

CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON  
BRIAN McGRAIN

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

FINANCE COMMITTEE  
CAROL KOENIG, CHAIR  
SARAH ANTHONY  
TODD TENNIS  
BRIAN McGRAIN  
REBECCA BAHAR-COOK  
RANDY SCHAFFER  
DON VICKERS

## ***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, NOVEMBER 19, 2014 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [November 5, 2014 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Treasurer
  - a. Resolution to Provide the Ingham County Land Bank Fast Track Authority with [Capacity Building Funding](#)
  - b. Resolution Authorizing the Ingham County Land Bank's Membership in the Ingham County Health Care Coalition for the Purchase of [Health Insurance](#) Coverage for Land Bank Employees Effective January 1, 2015
2. Circuit Court/Family Division - Resolution Authorizing Acceptance of a Michigan Drug Court Grant for the Ingham County [Family Dependency Treatment](#) Court
3. 55<sup>th</sup> District Court
  - a. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office – Court Performance Innovation Grant Program ([SCAO-CPIFG](#))
  - b. Resolution to Authorize a Full-Time [Enforcement Officer](#) Position for the Purpose of Collecting Delinquent Fines and Costs in the District Court
4. Equalization/Tax Mapping
  - a. Resolution to Amend the 2014 Apportionment Report and the [2015 Appropriations](#) Resolution
  - b. Resolution Authorizing Participation in the 2015 Tri-County Regional Planning Commission Contract for the Purchase of [Digital Aerial Imagery](#)
5. Health Department - Resolution to Authorize an [Agreement for Services](#) between Ingham Health Plan Corporation and Ingham County Health Department
6. Facilities Department - Memo Regarding Emergency Purchase Order to VJM Design and Build for Potter Park Zoo Pavilion Two [Rafter Replacement](#)

7. Potter Park Zoo - Resolution to Authorize a Reorganization of the [Zoo Keepers](#) at Potter Park Zoo
8. Controller/Administrator's Office - Resolution Approving Various [Contracts](#) for the 2015 Budget Year
9. Board Referrals
  - a. Resolution from the Huron County Board of Commissioners Regarding Unfunded [Mandates](#) from the State
  - b. Resolution from the Huron County Board of Commissioners Regarding Changes to the Way [Property Tax Appeals](#) are Processed
  - c. Letter and Notice of Public Hearing from the City of East Lansing Regarding Amendment No. 1 to the [University Place](#) Development and Finance Plan

Announcements  
Public Comment  
Adjournment

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

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

FINANCE COMMITTEE  
October 22, 2014  
Minutes - Draft

Members Present: Carol Koenig, Sarah Anthony, Todd Tennis, Brian McGrain, Rebecca Bahar-Cook (arrived at 6:06 p.m.), Randy Schafer, and Don Vickers

Members Absent: None

Others Present: Teri Morton, Rick Terrill, Mike Ashton, Jim Hudgins, Mike Hughes, Anne Scott, Joel Murr, Ryan Buck, and others

The meeting was called to order by Chairperson Koenig at 6:03 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the October 22, 2014 Minutes

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE MINUTES OF THE OCTOBER 22, 2014 MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Bahar-Cook.

Additions to the Agenda

None.

Substitutes –

4. Community Agencies - Resolution Authorizing 2015 Agreements for Community Agencies
9. Human Resources - Teamsters 580 - 911 Supervisory Unit Ratification Summary and 2014 Wage Re-Opener Letters of Agreement

Limited Public Comment

None.

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

Commissioner Bahar-Cook arrived at 6:06 p.m.

Commissioner Schafer stated that in regards to Agenda Item No. 7c, it would be difficult for the County to attract good talent based on the wages for skilled tradespeople.

2. Circuit Court/Family Division
  - a. Resolution Authorizing Entering into a Contract with Highfields, Inc. for the Pride Program
  - b. Resolution Authorizing Entering into a Contract with Michigan State University for the MSU Adolescent Project
  
3. Michigan State University Extension - Resolution to Authorize an Amendment to the Agreement for Michigan State University Extension Services between Michigan State University and Ingham County Approving the Annual Work Plan for 2015
  
5. Health Department
  - b. Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality for 2014-2015
  
7. Facilities Department
  - a. Memo Regarding an Emergency Purchase Order to VJM Design & Build for Emergency Rafter Repair on Pavilion Two at Potter Park
  - c. Resolution Authorizing the Merging of Two Part-Time Positions into One Full-Time Position
  
8. Road Department - Resolution Authorizing an Amendment to the Subcontract with Michigan State University for Michigan Department of Environmental Quality Grant Funded Use of Crumb Rubber Modified Asphalt Paving Mixture and Authorizing a Cost Increase on the Kinawa Road Project for the Road Department
  
10. Controller/Administrator's Office - Resolution to Authorize the National Animal Care & Control Association (NACA) to Conduct a Program Evaluation of the Ingham County Animal Control Department

THE MOTION CARRIED UNANIMOUSLY.

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

Commissioner Vickers asked for a quick overview of the discussion that occurred at the last County Services Committee meeting in regards to the trees on Cornell Road.

William Conklin, Road Department Director, provided background on the discussion that occurred at the last County Services Committee meeting. Mr. Conklin stated that Meridian Charter Township was interested in saving an oak tree that was growing in a clear vision triangle. He stated the tree interrupted the clear vision triangle. Mr. Conklin stated that a car could "nose up" to the relevant intersection, however that was not standard practice. He further stated that they performing legal research to decide whether changing the speed limit was an option. Mr. Conklin stated that a speed study was conducted and found that the 85th percentile speed was 48-49 miles per hour. He further stated that there may be another avenue to pursue

that would allow the speed limit change without the need for Michigan State Police (MSP) to be on board.

There was a discussion about how a slower speed limit would affect the clear vision triangle requirements.

Chairperson Koenig stated that the County Attorney would be reviewing this issue to assess potential legal liability.

Commissioner Schafer stated that he would always go with the Road Department's recommendation on safety.

Discussion.

Commissioner Tennis stated that the state courts had severally limited governmental tort liability. He further stated that safety remained an important concern.

Commissioner McGrain stated that he had submitted an email to the commissioners and encouraged them to read the book, "Traffic." He further stated that he appreciated the Road Department's efforts to work with Meridian Township.

1. Sheriff's Office
  - a. Resolution to Purchase Ten (10) Digital L3 In Car Camera Systems for the Ingham County Sheriff's Office Fleet

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE RESOLUTION TO PURCHASE TEN (10) DIGITAL L3 IN CAR CAMERA SYSTEMS FOR THE INGHAM COUNTY SHERIFF'S OFFICE FLEET.

Chairperson Koenig asked what the rules were for the inmate benefit fund. She stated that no one from the Sheriff's Office was at tonight's meeting.

Chairperson Koenig asked what amount was in the inmate benefit fund.

Discussion.

Teri Morton, Budget Director, stated that she would contact the Sheriff's Office regarding the questions involving this resolution. Ms. Morton stated that the balance of the inmate benefit fund was about \$132,000.

THE MOTION CARRIED UNANIMOUSLY.

1. Sheriff's Office
  - b. Resolution Authorizing Contract Amendment Three with Securus Technologies for Local and Long Distance Service for the Inmate Telephones

Commissioner Bahar-Cook stated that the Federal Communications Commission (FCC) was attempting to restrict phone rates for interstate calls. She further stated that the prospective loss to the County was about \$200,000. Commissioner Bahar-Cook stated that the legislative fix to the *Cunningham* decision was not a dollar-for-dollar fix.

Commissioner McGrain asked when the FCC decision would affect the County.

Commissioner Bahar-Cook stated that the FCC decision existed now, however the FCC might try to regulate intrastate and local calls in the near future.

Discussion.

Chairperson Koenig stated that charging phone fees was a large revenue generator for many agencies across the country.

Commissioner Tennis stated that he was concerned with the approximate \$4 per voicemail left fee. He stated that there was no information about the cost to implement this program.

Chairperson Koenig stated that “JPay,” a vendor who worked with the Michigan Department of Corrections, charged lesser rates for the same or similar services.

Commissioner Schafer stated that phone calls had to be monitored and this was an expense.

Discussion.

Commissioner Bahar-Cook stated that this resolution’s vendor was less expensive than other vendors. She further stated that the County drafted its RFP with the focus on covering costs less than making a huge profit.

Chairperson Koenig stated that the monitoring was not human, but rather computer-based.

Commissioner Tennis stated that he was willing to vote on this resolution, however he wanted the Sheriff’s Office to answer some questions.

There was a discussion about whether this resolution should be tabled.

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION AUTHORIZING CONTRACT AMENDMENT THREE WITH SECURUS TECHNOLOGIES FOR LOCAL AND LONG DISTANCE SERVICE FOR THE INMATE TELEPHONES.

THE MOTION CARRIED. **Yeas:** Anthony, Tennis, McGrain, Bahar-Cook, Schafer, and Vickers **Nays:** Koenig **Absent:** None

4. Community Agencies - Resolution Authorizing 2015 Agreements for Community Agencies

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION AUTHORIZING 2015 AGREEMENTS FOR COMMUNITY AGENCIES.

Commissioner Tennis disclosed that his company had a contract with the State Alliance of YMCA of which the Lansing Metro YMCA's were a part of.

Commissioner Tennis asked for background on the discussion regarding the \$0 recommendation for Greater Lansing Housing Coalition that occurred at the last Human Services Committee meeting.

Commissioner McGrain stated that the Greater Lansing Housing Coalition had not been discussed at the last Human Services Committee.

Commissioner Bahar-Cook disclosed that her company had a contract with the Greater Lansing Food Bank. She further disclosed that she did not get any financial benefit from this particular program.

