

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
EMILY STIVERS, CHAIR
VICTOR CELENTINO
MARK GREBNER
RYAN SEBOLT
DERRELL SLAUGHTER
ROBERT PEÑA
ROBIN NAEYAERT

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, MAY 4, 2021 AT 6:30 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/88109337577>.

Agenda

Call to Order

Approval of the [April 20, 2021](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Clerk's Office – Resolution to Authorize the Purchase of Fingerprinting Software from [ID Networks, Inc.](#)
2. Financial Services Department – Resolution to Authorize the Purchase of Financial Software Module [Tyler Content Manager](#)
3. Facilities Department
 - a. Resolution to Authorize a Contract Extension with [Boynton Fire Safety Services, LLC](#) for Fire Prevention Services at Several County Facilities
 - b. Resolution to Authorize an Agreement with [Michigan Paving & Materials Company](#) for the Replacement of the Human Services Building's Rear Northeast Parking Lot and the Veterans Memorial Courthouse's Visitor Parking Lot
4. Road Department – Resolution to Approve an Agreement between Ingham County and [M&M Pavement Marking, Inc.](#) for Bid Packet #55-21 2021 Countywide Waterborne Pavement Marking and the Cold Plastic Common Text & Symbol Pavement Marking Program
5. Controller's Office
 - a. Resolution to Utilize American Rescue Plan Funds to Fund a [Lead Senior Accountant](#) and a Tax Forfeiture/Foreclosure Coordinator
 - b. Resolution to Authorize Information [Technology Improvements](#) to Enhance Remote Work Utilizing American Rescue Plan Funds
 - c. Resolution to Authorize [Adjustments](#) to the 2021 Ingham County Budget
6. Human Resources
 - a. Resolution to Approve Modifications to the 2020 [Managerial and Confidential Employee Personnel Manual](#) for 2021
 - b. UAW Zoo Unit Grievance Hearing per MCL 15.268(h) (*Closed Session*)
 - c. Collective Bargaining Pursuant to MCL 15.268(c) (*Closed Session*)

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.

COUNTY SERVICES COMMITTEE

April 20, 2021

Draft Minutes

The meeting was called to order by Chairperson Stivers at 6:30 p.m. virtually via Zoom in accordance with Public Act 228 of 2020 regarding the Open Meetings Act and State of Emergency declared by the Board of Commissioners for Ingham County. A roll call attendance vote and the present location of the Committee members was taken for the record.

Members Present: Stivers (Ingham County, Michigan), Celentino (Ingham County, Michigan), Grebner (Ingham County, Michigan), Sebolt (Ingham County, Michigan), Slaughter (Ingham County, Michigan), Peña (Ingham County, Michigan), and Naeyaert (Ingham County, Michigan).

Members Absent: None.

Others Present: Commissioner Crenshaw, Undersheriff Andrew Bouck, Gregg Todd, Matt Nordfjord, Becky Bennett, Jared Cypher, Sue Graham, Richard Terrill, Bill Conklin, Teri Morton, Julie Pingston, Deb Fett, Dillon Rush, Bob Trezise, Kelly Jones, Elizabeth Noel, and Michael Tanis.

Approval of the April 6, 2021 Minutes

CHAIRPERSON STIVERS STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE APRIL 6, 2021 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

Removed –

6. Human Resources

- c. Written Attorney/Client Privileged Legal Opinion from Corporation Counsel Pursuant to MCL 15.268(h) (*Closed Session*)

Limited Public Comment

None.

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

2. Facilities Department

- a. Resolution to Authorize an Agreement with Granger Waste Services Inc., for Waste and Recycling Services for Multiple Ingham County Buildings and Locations

- b. Resolution to Authorize an Agreement with LJ Trumble Group for the Gymnasium Ceiling Tile Replacement at the Ingham County Youth Center
 - c. Resolution to Authorize an Agreement with Reith-Riley Construction Company, Inc., for the East Side Asphalt Replacement at the Ingham County Fair Grounds
- 3. Road Department – Resolution to Amend a Second Party Agreement between the Michigan Department of Transportation (MDOT) and Ingham County in Relation to a State and Federally Funded Project on Bellevue Road from Onondaga Road to Hull Road
- 4. Controller’s Office
 - a. Resolution to Authorize a Contract with LEAP for an American Rescue Plan Funded Small Business Rescue Grant Program
 - b. Resolution to Utilize American Rescue Plan Funds to Reimburse the Greater Lansing Convention and Visitor’s Bureau for COVID-19 Related Lost Revenue
- 5. Board of Commissioners
 - a. Resolution to Authorize the Continuation of the Declaration of the State of Emergency for the County of Ingham
 - b. Resolution to Recognize Women’s “Equal Pay Days” in Ingham County
- 6. Human Resources
 - a. Resolution to Authorize an Educational Partnership Agreement with Davenport University

THE MOTION CARRIED UNANIMOUSLY.

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

- 1. Department Head Update – Innovation & Technology Update by Deb Fett

Deb Fett, Innovation & Technology Department Chief Information Officer, provided an update to the County Services Committee.

Chairperson Stivers stated that the Ingham County Treasurer’s Office and the Animal Control and Shelter had said they would like the creation of an online dog registration form. She further stated that currently, the process was cumbersome through the mailing of various forms.

Ms. Fett stated that she would work with Treasurer Eric Schertzing, County Treasurer, and Heidi Williams, Animal Control and Shelter Director, to see what could be done about that.

Commissioner Slaughter asked if there was an opportunity through Microsoft Office 365 to create storage space for various County boards and advisory committees.

Ms. Fett stated that with OneDrive in Microsoft Office 365, there was a way to share information inside as well as outside of the County. She further stated that she would work with Commissioner Slaughter, and whomever else, to set that up.

Chairperson Stivers stated that the Ingham County Women's Commission as well as others might also be interested in that service.

6. Human Resources
 - b. Collective Bargaining Pursuant to MCL 15.268(c) (*Closed Session*)

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. SLAUGHTER, AT 6:49 P.M., TO MOVE THE MEETING INTO CLOSED SESSION TO DISCUSS THE NEGOTIATION OF COLLECTIVE BARGAINING AGREEMENTS UNDER MCL 15.268(C).

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. SLAUGHTER, AT 7:36 P.M., TO RETURN TO OPEN SESSION.

THE MOTION CARRIED UNANIMOUSLY.

Commissioner Grebner made a point of order regarding the process of returning to open session.

Discussion.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:38 p.m.

**MAY 4, 2021 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

1. Clerk's Office – Resolution to Authorize the Purchase of Fingerprinting Software from ID Networks, Inc.

This resolution authorizes a contract with ID Networks, Inc. to purchase a Live Scan System and any associated software, hardware, and support in an amount not to exceed \$10,000 to perform a fingerprint scan on Concealed Pistol License Applicants. This will allow customers to have their fingerprints taken at the time the rest of their application materials are accepted. This way, customers would not have to schedule two appointments; it would cut down on total number of appointments for the Sheriff's Office and would streamline the overall process of applying for a Concealed Pistol License

See memo for details.

2. Financial Services Department – Resolution to Authorize the Purchase of Financial Software Module Tyler Content Manager

This resolution authorizes the purchase of a financial software module from Tyler Technologies to provide the software needed to generate W-2s and 1099s with the current software upgrade.

A one-time fee of \$73,720 and a recurring fee of \$12,000 annually would come from the IT fund and recouped from monthly IT chargebacks to departments.

See memo for details.

3a. Facilities Department – Resolution to Authorize a Contract Extension with Boynton Fire Safety Services, LLC for Fire Prevention Services at Several County Facilities

This resolution authorizes a contract extension with Boynton Fire Safety Services through April 30, 2022 for fire prevention services at several county facilities for a cost of \$17,505.

See memo for details.

3b. Facilities Department – Replacement of the Human Services Building's Rear Northeast Parking Lot and the Veterans Memorial Courthouse's Visitor Parking Lot

This resolution authorizes a contract with Michigan Paving & Materials Company for repaving of the HSB rear northeast parking lot and the VMC's visitors parking lot and guardrail replacement. Both lots have deteriorated past the point of repair.

Total cost of the project, including contingency, is \$245,385. There are not sufficient funds available in the CIP projects for each location, so a transfer from the 2018 HSB Parking Lot Repairs CIP is requested.

See memo for details.

4. Road Department – Resolution to Approve an Agreement between Ingham County and M&M Pavement Marking, Inc. for Bid Packet #55-21 2021 Countywide Waterborne Pavement Marking and the Cold Plastic Common Text & Symbol Pavement Marking Program

This resolution authorizes a contract with M&M Pavement Markings, Inc. of Grand Blanc, MI, for pavement markings for the countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program. The scope of work for the Waterborne Pavement Marking Program consists of installing retro-reflective white and yellow longitudinal pavement markings to define roadway lane lines. The scope of work for the Cold Plastic Pavement Marking Program consists of installing retro-reflective white cold plastic pavement markings such as text, arrows, school symbols, crosswalks, and stop bars.

