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INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, SEPTEMBER 21, 2011 AT 5:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office - Resolution to Contract with the Mid Michigan [Crime Stoppers](#) Program
2. Prosecuting Attorney's Office - Resolution Authorizing a Contract with State of Michigan, Department of Community Health, Crime Victim Services Commission for [Crime Victim Rights](#) Funding
3. Health Department
 - a. Resolution to Authorize a Letter of Understanding with the Ingham Intermediate School District for [Early On](#) Services
 - b. Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early [Head Start](#) Children Through the Family Outreach Services Program
 - c. Resolution to Authorize a 2011-2012 Agreement with the [City of Lansing](#)
 - d. Resolution to Authorize a 2011-2012 Agreement with the Michigan Department of Community Health for the Delivery of Public Health Services Under the Comprehensive Planning, Budgeting and Contracting ([CPBC](#)) Process
 - e. Resolution to Renew a Lease Agreement for the [Healthy Smiles](#) Dental Center at 2815 S. Pennsylvania Ave., Suite 203, Lansing MI
 - f. Resolution to Authorize the Ingham County Health Department to Enter into a No Cost Agreement with [Sparrow Laboratories](#)
 - g. Resolution to Authorize Administrative Support Services Agreements with County [Health Plans](#)
4. Special Transportation Millage - Resolution Authorizing the Second [Amendment](#) to the Agreement with the Capital Area Transportation Authority Dated January 1, 2011 Through December 31, 2015
5. Housing Commission - Resolution Authorizing Transfer from General Fund Reserve for Contingency to Cover Community Development Block Grant ([CDBG](#)) Deficit for Fiscal Year Ending September 30, 2011 in the Amount of \$40,000

6. Facilities
 - a. Resolution Authorizing a Contract with [Graham Construction](#) Corporation for County Wide Sidewalk and Parking Lot Repairs
 - b. Resolution to Rescind Resolution #08-061 and Re-Establish a Policy and Guidelines for Use of County Facilities and Solicitation on [County Property](#)

7. Financial Services - Resolution to Accept the Recommendation of the Ingham County [Health Care Coalition](#) for Employee Benefits for 2012 and Authorizing Letters of Agreement with Bargaining Units

8. Parks Department
 - a. Resolution Authorizing a Budget Adjustment to Complete the Shift Door Replacement – [Feline House](#) Project and Entering into a Contract with Laux Construction
 - b. Resolution Authorizing an Amendment to the Agreement Between the City of Lansing and Ingham County for Maintenance of Certain [City Parks](#)
 - c. Resolution Authorizing the Establishment of User Fees for Disc Golf Disc Rental and Replacement at [Burchfield Park](#)
 - d. Resolution Authorizing a Return to the General Fund of Previously Approved Trail Budget Funding and Request for Funds to Cover the [Lake Lansing Park-North](#) Acquisition Project Shortage
 - e. Resolution Authorizing Discounted Soldan Dog Park Entrance Fee for Owners of [Service Animals](#)
 - f. Resolution Authorizing an Amendment of the 2011 [Potter Park](#) Capital Improvement Budget
 - g. Resolution Authorizing a Budget Adjustment to the Potter Park Zoo 2011 Capital Improvement [Rhino Project](#)

9. Controller/Administrator's Office
 - a. Resolution Authorizing 2012 Agreements for [Juvenile Justice](#) Community Agencies
 - b. Resolution to Approve the Renewal of the Annual Maintenance for FX Services Software Maintenance for the Ingham County EDACS Radio System from the [Harris Corporation](#)
 - c. Resolution to Approve Entering into a 3-Year Agreement with [AT&T](#) for the Purchase of Two T-1 Circuits from the Ingham County Data Center to the City of Lansing 911 PSAP
 - d. Resolution Authorizing Contracts with Lansing and East Lansing for [911 Center](#) FY 2011/2012 Operations

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

SEPTEMBER 21, 2011 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Controller's Office is recommending approval of the following resolutions:

1. Sheriff's Office - Resolution to Contract with the Mid Michigan Crime Stoppers Program

This resolution will authorize a contract in the amount of \$1,500.00 annually for two years. (The funds would come from an annual \$3,000.00 payment made to the Ingham County Sheriff's Office by "On The Run TV, Inc." contract) to Mid Michigan Crime Stoppers.

Crime Stoppers provides financial assistance by providing reward money which assists police agencies in apprehending these wanted felons.

Crime Stoppers relies on support from local law enforcement, community citizens and businesses to provide this valuable community service.

The County has previously contracted with Mid Michigan Crime Stoppers for this service as recently as 2010 via Resolution #10-167. The BOC approved \$1,000.00 from the Ingham County Sheriff's Office forfeiture fund to Mid Michigan Crime Stoppers Program in order to contract for these services for Ingham County residents. (See attached memo.)

2. Prosecuting Attorney's Office - Resolution Authorizing a Contract with State of Michigan, Department of Community Health, Crime Victim Services Commission for Crime Victim Rights Funding

This resolution will approve the annual revenue contract with the State of Michigan – Crime Victim Rights Funding in the amount of \$193,600. Funds received will be used to pay for salary and fringe benefits and minimal supplies for the Prosecutor's Victim Rights Unit.

3a. Health Department - Resolution to Authorize a Letter of Understanding with the Ingham Intermediate School District for Early On Services

This resolution authorizes a continuation of the partnership with Ingham Intermediate School District to provide Early On services to high risk infants and children. The proposed letter of understanding offers Ingham County \$108,868 in Early On funds to compensate the Public Health Nursing Division for 1.25 FTE staff costs.

3b. Health Department - Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children Through the Family Outreach Services Program

This resolution authorizes an agreement with Capital Area Community Services (CACS) to continue home visiting outreach services to the Early Head Start population through the Health Department's Family Outreach Services Program. CACS is providing \$82,774 to support these services, which are provided by two existing staff persons at the Health Department. The term of the proposed agreement is August 1, 2011 to July 31, 2012. The agreement requires the Department to provide in-kind support valued at \$20,694 in the form of supervisor salary and benefits, indirect costs, and facilities.

3c. Health Department - Resolution to Authorize a 2011-2012 Agreement with the City of Lansing

This resolution authorizes an agreement with the City of Lansing to provide financial support for various services provided by or through the Ingham County Health Department that benefit Lansing residents. For this year's agreement the City is offering \$90,000. The supported services include:

1. Adult Health/STI Clinic - \$1,000
2. Health Care Access - \$11,000
3. Child Care Scholarship Program - \$47,000
4. High Risk Adolescent Program - \$21,000
5. Community Coalition for Youth - \$10,000

3d. Health Department - Resolution to Authorize a 2011-2012 Agreement with the Michigan Department of Community Health for the Delivery of Public Health Services Under the Comprehensive Planning, Budgeting and Contracting (CPBC) Process

This resolution authorizes the agreement for the delivery of public health services under the Comprehensive Planning, Budgeting and Contracting (CPBC) Process. The process is the principal mechanism for clarifying the role and responsibilities of the state and local governments. The agreement serves as the vehicle for accepting almost \$5.0 million in state and federal grant and formula funding to support a number of public health services. The public health services to be delivered under this Agreement include Local Public Health Operations, Community Health Assessment activities and categorical programs. Funding levels are included in the Health Department's FY 2012 budget proposal. The resolution also authorizes subcontracts in the Breast and Cervical Cancer Control Program. These all consist of state and federal funds and are included in the Department's FY 2012 budget request. In addition, the resolution includes authorization for a number of service contracts to perform outreach activities to potential and current Medicaid beneficiaries. See the memorandum accompanying the resolution for more details.

3e. Health Department - Resolution to Renew a Lease Agreement for the Healthy Smiles Dental Center at 2815 S. Pennsylvania Ave., Suite 203, Lansing MI

This resolution will renew the lease for the Healthy Smiles Dental Center for three years commencing January 1, 2011 and terminating December 31, 2013. The base monthly rent will increase by 1.0% each year. The annual rent and utility cost for the above base term will be as follows:

1/1/11 to 12/31/11	\$12.73/sq. ft.	\$2,459.35/mo. + \$370.95/mo. for utilities
1/1/12 to 12/31/12	\$12.85/sq. ft.	\$2,483.94/mo. + \$386.93/mo. for utilities
1/1/13 to 12/31/13	\$12.98/sq. ft.	\$2,508.78/mo. + \$402.90/mo. for utilities

3f. Health Department - Resolution to Authorize the Ingham County Health Department to Enter into a No Cost Agreement with Sparrow Laboratories

This resolution authorizes an agreement with Sparrow Laboratories (Sparrow) for phlebotomy services. Sparrow will provide the ICHD CHCN with a Laboratory Director, which is required of every Health Department in Michigan, effective October 1, 2011. In addition to providing a Laboratory Director, Sparrow will also staff a phlebotomist to receive orders, collect, process and prepare samples, Monday through Friday, 40 hours per week. Sparrow will provide all supplies, materials, equipment and furniture required to collect and process specimens and provide a computer terminal and printer for transmission/receiving of test results. Sparrow will also provide a bi-directional interface to the ICHD CHCN's Electronic Health Record. Sparrow will bill Medicaid or Medicare whenever indicated by the County.

3g. Health Department - Resolution to Authorize Administrative Support Services Agreements with County Health Plans

This resolution authorizes new agreements, or authorizes amendments to extend existing agreements, for administrative support services with the community health plans. The period of the agreements, or amendments, will be October 1, 2011 through September 30, 2012. These agreements will automatically renew at the end of the term unless either party provides notice otherwise.

4. Special Transportation Millage - Resolution Authorizing the Second Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2011 through December 31, 2015

This resolution authorizes the second amendment to the agreement with the Capital Area Transportation Authority (CATA) for the time period of January 1, 2011 through December 31, 2015; specifically the scope of services which will be effective from October 1, 2011 through September 30, 2012. For the period October 1, 2011 through September 30, 2012 the County will reimburse CATA as set forth in the attached Scope of Services. The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of \$2,590,451 will be used to pay the actual expenses of operating, administering and marketing Spec-Tran. A maximum of \$625,000 of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. The amount of \$108,436 will be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County's 2012 Fiscal Year.

5. Housing Commission - Resolution Authorizing the Transfer from the County's Contingency Fund to Cover a CDBG Deficit for Fiscal Year Ending September 30, 2011 in the amount of \$40,000

Absent this contingency fund transfer, the Housing Commission would close in a deficit for the current fiscal year. The deficit was primarily due to the delay of a major CDBG project. The delay results in the loss of administrative support dollars for the Housing Commission.

6a. Facilities - Resolution Authorizing a Contract with Graham Construction Corporation for County Sidewalk and Parking Lot Repairs

The resolution authorizes awarding a contract to Graham Construction Corporation for the purpose of replacing and/or repairing concrete, due to deterioration over time, for the following Ingham County locations: Veterans Memorial Courthouse (VMC) and Grady Porter Building (GPB) as well as the Human Services Building (HSB) and Ingham County Family Center (ICFC). Funds are available in the CIP budget. Graham was the low bidder.

6b. Facilities - Resolution to Rescind Resolution #08-061 and Re-Establish a Policy and Guidelines for Use of County Facilities and Solicitation on County Property

The resolution before you is a means to re-establish a policy and guidelines for use of County facilities and solicitation on County property. The main purpose of the revised policy is to clarify our position on solicitation (i.e. petition and signature gatherers).

7. Financial Services - Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Health Insurance and Authorizing Letters of Agreement with Bargaining Units

Attached is a resolution authorizing the County's health insurance plan/benefits for 2012. The overall PHP cost increase for 2011 is 5.3% and the Health Care Coalition is not recommending any changes to the plan design or the insurance provider (PHP). The County Administration is recommending increasing the Countywide 2012 "benchmark" by 2% as required in the labor agreements. This benchmark is established by labor agreement and is used to determine the cost allocation between the employees and the County.

These changes need to be included in letters of understanding with each employee labor group and changed for the Managerial and Confidential employees. The labor groups are in the process of approving the agreements.

The Controller may revise the resolution and bring a substitute to the meeting, which would bring the County into compliance with the recently passed Senate Bill 7. As of this date the Governor has not yet signed the bill, which would establish dollar and /or percentage caps for public employer provided health insurance.

8a. Parks Department - Resolution Authorizing a Budget Adjustment to Complete the Shift Door Replacement—Feline House Project and Entering into a Contract with Laux Construction

The Board previously authorized this project as a \$65,000 CIP. The resolution increases the project cost up to \$123,000. The additional \$58,000 will be transferred from a 2010 CIP, the Big Barn Tuck-Point project. The Facilities Department has determined that the Big Barn Project can be postponed for a few years. Laux Construction was the low bid and is a local vendor.

8b. Parks Department - Resolution Authorizing an Amendment to the Agreement Between the City of Lansing and Ingham County for Maintenance of Certain City Parks

The contract with the City previously approved by this Board has been signed. This resolution would change the list of parks to be maintained. It would also clarify that the start date is October 1, 2011.

8c. Parks Department - Resolution Authorizing the Establishment of User Fees for Disc Golf Rental and Disc Replacement Fees at Burchfield Park

The resolution establishes two new rental fees related to disc golf. The fees include \$1 per round for equipment rental and a \$10 rental fee for damaged, lost, or stolen equipment.

8d. Parks Department - Resolution Authorizing a Return to the General Fund of Previously Approved Trail Budget Funding and Request for Funds to Cover the Lake Lansing Park-North Acquisition Project Shortage

Due to a staff error, the DNR Trust Fund Grant that was to have supported the Lake Lansing Park North Acquisition Project is \$164,813 short of what was anticipated. This resolution would transfer general fund match dollars from two previously approved Parks Projects that have stalled primarily related to difficulties in obtaining property easements. Please note that both of these previously approved projects involved DNR Trust Fund Grants. This would be the first time the county has turned DNR Trust Fund dollars back to the State of Michigan. It is unclear what if any problems this may cause with future applications.