Commissioner Bahar-Cook stated that she supported the 10% cap.

MOVED BY COMM. MCGRAIN TO ALLOW HABITAT FOR HUMANITY OF GREATER INGHAM COUNTY TO REAPPLY FOR FUNDING BASED ON ESTABLISHED CRITERIA AND COUNTY ATTORNEY REVIEW, AND IF THE REAPPLICATION IS SUCCESSFUL, AWARD \$1,250 TO HABITAT FOR HUMANITY OF GREATER INGHAM COUNTY.

Commissioner Bahar-Cook objected to this motion because the application came in after the deadline.

Commissioner McGrain stated that Habitat for Humanity of Greater Ingham County had submitted their request timely, however their marketing and advertising program could not be funded.

Chairperson Koenig stated that she was uncomfortable with authorizing funding without a reason.

Commissioner Anthony stated that a similar motion was made at Human Services Committee meeting, however it had no support.

Discussion.

Commissioner Vickers stated that he would like to see the substance of a Habitat for Humanity of Greater Ingham County application before authorizing funding.

Discussion.

THE MOTION FAILED FOR LACK OF SUPPORT.

MOVED BY COMM. TENNIS TO AWARD GREATER LANSING HOUSING COALITION TUESDAY TOOLMEN PROGRAM AN ADDITIONAL \$1,250.

Discussion.

COMM. TENNIS WITHDREW HIS MOTION.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

5. Health Department

- a. Resolution to Amend Resolution #14-266 which Authorized the Purchase Order to Farber Specialty Vehicles for the Manufacture of a Mobile Dental Unit

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION TO AMEND RESOLUTION #14-266 WHICH AUTHORIZED THE PURCHASE ORDER TO FARBER SPECIALTY VEHICLES FOR THE MANUFACTURE OF A MOBILE DENTAL UNIT.

Commissioner Schafer stated that he had numerous questions about this mobile unit.

Commissioner Schafer stated that when this mobile unit aged, there would be increased costs to the County. He further stated that the money to purchase the mobile unit could be reallocated to bus fare so patients could travel to the County's Health Center.

Commissioner Bahar-Cook asked whether this mobile unit went to the schools.

Anne Scott, Grant Coordinator, answered yes.

Commissioner Schafer asked who performed the maintenance.

Joel Murr, Assistant Health Officer, stated that they were still developing a plan. He further stated that they had another mobile unit that they were currently used.

Commissioner Schafer asked how the maintenance would be paid for.

Mr. Murr stated that maintenance was accounted for in the budget and would be covered by fees.

Commissioner Schafer asked what the live span of a mobile unit was.

Ms. Scott stated that a mobile unit was valuable for 8 years with the installed dental equipment valuable for 12 years.

Commissioner Schafer stated that his concern was that funding would dry up and the Health Department would come back to the Board of Commissioners for additional funding.

Discussion.

Commissioner Tennis stated that this mobile unit would qualify for enhanced reimbursement.

Commissioner Schafer asked whether Commissioner Tennis had any fear that the Health Department would return for additional funding.

Commissioner Tennis answered no.

Commissioner Schafer stated that he would support the resolution since his questions were answered.

THE MOTION CARRIED UNANIMOUSLY.

6. Innovation and Technology Department
  - a. Resolution to Approve Utilizing DewPoint to Re-Write In House Written Web Applications

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION TO APPROVE UTILIZING DEWPOINT TO RE-WRITE IN HOUSE WRITTEN WEB APPLICATIONS.

Commissioner McGrain asked for background on the necessity of this resolution and how many web applications were involved.

Mike Ashton, Chief Information Officer, stated that security was being enhanced. He further stated that he would like to take the precaution now rather than read that County data was stolen later. Mr. Ashton stated that there were 12 web applications involved.

THE MOTION CARRIED UNANIMOUSLY.

6. Innovation and Technology Department
  - b. Resolution to Approve Joining Gartner's Executive Programs Services on State Contract for the Innovation and Technology Department

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION TO APPROVE JOINING GARTNER'S EXECUTIVE PROGRAMS SERVICES ON STATE CONTRACT FOR THE INNOVATION AND TECHNOLOGY DEPARTMENT.

Commissioner Tennis stated that he had reviewed Gartner as a company and he supported this resolution.

Commissioner Bahar-Cook thanked the IT Department for bringing another vendor in as an option.

Mr. Ashton stated that he spent a lot of time researching the best companies for the County to do business with. He further stated that Gartner was well-respected in the IT industry.

Chairperson Koenig asked for a breakdown of the fee structure.

Commissioner Schafer left the meeting at 6:51 p.m.

Mr. Ashton stated that the company was charging the County for twelve months and giving two months to the County for free.

Discussion.

Chairperson Koenig asked where the savings would be.

Mr. Ashton stated that current maintenance contracts were being reviewed to find cost savings.

Chairperson Koenig asked how much they cost.

Mr. Ashton stated that it cost about \$200,000 per year.

Commissioner McGrain stated that the memorandum attached to this resolution did a good job explaining the issue.

Chairperson Koenig stated that she was concerned that some IT companies were making a lot of money with maintenance contracts, which might not be advantageous to the entities entering into the contracts.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

7. Facilities Department

- b. Resolution Authorizing Entering into an Agreement with I.Comm Corporation to Provide Access Control Improvements at the Mason Courthouse

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO AN AGREEMENT WITH I.COMM CORPORATION TO PROVIDE ACCESS CONTROL IMPROVEMENTS AT THE MASON COURTHOUSE.

Commissioner Vickers asked whether this was for locks on all the doors.

Rick Terrill, Facilities Department Director, stated that swipe cards would be used gain entrance into the historical courthouse. He further stated that all the entrances but the handicap entrance would be locked to the public. Mr. Terrill stated that the system could be programmed so that all the doors could be opened at certain times. He further stated that there was large security concern about contraband getting into the courthouse during Court proceedings.

Discussion.

Commissioner Vickers stated that he understood the security concern, but he wanted access to be convenient.

Commissioner McGrain asked whether there were any other security concerns.

Mr. Terrill stated that he had met with the County Clerk's Office, Board of Commissioner's Office, Register of Deeds's Office, and Treasurer's Office regarding this issue and the majority of the people supported this action.

Commissioner McGrain asked who made the decision to move ahead with this project.

Ms. Morton stated that it was a part of the 2014 budget process as a capital improvement.

Discussion.

Chairperson Koenig asked when this type of security enhancement would be installed in the Human Services Building (HSB). She stated that she was concerned about the rear access points.

Mr. Terrill stated that the Board of Commissioners would likely see a security enhancement plan for HSB in 2016.

There was a discussion about the access the public should have when weighed against security concerns.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

9. Human Resources - Teamsters 580 - 911 Supervisory Unit Ratification Summary and 2014 Wage Re-Opener Letters of Agreement

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE TEAMSTERS 580 - 911 SUPERVISORY UNIT RATIFICATION SUMMARY AND 2014 WAGE RE-OPENER LETTERS OF AGREEMENT.

Chairperson Koenig stated that the substitute provided the resolution that authorized the ratification of the letters of agreement.

Commissioner McGrain asked for background information surrounding these letters of agreement.

Discussion.

Commissioner McGrain stated that he was uncomfortable with voting on this resolution without more information from the Controller's Office or Human Resources Department.

Ms. Morton stated that she would contact the Controller's Office and Human Resources Department to request that they inform the Committee on the background of these letters of agreement.

Commissioner Tennis stated that he was willing to vote on this resolution so long as the Controller's Office got the necessary information to the Committee before the upcoming Board of Commissioners meeting. He further stated that if we did not get the information, perhaps we could request that Board of Commissioners Chairperson Celentino pull the item from the Board of Commissioners Meeting agenda.

Commissioner McGrain stated that he was also willing to vote on this resolution so long as the Controller's Office got the necessary information to the Committee.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

11. Board Referral - Letter from the United States Department of Health and Human Services Office of Inspector General Regarding the Review of the Audit Report for the Period of January 1, 2013 through December 31, 2013

No action was taken on this item.

Announcements

None.

Public Comment

None.

The meeting was adjourned at approximately 7:09 p.m.

## NOVEMBER 19, 2014 FINANCE AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

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

*1a. Treasurer - Resolution to Provide the Ingham County Land Bank Fast Track Authority with Capacity Building Funding*

The Land Bank Fast Track Act (MCL 124.751 *et seq.*), allows a foreclosing governmental unit, such as the Ingham County Treasurer, to enter into an intergovernmental agreement with the State Land Bank Fast Track Authority providing for the exercise of the powers, duties, functions, and responsibilities of an authority under the Act, and for the creation of a County Land Bank Fast Track Authority (the "Authority") to exercise those functions. The Ingham County Land Bank Board of Directors requests that the Ingham County Board of Commissioners authorized an annual transfer of \$400,000 for the 2015-2017 fiscal years to the Ingham County Land Bank to be paid for out of the Delinquent Tax Revolving Fund proceeds for tax years 2015 through 2017.

*1b. Treasurer - Resolution Authorizing the Ingham County Land Bank's Membership in the Ingham County Health Care Coalition for the Purchase of Health Insurance Coverage for Land Bank Employees Effective January 1, 2015*

The Ingham County Land Bank Fast Track Authority desires to become a member of the Ingham County Health Care Coalition in order to purchase health insurance coverage for its employees, effective January 1, 2015.

*2. Circuit Court/Family Division - Resolution Authorizing Acceptance of a Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court*

This resolution authorizes accepting a continuation grant contract from the Michigan Drug Court Grant Program to the Ingham County Circuit Court's Family Dependency Treatment Court for the sum of \$72,000 for the purposes of eliminating barriers to treatment, providing rewards and incentives for the time period of October 1, 2014 through September 30, 2015.

