

CHAIRPERSON  
MARK GREBNER

VICE-CHAIRPERSON  
DEB NOLAN

VICE-CHAIRPERSON PRO-TEM  
DON VICKERS

COUNTY SERVICES COMMITTEE  
DEBBIE De LEON, CHAIR  
DALE COPEEDGE  
VICTOR CELENTINO  
ANDY SCHOR  
DON VICKERS  
VINCE DRAGONETTI

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, OCTOBER 4, 2011 AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [September 20, 2011 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Treasurer
  - a. Resolution to Provide Funding for Low Income [Tax Preparation](#)
  - b. Resolution to Provide [United Way 211](#) with Funding for Tax Foreclosure Prevention Efforts
2. Economic Development - Resolution to Participate in a Regional [Brownfield](#) Redevelopment Coalition and Joint Grant Application to the United States Environmental Protection Agency
3. Prosecuting Attorney's Office
  - a. Resolution Authorizing a Lease for the Use of Office Space at the Grady Porter Building for the [Children's Assessment Center](#)
  - b. Request to Fill Vacant [APA](#) Position #229030
4. Health Department
  - a. Request to Waive the Hiring Freeze for the Native American Outreach [Coordinator/Advocate](#) Position
  - b. Resolution Authorizing a Grantee Agreement Between the City of Lansing and Ingham County Public Health Department for [Lead Hazard](#) Reduction Services
5. Parks Department
  - a. Resolution Establishing [User Fees](#) for the Hawk Island Snow Board Hill and Combination Snow Board/Snow Tubing Hill User Fees
  - b. Resolution Authorizing the Acceptance of a \$944.35 Risk Avoidance Program (RAP) Grant Award for Parks and Recreation Alert [Frisbees](#) from the Michigan Municipal Risk Management Association (MMRMA)

- c. Resolution Authorizing the Acceptance of a \$1,000 Risk Avoidance Program (RAP) Grant Award for a Break Away [Snow Fence](#) from the Michigan Municipal Risk Management Association (MMRMA)
  - d. Resolution Authorizing an Increase in [Admission](#) Rates for the Potter Park Zoo
6. Controller/Administrator's Office
- a. Third Quarter 2011 [Budget Adjustments](#) and Contingency Fund Update – Resolution Authorizing Adjustments to the 2011 Ingham County Budget
  - b. Resolution to Establish the Position of Ingham County 911 Central Dispatch [Director](#) within the Controller's Office

Announcements  
Public Comment  
Adjournment

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

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

COUNTY SERVICES COMMITTEE  
September 20, 2011  
Minutes

Members Present: Debbie De Leon, Dale Copedge, Victor Celentino, Andy Schor, Don Vickers, Vince Dragonetti, and Board Chairperson Grebner

Members Absent: None

Others Present: Becky Bennett, Mary Lannoye, Chuck Gray, Michelle Rutkowski, Rick Terrill, Jill Rhode, Willis Bennett, Mike Hughes, Sandy Gower, Mary Benedict-Terrill, and others

The meeting was called to order by Chairperson De Leon at 7:00 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the August 30, 2011 Minutes

The August 30, 2011 Minutes were approved as submitted.

Additions to the Agenda

- 5d. Pulled – Parks Department – Resolution Authorizing a Return to the General Fund of Previously Approved Trail Budget Funding and Request for Funds to Cover the Lake Lansing Park-North Acquisition Project Shortage
- 7b. Late – Resolution Designating September 23, 2011 as “Michigan Indian Day” in Ingham County
- 8. Late – Sheriff’s Office – Request to Waive Hiring Freeze and Delay

Limited Public Comment

None.

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

- 1. Economic Development - Resolution Setting a Final Public Hearing for Community Development Block Grant MSC 207024 EDIG Jackson National Life/Lansing Board of Water and Light Infrastructure Project
- 3. Facilities
  - a. Resolution Authorizing a Contract with Graham Construction Corporation for County Wide Sidewalk and Parking Lot Repairs
  - b. Resolution to Rescind Resolution #08-061 and Re-Establish a Policy and Guidelines for Use of County Facilities and Solicitation on County Property

4. Financial Services - Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2012 and Authorizing Letters of Agreement with Bargaining Units
5. Parks Department
  - a. Resolution Authorizing a Budget Adjustment to Complete the Shift Door Replacement – Feline House Project and Entering into a Contract with Laux Construction
  - e. Resolution Authorizing Discounted Soldan Dog Park Entrance Fee for Owners of Service Animals
7. Board of Commissioners
  - a. Resolution Honoring Pastor Aaron Milton and Elect Lady, Evangelist Virgie Milton
8. Sheriff's Office – Request to Waive Hiring Freeze and Delay

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

Ms. Lannoye explained that Agenda Item #4 may need to be revised should a pending bill capping public employer's health care contributions in the State Legislator become law. She further explained that the County would need to opt out of a dollar amount cap; however the County is in compliance with an 80/20 cap.

2. Housing Commission - Resolution Authorizing Transfer from General Fund Reserve for Contingency to Cover Community Development Block Grant (CDBG) Deficit for Fiscal Year Ending September 30, 2011 in the Amount of \$40,000

MOVED BY COMM. COPEDGE, SUPPORTED BY COMM. DRAGONETTI, TO APPROVE THE RESOLUTION AUTHORIZING TRANSFER FROM GENERAL FUND RESERVE FOR CONTINGENCY TO COVER COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) DEFICIT FOR FISCAL YEAR ENDING SEPTEMBER 30, 2011 IN THE AMOUNT OF \$40,000.

Mr. Johnston, Housing Commission, Executive Director, explained that in the past they were able to raise enough funds for all of their community development block grant needs. He further explained that MSHDA's intent is for the Counties to provide funding as part of the process. Additionally, a majority of Counties support their community block grant needs for administration through their County funds.

Mr. Johnston stated that Ingham County receives a \$300,000 grant every two years to do homeowner rehabilitation which brings in \$54,000 worth of administration funding. Mr. Johnston provided a handout with grant information over the past 24 months both in and out of Ingham County. Communities outside of Ingham County have utilized the administration services, and because of that MSHDA has been very gracious to the County. The Housing Commission has been 100% successful since 1999 in every grant applied for. He stated MSHDA is using the Housing Commission for training and a targeting point for other communities.

Mr. Johnston explained a situation in Grand Ledge, and that the project was not completed. He stated that this was the first job that had not come to fruition. He provided examples of successes in Ingham County.

Mr. Johnston stated they have not had to come to the County in the past because they are able to fund the program with their own endeavors. He explained the Housing Commission philosophy that if administration can be added from other communities without expanding the Housing Commission staff it alleviates the burden of coming back to the County for money.

Comm. Schor asked if the \$40,000 contingency funds are being used for a project in Grand Ledge. Mr. Johnston explained that the communities combined provide the administrative funds and because the Grand Ledge project fell through there is a shortage of funds. Mr. Johnston noted that the Ingham portion alone could not support the administration cost without support from the other communities. Ms. Rhode explained the expenditures and revenue sources. She noted that the expense was for staff time only not the Grand Ledge project itself. Mr. Johnston also explained that there was a project in Williamston similar to Grand Ledge that could not have been completed without the funds as a whole nor could they get the grants because the view from MSHDA and the housing industry is based on capacity.

Comm. Schor asked how this shortfall could be prevented in the future. Mr. Johnston stated that everything was in place; therefore, there was no reason for this to deteriorate except for the personal injury. He stated the Commission intends on providing the Committee with a presentation in October to discuss alternatives so this does not happen again plus other areas of concern. Mr. Johnston stated that the Housing Commission may not have educated the Commissioners properly on the program.

Board Chairperson Grebner asked if there should be an insurance premium in case something goes wrong. Ms. Rhode agreed there should be a fund balance in this program but there is not. Board Chairperson Grebner suggested charging for administration. Mr. Johnston stated they will present ideas they have been working on. Board Chairperson Grebner provided an example of the City of Plymouth that did not go well.

Comm. Vickers stated it is worthwhile to attend the Housing Commission ribbon cuttings.

MOTION CARRIED UNANIMOUSLY.

5. Parks Department

- b. Resolution Authorizing an Amendment to the Agreement Between the City of Lansing and Ingham County for Maintenance of Certain City Parks

MOVED BY COMM. COPEdge, SUPPORTED BY COMM. SCHOR, TO APPROVE THE RESOLUTION AUTHORIZING AN AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF LANSING AND INGHAM COUNTY FOR MAINTENANCE OF CERTAIN CITY PARKS.

Mr. Bennett stated the contract is currently awaiting a signature from the Board Chairperson. He stated that he has inspected all the parks with the City of Lansing staff, and 3 parks will be swapped with 3 different parks which are smaller and require less mowing.

Mr. Bennett clarified items under the scope of work that had been changed by the City attorneys. He noted that he did not have a problem with the changes.