8e. Parks Department - Resolution Authorizing Discounted Soldan Dog Park Entrance Fees for Owners of Service Animals

The current user fee for the dog park is \$30 for a 12 month pass. This resolution would authorize a discounted annual fee of \$15 for service animal owners.

8f. Parks Department - Resolution Authorizing an Amendment of the 2011 Potter Park Capital Improvement Budget

This resolution would remove the Seed Eater Winter Holding Facility, the Outdoor Bird Holding Project and the Red Panda renovation project from the CIP list. The \$145,000 in savings would be returned to the Zoo fund balance.

8g. Parks Department - Resolution Authorizing a Budget Adjustment to the Potter Park Zoo 2011 Capital Improvement Rhino Project

The resolution authorizes a \$27,630 increase in the total project cost from \$1,522,134 to \$1,549,769. The main reason for the overrun was the unforeseen costs associated with the separation of sanitary and storm sewers to meet requirements of the City of Lansing's Combined Sewer Overflow Control Program. The Sewer Overflow also caused a project delay which resulted in Granger Construction incurring extra costs. Another contributing factor was that the A&E firm prepared preliminary design work for portions of the construction project that were never implemented due to lack of funding. The resolution also increases the contractual amounts for Granger Construction (Project Manager) and Ehresman Associates (A&E firm).

9a. Controller/Administrator's Office - Resolution Authorizing 2012 Agreements for Juvenile Justice Community Agencies

This resolution would authorize contracts for the 2012 Juvenile Justice Community Agency Process. The Board of Commissioners previously reserved \$100,000 of the Juvenile Justice Millage (JJM) funds to contract with qualified vendors, to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage.

The Judiciary Committee will hear presentations on the proposed programs and review the applications for these funds before they recommend funding to the Finance Committee and the Board of Commissioners.

Copies of the JJM Community Agencies Applications, Resolution #11-203, "Resolution to Adopt the 2012 Juvenile Justice Community Agency Process Calendar", and other background material were distributed to the Board of Commissioners at their August 23, 2011 meeting per the adopted Calendar.

There were a total of five applications received for funding requests for this fiscal year including two new agencies as follows:

NEW: Boys and Girls Club	\$ 30,000
Dispute Resolution Center of Central Michigan -	25,000
Lansing Teen Court -	30,000
Child and Family Services Capital Area -	<u>46,500</u>
	\$ 131,500

NEW: Signature Applications LLC \$ 50,000

However, there have been concerns raised as to the eligibility of the two new program requests.

The Boys and Girls Club have received funding for several years through the County Community Agency process. The problem with their request is that it is questionable if their clients are eligible as it appears that any one is accepted into the program and that it is not tailored to youth that can be considered "delinquent or disturbed". I have relayed that concern to the Boys and Girls Club.

Signature Applications LLC requested funding in the amount of \$50,000, but that request was ruled ineligible for funding from JJM funds, as it was more of a service oriented vendor contract with the Court for youth already adjudicated. The Court already has selected a vendor to provide this service and was not interested in obtaining Signature Applications LLC services. Signature Applications LLC has so been advised and therefore will not be at the Judiciary Committee meeting.

Therefore, the County has \$131,500 in request for funding with an allocation of \$100,000 available. (See attached memo.)

9b. Controller/Administrator's Office - Resolution to Approve the Renewal of the Annual Maintenance for FX Services Software Maintenance for the Ingham County EDACS Radio System from the Harris Corporation

This resolution will authorize Ingham County to purchase a 12-month FX Software Services contract. MIS is recommending we maintain this software agreement for these services because of the transition to the new consolidated Ingham County PSAP. As part of the transition we will be replacing and migrating all PC components of the radio system and moving their software from an outdated Microsoft Windows NT environment to a current Microsoft XP environment. After the 12-month period and evaluating the migration we will determine the feasibility of the contract next year. We have had this agreement in place since system acceptance for the 2006/07 year. This will be the first year Ingham County has paid for this contract. The first year was a standard warranty period, and then we negotiated no cost services because of the original software problems with the system and then finally the negotiated settlement when Ingham County made the City of Lansing Radio Lab site a full multisite on the Public Safety Radio System. The annual cost of \$75,000 is unchanged since the original price from 2006/07. (See attached memo.)

9c. Controller/Administrator's Office - Resolution to Approve Entering into a 3-Year Agreement with AT&T for the Purchase of Two T-1 Circuits from the Ingham County Data Center to the City of Lansing 911 PSAP

This resolution will authorize entering into a 3-year agreement with AT&T for the purchase of a two T-1 circuit in the amount of \$29,088.00. These T-1 Communication lines are necessary to provide the backup connectivity to the Ingham County network to the City of Lansing 911 Center until the PSAP is migrated to the new Ingham County 911 Center. Once the migration takes place the circuit will be converted by AT&T as a backup connection to the Ingham County 911 Center.

The funds will come from the 911 Fund for this purpose. (See attached memo.)

9d. Controller/Administrator's Office - Resolution Authorizing Contracts with Lansing and East Lansing for 911 Center 2011/2012 Operations

This resolution authorizes an appropriation out of the 911 Emergency Telephone Dispatch Services Budget by approving reimbursement of the City of East Lansing's FY 2011/2012 operational budget from July 1, 2011 through April 16, 2012 of up to \$1,276,256 and by approving reimbursement of the City of Lansing's FY 2011/12 operational budget from July 1, 2011 through April 16, 2012 of up to \$4,404,265.

Because the new the Ingham County Consolidated 911 Dispatch facility is expected to be complete on or before April 17, 2012, Ingham County will be responsible for operating the new 911 Central Dispatch Center and the employees will become Ingham County employees on that date per the Legacy Agreements which call for Ingham County to take over the operations and costs of the 911 Centers on the "effective date of integration". Therefore, the annual budget requests from both the City of Lansing and East Lansing have been prorated to coincide with the "effective date of integration".

M E M O R A N D U M

TO: Law Enforcement and Finance Committees
FROM: Major Joel Maatman
DATE: July 27, 2011
RE: Crime Stopper Contract

This resolution proposes a contract in the amount of \$1,500.00 annually for two years. (The funds would come from an annual \$3,000.00 payment made to the Ingham County Sheriff's Office by "On The Run TV Inc." contract.) to Mid Michigan Crime Stoppers.

Wanted felony fugitives identified by Crime Stoppers are displayed on "On the Run TV".

Crime Stoppers provides financial assistance by providing reward money which assist police agencies in apprehending these wanted felons.

Crime Stoppers relies on support from local law enforcement, community citizens and businesses to provide this valuable community service.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONTRACT WITH THE
MID MICHIGAN CRIME STOPPERS PROGRAM**

WHEREAS, since 2010, “On the Run TV, Inc. has provided TV monitors and programming, throughout the Ingham County Sheriff’s Office complex; and

WHEREAS, as part of this programming, they profile wanted Felons for Mid Michigan Crime Stoppers; and

WHEREAS, since 2010, with the aid of “On the Run TV, Inc., Mid Michigan Crime Stoppers has paid out several rewards for information leading to the arrest of several profiled felony fugitives; and

WHEREAS, as part of the “On the Run TV, Inc. contract obligations with the Ingham County Sheriff’s Office, they pay the Sheriff’s Office annually \$3,000.00; and

WHEREAS, the County has previously contracted with Mid Michigan Crime Stoppers for this service; and

WHEREAS, the Ingham County Sheriff’s Office and the citizens of Ingham County have benefited from Mid Michigan Crime Stoppers program many times over the years in solving crimes and apprehending known felons; and

WHEREAS, the Ingham County Sheriff’s Office supports contracting with Mid Michigan Crime Stoppers which takes anonymous tips on unsolved crimes or tips on wanted felons, and then passes those tips to local police agencies to assist in solving crimes or arresting fugitives.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves contracting with Mid Michigan Crime Stoppers in the amount of \$1,500 annually for 2011 and 2012 for a total of \$3,000 to assist their efforts to pay financial rewards for information leading to the capture and conviction of wanted felons here in Ingham County.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff’s Office 2011 and 2012 budgets.

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

MEMORANDUM

TO: Law Enforcement and Finance Committee

FROM: Lisa McCormick, Chief Assistant Prosecutor

RE: Resolution to enter into a Contract with State of Michigan – Crime Victim Right Funding

DATE: September 13, 2011

This is a resolution to approve the revenue Contract with the State of Michigan – Crime Victim Rights Funding in the amount of 193,600. Funds received will only be used to pay for salary and fringe benefits and minimal supplies for our Victim Rights Unit so that our office can comply with our statutory duties. We receive this grant every year and the funds are contained within the 2011 and 2012 County budget.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH STATE OF MICHIGAN, DEPARTMENT OF
COMMUNITY HEALTH, CRIME VICTIM SERVICES COMMISSION FOR CRIME VICTIM
RIGHTS FUNDING**

WHEREAS, the Ingham County Prosecutor's Office is required by statute to provide Victim Rights to any victim that meets the criteria under the Crime Victim Rights Act; and

WHEREAS, the Ingham County Prosecutor's Office has been awarded a grant in the amount of \$193,600 to subsidize our office with salaries and fringe benefits so that rights can be provided to victims in compliance with State Law; and

WHEREAS, this revenue will only be used to subsidize salaries, fringe benefits and supplies for the Victim Rights Unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a contract with State of Michigan Department of Community Health in the amount of \$193, 600 for the time period October 1, 2011 through September 30, 2012;

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Prosecutor's Budget effective October 1, 2011 through September 30, 2012;

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

M E M O R A N D U M

TO: Human Services Committee
Finance Committee

FROM: Dean G. Sienko, MD, MS, Health Officer

DATE: September 8, 2011

RE: Resolution to Authorize a Letter of Understanding with Ingham Intermediate School District for Early On Services

The Ingham Intermediate School District is the local administrator for the Early On program in Ingham County. Early On is a program serving infants and children from birth to age 3 years, who have medical diagnoses that put them at risk for developmental delays. Children may also be referred to the program for suspected developmental delays.

The Public Health Nursing division has partnered with the Ingham ISD to provide Early On services to high risk infants and children since 1993. The Public Health Nursing staff offer a unique skill set to evaluate the child's medical issues along with knowledge of normal growth and development. Evaluations are done, anticipatory guidance is given, and families are referred to community resources to assist them in caring for their child. Early On children are served in their "natural environment", which is usually their home, and activities to stimulate their development are incorporated into daily routines.

The Ingham Intermediate School District has requested a continuation of this partnership, and has submitted a Letter of Understanding, which offers Ingham County \$108,868 in Early On funds to compensate the Public Health Nursing Division for 1.25 FTE staff costs.

I recommend that Board of Commissioners authorize the Letter of Understanding with the Ingham Intermediate School District.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A LETTER OF UNDERSTANDING WITH THE INGHAM INTERMEDIATE SCHOOL DISTRICT FOR EARLY ON SERVICES

WHEREAS, the Ingham Intermediate School District is the local administrator of Michigan's Early On program, a program to identify and serve high risk infants and children from birth through three years of age; and

WHEREAS, the Health Department's Public Health Nursing division serves as an important resource to identify health and developmental concerns in high risk infants and children; and

WHEREAS, the Ingham Intermediate School district partners with the Public Health Nursing division to provide services to high risk infants and children referred for Early On services; and

WHEREAS, the Ingham County Board of Commissioners has authorized an Early On Memorandum of Understanding each year since 1993, most recently enacted by Resolution #10-231; and

WHEREAS, the Intermediate School District proposes to execute a new Letter of Understanding for Public Health Nursing Early On service coordination services for FY 2011-2012; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with the Intermediate School District to accept the funds and provide the supportive services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Ingham Intermediate School District to provide up to \$108,868 in Early On funds to reimburse Ingham County for Public Health Nursing services to high risk infants and children.

BE IT FURTHER RESOLVED, that the period of the agreement shall be July 1, 2011 through June 30, 2012.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement and to sign any documents that might be required by the Intermediate School District, after review by the County Attorney.

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: September 8, 2011

RE: Authorization to Enter into an Agreement with CACS – Early Head Start

This is a resolution to authorize an agreement with Capital Area Community Services (CACS) to continue home visiting outreach services to the Early Head Start population through the Health Department's Family Outreach Services Program.

CACS has developed programming for a younger population of low-income, at-risk children through Federal grants and has contracted with the Family Outreach Services Program to deliver home-based services to these children and their families since the program's inception.

CACS is providing \$82,774.00 to support these services, which are provided by two existing staff persons at the Health Department. The term of the proposed agreement is August 1, 2011 to July 31, 2012.

The agreement requires the Department to provide in-kind support valued at \$20,694.00 in the form of supervisor salary and benefits, indirect costs, and facilities. Previous experience has demonstrated our ability to support the in-kind requirements outlined in the agreement.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreement with CACS.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH CAPITAL AREA COMMUNITY SERVICES TO SERVE EARLY HEAD START CHILDREN THROUGH THE FAMILY OUTREACH SERVICES PROGRAM

WHEREAS, Capital Area Community Services (CACS) manages the Early Head Start Program to provide education and support to high risk families with children from birth through the child's third year of life; and

WHEREAS, since 2002, CACS has contracted with Ingham County to incorporate a home visiting outreach component to the programming through Family Outreach Services (FOS); and

WHEREAS, Capital Area Community Services has proposed to continue the services for the period of August 1, 2011 to July 31, 2012; and

WHEREAS, the Health Department has proposed to continue such programming as part of its Family Outreach Services; and

WHEREAS, the Health Officer has advised that this agreement is anticipated in the 2012 Budget and has recommended that the Board of Commissioners authorize the continuation of the agreement with Capital Area Community Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Capital Area Community Services to provide home visiting outreach services to support the Early Head Start Program.