The grant will pay for the continued employment of one Special Part Time Family Dependency Treatment Court Program Assistant as well as two new grant funded Special Part Time positions at a UAW B pay grade, without benefits.

In addition, authorization to enter into subcontracts for substance abuse treatment, education, monitoring and assessment with several vendors including the National Council on Alcoholism, Dr. Kathleen Jager, House Arrest Services, Forensic Fluids, and Dr. Norman Miller. (See attached memo/resolution for details)

3a. 55<sup>th</sup> District Court - Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office - Court Performance Innovation Grant Program (SCAO- CPIFG)

This resolution authorizes entering into a contract with the State Court Administrative Office for the second year Court Performance Innovation Fund Grant Program for a total budget not to exceed \$60,600 for the time period of October 1, 2014, through March 31, 2015. The 55<sup>th</sup> District Court has developed a plan to implement the provision of counsel to indigent defendants at first appearance in a criminal case with cooperation of existing court appointed counsel. (See attached memo for details)

3b. 55<sup>th</sup> District Court - Resolution to Authorize a Full-Time Enforcement Officer Position for the Purpose of Collecting Delinquent Fines and Costs in the District Court

This resolution authorizes approval of the District Court's request to continue the arrangement of having a full-time Enforcement Officer position and a half-time Court Officer position.

Earlier this year the Board approved a one year pilot project changing the Enforcement/Court Officer position from a part-time position to a full-time Enforcement Officer position and creating a half-time court officer position. This Pilot Project increased an existing position's current duties of enforcing and collecting monies owed to the court on a half-time to a full-time basis for a period of one year, effective March 1, 2014 and ending December 31, 2014.

The authorization for the full-time Enforcement Officer position will sunset unless otherwise approved by the Ingham County Board of Commissioners as the position was not part of the 2015 budget process. This was due to the uncertainty of Court revenues after the Cunningham decision in June and because the timing of the Pilot Project which does not conclude until the end of 2014. Legislation (2014 PA 352) was approved in late October with immediate effect that allows for court costs to be assessed in criminal cases. The Controller's Office after consultation with the District and Circuit Court is satisfied that the Court revenue estimates for the 2015 Ingham County Budget are accurate as adopted. The additional funds needed to fully fund the position are \$33,876. The funding is proposed to come from the 2015 Ingham County Contingency Fund. (See attached memo for details)

4a. Equalization/Tax Mapping Department – Resolution to Amend the 2014 Apportionment Report and the 2015 Appropriations Resolution

Election results make it necessary to amend the 2014 Apportionment Report and the 2015 Appropriations Resolution. The Apportionment Report as amended will be distributed to the Finance Committee prior to the meeting on November 19. This Resolution will also amend the Appropriations Resolution to add the Trails and Parks millage of 0.5 mills, increasing the total county levy to 10.6963 mills.

4b. *Equalization/Tax Mapping Department - Resolution Authorizing Participation in the 2015 Tri-County Regional Planning Commission Contract for the Purchase of Digital Aerial Imagery*

The State of Michigan has partnered with Sandborn Map Company to generate aerial imagery of the entire state every five years, on a rotating schedule. The Tri-County region is scheduled to be flown in the spring of 2015. The State is working with the Tri-County Regional Planning Commission to coordinate participation with Ingham, Eaton, and Clinton counties.

In the past, Ingham County's cost to participate in this project was well over \$100,000. Ingham County's cost to participate in the 2015 flight is \$15,000. This lower cost is due in large part to the State's participation along with coordination between Ingham, Eaton, and Clinton counties. In addition, advancements in digital aerial photography have helped drive costs downward.

Users of this imagery include, but are not limited to, the Equalization/Tax Mapping Department, Environmental Health, 911 Emergency Operations, Economic Development, the Road Department, and the Drain Commissioner's Office. These agencies might propose a more detailed set of images. If this does occur, these agencies will have to provide funding options to cover expenses associated with this upgrade.

5. *Health Department - Resolution to Authorize an Agreement for Services between Ingham Health Plan Corporation and Ingham County Health Department*

This resolution will authorize the Health Department to enter an Agreement with Ingham Health Plan Corporation (IHP) to participate in and provide services to Pathways through the Community Linkages Project.

IHP will pay the Health Department an hourly rate of \$75.00 not to exceed a total amount of \$1,500.00 for services set forth in Attachment A to the resolution, as they pertain to the Pathways' Community Linkages Planning Team duties. IHP is using a Community Linkages grant to reimburse the County for these activities. It is separate from the Health Care Services millage.

6. *Facilities Department - Memo Regarding Emergency Purchase Order to VJM Design and Build for Potter Park Zoo Pavilion Two Rafter Replacement*

Additional rafter damage was discovered after previous notification of an emergency purchase associated with a roof replacement project at Potter Park Zoo Pavilion Two. Serious damage identified in 15 additional rafters resulted in their replacement, bringing the total rafters replaced to 45. An aggressive project schedule and unpredictable weather conditions required that the project move forward quickly. An emergency purchase order was issued to VJM Design and Build consistent with established County policy.

7. Potter Park Zoo - Resolution to Authorize a Reorganization of the Zoo Keepers at Potter Park Zoo

Currently the Potter Park Zoo (PPZ) animal care unit functions with two Level 600 Zoo Keepers and 12 Level 400 Zoo Keepers. PPZ proposes changing the classifications to one Level 600 Zoo Keeper, three Level 500 Zoo Keepers and ten Level 400 Zoo Keepers. At the same time PPZ will rearrange the species of animals into three animal areas instead of five. This will allow for a 500 Level Zoo Keeper to work in each of the animal areas and be responsible for oversight and appropriate communication among the 400 Level Zoo Keepers in their assigned animal area. The 600 Level Zoo Keeper will focus his/her time and energy on providing oversight for the 500 Level Zoo Keepers, interns and seasonal animal care staff.

8. Controller/Administrator's Office - Resolution Approving Various Contracts for the 2015 Budget Year

This resolution authorizes approval of a variety of contracts for the 2015 budget year. The list consists only of contracts that are included in the 2015 Adopted Budget.

The liaison committees may decide that there are some contracts included on the list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on Resolution #13-439, the Consumer Price Index (CPI) was used to determine if the contract falls within the Board of Commissioners' Guidelines. Expenditure contracts with a 2015 increase of 1.5% or less are the only ones included in this resolution. (See attached memo for details)

**BOARD REFERRALS:**

- 9a. *Resolution from the Huron County Board of Commissioners Regarding Unfunded Mandates from the State*
- 9b. *Resolution from the Huron County Board of Commissioners Regarding Changes to the Way Property Tax Appeals are Processed*
- 9c. *Letter and Notice of Public Hearing from the City of East Lansing Regarding Amendment No. 1 to the University Place Development and Finance Plan*

**ERIC SCHERTZING**

Ingham County Treasurer

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**Date: November 5, 2014**  
**To: Board of Commissioners**  
**From: Eric Schertzing**

At their October 6, 2014 meeting the Ingham County Land Bank Authority passed Resolution #14-20 requesting the \$400,000 three year allocations from the Treasurer for capacity building funding. In addition, you will find attached Resolution #14-22 passed by the Land Bank Authority at their November 3, 2014 meeting supporting the 2015 Proposed Budget with supplemental info for the allocation renewal request.

This information is provided in support of the Treasurer's resolution.

Thank you

Approved October 6, 2014

INGHAM COUNTY LAND BANK AUTHORITY

**RESOLUTION TO REQUEST OF THE INGHAM COUNTY BOARD OF COMMISSIONERS A RENEWED THREE YEAR AGREEMENT FOR CAPACITY BUILDING FUNDING FOR THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY**

**RESOLUTION #14-20**

**WHEREAS**, the Land Bank Fast Track Act, 2003 PA 258, being MCL 124.751 *et seq.*, (“the Act”) establishes the State Land Bank Fast Track Authority; and

**WHEREAS**, the Act allows a foreclosing governmental unit, such as the Ingham County Treasurer, to enter into an intergovernmental agreement with the State Land Bank Fast Track Authority providing for the exercise of the powers, duties, functions, and responsibilities of an authority under the Act, and for the creation of a County Land Bank Fast Track Authority (the “Authority”) to exercise those functions; and

**WHEREAS**, the Ingham County Treasurer, with Ingham County Board of Commissioners approval, has entered into such an intergovernmental agreement under the Act; and

**WHEREAS**, the Land Bank has grown to be a significant economic development tool in Ingham County and is the major public responder to the plight of property thrown into tax foreclosure; and

**WHEREAS**, the need exists for capacity at the Land Bank to deal with the growing inventory of tax foreclosed properties; and

**WHEREAS**, the steady incidence of tax delinquency, forfeiture and foreclosure while increasing the responsibilities placed upon the Land Bank is also increasing the revenue to the County Treasurer’s Delinquent Tax Revolving Fund for tax years through 2017; and

**WHEREAS**, the Land Bank has significant physical assets with value to unlock and redeploy in the future, but faces property management and disposition challenges currently.

**THEREFORE BE IT RESOLVED**, that the Land Bank Board of Directors requests that the Ingham County Board of Commissioners authorizes an annual transfer of \$400,000 for the 2015-2017 fiscal years to the Ingham County Land Bank to be paid for out of the Delinquent Tax Revolving Fund proceeds for tax years 2012 through 2014 respectively.

