprints Group Home program in the amount of \$460,738 (a 3% increase) as approved in the 2017 Budget for the time period of October 1, 2016 through September 30, 2017.

The Peckham Footprints Group Home provides shelter as well as cognitive behavior treatment and intervention for adolescent females who are under the jurisdiction of the Family Division of the Circuit Court for delinquency and truancy issues. The average length of stay in this structured environment is 6 to 9 months. Funds are available for this purpose in the 2016/17 Child Care Fund budget (see attached memo for details).

5. *Circuit Court /Friend of the Court - Resolution to Authorize the Purchase of Five OnBase Named User Client and Workflow Licenses for the Friend of the Court Imaging System from Imagesoft, Inc.*

This Resolution authorizes entering into a contract with Imagesoft, Inc. at a cost not to exceed \$7,800 for the purchase of five additional named user client and workflow licenses. The quote is reflective of a \$650 discount (total of \$7,150) if a Statement of Work is signed by December 16, 2016. If the Statement of Work is signed after that date the price will be \$7,800.

Funds are available within the 2016/17 FOC CRP budget for this purpose (see attached memo for details).

6a. CCAB- Resolution Authorizing the Community Corrections Advisory Board (CCAB) to Continue a Contract for Staff Consultant Services For FY 2017

This Resolution authorizes entering into a continuation contract with Westaff for CCAB Staff Consultant services from January 1, 2017 through December 31, 2017 in an amount not to exceed \$46,686. Contract funds are available for this purpose within the 2017 approved Community Corrections budget (see attached memo for details).

6b. CCAB- Resolution to Authorize Entering into s Contract with Alcohol Drug Administrative Monitoring Inc. for Drug Testing and Breathalyzer Services

This Resolution authorizes entering into a contract renewal with Alcohol Drug Administrative Monitoring, Inc. for drug and breathalyzer testing services for the period of January 1, 2017 through December 31, 2017 with automatic renewal for one year thereafter not to extend beyond the 31st day of December, 2018. Clients pay the fee for these services and if grant eligible they can be reimbursed through the Circuit Court Swift and Sure Sanctions Probation Program (SSSPP) and Mental Health Court. An RFP process was conducted prior to this recommendation being made (see attached memo for details).

7. Facilities Department – Resolution Awarding a Contract to Myers Plumbing & Heating to Provide HVAC Preventative Maintenance Services Six (6) Times per Year at Thirteen (13) 9-1-1 Tower Sites

This Resolution authorizes awarding a contract to Myers Plumbing & Heating, Inc. to provide HVAC Preventative Maintenance services six (6) times per year at thirteen (13) 9-1-1 tower sites at an annual cost of \$46,425. Sufficient 9-1-1 funds are available in the budget for this purpose. Myers Plumbing & Heating, Inc. was selected after a Bidding process (see attached memo for details).

8. Probate Court - Resolution Authorizing Contracts with Attorneys for Service on Mental Illness and General Probate Matters

This Resolution authorizes entering into continuation contracts (3% increases) with attorneys Michael Staake and William Metros for providing representation in involuntary mental illness attorney services up to \$10,609 for the time period of January 1, 2017 through December 31, 2017.

It also authorizes entering into continuation contracts (3% increases) with attorneys Robert Refior and Elias Kafantaris for providing representation in general Probate matters up to \$18,035 as well as respondent guardian ad litem (GAL) attorney services up to \$76,385 for the time period of January 1, 2017 through December 31, 2017.

Funds are contained within the 2017 Probate Court budget for this purpose (see attached memo for details).

9a. Sheriff's Office - Resolution to Honor Undersheriff Allan C. Spyke of the Ingham County Sheriff's Office

This Resolution honors a long time retiring employee for his distinguished career at Ingham County

9b. Sheriff's Office - Resolution to Purchase Ten New Tasers for the Sheriff's Office Field Services Division Using 2016 Capital Improvement Funds

This Resolution authorizes entering into the Inter-local agreement between Ingham County, the City of Lansing, and the City of East Lansing to accept the \$95,990.00 allocated portion of the 2016 Local JAG grant for the time period of July 1, 2016 through September 30, 2019.

The County would not receive any funds again this year under the proposed 2016 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. However the City of Lansing will approve allocating a voluntary \$4,000 to the County and the Sheriff for unspecified Technology upgrades through a subcontract (see attached memo).

The Lansing Police Department will voluntarily allocate, from their portion of the 2016 Local JAG grant, \$4,000.00 to the Ingham County Sheriff's Office to be used for technology upgrades.

9c. Sheriff's Office - Resolution Authorizing the Ingham County Sheriff's Office to Enter an Inter-Agency Agreement with Wayne County to Rent a Minimum of 50 up to 70 Beds to the Wayne County Sheriff's Office

This Resolution authorizes a contract with Wayne County to rent a minimum of 50 and up to 70 beds as needed, at a cost of \$45.00 per day per bed, for a minimum of \$821,250 and up to \$ 1,149,750 annually, effective January 1, 2017 through December 31, 2018.

This became necessary when a long term contract with the MDOC was canceled by the MDOC three days into an October 1, 2016 through September 30, 2018 contract by exercising their 30 day option.

This action does not solve the entire 2017 budget problem.

Current 2017 budgeted revenue is \$1,314,000.

100 beds X \$36 per day = \$3,600 per day X 365 days = \$1,314,000

The range of revenue for this contract is \$821,250 - \$1,149,750.

50 beds X \$45 per day = \$2,250 per day X 365 days = \$821,250

Up to 70 beds X \$45 per day = \$3,150 per day X 365 days = up to \$1,149,750

Therefore the anticipated revenue shortfall ranges between \$492,750 and \$164,250.

2017 Budget Jail contract revenue \$1,314,000 - Wayne County anticipated revenue (\$821,250 - \$1,149,750.) = Anticipated revenue shortfall of \$492,750 to \$164,250.

MDOC bed rental at \$36 per day X 365 = \$13,140 per bed.

We could balance the budget with \$492,750 / \$13,140 = 37.5 beds to \$164,250 / \$ 13,140 beds = 12.5 beds

The shortfall can be addressed with the possibility of additional MDOC rental beds we are still awaiting a definitive answer from the MDOC on this and/or budget savings by not filling a soon to be vacant Staff Services Administrator Position at the Sheriff's Office effective January 1, 2017 (annual savings is \$151,283) until we know the final status of bed rental contracts.

The Controller's Office proposes to revisit this issue for further corrective budget action in the first quarter of 2017 once the landscape is clarified on the amount of beds rented from Wayne and possibility the MDOC.

10a. Controller's Office - Resolution Approving Various Contracts for the 2017 Budget Year

This resolution will approve the attached list of Law & Courts Committee related contracts for the 2017 budget year. The list consists only of contracts that are included in the 2017 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

The county contract approval process, as amended by Resolution #09-095, provides that any contract over \$5,000 must be approved by the Board of Commissioners.

Based on Resolution #16-443, the Budget Office will be using the Consumer Price Index's Annual Inflation rate (0.9% for 2017) or 1%, whichever is greater to determine if the contract falls within the Board of Commissioners' Guidelines. Expenditure contracts with a 2017 increase of 1% or less are the only ones included in this resolution. All others will have to be presented separately by resolution (see attached memo for details).

10b. Controller's Office - Resolution Authorizing the Controller to Make Year End Budget Adjustments

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2016 Budget. The General Fund budget will be adjusted to the amount of \$82,862,858 for the fourth quarter of 2016.

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, re-appropriations, accounting and contractual changes, and general housekeeping issues.

Detail of the the recommended adjustments to the Ingham County budget for the fourth quarter of fiscal year 2016 are attached. The total decrease to the General Fund is \$145,450. These adjustments will deplete the 2016 Contingency fund (see attached memo for details).