BE IT FURTHER RESOLVED, that the period of the agreement will be August 1, 2011 to July 31, 2012.

BE IT FURTHER RESOLVED, that Capital Area Community Services will provide Ingham County with up to \$82,774.00, to support home visiting outreach services to the Early Head Start Program.

BE IT FURTHER RESOLVED, that the Health Department is required by the grant agreement to provide, as a non-federal share, an in-kind match in an amount of at least \$20,694.00 which shall constitute staff wages and benefits, indirect, facilities, advisory committee participation and parent participation.

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

Memorandum

TO: Human Services Committee
Finance Committee

FROM: Dean Sienko, MD

DATE: September 2, 2011

RE: 2011-2012 Agreement with the City of Lansing

As in previous years, the City of Lansing is proposing to provide financial support for various services provided by or through the Ingham County Health Department that benefit Lansing residents. For this year's agreement the City is offering \$90,000. The supported services include:

1. The City of Lansing will provide \$11,000 to support the position of a nurse in the Child Health Center, and will provide \$1,000 for pharmaceuticals for low-income un- or under-insured people.
2. The City of Lansing will support a Day Care Scholarship Program with a total of \$47,000 in funding. They will provide \$40,000 in scholarship monies and \$7,000 for an Account Clerk in the Office for Young Children which will administer the scholarships. Approximately 80 low-income families will benefit from this program.
3. The City of Lansing will support counseling and psychological treatment for youth in families affected by the sexual abuse of children with \$21,000 in total funds. The youth are identified by the Health Department, the Department of Social Services, Probate Court, and other community agencies. If there is no other source of assistance, the youth are referred to the Lead Counselor at the High Risk Adolescent Program at Willow Plaza Services who makes referrals to psychologists or counselors who provide treatment at a discounted rate. The City has allocated \$10,000 for psychological services for 25 youth and \$11,000 to support part of the salary of the Lead Counselor.
4. The City will provide \$10,000 to the Health Department to support the Community Coalition for Youth. These are largely pass through funds which go to the Community Change Initiative to improve opportunities for City youth.

This support from the City of Lansing helps maintain services the Department could not otherwise provide. The City of Lansing and Ingham County have had a good working relationship for many years. I urge the Board to authorize the continuation of that relationship by adopting the attached resolution.

c: John Jacobs w/attachment
Bob Townsend w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A
2011-2012 AGREEMENT WITH THE CITY OF LANSING**

WHEREAS, the City of Lansing has for many years provided funding to Ingham County to help support public health services for City of Lansing residents; and

WHEREAS, the City of Lansing is proposing to provide such support for the 2011-2012 fiscal year; and

WHEREAS, these revenues are anticipated in the Health Department's 2012 budget request; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the agreement with the City of Lansing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the City of Lansing to provide financial support to certain services provided by or through the Ingham County Health Department.

BE IT FURTHER RESOLVED, that the period of the agreement shall be July 1, 2011 through June 30, 2012.

BE IT FURTHER RESOLVED, that the City of Lansing shall provide \$90,000 to support the following services:

1. Adult Health/STI Clinic - \$1,000
2. Health Care Access - \$11,000
3. Child Care Scholarship Program - \$47,000
4. High Risk Adolescent Program - \$21,000
5. Community Coalition for Youth - \$10,000

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: September 8, 2011

RE: 2011-2012 Agreement for the Delivery of Public Health Services under the Comprehensive Planning, Budgeting and Contracting (CPBC) Process

Under the Public Health Code, the State of Michigan and the 83 counties share responsibility for the protection of the public health of the citizens of Michigan. The agreement for the delivery of public health services under the Comprehensive Planning, Budgeting and Contracting (CPBC) Process is the principal mechanism for clarifying the role and responsibilities of the state and local governments. The agreement serves as the vehicle for accepting almost \$5.0 million in state and federal grant and formula funding to support a number of public health services. The public health services to be delivered under this Agreement include Local Public Health Operations, Community Health Assessment activities and categorical programs including:

AIDS/HIV Prevention and Care	Lead Safe Homes
Bioterrorism Emergency Preparedness	Maternal and Child Health Programs
Breast and Cervical Cancer Control	Tobacco Reduction
Building Healthy Communities	Tuberculosis Control
Children's Special Health Care Services	Sexually Transmitted Disease Control
Communicable Disease Prevention	Vision and Hearing Screening
Family Planning	Well and Septic Inspection
Food Vendor and Restaurant Inspection	The WIC Program
Immunizations	

The attached resolution will authorize the 2011-2012 Agreement. The Michigan Department of Community Health has tentatively set grant and formula funding levels for FY 2012. These levels are included in the Health Department's FY 2012 budget proposal now being evaluated by the Controller. The resolution also authorizes subcontracts in the Breast and Cervical Cancer Control Program. These all consist of state and federal funds and are included in the Department's FY 2012 budget request.

The resolution includes authorization for a number of service contracts to perform outreach activities to potential and current Medicaid beneficiaries in the following categories:

- Medicaid Outreach and Public Awareness
- Facilitating Medicaid Eligibility Determination
- Program Planning, Policy Development and Interagency Coordination Related to Medical Services
- Referral, Coordination, and Monitoring of Medicaid Services
- Medicaid-specific Training on Outreach Eligibility and Services
- Arranging for Medicaid-related Transportation and Translation

This strategy of contracting for outreach services is a key part of the Health Department's 2012 budget request. During 2004-2005 the State promulgated a Medicaid policy to establish the procedures for utilizing this outreach funding arrangement. The Medicaid policy guides the way in which the department builds relationships with neighborhood and community agencies. The contracts are established in conformance with the state policy and reporting is required to demonstrate that services are consistent.

The CPBC process—and all contracts with the Michigan Department of Community Health—are entirely electronic. Therefore, in the proposed resolution, the Board authorizes Dean Sienko, MD and John Jacobs, Chief Financial Officer to submit the 2011-2012 grant electronically.

This resolution and the corresponding Agreement represent important financial support for the Health Department programs established through the County budget process. I recommend the adoption of this resolution and the authorization of the Agreement, contracts and subcontracts. The MDCH will propose an amendment to the Agreement to incorporate the specific formula and categorical grant funding levels adopted by the Legislature and established by department formula if they differ from the tentative levels.

Attachment

c: John Jacobs w/attachment
 Bob Townsend w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A 2011-2012 AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH FOR
THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER
THE COMPREHENSIVE PLANNING, BUDGETING
AND CONTRACTING (CPBC) PROCESS**

WHEREAS, the responsibility for protecting the public health is a shared responsibility between the State and county governments in Michigan; and

WHEREAS, the Michigan Department of Community Health and Ingham County have historically entered into contracts to clarify the role and responsibility of each party in protecting the public's health; and

WHEREAS, the Michigan Department of Community Health is in the process of establishing tentative grant funding levels for 2011-2012; and

WHEREAS, the Michigan Department of Community Health has proposed a 2011-2012 Agreement for the delivery of public health services under the Comprehensive, Budgeting and Contracting (CPBC) process to clarify roles and responsibilities, including funding relationships; and

WHEREAS, the Health Officer recommends that the 2011-2012 CPBC Agreement be authorized and executed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a 2011-2012 Agreement with the Michigan Department of Community Health for the delivery of public health services under the Comprehensive Planning, Budgeting and Contracting Process.

BE IT FURTHER RESOLVED, that the period of the Agreement shall be October 1, 2011 through September 30, 2012.

BE IT FURTHER RESOLVED, that the scope of services included in this Agreement shall include Local Public Health Operations, and several categorical public health programs identified in the attachments to the Agreement.

BE IT FURTHER RESOLVED, that approximately \$5.0 million of state/federal funds will be made available to Ingham County through the CPBC Agreement, and that Ingham County's contribution to expenditures associated with the Agreement and budget shall not exceed levels appropriated in the County's 2012 Budget for these purposes.

BE IT FURTHER RESOLVED, that a professional services subcontract for up to \$16,600 is authorized with Environmental Testing and Consulting, Inc. to perform lead inspection and abatement oversight services through the Lead Hazard Remediation Program grant.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes subcontracts for the period October 1, 2011 through September 30, 2012 with specialty physicians, laboratories, and health care institutions and other service providers necessary to implement the Breast and Cervical Cancer Control Program in Clinton, Gratiot, Ingham, Ionia, Jackson, Livingston, Oakland and Washtenaw Counties, which is a program included in the CPBC Agreement.

BE IT FURTHER RESOLVED, that service contracts are authorized with the providers named below to support outreach activities to potential and current Medicaid beneficiaries in the following categories:

- Medicaid Outreach and Public Awareness
- Facilitating Medicaid Eligibility Determination
- Program Planning, Policy Development and Interagency Coordination Related to Medicaid Services
- Referral, Coordination and Monitoring of Medicaid Services
- Medicaid-Specific Training on Outreach Eligibility and Services
- Arranging for Medicaid-related Transportation and Provision of Medicaid-related Translation

These service contracts braid together requirements and funds from multiple sources including the County, W. K. Kellogg Foundation and Medicaid Administration (Federal Share). The braided service contracts shall be authorized up to the amounts identified below for the period October 1, 2011 through September 30, 2012:

- Allen Neighborhood Center \$115,487
- NorthWest Initiative \$115,487
- Carefree Medical Clinic \$10,800
- South Lansing Community Development Association \$24,952
- South Side Community Coalition \$103,086
- Capital Area Community Services \$4,000
- Child Abuse Prevention Services \$52,250
- Catholic Charities St. Vincent Home \$128,250
- Cristo Rey \$61,750
- Family and Community Development Services \$105,000
- Greater Lansing African American Health Institute \$103,086
- School Community Health Alliance of Michigan \$539,006

BE IT FURTHER RESOLVED, that the Health Officer, Dean Sienko, MD, and John Jacobs, Chief Financial Officer of the Health Department, are authorized to submit the 2011-2012 CPBC grant documents electronically through the Mi-E Grants system.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2012 Budget upon its adoption in order to implement this Resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign contracts, subcontracts and lease agreements associated with the CPBC agreement after review by the County Attorney.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Dean G. Sienko, M.D., M.S., Health Officer

Date: September 7, 2011

Subject: Resolution to Authorize the Renewal of a Lease Agreement for the Healthy Smiles Dental Center at 2815 S. Pennsylvania Ave., Suite 203, Lansing, MI 48910

This is a recommendation to authorize a renewal of the lease with Vlahakis Commercial Property Management, LLC for approximately 2,319 square feet of space in the Lansing Medical Office Center for use as the Healthy Smiles Dental Center. Per Resolution 07-285, the Ingham County Health Department (ICHHD) has an existing lease that expired December 31, 2010. The renewal of this lease was delayed due to negotiations in the monthly rate and the replacement of carpeting throughout the facility.

This amendment will renew the lease for three years commencing January 1, 2011 and terminating December 31, 2013.

The base monthly rent will increase by 1.0% each year. Utilities will increase as well but remain below current market rates. The annual rent and utility cost for the above base term will be as follows:

1/1/11 to 12/31/11	\$12.73/sq. ft.	\$2,459.35/mo. + \$370.95/mo. for utilities
1/1/12 to 12/31/12	\$12.85/sq. ft.	\$2,483.94/mo. + \$386.93/mo. for utilities
1/1/13 to 12/31/13	\$12.98/sq. ft.	\$2,508.78/mo. + \$402.90/mo. for utilities

The Ingham County Community Health Center Board has reviewed the operations of the County's Healthy Smiles Dental Center and recommends that the Ingham County Board of Commissioners authorize a lease agreement that maintains pediatric dental services through the 2815 S. Pennsylvania, Suite 203, Lansing, Michigan delivery site.

The Health Officer also recommends that the Ingham County Board of Commissioners authorize a lease agreement for 2,319 square feet of clinical space located at 2815 S. Pennsylvania, Lansing, Michigan with Vlahakis Commercial Property Management, LLC through December 31, 2013.

c: Debra A. Brinson, w/attachment
John Jacobs, w/attachment
Barbara Watts Mastin, w/attachment
Jayson Welter, w/attachment
File, w/ attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RENEW A LEASE AGREEMENT FOR THE HEALTHY SMILES DENTAL CENTER AT 2815 S. PENNSYLVANIA AVE., SUITE 203, LANSING MI

WHEREAS, Ingham County has occupied space at 2815 S. Pennsylvania Ave., Suite 203, Lansing, Michigan since January 1, 2001, to house the Healthy Smiles Dental Health Center; and

WHEREAS, the current lease agreement expired on December 31, 2010, and has a five year option to renew; and

WHEREAS, the Health Department has notified Vlahakis Commercial Property Management, LLC that it is exercising the option to continue a lease agreement for a three year period; and

WHEREAS, Vlahakis has proposed a rental rate and conditions that are reasonable and competitive; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the lease agreement for space in the Lansing Medical Office Center building at 2815 S. Pennsylvania Ave., Suite 203, Lansing, Michigan 48910.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a lease agreement with Vlahakis Commercial Property Management, LLC for approximately 2,319 square feet of space in the Lansing Medical Office Center for use as a pediatric dental center.

BE IT FURTHER RESOLVED, that the period of the lease agreement shall be January 1, 2011 through December 31, 2013.