The total project cost of \$512,595.60, including 10% contingency, is included in the 2021 Road Fund Budget.

See memo for details.

5a. Controller's Office – Resolution to Utilize American Rescue Plan Funds to Fund a Lead Senior Accountant and a Tax Forfeiture/Foreclosure Coordinator

This resolution authorizes additional positions in the Financial Services Department (Lead Senior Accountant) and Treasurer's Office (Tax Forfeiture/Foreclosure Coordinator) to help with ARP related tasks. ARP would fund these positions through 2024 but General Fund would be required to fund them if they remained after 2024.

See memo for details.

5b. Controller's Office – Resolution to Authorize Information Technology Improvements to Enhance Remote Work Utilizing American Rescue Plan Funds

This resolution would provide \$1.5mil in broadband upgrades and IT improvements to enhance remote work utilizing ARP funds.

See memo for details

5c. Controller's Office – Resolution to Authorize Adjustments to the 2021 Ingham County Budget

This resolution will authorize various budget adjustments for the first quarter of 2021. The total increase to the General Fund is \$10,764.

6a. Human Resources – Resolution Approving Modifications to the 2020 Managerial and Confidential Employee Personnel Manual for 2021

This resolution approves the 2021 Managerial and Confidential Employee Personnel Manual for 2021. There is no increase in the wage schedule from 2020 but there are reclassifications totaling an additional \$72,689.28

See memo for details.

ADDITIONAL ITEMS:

- UAW Zoo Unit Grievance Hearing per MCL 15.268(h) (*Closed Session*)
- Collective Bargaining Pursuant to MCL 15.268(c) (*Closed Session*)

Agenda Item 1

TO: Ingham County Board of Commissioners

FROM: Chief Deputy County Clerk Scott Hendrickson

DATE: April 14, 2021

SUBJECT: Resolution to Authorize the Purchase of Fingerprinting Software from ID Networks, Inc.

BACKGROUND

Concealed Pistol License Applicants must have their fingerprints taken to complete their application materials so that the Michigan State Police may conduct a background check. County Clerks are responsible for administering the application process and approving or denying Concealed Pistol License applications in Michigan. Until now, applicants would complete their other application materials with the County Clerk and then be required to go elsewhere to have their fingerprints taken and submitted to the Michigan State Police.

Due to the outbreak of COVID-19 and subsequent closure of county buildings, Clerk Byrum has had to limit the number of customers who come for appointments for the purposes of applying for their Concealed Pistol License. In addition, recently the Ingham County Sheriff's Office has begun to require appointments for the purposes of having their fingerprints taken. It may take several weeks to have appointments at both offices due to high demand and heavy volumes of requests.

Clerk Byrum believes that it would be prudent to install a second fingerprinting scanner at her Lansing Branch Office so that more customers can have their fingerprints taken at the time the rest of their application materials are accepted. This way, customers would not have to schedule two appointments, it would cut down on total number of appointments for the Sheriff's Office, and would streamline the overall process of applying for a Concealed Pistol License.

FINANCIAL IMPACT

The projected cost of this purchase is not to exceed \$10,000.

There is sufficient funding available in the County Clerk's Office budget, specifically Concealed Pistol License supplies (262-21500-726010).

The State of Michigan has entered into a MiDEAL contract for the purchase of Live Scan equipment throughout the state with ID Networks, Inc. The MiDEAL contract number is 071B6600022.

RECOMMENDATIONS

Approval is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF FINGERPRINTING SOFTWARE
FROM ID NETWORKS, INC.**

WHEREAS, County Clerks are mandated to process applications for Concealed Pistol Licenses in Michigan;
and

WHEREAS, the outbreak of COVID-19 has required procedural changes at the County Clerk's office regarding the scheduling of appointments; and

WHEREAS, many Concealed Pistol License Applicants previously had to go to the Ingham County Sheriff's Office to have their fingerprints submitted; and

WHEREAS, the Ingham County Sheriff's Office is also scheduling appointments for the purposes of scanning fingerprints for Concealed Pistol License applicants; and

WHEREAS, requiring applicants to make two appointments and go to two locations to complete their applications is inefficient for the customer and unnecessarily puts undue burden on the staff of the Clerk and Sheriff to schedule twice as many appointments; and

WHEREAS, County Clerks may take fingerprints at the time of application in the course of their statutory duties; and

WHEREAS, the State of Michigan has entered into a MiDEAL contract with ID Networks, Inc. for the purchase of Live Scan Systems used for Fingerprinting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the use of MiDEAL contract #071B6600022 with ID Networks, Inc. to purchase a Live Scan System and any associated software, hardware, and support in an amount not to exceed \$10,000.

BE IT FURTHER RESOLVED, that this agreement shall be funded by the Ingham County Clerk's concealed pistol license supplies line item (262-21500-726010).

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

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

Agenda Item 2

TO: Board of Commissioners, Finance Committee, and County Services Committee
FROM: Tori Meyer, Director Financial Services
DATE: April 9, 2021
SUBJECT: Purchase of Tyler Content Manager
MEETINGS: May 4 and May 5, 2021

BACKGROUND

Tyler Technologies owns many software products including MUNIS, the financial software used by Ingham County. The County has not upgraded the software for several years. The County is currently operating on version 11.3 which is set to expire. Version 11.3 will have the capacity to generate W-2s and 1099s through fiscal year 2022. The County has already begun the necessary upgrade to version 2019.1. It was during the testing phase of version 2019.1 that we discovered that supporting documentation could no longer be attached. After consulting with the software company, we were informed that it would be necessary to purchase the module titled “Tyler Content Manager” in order to keep that functionality. We contacted another client of MUNIS, a neighboring County, and they highly recommended Tyler Content Manager. It reduced the need to store paper, thereby reducing offsite storage fees.

ALTERNATIVES

1. Purchase the recommended module to keep the same level of functionality we currently have with version 11.3.
2. Choose to skip the purchase of Tyler Content Manager and lose functionality as well as efficiency.
3. Purchase a new financial software product to replace MUNIS, initially purchased 14 years ago, with an estimated cost of \$1.1 million.

FINANCIAL IMPACT

\$73,720 is the one-time acquisition fee. This item was not included in the 2021 Budget. After fiscal year 2021, there will be \$12,000 in annual recurring fees.

STRATEGIC PLANNING IMPACT

Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

RECOMMENDATION

I respectfully request the approval to spend \$73,720 to purchase Tyler Content Manager and further request a budget amendment to the 2021 operating budget.



Quoted By: Brad Reed
 Date: 1/20/2021
 Quote Expiration: 7/19/2021
 Quote Name: Ingham County - ERP - TCMse
 Quote Number: 2021-121989
 Quote Description: Tyler Content Manager

Sales Quotation For
 Ingham County
 PO Box 219
 Mason, MI 48854-0219
 Phone +1 (517) 676-7215

Tyler Software and Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Productivity:						
Tyler Content Manager SE	\$60,000.00	64	\$12,240.00	\$0.00	\$72,240.00	\$12,000.00
TOTAL:	\$60,000.00	64	\$12,240.00	\$0.00	\$72,240.00	\$12,000.00

Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
Project Management	8	\$185.00	\$0.00	\$1,480.00
TOTAL:				\$1,480.00

Summary

	One Time Fees	Recurring Fees
Total Tyler Software	\$60,000.00	\$12,000.00
Total Tyler Services	\$13,720.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$0.00	\$0.00
Summary Total	\$73,720.00	\$12,000.00
Contract Total	\$85,720.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Customer Approval:

_____ Date: _____

Print Name:

_____ P.O. #: _____

All primary values quoted in US Dollars

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
 - Implementation and other professional services fees shall be invoiced as delivered.
 - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
 - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
 - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Unless otherwise indicated on this Sales quotation, annual services will be invoiced in advance, for annual terms commencing on the date this sales quotation is signed by the Client. If listed annual service(s) is an addition to the same service presently existing under the Agreement, the first term of the added annual service will be prorated to expire coterminous with the existing annual term for the service, with renewals to occur as indicated in the Agreement.
- Expenses associated with onsite services are invoiced as incurred.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and

Comments

remitting. Installations are completed remotely, but can be done onsite upon request at an additional cost.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Implementation hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

In the event Client acquires from Tyler any edition of Tyler Content Manager software other than Enterprise Edition, the license for Content Manager is restricted to use with Tyler applications only. If Client wishes to use Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager Enterprise Edition.

Tyler's pricing is based on the scope of proposed products and services being obtained from Tyler. Should portions of the scope of products or services be removed by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Project Management includes project planning, kickoff meeting, status calls, task monitoring, verification and transition to support.