11. 9-1-1 Center – Presentation of Management Action Plan Report on the 9-1-1 Center

This Management Action Plan Report has been prepared in DRAFT form and has been sent to all the 9-1-1 Center's Employees and Joint Labor Team (JLT) for their review and comment. Those suggestions will be considered for the final report which will be sent to the Law & Courts Committee via e-mail prior to the December 1, 2016 Law & Courts Meeting.

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING MAUREEN WINSLOW

WHEREAS, Maureen Winslow began her career with Ingham County in June 1975 as a Summer Casework Intern with the Probate Court; and

WHEREAS, in October 1975 Maureen Winslow was hired as a temporary Child Welfare Worker with the Probate Court; and

WHEREAS, in August 1976 Maureen Winslow became a permanent Child Welfare Worker with the Probate Court; and

WHEREAS, in June 1981 Maureen Winslow was promoted to Senior Child Welfare Worker, and in February 1985 Maureen Winslow was promoted to Casework Supervisor, and in November 1992 Maureen Winslow became the Casework Supervisor and Juvenile Records Supervisor; and

WHEREAS, Maureen Winslow was appointed Interim Deputy Court Administrator for the Juvenile Division in February 2007, and in March 2007 she was appointed permanent Deputy Court Administrator for the Juvenile Division; and

WHEREAS, during Maureen Winslow's tenure, the Ingham County Juvenile Division underwent numerous changes which include the creation of the Family Division of the Circuit Court, the initial passage and subsequent renewals of the Juvenile Justice Millage, and the opening of the Ingham Academy; and

WHEREAS, in her role as Deputy Court Administrator, Maureen Winslow has supported and encouraged the growth of the Ingham County Juvenile Division by implementing programs and services that follow nationwide best practices; and

WHEREAS, there are thousands of children who have benefited from her hard work, tenacity and commitment to the wellbeing of the children; and

WHEREAS, Maureen Winslow continues to be recognized by her peers as an expert in the Child Welfare and Juvenile Justice fields, and she currently serves as on the Executive Board of the Michigan Association for Family Court Administrators.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Maureen Winslow for more than 40 years of dedicated service to the County of Ingham and for her countless contributions to the welfare of the children everywhere.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners wishes her continued success in all of her future endeavors.

MEMORANDUM

TO: Law and Courts Committee

FROM: Maureen Winslow, Deputy Court Administrator

DATE: November 21, 2016

SUBJECT: RESOLUTION HONORING THOMAS P. FRUECHTENICHT

The Resolution accompanying this memo is requesting the Ingham County Board of Commissioners honor Tom Fruechtenicht for his 12 years of service to Family Division of the Circuit Court. Tom is retiring on January 6, 2017 from his duties as Chief Referee.

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING THOMAS P. FRUECHTENICHT

WHEREAS, Tom Fruechtenicht began his employment as Attorney Referee in June, 2004 at the Family Division of the Ingham County Circuit Court; and

WHEREAS, Tom Fruechtenicht was promoted to Chief Referee in September, 2004; and

WHEREAS, on behalf of the Judges of the Circuit Court Family Division, Tom has conducted numerous hearings on youth petitioned before the Court on delinquency and neglect cases; and

WHEREAS, Tom has exemplified the best in public service through his caring commitment to his responsibilities and duties; and

WHEREAS, Tom has always demonstrated a willingness to go above and beyond his job duties when it would benefit the youth of Ingham County; by volunteering his time to assist with fundraiser events with the Child Benefit Fund; and

WHEREAS, Tom's wealth of knowledge of the law, sense of humor, and helpful attitude will be greatly missed; and

WHEREAS, Tom has dedicated a significant portion of his life to the service of the residents of Michigan and Ingham County; and

WHEREAS, Tom's retirement has come about due to his wife's successful election to the Office of Ingham County Prosecutor which he fully embraces.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Tom Fruechtenicht for his many years of dedicated service to the County of Ingham and for the contributions he has made to the Circuit Court, Family Division.

BE IT FURTHER RESOLVED, that the Board wishes him continued success in all of his future endeavors.

MEMORANDUM

TO: Law and Courts Committee

FROM: Maureen Winslow, Deputy Court Administrator

DATE: November 21, 2016

SUBJECT: RESOLUTION HONORING DOUG AND PATTY PRINGLE

The Resolution accompanying this memo is requesting the Ingham County Board of Commissioners honor Mr. and Mrs. Doug Pringle for opening up their home for 42 years as foster parents with the Ingham County Circuit Court's Family Division. Doug and Patty Pringle have provided a warm and nurturing environment for many adolescent males who were under the jurisdiction of the court due to neglect and abuse or delinquency. They have been outstanding role models for our youth and will be truly missed. It is hoped they enjoy their well-deserved retirement.

Introduced by the Law & Courts Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING DOUG AND PATTY PRINGLE

WHEREAS, Doug and Patty Pringle have been licensed foster parents since 1974; and

WHEREAS, hundreds of youth have been placed in their care over the past 42 years; and

WHEREAS, for the past 35 years the Doug and Patty Pringle provided a group home environment for 6 teenage delinquent boys at a time; and

WHEREAS, despite residential moves, Mr. and Mrs. Pringle have always ensured that there would be room for “their boys” at the new residence; and

WHEREAS, Doug and Patty Pringle have worked tirelessly to meet the needs of the youth placed in their home, helping them to develop socially, emotionally, academically, and supported their extra-curricular activities; and

WHEREAS, even when met with significant challenges, they would look for the reason to welcome the youth back and help them to learn and grow through the experience; and

WHEREAS, the Pringles provided each of these youth with an excellent example of family life and committed parenting; and

WHEREAS, Mr. and Mrs. Pringle continued their commitment to court adjudicated youth in Ingham County even after the juveniles were dismissed from the court, opening their home on breaks from college or providing a listening ear when needed; and

WHEREAS, the Pringles have assisted in the training of other foster parents; and

WHEREAS, the Pringle did not view foster parenting as a job, but as a way of life; and

WHEREAS, after 42 years, Doug and Patty Pringle are retiring from foster parenting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honor Doug and Patty Pringle for their many years of dedicated service to the County of Ingham and for the numerous contributions they have made to the welfare of the youth in Ingham County.

BE IT FURTHER RESOLVED, that the Board wishes them continued success in all of their future endeavors.

MEMORANDUM

TO: Law and Courts Committee

FROM: Maureen Winslow, Deputy Court Administrator

DATE: November 17, 2016

SUBJECT: **Resolution to enter into a contract with Peckham Inc for the Footprints Group Home**

This resolution requests a 3% increase in the contract amount for the Peckham Footprints Group Home. The specific amount of the contract would be \$460,738 for fiscal year 2017.

The Peckham Footprints Group Home provides shelter as well as cognitive behavior treatment and intervention for adolescent females who are under the jurisdiction of the Family Division of the Circuit Court for delinquency and truancy issues. The average length of stay in this structured environment is 6 to 9 months.

This would be the first increase in several years as the dollar amount of this contract has remained at \$447,319 since 2008, except for a time when the amount had to be reduced due to budget cuts.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH PECKHAM INC. FOR
PECKHAM FOOTPRINTS GROUP HOME**

WHEREAS, Peckham Inc. provides short term residential placement and services, known as Peckham Footprints Group Home, for adolescent females who are under the jurisdiction of the 30th Judicial Circuit Court Family Division; and

Whereas, Peckham Inc. has provided excellent services, utilizing cognitive behavior practices in this six bed group home program; and

WHEREAS, the Ingham County Board of Commissioners approved an amount of \$460,738 in the 2017 Budget for the Peckham Footprints Group Home; and

WHEREAS, the approved budgeted amount is an approximate 3% increase from the previous budget year; and

WHEREAS, Peckham Footprint's budget was set in 2008 at \$447,319 but was decreased due to budget reductions. In 2012, it was restored to the 2008 amount where it has remained; and

WHEREAS, the Peckham Footprints Group Home is included in Ingham County's Child Care Fund Budget which means the State reimburses 50% of the costs to Ingham County.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a continuation contract with Peckham Inc. to operate the Peckham Footprints Group Home program in the amount of \$460,738 as approved in the 2017 Budget for the time period of October 1, 2016 through September 30, 2017.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contractual documents consistent with this Resolution and approved as to form by the County Attorney.