BE IT FURTHER RESOLVED, that the annual rent and utility cost for the above base term will be as follows:

1/1/11 to 12/31/11	\$12.73/sq. ft.	\$2,459.35/mo. + \$370.95/mo. for utilities
1/1/12 to 12/31/12	\$12.85/sq. ft.	\$2,483.94/mo. + \$386.93/mo. for utilities
1/1/13 to 12/31/13	\$12.98/sq. ft.	\$2,508.78/mo. + \$402.90/mo. for utilities

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

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Dean G. Sienko, M.D., M.S., Health Officer

Date: September 7, 2011

Subject: Authorization to Approve No Cost Agreement with Sparrow Laboratories for Phlebotomy Services

As a Federally Qualified Health Center, the Ingham County Health Department Community Health Center Network (ICHD CHCN) is required to provide diagnostic laboratory services either on-site or through a referral arrangement. The ICHD CHCN believes patients will be best served if these services are provided on-site creating continuity of care and efficiency of services.

Through County Purchasing, the ICHD CHCN posted a request for proposals for onsite phlebotomy; two agencies responded. An evaluation team scored each proposal and recommended Sparrow Laboratories (Sparrow) as they will provide the necessary services. Most importantly, Sparrow will provide the ICHD CHCN with a Laboratory Director, which is required of every Health Department in Michigan, effective October 1, 2011.

In addition to providing a Laboratory Director, Sparrow will also staff a phlebotomist to receive orders, collect, process and prepare samples, Monday through Friday, 40 hours per week. Sparrow will provide all supplies, materials, equipment and furniture required to collect and process specimens and provide a computer terminal and printer for transmission/receiving of test results. Sparrow will also provide a bi-directional interface to the ICHD CHCN's Electronic Health Record.

The Ingham County Community Health Center Board has reviewed the evaluation team's recommendations and recommends that the Ingham County Board of Commissioners authorize the contract between the Ingham County Health Department and Sparrow Laboratories.

For the stated reasons, the Health Officer recommends that the Board of Commissioners approve the attached resolution to contract with Sparrow Laboratories.

c: Debra Brinson, w/ attachment
Barbara Watts Mastin, w/attachment
John Jacobs, w/ attachment
File, w/ attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY HEALTH DEPARTMENT TO ENTER INTO A NO COST AGREEMENT WITH SPARROW LABORATORIES

WHEREAS, as a Federally Qualified Health Center, the Ingham County Health Department Community Health Center Network (ICHD CHCN) is required to provide diagnostic laboratory services either on-site or through a referral arrangement; and

WHEREAS, the ICHD CHCN believes patients will be best served if these services are provided on-site creating continuity of care and efficiency of services; and

WHEREAS, through County Purchasing, the ICHD CHCN posted a request for proposals for onsite phlebotomy and two agencies responded; and

WHEREAS, the Deputy Health Officer of the ICHD CHCN recommends using Sparrow Laboratories (Sparrow) as they will provide the necessary services at no cost to the ICHD CHCN; and

WHEREAS, most importantly, Sparrow will provide the ICHD CHCN with a Laboratory Director; and

WHEREAS, a Laboratory Director is required of every Health Department in Michigan and Sparrow's proposal fulfills this requirement; and

WHEREAS, in addition to providing a Laboratory Director, Sparrow will also staff a phlebotomist to receive orders, collect, process and prepare samples, Monday through Friday, 40 hours per week; and

WHEREAS, Sparrow will provide all supplies, materials, equipment and furniture required to collect and process specimens and provide a computer terminal and printer for transmission/receiving of test results; and

WHEREAS, Sparrow will also provide a bi-directional interface to the ICHD CHCN's Electronic Health Record; and

WHEREAS, Sparrow will lease space at 5303 S. Cedar St., Lansing in order to perform work necessary under the Scope of Work, and that lease will be a part of the Agreement for Services; and

WHEREAS, the ICHD Community Health Center Board recommends the approval of the no cost agreement with Sparrow Laboratories; and

WHEREAS, the Health Officer recommends that the Board of Commissioners approve the no cost agreement with Sparrow Laboratories.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the execution of a No Cost Agreement between the Ingham County Health Department and Sparrow Laboratories for the aforementioned services.

BE IT FURTHER RESOLVED, that the agreement shall be for a 3-year period with an option to renew for an additional 2-years, effective October 1, 2011.

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

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Dean Sienko, M.D., Health Officer

Date: September 7, 2011

Subject: Resolution to Authorize Administrative Support Services Agreements with Michigan Nonprofit Corporations Operating Health Benefit Programs for Low-Income, Uninsured Persons

This is a recommendation to authorize agreements with nonprofit corporations in Michigan communities to provide assistance in the operation of health benefit plans for low-income, uninsured persons. The Ingham County Health Department has provided administrative support services to the Ingham Health Plan Corporation since its formation in 1998. It currently provides similar services to 14 other community non-profit corporations. The specific set of services to be provided to each corporation will be unique, but will likely include: Outreach and Enrollment, Customer Service, Development and Maintenance of a Provider Network, Adjudication and Payment of Claims, Case Management Services, and Program Management Services.

The revenue from these agreements is included in the Department's 2012 budget request.

The County currently has Administrative Services contracts with:

Barry-Eaton Health Plan Corporation
Berrien Health Plan Corporation
Branch Hillsdale St. Joseph Health Plan Corporation (Branch/Hillsdale/St. Joseph)
Branch Hillsdale St. Joseph Health Plan d/b/a/ Lenawee Health Plan
Calhoun Health Plan Corporation
Grand Traverse Health Clinic & Coalition (Grand Traverse/Benzie/Leelanau)
Ingham Health Plan Corporation
Ingham Health Plan Corporation d/b/a/ Ionia Health Plan
Ingham Health Plan Corporation d/b/a Livingston Health Plan
Ingham Health Plan Corporation d/b/a/ Mid-Michigan Health Plan (Gratiot/Clinton/Montcalm)
Jackson Health Plan Corporation
Kalamazoo County Health Plan Corporation
Medical Access Program Pharmacy Program (Delta /Menominee Pharmacy Program)
Monroe County Health Plan Corporation
Washtenaw Health Plan Corporation

The attached resolution will authorize new agreements, or authorize amendments to extend existing agreements, for the administrative support services with the community health plans. The period of the agreements, or amendments, will be October 1, 2011 through September 30, 2012. These agreements will automatically renew at the end of the term unless either party provides notice otherwise.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreements/amendments.

Attachment

c: Debra A. Brinson, w/attachments
Jayson Welter, Policy and Compliance, w/attachments
John Jacobs, w/attachments
File, w/attachments

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ADMINISTRATIVE SUPPORT SERVICES AGREEMENTS WITH COUNTY HEALTH PLANS

WHEREAS, the Ingham County Health Department has provided administrative support services to the Ingham Health Plan Corporation since its creation in May 1998; and

WHEREAS, the Health Department currently contracts to provide services to 14 other county/regional health plans; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the administrative support services agreements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes administrative support services agreements with community-based corporations planning and operating health benefit programs for low-income, uninsured persons.

BE IT FURTHER RESOLVED, that the authorization shall provide the execution of new agreements for the period October 1, 2011 through September 30, 2012, and the agreements will automatically renew at the end of the term unless either party provides notice otherwise.

BE IT FURTHER RESOLVED, that Ingham County shall make available through the Ingham County Health Department the following types of services: Outreach and Enrollment, Customer Service, Development and Maintenance of a Provider Network, Adjudication and Payment of Claims, Case Management Services and Program Management Services, among other services negotiated with the individual health plans.

BE IT FURTHER RESOLVED, that compensation from the health plans shall fully compensate Ingham County for the cost of the services provided.

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

Agenda Item 4

To: Human Services and Finance Committees
From: Jared Cypher, Assistant Deputy Controller
Re: Agreement with the Capital Area Transportation Authority
Date: September 1, 2011

The Ingham County Special Transportation Millage was reauthorized at 48/100 (.48) of one mill, \$.48 per thousand dollars of state taxable valuation for a period of five years (2011-2015) in the August 3, 2010 election.

This resolution authorizes the second amendment to the agreement with the Capital Area Transportation Authority (CATA) for the time period of January 1, 2011 through December 31, 2015; specifically the scope of services which will be effective from October 1, 2011 through September 30, 2012. Under the agreement, CATA will continue to utilize special transportation millage funds to provide CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area, as well as operate service for persons with disabilities, known as CATA Spec-Tran.

For the period October 1, 2011 through September 30, 2012 the County will reimburse CATA as set forth in the attached Scope of Services. The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of \$2,590,451 will be used to pay the actual expenses of operating, administering and marketing Spec-Tran. A maximum of \$625,000 of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services.

The amount of \$108,436 will be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County's 2012 Fiscal Year.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE SECOND AMENDMENT TO THE AGREEMENT WITH THE
CAPITAL AREA TRANSPORTATION AUTHORITY DATED JANUARY 1, 2011 THROUGH
DECEMBER 31, 2015**

WHEREAS, an agreement was authorized with the Capital Area Transportation Authority for the period ending December 31, 2015; and

WHEREAS, in August 2010, the electorate approved a countywide public transportation millage level of 48/100 (.48) of one mill to be used for the purpose of funding a transportation system to be used primarily by elderly and disabled persons in Ingham County; and

WHEREAS, the Board of Commissioners envisioned that the revenues generated as a result of the millage levy would be turned over to the Capital Area Transportation Authority and be used to provide the transportation service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to the agreement with the Capital Area Transportation Authority (CATA) which authorizes the County to pay CATA the expenses incurred for providing a public transportation system to be used primarily by elderly and disabled persons in Ingham County from revenue generated as a result of the countywide public transportation millage.

BE IT FURTHER RESOLVED, that for the period October 1, 2011 through September 30, 2012 the County shall reimburse CATA as set forth in the attached Scope of Services.

BE IT FURTHER RESOLVED, the Chairperson of the Board and the County Clerk are hereby authorized to sign the appropriate agreements and documents necessary to implement the above, subject to approval as to form by the County Attorney.

EXHIBIT "A"

SCOPE OF SERVICES

For October 1, 2011, through September 30, 2012

CATA shall carry out the following activities with respect to small bus transportation primarily serving elderly and disabled residents of Ingham County:

1. Take all reasonable steps to improve the quality of small bus service primarily serving the elderly and residents with disabilities of Ingham County. CATA shall constantly strive to develop methods to provide such services in more cost efficient ways.
2. Manage and operate the small bus system commonly known as CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area. Service shall be provided in conformity with the requirements of the state and federal grants received for the operation of the service. A maximum of \$625,000 of the funds received under this agreement shall be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services.
3. Continue to operate service for persons with disabilities, known as CATA Spec-Tran, providing at a minimum the level of service in effect on October 1, 1988, to residents of Ingham County who reside within the boundaries of the urbanized area and who further qualify for this specialized service by nature of their mobility-related disabilities. Services shall be provided in conformity with state and federal requirements and grants received for the operation of the service. A maximum of \$2,590,451 of the funds received under this Agreement shall be used to pay the actual expenses of operating, administering and marketing Spec-Tran.
4. The amount of \$108,436 shall be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County's 2012 Fiscal Year. CATA has no responsibility for this service and does not participate in its operation or funding.

INGHAM COUNTY HOUSING COMMISSION

RESOLUTION TO REQUEST TRANSFER FROM THE INGHAM COUNTY GENERAL FUND TO COVER COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) DEFICIT FOR FISCAL YEAR ENDING SEPTEMBER 30, 2011 IN THE AMOUNT OF \$40,000

RESOLUTION #2011-CDBG-03

WHEREAS, the Ingham County Housing Commission administers numerous CDBG grants for Ingham County to provide housing assistance for low income residents, in addition to acting as Third Party Administrator for the Cities of Leslie, Eaton Rapids, and Grand Ledge for their CDBG Rental Rehabilitation programs; and

WHEREAS, Management of the Ingham County Housing Commission has determined a projected Fund Balance deficit for the year ending September 30, 2011 of \$40,000; and

WHEREAS, it is against State of Michigan regulations for any County Fund to report a year end deficit, and in the event one is reported requires a formal deficit elimination plan and additional oversight when issuing debt.

THEREFORE BE IT RESOLVED, that the Ingham County Housing Commission Board of Commissioners requests Ingham County to transfer \$40,000 from the 2011 General Fund Reserve for Contingency to provide additional funding to the CDBG Fund for fiscal year ending September 30, 2011.

YEAS

NAYS

ABSENT

**Deb Voss
Darling Garcia
Rick Kibbey**

Keven Kiefer

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, the Ingham County Housing Commission administers numerous CDBG Grants for Ingham County to provide housing assistance for low income residents, in addition to acting as Third Party Administrators for the Cities of Leslie, Eaton Rapids, and Grand Ledge for their CDBG Rental Rehabilitation programs; and

WHEREAS, the Ingham County Housing Commission have projected a CDBG Fund Balance deficit in the amount of \$40,000 for their fiscal year ending September 30, 2011; and

WHEREAS, it is against State of Michigan regulations for any County Fund to report a year end deficit, and in the event one is reported requires a formal deficit elimination plan and additional oversight when issuing debt; and

WHEREAS, the Ingham County Housing Commission has recommended that the transfer be approved to cover said deficit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the transfer in the amount of \$40,000 from the 2011 General Fund Reserve for Contingency to the Ingham County Housing Commission CDBG Fund.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: August 31, 2011

SUBJECT: **RESOLUTION AUTHORIZING A CONTRACT WITH GRAHAM CONSTRUCTION CORPORATION TO FURNISH CONCRETE SERVICES FOR COUNTY WIDE SIDEWALK AND PARKING LOT REPAIRS**

The resolution before you authorizes awarding a contract to Graham Construction Corporation for the purpose replacing and/or repairing concrete, due to deterioration over time, for the following Ingham County locations: Veterans Memorial Courthouse (VMC) and Grady Porter Building (GPB) as well as the Human Services Building (HSB) and Ingham County Family Center (ICFC).

Funding for the project is available within the following CIP line items:

VMC/GPB 245-90117-931000 1FC06
HSB 631-23304-931000 0FC06
ICFC 264-66400-931000 0FC10

I recommend approval of this resolution.