Section 4 – Scope of Work – Item F: The County will report any maintenance issues outside of the scope of work to the City.

Section 8 – Snow Removal: “at a minimum” was added.

Section 9 – Payment: Add to the end of paragraph #1: The County is responsible for choosing, purchasing and maintaining the equipment. Add to the end of paragraph #2, 4<sup>th</sup> line: ... depreciation schedule unique to each piece of equipment, based upon straight life depreciation schedule. Add to the end of paragraph #2 ... new equipment and the amount of which the equipment is depreciated during that period.

Comm. Vickers asked if the County will be billing the City monthly. Mr. Bennett answered quarterly because of the static amount for depreciation, expenses during the time period, as well as, adjustments for seasonal costs. Comm. Copedge asked if the work and money will be monitored. Mr. Bennett explained that he tracks the employees’ time and it is manually recorded by project number. He noted each project has a project code. Comm. Copedge asked if there was a concern that the 3 swapped parks will require any additional time. Mr. Bennett stated no. Comm. Dragonetti asked if the City has signed the contract. Mr. Bennett replied yes. Comm. Dragonetti asked if the equipment has been purchased. Mr. Bennett stated no he was waiting for a fully executed contract. Comm. Dragonetti stated he was voting “no” because the contract seems convoluted.

MOTION CARRIED with Comms. Dragonetti and Vickers Voting “no”.

- c. Resolution Authorizing the Establishment of User Fees for Disc Golf Disc Rental and Replacement at Burchfield Park

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING THE ESTABLISHMENT OF USER FEES FOR DISC GOLF DISC RENTAL AND REPLACEMENT AT BURCHFIELD PARK.

Mr. Bennett stated that 17 discs were purchased to provide rentals at Burchfield Park to encourage the casual user to play disk golf. A driver's license will be held while the discs are rented and there is a disc replacement fee for lost or stolen discs. Mr. Bennett explained the opportunity of statewide and national disc golf tournaments.

Comm. Dragonetti stated this was a good idea and asked if there will be better markers. Mr. Bennett replied yes. Comm. De Leon asked if there would be collaboration with the #1 disc golf player. Mr. Bennett stated he is working with individuals to accomplish that.

MOTION CARRIED UNANIMOUSLY.

- f. Resolution Authorizing an Amendment of the 2011 Potter Park Capital Improvement Budget

MOVED BY COMM. COPEDGE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING AN AMENDMENT OF THE 2011 POTTER PARK CAPITAL IMPROVEMENT BUDGET.

Mr. Bennett explained that the decision has been made to eliminate three projects because of space and cost effectiveness.

- 1) The seed eater winter holding building – It is more cost effective to rent the birds than construct a building.
- 2) The outdoor bird holding project – The building is no longer needed
- 3) The Red Panda renovation project – Is deemed not necessary due to size.

Mr. Bennett requested the money to be moved back into the Potter Park Zoo Millage Fund Balance.

MOTION CARRIED UNANIMOUSLY.

- g. Resolution Authorizing a Budget Adjustment to the Potter Park Zoo 2011 Capital Improvement Rhino Project

MOVED BY COMM. COPEDGE, SUPPORTED BY COMM. SCHOR, TO APPROVE THE RESOLUTION AUTHORIZING A BUDGET ADJUSTMENT TO THE POTTER PARK ZOO 2011 CAPITAL IMPROVEMENT RHINO PROJECT.

Mr. Terrill explained during budgeting of the exhibit it was not known that the City of Lansing's Combined Sewer Overflow Control Program requires the separation of sanitary and storm sewers. This is a Capital Improvement; therefore, it is necessary to comply with the program. Additionally, there was a project delay because permits could not be issued without a separation agreement. As a result there was an overrun of costs and a delay of project fee.

Mr. Terrill stated that nothing runs through the pipes of the exhibit except that which is coming from the exhibit. There was a discussion of the utility boundaries, and the need for sewer separation with other potential projects.

Ms. Lannoye explained the increased contract with Ehreseman and Associates is based on them receiving a percentage of the contract price and they are entitled to get paid for the drawings. The contract was not for \$154,000 more.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. CELENTINO, TO AMEND THE RESOLUTION BY ADDING IN THE 2nd BE IT FURTHER RESOLVED, AFTER THE WORD CONTRACT ADD "RESULTING", AND AFTER THE WORD ASSOCIATES ADD "RESULTING" TO READ AS FOLLOWS:

BE IT FURTHER RESOLVED, that the Board authorizes an increase in the Granger Construction contract **resulting** in a total amount not to exceed \$1,335,826 and an increase in the contract with Ehresman Associates **resulting** in a total amount not to exceed \$154,000.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

Comm. Vickers asked if the County has the rhinos. Mr. Bennett stated they have been in the County for 60 days.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED with Comm. Vickers, voting "no".

- h. Request for a Hiring Freeze Waiver - Zoo Director Position at Potter Park

MOVED BY COMM. COPEDGE, SUPPORTED BY COMM. SCHOR, TO APPROVE THE REQUEST FOR A HIRING FREEZE WAIVER - ZOO DIRECTOR POSITION AT POTTER PARK.

Mr. Bennett stated that the Director of the Zoo, Mr. Brady, will retire in January. He noted that the AZA re-inspection is in 2012 and without the accreditation the Zoo would be a petting Zoo.

Comm. Vickers asked what the step for this position is. Mr. Bennett stated five or six, and it is a desirable position for someone wanting to move up from an assistant. He noted this is a Teamsters position. There was a discussion of credentials.

MOTION CARRIED UNANIMOUSLY.

- 6. Controller/Administrator - Request to Hire the Human Resources Director at Step 5

MOVED BY COMM. COPEDGE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE REQUEST TO HIRE THE HUMAN RESOURCES DIRECTOR AT STEP 5.



Ms. Lannoye stated that after reviewing 50 applications, narrowing it down to two and after necessary background checks she is comfortable with recommending Mr. Travis Parsons for the Human Resources Director position at Step 5.

Ms. Lannoye noted that the pay grade had been downgraded in the past. Comm. Schor stated that he respected Ms. Lannoye's decision and will vote yes, although he does not like starting employees out at such a level. Comms. Dragonetti and Copedge echoed Comm. Schor.

Comm. Schor stated while expensive, it may be time to re-evaluate salaries. Comm. Dragonetti suggested using applications as an inexpensive salary survey.

Comm. Copedge stated that he would like the HR Director to educate the Department Heads on documentation of employee performance and the cost of grievances.

MOTION CARRIED with Comm. Vickers voting "no".

Comm. Copedge wanted to confirm that the HR Director understands he answers to the Controller and not the Department Heads. Ms. Lannoye agreed.

7. Board of Commissioners

- b. Resolution Designating September 23, 2011 as "Michigan Indian Day" in Ingham County

MOVED BY COMM. COPEdge, SUPPORTED BY COMM. SCHOR, TO APPROVE THE RESOLUTION DESIGNATING SEPTEMBER 23, 2011 AS "MICHIGAN INDIAN DAY" IN INGHAM COUNTY.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. SCHOR, TO AMEND THE RESOLUTION BY CHANGING THE WORD "DESIGNATING" TO "RECOGNIZING" IN THE HEADING AND "DESIGNATES" TO "RECOGNIZES" IN THE 1<sup>ST</sup> THEREFORE BE IT RESOLVED, AND TO READ AS FOLLOWS:

HEADING:

RESOLUTION RECOGNIZING SEPTEMBER 23, 2011 AS "MICHIGAN INDIAN DAY" IN INGHAM COUNTY.

1<sup>ST</sup> THEREFORE BE IT RESOLVED:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes September 23, 2011 as "Michigan Indian Day" in Ingham County.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

## Announcements

Comm. Dragonetti expressed his concern with the Road Commission as printed below:

Vince Dragonetti 9-20-11 County Services

County Road Commission – are these facts correct? I want this all in the minutes as is...

1. Racial BIAS accusations last winter – 2 sides
2. March 1<sup>st</sup> a Committee was formed to set goals for the RC – what happened?
3. The Board refused to extend 2 Commissioners – 2 newly appointed
4. I suggested an OUTSIDE Investigator HIRED by US from OUTSIDE of INGHAM
5. Investigator was HIRED by that NEW Commission configuration to check on themselves
6. NO BIAS was found per report
7. UNION rank and file BACK management
8. They still want a pound of flesh
9. The Chair was noted as a problem per the report
10. Same person is the Chair for the Lansing School Board also unhappy with top management
  - a. I don't see firing/demoting 3 people as a solution – the Chair seems to have her own agenda
  - b. Where do you see UNION members shouting keep Managers?
  - c. Seems odd the Democrats NOT backing the “working man”?
  - d. Shirley Rodgers is THE problem
  - e. She is THE ONLY common denominator...
    - a. BEFORE the changing Board members
    - b. Before the investigation and
    - c. SHE IS STILL NOT HAPPY
    - d. Shirley Rodgers needs to resign.