Development modifications, interfaces and services, where applicable, shall be invoiced to the client in the following manner: 50% of total upon authorized signature to proceed on program specifications and the remaining 50% of total upon delivery of modifications, interface and services.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF FINANCIAL SOFTWARE MODULE
TYLER CONTENT MANAGER**

WHEREAS, the County of Ingham utilizes MUNIS financial software, a product that is owned by Tyler Technologies; and

WHEREAS, the County of Ingham is in the midst of a software upgrade in order to generate W-2s and 1099s in the coming year as well as the ability to implement electronic timesheets; and

WHEREAS, Tyler Technologies has informed the County that the upgrade to version 2019.1 will also require purchase of a new module referred to as “Tyler Content Manager”; and

WHEREAS, this module provides the ability to store documents such as invoices for vouchers, supporting documentation for manual journal entries, and ACH remits for cash receipts; and

WHEREAS, the financial software is a necessary component of operations at Ingham County; and

WHEREAS, there is a one-time fee of \$73,720 and a recurring fee of \$12,000 annually; and

WHEREAS, these costs can be charged to the IT fund (636) and recouped from the monthly IT chargebacks to departments; and

WHEREAS, there is no contract or agreement and therefore a purchase order will be generated upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the one-time fee of \$73,720 from the IT operating budget to purchase the Tyler Content Manager module to ensure the financial software is functional and operational.

BE IT FURTHER RESOLVED, that the recurring fees of \$12,000 annually will be incorporated in future annual operating budgets.

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

BE IT FURTHER RESOLVED, that 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.

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 20, 2021

RE: Resolution Authorizing a Contract Extension with Boynton Fire Safety Services, LLC. for Fire Prevention Services at Several County Facilities

For the meeting agendas of: May 4 & 5

BACKGROUND

The contract with Boynton Fire Safety Services expires on April 30, 2021. The Facilities Department negotiated with Boynton for them to hold their prices at \$17,505 for a one-year period due to COVID-19 in-person restrictions. The Facilities Department would like to extend the contract for one year through April 30, 2022.

ALTERNATIVES

The alternative would be to put this out for an RFP rather than extending it for one more year.

FINANCIAL IMPACT

Funds are available in the appropriate 931100 maintenance contractual line items.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a contract extension for one year with Boynton Fire Safety Services, LLC. for fire prevention services at several County facilities.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT EXTENSION WITH BOYNTON FIRE SAFETY SERVICES, LLC FOR FIRE PREVENTION SERVICES AT SEVERAL COUNTY FACILITIES

WHEREAS, fire alarm testing, fire extinguisher, and fire suppression services are required and necessary in the daily operation of our county facilities; and

WHEREAS, the current agreement expires on April 30, 2021; and

WHEREAS, the Facilities Department would like to extend the agreement for one year through April 30, 2022 due to COVID-19 in person restrictions; and

WHEREAS, the total annual cost for the one year is \$17,505; and

WHEREAS, funds for said services are available within the appropriate 931100 maintenance contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Boynton Fire Safety Services, LLC., 1031 Northcrest, Lansing, Michigan 48906, to provide fire prevention services at several County facilities for an annual not to exceed cost of \$17,505.

BE IT FURTHER RESOLVED, that 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.

Agenda Item 3b

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 20, 2021

RE: Resolution to Authorize an Agreement with Michigan Paving & Materials Company for the Replacement of the Humans Services Building's Rear Northeast Parking Lot and the Veterans Memorial Courthouse's Visitor Parking Lot

For the meeting agendas of: May 4 & 5

BACKGROUND

The Human Services Building's (HSB) rear northeast parking lot has deteriorated past the point of repairs and has become a safety hazard to the public and staff.

The Veterans Memorial Courthouse's (VMC) visitor parking lot has deteriorated past the point of repairs and has become a safety hazard to the public. In addition to the replacement of the parking lot, the guardrails have been damaged over the years and are in need of replacement.

Michigan Paving & Materials Company submitted the lowest responsive and responsible proposal of \$122,425 for HSB and \$100,960 for the VMC's visitor lot, which includes the replacement of the guardrails. We are also requesting a contingency of \$12,000 for HSB and \$10,000 for the VMC's visitor lot for any uncovered conditions. The total for HSB is \$134,425.00 and for the VMC's visitor lot is \$110,960, both include the contingency. The grand total cost for the project is \$245,385.

ALTERNATIVES

The alternative would be to not go forward with the project, subjecting the staff and the public to potential hazardous parking lot conditions.

FINANCIAL IMPACT

The 2019 approved CIP HSB Parking Lot line item #631-23304-931000-9F17 funding falls short by \$24,225, including the contingency.

The 2019 approved CIP VMC Parking Lot line item #245-26710-931000-9F15 funding falls short by \$56,960, including contingency.

We are requesting a line item transfer of \$81,185 from the previous 2018 CIP HSB Parking Lot Repairs line item #631-23304-931000-8F06 which has a balance of \$91,709.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
631-23304-931000-9F17	\$130,000.00	\$110,200.00	\$110,200.00	\$0
GF/HSB Operating				
245-26710-931000-9F15	\$64,000.00	\$54,000.00	\$54,000.00	\$0
Public Imp. Fund				
631-23304-931000-8F06	\$91,709.00	\$91,709.00	\$81,185.00	\$10,524.00
GF/HSB Operating				

OTHER CONSIDERATIONS

Other considerations would be to do one location this year and the other next year, having the potential for higher costs.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Michigan Paving & Materials Company who provided the most responsive and responsible proposal for the replacement of both the HSB rear northeast parking lot and the VMC's visitor parking lot that also includes replacement of the guardrails.

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: March 23, 2021
RE: Memorandum of Performance for RFP No. 35-21 Parking Lot Improvements

Per your request, the Purchasing Department sought proposals from asphalt contractors for the replacement of a portion of the Human Services Building Parking Lot and the Ingham County Visitors Parking Lot, in accordance with the specifications and drawings prepared by the County’s consultant, Williams & Works, Inc.

The scope of work includes, but is not limited to, all pulverizing, excavation, filling and compaction and other sub-base preparation for bringing the parking area to designated levels, and placing hot mix asphalt leveling and hot mix asphalt wearing courses and parking lot striping within the campuses of the Human Services Building and Grady Porter Building. Additionally, providing all appurtenances, material, labor (prevailing wages), bonds, insurance, supervision, equipment, and any other miscellaneous or ancillary items as may be necessary and required for complete and fully functional parking lot areas.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	51	11
Vendors responding	5	3

A summary of the vendors’ costs is located on the next page.

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

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 your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

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 purchasing 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 VENDORS' COSTS

Vendor Name	Local Pref	Human Services Building Total Cost	Ingham County Visitors Parking Lot Total Cost	Human Services Building & Visitors Parking Lot Grand Total	Replace Entire Guardrail Total Cost	Human Services Building & Visitors Parking Lot Includnig Post Bid Addendum #1 Grand Total
MI Paving & Materials Co.	Yes, Lansing MI	\$122,425.00	\$76,315.00	\$198,740.00	\$24,645.00	\$233,385.00
Rieth-Riley Construction Co. Inc.	Yes, Mason MI	\$131,072.50	\$91,228.50	\$222,301.00	\$22,000.00	\$244,301.00
American Asphalt Inc.	Yes, Lansing MI	\$146,100.00	\$106,605.00	\$252,705.00	No response	\$252,705.00
Hutch Paving Inc.	No, Warren, MI	\$178,745.00	\$89,805.00	\$268,550.00	Not requested	\$268,550.00
Hoffman Bros. Inc.	No, Battle Creek MI	\$166,204.15	\$112,650.30	\$278,854.45	Not requested	\$278,854.45

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN PAVING & MATERIALS COMPANY FOR THE REPLACEMENT OF THE HUMAN SERVICES BUILDING'S REAR NORTHEAST PARKING LOT AND THE VETERANS MEMORIAL COURTHOUSE'S VISITOR PARKING LOT

WHEREAS, the Human Services Building's rear northeast parking lot has deteriorated past the point of repairs and has become a safety hazard; and

WHEREAS, the Veterans Memorial Courthouse's visitor parking lot has deteriorated past the point of repairs and has become a safety hazard; and

WHEREAS, the Veterans Memorial Courthouse's visitor lot parking needs the guardrails replaced due to years of damage; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Michigan Paving & Materials Company, who submitted the lowest responsive and responsible proposal of \$122,425 for the Human Services Building and \$100,960 for the Veterans Memorial Courthouse for replacement of the Human Services Building's rear northeast parking lot and Veterans Memorial Courthouse's visitors parking lot; and

WHEREAS, the Facilities Department is requesting a contingency of \$12,000 for the Human Services Building parking lot and \$10,000 for the Veterans Memorial Courthouse's visitor parking lot for any uncovered conditions; and

WHEREAS, the 2019 approved CIP HSB Parking Lot line item #631-23304-931000-9F17 funding falls short by \$24,225, including the contingency; and

WHEREAS, the 2019 approved CIP VMC Parking Lot line item #245-26710-931000-9F15 funding falls short by \$56,960, including contingency; and

WHEREAS, the Facilities Department is requesting a line item transfer of \$81,185 from the previous 2018 CIP HSB Parking Lot Repairs line item #631-23304-931000-8F06 which has a balance of \$91,709, to cover the shortfall.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Michigan Paving & Materials Company, 16777 Wood Street, Lansing, Michigan 48906, for the replacement of the Human Services Building's rear northeast parking lot for a cost of \$134,425 and Veterans Memorial Courthouse's visitors parking lot for a cost of \$110,960, which includes contingency.