MEMORANDUM

TO: LAW & COURTS AND FINANCE COMMITTEES

FROM: HARRY MOXLEY, DEPUTY COURT ADMINISTRATOR/FRIEND OF THE COURT

RE: RESOLUTION TO AUTHORIZE THE PURCHASE OF FIVE ADDITIONAL ONBASE IMAGING LICENSES

DATE: OCTOBER 31, 2016

Presently FOC has approximately 40 named/dedicated OnBase licenses assigned to specific staff. The remaining 20 FOC OnBase users (counting two part-time temporary staff and a law intern) share out of a pool of concurrent/"floating" licenses. Frequently all of the concurrent licenses are in use, and staff must wait for another user to log off. Adding five new named licenses should eliminate this bottleneck and thereby allow for better use of staff time and improved cost efficiency.

At the time the system was designed and implemented, FOC did not foresee the need for all staff to be using the application simultaneously, as is now the case since the completion of back scanning of old hard copy files. In addition FOC has added a position back and has all positions filled due to the end of the hiring freeze/hiring delay, which has placed additional demand on the concurrent license pool.

For the Fiscal Year 2017 budget (which started on 10/1/16 for FOC), \$8,400 was approved for the purchase of five licenses, 66% of which will be eligible for recovery/reimbursement in calendar year 2019 through the Cost Allocation Plan (or in calendar year 2018 if the licenses are purchased before 12/31/16). To this end, FOC has received a quote/Statement of Work for \$7,150 for five named user and workflow licenses from Imagesoft, Inc., who has been the county's vendor for OnBase products, and who in coordination with the Ingham County IT Department designed and implemented the FOC imaging system in 2010. This quote is reflective of a \$650 discount if a Statement of Work is signed by December 16, 2016. If the Statement of Work is signed after that date the price will be \$7,800.

Thank you for your consideration. A representative of Friend of the Court will be in attendance at the upcoming Law and Courts meeting on November 10, and Finance Committee meeting on November 16, to answer any questions on this matter.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF FIVE ONBASE NAMED USER CLIENT AND WORKFLOW LICENSES FOR THE FRIEND OF THE COURT IMAGING SYSTEM FROM IMAGESOFT, INC.

WHEREAS, on June 1, 2010, Friend of the Court converted to a digital OnBase imaging system to improve the efficiency of document storage, retrieval and distribution; and

WHEREAS, in 2014 FOC completed the scanning of approximately two million pages of hard copy documents received prior to June 1, 2010; and

WHEREAS, this conversion of hard copy files to digital images has been a great success both in terms of purging old files of duplicate or redundant hard copy, and in allow for the quick, simultaneous retrieval of files by staff without times consuming searches for hard copy; and

WHEREAS, since this conversion, it has been necessary for FOC staff to utilize the OnBase imaging system more than was anticipated when the system was implemented in 2010; and

WHEREAS, FOC staff are frequently unable to access the imaging system without requesting other staff to log out of the system; and

WHEREAS, the purchase of five additional named user client and workflow licenses will allow for better use of staff time and improved cost efficiency for FOC; and

WHEREAS, \$8,400 was approved in the FY 2017 FOC budget for the purchase of five additional named user client and workflow licenses; and

WHEREAS, the FOC OnBase imaging system was designed, implemented and executed, in coordination with the Ingham County IT Department, by the vendor Imagesoft, Inc., who has continued to be the county's vendor for the support, implementation and maintenance of OnBase imaging systems in multiple departments.

THEREFORE BE IT RESOLVED, that the Ingham County Friend of the Court is hereby authorized to enter into a contract with Imagesoft, Inc., at a cost not to exceed \$7,800, for the purchase of five additional named user client and workflow licenses.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any adjustments necessary to properly budget and account for these expenditures.

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

TO: Board of Commissioners Law & Courts Committee
FROM: Mary Sabaj, Community Corrections Manager
DATE: October 25, 2016
SUBJECT: FY 2017 CCAB Staff Consult Contract Approval
For the meeting agenda of November 10, 2016

BACKGROUND

This Resolution approves entering a contract with the current vendor, Westaff, to provide contract services for the CCAB Staff Consultant position for FY2017. This position is 30 hour per week with 3 weeks of unpaid vacation and no paid holidays.

ALTERNATIVES

The CCAB Staff Consultant position is vital to the operation of the 1 FTE Community Corrections Department and saves jail bed days. This position provides Gatekeeper services that manage State of Michigan PA511 funded residential services for Circuit and District Court sentenced ICJ incarcerated inmates. Jail bed days are saved by ensuring that eligible inmates are transferred on the earliest possible date from the jail to community based residential programs.

The Staff Consultant also manages the State COMPAS database for PA511 programs along with a variety of criminal justice system data that is regularly distributed to criminal justice system and other County stakeholders making it possible to more effectively manage local corrections resources. The Staff Consultant assists the CCAB Manager with daily operations, including monitoring CCAB funded services and treatment programs.

FINANCIAL IMPACT

Funds were authorized in the FY2017 budget to continue a contract for CCAB staff consultant services. The FY17 hourly rate of \$32.97 reflects a 1.3% increase (\$0.42/hour) with \$0.14/hour going to Westaff and \$0.28/per hour going to the Staff Consultant. State and City of Lansing grant funds contribute \$9,089 to the total cost of the position (\$46,686).

OTHER CONSIDERATIONS

The MDOC FY 2016-2017 contract includes provision of Gatekeeper services and requires data collection for and maintenance of the COMPAS database.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support CCAB Staff Consult services for FY 2017.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE COMMUNITY CORRECTIONS
ADVISORY BOARD (CCAB) TO CONTINUE A CONTRACT FOR
STAFF CONSULTANT SERVICES FOR FY2017**

WHEREAS, the Ingham County Commissioners authorized funds in the FY2017 budget to continue a contract for CCAB staff consultant services; and

WHEREAS, the current contract period authorized services through December of 2016; and

WHEREAS, the CCAB Staff Consultant position is three-quarter time for a total of 1,416 hours annually at the 2017 hourly rate of \$32.97 per hour with no paid holidays and three weeks of unpaid vacation time resulting in a total cost of \$46,686 for 2017; and

WHEREAS, State of Michigan – Office of Community Alternatives and City of Lansing grant funds reduce the cost of Staff Consultant services to the County by \$9,809 resulting in an actual cost to the County of \$36,877 for 2017; and

WHEREAS, Westaff agrees to provide payroll services for the Staff Consultant position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby approve entering a contract with Westaff for CCAB Staff Consultant services from January 1, 2017 through December 31, 2017 in an amount not to exceed \$46,686.

BE IT FURTHER RESOLVED, that the contract funds will come from the 2017 approved Community Corrections budget.

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

TO: Board of Commissioners Law & Courts Committee

FROM: Mary Sabaj, Community Corrections Manager

DATE: November 21, 2016

SUBJECT: Contract for Drug Testing and Breathalyzer Services
For the meeting agenda of December 1, 2016

BACKGROUND

An Evaluation Committee comprised of representatives within the 30th Circuit Court, Ingham County Adult Probation Department, and Community Corrections evaluated the three proposals received in response to RFP # 168-16 for Drug Testing and Breathalyzer Services. The current contract with Alcohol Drug Administrative Monitoring, Inc. for these services will expire December 31, 2016.

ALTERNATIVES

In the absence of a contract, there are no assurances that required testing services will be available or that required testing standards and protocols are being met. This contract will ensure that reasonable fees remain stable for the duration of the contract for the Court and for clients paying directly for services. A contract is required for all services reimbursed by the Court.