Comm. De Leon stated that there are events at the Road Commission that Comm. Dragonetti has no idea what is going on. Further there have been a number of things documented that she was not at liberty to discuss noting the current Road Commission Board is working on solutions. Comm. De Leon stated if he wants the facts talk to the Road Commissioners. Comm. De Leon expressed her support of the Road Commission Board.

Comm. Copedge stated that the Board of Commissioners does not have control of the Road Commission Board and should not be in their business or target their performance. It is not the Board of Commissioners' job to select someone to do the review or a study. They are only appointed by the Board of Commissioners. Comm. Copedge stated he was tired of discussing the Road Commission, and let them do their work. Comm. Copedge asked to be left out of discussions pertaining to the Road Commission at this time.

Public Comment

Chuck Gray, UAW, stated again that he does not agree with starting employees at a Step 5. He also noted he looks forward to restoring the relationship between the employees and the Human Resources Department.

The meeting adjourned at approximately 8:17 p.m.

Respectfully submitted,

Julie Buckmaster

## **OCTOBER 4, 2011 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY**

### **HIRING FREEZE REQUEST**

The Controller recommends approval of the following hiring freeze requests:

3(b). Prosecuting Attorney—Assistant Prosecuting Attorney

4(a). Health Department—Native American Outreach Coordinator/Advocate

### **ACTION ITEMS**

1(a). Treasurer—*Resolution to Provide Funding for Low Income Tax Preparation.*

This is an annual request to provide \$11,000 to the Asset Independence Coalition (AIC), under the umbrella of the Power of We Consortium, to support its tax free preparation service for low to moderate income citizens. The payment would be charged against the Delinquent Tax Revolving Fund (DTRF).

1(b). Treasurer—*Resolution to Provide Funding to the United Way for 211 Services.*

This is an annual request to provide \$5,000 to the United Way to support its 211 call center. The payment would be charged against the DTRF.

2. Economic Development—*Resolution to Participate in a Regional Brownfield Redevelopment Coalition and Joint Grant Application to the United States Environmental Protection Agency (EPA).*

The resolution would approve Ingham County's participation in a Regional Brownfield Redevelopment Coalition. The Coalition will be comprised of the Counties of Ingham, Eaton, and Clinton and the Tri-County Regional Planning Commission. The purpose of the Coalition is to promote the redevelopment of Brownfield sites in the tri-county region through a Brownfield assessment grant from the EPA. The Tri-County Regional Planning Commission would administer the grant.

3(a). Prosecuting Attorney—*Resolution Authorizing a Lease for the Use of Office Space at the Grady Porter Building for the Children's Assessment Center.*

The resolution would authorize a lease agreement for \$1 dollar per year for the Children's Assessment Center. There is a small conference room available on the 3<sup>rd</sup> floor of the Grady Porter Building. Please see the attached memorandum from Lisa McCormick for more details.

4(b). Health Department—*Resolution Authorizing a Grantee Agreement Between the City of Lansing and Ingham County Public Health Department for Lead Hazard Reduction Services.*

The City of Lansing received federal funds to provide lead hazard reduction services in support of the City's Community Development Program. This resolution would authorize an agreement with the City for \$50,000 to assist in the remediation of 10 housing units.

5(a). Parks—*Resolution Establishing User Fees for the Hawk Island Snow Board Hill and Combination SnowBoard/Snow Tubing Hill.*

The resolution would establish the new user fees. Please see attached memo and resolution for a listing of the specific fees.

5(b). Parks--*Resolution Authorizing the Acceptance of \$944 Risk Avoidance Program (RAP) Grant Award for Parks and Recreation Alert Frisbees from the Michigan Municipal Risk Management Association (MMRMA).*

MMRMA will provide a grant of \$944 to distribute Frisbees to Parks visitors, indicating a contact number to report vandalism or unsafe areas in county parks. The grant funds will reimburse the Ingham County Parks Department for 80% of the cost of the Frisbees.

5(c). Parks—*Resolution Authorizing the Acceptance of a \$1000 RAP Grant Award for a Break Away Snow Fence from MMRMA.*

MMRMA will provide \$1,000 in funding to assist the Parks with the purchase of a break away snow fence that has been shown to be a safer alternative to the straw bales used at the bottom of park sledding hills. This snow fence has been shown to reduce incidents and severity of injury. The grant funds will cover one third of the cost.

5(d). Parks--*Resolution Authorizing an Increase in Admission Rates for the Potter Park Zoo.*

The resolution will increase the following admission rates: resident adults from \$4 to \$6, non-resident adults from \$10 to \$12, children from \$2 to \$3. In addition, the resolution will change the children's ages for admissions from 3-16 to 3-12 years of age. The increase in admissions is projected to increase revenues by \$90,000.

6(a). Controller/Administrator's Office—*Resolution Authorizing Adjustments to the 2011 Ingham County Budget.*

The resolution authorizes third quarter budget adjustments. The total increase to the general fund is \$340,000. The general fund planned use of fund balance is decreased from \$881,348 to \$593,348, or a reduction of \$288,000. The contingency fund balance is recommended at \$407,000. Please refer to Teri Morton's memorandum for additional information.

6(b). Controller/Administrator's Office—*Resolution to Establish the Position of Ingham County 911 Central Dispatch Director within the Controller's Office.*

The resolution establishes the 911 Director at a Managerial Confidential Plan grade 13 level (\$73,099- 87,739 salary range). The intent is to hire a Director at least 60-90 days before the starting date of operations.

**Memorandum**

**ERIC SCHERTZING**  
Ingham County Treasurer

**John C. Schlinker**  
Chief Deputy Treasurer

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

September 22, 2011

**TO:** Finance and County Services Liaison Committees

**FROM:** Eric Schertzing

**RE:** Resolution to fund Volunteer Income Tax Assistance program.

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Attached is a proposed resolution authorizing the County Treasurer to fund \$11,000 to the Asset Independence Coalition to support its free tax preparation services for low to moderate income citizens.

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO PROVIDE FUNDING FOR LOW INCOME TAX PREPARATION**

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

WHEREAS, the group has successfully assisted thousands of low and moderate income taxpayers and helped achieve refunds of over \$10,000,000, including almost \$2,000,000 from the Earned Income Tax Credit; and

WHEREAS, these efforts continue to need a part-time coordinator position hosted and administered by the United Way at an estimated annual cost of \$25,000; and

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

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

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes funding for the AIC's VITA coordination efforts of \$11,000 from the Delinquent Tax Administration Fund (516-25601).

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

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

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

**Memorandum**

**ERIC SCHERTZING**

**Ingham County Treasurer**

**John C. Schlinker**  
**Chief Deputy Treasurer**

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

September 22, 2011

TO: Finance and County Services Liaison Committees

FROM: Eric Schertzing

RE: Resolution to provide funding to the United Way for 211 services.

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Attached is a proposed resolution authorizing the County Treasurer to fund \$5,000 to the United Way to support its 211 call center.

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



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO PROVIDE UNITED WAY 211 WITH FUNDING FOR  
TAX FORECLOSURE PREVENTION EFFORTS**

WHEREAS, the economic pressure caused by real estate tax and mortgage foreclosure is expected to be severe throughout 2012 and beyond; and

WHEREAS, the United Way operates a 211 call center to assist citizens with a variety of needs, including foreclosure prevention services; and

WHEREAS, the County Treasurer works with the United Way, City of Lansing and the non-profit community to coordinate and increase the local capacity for foreclosure prevention response; and

WHEREAS, the County Treasurer and the real estate tax foreclosure process drives significant call volume to 211 from tax delinquent parcels; and

WHEREAS, the need exists for additional brochures and call center staff hours to respond to the real estate tax foreclosure referrals to 211.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes funding of \$5,000 to the United Way for 211 services from the Delinquent Tax Administration Fund (516-25601).

BE IT FURTHER RESOLVED, that the County Controller/Administrator is directed to make all necessary budget adjustments consistent with this resolution to strengthen the capacity within Ingham County for Mortgage Foreclosure Prevention efforts.

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

**MEMORANDUM**

TO: County Services Committee

FROM: Sandra Gower, Economic Development Coordinator

DATE: September 22, 2011

SUBJECT: Resolution to Participate in Regional Brownfield Redevelopment Coalition and Seek Grant Funding from the USEPA Brownfield Assessment Program

The resolution before you is to approve Ingham County's participation in a Regional Brownfield Redevelopment Coalition. The Coalition will be comprised of the Counties of Ingham, Eaton and Clinton and the Tri-County Regional Planning Commission. The purpose of the Coalition is to promote the redevelopment of Brownfield sites in the tri-county region through a brownfield assessment grant from the United States Environmental Protection Agency.