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

BE IT FURTHER RESOLVED, that 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.

Agenda Item 4

TO: Board of Commissioners, County Services Committee and Finance Committee

FROM: Kelly R. Jones, County Highway Engineer & Director of Engineering
Road Department

DATE: April 20, 2021

SUBJECT: Proposed Resolution to Approve an Agreement with M&M Pavement Marking, Inc. for Bid Packet #55-21, 2021 Countywide Waterborne Pavement Marking and the Cold Plastic Common Text & Symbol Pavement Marking Program

For the meeting agendas on May 4, 5, and 11

BACKGROUND

The Road Department annually solicits bids from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program. The scope of work for the Waterborne Pavement Marking Program consists of installing retro-reflective white and yellow longitudinal pavement markings to define roadway lane lines. The scope of work for the Cold Plastic Pavement Marking Program consists of installing retro-reflective white cold plastic pavement markings such as text, arrows, school symbols, crosswalks and stop bars.

The Road Department solicited and received bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #55-21. The bids were reviewed by the Purchasing and Road Departments, and both Departments were in agreement that the bidders' proposals met all necessary qualifications, specifications, and requirements.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Purchasing Department received three bids for each of the pavement marking work items: Item #1 – Waterborne Pavement Markings and Item #2 - Cold Plastic Common Text & Symbols. The bid results for both items of work are as follows:

	<u>Item #1</u>	<u>Item #2</u>	<u>Total Bid</u>
M&M Pavement Marking	\$433,050.00	\$32,946.00	\$465,996.00
PK Contracting	\$500,600.00	\$35,572.00	\$536,172.00
JV Contracting	\$683,250.00	\$35,430.00	\$718,680.00

M&M Pavement Markings, Inc. of Grand Blanc, MI submitted the lowest responsive and responsible bid for each of the pavement marking programs, totaling \$465,996. With a requested 10% construction contingency, the contract total with M&M Pavement Markings, Inc. should be \$512,595.60. This cost has been included in the 2021 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into an agreement with M&M Pavement Markings, Inc. for \$512,595.60 for the 2021 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program, which includes a 10% construction contingency.

Agenda Item 4

TO: Kelly Jones, County Highway Engineer & Director of Engineering
Road Department

FROM: James Hudgins, Director of Purchasing

DATE: April 1, 2021

RE: Memorandum of Performance for RFP No. 55-21 2021 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program

Per your request, the Purchasing Department sought proposals from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the 2021 Countywide Waterborne Pavement Marking, as well as, Cold Plastic Common Text & Symbol Pavement Marking Program for the Ingham County Road Department.

The scope of work includes, but is not limited to, of placing waterborne longitudinal pavement marking and cold plastic common text & symbol pavement markings on public roads within the confines of Ingham County, Michigan including the cities of Leslie, Mason, Williamston and the village of Webberville. The pavement markings will be to the width, color, dimensions, type and locations as specified herein, or as directed by the Engineer.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	8	2
Vendors responding	3	0

A summary of the vendors' costs is located 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 your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

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 purchasing 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 VENDORS' COSTS

Vendor Name	Local Preference	Total Bid Price Item #1	Total Bid Price Item #2	Total Bid Price Items #1 & #2
JV Contracting Inc.	No, Goodrich MI	\$683,250.00	\$35,430.00	\$718,680.00
M & M Pavement Marking, Inc.	No, Grand Blanc MI	\$433,050.00	\$32,946.00	\$465,996.00
PK Contracting, Inc.	No, Troy MI	\$500,600.00	\$35,572.00	\$536,172.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN AGREEMENT
BETWEEN INGHAM COUNTY AND M&M PAVEMENT MARKING, INC.
FOR BID PACKET #55-21**

**2021 COUNTYWIDE WATERBORNE PAVEMENT MARKING AND THE COLD PLASTIC
COMMON TEXT & SYMBOL PAVEMENT MARKING PROGRAM**

WHEREAS, the Road Department annually solicits bids from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program; and

WHEREAS, these programs are funded by the Ingham County Road Department and are included in the 2021 Road Fund Budget; and

WHEREAS, the County, on behalf of the Road Department, will enter into an agreement with the vendor, which ensures requirements and responsibilities are defined; and

WHEREAS, the Ingham County Purchasing Department solicited and received bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #55-21; and

WHEREAS, the Ingham County Purchasing Department received three bids for each of the pavement marking programs, where Item #1 = Waterborne Pavement Markings and Item #2 = Cold Plastic Common Text & Symbols, with the bid results as follows:

	<u>Item #1</u>	<u>Item #2</u>	<u>Total Bid</u>
M&M Pavement Marking	\$433,050.00	\$32,946.00	\$465,996.00
PK Contracting	\$500,600.00	\$35,572.00	\$536,172.00
JV Contracting	\$683,250.00	\$35,430.00	\$718,680.00; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposals met all necessary qualifications, specifications, and requirements; and

WHEREAS, M&M Pavement Marking, Inc. of Grand Blanc, MI submitted the lowest responsive and responsible bid for each of the pavement marking programs, totaling \$465,996; and

WHEREAS, a 10% contingency is being requested in the amount of \$46,599.60 for any additional work deemed necessary by Road Department staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with M&M Pavement Marking, Inc. for \$512,595.60, which includes a 10% contingency.

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

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: April 20, 2021
SUBJECT: RESOLUTION TO UTILIZE AMERICAN RESCUE PLAN FUNDS TO FUND A LEAD SENIOR ACCOUNTANT AND TAX FORFEITURE/FORECLOSURE COORDINATOR
For the meeting agendas of May 4 and 5, 2021

BACKGROUND

Per the American Rescue Plan (ARP) funding proposal, the Financial Services Department and Treasurer’s Office would like to add positions to address anticipated increased workloads.

The Financial Services Department is requesting a Lead Senior Accountant (ICEA Professional Grade 9) to manage the ARP related financial responsibilities. We expect the U.S. Treasury Department to implement expenditure reporting requirements and having an accountant with grant financial reporting expertise will be critical to ensuring our ARP funds are spent and accounted for correctly.

The Treasurer’s Office is requesting a Tax Forfeiture/Foreclosure Coordinator (ICEA Professional Grade 4) to coordinate property tax forbearance through ARP funding. The Treasurer’s Office is expecting over \$3,000,000 in property tax forbearance requests over the course of the ARP funding cycle and additional staff is warranted.

ALTERNATIVES

Utilize existing staffing levels, which is not recommended due to current workloads.

FINANCIAL IMPACT

The Lead Senior Accountant is an ICEA Professional Grade 9 (salary range \$64,681.84 to \$77,647.88) with a long-term cost (wages and fringes) of \$140,985. The Tax Forfeiture/Foreclosure Coordinator is an ICEA Professional Grade 4 (salary range \$42,476.65 to \$50,993.95) with a long-term cost (wages and fringes) of \$100,800.

Funding through fiscal year 2024 would be through ARP funding and, beginning in fiscal year 2025, they would be General Fund funded positions, assuming the County wishes to keep them past 2024, which we would recommend.

OTHER CONSIDERATIONS

This program appears to be eligible for ARP funding, although there are currently no established regulations.

RECOMMENDATION

Respectfully recommend that County Services approve the resolution.

**INGHAM COUNTY
JOB DESCRIPTION**

LEAD SENIOR ACCOUNTANT

General Summary:

Under the supervision of the Director of Financial Services, coordinates the work efforts of the accounting section and other financial service functions. Assigns and reviews work of staff accountants and provides assistance as necessary. Takes the lead in coordinating preparation of the comprehensive annual financial report. Monitors and balances the general ledger monthly as well as analyzes various accounts and prepares journal entries. Monitors and maintains the integration between the Payroll and Fiscal software modules. Performs all staff accountant functions and provides technical assistance to other county departments.