FINANCIAL IMPACT

Services are to be provided on both a client pay bases and billed to the Circuit Court for Swift and Sure Sanctions Probation Program (SSSPP) and Mental Health Court clients eligible for grant funded services. The contract sets forth the fee schedule and testing conditions to be met if and when a client is referred. No minimum number of clients is guaranteed under the contract. Funds were authorized in the FY2017 Court budget to pay for testing services.

OTHER CONSIDERATIONS

In recommending Alcohol Drug Administrative Monitoring, Inc., the Evaluation Committee took into consideration added value provided for testing fees, the lower cost of the test believed to be most frequently ordered, waiver of the intake fee and reduced breathalyzer fee, the ability to seamlessly continue services with a local vendor known to be reliable and accommodating with a proven track record of addressing Court and Probation requests and concerns quickly and expediently.

RECOMMENDATION

The Evaluation Committee respectfully recommends that a new contract be entered with the current vendor, Alcohol Drug Administrative Monitoring, Inc. for a performance period of January 1, 2017 through December 31, 2017 with automatic renewal for one year thereafter not to extend beyond December 31, 2018.

Agenda Item 6b

TO: Mary Sabaj, CCAB Manager

FROM: James Hudgins, Director of Purchasing
jhudgins@ingham.org

DATE: October 27, 2016

RE: Memo of performance for RFP No. 168-16: Drug and Breathalyzer Testing

Per your request, the Purchasing Department sought proposals from qualified firms to submit a proposal for Drug and Breathalyzer Testing. As you are aware, these services will be provided for Ingham County Courts and agencies, as well as for Courts and agencies outside Ingham County in cases where the referred clients live or work in Ingham County. Ingham County encourages firms to submit proposals for multiple services and for multiple years.

The RFP was advertised in the Lansing State Journal, City Pulse, and posted on the Ingham County Purchasing Department's website.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendor invited to propose	25	2
Vendors responding	3	2

The summary of the vendors' costs are on the next page.

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit evaluation to the Purchasing Department with your recommendation; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be emailed with your memo and resolution submission to "Resolutions" as acknowledgement of the Purchasing Department's participation in the proposal process.

*If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309. *

Summary of Costs

Company Name: A.D.A.M. INC				Company Name: Drug & Alcohol Testing Centers				Company Name: Avertest LLC			
Local: Yes, Lansing MI				Local: No, Bloomfield Hills MI				Local: Yes, Lansing, MI			
TESTING CATEGORIES	CLIENT PAY	*CLIENT FEE	*NON-CLIENT FEE (not enrolled-generally 1X only)	TESTING CATEGORIES	CLIENT PAY	*CLIENT FEE	*NON-CLIENT FEE (not enrolled-generally 1X only)	TESTING CATEGORIES	CLIENT PAY	*CLIENT FEE	*NON-CLIENT FEE (not enrolled-generally 1X only)
CLIENT INTAKE FEE	na	na	na	CLIENT INTAKE FEE	na	na	na	CLIENT INTAKE FEE	na	na	na
PBT	\$2.00	\$2.00	na	PBT	\$2.00	\$2.00	\$2.00	PBT	Incl. w/ drug test or \$3.00 alone	Incl. w/ drug test or \$3.00 alone	Incl. w/ drug test or \$3.00 alone
5 PANEL ONSITE	11.00*	\$12.00*	na	5 PANEL ONSITE	\$10.00	\$10.00	\$10.00	5 PANEL ONSITE	na	na	na
**5 PANEL/PBT INCLUDED	\$11.00*	\$12.00*	na	**5 PANEL/PBT INCLUDED	\$10.00	\$10.00	\$10.00	**5 PANEL/PBT INCLUDED	\$14.00	\$14.00	\$14.00
10 PANEL ONSITE	\$22.00	\$22.00	na	10 PANEL ONSITE	\$15.00	\$15.00	\$15.00	10 PANEL ONSITE	na	na	na
10 PANEL/PBT INCLUDED	\$22.00	\$22.00	na	10 PANEL/PBT INCLUDED	\$15.00	\$15.00	\$15.00	10 PANEL/PBT INCLUDED	na	na	na
1 X ONLY 5 PANEL ONSITE	\$21.00	\$21.00	\$21.00	1 X ONLY 5 PANEL ONSITE	\$10.00	\$10.00	\$10.00	1 X ONLY 5 PANEL ONSITE	\$14.00	\$14.00	\$14.00
1 X ONLY 10 PANEL ONSITE	\$22.00	\$22.00	\$33.00	1 X ONLY 10 PANEL ONSITE	\$15.00	\$15.00	\$15.00	1 X ONLY 10 PANEL ONSITE	\$19.00	\$19.00	\$19.00
***LAB CONFIRMATION	\$25.00	\$25.00	\$25.00	***LAB CONFIRMATION	\$20.00	\$20.00	\$20.00	***LAB CONFIRMATION	\$19.95	\$19.95	\$19.95
DXM	\$25.00	\$25.00	\$35.00	DXM	\$25.00	\$25.00	\$25.00	DXM	\$15.00	\$15.00	\$15.00
ETG	\$25.00	\$25.00	\$35.00	ETG	\$15.00	\$15.00	\$15.00	ETG	Incl. w/ test or \$12.50 alone	Incl. w/ test or \$12.50 alone	Incl. w/ test or \$12.50 alone
8 PANEL LAB	\$25.00**	\$25.00**	\$35.00	8 PANEL LAB	\$20.00	\$20.00	\$20.00	8 PANEL LAB	\$18.00	\$18.00	\$18.00
10 PANEL LAB	\$35.00***	\$35.00***	\$45.00	10 PANEL LAB	\$25.00	\$25.00	\$25.00	10 PANEL LAB	\$19.00	\$19.00	\$19.00
ANABOLIC STEROIDS	\$75.00	\$75.00	\$85.00	ANABOLIC STEROIDS	\$65.00	\$65.00	\$65.00	ANABOLIC STEROIDS	\$175.00	\$175.00	\$175.00
SYNTHETIC CANNABINOID (K2,SPICE)	\$45.00	\$45.00	\$55.00	SYNTHETIC CANNABINOID (K2,SPICE)	\$35.00	\$35.00	\$35.00	SYNTHETIC CANNABINOID (K2,SPICE)	\$25.00	\$25.00	\$25.00
SYNTHETIC STIMULANT (BATH SALT)	\$40.00	\$40.00	\$50.00	SYNTHETIC STIMULANT (BATH SALT)	\$35.00	\$35.00	\$35.00	SYNTHETIC STIMULANT (BATH SALT)	\$35.00	\$35.00	\$35.00
ORAL LAB	\$37.00	\$37.00	\$47.00	ORAL LAB	\$25.00	\$25.00	\$25.00	ORAL LAB	\$19.50	\$19.50	\$19.50
HAIR FOLLICLE	\$125.00	\$125.00	\$125.00	HAIR FOLLICLE	\$75.00	\$75.00	\$75.00	HAIR FOLLICLE	\$75.00	\$75.00	\$75.00
NICOTINE	\$25.00	\$25.00	\$35.00	NICOTINE	\$15.00	\$15.00	\$15.00	NICOTINE	\$2.50 Add on or \$15.00 alone	\$2.50 Add on or \$15.00 alone	\$2.50 Add on or \$15.00 alone

A.D.A.M. pricing:

*Replacing 5 panel with 6 Panel to add oxycodone.