Aye: Schertzing, McGrain, Hope, Nolan, Bahar-Cook

Nay: None

*Approved November 3, 2014*

INGHAM COUNTY LAND BANK AUTHORITY

**RESOLUTION TO APPROVE THE 2015 BUDGET OF THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY AND REQUEST FUNDING FROM INGHAM COUNTY**

**RESOLUTION #14-22**

**WHEREAS**, the Land Bank Fast Track Act, 2003 PA 258, being MCL 124.751 *et seq.*, (“the Act”) establishes the State Land Bank Fast Track Authority; and

**WHEREAS**, the Ingham County Treasurer, with Ingham County Board of Commissioners approval, has entered into an intergovernmental agreement under the Act, with an effective date of October 21, 2005; and

**WHEREAS**, the County Board of Commissioners has appointed a Board of Directors consisting of five members, including the Ingham County Treasurer (ex officio) as Chair of the Board of Directors; and

**WHEREAS**, Section 10.4 of the Bylaws require the Board of Directors to adopt annually a budget for all operations, income, expense and assets.

**THEREFORE BE IT RESOLVED**, that the Authority approves the 2015 proposed budget for the Ingham County Land Bank Fast Track Authority.

YEAS: Schertzing, McGrain, Nolan, Hope, Bahar-Cook

NAYS: None

ABSENT: None

**Ingham County Land Bank  
2015 Proposed Budget**

		<b>Approved</b>
<b>Revenue</b>		
	Start up funding Ingham County	\$ 400,000.00
1	Commercial Sales	\$ 740,000.00
2	Land Bank Sales - Improved Property	\$ 753,000.00
3	Land Bank Sales-Vacant Land	\$ 40,000.00
4	Interest Income	\$ 84,000.00
5	HOME Developer Fee Income	\$ 67,200.00
	HOME Sales Proceeds	\$ 560,000.00
	Specific Tax	\$ 160,000.00
	CDBG Renovations	\$ 243,000.00
	NSP 2 Sales Proceeds	\$ 734,600.00
	NSP 2 Program Income Round 1 Demolitions	\$ 169,400.00
6	Rental Income	\$ 288,000.00
	Garden Program Revenue	\$ 7,500.00
	<b>Total Revenue</b>	<b>\$ 4,246,700.00</b>
<b>Expenses</b>		
	Non-Administrative Expense	\$ 3,045,000.00
	Administrative Expenses	\$ 1,153,800.00
	<b>Total Expenses</b>	<b>\$ 4,198,800.00</b>
	<b>Net Revenue/Expense</b>	<b>\$ 47,900.00</b>
<b>Non-Administrative Expense</b>		
7	Non-Program Acquisitions	\$ 250,000.00
	Tax Foreclosure Acquisitions	\$ 125,000.00
8	Land Bank Cost of Projects (renovations, assoc. fees)	\$ 500,000.00
	Land Bank Current Year Taxes	\$ 25,000.00
9	Lawn/Snow/Maintenance	\$ 470,000.00
	Real Estate Commissions	\$ 26,000.00
	Brownfield Debt	\$ 125,000.00
	HOME Grant Expenses	\$ 560,000.00
	CDBG Renovation Expenses	\$ 210,000.00
	NSP2 Grant Expenses	\$ 554,600.00
	NSP 2 Program Income Round 1 Demolitions	\$ 169,400.00
	Demolitions	\$ 30,000.00
	<b>Total Non-Administrative Expense</b>	<b>\$ 3,045,000.00</b>

<b>Administrative Expense</b>		
	Office Supplies	\$ 17,500.00
	Audit Fee	\$ 16,200.00
	Communication	\$ 6,500.00
	Security	\$ 500.00
	Membership Fees	\$ 1,500.00
	NEC Office Rent	\$ 26,400.00
	Office Utilities	\$ 5,500.00
	Postage	\$ 3,000.00
	Media/Public Relations	\$ 25,000.00
	Consultants/Legal/Contractual Services	\$ 100,000.00
	Computer Software Upgrade/Annual fee	\$ 30,000.00
	Travel/Mileage	\$ 5,000.00
	Prof.Training/Conferences	\$ 3,000.00
	Payroll Expense	\$ 512,000.00
10	Health Insurance Benefit Expense	\$ 77,000.00
	Building Maintenance	\$ 15,000.00
	Interest Expense	\$ 55,000.00
	County Allocation (MIS)	\$ 20,000.00
	Vehicle Expense	\$ 8,000.00
	AmeriCorps	\$ 12,000.00
	Equipment Small Purchase	\$ 20,000.00
	Housing Counseling	\$ 5,000.00
	Bank Fee	\$ 1,400.00
	Insurance	\$ 25,000.00
	Garden Program Expense	\$ 25,000.00
	Community Projects	\$ 30,000.00
	Lansing Brownfield Expense	\$ 8,300.00
	Rental Program Expense	\$ 100,000.00
	<b>Total Administrative Expense</b>	<b>\$ 1,153,800.00</b>

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO PROVIDE THE INGHAM COUNTY LAND BANK  
FAST TRACK AUTHORITY WITH CAPACITY BUILDING FUNDING**

WHEREAS, the incidence of tax foreclosure caused by lingering economic turmoil and hardship through 2014 is expected to be significant; and

WHEREAS, in 2005 the County, County Treasurer and the Michigan Land Bank Fast Track Authority entered into an agreement to establish an Ingham County Land Bank; and

WHEREAS, the Land Bank has grown to be a significant economic development tool in Ingham County and is the major public responder to the plight of property thrown into tax foreclosure; and

WHEREAS, the need exists for capacity at the Land Bank to deal with the growing inventory of property and the housing initiatives through HUD's Neighborhood Stabilization Program and the Federal Home Loan Bank of Indianapolis; and

WHEREAS, the increased incidence of tax delinquency, forfeiture and foreclosure while increasing the responsibilities placed upon the Land Bank is also increasing the revenue to the County Treasurer's Delinquent Tax Revolving Fund for tax years through 2014; and

WHEREAS, the Land Bank has significant physical assets with value to unlock and redeploy in the future, but faces property management and disposition challenges currently.

THEREFORE BE IT RESOLVED, that the County Board authorizes annual funding of \$400,000 to the Ingham County Land Bank from the Delinquent Tax Revolving Fund for tax years 2015 through 2017.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is directed to make all necessary budget adjustments consistent with this resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE INGHAM COUNTY LAND BANK'S  
MEMBERSHIP IN THE INGHAM COUNTY HEALTH CARE COALITION  
FOR THE PURCHASE OF HEALTH INSURANCE COVERAGE  
FOR LAND BANK EMPLOYEES EFFECTIVE JANUARY 1, 2015**

WHEREAS, Ingham County has established the Ingham County Health Care Coalition, through which County-affiliated entities may purchase group health insurance coverage for their employees; and

WHEREAS, the Ingham County Land Bank Fast Track Authority desires to become a member of the Ingham County Health Care Coalition in order to purchase health insurance coverage for its employees, effective January 1, 2015; and

WHEREAS, the Land Bank Board has adopted a resolution approving the Land Bank's membership in the Health Care Coalition and requesting that the Board of Commissioners authorize the same.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Land Bank Fast Track Authority's membership in the Ingham County Health Care Coalition to enable the purchase of health insurance coverage for its employees effective January 1, 2015.

# MEMORANDUM

TO: Law and Courts Committee

FROM: Maureen Winslow

DATE: November 5, 2014

RE: **Family Dependency Treatment Court Grant**

The Michigan Drug Court Grant Program, administered by the State Court Administrative Office, has awarded a grant in the amount of \$72,000 to the Ingham County Circuit Court's Family Dependency Treatment Court. The grant period runs through September 30, 2015.

The award allows the Family Court to continue the funding for the special part-time Program Assistant position, and gives the County the ability to add two special part-time Program Assistants who will work evenings and weekends monitoring clients involved in the program. Other job duties will include the transportation of clients to court ordered treatment programs, substance testing, and consultation.

The resolution requests the authorization to accept the grant, allow for the grant funded positions and programming, as well as the authorization to enter into subcontracts with the National Council on Alcoholism, Dr. Kathleen Jager, House Arrest Services, Forensic Fluids, and Dr. Norman Miller.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ACCEPTANCE OF A MICHIGAN DRUG COURT GRANT FOR THE INGHAM COUNTY FAMILY DEPENDENCY TREATMENT COURT**

WHEREAS, the Michigan Drug Court Grant program, administered by the State Court Administrative Office, has awarded a grant in the amount of \$72,000 to the Ingham County Circuit Court's Family Dependency Treatment Court for purposes of eliminating barriers to treatment as well as continuing funding a position; and

WHEREAS, the Family Dependency Treatment Court handles cases involving parents of children petitioned to the Court for abuse and or neglect and the parent's primary issue is substance abuse; and

WHEREAS, the barriers affected with this grant will include supervision, transportation, rewards and incentives, trauma-informed parenting training, substance testing, cognitive behavioral therapy, relapse prevention intervention, in-patient treatment, risk assessment, psychiatric/pain management consultation and assessment; and

WHEREAS, the grant award also includes money to continue the funding of a Special Part-time Family Dependency Treatment Court Program Assistant who will work with the Coordinator and Case Managers of the program to ensure the specialty court participants attend testing and treatment, receive incentives and rewards, have additional professional contacts when needed and assist in data collection and input; and

WHEREAS, the grant also included the funding of 2 additional Special Part-time Program Assistants to provide supervision, testing, and transportation of participants after traditional work hours and on weekends; and

WHEREAS, the FDTC Program Assistant position has been determined by Ingham County's Human Resource Department to be a Special Part Time position without benefits at a UAW B pay grade and will be funded for the duration of the grant which ends September 30, 2015; and

WHEREAS, the grant award will pay for up to three employees to attend the annual Michigan Association of Drug Court Professionals conference in 2015; and

WHEREAS, the acceptance of this award is recommended to the Ingham County Board of Commissioners in order to enhance the work of the Family Dependency Treatment Court.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes accepting a grant from the Michigan Drug Court Grant Program to the Ingham County Circuit Court's Family Dependency Treatment Court for the sum of \$72,000 for the purposes of eliminating barriers to treatment, providing rewards and incentives, participation in the annual Drug Court conference and continued employment of one Special Part Time Family Dependency Treatment Court Program Assistant as well as 2 new grant funded Special Part Time positions at a UAW B pay grade, without benefits, for the time period of October 1, 2014 through September 30, 2015.