Essential Functions:

1. As the Lead Senior Accountant, participates in the hiring process, orients and trains staff, makes work assignments and reviews work products for accuracy. Provides technical assistance as requested.
2. Balances and monitors the general ledger on a monthly basis. Reviews internally generated reports for accuracy and problems and troubleshoots differences.
3. Prepares and enters journal entry account corrections to the integrated financial system. Also performs various general ledger reconciliations.
4. Coordinates the year-end schedules with the Director and takes the lead in coordinating preparation of the comprehensive annual financial report at year-end. Completes work papers for a variety of funds to support financial statement balances. Summarizes year-end accruals for anticipated revenues and expenses.
5. Prepares journal entries to correct or reclassify financial activity and ensure compliance with generally accepted accounting practices.
6. Conducts periodically scheduled grant accounting for various departments. Prepares expense spreadsheets, comparing grant expenses to the annual budget, and prepares grant-related financial reports.
7. Provides technical assistance to operating departments. Resolves accounting and fiscal software questions and performs other projects or tasks as requested.

8. Responsible for determining the proper posting dates and percentages of interim and year-end payrolls as well as the posting of all payrolls. Balances the W-2's and is responsible for coordinating the reporting and payment of the retirement program.
9. Attends continuing education seminars and classes to maintain professional accreditation and to stay current on the latest accounting standards and technology.
10. Provides account security for Finance software users. Maintains user parameters to assist in running year-end reports to close out financial records.
11. Sets up, updates, and maintains the accounting structure based on the State Uniform Chart of Accounts. Performs regular testing of the financial system
12. Serves as the liaison to external auditors and grantor agencies. Provides information, documentation, and reports as requested.
13. Sets up, monitors, and maintains payroll codes for departments, charging distributions, payment codes, fringe benefit rates and accounts payable for the payroll system. Troubleshoots problems that arise during payroll processing.
14. Acts as Director of Financial Services in the absence of that individual

Other Functions:

16. None listed.

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

Employment Qualifications:

Education: Possession of a Bachelor's Degree in Accounting or Business with an Accounting major.

Experience: Three years experience in fund or governmental accounting and auditing, including payroll experience. Prior supervisory experience desirable.

Other Requirements: None listed.

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]:*

Ability to access departmental files.

Ability to enter and retrieve information from computers.

Prolonged sitting in front of computer terminal.

Working Conditions:

Works in an office setting.

**INGHAM COUNTY
JOB DESCRIPTION
TAX FORFEITURE / FORECLOSURE COORDINATOR**

General Summary:

Under the work direction of the Property Tax Coordinator, assist in all aspects of PA 123 of 1999 to assure all statutory requirements are met. Proficiently use BS&A Software for most record keeping, mailings, and reports. Coordinate large projects (statutory requirements of process, vendor contact, personal service, title work, preventative services, auction coordination, and long-term data collection for research purposes). Assists Property Tax Coordinator with the networking of taxpayers to social service providers and other efforts to avoid foreclosure. Maintains exacting paper and computer records for all parcels in forfeiture/foreclosure. Obtain data on property owner from various sources including Register of Deeds, internet searches, and other government databases to correct for bad address and determine if deceased. Track the progress of homeowners who are actively working with us, as well as those on judicial payment plans. File data for recording during Court process. Organize and coordinate foreclosed properties through the auction process. Performs a variety of other tasks related to the administration of statute and communication between government organizations.

Essential Functions:

1. Understand and interpret statute and proposed amendments (PA 123 of 1999) for successful administration of county requirements. Including researching legal opinions, state requirements, and other opt-in county operations. Engage and consult attorney for issues that require legal counsel.
2. Process title work by effectively searching through recorded documents, understand what the documents mean, and understanding the weight in holds against a 40-year chain of title. Data extraction from title work of critical importance to statutory process.
3. Maintain accurate computer records for all parcels of Forfeiture/Foreclosure, including name and address information, payment information, conversation history and document history.
4. Develop personal knowledge of habitually forfeited parcels to seek long term solutions, including communication with taxpayers and advocacy and coordination on the taxpayer's behalf with social service provider.
5. Work with the Land Bank and City Code Compliance on the care and maintenance of foreclosed properties from the point of foreclosure through the auction or transfer to the Land Bank, including site visits, contractor coordination, and general upkeep based on municipal code. Assist in the interpretation and analysis of individual parcel situations for disposition potential. Coordinate scheduling among staff for the pre-auction open houses. Work with local units of government on disposition of post auction unsold properties.
6. Plan and manage two or more annual auctions of foreclosed property. Assist the Treasurer with reviews of properties. Prepare open houses, lists of foreclosed properties subject to auction and opening bid amounts as prescribed by law.
7. Maintain accurate records and track auction properties that are subject to the Reverter Clause, including additional mailing to potential reverters, and the execution of property transfer affidavits, affidavits of reversions and deeds should the clause be violated.
8. Assist in the preparation and processing of all statutory mailings (5), as well as the preparation and processing of the additional non-statutory mailings used to ensure due process and proper notice.
9. Maintain accurate electronic and hard copy filings of all legal documents that accrue during the statutory process. This includes understanding and interpreting legal documents, as well as reviewing for accuracy and communicating with our attorney on situations that arise from them. Working with attorney, prepare deeds to convey all tax foreclosed property.
10. Create and maintain exacting long-term records for all properties that have gone through the statutory process (42-year record retention schedule), includes tracking down missing past information, as well as maintaining several large databases.

11. Track the monthly payments of taxpayers who are on judicially mandated payment plans and respond to and advise on problems.
12. Assist in the training and providing of work direction to the foreclosure prevention specialist.
13. Edit, maintain and organize the Treasurer's page on the county website, this includes designing page layouts, creating fillable PDFs, and updating all aspects of the page at the request of other staff members. Requires having specific knowledge relating to the function of the website in order to accurately meet staff and public needs.
14. Maintain and edit the Treasurer's sponsored website "Hold on To Your Home", this includes updating dates when applicable and updating PDF timelines and brochures and checking the website message board monthly and responding to peoples request for help to the best of our ability.
15. Assist Property Tax Coordinator with services by outside legal counsel for foreclosure process and post foreclosure evictions.

Other Functions:

16. Perform a variety of other functions related to administrative operations of the office, including backup for the forfeiture team process.

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. Requires title work, property status, legislation, social service provider network and Land Bank tool demands a high degree of critical thinking skills and high attention to detail.

Experience: Performance of the job requires essentially no work experience. With the advance education; the incumbent would be expected to reach proficiency after a year of going through the forfeiture cycle, coaching and basic familiarization.

Other Requirements:

- Must possess the integrity and trustworthiness to use government search databases to locate and notify parties who have been identified as having an interest in a property.
- Valid Michigan Driver's License and reliable transportation.
- At times will work inspecting, preparing and showing foreclosed properties that may have unknown safety and/or environmental hazards.

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.

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.

3. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling and crawling,
- This position's physical requirements require regular stamina in walking, traversing, lifting, carrying, pushing, pulling, reaching, handling, pinching and typing.
- This position's physical requirements require continuous stamina in sitting, standing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.

This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.

- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***October 16, 2018
ICEA PRO 04***

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO UTILIZE AMERICAN RESCUE PLAN FUNDS TO FUND A
LEAD SENIOR ACCOUNTANT AND A TAX FORFEITURE/FORECLOSURE COORDINATOR**

WHEREAS, H.R. 1319 of the 117th Congress, also known as the American Rescue Plan Act of 2021, became law on March 11, 2021; and

WHEREAS, *Title IX, Subtitle M – Coronavirus State and Local Fiscal Recovery Funds* of the American Rescue Plan provides funding to metropolitan cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID–19); and

WHEREAS, eligible uses of the American Rescue Plan funds include:

- (A) to respond to the public health emergency with respect to COVID–19 or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- (B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
- (C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency;
- (D) to make necessary investments in water, sewer, or broadband infrastructure; and

WHEREAS, Ingham County is projected to receive \$56,710,344 in American Rescue Plan funds in two separate tranches of \$28,355,172, the First Tranche Amount to be received within 60 days of bill enactment and the Second Tranche Amount not earlier than 12 months after the first tranche payment is received; and

WHEREAS, the responsibility of tracking, managing, and reporting the American Rescue Plan funds will be within the Financial Services Department; and

WHEREAS, with current staffing, the Financial Services Department is unable to accommodate these additional responsibilities; and

WHEREAS, it is recommended that a Lead Senior Accountant be added to the Financial Services Department to perform the tasks required to successfully track, manage and report American Rescue Plan funds; and

WHEREAS, the position of Lead Senior Accountant is classified as an ICEA Professional Grade 9 (salary range \$64,681.84 to \$77,647.88); and

WHEREAS, the County Treasurer estimates that the American Rescue Plan funds will provide over \$3,000,000 in property tax forbearance by December 31, 2024, the deadline for utilizing American Rescue Plan funds; and

WHEREAS, with current staffing, the Treasurer's Office cannot accommodate this influx in property tax forbearance requests; and

WHEREAS, it is recommended that a Tax Forfeiture/Foreclosure Coordinator be added to the Treasurer's Office to manage the coordination of these property tax forbearance requests; and

WHEREAS, the position of Tax Forfeiture/Foreclosure Coordinator is classified as an ICEA Professional Grade 4 (salary range \$42,476.65 to \$50,993.95); and

WHEREAS, funding for these positions will be provided until fiscal year 2025 through American Rescue Plan funds and in the following years through the General Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the addition of a Lead Senior Accountant – Financial Services Department, ICEA Professional Grade 9 and Tax Forfeiture/Foreclosure Coordinator – Treasurer's Office, ICEA Professional Grade 4.