** Replacing 8 panel with 10 panel lab that includes the EtG (500) test retaining the \$25.00 fee)

***Replacing the 10 panel lab with a 12 panel lab retaining the \$35.00 fee

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ENTERING A CONTRACT WITH
ALCOHOL DRUG ADMINISTRATIVE MONITORING, INC.
FOR DRUG TESTING AND BREATHALYZER SERVICES**

WHEREAS, the current contract entered between Ingham County and Alcohol Drug Administrative Monitoring, Inc. for drug and breathalyzer testing services will expire on December 31, 2016; and

WHEREAS, the 30th Judicial Circuit Court through Pretrial Services, Circuit Court Adult Probation, Swift and Sure Sanctions Probation Program, Mental Health Court and Family Division, including Friend of the Court and Juvenile Division (hereafter referred to as “referral sources”) clients require ongoing testing services that are administered in compliance with all County requirements including laboratory testing at predetermined frequencies in conjunction with instant testing and approved chain of custody protocols; and

WHEREAS, in the absence of any monetary subsidy provided by Ingham County, it is critical that client pay testing services be available at a level that is not overly burdensome to clients referred from the above County referral sources; and

WHEREAS, client pay and testing services to be reimbursed by the Circuit Court will be charged pursuant to a fee schedule that is agreeable to the Circuit Court; and

WHEREAS, funds were authorized in the FY2017 Court budget for testing services; and

WHEREAS, after distributing a Request for Proposals (RFP) for Drug and Breathalyzer Testing services; and, after receiving and evaluating the three responses, the Evaluation Committee recommends Alcohol Drug Administrative Monitoring, Inc. and has determined this vendor willing to provide testing services in compliance with testing needs and protocols as defined by Ingham County pursuant to the attached fee schedule for all clients referred by the above referral sources.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering a contract with Alcohol Drug Administrative Monitoring, Inc. for drug and breathalyzer testing services for the period of January 1, 2017 through December 31, 2017 with automatic renewal for one year thereafter not to extend beyond the 31st day of December, 2018.

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

Agenda Item 7

TO: Board of Commissioners, Law & Courts and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: November 21, 2016

SUBJECT: A contract with Myers Plumbing & Heating to provide HVAC preventative maintenance services six (6) times per year at thirteen (13) 911 tower sites

For the meeting agendas of: December 1 & December 7

BACKGROUND

The previous maintenance contract with Walter Mechanical Services Inc. DBA: ATI Group expires on December 31, 2016. The contract with Myers Plumbing & Heating will be effective from January 1, 2017 through December 31, 2019, with an optional two (2) year renewal at the time of expiration.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Myers Plumbing & Heating submitted the lowest responsive and responsible bid of \$46,425.00. They were chosen after going through a competitive bidding process and have the recommendation of both the Purchasing and Facilities Departments. Funds are available in the 911 Center contractual line item #261-32500-818000.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with Myers Plumbing & Heating.

Agenda Item 7

TO: Richard Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing
jhudgins@ingham.org

DATE: October 26, 2016

RE: Memo of performance for RFP No. 176-16: Annual Heating, Ventilating & Air Conditioning Preventive Maintenance, Repair, & Emergency Services

Per your request, the Purchasing Department sought proposals from qualified and experienced heating, ventilation and air conditioning (HVAC) firms, licensed in the State of Michigan, interested in entering into a services agreement for HVAC preventative maintenance services six (6) times per year at thirteen (13) 911 tower sites. Other services required may include, but are not limited to, emergency HVAC repair services, miscellaneous repairs, replacements, and system operations at various facilities on a non-exclusive continuing annual basis for a period of three (3) years with an option for a 2-year renewal.

The RFP was advertised in the Lansing State Journal and City Pulse, and posted on the Ingham County Purchasing Department's website.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendor invited to propose	60	22
Vendor attending pre-bid/proposal meeting	8	4
Vendors responding	6	3

A summary of the vendors' costs is on the next page.

SUMMARY OF COSTS

	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME
	Myers Plumbing &	J.E.Johnson	Hurst Mechanical	Pleune Services	Limbach	T.H. Eifert
Local Preference	No, Clinton Cty.	No, Midland MI	No, Belmont, MI	Yes, Lansing MI	Yes, Lansing	Yes, Lansing MI
Year 1 Cost	\$15,322.00	\$19,520.00	\$19,895.52	\$22,337.00	\$25,332.00	\$47,520.00
Year 2 Cost	\$15,475.00	\$20,496.00	\$20,942.65	\$22,337.00	\$25,332.00	\$47,520.00
Year 3 Cost	\$15,629.00	\$21,520.00	\$22,044.89	\$22,337.00	\$25,332.00	\$47,520.00
Total:	\$46,426.00	\$61,536.00	\$62,883.06	\$67,011.00	75, 996.00	\$142,560.00
Yr 1, hourly rate regular hours	\$90.00	\$155.00	\$104.82	\$91.00	\$95.00	\$96.00
Yr 1, hourly rate after hours	\$135.00	\$232.50	\$157.83	\$182.00	\$125.00	\$144.00
Yr 2, hourly rate regular hours	\$90.00	\$162.75	\$106.82	\$91.00	\$95.00	\$96.00
Yr 2, hourly rate after hours	\$135.00	\$244.00	\$160.23	\$182.00	\$125.00	\$144.00
Yr 3, hourly rate regular hours	\$90.00	\$170.00	\$108.82	\$91.00	\$95.00	\$96.00
Yr 3, hourly rate after hours	\$135.00	\$255.00	\$163.23	\$182.00	\$125.00	\$144.00

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit evaluation to the Purchasing Department with your recommendation; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

For construction projects over \$10,000 preconstruction meetings are required. Please make sure the Purchasing Department is invited and is able to attend such meetings to ensure all contractors are in compliance with prevailing wages and proper bonding.

This Memorandum is to be included with your memo and resolution submission to the “resolutions group” as acknowledgement of the Purchasing Department’s participation in the proposal process.

If I can be of further assistance, please email jhudgins@ingham.org

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AWARDING A CONTRACT TO MYERS PLUMBING & HEATING TO
PROVIDE HVAC PREVENTATIVE MAINTENANCE SERVICES SIX (6) TIMES PER YEAR
AT THIRTEEN (13) 9-1-1 TOWER SITES**

WHEREAS, the previous maintenance contract with Walter Mechanical Services Inc. DBA: ATI Group expires on December 31, 2016; and

WHEREAS, the contract with Myers Plumbing & Heating will be effective from January 1, 2017 through December 31, 2019, with an optional two (2) year renewal at the time of expiration; and

WHEREAS, both the Purchasing and Facilities Departments agree that a contract be awarded to Myers Plumbing & Heating who submitted the lowest responsive and responsible bid of \$46,425.00; and

WHEREAS, funds for this project are available in the 911 Center contractual line item #261-32500-818000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to Myers Plumbing & Heating, Inc., 16825 Industrial Parkway, Lansing, Michigan 48906, to provide HVAC Preventative Maintenance services six (6) times per year at thirteen (13) 911 tower sites.

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

MEMORANDUM

TO: Law and Courts Committee
Finance Committee

FROM: George M. Strander
Probate Court Administrator & Probate Register

DATE: November 10, 2016

RE: Contracts

For many years the Probate Court has contracted with local attorneys to provide respondent legal representation services in involuntary mental illness matters and general Probate matters as well as respondent guardian ad litem services, and for most of those years the compensation was not increased. The compensation to the attorneys providing MI attorney services (\$10,300 per year), providing general Probate attorney services (\$17,510 per year), and providing GAL services (\$74,160) was increased the first time by 3% last year to partly compensate for the increase in the cost of living over the years. We calculate that one more increase of 3% will fully compensate them for several years of no compensation increases.

Attorneys Michael Staake and William Metros have provided MI attorney services for several years and we would like them to continue doing so in 2017. Attorneys Robert Refior and Elias Kafantaris have provided general Probate attorney and GAL services for several years and we would like them to continue doing so in 2017.

For the 2017 GF budget, the Probate Court requested and received from the Board of Commissioners additional funds so as to increase each above contract amount by another 3%. This translates into a \$3059 total increase over all three contracts: \$309 for MI attorney services, with the new total of \$10,609; \$525 for general Probate attorney services, with the new total of \$18,035; and \$2225 for GAL services, with a new total of \$76,385).