Ingham County has been the recipient of two Brownfield Assessment Grants from the EPA. We anticipate that the current grant of \$300,000 will be spent by the end of the calendar year. The grant allows us to complete environmental assessments on property suspected of having environmental contamination. With the current funding we have assessed eleven sites throughout the County.

For the next round of funding, the EPA is encouraging applications from regional coalitions. Our consultant, Soils and Materials Engineers, Inc. (SME), who successfully prepared our last grant application, initially brought the four entities together to see if there was interest in submitting a joint application. Representatives from the four have met several times to discuss the feasibility and process for a joint application and its administration.

The parameters the group has developed for the Regional Brownfield Redevelopment Coalition are as follows:

- The coalition would consist of two voting members from each county and the Executive Director of the Tri-County Regional Planning Commission. Each County's representatives would be appointed by their Board of Commissioners. (The group's recommendation is that one of the appointees would be filled by Brownfield Authority or Economic Development staff person so that there is some technical expertise on the board.)
- Tri-County Regional Planning Commission will be the applicant and fiduciary for the grant and have all reporting responsibilities.
- Initially the grant award would be equally divided among the three counties. At the end of the first year the Coalition members would assess if each county was spending their portion of funding in a timely manner. The Coalition could reallocate the money based on need and projects in the pipeline to assure all grant funds are expended in a timely fashion.

As this is being written, the final grant announcement is due to be released at any time. Per past practice there will be a 45 to 60 day window to complete the grant application. If funding levels are similar to past years the Coalition will apply for \$800,000 to \$900,000. There is no matching requirement for these grants. The EPA does not allow administrative costs other than for limited community outreach and staff training if it is included in the grant application.

The joint application gives us the potential to receive a greater sum of assessment dollars for the County than if we submitted a separate application without the administrative costs associated with grant implementation. Based on the timeframe in which we were able to complete the current grant, I anticipate our requests for assessments will outpace the other counties. It also gives us the ability to fund a larger project that could have a regional impact. The City of Lansing was recently awarded an EPA Assessment grant so it is not anticipated that this grant would be used on City of Lansing sites. However, that would not be prohibited.

This proposal has been discussed with the Ingham County Brownfield Redevelopment Authority Board. At their meeting on September 9, 2011 the ICBRA Board voted to recommend that Ingham County participate in the Regional Brownfield Redevelopment Coalition and joint grant application to the USEPA for a Brownfield Assessment Grant through Tri-County Regional Planning Commission.

I recommend approval of this resolution.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO PARTICIPATE IN A REGIONAL  
BROWNFIELD REDEVELOPMENT COALITION AND  
JOINT GRANT APPLICATION TO THE  
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**

WHEREAS, the mid-Michigan region of Ingham, Clinton and Eaton Counties is host to a variety of previously used and/or contaminated development sites; and

WHEREAS, the Counties of Ingham, Clinton and Eaton share many common concerns and challenges in the identification, assessment, and successful redevelopment of previously used and potentially contaminated sites; and

WHEREAS, Ingham County has identified a need to identify, assess, and implement the cleanup and redevelopment or reuse of brownfields in our region in order to encourage economic development; and

WHEREAS, a Regional Brownfield Redevelopment Coalition can improve and expand our regional economy by encouraging and supporting the reuse and redevelopment of existing sites throughout our three county region; and

WHEREAS, participating in the Regional Brownfield Coalition does not preclude or limit the activities of the existing Ingham County Brownfield Redevelopment and Economic Development initiatives, but capitalizes on our cooperation and offers us economies and efficiencies that can enhance our effectiveness on a regional basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves participation in a Regional Brownfield Coalition with the Counties of Clinton and Eaton and the Tri-County Regional Planning Commission for the purpose of developing and implementing brownfield site assessment and redevelopment education and projects in our region.

BE IT FURTHER RESOLVED that the Regional Brownfield Coalition through the Tri-County Region Planning Commission will seek grant funding from the United States Environmental Protection Agency under the Brownfield Assessment Program.

**MEMO**

TO: Law Enforcement, County Services, and Finance Committees

FROM: Lisa McCormick, Chief Assistant Prosecutor

RE: Children's Assessment Center – A Mutli-disciplinary Team Approach - Request for Space at the Grady Porter Building

DATE: September 22, 2011

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The purpose of a Children's Assessment Center is to provide a coordinated and timely community response to an investigation, intervention and management of serious child physical sexual abuse and severe child neglect cases in Ingham County. The investigation and prosecution of these cases are handled differently than a traditional criminal case.

The National Child Alliance supports this multi-disciplinary approach to these investigations. A prosecutor, police officer, child protective worker, if applicable, and a mental health professional meet as a team prior to the child being interviewed. The purpose of this meeting is to discuss the known facts, to discuss alternative theories, and discuss the protection of the child. After the child is interviewed and based on the allegations, the team meets immediately after to discuss the next steps of the case. The purpose of this team approach is that the child only has to be interviewed once. The interview is recorded for future reference.

Ingham County does not have a current functioning Child Assessment Center. My office has approached Sparrow Hospital who has agreed to donate space at St. Lawrence campus for an Ingham County Assessment Center. Sparrow has agreed to provide the space at no cost. Michigan State University Police Department has donated the equipment for the assessment center. The team received a VOCA grant to pay for a Crisis Counselor position that can provide information and assistance to Ingham County families effective October 1, 2011. The team is working with the Shiawassee Council for Child Abuse Prevention. Their board has agreed to allow their current director, Rhonda Ihm, be the acting director for the assessment center. She applied for the VOCA grant on our behalf.

The Crisis Counselor position requires an office. I have discussed with Mary Lannoye and Mike Pathfinder about the space that is available on the 3<sup>rd</sup> floor of the Grady Porter Building. There is a small conference room that is currently vacant. I am asking that the Crisis Counselor be able to use the space on the 3<sup>rd</sup> floor until such time as we receive grant money to pay for the space. As we proceed with accreditation with the National Child Alliance we may apply for start up funds that would include rent payments.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A LEASE FOR THE USE OF OFFICE SPACE AT THE GRADY PORTER BUILDING FOR THE CHILDREN'S ASSESSMENT CENTER**

WHEREAS, the Children's Assessment Center is a coordinated and timely community response to an investigation, intervention and management of serious child physical sexual abuse and severe child neglect cases in Ingham County; and

WHEREAS, the Children's Assessment Center of Ingham County was awarded a VOCA grant for a Crisis Counselor; and

WHEREAS, the Children's Assessment Center needs office space for the Crisis Counselor in order to provide services for Ingham County residents.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an annual lease with Shiawassee Council for Child Abuse Prevention at the cost of one dollar (\$1.00) and in return for providing Ingham County residents with the Children's Assessment Center Program services.

BE IT FURTHER RESOLVED, that the lease space will be 160 square feet on floor 3R of the Grady Porter Building effective October 1, 2011 through September 30, 2012.

BE IT FURTHER RESOLVED, that the lease will annually renew subject to the program continuing unless either party terminates the lease with 60 days written notice.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson and County Clerk to sign any lease documents necessary to implement this resolution upon approval as to form by the County Attorney.

**Agenda Item 3b**

TO: County Services Committee

FROM: Stuart J Dunning III, Ingham County Prosecutor

RE: Request to Fill Vacant APA Position #229030

DATE: September 19, 2011

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This memorandum serves as my request to fill the Vacant APA Position, specifically Position #229030. This position has been vacant since approximately the end of 2009. During the 2010 Budget cycle, I did not request that this position be filled because I wanted to see if the work could be completed without having to fill the position, taking into account the financial conditions of the county.

As I discussed during the July budget meetings, my office has been unable to complete the work load timely. At any given time there can be 300 - 500 pending cases to review. At the current staffing rates, we attempt to make charging decisions in a timely fashion; however, that is a tremendous amount of cases to review. My concern is that the delay is unfair to the person who may or may not be charged with a crime and the delay slows down the court process. The slowdown in the court process is concerning due to the jail overcrowding situation. Based on a review of 2010 charges and current 2011 charges our numbers will at least remain the same or increase in 2011. It is also important to note that according to the violent crime report there is an increase in violent crime in the City of Lansing.

It is also important to note that our APAs are present during Sobriety Court hearings and Veterans Court hearings. This is additional time that my APAs are in court. I am supportive of these programs; however, no funding is directed to the Prosecutor's Office for our involvement and these court hearings require the APA to spend an additional day in court which delays the number of cases that get processed on any given day.

Therefore, for the above-stated reasons, I am requesting permission to fill the vacant APA position. The time allotted for the hiring freeze has lapsed.

**MEMORANDUM**

TO: County Services Committee

FROM: Dean G. Sienko, M.D., Health Officer

DATE: September 19, 2011

RE: Request to Waive Hiring Freeze

This is a request for approval to waive the hiring freeze for the Native American Outreach Coordinator/Advocate position, #601225. This position is funded through General Funds and Medicaid Outreach reimbursement dollars. The vacancy is the result of a resignation.