MEMORANDUM

TO: County Service and Finance Committees
 FROM: Jim Hudgins, Director, Purchasing Department
 DATE: July 29, 2011
 SUBJECT: Concrete Services Bid Summary

Project Description:

The purpose of this solicitation is to obtain pricing from qualified and experienced contractors for furnishing all labor, materials, permits, bonds, insurance and equipment to properly perform concrete replacements and repairs at various Ingham County facilities.

Work may include replacing or repairing curbs, stairs, sidewalks, sidewalks along curbs, and doorways. Actual quantities will be determined at a later date. Estimated value of this contract is \$42,444.

Bid Summary:

This project was bid twice.

Vendors contacted: 25 Local: 7

Vendors responding: 2 Local: 0

Company	5" Sidewalk	5" Sidewalk by curb	Doorway	Curb	6" Sidewalk	Local
Graham Construction	\$9.54/sf	\$10.20/sf	\$12.45/sf	\$25.85/lf	\$11.05/sf	N –Saginaw
Lacaria Concrete	\$11.50/sf	\$12.50/sf	\$15.00/sf	\$50.00/lf	\$13.50/sf	N – Detroit

Local Vendors Not Responding:

Able Concrete (Lansing) – Maxed out on bonding limit.

Bornor Restoration (Lansing) – Doesn't do flatwork.

Eastlund Concrete (Holt) – Can't seem to make money doing sidewalks.

JH Concrete (Mason) – Didn't get solicitation as company computer was being repaired.

Recommendation:

The Evaluation Committee recommends awarding a contract to Graham Construction Corporation, who submitted the lowest responsive and responsible bid, for the unit prices quoted in its bid for a total not to exceed amount of \$42,444.

Graham is bonded, licensed and insured, and has ample references and experience performing the type of work required for this contract.

Contractor is required to comply with the County's Prevailing Wage Policy.

Advertisement:

The RFP was advertised in the Lansing State Journal, The Chronicle and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH GRAHAM CONSTRUCTION CORPORATION FOR COUNTY WIDE SIDEWALK AND PARKING LOT REPAIRS

WHEREAS, some areas of sidewalk as well as parking lots around the county are in need of replacement due to deterioration over time; and

WHEREAS, services would include removal and replacement of concrete at the Veterans Memorial Courthouse and the Grady Porter Building for a not to exceed cost of \$15,000.00 and funds are available within CIP Line Item 245-90117-931000 1FC06; and

WHEREAS, services would include parking lot repairs at the Human Services Building for a not to exceed cost of \$15,000.00 and funds are available within CIP Line Item 631-23304-931000 0FC06; and

WHEREAS, services would include parking lot repairs at the Ingham County Family Center for a not to exceed cost of \$12,444.00 and funds are available within CIP Line Item 264-66400-931000 0FC10; and

WHEREAS, funds were budgeted in 2010 for the Ingham County Family Center in the amount of \$130,000.00 with \$70,534.00 remaining at the end of 2010; and

WHEREAS, it is the recommendation of the Facilities and Purchasing Departments to use Graham Construction Corporation who submitted the lowest bid.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with Graham Construction Corporation, 3399 Fashion Square Blvd. Saginaw, MI 48603, to replace and/or repair some areas of concrete around several Ingham County locations for a not to exceed cost of \$42,444.00.

BE IT FURTHER RESOLVED, that \$12,444.00 be reappropriated from 2010 to 2011 for the Ingham County Family Center portion.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: August 17, 2011

SUBJECT: **RESOLUTION TO RESCIND RESOLUTION #08-061 AND RE-ESTABLISH A POLICY AND GUIDELINES FOR USE OF COUNTY FACILITIES AND SOLICITATION ON COUNTY PROPERTY**

The resolution before you is a means to re-establish a policy and guidelines for use of County facilities and solicitation on County property.

This is to include citizens, employees and groups who request the use of County facilities, rooms and properties for various meetings and activities. As of now, reservations for the meeting/assembly must be secured by a non refundable fee deposit in the amount of fifty dollars (\$50) per day of use.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RESCIND RESOLUTION #08-061 AND RE-ESTABLISH A POLICY
AND GUIDELINES FOR USE OF COUNTY FACILITIES AND SOLICITATION ON
COUNTY PROPERTY**

WHEREAS, citizens, employees and groups request the use of County facilities, rooms and properties for various meetings and activities; and

WHEREAS, Resolution #08-061 established a policy and guidelines for use of County facilities for citizens and groups; and

WHEREAS, the policies and guidelines have been updated to limit the use of County facilities, rooms and/or properties to meetings and activities deemed appropriate under the policy and guidelines; and

WHEREAS, reservation for the meeting/assembly has been secured by a non refundable fee deposit in an amount of fifty dollars (\$50) per day of use; and

WHEREAS, County facilities, rooms and properties shall not be used by citizens or employees for unlawful purposes, and shall not be used by citizens, employees or groups for the purpose of financial gain; and

WHEREAS, at times private vendors and/or salespersons will enter County facilities attempting to sell their products to County employees and citizens; and

WHEREAS, it is necessary to prohibit private vendors and salespersons from soliciting for financial gain in County facilities and on County property.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the use of County facilities by citizens, employees and groups for lawful meetings and assemblies, provided that they adhere to the modified written guidelines which are attached and incorporated herein.

BE IT FURTHER RESOLVED, that the Facilities Department shall screen requests for use of County facilities, rooms and properties, and provide approval for such, by utilization of guidelines that have been approved by the Board of Commissioners.

BE IT FURTHER RESOLVED, all constitutionally protected speech will be permitted by Ingham County, within reasonable time, place and manner, no solicitations shall be allowed within any County building or adjacent to any building entrance, solicitations shall not interfere or conflict with the normal business of employees or visitors to Ingham County parks and facilities or the free flow of vehicular and pedestrian traffic.

BE IT FURTHER RESOLVED, Ingham County may designate areas for solicitation at its facilities, properties, and parks, no signs may be erected on County property.

BE IT FURTHER RESOLVED, that the citizens, employees or groups not granted approval to use County facilities, rooms or properties may appeal the decision of the Facilities Department to the County Services Committee.

BE IT FURTHER RESOLVED, that the soliciting of private vendors and/or salespersons for personal financial gain is prohibited in County Facilities and/or on County property unless approved by a County department.

BE IT FURTHER RESOLVED, that Resolution #08-061, Resolution to Establish a Policy and Guidelines for Use of County Facilities by Citizens and Citizens Groups, is hereby rescinded.

GUIDELINES FOR USE OF COUNTY FACILITIES BY CITIZENS, EMPLOYEES AND GROUPS

The purpose of these guidelines is to outline the procedures that need to be taken by a citizen, employee or group, to utilize County facilities and/or property during times when they are not used and are readily available for the purpose of meetings and assemblies. The County of Ingham has adopted a policy to permit use of these facilities, rooms and/or properties, for purposes other than financial gain. It is also the desire of the County that the facilities and/or property are not damaged in any way and that they are left in a neat and tidy condition. Use of facilities in County Parks is governed by separate procedures.

Procedures

1. Obtain a copy of the resolution and these guidelines which authorize citizens, employees and groups to use County facilities, rooms and/or properties.
2. To apply for a reservation of a County facility, room and/or property contact the Facilities Department at (517) 676-7312.
3. Read, review and fill out the form and return to the attention of the Facilities Department. Instructions for deposits or other matters will be noted on the form.
4. Persons not having official business with Ingham County may utilize County facilities for the purpose of meetings or other assemblies in accordance with the following provisions:
 - a) the meeting/assembly is open to the general public;
 - b) the meeting/assembly is for legal purposes;
 - c) the meeting/assembly is supervised by a responsible adult;
 - d) the meeting/assembly has been approved by the Facilities Department;
 - e) reservation for the meeting/assembly has been secured by a NON REFUNDABLE fee deposit in an amount of fifty dollars (\$50) per day of use;
 - f) the liability for any damages to the County facility will be for the entire amount of damages, regardless of the deposit amount; and
 - g) the meeting/assembly is in accordance with any other requirements which may be identified by the Facilities Department.
5. Deposits will be used as a guarantee against damages and as a guarantee that the room will be left in a clean and tidy condition, and also returned to the state in which it was found.
6. An additional non-returnable fee may be charged if that meeting is held at a time which will require that the building be opened by a member of the Facilities Department and, as a result, the Facilities Department incurs costs of overtime and security. Such fees shall not be required if the citizen group is sponsored or supported by an official County department or agency and a representative of which will open the building, remain with the group, and close the building at the termination of the meeting.

7. Animals of any type may not be brought into County buildings, nor tied on the premises of any County facility at the time, without the express written permission of the Facilities Director unless provided by law.
8. Citizens, employees or groups not granted approval to use County facilities, rooms or properties may appeal the decision of the Facilities Department to the County Services Committee.

All checks should be made payable to Ingham County

SOLICITATION

All constitutionally protected speech will be permitted by Ingham County, within reasonable time, place, and manner. No solicitations shall be allowed within any County building or adjacent to any building entrance. Solicitations shall not interfere or conflict with the normal business of employees or visitors to Ingham County parks and facilities, or the free flow of vehicular and pedestrian traffic. Ingham County may designate areas for solicitation at its facilities, properties, and parks. No signs may be erected on County property.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RESCIND RESOLUTION #81-174 AND RE-ESTABLISH A POLICY AND GUIDELINES FOR USE OF COUNTY FACILITIES AND PROPERTY AND TO PROHIBIT SOLICITATION ON COUNTY PROPERTY

RESOLUTION #08-061

WHEREAS, citizens, employees and groups request the use of County facilities, rooms and properties for various meetings and activities; and

WHEREAS, Resolution #81-174 established a policy and guidelines for use of County facilities for citizens and groups; and

WHEREAS, the policies and guidelines need to be updated to limit the use of County facilities, rooms and/or properties to meetings and activities deemed appropriate under the policy and guidelines; and

WHEREAS, County facilities, rooms and properties shall not be used by citizens or employees for unlawful purposes, and shall not be used by citizens, employees or groups for the purpose of financial gain; and

WHEREAS, at times private vendors and/or salespersons will enter County facilities attempting to sell their products to County employees and citizens; and

WHEREAS, it is necessary to prohibit private vendors and salespersons from soliciting for financial gain in County facilities and on County property.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the use of County facilities by citizens, employees and groups for lawful meetings and assemblies, provided that they adhere to the modified written guidelines which are attached and incorporated herein.

BE IT FURTHER RESOLVED, that the Facilities Department shall screen requests for use of County facilities, rooms and properties, and provide approval for such, by utilization of guidelines that have been approved by the Board of Commissioners.

BE IT FURTHER RESOLVED, that the citizens, employees or groups not granted approval to use County facilities, rooms or properties may appeal the decision of the Facilities Department to the County Services Committee.

BE IT FURTHER RESOLVED, that the soliciting of private vendors and/or salespersons for personal financial gain is prohibited in County Facilities and/or on County property unless approved by a County department.

BE IT FURTHER RESOLVED, that Resolution #81-174, Resolution to Establish a Policy and Guidelines for Use of County Facilities by Citizens and Citizens Groups, is hereby rescinded.

COUNTY SERVICES: Yeas: Nolan, De Leon, Copedge, Soule, Grebner, Severino
Nays: None **Absent:** None **Approved 3/4/08**

GUIDELINES FOR USE OF COUNTY FACILITIES BY CITIZENS, EMPLOYEES AND GROUPS

The purpose of these guidelines is to outline the procedures that need to be taken by a citizen, employee or group, to utilize County facilities and/or property during times when they are not used and are readily available for the purpose of meetings and assemblies. The County of Ingham has adopted a policy to permit use of these facilities, rooms and/or properties, for purposes other than financial gain. It is also the desire of the County that the facilities and/or property are not damaged in any way and that they are left in a neat and tidy condition.

Procedures

1. Obtain a copy of the resolution and these guidelines which authorize citizens, employees and groups to use County facilities, rooms and/or properties.
2. To apply for a reservation of a County facility, room and/or property contact the Facilities Department at (517) 676-7312.
3. Read, review and fill out the form and return to the attention of the Facilities Department. Instructions for deposits or other matters will be noted on the form.
4. Persons not having official business with Ingham County may utilize County facilities for the purpose of meetings or other assemblies in accordance with the following provisions:
 - a) the meeting/assembly is open to the general public;
 - b) the meeting/assembly is for legal purposes;
 - c) the meeting/assembly is supervised by a responsible adult;
 - d) the meeting/assembly has been approved by the Facilities Department;
 - e) reservation for the meeting/assembly has been secured by a deposit in an amount of up to fifty dollars (\$50);
 - f) the liability for any damages to the County facility will be for the entire amount of damages, regardless of the deposit amount; and
 - g) the meeting/assembly is in accordance with any other requirements which may be identified by the Facilities Department.
5. Deposits will be used as a guarantee against damages and as a guarantee that the room will be left in a clean and tidy condition, and also returned to the state in which it was found.
6. An additional non-returnable fee may be charged if that meeting is held at a time which will require that the building be opened by a member of the Facilities Department and, as a result, the Facilities Department incurs costs of overtime and security. Such fees shall not be required if the citizen group is sponsored or supported by an official County department or agency and a representative of which will open the building, remain with the group, and close the building at the termination of the meeting.

7. Animals of any type may not be brought into County buildings, nor tied on the premises of any County facility at the time, without the express written permission of the Facilities Director unless provided by law.
8. Citizens, employees or groups not granted approval to use County facilities, rooms or properties may appeal the decision of the Facilities Department to the County Services Committee.