BE IT FURTHER RESOLVED, that the Controller's Office will ensure the positions are eligible for American Rescue Plan funding.

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

Agenda Item 5b

TO: Board of Commissioners, County Services Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: 04/20/2021

SUBJECT: Authorize Information Technology Improvements to Enhance Remote Work Utilizing American Rescue Plan Funds
For the meeting agendas of May 4th, 5th and 11th, 2021

BACKGROUND

Ingham County Innovation and Technology Department (ITD) would like to request \$1,500,000 from the American Rescue Plan (ARP) for phase one of a project to enhance the capability of employees to do remote work. This project is designed to not only allow use of County resources remotely but also to increase the broadband access to Ingham County locations.

This preliminary project would include engineering for fiber broadband installation to various Ingham County locations currently served by subpar connections including several parks and buildings directly serving the public as well as the ability to use our Ingham County phone extensions from our County owned devices as if we were still on site.

ALTERNATIVES

Not allocating the funds would continue to limit our ability to do remote work to the level it is today.

FINANCIAL IMPACT

As this funding will be entirely through the First Tranche Amount of ARP funds, there will be no impact on the County General Fund.

STRATEGIC PLANNING IMPACT

This authorization supports Goal B – Communication: Improve service by enhancing the quality of external and internal communication as well as Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

This project appears to be eligible for ARP funding although there are currently no established regulations.

RECOMMENDATION

Based on the information presented, we respectfully recommend approval of the attached resolution for allocation of ARP funds from the First Tranche in the amount not to exceed \$1,500,000.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE INFORMATION TECHNOLOGY IMPROVEMENTS TO
ENHANCE REMOTE WORK UTILIZING AMERICAN RESCUE PLAN FUNDS**

WHEREAS, H.R. 1319 of the 117th Congress, also known as the American Rescue Plan Act of 2021, became law on March 11, 2021; and

WHEREAS, *Title IX, Subtitle M – Coronavirus State and Local Fiscal Recovery Funds* of the American Rescue Plan provides funding to metropolitan cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID–19); and

WHEREAS, eligible uses of the American Rescue Plan funds include:

- (A) to respond to the public health emergency with respect to COVID–19 or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- (B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
- (C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency;
- (D) to make necessary investments in water, sewer, or broadband infrastructure; and

WHEREAS, Ingham County is projected to receive \$56,710,344 in American Rescue Plan funds in two separate tranches of \$28,355,172, the First Tranche Amount to be received within 60 days of bill enactment and the Second Tranche Amount not earlier than 12 months after the first tranche payment is received; and

WHEREAS, the Ingham County Board of Commissioners desires to utilize the First Tranche Amount to swiftly and effectively provide aid to those Ingham County residents and businesses most affected by COVID-19; and

WHEREAS, restrictions have been put in place during the era of COVID-19 which have required employees to work remotely if possible; and

WHEREAS, Ingham County would like to continue to provide services as close to normal as possible during these restrictions; and

WHEREAS, the funds requested would be to increase the ability for Ingham County employees to work remotely as well as increase the stability of our broadband connectivity.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes funding from Ingham County's allocation from the American Rescue Plan in an amount not to exceed \$1,500,000 for the first phase of a project to enhance remote work capability.

BE IT FURTHER RESOLVED, that the Controller's Office work with the Information and Technology Department to develop the contract parameters and reporting requirements and to ensure the program is eligible for American Rescue Plan funding.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

Agenda Item 5c

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

DATE: April 19, 2021

RE: First Quarter 2021 Budget Adjustments, Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2021. The total increase to the General Fund is \$10,764.

The quarterly budget amendment process, as authorized by the Board of Commissioners, is necessary to adjust 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.

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2020. Some of the larger projects are as follows:

- Jail Chiller Replacement - \$225,832
- Clock Tower - \$168,714
- Circuit Court Courtroom Technology - \$242,631
- Circuit Court Imaging/Scanning Project - \$331,025
- Probate Court Imaging/Scanning Project - \$121,268
- Clerk Imaging/Scanning Project - \$236,432
- DHHS Carpet Replacement - \$240,000
- HSB Parking Lot Repairs - \$124,200
- Health Department Cubicles - \$100,000
- Fair Paved Surfaces - \$260,000
- Drain Hydro Hoe - \$150,000
- IT Department Network Design - \$320,900
- IT Department Microsoft Licensing - \$203,700
- IT Department Other Projects - \$190,400
- Trails & Parks Projects - \$17,982,094

The 9-1-1 Center budget is increased \$2,927,641 for the Motorola lease purchase payment that was not included in the budget and decreased \$100,000 to correct a data entry error for the on-call budget. The Hotel/Motel projected revenue budget is being requested to be amended down by \$1,664,000 based on the revised projection.

In the General Fund, \$2,679 was re-appropriated for Cultural Diversity and Youth Commission funds not spent in 2020. The County Clerk is requesting a re-appropriation of \$8,085 for the fingerprinting system not received in 2020. The use of fund balance uncommitted will be increased to balance these changes.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$252,425. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$411,075.

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

2021 CONTINGENCY

Adopted Contingency Amount	\$411,075
R20-578: Additional Community Agency Funding	(12,450)
R21-027: Additional Community Agency Funding – Rural Family Services	(14,000)
R21-089: Human Resource Davenport University COM Program	(47,200)
R21-190: Equalization funding Deputy Director	(85,000)
Current Contingency Amount	\$252,425

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ADJUSTMENTS TO THE 2021 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2021 Budget on October 27, 2020 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>2021 BUDGET</u> <u>04/19/21</u>	<u>PROPOSED</u> <u>CHANGES</u>	<u>PROPOSED</u> <u>BUDGET</u>
101	General Fund	\$85,920,217	10,764	\$85,930,981
208	Parks	\$2,597,693	121,771	\$2,719,464
215	Friend of Court	\$6,351,342	32,730	\$6,384,072
221	Health	\$23,137,949	14,203	\$23,152,152
228	Trails & Parks Millage	\$962,379	18,400,161	\$19,362,540
230	Hotel/Motel	\$3,264,000	-1,220,752	\$2,043,248
245	Public Improvements	\$503,000	1,208,757	\$1,711,757
261	911 Emergency Phone	\$9,119,708	3,057,006	\$12,176,714
264	Juvenile Justice Millage	\$5,298,623	25,000	\$5,323,623
511	Community Health Center	\$27,836,864	13,500	\$27,850,364
561	Fair	\$1,374,664	443,248	\$1,817,912
595	Jail Commissary Fund	\$885,374	38,640	\$924,014
631	Building Authority Operating	\$2,643,969	674,903	\$3,318,872
636	Innovation & Technology	\$5,385,264	1,072,700	\$6,457,964
639	Drain Revolving	\$1,872,876	406,215	\$2,279,091
664	Mach. & Equip. Revolving	\$607,856	1,291,430	\$1,899,286

GENERAL FUND REVENUES

	<u>2021 Budget –</u> <u>04/19/21</u>	<u>Proposed</u> <u>Changes</u>	<u>2021 Proposed</u> <u>Budget</u>
Tax Revenues			
County Property Tax	55,385,100	0	55,385,100
Property Tax Adjustments	(50,000)	0	(50,000)
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	13,500	0	13,500
Intergovernmental Transfers			
State Revenue Sharing	6,366,473	0	6,366,473
Convention/Tourism Tax - Liquor	1,356,030	0	1,356,030
Court Equity Funding	1,511,000	0	1,511,000
Personal Property Tax Replacement	575,000	0	575,000
Use of Fund Balance - Uncommitted	57,856	10,764	68,620
Department Generated Revenue			
Animal Control	1,371,984	0	1,371,984
Circuit Court - Family Division	1,409,572	0	1,409,572
Circuit Court - Friend of the Court	626,045	0	626,045
Circuit Court - General Trial	1,590,183	0	1,590,183
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	791,675	0	791,675
District Court	1,798,783	0	1,798,783
Drain Commissioner/Drain Tax	495,500	0	495,500
Economic Development	47,465	0	47,465
Elections	83,000	0	83,000
Homeland Security/Emergency Ops	60,135	0	60,135
Equalization /Tax Mapping	10,100	0	10,100
Facilities	6,532	0	6,532
Financial Services	56,249	0	56,249
Health Department	120,000	0	120,000
Human Resources	56,249	0	56,249
Probate Court	432,877	0	432,877
Prosecuting Attorney	896,510	0	896,510
Register of Deeds	2,127,500	0	2,127,500
Remonumentation Grant	85,000	0	85,000