The Native American Outreach Program (NAOP) provides access to health services to the Native American families and individuals across Ingham County. Through home based services, this position provides Native families and individuals with access to resources and support to the broader Native community. The NAOP is virtually the only program in our community that provides these services to the Native community, and it is essential that the Health Department continues to develop and grow these relationships to ensure positive health outcomes.

It is crucial that we fill this position as soon as possible so that we may continue to provide services and sustain our positive working relationships with the Native American community in Ingham County and across the state.



**MEMORANDUM**

Date: September 22, 2011

TO: Human Services Committee  
County Services Committee  
Finance Committee

From: Dean Sienko, Health Officer

Subject: Recommendation to Enter Into Agreement with City of Lansing for Lead Hazard Reduction Services for FY 2012

Ingham County has a long history of working with the City of Lansing on important public health issues. The Health Department has found them to be a key partner in providing essential public health services.

The City of Lansing has asked the Ingham County Health Department to enter into an agreement to provide lead hazard reduction services in support of the City's Community Development Program. This service is similar to the one the Bureau of Environmental Health delivers under their existing Lead Safe Program Grant with Michigan Department of Community Health (MDCH). The proposed agreement with the City is for up to \$50,000 to remediate 10 housing units. We expect the agreement to generate \$46,200.

An additional .25 FTE would be required to deliver the additional services requested by the City of Lansing. The existing lead abatement grant the Health Department has with MDCH is staffed by a .75 FTE Sanitarian II. Thus the additional services will require the position delivering these services to become full time (1.0 FTE). Funding from the proposed agreement is based on the cost recovery formula (\$110.00 / hr) already approved and included in the county fee schedule, and therefore it will cover the cost of the additional .25 FTE.

I am recommending the Board of Commissioners adopt the attached resolution and authorize an agreement with the City of Lansing.

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

**RESOLUTION AUTHORIZING A GRANTEE AGREEMENT BETWEEN THE CITY OF LANSING  
AND INGHAM COUNTY PUBLIC HEALTH DEPARTMENT  
FOR LEAD HAZARD REDUCTION SERVICES**

WHEREAS, lead in homes containing lead-based paint remains a significant public health threat; and

WHEREAS, the Ingham County Health Department has operated a lead hazard reduction program in Ingham County for several years; and

WHEREAS, the City of Lansing has applied for and received funds for lead hazard reduction from the United States Government under Title I of the Housing and Community Development Act of 1974, as amended (HCD Act), Public Law 93-383; and

WHEREAS, the City of Lansing wishes to enter into an agreement with the Ingham County Health Department for lead hazard reduction services for eligible families through June of 2012; and

WHEREAS, the amount of the proposed agreement is up to \$50,000 for remediation of 10 housing units; and

WHEREAS, the Department currently has a .75 FTE Sanitarian II designated as Lead Coordinator performing lead abatement services; and

WHEREAS, the delivery of the services under the proposed agreement will require .25 FTE of a Sanitarian II position; and

WHEREAS, applying the hourly rate noted in the County fee schedule, the amount of the agreement is sufficient to cover the cost of a .25 FTE Sanitarian II.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the City of Lansing for lead hazard reduction services.

BE IT FURTHER RESOLVED, that the amount of the agreement is for up to \$50,000.

BE IT FURTHER RESOLVED, that the term of the agreement is from July 1, 2011 through June 30, 2012

BE IT FURTHER RESOLVED, that the Sanitarian II position designated as Lead Coordinator (Position # 601052, ICEA, PRO 8) shall become 1.0 FTE for the term of the agreement.

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

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

**INGHAM COUNTY PARKS DEPARTMENT**

121 E. Maple Street, P.O. Box 178, Mason, MI 48854  
(517) 676-2233; Fax (517) 244-7190

**MEMO**

**DATE: September 27, 2011**

**TO: County Services and Finance Committees**

**FROM: Willis Bennett, Director**

**RE: Resolution Establishing User Fees for the Hawk Island Snow Board Hill and Combination Snow Board/Snow Tubing Hill User Fees**

A Snow Board Hill is currently being developed and built at Hawk Island County Park utilizing funds set aside in Board of Commissioner Resolution #11-216. This facility is scheduled to open in December of 2011 and Snow Board Hill proposed user fees will offset operational costs. Board of Commissioner Resolution #11-165 authorized the 2012 Snow Tube Hill user fees and the Parks & Recreation Commission recommends the Snow Board user fees be set at a similar rate.

This resolution establishes establishes Snow Board Hill user fees as follows:

- \$7.00 – All Day Adult Pass (age 13 and up)
- \$5.00 - All Day Child's Pass (age 12 and under)
- \$20.00 - An All Day Family Pass (2 adults and 2 children) (\$3 for each additional child)
- A Group Rate for groups of 20-100 people at \$5/person
- Non-Operational Rates (Reservation Only)
  - \$250 for 1-50 People for two hours
  - \$350 for 50+ People for two hours
  - \$100 each additional hour

In addition, the resolution establishes the following combination Snow Board and Snow Tubing Hill user fees:

- \$10.00 for an adult daily pass for use of both the Snow Tube Hill and the Snow Board Hills
- \$7.00 for a child's daily pass for use of both the Snow Tube and the Snow Board Hills
- \$30.00 for a family daily pass for use of both the Snow Tube and the Snow Board Hills

In addition, \$3 for each additional child shall also apply to the snow tubing hill fee schedule.

The Parks & Recreation Commission supported this fee structure with the passage of a resolution at their September meeting and is asking that the fees established above become effective November 1, 2011.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ESTABLISHING USER FEES FOR THE HAWK ISLAND SNOW BOARD HILL  
AND COMBINATION SNOW BOARD/SNOW TUBING HILL USER FEES**

WHEREAS, a Snow Board Hill is currently being developed and built at Hawk Island County Park utilizing funds set aside in Board of Commissioner Resolution #11-216; and

WHEREAS, this facility is scheduled to open in December of 2011 and Snow Board Hill user fees will offset operational costs; and

WHEREAS, Board of Commissioner Resolution #11-165 authorized the 2012 Snow Tube Hill user fees and the Parks & Recreation Commission recommends the Snow Board user fees be set at a similar rate.

THEREFORE BE IT RESOLVED, the Board of Commissioners establishes Snow Board Hill user fees as follows:

- \$7.00 – All Day Adult Pass (age 13 and up)
- \$5.00 - All Day Child's Pass (age 12 and under)
- \$20.00 - An All Day Family Pass (2 adults and 2 children) (\$3 for each additional child)
- A Group Rate for groups of 20-100 people at \$5/person
- Non-Operational Rates (Reservation Only)
  - \$250 for 1-50 People for two hours
  - \$350 for 50+ People for two hours
  - \$100 each additional hour

BE IT FURTHER RESOLVED, the Parks & Recreation Commission recommends the Board of Commissioners establish the following combination Snow Board and Snow Tubing Hill user fees:

- \$10.00 for an adult daily pass for use of both the Snow Tube Hill and the Snow Board Hills
- \$7.00 for a child's daily pass for use of both the Snow Tube and the Snow Board Hills
- \$30.00 for a family daily pass for use of both the Snow Tube and the Snow Board Hills

BE IT FURTHER RESOLVED, \$3 for each additional child shall also apply to the snow tubing hill fee schedule.

BE IT FURTHER RESOLVED, the fees established above will become effective November 1, 2011.

**INGHAM COUNTY PARKS DEPARTMENT**

121 E. Maple Street, P.O. Box 178, Mason, MI 48854  
(517) 676-2233; Fax (517) 244-7190

**MEMO**

**DATE:** September 22, 2011

**TO:** County Services and Finance Committees

**FROM:** Willis Bennett, Director

**RE:** Resolution Authorizing the Acceptance of a \$944.35 Risk Avoidance Program (RAP) Grant Award for Parks and Recreation Alert Frisbees from the Michigan Municipal Risk Management Association (MMRMA)

This resolution authorizes the acceptance of grant funds from the Michigan Municipal Risk Management Association in the amount of \$944.35 and extends the Board of Commissioners appreciation for the opportunity to participate in the Risk Avoidance Program.

The Ingham County Parks Department was offered the chance to participate in a grant opportunity with the Risk Avoidance Program. Through this grant the Michigan Municipal Risk Management Association provided Parks and Recreation Alert Frisbees for distribution to Ingham County Park's visitors, indicating a contact phone number to report vandalism or unsafe areas in county parks.

The grant funds will reimburse the Ingham County Parks Department for 80% of the cost of the Frisbees. Distribution of the Alert Frisbees provided our guests the opportunity to provide feedback on our park facilities.