All checks should be made payable to Ingham County

INGHAM COUNTY
Financial Services Department

Jill Rhode, Director

P.O. Box 319 ● Mason, MI. 48854 ● Phone: (517) 676-7328 ● Fax: (517) 676-7337

TO: Board of Commissioners

FROM: Jill Rhode, Director of Financial Services

DATE: September 1 2011

RE: 2012 Health Insurance Letters of Understanding

Attached is a resolution authorizing the changes in the County's health insurance plan/benefits for 2012. The overall PHP cost increase for 2011 is 5.3% and the Health Care Coalition is not recommending any changes to the plan design or the insurance provider (PHP).

The County Administration is recommending increasing the Countywide 2012 "benchmark" by 2% as required in the UAW labor agreement. This benchmark is established by labor agreement and is used to determine the cost allocation between the employees and the County.

These changes need to be included in letters of understanding with each employee labor group and changed for the Managerial and Confidential employees. The labor groups are in the process of approving the agreements.

If you have any questions or wish to discuss, please let me know.

Introduced by the County Service and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE RECOMMENDATION OF THE INGHAM COUNTY HEALTH CARE COALITION FOR EMPLOYEE BENEFITS FOR 2012 AND AUTHORIZING LETTERS OF AGREEMENT WITH BARGAINING UNITS

WHEREAS, the Ingham County Health Care Coalition investigated various plan designs and options for the County's health care plan for 2012; and

WHEREAS, after finishing its review the Health Care Coalition does not recommend making any benefit or health insurance provider changes for 2012; and

WHEREAS, the benchmark used to determine the employee's contribution rate is recommended to be increased 2% from the amount used in 2011 in accordance with historical practice and our bargaining agreements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Letters of Understandings regarding the recommendations of the Health Care Coalition for 2012 health insurance options.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the said letters on behalf of the County, contingent upon final approval of the bargaining units.

BE IT FURTHER RESOLVED, that the County will provide the recommended health insurance benefits to the Managerial and Confidential Employees effective January 1, 2012.

BE IT FURTHER RESOLVED, that the Managerial/Confidential Personnel Manual shall be updated to incorporate the revised Health Insurance Plan.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign the appropriate documents after review by the County Attorney.

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: September 8, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing a Budget Adjustment to Complete the Potter Park Zoo Shift Door Replacement-Feline House Project and Entering into a Contract with Laux Construction

Potter Park Zoo keeper staff must shift the big cats from one area to another to perform general cleaning, care and training. To perform these functions staff currently uses an outdated, manual, cable and pulley shift door system from the 1980s. The existing doors frequently require costly repairs due to failure and are a safety issue for the keeper staff and animals.

The Board of Commissioners passed Resolution #64-11 authorizing the addition of the Feline House Shift Door Replacement to the Potter Park Zoo 2011 Capital Improvement for a total of \$65,000.

A Request for Proposal to replace the shift doors was issued by the Purchasing Department, with bids reviewed by staff, and the low bid from Laux Construction of Dansville in the amount of \$114,525 was accepted. An additional \$58,000 is needed to complete the Feline Shift Door project. In order to fund the additional monies needed for the project the Facilities Department has determined the Big Barn Tuck-Point project could be postponed to future years and \$58,000 of the \$90,000 budgeted for the project could be used to complete the Feline Shift Door Replacement Project.

This resolution approves a new total project budget for the Potter Park Zoo Feline Shift Door Replacement in the amount of \$123,000, which includes the base bid from Laux Construction for \$114,525, Clark Trombley Randers engineering fees of \$3,200, and contingency funds of \$5,275.

In addition, the resolution authorizes \$58,000 from the Big Barn Tuck-Point project approved in the 2010 Capital Improvement be transferred to the Shift Door Replacement – Feline House project. The balance of \$32,000 remaining in the Big Barn Tuck-point project will be returned to the Zoo fund balance, thereby canceling the Big Barn Tuck-Point 2010 capital improvement project.

This resolution also authorizes entering into a contract for the replacement of the Feline House Shift Doors in an amount not to exceed \$114,525 with Laux Construction of Dansville, Michigan.

The Zoo Board supported this budget adjustment and contract with Laux Construction with the passage of a resolution at their September meeting. The resolution will run concurrent with the Parks & Recreation Commission's September meeting.

MEMORANDUM

To: County Services and Finance Committees
 From: Jim Hudgins, Director of Purchasing
 Date: September 8, 2011
 Subject: Bid Summary for Shift Door Replacements

Project Description:

Sealed bids were sought from experienced and qualified firms for the purpose of replacing shift doors in the Feline & Primate House at Potter Park Zoo.

The specialized work consists of removing 16 plate metal guillotine style doors and frames, 3 plate metal swing style doors and all associated cabling, pulley systems and drive devices; and installing 16 new high density polymer guillotine style doors and stainless steel frames, 3 high density polymer swing-style doors and galvanized steel support system and associated pneumatic cylinders, air lines and control valves.

Bid Summary:

Vendors contacted: 24 Local: 8
 Vendors responding: 2 Local: 2

Company	Base Bid	Bid Bond	Local
Laux Construction, LLC	\$114,525	Yes	Yes, Dansville
Moore Trospen Construction Co.	\$189,000	Yes	Yes, Holt

This project was rebid as only one responsive bid was received the first time.

Other vendors not bidding:

1. Speed Tech Equipment – Attended pre-bid, but thought project was too complex.
2. Henry Wood Comp – Bid through Moore Trospen.
3. Grand Rapids Machine & Repair – No response.
4. Dimick Machine Repair – Scope of work not in area of expertise.

Recommendation:

The Evaluation Committee recommends awarding a contract to Laux Construction in an amount not to exceed \$114,525, who submitted the lowest responsive and responsible bid. Laux, a local Ingham County vendor, is bonded and insured, and has worked for the County on previous projects.

Advertisement:

The Invitation to Bid was advertised in the Lansing State Journal, The Chronicle, numerous construction plan houses, and posted on the Purchasing Department Web Page.

Prevailing Wage:

Contractor is required to comply with the County’s Prevailing Wage Policy.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A BUDGET ADJUSTMENT TO COMPLETE THE SHIFT DOOR REPLACEMENT – FELINE HOUSE PROJECT AND ENTERING INTO A CONTRACT WITH LAUX CONSTRUCTION

WHEREAS, in February of 2011, the Ingham County Facilities Department recommended the Feline House Shift Door Replacement project be added as a priority item to the 2011 Capital Improvement Budget in the amount of \$65,000 and the Board of Commissioners passed Resolution #64-11 authorizing the addition of the Feline House Shift Door Replacement to the Potter Park Zoo 2011 Capital Improvements; and

WHEREAS, a Request for Proposal for the replacement of the Feline House shift doors was issued by the Ingham County Purchasing Department with low bid from Laux Construction for \$114,525 approved by the Purchasing Department; and

WHEREAS, an additional \$58,000 is needed to complete the Feline Shift Door project; and

WHEREAS, the Facilities Department determined the Big Barn Tuck-Point project could be postponed to future years and \$58,000 of the \$90,000 budgeted for the project could be used to complete the Feline Shift Door Replacement Project.

THEREFORE BE IT RESOLVED, the Board of Commissioners approves a new total project budget for the Feline Shift Door Replacement in the amount of \$123,000, which includes the base bid from Laux Construction for \$114,525, Clark Trombley Randers engineering fees of \$3,200, and contingency funds of \$5,275.

BE IT FUTHER RESOLVED, the Board of Commissioners authorizes \$58,000 from the Big Barn Tuck-point project approved in the 2010 Capital Improvement be transferred to the Shift Door Replacement – Feline House project.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the balance of \$32,000 remaining in the Big Barn Tuck-Point project be returned to the Zoo fund balance, thereby canceling the Big Barn Tuck-Point project.

BE IT FURTHER RESOLVED, that the Controller/Administrator be authorized to make the necessary transfer of funds within the Potter Park Zoo Budget.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes entering into a contract for the replacement of the Feline House Shift Doors in an amount not to exceed \$114,525 with Laux Construction of Dansville, Michigan.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the County Attorney to prepare the necessary documents.

BE IT FURTHER RESOLVED, that the Ingham County Board Chairperson and County Clerk are authorized to sign any contract documents consistent with the Resolution after approval as to form by the County Attorney.

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: September 8, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing an Amendment to the Agreement Between the City of Lansing and Ingham County for Maintenance of Certain City Parks

The Board of Commissioners adopted Resolution #11-210 authorizing an agreement with the City of Lansing to provide maintenance services in 25 city parks that are 5 acres or less and all parks along the River Trail. The City of Lansing has accepted the proposal and their 2011-12 adopted budget assumes that they will contract with the County for these maintenance services.

This resolution authorizes an amendment to the agreement between the City of Lansing and Ingham County for maintenance of certain city parks. Staff from the City of Lansing and Ingham County Parks have determined that Parcel B be removed from the approved list of parks, Reola, Kimberly and Sunset Parks be added, and Wentworth Park and the Gardens at Cooley be removed from the River Trail list of parks. This change does not affect the original number of parks to be maintained.

In addition, the City of Lansing Attorney's office has requested the following clarification language be added to the approved agreement and the Ingham County Parks Department staff concurs with suggested language.

- Section 4 ~ Scope of Work ~ Item F
The County will report any maintenance issues outside of the scope of work to the City.
- Section 8 ~ Snow Removal
The County will, **at a minimum**, comply with...
- Section 9 ~ Payment
 - Add to the end of paragraph #1: The County is responsible for choosing, purchasing and maintaining the equipment.
 - Add to the end of paragraph #2 4th line: ...depreciation schedule unique to each piece of equipment, **based upon straight life depreciation schedule.**
 - Add to the end of paragraph #2: ...new equipment **and the amount of which the equipment is depreciated during that period.**
- Section 21 ~ County Employees
At no time are County employees, officers, officials or agents to be considered employees of the City of Lansing. No employer-employee relationship is intended or created herein.

This contract will now commence on October 1, 2011 and end September 30, 2012, and shall be subject to renewal for additional one year terms that are renewed in writing and executed prior to the expiration of the current term. For the first year of the contract the County shall be compensated in the amount of \$236,000, which includes reimbursement for direct costs and administrative overhead costs. The compensation amount after the first year shall be subject to mutual agreement during the renewal process. The amendment to the contract will specify the agreement may be cancelled by either party upon thirty (30) days written notice.

This resolution will run concurrent with the Parks & Recreation Commission September meeting.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF LANSING AND INGHAM COUNTY FOR MAINTENANCE OF CERTAIN CITY PARKS

WHEREAS, the Board of Commissioners adopted Resolution #11-210 authorizing an agreement with the City of Lansing to provide maintenance services in 25 city parks that are 5 acres or less and all parks along the River Trail; and

WHEREAS, the City of Lansing has accepted the proposal and their 2011-12 adopted budget assumes they will contract with the County for these maintenance services; and

WHEREAS, the City of Lansing Attorney's office has requested clarification language be added to the approved agreement and the Ingham County Parks Department staff concurs with suggested language; and

WHEREAS, staff from the City of Lansing and Ingham County Parks have determined that Parcel B be removed from the approved list of parks, Reola, Kimberly and Sunset Parks be added, and Wentworth Park and the Gardens at Cooley be removed from the River Trail list of parks, which creates no change in the number of parks to be maintained.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the requested amendments to the agreement.

BE IT FURTHER RESOLVED, that the contract shall commence on October 1, 2011 and end September 30, 2012, and shall be subject to renewal for additional one year terms that are renewed in writing and executed prior to the expiration of the current term.

BE IT FURTHER RESOLVED, that for the first year of the contract the County shall be compensated in the amount of \$236,000, which includes reimbursement for direct costs and administrative overhead costs.

BE IT FURTHER RESOLVED, that the compensation amount after the first year shall be subject to mutual agreement during the renewal process.

BE IT FURTHER RESOLVED, that the amendment to the contract shall specify that the agreement may be cancelled by either party upon thirty (30) days written notice.

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

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: August 25, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing the Establishment of User Fees for Disc Golf Disc Rental and Replacement at Burchfield Park

The Ingham County Parks Department has constructed a world class disc golf course at Burchfield Park utilizing funds from the approved Capital Improvement Budget of the Parks Department enterprise fund. The facility opened in June of 2011 and is a revenue generating endeavor where disc golf user fees are used to offset operational costs. Staff has determined that providing rental discs for public use will help to promote use of the disc golf course and allow for additional visitor activities while at Burchfield Park.

This resolution authorizes disc golf equipment rental fees for the use of a set of discs at Burchfield Park at \$1.00 per round and a disc replacement fee of \$10.00 per disc for damaged, lost, or stolen equipment, effective September 28, 2011.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF USER FEES FOR
DISC GOLF DISC RENTAL AND REPLACEMENT AT BURCHFIELD PARK**

WHEREAS, the Ingham County Parks Department has constructed a world class disc golf course at Burchfield Park; and

WHEREAS, staff has recommended providing rental discs for the public; and

WHEREAS, providing use of discs to the public will help to promote use of the disc golf course and allow for additional visitor activities while at Burchfield Park.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes equipment rental fees for the use of a set of discs at Burchfield Park at \$1.00 per round, effective September 28, 2011.

BE IT FURTHER RESOLVED, the Board of Commissioners authorize a disc replacement fee of \$10.00 per disc for damaged, lost, or stolen equipment, effective September 28, 2011.

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: August 25, 2011

TO: County Services and Finance Committees

FROM: Willis Bennett, Director

RE: Resolution Authorizing a Return to the General Fund of Previously Approved Trail Budget funding and Request for funds to Cover the Lake Lansing Park-North Acquisition Project Shortage

This resolution authorizes the transfer of \$164,813.45 to line item 450-75250-973900-5700 to cover a shortage in the Lake Lansing Park-North Acquisition project. In addition, the resolution authorizes the return of \$165,614.55 in previously approved trail funds to the general fund.