Sheriff	4,476,243	0	4,476,243
Treasurer	3,379,040	0	3,379,040
Tri-County Regional Planning	60,555	0	60,555
Veteran Affairs	444,355	0	444,355
Total General Fund Revenues	85,920,217	10,764	85,930,981

GENERAL FUND EXPENDITURES

	<u>2021 Budget – 03/26/21</u>	<u>Proposed Changes</u>	<u>2021 Proposed Budget</u>
Board of Commissioners	669,738	0	669,738
Circuit Court - General Trial	8,374,643	0	8,374,643
District Court	3,517,331	0	3,517,331
Circuit Court - Friend of the Court	1,683,058	0	1,683,058
Jury Board	1,190	0	1,190
Probate Court	1,887,272	0	1,887,272
Circuit Court - Family Division	5,809,997	0	5,809,997
Jury Selection	177,055	0	177,055
Elections	366,483	0	366,483
Financial Services	1,032,605	0	1,032,605
County Attorney	486,044	0	486,044
County Clerk	1,266,322	8,085	1,274,407
Controller	1,064,007	0	1,064,007
Equalization/Tax Services	762,416	0	762,416
Human Resources	847,932	2,679	850,611
Prosecuting Attorney	7,468,758	0	7,468,758
Purchasing	286,018	0	286,018
Facilities	2,172,364	0	2,172,364
Register of Deeds	863,849	0	863,849
Remonumentation Grant	85,000	0	85,000
Treasurer	904,536	0	904,536
Drain Commissioner	1,113,601	0	1,113,601
Economic Development	115,636	0	115,636
Community Agencies	218,950	0	218,950
Ingham Conservation District Court	10,500	0	10,500
Equal Opportunity Committee	500	0	500
Women’s Commission	500	0	500
Historical Commission	500	0	500
Tri-County Regional Planning	107,446	0	107,446
Jail Maintenance	218,600	0	218,600
Sheriff	22,328,089	0	22,328,089
Metro Squad	60,000	0	60,000

Community Corrections	122,374	0	122,374
Animal Control	2,561,347	0	2,561,347
Emergency Operations	259,623	0	259,623
Board of Public Works	300	0	300
Drain Tax at Large	520,000	0	520,000
Health Department	5,557,605	0	5,557,605
CHC	2,490,495	0	2,490,495
Jail Medical	2,245,656	0	2,245,656
Medical Examiner	716,504	0	716,504
Substance Abuse	681,260	0	681,260
Community Mental Health	2,139,950	0	2,139,950
Department of Human Services	2,033,754	0	2,033,754
Tri-County Aging	71,683	0	71,683
Veterans Affairs	645,586	0	645,586
Cooperative Extension	428,385	0	428,385
Parks and Recreation	1,845,697	0	1,845,697
Contingency Reserves	252,425	0	252,425
Attrition	-1,500,000		-1,500,000
Legal Aid	20,000	0	20,000
2-1-1 Project	45,750	0	45,750
Community Coalition for Youth	32,500	0	32,500
Capital Improvements	848,383	0	848,383
Total General Fund Expenditures	85,920,217	10,764	85,930,981

General Fund Revenues

Use of Fund Balance-Uncommitted Increase of use of fund balance \$10,764 due to revenue and expense changes.

General Fund Expenditures

Board of Commissioners Re-appropriate Cultural Diversity and Youth Commission funds of \$2,679.

County Clerk Re-appropriate operating funds of \$8,085 for Fingerprinting System not received in 2020.

Non-General Fund Adjustments

Parks (F208)	Re-appropriate funds for the following 2019 CIP projects: (\$5,000) LL Roofs, Revenue Management System (\$12,723) and 2020 CIP projects: LLS Rental House Dem (\$18,150), HI Fence (\$33,827), BUR Gates (\$45,109), LLS Doors (\$6,962).
Friend of Court (F215)	Re-appropriate funds for the following CIP projects; Reinforcement of Doors (\$12,730) for CIP 2018 and Vehicle (\$20,000) from 2019.
Health (F221)	Re-appropriate funds for the following 2019 CIP projects; Swipe Card Readers in HSB Building (\$14,203).
Trails & Parks Millage (F228)	Re-appropriate remaining funds for Trails & Parks projects approved by Resolutions 16-257, 16-328, 17-109, 18-110, 18-186, 18-533, 19-047, 19-215, 19-284, 19-504 and 20-562 (\$17,982,094). Re-appropriate funds for 2019 CIP projects, Path Replacement Hawk (\$8,058), Crack Seal LL (\$7,185), Retaining Wall LLS (\$11,500), Roof Red Trail Hawk (\$4,365), LLS TOPO Survey (\$11,970), and CIP 2020 projects: HI Snowcat Building (\$75,000), LLN Maintenance Facility (\$75,000), HI Permeable Trail (\$20,132), BUR Solo Pedal (\$6,137), LLN Main Shelter Roof (\$28,200), BUR Park ADA Improvements (\$95,130) Re-appropriate funds for 2020 Spicer, Crannie and Johnson Contracts (\$75,390).
Hotel/Motel (F230)	Re-appropriate funds for the transfer to Fund 561 for following 2019 and 2020 CIP; Cement Placement (\$90,000), Replace Paved Surfaces (\$260,000), and Building Maintenance (\$43,248). To re-project revenue and expenses for the projected loss revenue due to Pandemic (\$1,664,000). To appropriate funding for transfer to Fund 561 for CIP Building Maintenance (\$50,000) that was left out of the 2021 budget.
Public Improvement (F245)	Re-appropriate funds for gravel road maintenance Lake Lansing South (\$7,000) and Burchfield (\$7,000) from CIP 2016. Re-appropriate funds for the following capital improvement projects: Replace Insulation Rooftop (\$15,000) from CIP 2015, Rooftop Duct Insulation (\$14,459), from CIP 2017, Indoor Firearms Range (\$3,781), Lock Replacement Jail (\$7,632), from CIP 2016, Jail Roof Repairs (\$9,568), all from CIP 2017, Jail Heat Pumps/Piping (\$26,433), from CIP 2016, Rooftop Duct Insulation (\$23,160) from CIP 2017, Jail Chiller Replacement (\$225,832), FCHC Drain Repairs (\$12,000), YC Tuck pointing (\$29,615), and Clock Tower Repairs (\$168,714) from CIP 2018. Re-appropriate funds for 2019 CIP: VMC Parking Lot (\$61,000), ISCO General Heating (\$32,700), Work Office Station (\$29,148), Receiving Split

System (\$7,000), Compressor Replacement (\$35,000), Roof Replacement (\$35,000), Concrete Replacement Mason (\$48,000), and Tuck PT Repairs (\$62,407). Re-appropriate funds for 2020 CIP: Probate Data Cable (\$3,310), VMC Card Readers (\$9,000) CC Courtroom Carpet (\$78,000), Probate Courtroom Carpet (\$2,540), VMC Gate (\$35,000), Muffin Monster Sensor (\$12,500), Jail Dryer Replacement (\$27,000), HSB Gate Replacement (\$3,000), FCHC Cement Repairs (\$5,000), FCHC Tuck Point Chimney (\$9,500), TCOA Furniture (\$16,536), ICFC Sink (\$4,500), YC Tuck Pointing Phase 2 (\$50,000), YC Security Gate (\$12,000), Mason CH Benches (\$2,422), Mason CH Door Refinishing (\$18,000), Mason Fountain Replacement (\$40,000), HRB Print Shop Humidification (\$15,000), Mason CH Swing Gates (\$5,000).

911 Emergency Phone
(F261)

Re-appropriate funds for the following projects; Office Remodel (\$90,000), Curb and Gutter (\$50,000) from CIP 2019. Re-appropriate funds from 2020 CIP: Entry Doors Ballistic Glass (\$5,000), Internal Hallway Cameras (\$5,000), Parking Lot Drainage (\$50,000), Repainting Administration Area (\$10,000) and Backup Center Fiber (\$19,365). To appropriate additional fund for the Motorola lease purchase (\$2,927,641) that was not included in the 2021 budget. To decrease 2021 budgeted on-call (\$100,000) to correct amount.

Juvenile Justice Millage
(F264)

Re-appropriate funds for the following project; Youth Center Gym Ceiling Tiles (\$25,000).