BE IT FURTHER RESOLVED, that a grant subcontract with Dr. Kathleen Burns Jager, PH.D., LMFT, LLP is authorized to provide Trauma Informed Parenting education and therapy at a cost of \$63.00/hour in office and \$73.00/hour in home, not to exceed \$4,700 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with the National Council on Alcoholism is authorized to provide cognitive behavioral therapy at \$35/session and relapse prevention at a cost of \$37.50 per session, not to exceed \$5,000 for the duration of this grant period; and to provide in-patient treatment services not to exceed a total of \$500 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with House Arrest Services is authorized to provide substance abuse monitoring at a cost of \$25.00 activation & \$9.50/day for SCRAM alcohol tether, \$7.00/day for the MEMS3000 in home PBT machine, \$5.75/day for the Soberlink portable PBT device, and \$5.50/day for the house arrest tether, not to exceed \$15,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with the Forensic Fluids Laboratories is authorized to provide mouth swab substance abuse testing at costs not exceeding \$15.00 5-panel tests, \$18.00 10-panel tests, \$18.00 EtG tests; and \$22.00 special request tests (i.e. synthetic marijuana); the total costs not to exceed \$6,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with Dr. Norman Miller, MD, JD, PLLC is authorized to provide psychiatric evaluation, pain management assessment, and case consultation at a cost of \$300.00/hour; the total cost not to exceed \$5,000 for the duration of this grant period.

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

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2014 and 2015 Circuit Court Family Division budget and Position Allocation List.

**MEMORANDUM**

**TO:** Law & Courts Committee  
Finance Committee

**FROM:** Michael J. Dillon  
Court Administrator

**DATE:** 11/13/2014

**SUBJECT:** Court Performance Innovation Grant

Attached please find a resolution which authorizes the Ingham County Board of Commissioners to enter into a contract with the Michigan State Court Administrative Office (SCAO) to accept a Court Performance Innovation Fund Grant not to exceed \$60,600.

Public Act 93 of 2013 created the Michigan Indigent Defense Commission (MIDC) and charges the MIDC with establishment of minimum standards, rules, and procedures for provision of indigent defense services. The SCAO has identified the need for establishing and testing procedures for implementation of Public Act 93 of 2014 through its Court Performance Innovation Fund Grant (CPIFG). This grant provides for the payment of court appointed counsel at a defendant's first appearance (arraignment) in court and will provide data to the SCAO for the testing of indigent defense practices and procedures.

This is the second year the court has been awarded this grant and the grant does not obligate the County to provide matching funds.

The Court respectfully requests that the Ingham County Board of Commissioners adopt the attached resolution to accept the grant funding.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE INGHAM COUNTY 55TH DISTRICT COURT TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT STATE COURT ADMINISTRATIVE OFFICE - COURT PERFORMANCE INNOVATION GRANT PROGRAM (SCAO-CPIFG)**

WHEREAS, the United States Constitution requires indigent criminal defendants have counsel available at every critical phase of a criminal proceeding; and

WHEREAS, Public Act 93 of 2013 creates the Michigan Indigent Defense Commission (MIDC) and charges the MIDC with establishment of minimum standards, rules, and procedures for provision of indigent defense services - See MCL 780.991(2)(d); and

WHEREAS, the Michigan State Court Administrative Office has identified the need for establishing and testing procedures for implementation of Public Act 93 of 2014 through its Court Performance Innovation Fund Grant (CPIFG); and

WHEREAS, the 55<sup>th</sup> District Court has identified provision of counsel to indigent defendants at first appearance in a criminal case as a need within our community; and

WHEREAS, the 55<sup>th</sup> District Court has developed a plan to implement the provision of counsel to indigent defendants at first appearance in a criminal case with cooperation of existing court appointed counsel relationships; and

WHEREAS, CPIFG grant funding does not obligate the County to provide matching funds; and

WHEREAS, the Ingham County Board of Commissioners accepted a FY 2014 Court Performance Grant from the State Court Administrative Office to provide legal counsel for defendants at their first appearance in court and the acceptance of this FY 2015 grant from the State Court Administrative Office would be a continuation of the grant program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State Court Administrative Office - Court Performance Innovation Fund Grant Program for a total budget not to exceed \$60,600 for the time period of October 1, 2014, through March 31, 2015.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2014 and 2015 55th District Court budgets to add up to \$60,600 in grant funds for court appointed counsel.

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

**MEMORANDUM**

**TO:** Law & Courts Committee  
County Services Committee  
Finance Committee

**FROM:** Michael J. Dillon  
Court Administrator

**DATE:** 11/13/2014

**SUBJECT:** Collection Officer Position

When fines and costs are not paid as ordered by the Court, the credibility of the Court comes into question; cases remain open, which impacts effective case management strategies; victims of crimes, who are due restitution, are not made whole; and local and state agencies who are due money do not receive their due.

According to district court records, the court has approximately \$5,500,000 in outstanding receivables; \$4.2 million is aged less than 7 years. Although, not all of that debt is collectible, the majority of it is.

In 2010 the Ingham County Board of Commissioners authorized a full-time position to collect delinquent fines and costs owed to the court (1/2 time) and provide court security (1/2 time). The primary focus of the collection/enforcement piece is to hold people accountable, while collecting money owed to the court. Having an enforcement officer (collection officer), offers people who are enduring a financial hardship the opportunity to work with a court employee to satisfy their financial obligation in lieu of a warrant being issued for their arrest for nonpayment of court-ordered fines and costs. Nobody wins when a defendant is arrested and lodged in jail on a warrant for failing to pay fines and costs. The costs involved in the arrest, detention and the processing a defendant in court, most times, far exceeds the amount of money owed to court.

In March of 2014, the County Board passed Resolution 14-039, which authorized a full-time collection officer position as a pilot project until the end of the fiscal year. If the position reverts back to a part-time position, that is 20 hours less per week that will not be spent on actively pursuing the collection of delinquent monies due to Ingham County, other receiving agencies and victims of crime.

The Court respectfully requests that the Ingham County Board of Commissioners authorize the court/enforcement officer position become a full-time enforcement officer position and create a 0.5 FTE position to assume the court security duties of the former position. The total is a net increase of 0.5 FTE in the district court at a cost of \$33,876

Thank you,  
MJD

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A FULL-TIME ENFORCEMENT OFFICER POSITION FOR THE PURPOSE OF COLLECTING DELINQUENT FINES AND COSTS IN THE DISTRICT COURT**

WHEREAS, prior to 2010 the 55<sup>th</sup> District Court did not have a formal program in place for the collection of delinquent monies owed to the Court/County; and

WHEREAS, the Ingham County Board of Commissioners created a full-time Court/Enforcement Officer position (#137030) in 2010 to allow for the implementation of a formal collection program and provide for additional court security; and

WHEREAS, the Court/Enforcement Officer position was designed to split 20 hours/week on collecting monies owed to the court and 20/week providing court security services; and

WHEREAS, since the implementation of the collection program, the program directly accounted for the collection of \$580,000 in delinquent fines and costs in the first full year of operation (2011) and the collection of \$685,000 of delinquent fines and costs in 2012, and the collection of \$780,000 of delinquent fines and costs in 2013; and has collected \$536,093 thus far this year; and

WHEREAS, Resolution #14-039 authorized a one year pilot project changing the Enforcement/Court Officer position from a part-time position to a full-time Enforcement Officer position; and

WHEREAS, the court currently has outstanding receivables totaling approximately \$5,500,000; and

WHEREAS, \$4,200,000 of the outstanding receivables is aged seven years or less; and

WHEREAS, the enforcement and collection of delinquent monies owed to the court assists in effective case management practices; and

WHEREAS, the enforcement and collection of delinquent monies owed to the court ensures the disbursement of monies due to Ingham County, other receiving agencies and victims of crime; and

WHEREAS, the enforcement and collection of delinquent monies owed to the court enhances the credibility of the court, its orders and the judges; and

WHEREAS, if the position is not funded as a full-time position and the position reverts back to a part-time collection officer (20 hours/week), the employee in the position will not be readily available to meet with defendants owing money. Those defendants will be told to return to court another day; and

WHEREAS, if the position is not funded as a full-time position and the position reverts back to a part-time collection officer (20 hours/week), the employee in the position will not engage in collection activity while assigned to court security detail like it was done prior to the creation of the full-time position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the continuation of the full-time Enforcement Officer position for the sole purpose of enforcing and collecting monies owed to the court.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the continuation of a 0.5 FTE court officer position to assume the court security duties of the former Court/Enforcement Officer position so that the Enforcement Officer can remain as a full-time position.

BE IT FURTHER RESOLVED, that the personnel costs for the 0.5 FTE Court Officer position for FY 2015 is projected at \$33,876.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$33,876 from the 2015 Ingham County Contingency Fund to the 55<sup>th</sup> District Court budget for this purpose.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary adjustments to the 55<sup>th</sup> District Court's budget and Position Allocation List.

**Agenda Item 4a**

**To:** Finance Committee

**From:** Douglas A. Stover, Director  
Ingham County Equalization/Tax Mapping

**Date:** November 5, 2014

**Subject:** 2014 Ingham County Amended Apportionment Report

The Board of Commissioners approved the 2014 Apportionment Report at its meeting on October 14, 2014, Resolution #14-410.