In the 2006 Parks Department Capital Improvement Budget, the Board of Commissioners approved \$158,500 to provide matching funds for a Michigan Natural Resources Trust Fund Grant application for a portion of the Heart of Michigan Trail known as the Lake Lansing to Park Lake road segment. In the 2007 Parks Department Capital Improvement Budget the Board of Commissioners approved \$180,000 of funding for the Heart of Michigan Trail Right of Way Acquisition Design & Engineering.

The Board of Commissioners approved a project agreement in 2007 (Resolution #07-276) with the Michigan Department of Natural Resources for a Michigan Natural Resources Trust Fund Grant to develop the Lake Lansing Trail non-motorized pathway between Lake Lansing and Park Lake Road with matching funds in the amount of \$158,500. This resolution also identified the total project cost of \$982,496 for the Lake Lansing to Park Lake Road trail, including the County matching funds of \$158,500, \$119,000 Meridian Township matching funds, a \$346,696 Michigan Natural Resources Trust Fund grant and a \$358,300 Michigan Department of Transportation grant.

The inability to attain easements for the construction of the trail has prohibited continuance of sections of the trail project and portions of the previously approved matching funding have been returned to the County (Resolutions #11-158 & #11-159).

In 2009 the Board of Commissioners approved an agreement (Resolution #09-296) with the Michigan Department of Natural Resources for a Michigan Natural Resources Trust Fund Grant to fund the acquisition of 120 acres of natural area to expand Lake Lansing Park-North with Ingham County matching funds in the amount of \$25,000. Due to an error by staff in interpreting the information provided by the Michigan Department of Natural Resources regarding reimbursement for the purchase of the property at Lake Lansing Park-North \$164,813.45 in additional funding is now necessary to complete the reimbursement to the County.

The \$157,575 balance of the previously approved matching funds for the Lake Lansing to Park Lake Road trail project are no longer needed for the project and it has been determined the \$172,853 balance of the previously approved Heart of Michigan Trail Right of Way Acquisition Design & Engineering funds are no longer needed. The Parks & Recreation Commission has been advised of the potential risks associated with withdrawing from a Michigan Department of Natural Resources Trust Fund Grant agreement.

Additionally, this resolution authorizes Parks staff to begin the process of canceling the project agreement with the Michigan Department of Natural Resources Trust Fund for grant #TF06-020 and consult with the County Attorney on how to proceed with easements that have been gained for the above Lake Lansing Trail project.

The Parks & Recreation Commission supported this budget adjustment with the passage of a resolution at their August 2011 meeting.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A RETURN TO THE GENERAL FUND OF PREVIOUSLY APPROVED TRAIL BUDGET FUNDING AND REQUEST FOR FUNDS TO COVER THE LAKE LANSING PARK-NORTH ACQUISITION PROJECT SHORTAGE

WHEREAS, in the 2006 Parks Department Capital Improvement Budget, the Board of Commissioners approved \$158,500 to provide matching funds for a Michigan Natural Resources Trust Fund Grant application for a portion of the Heart of Michigan Trail known as the Lake Lansing to Park Lake road segment; and

WHEREAS, in the 2007 Parks Department Capital Improvement Budget, the Board of Commissioners approved \$180,000 of funding for the Heart of Michigan Trail Right of Way Acquisition Design & Engineering; and

WHEREAS, in 2007, the Board of Commissioners approved a project agreement (Resolution #07-276) with the Michigan Department of Natural Resources for a Michigan Natural Resources Trust Fund Grant to develop the Lake Lansing Trail non-motorized pathway between Lake Lansing and Park Lake Road with matching funds in the amount of \$158,500; and

WHEREAS, in 2007, the Board of Commissioners approved a project agreement (Resolution #07-276) identifying the total project cost of \$982,496 for the Lake Lansing to Park Lake Road trail, including the County matching funds of \$158,500, \$119,000 Meridian Township matching funds, a \$346,696 Michigan Natural Resources Trust Fund grant and a \$358,300 Michigan Department of Transportation grant; and

WHEREAS, in 2009, the Board of Commissioners approved an agreement (Resolution #09-296) with the Michigan Department of Natural Resources for a Michigan Natural Resources Trust Fund Grant to fund the acquisition of 120 acres of natural area to expand Lake Lansing Park-North with Ingham County matching funds in the amount of \$25,000; and

WHEREAS, the inability to attain easements for the construction of the trail prohibited continuance of sections of the trail project and portions of the previously approved matching funding have been returned to the County; and

WHEREAS, due to an error by staff in interpreting the information provided by the Michigan Department of Natural Resources regarding reimbursement for the purchase of the property at Lake Lansing Park-North, \$164,813.45 in additional funding is now necessary to complete the reimbursement to the County; and

WHEREAS, the \$157,575 balance of the previously approved matching funds for the Lake Lansing to Park Lake Road trail project are no longer needed for the project; and

WHEREAS, the \$172,853 balance of the previously approved Heart of Michigan Trail Right of Way Acquisition Design & Engineering funds are no longer needed; and

WHEREAS, the Parks & Recreation Commission has been advised of the potential risks associated with withdrawing from a Michigan Department of Natural Resources Trust Fund Grant agreement.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes \$164,813.45 be transferred from the Parks Capital Improvement Budget to line item 450-75250-973900-5700 to cover the Lake Lansing Park-North Acquisition project shortage.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the return of \$165,614.55 to the general fund.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes Parks staff to begin the process of canceling the project agreement with the Michigan Department of Natural Resources Trust Fund for grant #TF06-020 and consult with the County Attorney on how to proceed with easements that have been gained for the above Lake Lansing Trail project.

BE IT FURTHER RESOLVED, that the Controller/Administrator be authorized to make the necessary transfer of funds.

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: August 25, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing Discounted Soldan Dog Park Entrance Fees for Owners of Service Animals

The Soldan Dog Park, a City of Lansing Dog Park, is located within the City of Lansing's Scott Woods Park, with entrances through both Scott Woods Park and Hawk Island County Park. The Ingham County Parks Department, under agreement with the City of Lansing, is responsible for setting fees for the electronic gate system at Soldan Dog Park.

The current user fee for the Soldan Dog Park is \$30 for a twelve month pass, and \$15 for Student/Senior (60+) and Veteran's twelve month pass. Many users of the Soldan Dog Park that rely upon service animals also face a financial hardship when paying the user fee for the Dog Park. The Soldan Dog Park Task Force has recommended offering a discounted entrance fee to owners of service animals for the Soldan Dog Park.

The Parks & Recreation Commission supported this new fee with the passage of a resolution at their August meeting.

This resolution authorizes a discounted Soldan Dog Park service animal owner annual pass fee of \$15.00, effective September 28, 2011.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING DISCOUNTED SOLDAN DOG PARK ENTRANCE FEE
FOR OWNERS OF SERVICE ANIMALS**

WHEREAS, the Soldan Dog Park, a City of Lansing Dog Park, is located within the City of Lansing's Scott Woods Park, with entrances through both Scott Woods Park and Hawk Island County Park; and

WHEREAS, the Ingham County Parks Department, under agreement with the City of Lansing, is responsible for setting fees for the electronic gate system at Soldan Dog Park; and

WHEREAS, the current user fee for the Soldan Dog Park is \$30 for a twelve month pass, and \$15 for Student/Senior (60+) and Veteran's twelve month pass; and

WHEREAS, many users of the Soldan Dog Park that rely upon service animals also face a financial hardship when paying the user fee for the Dog Park; and

WHEREAS, the Soldan Dog Park Task Force has recommended offering a discounted entrance fee to owners of service animals for the Soldan Dog Park.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes a discounted Soldan Dog Park service animal owner annual pass fee of \$15.00, effective September 28, 2011.

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: August 25, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing an Amendment of the 2011 Potter Park Capital Improvement Budget

This resolution authorizes the following projects be removed from the Potter Park Zoo approved 2011 Capital Improvement Project list:

- the Seed Eater Winter Holding Building
- the Outdoor Bird Holding Project
- the Red Panda Renovation Project

Additionally, this resolution authorizes the \$125,000 approved for the Seed Eater Winter Holding facility, \$10,000 for the Outdoor Bird Holding project, and \$10,000 for the Red Panda renovation project be transferred to the Potter Park Zoo Millage Fund Balance.

In the approved 2011 Potter Park Zoo Capital Improvement Budget \$125,000 was budgeted to construct a holding facility for the birds in the Wings from Down Under exhibit. After preliminary plans were developed for the Seed Eater Winter Holding Building and cost estimates received it was determined it would be more cost effective to continue to rent birds for the exhibit and not construct a permanent holding facility.

In the approved 2009 Capital Improvement Budget \$10,000 was budgeted for an Outdoor Bird Holding Project that is no longer needed. Additionally, in the approved 2010 Capital Improvement Budget \$10,000 was budgeted for the renovation of the Red Panda Exhibit which is no longer deemed necessary.

It is the recommendation of Zoo staff to cancel these three projects and return the approved funds to the Potter Park Zoo Millage Fund Balance.

This budget amendment was supported by the Zoo Board and the Parks and Recreation Commission with the passage of a resolution at their August 2011 meetings.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AMENDMENT OF THE
2011 POTTER PARK CAPITAL IMPROVEMENT BUDGET**

WHEREAS, in the approved 2011 Potter Park Zoo Capital Improvement Budget \$125,000 was budgeted to construct a holding facility for the birds in the Wings from Down Under exhibit; and

WHEREAS, after preliminary plans were developed for the Seed Eater Winter Holding Building and cost estimates received it was determined it would be more cost effective to continue to rent birds for the exhibit and not construct a permanent holding facility; and

WHEREAS, in the approved 2009 Capital Improvement Budget \$10,000 was budgeted for an Outdoor Bird Holding Project that is no longer needed; and

WHEREAS, in the approved 2010 Capital Improvement Budget \$10,000 was budgeted for a Renovation of the Red Panda Exhibit which is no longer deemed necessary; and

WHEREAS, it is the recommendation of Zoo staff to cancel these three projects and return the approved funds to the Potter Park Zoo Millage Fund Balance; and

WHEREAS, this amendment was supported by the Zoo Board and the Parks and Recreation Commission with the passage of a resolution at their August 2011 meetings.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Seed Eater Winter Holding Building, the Outdoor Bird Holding, and Red Panda Renovation projects be removed from the Potter Park Zoo approved 2011 Capital Improvement Project list.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the \$125,000 approved for the Seed Eater Winter Holding facility, \$10,000 for the Outdoor Bird Holding project, and \$10,000 for the Red Panda Renovation be transferred to the Potter Park Zoo Millage Fund Balance.

BE IT FURTHER RESOLVED, that the Controller/Administrator be authorized to make the necessary transfer of funds.

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: August 30, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing a Budget Adjustment to the Potter Park Zoo
2011 Capital Improvement Rhino Project

In 2009 planning began for the construction of a new Black Rhinoceros exhibit at the Potter Park Zoo and Board of Commissioners Resolution #10-219 approved a total project cost of \$1,522,134. It has been determined there is a project cost over run which will not exceed \$11,130 due to unforeseen costs associated with the separation of sanitary and storm sewers to meet requirements of the Combined Sewer Overflow Control Program being implemented by the City of Lansing. These unforeseen costs resulted in expenditures that contributed to the \$11,130 cost overrun. The Sewer Overflow Control Program also caused a project delay, resulting in a Delay of Project Fee of \$16,505 due to Granger Construction.

This resolution authorizes a transfer of \$20,000 from the Potter Park Zoo 2011 approved budget contingency line item 258-69200-969220 and \$7,635 from the maintenance supply line item 258-69200-740000-30000, funded by the Potter Park Zoo Millage, to the Potter Park Zoo Rhino Project line item 258-69900-977000-0714Z to complete the Black Rhino exhibit.

In addition, this resolution authorizes an increase in the total project costs from \$1,522,134 to \$1,549,769 and an increase in the Granger Construction contract in a total amount not to exceed \$1,335,826 along with an increase in the contract with Ehresman Associates in a total amount not to exceed \$154,000.

This resolution was supported by the Zoo Board and the Parks & Recreation Commission with the passage of a resolution at their August meetings.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A BUDGET ADJUSTMENT TO THE POTTER PARK ZOO
2011 CAPITAL IMPROVEMENT RHINO PROJECT**

WHEREAS, in 2009 planning began for the construction of a new Black Rhinoceros exhibit at the Potter Park Zoo; and

WHEREAS, Board of Commissioners Resolution #10-219 approved a total project cost of \$1,522,134; and

WHEREAS, there is a project cost over run which will not exceed \$11,130; and

WHEREAS, unforeseen costs associated with the separation of sanitary and storm sewers to meet requirements of the Combined Sewer Overflow Control Program being implemented by the City of Lansing resulted in expenditures that contributed to the \$11,130 cost overrun; and

WHEREAS, the Sewer Overflow Control Program also caused a project delay, resulting in a Delay of Project Fee of \$16,505 due to Granger Construction.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves a transfer of \$20,000 from the Potter Park Zoo 2011 approved budget contingency line item 258-69200-969220 and \$7,635 from the maintenance supply line item 258-69200-740000-30000, funded by the Potter Park Zoo Millage, to the Potter Park Zoo Rhino Project line item 258-69900-977000-0714Z to complete the Black Rhino exhibit.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an increase in the total project costs from \$1,522,134 to \$1,549,769.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the necessary contract amendments, subject to approval as to form by the County Attorney.

Agenda Item 9a

To: Ingham County Judiciary and Finance Committees
From: John Neilsen, Deputy Controller
Date: September 6, 2011
Re: Resolution to Authorizing 2012 Agreements for Juvenile Justice Community Agencies

This resolution would authorize contracts for the 2012 Juvenile Justice Community Agency Process. The Board of Commissioners previously reserved \$100,000 of the Juvenile Justice Millage (JJM) funds to contract with qualified vendors, to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage.