The Parks & Recreation Commission supported the acceptance of this award with the passage of a resolution at their September meeting.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF A \$944.35 RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR PARKS AND RECREATION ALERT FRISBEES FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION (MMRMA)**

WHEREAS, the Ingham County Parks Department was offered the chance to participate in a grant opportunity with the Michigan Municipal Risk Management Association; and

WHEREAS, the Michigan Municipal Risk Management Association provided Parks and Recreation Alert Frisbees for distribution to Ingham County Parks visitors, indicating a contact phone number to report vandalism or unsafe areas in our parks; and

WHEREAS, the grant funds will reimburse Ingham County Parks Department for 80% of the cost of the Frisbees; and

WHEREAS, distribution of the Alert Frisbees provided our guests the opportunity to provide feedback on our park facilities.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the acceptance of grant funds from the Michigan Municipal Risk Management Association in the amount of \$944.35 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program.

**INGHAM COUNTY PARKS DEPARTMENT**

121 E. Maple Street, P.O. Box 178, Mason, MI 48854  
(517) 676-2233; Fax (517) 244-7190

**MEMO**

**DATE:** September 22, 2011

**TO:** County Services and Finance Committees

**FROM:** Willis Bennett, Director

**RE:** Resolution Authorizing the Acceptance of a \$1,000 Risk Avoidance Program (RAP) Grant Award for Break Away Snow Fence from the Michigan Municipal Risk Management Association (MMRMA)

This resolution authorizes the acceptance of grant funds from the Michigan Municipal Risk Management Association in the amount of \$1,000 and extends the Board of Commissioners appreciation for the opportunity to participate in the Risk Avoidance Program.

The Ingham County Parks Department was offered the chance to participate in a grant opportunity through the MMRMA Risk Avoidance Program. Through this grant the Michigan Municipal Risk Management Association provided funds to assist with the purchase of break away snow fence that has been shown to be a safer alternative to the straw bales currently used at the bottom of park sledding hills. This snow fence has been shown to reduce incidents and severity of injury.

The grant funds will reimburse the Ingham County Parks Department for one-third the cost of breakaway snow fence for use on park sledding hills.

The Parks & Recreation Commission supported the acceptance of this award with the passage of a resolution at their September meeting.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF A \$1,000 RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR A BREAK AWAY SNOW FENCE FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION (MMRMA)**

WHEREAS, the Ingham County Parks Department was offered the chance to participate in a grant opportunity with the Michigan Municipal Risk Management Association; and

WHEREAS, MMRMA awarded the Ingham County Parks Department a Risk Avoidance Program Grant in the amount of \$1,000.00; and

WHEREAS, the grant funds will reimburse the Ingham County Parks Department for one-third the cost of breakaway snow fence for use on park sledding hills; and

WHEREAS, this break away snow fence has been shown to be a safer alternative to the straw bales currently used at the bottom of park sledding hills and will reduce incidents and severity of injury.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the acceptance of the grant funds from the Michigan Municipal Risk Management Association in the amount of \$1,000 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program.



**INGHAM COUNTY PARKS DEPARTMENT**

121 E. Maple Street, P.O. Box 178, Mason, MI 48854  
(517) 676-2233; Fax (517) 244-7190

**MEMO**

**DATE:** September 22, 2011  
**TO:** County Services and Finance Committees  
**FROM:** Willis Bennett, Director  
**RE:** Resolution Authorizing an Increase in Admission Rates for the Potter Park Zoo

Potter Park Zoo staff has researched zoo admission fees, using other zoos for comparison purposes and the fee changes noted below will continue to put the Potter Park Zoo in a favorable position relative to Detroit Zoo, Binder Park Zoo, and John Ball Zoo entry fees. It is anticipated the fee changes attached will provide an estimated \$90,000 in funding for the Potter Park Zoo and are deemed necessary to provide adequate funding for the Potter Park Zoo operations in order to offset rising costs and decreased millage amounts being collected.

As proposed, in 2012, this resolution will change the children's ages for admission will from 3-16 to 3-12 years of age as is common at other zoos. The Resident Adult, Non-Resident Adult, and Children (ages 3-12) admission rates will also increase in the proposed fee structure.

The Zoo Board and the Parks & Recreation Commission supported this increase in fees with the passage of resolutions at their September meetings.

**Potter Park Zoo Admission Fee Schedule**

	Current Fee	2012 Proposed Fee
<b>PARKING FEES</b>		
Resident	\$3	Same
Non-Resident	\$5	Same
Resident Annual	\$30	Same
Non-Resident Annual	\$40	Same
School Bus	Free	Same
<b>ADMISSION FEES</b>		
Resident Adult	\$4	<b>\$6</b>
Non-Resident Adult	\$10	<b>\$12</b>
Resident Senior	\$3	Same
Non-Resident Senior	\$8	Same
Children (ages 3-16) changes to (ages 3-12)	\$2 (Age 3-16)	<b>\$3 (Age 3-12)</b>
Children under 3	Free	Same
Resident – Mondays	\$1 off	Same
Annual Free Day	1 <sup>st</sup> Saturday of October	Same
All schools in the Ingham County School District, (ICSD), non-profit Ingham County Schools on classroom field trips and non-profit pre-schools	Free	Same
Non Education Group Rates – 20 or more individuals – group payment required		
Resident Adults	\$3	Same
Resident Seniors	\$2	Same
Children (ages 3-16)	\$1	Same
Non-Resident Adults	\$9	Same
Non Resident Seniors	\$7	Same
Self Guided School Field Trip – pre-pay three weeks in advance		
Resident Adults	\$3	Same
Resident Seniors	\$2	Same
Children (ages 3-16)	\$1	Same
Non-Resident Adults	\$9	Same
Non Resident Seniors	\$7	Same
November – February	Free	Same
<i>* with the exception of the Wonderland of Lights event</i>		

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN INCREASE  
IN ADMISSION RATES FOR THE POTTER PARK ZOO**

WHEREAS, Potter Park Zoo staff has researched zoo admission fees, using other zoos for comparison purposes and the fee changes noted below will continue to put the Potter Park Zoo in a favorable position relative to Detroit Zoo, Binder Park Zoo, and John Ball Zoo entry fees; and

WHEREAS, it is anticipated that the fee changes will provide an estimated \$90,000 in funding for the Potter Park Zoo and are deemed necessary to provide adequate funding for the Potter Park Zoo operations in order to offset rising costs and decreased millage amounts being collected; and

WHEREAS, the children’s ages for admission will change from 3-16 to 3-12 years of age, as is common at other zoos and the Resident Adult, Non-Resident Adult, and Children (ages 3-12) admission rates will increase in the proposed fee structure.

THEREFORE BE IT RESOLVED, that the Board of Commissioners approves adoption of the following fee structure for admission to the Potter Park Zoo, effective January 1, 2012.

	Current Fee	2012 Adopted Fee
<b>PARKING FEES</b>		
Resident	\$3	Same
Non-Resident	\$5	Same
Resident Annual	\$30	Same
Non-Resident Annual	\$40	Same
School Bus	Free	Same
<b>ADMISSION FEES</b>		
Resident Adult	\$4	<b>\$6</b>
Non-Resident Adult	\$10	<b>\$12</b>
Resident Senior	\$3	Same
Non-Resident Senior	\$8	Same
Children ( <b>ages 3-16</b> ) <b>changes to (ages 3-12)</b>	\$2 (Age 3-16)	<b>\$3 (Age 3-12)</b>
Children under 3	Free	Same
Resident – Mondays	\$1 off	Same
Annual Free Day	1 <sup>st</sup> Saturday of October	Same
All schools in the Ingham County School District, (ICSD), non-profit Ingham County Schools on classroom field trips and non-profit pre-schools	Free	Same
Non Education Group Rates – 20 or more individuals – group payment required		
Resident Adults	\$3	Same
Resident Seniors	\$2	Same
Children (ages 3-16)	\$1	Same
Non-Resident Adults	\$9	Same
Non Resident Seniors	\$7	Same
Self Guided School Field Trip – pre-pay three weeks in advance		
Resident Adults	\$3	Same
Resident Seniors	\$2	Same
Children (ages 3-16)	\$1	Same
Non-Resident Adults	\$9	Same
Non Resident Seniors	\$7	Same
November – February	Free	Same
<i>* with the exception of the Wonderland of Lights event</i>		

MEMORANDUM

September 22, 2011

TO: Finance and Liaison Committees  
FROM: Teri Morton, Budget Director  
RE: Third Quarter 2011 Budget Adjustments and Contingency Fund Update

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Enclosed please find the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2011. The total increase to the General Fund is \$340,000.