Election results make it necessary to amend the Apportionment Report. The Apportionment Report as amended will be distributed to the Finance Committee prior to the meeting on Wednesday, November 19, 2014.

Please feel free to contact me with any questions.

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE 2014 APPORTIONMENT REPORT AND  
THE 2015 APPROPRIATIONS RESOLUTION**

WHEREAS, the 2014 Apportionment Report was approved by Resolution #14-410 on October 14, 2014; and

WHEREAS, the 2015 Appropriations Resolution was approved by Resolution #14-440 on October 28, 2014; and

WHEREAS, as a result of the election held on November 4, 2014 it is necessary to amend the Apportionment Report and the Appropriations Resolution.

THEREFORE BE IT RESOLVED, that Resolution #14-410 is amended by substituting the attached statement of taxable valuations and mills apportioned to the various units in Ingham County for the year 2014.

BE IT FURTHER RESOLVED, that Resolution #14-440 is amended by adding to the county's authorized levies the Trails and Parks millage of 0.5 mills as passed on November 4, 2014.

BE IT FURTHER RESOLVED, that the following tax levies are hereby authorized for the 2014 tax year/2015 budget year for a total county levy of 10.6963 mills, including authorized levies for General Fund operations, special purpose, and Airport Authority millage:

2014/15 Millage Summary

<u>Purpose</u>	<u>Millage</u>
General Operations	6.3512
General Operations – Indigent Veterans Support	.0330
Special Purpose - Emergency Telephone Services	.8431
Special Purpose - County-wide Transportation	.4800
Special Purpose - County-wide Transportation	.1200
Special Purpose - Juvenile Justice	.6000
Special Purpose - Potter Park Zoo and Potter Park	.4100
Special Purpose – Farmland/Open Space Preservation	.1400
Special Purpose – Health Care Services	.5200
Special Purpose – Trails and Parks	.5000
Trust & Agency - Capital Region Airport Authority	.6990

**MEMORANDUM**

**TO:** County Services Committee  
Finance Committee

**FROM:** Douglas A. Stover, Director  
Equalization/Tax Mapping

**DATE:** November 4, 2014

**RE:** 2015 Tri-County Digital Aerial Imagery Project

This resolution authorizes the funds necessary to participate in the 2015 Tri-County Regional Planning Commission aerial imagery project for Ingham, Eaton, and Clinton counties.

The State of Michigan has partnered with Sandborn Map Company to re-fly the entire state every five years, on a rotating schedule. The Tri-County region is scheduled to be flown in the spring of 2015. The State is working with the Tri-County Regional Planning Commission to coordinate participation with Ingham, Eaton, and Clinton counties.

In the past, Ingham County's cost to participate in this project was well over \$100,000. Ingham County's cost to participate in the 2015 re-flight is \$15,000. This lower cost is due in large part to the State's participation along with coordination between Ingham, Eaton, and Clinton counties. In addition, advancements in digital aerial photography have helped drive costs downward.

Users of this imagery include, but are not limited to, the Equalization/Tax Mapping Department, Environmental Health, 911 Emergency Operations, Economic Development, the Road Department, and the Drain Commissioner's Office.

The flight will be flown in the spring of 2015 and the deliverables supplied in October. Eaton and Clinton counties have appropriated their portion of the funds required for this project.

I am requesting that the Board of Commissioners authorize an appropriation from contingency funds of \$15,000 for participation in this project.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING PARTICIPATION IN THE 2015 TRI-COUNTY REGIONAL PLANNING COMMISSION CONTRACT FOR THE PURCHASE OF DIGITAL AERIAL IMAGERY**

WHEREAS, the Tri-County Regional Planning Commission is coordinating a regional flight of Ingham, Eaton, and Clinton counties in order to produce aerial imagery; and

WHEREAS, Clinton and Eaton counties have agreed to participate; and

WHEREAS, participation in this regional project would supply Ingham County and participating local jurisdictions with 12'' pixel, true color, leaf off digital orthoimagery; and

WHEREAS, users of this imagery include, but are not limited to, the Equalization/Tax Mapping Department, Environmental Health, 911 Emergency Operations, Economic Development, the Road Department, and the Drain Commissioner's Office; and

WHEREAS, the State of Michigan is coordinating this project through Tri-County Regional Planning which lowers the cost significantly.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes participation in the 2015 Tri-County Regional Planning Commission digital aerial imagery project, and authorizes the transfer of \$15,000 from the Contingency Fund to fund Ingham County's portion of the project costs.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the necessary agreements with Tri-County Regional Planning Commission and the State of Michigan, after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the County Controller is authorized to make the budget adjustments and transfers contemplated by the resolution.

## MEMORANDUM

TO: Human Services Committee  
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: November 4, 2014

RE: Resolution to Authorize an Agreement for Services between Ingham Health Plan Corporation and the Health Department

The attached resolution is to authorize the Health Department to enter an Agreement with Ingham Health Plan Corporation (IHP) to participate in and provide services to Pathways through the Community Linkages Project.

Ingham Health Plan Corporation (IHP) has a contract with Centers for Medicare and Medicaid Services with the Michigan Public Health Institute (MPHI) to implement the Michigan Pathways to Better Health initiative, for the purposes of achieving better health, better health care and lower health care costs. Pathways is a free program for Medicare and Medicaid beneficiaries who have two or more chronic health conditions and have social service needs.

The program enhances communication and coordination of services between healthcare providers through trained Community Health Workers (CHW) who connect eligible Medicare and Medicaid beneficiaries with community services (such as housing, transportation, food and clothing) as well as primary care and preventive health care services. This agreement between IHP and the Health Department is for a Community Linkages Project focused on enhancing the communication and coordination of services between healthcare providers of the Ingham Community Health Centers and Pathways to Better Health in an effort to more seamlessly connect qualifying patients with resources to improve their health outcomes through better integration of medical and social services.

I recommend that the Ingham County Board of Commissioners authorizes the Health Department to enter into an agreement with IHP to participate in and provide services to Pathways through the Community Linkages Project.

c: Eric Thelen, w/attachment  
Barbara Watts Mastin, w/attachment

Attachment: Community Linkages Attachment A

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT FOR SERVICES BETWEEN INGHAM HEALTH PLAN CORPORATION AND INGHAM COUNTY HEALTH DEPARTMENT**

WHEREAS, Ingham Health Plan Corporation (IHP) is a Michigan nonprofit corporation, exempt from federal income tax under Section 501(a) of the Internal Revenue Code (“Code”) as an organization described under Code Section 501(c)(3); and

WHEREAS, the Centers for Medicare and Medicaid Services entered into a contract with the Michigan Public Health Institute (MPHI) to implement the Michigan Pathways to Better Health initiative, for the purposes of achieving better health, better health care and lower health care costs; and

WHEREAS, MPHI entered into an agreement with IHP to develop processes, protocols, referral mechanisms and tracking tools for Ingham Pathways to Better Health for capital area residents (Pathways); and

WHEREAS, Pathways is a free program for Medicare and Medicaid beneficiaries who have two or more chronic health conditions and have social service needs; and

WHEREAS, Pathways’ objectives are to enhance communications and coordination of services between healthcare providers through trained Community Health Workers (CHW) who connect eligible Medicare and Medicaid beneficiaries with community services (such as housing, transportation, food and clothing) as well as primary care and preventive health care services; and

WHEREAS, IHP also entered into a subcontract with the Health Department to serve as the Pathways Community Hub (a referral and tracking center) and coordinator of CHW services in Ingham County; and

WHEREAS, the Health Department and IHP desire that ICHD participate in and provide certain services to Pathways through the Ingham Community Health Centers; and

WHEREAS, the Ingham Community Health Center Board of Directors supports the Health Department’s participation in and provision of services to Pathways; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes ICHD to enter into this agreement with IHP.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Health Department to enter into an agreement with IHP to participate and provide the following services:

1. Provide physicians, case managers and other health care workers, as mutually agreed upon by the Health Department and IHP, to participate on Pathways’ Community Linkages Planning Team; and
2. Assist IHP in meeting the objectives of Pathways providing the services, and carrying out the functions and assuming the responsibilities set forth in Attachment A, as they pertain to the Pathways’ Community Linkages Planning Team duties.

BE IT FURTHER RESOLVED, IHP agrees to pay the Health Department an hourly rate of \$75.00 not to exceed a total amount of \$1,500.00 for services set forth in Attachment A, as they pertain to the Pathways' Community Linkages Planning Team duties.

BE IT FURTHER RESOLVED, that the term of this Agreement shall be March 1, 2014 through June 30, 2015, and shall remain in effect for an additional, successive one year term, provided that the parties execute a written amendment providing for such renewal prior to the expiration of the then-current term.

BE IT FURTHER RESOLVED, that this agreement may be terminated mutually in writing by the parties or by either party, upon at least a thirty day written notice of termination to the other party.