Health Clinic
(F511)

Re-appropriate funds for the following project; Cabinets in the Forest Clinic (\$13,500).

Fair
(F561)

Re-appropriate funds for the following projects; Cement Placement (\$90,000), Replace Paved Surfaces (\$260,000), Building Maintenance (\$43,248). To appropriate funding from Fund 230 for CIP Building Maintenance (\$50,000) that was left out of the 2021 budget.

Jail Commissary Fund
(F595)

Re-appropriate funds for the following projects for Circuit Court; Floor Key Card Access, Court Room Gates, and Main Interior Security Door (\$18,640) for CIP 2018. Re-appropriate funds for the following project for Jail; Kitchen Tray Conveyor Replacement (\$20,000) for CIP 2018.

Bldg. Authority Operating
(F631)

Re-appropriate funds for the following projects at HSB; Replace Entrance Door (\$13,215) from CIP 2016, Concrete Repairs (\$22,600), Parking Lot Repairs (\$91,709), Door Replacement (\$21,685), from CIP 2018. New Blower Shaft (\$10,019), Parking Lot Repair (\$124,200), Drinking Fountain

Replacement (\$5,975), Carpet Replacement (\$25,000), DHHS Carpet Replacement (\$240,000) from 2019 CIP. Re-appropriate funds from 2020 CIP projects: 20 Cubicle Workstations (\$100,000), TCOA Auto Doors (\$5,500) and 2 Office Spaces (\$15,000).

Innovation & Technology
(F636)

Re-appropriate remaining funds for the following projects: Probate Court scanning project (\$121,268) approved by 2014 capital budget and Resolution 11-120 and Clerk imaging project (\$236,432) approved by the 2014 – 2017 CIP and Resolution 13-199. Re-appropriate unspent network funds for the following projects budgeted but not completed in 2020; Network Redesign (\$320,900), wireless project (\$30,000), Microsoft Licensing (\$203,700), Maintenance (\$85,500), Network Security Assessment (\$58,000), and Wiring Project (\$16,900).

Drain Office
(F639)

Re-appropriate remaining funds for the following projects: Computer Replacement (\$20,000), Drain Camera (\$20,000), Pickup Truck (\$45,000), Hydro Hoe (\$150,000), Overhead Garage Door (\$17,000), Community Security Cameras (\$16,000), Garage Walls (\$40,000) from 2020 CIP and Vactor Truck (\$98,215) from R19-177.

Mach./Equip. Revolving
(F664)

Re-appropriate Circuit Court's imaging/scanning project (\$331,025), and E-filing software (\$10,000) from CIP 2014 and R18-190, courtroom tech replacements (\$10,923), and phonic ear (\$750) from 2017. Courtroom Technology Replacements (\$242,631) from 2018, Rolling File Storage (\$243,850), Document Management System (\$50,000), Projectors Jury Room (\$5,000) from 2019, Courtroom Gates (\$40,000), AED (\$1,400) from 2020. Animal Control's bullet proof vest (\$5,085) 2018. Equalization's Software for Online Mapping (\$4,118) from 2018 CIP. District Court's Backup Audio System (\$7,210) from 2019. FOC Scanner (\$7,500) from 2019. Probate Court E Filing Case (\$30,000), Courtroom Updates (\$48,160), 2020 CIP Courtroom Gates (\$10,000), Office Cameras (\$6,000) and Clerk's Electric Doc System (\$30,000), Clerk's Scanners (\$2,000) To re-appropriate (\$44,798) for scanners and Image subpoenas for PA Office R19-192, 2020 CIP Terabyte Server (\$9,879). Re-appropriate Facilities' Pump Out Vacuum (\$3,000), and Truck Plow Replacement (\$8,500) from CIP 2018. Re-appropriate Sheriff's Replacement of Bullet Resistant Vest (\$1,986) from R19-192. Re-appropriate 2019 CIP: County Wide Fall Protection (\$25,000), Mason CH Client Room Tables (\$8,000), Delhi Office Chairs (\$11,000) and VA Trans Vehicle (\$17,115). Re-appropriate 2020 CIP Projects: CC Tables (\$3,000), CC Briefcase Licenses (\$3,500) CC Scanners (\$12,000), VMC/GPB Tracer Upgrades (\$15,000), VMC Exterior Cameras (\$20,000), and Jail Oven (\$23,000).

Agenda Item 6a

TO: Board of Commissioners County Services and Finance Committee
FROM: Sue Graham, Human Resources Director
DATE: April 26, 2021
SUBJECT: Resolution Approving Modifications to the 2020 Managerial and Confidential Employee Personnel Manual for 2021

For the meeting agendas of May 4 (County Services) and May 5 (Finance)

BACKGROUND

Each year the Controller convenes a representative group of managers, professionals, and confidential employees as a Steering Committee to discuss potential changes to the Managerial and Confidential Employee Personnel Manual. In preparation for 2021, the Managerial and Confidential Employee Steering Committee met and discussed proposed changes and updates to the manual. The changes and clarifications proposed to date are reflected in the attached Resolution.

ALTERNATIVES

None

FINANCIAL IMPACT

The manual update includes a 0% increase to the 2020 wage schedule. The financial impact associated with the proposed reclassifications is as reflected in the attached Resolution.

OTHER CONSIDERATIONS

None

RECOMMENDATION

On behalf of the Managerial and Confidential Employee Steering Committee, I respectfully recommend approval of the attached resolution approving modifications to the 2020 Managerial and Confidential Employee Personnel Manual for 2021.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE MODIFICATIONS TO THE
2020 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL FOR 2021**

WHEREAS, the Managerial and Confidential Employee Steering Committee met and discussed the 2020 Managerial and Confidential Employee Personnel Manual; and

WHEREAS, the Steering Committee recommended changes in the 2020 Managerial and Confidential Employee Personnel Manual for 2021.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves the following modifications, as proposed by the Managerial and Confidential Employee Steering Committee, to the 2020 Managerial and Confidential Employee Personnel Manual for 2021 (provisions unmodified remain unchanged):

1. Update language under section C. Compensation Levels: Effective the first full pay period on or after January 1, 2020, employees under this manual shall be compensated as outlined in Appendix D – Salary Schedule, reflecting a 0% increase to the 2020 salary schedule.
2. Update language in section E. Health Insurance Program: Subject to annual modification for health plan year 2021.
3. Update language in Appendix C: Position Listing Managerial & Confidential (job titles and pay grade).
4. Change in Appendix D - Compensation Levels: As a result of reclassification requests processed to date, the recommended position changes are as follows:

Position #212002 Budget Analyst (formerly Admin. Analyst), Budget Office: Move from MC 8 to MC 10

Position #601001 Health Officer: Move from MC 18 to MC 19

Position #148003 Probate Court Administrator/Register: Move from MC 14 to MC 16

Position #601135 Operations and Compliance Manager, Health Department: Move from MC 11 to MC 12

Director of Operations, Road Department: Move from RD 7 to RD 8

Position #601057 Communicable Disease Control Supervisor: Move from MC 12 to MC 13

Position #130048 Office Coordinator (formerly Executive Assistant), Circuit Ct.: Move from MC 5 to MC 7

Position #229004 Office Coordinator (formerly Executive Sec.), Prosecutor's Ofc.: Move from MC 5 to MC 6

The financial impact associated with the proposed reclassifications is as follows:

<u>Position Title</u>	2021		<u>Difference</u>
	<u>Current Grade, Step 5/6</u>	<u>Proposed Grade, Step 5/6</u>	
Budget Analyst, Budget Office	MC 8: 65,155.40	MC 10: 77,714.89	12,559.49
Health Officer	MC 18: 138,823.69	MC 19: 153,601.51	14,777.82
Probate Court Admn/Register	MC 14: 103,862.31	MC 16: 121,125.45	17,263.14
Operations and Compliance Mgr.	MC 11: 83,930.39	MC 12: 90,111.79	6,181.40

<u>Position Title</u>	2021		<u>Difference</u>
	<u>Current Grade, Step 5/6</u>	<u>Proposed Grade, Step 5/6</u>	
Dir. of Operations, Road Dept.	RD 7: 101,916.48	RD 8: 109,049.39	7,132.91
Comm. Disease Control Sup.	MC 12: 90,111.79	MC 13: 96,400.88	6,289.09
Office Coordinator, Circuit Ct.	MC 5: 51,054.39	MC 7: 59,539.82	8,485.43
Office Coordinator, Prosecutor Ofc	MC 5: 51,054.39	MC 6: 54,966.92	3,912.53

TOTAL: 72,689.28

BE IT FURTHER RESOLVED, that the 2021 Managerial and Confidential Employee Personnel Manual will be effective January 1, 2021 and shall expire on December 31, 2021.