The Judiciary Committee will hear presentations on the proposed programs and review the applications for these funds before they recommend funding to the Finance Committee and the Board of Commissioners.

Copies of the JJM Community Agencies Applications, Resolution #11-203, "Resolution to Adopt the 2012 Juvenile Justice Community Agency Process Calendar", and other background material were distributed to the Board of Commissioners at their August 23, 2011 meeting per the adopted Calendar.

The current 2011 allocation is as follows:

Dispute Resolution Center of Central Michigan -	\$ 23,500
Lansing Teen Court -	30,000
Child and Family Services Capital Area -	<u>46,500</u>
	\$100,000

For 2012, \$100,000 is available for this purpose; the requests exceed available funds by \$31,500. (Signature Applications LLC requested funding in the amount of \$50,000 but that request was ruled ineligible for funding from JJM funds.)

For 2012, the individual agency requests for funds are as follows:

NEW: Boys and Girls Club -	\$ 30,000
Dispute Resolution Center of Central Michigan -	25,000
Lansing Teen Court -	30,000
Child and Family Services Capital Area -	<u>46,500</u>
	\$ 131,500

The new application from the Boys and Girls Club will have to demonstrate that their clients served will be "delinquent or disturbed" in order to be eligible for JJM funding.

This will be the sixth Juvenile Justice Community Agency Process. The second round was for eighteen months for the time period July 1, 2007 through December 31, 2008, as a one time transitional process. For the third round and hereafter the Juvenile Justice Community Agency Process is an annual process for the duration of the millage period (2007-2011) to coincide with the County calendar fiscal year.

This resolution is consistent with a Board of Commissioners' 2012 Budget priority objective as adopted by resolution #11-135: Provide Appropriate Treatment and Sanctions for at Risk Juveniles - Continue to maximize use of Juvenile Justice Millage funds to implement the Chinn Study so as to provide the most appropriate community based programming for juvenile offenders.

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING 2012 AGREEMENTS FOR JUVENILE JUSTICE
COMMUNITY AGENCIES**

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

WHEREAS, the Ingham County Board of Commissioners established a Juvenile Justice Community Agency Process, through Resolution #11-203 by reserving a pool of Juvenile Justice Millage funds, to seek and fund proposals from qualified vendors to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage proposal approved by the voters; and

WHEREAS, the County has received applications for the 2012 Juvenile Justice Community Agency Process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2012 through December 31, 2012, for each Community Agency listed below in accordance with the dollar amounts allocated in the 2012 Budget as stated below, and for the services to Ingham County residents previously approved by the Judiciary Committee:

Child and Family Services Capital Area	\$
Dispute Resolution Center	\$
Lansing Teen Court	\$
Boys and Girls Club	\$

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

Ingham County Management Information Services

Tom Shewchuk, Director - Email: tshewchuk@ingham.org

To: Board of Commissioners
From: Tom Shewchuk
CC: John Neilsen
Date: September 5, 2011
Re: Resolution - FX Services Agreement / Harris Corporation

Dear Commissioners,

The Ingham County EDACS radio system and all of its components require software to function and needs to be maintained. Harris Corporation provides FX Services in order to maintain this software and an agreement has been in place since the System Acceptance for the October 1, 2006 through September 30, 2007 standard warranty time period. Thereafter, the service has been provided as a negotiated no cost feature service to Ingham County with MA/Com Inc./Harris Corp. These services were valued previously at \$75,000.00 and the cost has not changed. It is recommended that Ingham County purchase a 12-month agreement for these services because of the transition to the new consolidated Ingham County PSAP. As part of the transition we will be replacing and migrating all PC components of the radio system and moving their software from an outdated Microsoft Windows NT environment to a current Microsoft XP environment. After the 12- month period and evaluating the migration we will determine the feasibility of the contract next year.

Thank you in advance for your consideration and please feel free to contact me with any questions.

Sincerely,

Tom

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE ANNUAL MAINTENANCE FOR FX SERVICES SOFTWARE MAINTENANCE FOR THE INGHAM COUNTY EDACS RADIO SYSTEM FROM THE HARRIS CORPORATION

WHEREAS, the FX Software Services provides all software maintenance for all components of the Ingham County EDACS radio system; and

WHEREAS, this service has been provided as part of the purchase of the radio system since System Acceptance commencing on October 1, 2006; and

WHEREAS, this annual maintenance is necessary and recommended while Ingham County transitions to the new 911 PSAP and will be evaluated next year for feasibility; and

WHEREAS, MIS is recommending the purchase of the FX Software Services for a period of 12-months and a total cost of \$75,000.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a 12-month FX Services agreement from October 1, 2011 through September 30, 2012, with Harris Corporation for a total annual cost of \$75,000.00, to be paid from the Ingham County 911 Fund (261-34600-818000).

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

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

Ingham County Management Information Services

Tom Shewchuk, Director - Email: tshewchuk@ingham.org

To: Board of Commissioners
From: Tom Shewchuk
CC: John Neilsen
Date: September 5, 2011
Re: Resolution – Two Backup T-1 Circuits – Ingham County to the Lansing 911 PSAP

Dear Commissioners,

The City of Lansing 911 PSAP is migrating to the VisionAIR Computer Aided Dispatch (CAD) software in advanced of their migration to the new Ingham County 911 PSAP. The software and servers that host the CAD software are located in the Ingham County Data Center and Ingham County currently has a primary connection to the City of Lansing. In the case of a failure on this primary connection, and due the critical nature of this public safety application, I am recommending two T-1 circuits be installed from the City of Lansing to the Ingham County Data Center.

Once the Lansing 911 PSAP migrates over to the Ingham County 911 PSAP the circuits will either stay in place for a backup connection to the City of Lansing or be moved and (or) upgraded to an AT&T OPTEMAN connection and serve as a backup connection to the new 911 PSAP. Since Ingham County utilizes an AT&T OPTEMAN service no termination charges will be incurred if the circuits are moved and we will be utilizing the current AT&T MiDeal government co-operative contract for this purchase. This purchase will be amended to an existing AT&T contract (#20101202-0091) for T-1 service to Delhi Township.

The total purchase price for these circuits is \$29,088.00 for a 36-month period. Thank you in advance for your consideration and if you have any questions please feel free to contact me.

Sincerely,

Tom

Introduced by Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE ENTERING INTO A 3-YEAR AGREEMENT WITH AT&T FOR THE PURCHASE OF TWO T-1 CIRCUITS FROM THE INGHAM COUNTY DATA CENTER TO THE CITY OF LANSING 911 PSAP

WHEREAS, the City of Lansing 911 PSAP is converting to the VisionAIR CAD software and a backup connection is necessary to maintain connectivity to Ingham County and the VisionCAD servers in the case of a primary connection failure; and

WHEREAS, two AT&T T-1 circuits are recommended to provide the backup connectivity to the Ingham County network until the PSAP is migrated to Ingham County; and

WHEREAS, once the migration takes place the circuit will be converted by AT&T as a backup connection to the Ingham County 911 PSAP; and

WHEREAS, the monthly cost for the two T-1 circuits is \$808.00 or a total of \$29,088.00 for the 36-month term; and

WHEREAS, MIS is recommending the purchase of two T-1 circuits from the Ingham County Data Center to the City of Lansing 911 PSAP from the State of Michigan MiDeal government co-operative Contract (#2003-1118-0951) for a period of 3-years, for a total cost of \$29,088.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize entering into a 3-year agreement with AT&T for the purchase of a two T-1 circuit in the amount of \$29,088.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Ingham County 911 Fund (261-34600-818000).

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

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

TO: Law Enforcement and Finance Committees
FROM: John Neilsen, Deputy Controller
RE: Lansing and East Lansing 911 Operational Contracts
DATE: September 9, 2011

This resolution authorizes FY 2011/2012 prorated operational contracts for the 911 centers in Lansing and East Lansing. By resolution, the Board of Commissioners has implemented a cap on operational expenditures of 80% of annual 911 revenues. For FY 2011/2012, the combined annual budget requests of Lansing and East Lansing, if funded at the traditional 95% of operational costs, exceed the cap by \$931,260 and the East Lansing contract would be for \$1,600,802 (an increase of \$112,047) and Lansing for \$5,524,250 (an increase of \$351,842).

2011/2012 estimated Ingham County 911 revenue: \$7,742,241

Combined Lansing/East Lansing contracts funded at 95%: \$7,125,052
80% of 911 revenue: \$6,193,792
Difference: \$931,260 over

Traditionally, the operational contracts would be funded for a full fiscal year (July 1 through June 30). However, the Ingham County Consolidated 911 Dispatch facility is expected to be complete on or before April 17, 2012. Therefore, given the expectation of the new facility being completed before the end of the fiscal year, our recommendation is that these contracts be approved on a prorated basis using a daily rate based on the 95% of the requests eligible for reimbursement. (See attached chart.) If it is necessary to fund the Lansing and East Lansing centers beyond April 16, 2012, another resolution will be proposed to extend the contract and provide the appropriate level of funding.

The recommended prorated contracts for FY 2011/2012 are as follows:

East Lansing prorated contract	\$ 1,276,256
Lansing prorated contract	<u>4,404,265</u>
Combined prorated contracts	\$ 5,680,521

2011/2012 estimated Ingham County 911 revenue: \$7,742,241

Combined Lansing/East Lansing prorated contracts funded at 95%: \$5,680,521
80% of 911 revenue: \$6,193,792

On April 17, 2012, the construction schedule calls for the Building to be completed. Ingham County will be responsible for operating the facility and the employees will become Ingham County employees on that date per the Legacy Agreements which calls for Ingham County to take over the operations and costs of the 911 Centers on the “effective date of integration”.

I would recommend your approval of this resolution.

Agenda Item 9d

5-year History of 911 Contracts

	<u>2006/2007</u>	<u>2007/2008</u>	<u>2008/2009</u>	<u>2009/2010</u>	<u>2010/2011</u>	<u>2011/2012</u> request	<u>2011/2012**</u> proposed
Lansing							
95% of Request	\$5,074,900	\$5,177,655	\$5,208,000	\$5,230,130	\$5,172,408	\$5,524,250	
% increase	13.4%	2.0%	0.6%	0.4%	-1.1%	6.8%	
Contract	\$5,074,900	\$5,177,655	\$5,208,000	\$5,230,130	\$5,172,408		\$4,404,265
% increase	13.4%	2.0%	0.6%	0.4%	-1.1%		-14.9%
East Lansing							
95% of Request	\$1,228,212	\$1,206,305	\$1,380,977	\$1,502,886	\$1,488,755	\$1,600,802	
% increase	1.5%	-1.8%	14.5%	8.8%	-0.9%	7.5%	
Contract	\$1,228,212	\$1,206,305	\$1,380,977	\$1,502,886	\$1,488,755		\$1,276,256
% increase	1.5%	-1.8%	14.5%	8.8%	-0.9%		-14.3%

*These amounts reflect the original contract, amendments are not included.

**Contract only through April 17, 2012.

2011/2012 911 Budget Requests

(Based on Lansing and East Lansing fiscal years)

2011/2012 Ingham County 911 Revenue estimate:	\$7,742,241
Lansing Request	\$5,815,000
* 95% eligible for reimbursement:	\$5,524,250
East Lansing Request	\$1,685,055
* 95% eligible for reimbursement:	\$1,600,802
Total eligible for reimbursement:	\$7,125,052
Total as % of 911 revenue:	92.03%
80% of 911 revenue:	\$6,193,792

Pro-rated reimbursement based on daily rate until April 17, 2012

Lansing 95% eligible for reimbursement	\$5,524,250
East Lansing 95% eligible for reimbursement	\$1,600,802
Total:	<u>\$7,125,052</u>

Lansing daily rate	\$15,134.93
East Lansing daily rate	\$4,385.76

of days in proposed contract period 291

		<u>Diff from request</u>
Lansing reimbursement	\$4,404,265	\$1,119,985
EL reimbursement:	\$1,276,256	\$324,546

20% for Reserve and Improvement Fund:	\$2,061,719
Amount Reserve and Improvement with both PSAPs funded at 95%:	\$617,188

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING CONTRACTS WITH LANSING AND EAST LANSING FOR
911 CENTER FY 2011/2012 OPERATIONS**

WHEREAS, the Ingham County Board of Commissioners has established a 911 Emergency Telephone Dispatch Services Fund for Management and System Improvements to the County emergency dispatch system and a policy that reserves twenty percent of the total revenues per year for these purposes and eighty percent for operational expenses by the two 911 Centers; and

WHEREAS, the Ingham County Consolidated 911 Dispatch facility is expected to be complete on or before April 17, 2012; and

WHEREAS, Ingham County will be responsible for operating the new 911 Central Dispatch Center and the employees will become Ingham County employees on that date per the Legacy Agreements which call for Ingham County to take over the operations and costs of the 911 Centers on the “effective date of integration”; and

WHEREAS, it is recommended that the FY 2011/2012 operational contracts be funded through April 16, 2012 on a prorated basis; and

WHEREAS, if the Ingham County Consolidated 911 Dispatch Facility is not operational by April 17, 2012 a resolution will be submitted to the Board of Commissioners to continue operational funding for the Lansing and East Lansing 911 Centers until such time as the facility is operational.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an appropriation out of the 911 Emergency Telephone Dispatch Services Budget by approving reimbursement of the City of East Lansing’s FY 2011/2012 operational budget from July 1, 2011 through April 16, 2012 of up to \$1,276,256 and by approving reimbursement of the City of Lansing’s FY 2011/12 operational budget from July 1, 2011 through April 16, 2012 of up to \$4,404,265.

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