We are requesting authorization to use the budgeted funds to enter into contracts with the aforementioned attorneys for the same services as covered in earlier years but at the slightly increased contract amounts.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING CONTRACTS WITH ATTORNEYS FOR SERVICE ON
MENTAL ILLNESS AND GENERAL PROBATE MATTERS**

WHEREAS, For many years the Probate Court has contracted with local attorneys to provide respondent legal representation services in involuntary mental illness (MI) matters and general Probate matters as well as respondent guardian ad litem (GAL) services; and

WHEREAS, The compensation to the attorneys providing MI attorney services (\$10,300 per year), providing general Probate attorney services (\$17,510 per year), and providing GAL services (\$74,160) was increased by 3% last year to partly compensate for cost-of-living increases over the years; and

WHEREAS, Attorneys Michael Staake and William Metros have provided MI attorney services for several years and the Probate Court would like them to continue doing so in 2017; and attorneys Robert Refior and Elias Kafantaris have provided general Probate attorney and GAL services for several years and the Probate Court would like them to continue doing so in 2017; and

WHEREAS, for the 2017 GF budget, the Probate Court requested and received from the Board of Commissioners additional funds so as to increase each above contract amount by 3%, which translates into a \$3,059 total increase over all three contracts (\$309 for MI attorney services, with the new total of \$10,609; \$525 for general Probate attorney services, with the new total of \$18,035; and \$2,225 for GAL services, with a new total of \$76,385).

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into contracts with attorneys Michael Staake and William Metros for providing representation in involuntary mental illness attorney services up to \$10,609 for the time period of January 1, 2017 through December 31, 2017.

BE IT FURTHER RESOLVED , that the Ingham County Board of Commissioners authorizes entering into contracts with attorneys Robert Refior and Elias Kafantaris for providing representation in general Probate matters up to \$ 18,035 as well as respondent guardian ad litem (GAL) attorney services up to \$ 76,385 for the time period of January 1, 2017 through December 31, 2017.

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

Agenda Item 9a

TO: Law & Courts Committee
FROM: Major Joel Maatman
DATE: November 15, 2015
RE: Retirement Resolution for Undersheriff Allan C. Spyke

Summary of Proposed Action: This resolution will honor retiring Undersheriff Allan C. Spyke of the Ingham County Sheriff's Office for his dedicated 39 years of law enforcement career protecting the citizens of Ingham County.

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO HONOR UNDERSHERIFF ALLAN C. SPYKE
OF THE INGHAM COUNTY SHERIFF'S OFFICE**

WHEREAS, Undersheriff Allan Spyke started his law enforcement career in 1977 with the Delhi Township Police Department as a Deputy Sheriff; and

WHEREAS, Allan was assigned to the Tri-County Metro Narcotics Squad in 1987, serving with this regional team for three years and an undercover officer and narcotics investigator; and

WHEREAS, in 1990, Undersheriff Spyke was promoted the rank of Sergeant by Sheriff Wriggelsworth after Delhi Township closed their police operations to contract police services with the Sheriff's Office; and

WHEREAS, in 1994, he was named the Ingham County Animal Control Director, serving in that capacity for four years before returning to the Sheriff's Office in 1998 where he was appointed to Sheriff Wriggelsworth's administrative staff as Major of Staff Services; and

WHEREAS, in 2007, Allan was appointed to the position of Chief Deputy and later in 2007 to the office of Undersheriff; and

WHEREAS, during his long distinguished career serving the citizens of Ingham County, Undersheriff Spyke served on many community boards, including serving as Chairperson for Ingham County Triad, Michigan Animal Health Foundation, Vice chair for the Ingham County Sobriety Court Foundation, and the Ingham County 911 Advisory Committee as Chair of the Governance Committee during the creation of the Ingham County 911 Center; and

WHEREAS, Undersheriff Spyke was a proud graduate of Okemos High School, Lansing Community College and the Mid-Michigan Police Academy, the FBI National Academy, Michigan State University where he obtained his Bachelor of Arts with Honor in Criminal Justice and his Master of Science in Criminal Justice; and

WHEREAS, during his law enforcement career, Undersheriff Spyke was the recipient of many police and community awards and recognized as an outstanding police administrator amongst the Tri County Police agencies; and

WHEREAS, after 39 years of dedicated service to the citizens of Ingham County, Undersheriff Allan C. Spyke is ending his law enforcement career on December 31, 2016.

THEREFORE IT BE RESOLVED, that the Ingham County Board of Commissioners hereby honors Undersheriff Alan C. Spyke for his 39 years of dedicated police service to the citizens of the great State of Michigan, and wishes him continued success in all of his future endeavors.

Agenda Item 9b

TO: Law & Courts Committee
Finance Committee

FROM: Major Maatman, Field & Staff Services Administrator

DATE: Oct 24, 2016

RE: RESOLUTION TO PURCHASE NEW TASERS FOR THE SHERIFF'S
OFFICE FIELD SERVICES DIVISION USING 2016 CAPITAL
IMPROVEMENT FUNDS.

This resolution is for the approval to purchase Ten (10) new Tasers and associated equipment for the Sheriff's Office Field Services Division, using 2016 Capital Improvement funds.

Specifically, these Ten (10) new Tasers and their associated equipment will supplement the total number of Tasers the Sheriff's Office has for Field Services, as well as replace outdated and broken Tasers already assigned to patrol operation. The goal in this purchase is to have enough Tasers to assign one to each assigned Patrol Deputy. Currently each deputy checks out a Taser when they come to work. Assigning a single Taser to each Deputy will quicken daily prep time as well as better account for operation of the equipment. Tasers are an important officer safety issue which protects not only the deputies but, citizens and inmates from injury. The use of Tasers also limits county liability and is fully supported by our insurance carrier MMRMA.

Taser Corporation is a single source company.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO PURCHASE TEN NEW TASERS FOR THE SHERIFF'S OFFICE
FIELD SERVICES DIVISION USING 2016 CAPITAL IMPROVEMENT FUNDS**

WHEREAS, the Ingham County Sheriff's Office is responsible for police patrols for Ingham County; and

WHEREAS, MMRMA the county insurance carrier fully supports their clients obtaining Tasers as a tool to maintain safe and secure operations in daily police patrols; and

WHEREAS, Deputies properly equipped and trained with functional, up to date Tasers have greatly limited use of force complaints, deadly force situations and legal issues since the initial release of these police tools; and

WHEREAS, the Sheriff's Office has determined the need to purchase Ten (10) new Tasers and associated Taser equipment to replace old, outdated and broken Tasers to our Field Services Division; and

WHEREAS, the purchase order also includes needed updated holsters, batteries and cartridges for deployment and certification training; and

WHEREAS, Taser Corporation is a single source company for this equipment; and

WHEREAS, the total expenditure for this proposal is not to exceed \$11,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Sheriff's Office to purchase Ten (10) Tasers and associated equipment from Taser International for a total not to exceed \$11,000 from the 2016 CIP budget.

BE IT FURTHER RESOLVED that the Administrator /Controller is directed to make the necessary adjustments to the 2016 Sheriff's Office budget.

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

TO: Law & Courts and Finance Committees
FROM: Major Sam L. Davis
DATE: November 17, 2016
RE: Inter- Governmental Agreement between Wayne and Ingham County

Commissioners,

This resolution will authorize Ingham County and the Ingham County Sheriff's Office to enter into a contract with Wayne County to rent a minimum of 50 and up to 70 beds at a cost of \$45.00 per day per bed for two years effective January 1, 2017 through January 1, 2019.

The funds received by the county for leasing these contractual beds are used to reduce the general fund cost of operating the jail

Financial Implications:

2017 Annual Revenue for this contract.

50 beds X \$45 per day = \$2,250 per day X 365 days = \$821,250

Up to 70 beds X \$45 per day = \$3,150 per day X 365 days = up to \$1,149,750

The revenue anticipated from renting 100 beds from the Michigan Department of Corrections (MDOC) was budgeted at \$ 1,314,000 in the 2017 budget.