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

## ATTACHMENT A

Grantee Agency	<b>Ingham Health Plan Corp</b>	Grant Program	<b>Oct 1, 2014 – June 30, 2015</b>
Project Title	<b>Community Linkages Pilot</b>	Title	

### Narrative

Project Synopsis	This project will focus on enhancing the communication and coordination of services between healthcare providers and Ingham Pathways to Better Health in an effort to connect patients with two or more chronic conditions and social concerns with resources to improve their health outcomes.
Project Target Area	<b>Ingham County patients with two or more chronic conditions; special emphasis on patients with Hypertension</b>

<b>I. Objective</b>	<b>Improve communication and coordination of services between healthcare practices and Ingham Pathways to Better Health</b>
I. A. Activity	Develop electronic tool(s) to access records for tracking progress made and outcomes of CHW service delivery.
Responsible Staff	IHP and Planning Team
From/To Date	October 2014
Expected Outcome	Healthcare practices receive information in a timely manner regarding patient participation in Ingham Pathways to Better Health
Measurement	Reporting mechanism and/or data systems enhanced

<b>II. Objective</b>	<b>Implement (Pilot) processes and protocols</b>
II. A. Activity	Clinically-based care managers/care coordinators and appropriate staff will refer patients to the Ingham Pathways to Better Health for CHW assistance with social concerns
Responsible Staff	IHP; Planning Team; participating healthcare practices*
From/To Date	October 2014
Expected Outcome	Patients will be identified and referred to Pathways – 20 per site
Measurement	60 new referrals received from participating healthcare practices

<b>II. Objective</b>	<b>Implement (Pilot) processes and protocols</b>
II. B. Activity	Track baseline measurement of participating patient's blood pressure
Responsible Staff	IHP; participating healthcare practices
From/To Date	October 2014
Expected Outcome	Patient's blood pressure will be recorded when medical records are Received
Measurement	Baseline blood pressure readings received

<b>II. Objective</b>	<b>Implement (Pilot) processes and protocols</b>
II. C. Activity	Develop process improvement plan based on feedback of healthcare practice Implementation
Responsible Staff	IHP; Planning Team; participating healthcare practices
From/To Date	October 2014
Expected Outcome	Tools modified as needed
Measurement	Protocol and procedural manual developed

<b>III. Objective</b>	<b>Develop sustainability plan</b>
III. A. Activity	Gather 2 <sup>nd</sup> data point of blood pressure for participating patients 3-6 months after pilot
Responsible Staff	IHP; participating healthcare practices
From/To Date	Dec 2014
Expected Outcome	Receive blood pressure readings of participating patients
Measurement	Blood Pressure readings

<b>III. Objective</b>	<b>Develop sustainability plan</b>
III. B. Activity	Replicate project with additional healthcare practices
Responsible Staff	IHP
From/To Date	Dec 2014 – June 2015
Expected Outcome	At least three additional healthcare practices will adopt processes and protocols
Measurement	Increased referrals from healthcare practices

\*Participating Health Care providers now include:

<ul style="list-style-type: none"> <li>ICHD/Community Health Center</li> <li>McLaren Multi Specialty Group</li> <li>McLaren PO</li> </ul>	{	Original MIPCT:
<ul style="list-style-type: none"> <li>Sparrow PHN</li> <li>Sparrow Medical Group</li> <li>Health Team</li> </ul>	{	New MSU

**MEMORANDUM**

**TO:** County Services and Finance Committees  
**FROM:** Rick Terrill, Facilities Director  
**DATE:** November 4, 2014  
**SUBJECT:** Emergency Purchase Order to VJM Design and Build

This memo is to inform you of an emergency purchase order that was issued to VJM Design and Build prior to receiving approval from the County Services and Finance Committees.

During removal of the existing roof on Pavilion Two at Potter Park Zoo, 15 additional rotted, full length rafters and 27 rotted, rafter tails were identified.

The Facilities Department is requesting a line item transfer from the Lion Exhibit Line Item # 258-69900-977000-1410Z into Line Item #258-69900-977000-1208Z for Pavilion II roof repairs to cover the \$12,469.81 cost.

The replacement of the rafters had to be completed prior to finishing the rest of the project and due to the unpredictable weather conditions; we had to move forward quickly.

Both the Controller and Facility Director approved this purchase.

November 4, 2014

TO: Ingham County Board of Commissioners  
FROM: Sherrie Graham, Director, Potter Park Zoo  
Re: Zoo Keeper Reorganization

Potter Park Zoo is one of 228 zoo and aquariums accredited by the Association of Zoos and Aquariums. As a fully accredited facility, we are constantly challenged to adopt/follow “best practices” and remain in compliance with AZA standards. To ensure the best possible animal welfare and provide excellent animal husbandry, we are requesting a reorganization of our Zoo Keeper staff.

Currently the animal care department functions with five animal areas and includes two Level 600 Zoo Keepers and 12 Level 400 Zoo Keepers. We are proposing changing the classifications to one Level 600 Zoo Keeper, three Level 500 Zoo Keepers and ten Level 400 Zoo Keepers. At the same time we will be rearranging the species of animals into three animal areas instead of five. This will allow for a 500 Level Zoo Keeper to work in each of the animal areas and be responsible for oversight and appropriate communication among the 400 Level Zoo Keepers in their assigned animal area. The 600 Level Zoo Keeper will focus his/her time and energy on providing oversight for the 500 Level Zoo Keepers, interns and seasonal animal care staff.

This reorganization does not eliminate any positions and with both of the current Level 600 Zoo Keepers retiring in the next 5 months, it also would not cause a demotion for any of the current Zoo Keepers. These changes will increase effective animal care and communication, allow for structured daily work direction, form specialized animal areas and create more opportunities for upward mobility within the Zoo Keeper staff.

Thank you for your consideration.

For questions or comments, I can be reached at 517-342-2715 or [sgraham@ingham.org](mailto:sgraham@ingham.org).

**Agenda Item 7**

TO: Sherrie Graham, Director, Ingham County Zoo

FROM: Beth Bliesener, Employment Specialist  
Michelle Rutkowski, Human Resources Specialist

DATE: 10/23/14

RE: Memo of Analysis for New Classification: Zoo Keeper 500  
Memo of Analysis for Updating Job Descriptions: Zoo Keeper 400 & Zoo Keeper  
600

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Per your request, Human Resources has created a new classification titled Zoo Keeper 500.

After analysis, the classification has a community of interest with the Zoo - UAW and is appropriately compensated at a Zoo - UAW 500 salary range (\$37,434 - \$46,009).

Human Resources has updated the job descriptions of a Zoo Keeper 400 and Zoo Keeper 600. The salary range for both of the positions will remain the same.

The Zoo - UAW has been notified. They support the classification, updated job descriptions and salary placement.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4375).

**INGHAM COUNTY  
JOB DESCRIPTION  
Zoo Keeper 400**

**General Summary:**

Under the supervision of the Zoo Director and General Curator provides a wide range of skilled work involving the care of animals. Identifies and treats minor injuries and illnesses. Maintains detailed, hand-written and electronic records. Cares for a variety of animals. Uses a variety of techniques to capture and move animals when required. Provides direction to visitors at the facility and educates the public at formal talks. Cleans cages and operates a wide range of animal care equipment. Must always strive to maintain best practices as established by AZA and exceed USDA guidelines.

**Essential Functions:**

1. Performs a wide range of skilled work for the care of animals at the zoo. This may include diet preparation, diet distribution, feeding, bathing, grooming, providing enrichment, operant conditioning, exhibit inspections, research, cleaning (raking, sweeping, hosing, scrubbing, etc.) and administering medicine.
2. Provides daily assessment of health and behavior of animals in assigned animal area. All concerns regarding animal care and zoo policies reported to any supervisor immediately.
3. Maintains detailed, hand written and electronic records regarding the care of animals and work assignment progress as directed.
4. Interacts positively with the public and co-workers including responding to animal inquiries verbally and in writing, leading educational talks and tours as scheduled by the General Curator.
5. Assists animal health staff and zookeeper 500 in the planning of births, care of new-born animals, animal holding, capture and restraint as necessary.
6. Serves on committees as assigned by the General Curator.
7. Responds to emergency situations as necessary and keeps up to date on all facility protocols and procedures.
8. Stays current in knowledge of areas pertaining to animal husbandry in order to maintain best husbandry practices as required by AZA. This may be accomplished through text books, online, verbally with other institutions and/or by seeking out professional development courses, workshops and job shadows.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

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

### **Employment Qualifications:**

**Education:** A minimum of a High School Diploma or equivalent with one (1) year of college level course work in animal husbandry is required.

**Experience:** A minimum of two (2) years of experience in the care of animals and the maintenance of facilities is required.

### **Other Requirements:**

- Must possess and maintain a valid driver's license.
- Knowledge of the methods and procedures used in the care of animals and the equipment used in zoo operations.
- Knowledge of custodial duties relating to zoo operations.
- Skill in preparing and maintain records and reports
- Ability to communicate effectively and follow verbal and written instructions.

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

### **Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
3. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
4. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
5. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
6. This position is exposed to noise levels which require shouting in order to be heard.
7. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
8. This position is exposed to bio hazards such as body fluids, blood borne pathogens, communicable diseases, etc.
9. This position works closely with domestic and wild animals with unpredictable temperaments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina (more than 50%) in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hand or fingers.
- This position's physical requirements require little to no stamina in all other physical requirements listed above.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

UAW ZOO - 400  
October 2014

**INGHAM COUNTY  
JOB DESCRIPTION  
Zoo Keeper 500**

**General Summary:**

Under the supervision of the Zoo Director and General Curator provides a wide range of skilled work involving the care of animals. Plans, organizes and assigns work to Zoo employees in the corresponding animal area. Leads area meetings and sits on committees as assigned. Identifies and treats minor injuries and illnesses. Maintains detailed, hand-written and electronic records. Cares for a variety of animals. Uses a variety of techniques to capture and move animals when required. Provides direction to visitors at the facility and educates the public at formal talks. Cleans cages and operates a wide range of animal care equipment. Must always strive to maintain best practices as established by AZA and exceed USDA guidelines.