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

There are several sizable adjustments recommended for the general fund this quarter. The most substantial is a \$1 million increase to property tax revenue. The actual taxable value for 2011 was substantially larger than the amount projected in the budget, resulting in a corresponding increase in property tax revenue. In two departments (District Court and Register of Deeds) revenues need to be adjusted downward due to revenue projecting lower than the budget. In the Circuit Court and the Sheriff's Office, revenues also need to be adjusted downward due to errors included in the 2011 Adopted Budget. The Economic Development revenue budget also needs to be adjusted downward; administrative cost reimbursement was included in the budget, but not in the final Community Development Block Grant for the Jackson National Life Insurance Company Expansion project.

On the expenditure side, the Sheriff's utilities budget needs to be increased by \$100,000 to be in line with current projections, and Circuit Court attorney fees need to be increased by \$240,000 for the same reason.

After these general fund adjustments, \$288,000 of the additional property tax revenue remains unallocated. This resolution will use that excess revenue in order to reduce budgeted use of fund balance by the same amount.

The largest non-general fund adjustment is the transfer of \$400,000 in unreserved fund balance from the Management Information Systems (MIS) fund to the Public Improvements fund. This \$400,000 will be allocated equally within that fund to the Network Maintenance account and the Law and Order Fund for Technology. This transfer was planned as part of the 2011 budget process, but the transfer was never formally authorized.

This resolution will also add a debt service budget for the Consolidated 911 Dispatch Center. The 2011 debt amount is \$66,048, with \$12,012 coming from the Emergency Telephone Dispatch Services – 911 Fund and the remaining \$54,036 from Federal tax credit receipts.

The remaining adjustments are to purchase various computer items from internal service funds and to authorize the transfer of temporary salary funds from the Parks and Zoo funds to the Friend of the Court fund to leverage cooperative reimbursement revenue for the Jail Alternative Sentencing Program.

Included here is an update of contingency fund spending so far this year. The current contingency amount is \$407,022. If the Board of Commissioners passes the resolution authorizing a contingency allocation to cover the Housing Commission's Community Development Block Grant deficit in the amount of \$40,000, as passed by the County Services and Finance Committees, the amount will be decreased to \$367,022. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$431,431.

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

**Agenda Item 6a**

**2011 CONTINGENCY**

Adopted Contingency Amount	\$431,431
R10-356: Contract for Cost Allocation Software Development	(11,000)
R10-364: Unallocated Community Agency Funding	7,667
R11-134: 1 <sup>st</sup> Quarter Adjustment	(21,076)
Proposed: Housing Commission CDBG Grant Deficit	(40,000)
<b>Current Contingency Amount</b>	<b>\$367,022</b>

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2011 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2011 Budget on October 26, 2010 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2011 BUDGET 9/15/11</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$73,942,078	\$340,000	\$74,282,078
208	Parks	1,748,334	0	1,748,334
215	Friend of the Court	4,988,670	72,425	5,061,095
245	Public Improvements	1,923,847	0	1,923,847
261	Emergency Telephone 911	7,398,256	12,012	7,410,268
258	Potter Park/Zoo	4,779,724	0	4,779,724
361	911 Building Debt	0	66,048	66,048
636	MIS	2,638,263	400,000	3,038,263
664	Mach. & Equip. Revolving	1,404,435	6,695	1,411,130

## GENERAL FUND REVENUES

	2011 Budget – <u>9/15/11</u>	Proposed <u>Changes</u>	2011 Proposed <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	42,854,424	1,000,000	43,854,424
Property Tax Adjustments	(450,000)		(450,000)
Delinquent Real Property Tax	25,000		25,000
Unpaid Personal Property Tax	(50,000)		(50,000)
Industrial Facility Tax	394,000		394,000
Trailer Fee Tax	15,000		15,000
<b>Intergovernmental Transfers</b>			
Transfer from Rev. Sh. Res. Fund	5,180,645		5,180,645
State Revenue Sharing	911,329		911,329
Convention/Tourism Tax - Liquor	1,561,077		1,561,077
Health and Safety Fund	9,754		9,754
Use of Fund Balance	881,348	(288,000)	593,348
<b>Department Generated Revenue</b>			
Animal Control	617,937		617,937
Circuit Court - Family Division	556,092		556,092
Circuit Court - Friend of the Court	543,238		543,238
Circuit Crt - General Trial	2,222,915	(72,000)	2,150,915
Controller	3,170		3,170
Cooperative Extension	35,000		35,000
County Clerk	715,450		715,450
District Court	2,526,504	(75,000)	2,451,504
Drain Commissioner/Drain Tax	364,400		364,400
Economic Development	314,800	(25,000)	289,800
Elections	37,150		37,150
Emergency Operations	266,161		266,161
Equalization /Tax Mapping	50,100		50,100
Facilities	147,623		147,623



Human Resources	38,686		38,686
Probate Court	277,178		277,178
Prosecuting Attorney	842,200		842,200
Register of Deeds	1,545,567	(100,000)	1,445,567
Remonumentation Grant	88,319		88,319
Sheriff	5,711,026	(100,000)	5,611,026
Treasurer	5,283,865		5,283,865
Tri-County Regional Planning	61,740		61,740
Veteran Affairs	360,380		360,380
<b>Total General Fund Revenues</b>	<b>73,942,078</b>	<b>340,000</b>	<b>74,282,078</b>

### GENERAL FUND EXPENDITURES

	2011 Budget - <u>9/15/11</u>	Proposed <u>Changes</u>	2011 Proposed <u>Budget</u>
Board of Commissioners	581,148		581,148
Circuit Court - General Trial	7,681,842	240,000	7,921,842
District Court	2,357,991		2,357,991
Circuit Court - Friend of the Court	1,237,959		1,237,959
Jury Board	1,209		1,209
Probate Court	1,387,956		1,387,956
Circuit Court - Family Division	5,068,756		5,068,756
Jury Selection	94,669		94,669
Elections	289,135		289,135
Financial Services	677,544		677,544
County Attorney	412,220		412,220
County Clerk	616,089		616,089
Controller	813,159		813,159
Equalization/Tax Services	642,835		642,835
Human Resources	523,514		523,514
Prosecuting Attorney	5,823,815		5,823,815
Purchasing	207,933		207,933
Facilities	1,975,919		1,975,919

Register of Deeds	445,560		445,560
Remonumentation Grant	88,319		88,319
Treasurer	568,706		568,706
Drain Commissioner	998,116		998,116
Economic Development	346,323		346,323
Community Agencies	179,594		179,594
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	102,900		102,900
Jail Maintenance	282,958		282,958
Sheriff	17,483,050	100,000	17,583,050
Community Corrections	73,663		73,663
Animal Control	1,353,461		1,353,461
Emergency Operations	369,654		369,654
Board of Public Works	300		300
Drain Tax at Large	378,000		378,000
Health Department	11,291,874		11,291,874
Medical Examiner	419,617		419,617
Substance Abuse	787,545		787,545
Community Mental Health	1,866,174		1,866,174
Department of Human Services	1,752,470		1,752,470
Tri-County Aging	76,225		76,225
Veterans Affairs	444,866		444,866
Cooperative Extension	606,830		606,830
Parks and Recreation	1,308,853		1,308,853
Contingency Reserves	407,022		407,022
Legal Aid	20,000		20,000
2-1-1 Project	33,750		33,750
Capital Improvements	1,861,055		1,861,055
<b>Total General Fund Expenditures</b>	<b>73,942,078</b>	<b>340,000</b>	<b>74,282,078</b>

## **General Fund Revenues**

Circuit Court	Reduce Court of Claims reimbursement \$42,000. Court of Claims expenses were over reported from 2006 through 2010. Remove \$30,000 transfer in from Community Corrections fund. This was a one-time only transfer in 2010, and should not have been budgeted in 2011.
District Court	Decrease revenue \$75,000 to reflect current revenue projections.
Register of Deeds	Decrease revenue \$100,000 to reflect current revenue projections.
Property Tax Revenue	Increase current year property tax revenue budget \$1,000,000 to reflect actual taxable value from 2011 Equalization Report.
Economic Development	Reduce revenue \$25,000. The Community Development Block Grant for the Jackson National Life Insurance Company Expansion project initially included \$25,000 for administrative expenses. When the agreement was finalized, the administrative reimbursement was not included, and the County must pay this \$25,000 to the Board of Water and Light.
Sheriff	Decrease Sheriff's Services revenue \$100,000. The contract to provide police protection to county parks was discontinued in 2010. Revenue should not have been included in 2011 budget.
Use of Fund Balance	Decrease use of fund balance \$288,000 to offset net increase in general fund revenue.

## **General Fund Expenditures**

Circuit Court	Increase attorney fees budget \$240,000 to reflect current expenditure projections.
Sheriff	Increase utilities budget \$100,000 to reflect current expenditure projections.