100 beds X \$36 per day = \$3,600 per day X 365 days = \$1,314,000

As of this date, we are still awaiting a final decision by the MDOC on the rental of up to 70 beds after they canceled our initial contract for 100 beds. (See attached letter) If we are successful, we would rent additional beds to them to make up any shortfalls in the 2017 budgeted revenue of \$1,314,000.

I recommend your approval.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE INGHAM COUNTY SHERIFF'S OFFICE TO ENTER
AN INTER-AGENCY AGREEMENT WITH WAYNE COUNTY
TO RENT A MINIMUM OF 50 UP TO 70 BEDS TO THE WAYNE COUNTY SHERIFF'S OFFICE**

WHEREAS, the Ingham County Jail (Jail) has an established design rated capacity of 665 beds, (511 beds are currently utilized due to the previous closure of Post 3, 6, and 7) which includes 472 County beds (412 County beds are being utilized as a result of the previous closures) and 100 contractual beds; and

WHEREAS, the funds received by the County for leasing the contractual beds are used to reduce the general fund cost of operating the Jail; and

WHEREAS, the Ingham County Sheriff's Office has negotiated an agreement to rent a minimum of 50 and up to 70 beds as needed at a cost of \$45.00 per day per bed, up to but not to exceed \$1,149,750 effective January 1, 2017 through January 1, 2019; and

WHEREAS, the revenue to be received from the renting of the 50 beds, which is anticipated to be \$821,250 is in the 2017 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into contract with Wayne County to rent a minimum of 50 and up to 70 beds as needed, at a cost of \$45.00 per day per bed, for a minimum of \$821,250 and up to \$1,149,750 annually, effective January 1, 2017 through December 31, 2018.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and the Sheriff to sign all necessary contract documents consistent with this resolution upon review and approval as to form by the County Attorney.

TO: Board of Commissioners Finance and Liaison Committees
FROM: Jill Bauer, Administrative Analyst
DATE: 11/18/2016
SUBJECT: Resolution Approving Various Contracts for the 2017 Budget Year
for the meeting agendas of December 1st, 5th, 6th and 7th

BACKGROUND

This resolution will approve the attached list of contracts for the 2017 budget year. The list consists only of contracts that are included in the 2017 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

The county contract approval process, as amended by Resolution #09-095 provides that any contract over \$5,000 must be approved by the Board of Commissioners. This resolution includes various routine contract renewals in order to reduce the number of separate resolutions needed to approve contracts. The liaison committees may decide that there are some contracts included on this list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on Resolution #16-443, the Budget Office will be using the Consumer Price Index's Annual Inflation rate (0.9% for 2017) or 1%, whichever is greater to determine if the contract falls within the Board of Commissioners' Guidelines. Expenditure contracts with a 2017 increase of 1% or less are the only ones included in this resolution.

ALTERNATIVES

This process is in place to reduce the number of contracts that have to go the Board of Commissioners each year.

FINANCIAL IMPACT

Budgets were approved in the 2017 Budget for the contracts included in the list attached.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

The budget office recommends approving the attached contracts for the 2017 Budget year.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2017 BUDGET YEAR

WHEREAS, county policy requires that all contracts over \$5,000 be approved by the Board of Commissioners; and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2017 Adopted Budget; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

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

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over \$5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.

LAW AND COURTS COMMITTEE

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2016 COST	2017 PROJECTED	Proj. Increase over 2016	% Increase over 2016	Funding Source
Circuit Court	TEL/Thalner	Techonology support for the Courtrooms (excluding Courtrooms 1 and 2)	01/01/17	12/31/17	\$23,000	\$23,000	\$0	0%	General Fund
Family Court	MSU Psychology Department	Diversion Program - Reduces days/cost for out of home care	10/01/16	09/30/17	\$163,132	\$164,763	\$1,631	1%	General Fund
Family Court	All Clear	Security X-Ray Machine Maintenance Agreement	01/01/17	12/31/17	\$3,800	\$3,800	\$0	0%	General Fund
Family Court	Highfields	Day Treatment Program - transportation and behavioral specialists	10/01/16	09/30/17	\$656,732	\$656,732	\$0	0%	50% JJM/50% State of MI
Family Court	Ingham Intermediate	Day Treatment Program - teachers & para-professionals	10/01/16	09/30/17	\$434,932	\$434,932	\$0	0%	50% JJM/50% State of MI
Family Court	Four Attorneys: Skinner, Watson, Staake, Fish	Guardian-Ad-Litem contracts to represent children in abuse and neglect hearings	01/01/17	12/31/17	\$200,000	\$200,000	\$0	0%	General Fund
Family Court	Residential Placements (several)	Out of home placement costs for delinquent youth. Per Diem Rates.	10/01/16	09/30/17	\$1,777,692	\$1,777,692	\$0	0%	General Fund
Family Court	Peckham, Inc. Crossroads	Educational and vocational program for delinquent youth	10/01/16	09/30/17	\$319,542	\$319,542	\$0	0%	50% JJM/50% State of MI
Family Court	House Arrest Services	Home Detention including tethers, reduce out of home care	10/01/16	09/30/17	\$30,000	\$30,000	\$0	0%	General Fund
Family Court	Highfields	Evening Reporting Program - Transportation and Behavioral Specialists	10/01/16	09/30/17	\$304,588	\$304,588	\$0	0%	50% JJM/50% State of MI
Family Court	Peter Brown	Attorney contract to represent delinquent youth in DL and TY Cases	01/01/17	12/31/17	\$25,000	\$25,000	\$0	0%	General Fund
Family Court	Michelle Shannon	Attorney contract to represent youth in DL Cases	01/01/17	12/31/17	\$12,000	\$12,000	\$0	0%	General Fund
Sheriff	Lansing-Mason Ambulance	Inmate Ambulance Service	01/01/17	12/31/17	\$22,500	\$22,500	\$0	0%	General Fund
Sheriff	Morophotrust	Software in Jail - Main/LiveScan	01/01/17	12/31/17	\$7,000	\$7,000	\$0	0%	General Fund
Ingham County	Legal Services of South Central Michigan	Income residents of Ingham County	01/01/17	12/31/17	\$20,000	\$20,000	\$0	0%	General Fund

REVENUE CONTRACTS

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2016 REV	2017 PROJECTED	Proj. Increase over 2016	% Increase over 2016
Community Corrections	City of Lansing	Annual Grant for CCAB Administration	07/07/16	06/30/17	\$12,500	\$12,500	\$0	0%
Prosecuting Attorney	State of Michigan	VOCA Crime Victim Assistant Grant	10/01/16	09/30/17	\$133,890	\$106,919	-\$26,971	-20%
Prosecuting Attorney	State of Michigan	Cooperative Reimbursement Grant	10/01/16	09/30/17	\$756,437	\$758,790	\$2,353	0%
Prosecuting Attorney	State of Michigan	Victims Rights Grant	10/01/16	09/30/17	\$229,800	\$229,600	-\$200	0%
Sheriff	State of Michigan	Anti-Drug Abuse Program	10/01/16	09/30/17	\$21,166	\$16,653	-\$4,513	-21%
Sheriff	State of Michigan	Annual Grant for Secondary Road Patrol	10/01/16	09/30/17	\$248,002	\$248,002	\$0	0%
Sheriff	State of Michigan	Annual Grant for Marine Safety Programs	10/01/16	09/30/17	\$3,402	\$3,402	\$0	0%
Sheriff	State of Michigan	Annual Grant for Emergency Management	10/01/16	09/30/17	\$45,582	\$52,135	\$6,553	14%
Family Court	State of Michigan	Annual Child Care Agreement	10/01/16	09/30/17	\$6,485,929	\$6,755,241	\$269,312	4%
FOC	State of Michigan	Annual Access and Visitation Grant	10/01/16	09/30/17	\$5,200	\$5,200	\$0	0%
FOC	State of Michigan	Cooperative Reimbursement Grant	10/01/16	09/30/17	\$3,112,958	\$3,268,470	\$155,512	5%

TO: Board of Commissioners Finance and Liaison Committees

FROM: Teri Morton, Budget Director

DATE: November 21, 2016

SUBJECT: Year End Adjustment and Contingency Fund Update
For the meeting agendas of 12/1/16 Law and Courts, 12/5/16 County Services,
12/6/16 Human Services, and 12/7/16 Finance

BACKGROUND

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.

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2016 Budget. The General Fund budget will be adjusted to the amount of \$82,862,858 for the fourth quarter of 2016.

FINANCIAL IMPACT

Detail of the the recommended adjustments to the Ingham County budget for the fourth quarter of fiscal year 2016 are attached. The total decrease to the General Fund is \$145,450.

There are just two major adjustments this quarter. One is an additional appropriation of \$100,000 to the Department of Health and Human Services Child Care fund for costs associated with Federal Audit findings. With State matching funds, the total increase to the budget will be \$200,000. The general fund portion will be funded from the 2016 contingency account.

The second adjustment is a decrease to State Prisoner Care revenue of \$145,450, as the result of the abruptly canceled contract for leased Jail beds by the State of Michigan. This will also be funded from the 2016 contingency account.

There are also a few adjustments in the Machinery and Equipment Revolving Fund for replacement computer equipment and copiers. Funds are available for these purchases through accumulated chargebacks to departments.

OTHER CONSIDERATIONS

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$245,450. If this resolution is approved as presented, the 2016 contingency account will be depleted. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

RECOMMENDATION

Adoption of this resolution is recommended.

2016 CONTINGENCY

Adopted Contingency Amount	\$350,000
R16-165: BOC Temporary Employee for FOIA	(4,550)
R16-269: VOA New Hope Day Shelter	(30,000)
R16-362: DHHS Additional Appropriation	(50,000)
R16-421: Temporary Assistant Prosecutor	(20,000)
Proposed 4 th Quarter/Year End Adjustment	(245,450)
Current Contingency Amount	\$0

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE CONTROLLER TO MAKE YEAR END
BUDGET ADJUSTMENTS**

WHEREAS, the Board of Commissioners adopted the 2016 Budget on October 27, 2015 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

WHEREAS, the Board of Commissioners annually authorizes the Controller to make necessary year end transfers to comply with state statute.

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>2016 BUDGET 11/15/16</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$83,008,308	(\$145,450)	\$82,862,858
288	DHHS – Child Care	4,212,707	200,000	4,412,707
664	Mach. & Equip. Revolving	1,391,998	14,778	1,406,776

BE IT FURTHER RESOLVED, that the Controller is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2016 Ingham County General Fund budget at \$82,862,858.

GENERAL FUND REVENUES

	2016 Budget – <u>11/15/16</u>	Proposed <u>Changes</u>	2016 Proposed <u>Budget</u>
Tax Revenues			
County Property Tax	44,782,645		44,782,645
Property Tax Adjustments	(150,000)		(150,000)
Delinquent Real Property Tax	15,000		15,000
Unpaid Personal Property Tax	(10,000)		(10,000)
Industrial Facility Tax	300,000		300,000
Trailer Fee Tax	15,000		15,000
Intergovernmental Transfers			
State Revenue Sharing	6,088,744		6,088,744
Convention/Tourism Tax - Liquor	1,395,224		1,395,224
Court Equity Fund	1,490,000		1,490,000
Use of Fund Balance	5,128,068		5,128,068
Department Generated Revenue			
Animal Control	710,636		710,636
Circuit Court - Family Division	1,016,625		1,016,625
Circuit Court - Friend of the Court	562,000		562,000
Circuit Crt - General Trial	2,467,390		2,467,390
Controller	3,170		3,170
Cooperative Extension	2,500		2,500
County Clerk	632,210		632,210
District Court	2,674,448		2,674,448
Drain Commissioner/Drain Tax	394,758		394,758
Economic Development	56,640		56,640
Elections	247,677		247,677
Emergency Operations	53,582		53,582
Equalization /Tax Mapping	10,100		10,100
Facilities	172,957		172,957
Financial Services	89,673		89,673
Health Department	120,000		120,000

Human Resources	42,368		42,368
Probate Court	277,178		277,178
Prosecuting Attorney	602,452		602,452
Register of Deeds	2,036,729		2,036,729
Remonumentation Grant	87,454		87,454
Sheriff	6,007,197	(145,450)	5,861,747
Treasurer	5,222,133		5,222,133
Tri-County Regional Planning	63,921		63,921
Veteran Affairs	399,829		399,829
Total General Fund Revenues	83,008,308	(145,450)	82,862,858

GENERAL FUND EXPENDITURES

	2016 Budget - <u>11/15/16</u>	Proposed <u>Changes</u>	2016 Proposed <u>Budget</u>
Board of Commissioners	556,179		556,179
Circuit Court - General Trial	8,613,169		8,613,169
District Court	3,175,311		3,175,311
Circuit Court - Friend of the Court	1,594,800		1,594,800
Jury Board	1,199		1,199
Probate Court	1,485,465		1,485,465
Circuit Court - Family Division	5,489,400		5,489,400
Jury Selection	134,467		134,467
Elections	537,562		537,562
Financial Services	773,589		773,589
County Attorney	445,143		445,143
County Clerk	955,772		955,772
Controller	934,739		934,739
Equalization/Tax Services	729,444		729,444
Human Resources	748,469		748,469
Prosecuting Attorney	6,371,869		6,371,869
Purchasing	217,271		217,271
Facilities	2,078,574		2,078,574

Register of Deeds	751,832		751,832
Remonumentation Grant	87,454		87,454
Treasurer	540,495		540,495
Drain Commissioner	964,065		964,065
Economic Development	131,524		131,524
Community Agencies	220,000		220,000
Ingham Conservation District	8,190		8,190
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	113,053		113,053
Jail Maintenance	215,600		215,600
Sheriff	20,361,228		20,361,228
Tri-County Metro Squad	75,000		75,000
Community Corrections	154,896		154,896
Animal Control	1,740,197		1,740,197
Homeland Sec./Emergency Ops.	204,115		204,115
Board of Public Works	300		300
Drain Tax at Large	430,000		430,000
Health Department	5,302,865		5,302,865
Community Health Centers	2,892,486		2,892,486
Jail Medical	1,921,190		1,921,190
Medical Examiner	359,075		359,075
Substance Abuse	701,927		701,927
Community Mental Health	1,897,161		1,897,161
Department of Human Services	1,974,769	100,000	2,074,769
Tri-County Aging	78,512		78,512
Veterans Affairs	551,795		551,795
Cooperative Extension	444,081		444,081
Library Legacy Costs	133,236		133,236
Parks and Recreation	1,566,141		1,566,141
Contingency Reserves	245,450	(245,450)	0

Legal Aid	20,000		20,000
2-1-1 Project	45,750		45,750
Community Coalition for Youth	27,000		27,000
Capital Improvements	2,154,999		2,154,999
Additional Pension Contribution	1,850,000		1,850,000
Total General Fund Expenditures	83,008,308	(145,450)	82,862,858

General Fund Revenues

Sheriff Decrease State Prisoner Care revenue \$145,450 based on current projections.

General Fund Expenditures

Dept. of Hlth/Human Svcs. Increase general fund transfer up to \$100,000 for costs associated with Federal Audit findings.

Contingency Decrease contingency \$145,450 to offset decreased Sheriff revenue and \$100,000 for increased transfer to Department of Health and Human Services Child Care fund.

Non-General Fund Adjustments

DHHS Child Care Increase general fund transfer up to \$100,000 for costs associated with Federal
(F288) Audit findings. Funds will be matched by the State of Michigan for a total budget of \$200,000.

Mach./Equip. Revolving Increase CIP upgrade funds for replacement of two copiers for the
(F664) Road Department (\$12,540), a laptop for Parks (\$1,330), and a PC for the Budget Office (\$908).