## **Non-General Fund Adjustments**

Parks (F208)	Transfer funds for Jail Alternative Sentencing Program (JASP) from Parks temporary salaries line item to Friend of the Court to allow funds to be matched by Cooperative Reimbursement grant. (\$15,132)
Friend of the Court (F215)	Transfer funds for Jail Alternative Sentencing Program (JASP) from Parks and Zoo temporary salaries line items (\$24,142) to Friend of the Court to allow funds to be matched by Cooperative Reimbursement grant (\$48,283) for a total JASP budget of \$72,425.
Public Improvements (F245)	Transfer excess fund balance from MIS fund to Public Improvements fund to be allocated to the Network Maintenance account (\$200,000) and the Law and Order Fund for Technology (\$200,000). Transfer funds from the Law and Order Fund for Technology to cover Ingham County's 2011 contribution to the Technology Improvement Committee account (\$1,600).
Emerg. Phone – 911 (F261)	Increase transfer out to 911 Building Debt fund to pay for county portion of Consolidated 911 Dispatch Center debt service. (\$12,012)

Potter Park/Zoo (F258)	Transfer funds for Jail Alternative Sentencing Program (JASP) from Zoo temporary salaries line item to Friend of the Court to allow funds to be matched by Cooperative Reimbursement grant. (\$9,010)
911 Building Debt (F361)	Add debt service budget for Consolidated 911 Dispatch Center (\$66,048). Funding in the amount of \$12,012 will come from proceeds of the Emergency Telephone Dispatch Services – 911 Fund. The remaining \$54,036 will be reimbursed from Federal tax credit receipts.
MIS (F636)	Transfer excess fund balance from MIS fund to Public Improvements fund to be allocated to the Network Maintenance account (\$200,000) and the Law and Order Fund for Technology (\$200,000).
Mach./Eqp. Revolv. (F664)	Increase CIP upgrade funds to purchase the following equipment: one replacement laptop (\$1,500) and the increased cost for 5 PCs to be purchased instead of thin client computers (\$1,400) for the Health Department, one replacement laptop for Animal Control (\$1,400), one replacement laptop for Veterans Affairs (\$1,500), and one PC for the Youth Center for viewing new video surveillance cameras (\$895).

DATE: September 21, 2011

TO: Law Enforcement Committee  
County Services Committee  
Finance Committee

FROM: Mary Lannoye  
John Neilsen

RE: Resolution to Establish the Position of Ingham County 911 Central Dispatch Director within the Controller's Office

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Commissioners:

As you are aware, the Board of Commissioners previously authorized the Building Authority to proceed with the Ingham County Consolidated 911 Dispatch Center Project. The current Construction Schedule has established an effective date of integration of April 17, 2012, to begin operations at the new 911 Central Dispatch Center.

The 911 Steering Committee, its subcommittees, and the Human Resources Department have been involved in the planning process to establish job descriptions, salary and grade levels for the positions, and a "Ingham County 911 Central Dispatch Hiring Timetable".

The 911 Steering Committee is recommending that the new Ingham County 911 Central Dispatch Director would start approximately sixty to ninety days before the effective starting date of operations. It is important that the new Director is on board early so as to oversee the many details necessary to have a successful consolidation of the two current 911 Centers.

Therefore, the Controller's Office is recommending that the Board of Commissioners approve this Resolution and authorize the establishment of the Ingham County 911 Central Dispatch Director position along with the timetable.

The other position approvals and budgets will be presented at a later time as we get closer to the opening of the facility in April of 2012.

Finally, the Provisions of Resolution #08-056 with respect to the current 911 Centers employees will be followed:

- Express the parties' intent that the current two 911 Centers' employees would not be placed in any worse position regarding wages.
- Express the parties' intent that the current two 911 Centers employees' benefit package be held harmless unless otherwise negotiated through collective bargaining.

Please contact us if you have any questions.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ESTABLISH THE POSITION OF INGHAM COUNTY 911 CENTRAL DISPATCH DIRECTOR WITHIN THE CONTROLLER'S OFFICE**

WHEREAS, that the Ingham County Board of Commissioners has approved the recommendation of the Ingham County Building Authority and authorized the Ingham County Consolidated 911 Central Dispatch Center Project to proceed with a revised project design and budget; and

WHEREAS, the current Construction Schedule has established a effective date of integration of April 17, 2012 to begin operations at the new 911 Central Dispatch Center; and

WHEREAS, the 911 Steering Committee is recommending to start the new Ingham County 911 Central Dispatch Director approximately ninety to sixty days before the effective starting date of operations at the new 911 Central Dispatch Center to oversee the many details necessary to have a successful consolidation of the two current 911 Centers; and

WHEREAS, the County Controller's Office concurs with this recommendation.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby establishes the position of Ingham County 911 Central Dispatch Director at the following Salary and Grade Level:

MCF 13 (\$73,099 – 87,739, Salary Range)

BE IT FURTHER RESOLVED, that the hiring freeze and hiring delay are hereby waived for this position and it may be posted immediately.

BE IT FURTHER RESOLVED, that the position may start anytime on or after January 17, 2012.

**Ingham County 911 Dispatch Hiring Timetable - Revised August 31, 2011**

<u>Date</u>	<u>Event and Description</u>	<u>Notes</u>
November-December 2011	Hire 911 Director (FLSA exempt)	Ingham County will post, screen and refer applications to a Selection Committee. The Selection Committee should consists of: Ingham County Controller/Administrator and a Steering Committee representative from both Lansing and East Lansing. It is anticipated the director will start between 60-90 days before the planned April 17, 2012, 911 Center Opening.
TBD	Hire 911 Administrative Assistant (FLSA non-exempt)	Ingham County will post, screen and refer applications to the newly hired Director.
October 2011	Mail Lansing and East Lansing employees a Letter of Intent requesting a reply within 30 days.	This approach allows sufficient time for staffing and training needs.
TBD	Hire 911 Deputy Director (FLSA exempt)	Ingham County will post, screen and refer applications to the newly hired Director. The Director and the Ingham County Controller/Administrator should select.
TBD	Mail applications to all Lansing & East Lansing employees who expressed the intent to remain.	To be eligible for hire by Ingham County, all Lansing and East Lansing 911 employees must return a completed application to Ingham County's Human Resources Department by a date to be determined.
November 2011	Obtain records from Lansing and East Lansing regarding seniority and MERS service dates	Once the records are received, send confirmation letters to employees and unions so that they can confirm and/or challenge.
January 2012	Offers of employment to Lansing and East Lansing employees.	Employment packets will include Memorandums of Understanding, County work rules or the County's Managerial Policy, whichever is applicable.
April 12-16, 2012	Employee orientations	Multiple orientations will be offered at Lansing 911 Center, East Lansing 911 Center and Ingham County's Human Resources Department.
April 17, 2012	Ingham County 911 Center begins operations with staff in place.	Any future hiring needs for the Ingham County 911 Dispatch Center will follow standard Ingham County hiring procedures.

**INGHAM COUNTY  
JOB DESCRIPTION**

**911 CENTRAL DISPATCH DIRECTOR**

**General Summary:** Under the direction of the County Controller, the Director manages and directs the County's 911 Dispatch Center. Creates and implements long term goals, policies and procedures. Oversees and administers the department's operating budget. Works closely with police, fire and emergency personnel, and the 911 Advisory Board to maintain operational effectiveness. Makes public presentations as assigned.

**Essential Functions:**

1. Plans, develops and manages all activities of the Dispatch Center including personnel, resources, facilities, equipment, services and programs.
2. Oversees all personnel functions including recruitment, orientation, training, promotions, corrective actions and terminations.
3. Exercises administrative responsibility for the development, implementation and maintenance of technology to serve the 911 Center. Responsible for the financial tracking and monitoring of technology upgrades.
4. Problem-solves issue including, but not limited to, service response, performance standards, quality assurance issues and complaint investigations.
5. Responsible for compiling, researching and analyzing data for the purpose of establishing long term goals, policies and procedures.
6. Attends meetings as needed in order to answer questions and address issues pertaining to public safety dispatch.
7. Develops and oversees the Dispatch Center's budget process including budget projections and presentations. Monitors departmental expenditures and works within approved financial guidelines.
8. Assist Human Resources' Director in the preparation and negotiations of contracts as they affect the department.
9. Makes public presentations regarding the department's operation as assigned.

**Other Functions:**



1. Other tasks as assigned.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

**Employment Qualifications :**

**Education:** Bachelor's Degree in Business Administration, Public Administration, Criminal Justice, Emergency Services or related field is required. Master's Degree preferred. ENP certification preferred.

**Experience:** Five years of progressive responsibility in the field of public safety and general supervision is required. Experience with public safety communication technology is required.

**Other Requirements:** None

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

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

1. Sitting, walking, standing, bending over, lifting/holding/carrying objects found in an office environment.
2. Ability to communicate and respond to co-worker and customer inquiries both in person and over the telephone.
3. Ability to operate a PC/laptop and to enter & retrieve information from a computer.
4. Ability to handle varying and often high levels of stress.

**Working Conditions:**

Works in an office environment.

FLSA exempt job description created November, 2008