**Essential Functions:**

1. Plans, organizes, and assigns work to animal husbandry employees such as Zoo keeper 400's, seasonals, interns and teen keepers verbally and/or in writing.
2. Maintains a daily work schedule for the animal husbandry keepers in the same area. Inspects work of animal husbandry employees such as Zoo keepers 400's, seasonals, interns and teen keepers verbally and/or in writing.
3. Performs a wide range of skilled work involving the care of animals at the zoo. This may include diet preparation, diet distribution, feeding, bathing, grooming, providing enrichment, operant conditioning, exhibit inspections, research, cleaning (raking, sweeping, hosing, scrubbing, etc.), and administering medicine.
4. Interacts positively with the public and co-workers including responding to animal inquiries verbally and in writing, leading educational talks and tours as scheduled by the General Curator.
5. Assists animal health staff in the planning of births, care of new-born animals, animal holding, capture and restraint as necessary.
6. Leads area meetings for Zoo keeper 400's on a regular basis and communicates results of meetings to Zoo keeper 600's and General Curator in writing.
7. Attends meeting with other Zoo keeper 500's, 600 and General Curator as scheduled.
8. Serves on committees as assigned by the General Curator.
9. Responds to emergency situations as necessary and keeps up to date on all facility protocols and procedures.
10. Stay current in knowledge of areas pertaining to animal husbandry in order to maintain best husbandry practices as required by AZA. This may be accomplished through text books, online, verbally with other institutions and/or by seeking out professional development courses, workshops and job shadows.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

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

**Employment Qualifications:**

**Education:** A minimum of a high School Diploma or equivalent with one (1) year of college level course work in animal husbandry is required.

**Experience:** A minimum of three (3) years of experience in the care of animals and the maintenance of facilities; or an equivalent combination of training and experience is required.

**Other Requirements:**

- Must possess and maintain a valid driver's license.
- Knowledge of the methods and procedures used in the care of animals and the equipment used in zoo operations.
- Knowledge of custodial duties relating to zoo operations.
- Skill in preparing and maintain records and reports
- Ability to communicate effectively and follow verbal and written instructions.

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

**Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
3. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
4. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
5. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
6. This position is exposed to noise levels which require shouting in order to be heard.
7. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
8. This position is exposed to bio hazards such as body fluids, blood borne pathogens, communicable diseases, etc.
9. This position works closely with domestic and wild animals with unpredictable temperaments.

10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina (more than 50%) in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hand or fingers.
- This position's physical requirements require little to no stamina in all other physical requirements listed above.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

UAW ZOO – 500  
October 2014

**INGHAM COUNTY  
JOB DESCRIPTION  
Zoo Keeper 600**

**General Summary:**

Under the supervision of the Zoo Director and General Curator provides work direction to zoo employees, animal husbandry seasonal, interns and teen keepers. Oversees the intern program each semester. Provides direction to visitors at the facility and educates the public at formal talks. Regularly performs all of the duties of a Zoo Keeper 400 and 500, including performing a wide range of skilled work involving the care of animals at the Zoo. Must always strive to maintain best practices as established by AZA and exceed USDA guidelines.

**Essential Functions:**

1. Provides work direction to other animal husbandry employees such as Zoo keeper 400's, 500's, seasonal, interns and teen keepers verbally and/or in writing. Oversees work of Zoo employees and maintains standards of animal husbandry in accordance with AZA policies and procedures and USDA guidelines.
2. Develops custom training programs and facilitates training for Zoo keepers. Oversees the placement, training, project and exit interviews for interns each semester.
3. Researches, collects, compiles, prepares and assists in the development of reports and data. Produces spreadsheets and reports for various programs.
4. Provides input to the General Curator during the budget process.
5. Provides assistance to the General Curator with exhibit maintenance, exhibit design and institutional collection planning (ICP).
6. Maintains equipment and food supply inventory. Orders, stocks and maintains animal supplies. Screens, selects and places orders with vendors based on suitable quality, available quantity and price. Checks to assure materials and supplies conform to the particular invoice and purchase order. Responds to inquiries concerning the status of supply orders.
7. Serves on committees assigned by the General Curator including the animal management committee. Facilitates meetings with Zoo keeper 500's on a regular basis.
8. Attends the Emergency Response team trainings. Responds to emergency situations as necessary and keeps up to date on all protocols and procedures.
9. Participate in a Species Survival Plan (SSP) animal program as an Institutional Representative (IR) and becomes involved with at least one SSP species.
10. Interacts positively with the public and co-workers including responding to animal inquiries verbally and in writing, leading educational talks and tours as scheduled by the General Curator.
11. Regularly performs all of the duties of a Zoo Keeper 400 and 500.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

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

**Employment Qualifications:**

**Education:** A minimum of an Associate's Degree in Animal Husbandry, Zoology or a related field is required.

**Experience:** A minimum of (3) three years of experience in the care of animals and the maintenance of facilities is required.

**Other Requirements:**

- Must possess and maintain a valid driver's license.
- Knowledge of the methods and procedures used in the care of animals and the equipment used in zoo operations.
- Knowledge of custodial duties relating to zoo operations.
- Skill in preparing and maintain records and reports
- Ability to communicate effectively and follow verbal and written instructions.

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

**Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
3. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
4. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
5. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
6. This position is exposed to noise levels which require shouting in order to be heard.
7. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
8. This position is exposed to bio hazards such as body fluids, blood borne pathogens, communicable diseases, etc.
9. This position works closely with domestic and wild animals with unpredictable temperaments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina (more than 50%) in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hand or fingers.
- This position's physical requirements require little to no stamina in all other physical requirements listed above.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

UAW ZOO – 600  
October 2014

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REORGANIZATION  
OF THE ZOO KEEPERS AT POTTER PARK ZOO**

WHEREAS, Potter Park Zoo, a fully accredited facility, desires to operate based on philosophies and practices considered by the Association of Zoos and Aquariums (AZA) as being *modern best practices* of the profession, meet or exceed all AZA accreditation standards, adhere to all AZA policies and meet all aspects of the definition of a zoological park; and

WHEREAS, increased accountability and reporting is demanded regarding operations protocol, enrichments plans, animal training programs, recommended exposure times, animal handling policies, oversight of the exhibits and the welfare of the animal collection; and

WHEREAS, the animal care department currently functions with five animal areas and includes two Level 600 Zoo Keeper and twelve Level 400 Zoo Keepers; and

WHEREAS, to improve animal husbandry management is rearranging the species of animals into three animal areas instead of five which will require the facilitation of better oversight and communication between all animal care staff; and

WHEREAS, this reorganization will NOT eliminate any positions or cause any demotion of current Zoo Keepers, but will create more opportunities for upward mobility within the Keeper staff; and

WHEREAS, Human Resources has created a new classification titled Zoo Keeper 500, and after analysis, the classification has a community of interest with the Zoo – UAW and is appropriately compensated at a Zoo – UAW 500 salary range (\$37,434 - \$46,009); and

WHEREAS, Human Resources has updated the job descriptions of the Zoo Keeper 400 and Zoo Keeper 600 positions, and the salary range for both will remain the same; and

WHEREAS, the Zoo - UAW has been notified and they support the classification, updated job descriptions and salary placement; and

WHEREAS, there will be an additional \$14,418.80 impact to the 2015 budget for which \$15,000 has been built into the 2015 budget to accommodate/cover this reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the reorganization of the Zoo Keepers at Potter Park Zoo.

BE IT FURTHER RESOLVED, that Potter Park Zoo will *maintain* ten Level 400 Zoo Keeper positions.

BE IT FURTHER RESOLVED, that Potter Park Zoo will *create* three Level 500 Zoo Keeper positions to work in each of the three animal areas and be responsible for communication among the 400 Level Zoo Keepers in their assigned animal areas.

BE IT FURTHER RESOLVED, that Potter Park Zoo will *reduce* the two Level 600 Zoo Keeper positions to one who will provide oversight of the three Level 500 Zoo Keepers, as well as the interns and seasonal animal care staff.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the Potter Park Zoo Position Allocation List in accordance with this resolution.

## Agenda Item 8

DATE: November 6, 2014

TO: Finance and Liaison Committees

FROM: Jill Bauer, Budget Analyst

RE: Resolution Approving Various Contracts for the 2015 Budget Year

This resolution will approve the attached list of contracts for the 2015 budget year. The list consists only of contracts that are included in the 2015 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

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

Based on Resolution #13-439, the Budget Office will be using the Consumer Price Index (CPI) to determine if the contract falls within the Board of Commissioners' Guidelines. Expenditure contracts with a 2015 increase of 1.5% or less are the only ones included in this resolution.

Please contact me if you have any questions.

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2015 BUDGET YEAR**

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

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

WHEREAS, funding for these contracts has been included within the 2015 Adopted Budget; and

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

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

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

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

LAW AND COURTS COMMITTEE										
Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2014 COST	2015 PROJECTED	Proj. Increase over 2014	% Increase over 2014	Funding Source
1	Circuit Court	TEL/Thalner	Techonology support for the Courtrooms (excluding Courtrooms 1 and 2)	01/01/15	12/31/15	\$23,000	\$23,000	\$0	0%	General Fund
2	Family Court	Highfields	Day Treatment Program - transportation and behavioral specialists	10/01/14	09/30/15	\$646,825	\$656,732	\$9,907	1.5%	50% JJM/50% State of MI
3	Family Court	Ingham Intermediate	Day Treatment Program - teachers & para-professionals	10/01/14	09/30/15	\$434,932	\$434,932	\$0	0%	50% JJM/50% State of MI
4	Family Court	Four Attorneys: Skinner, Mertens, Staake, Fish	Guardian-Ad-Litem contracts to represent children in abuse and neglect hearings	01/01/15	12/31/15	\$200,000	\$200,000	\$0	0%	General Fund
5	Family Court	Peckham, Inc. Footprints Group Home	Short Term Female Residential	10/01/14	09/30/15	\$447,319	\$447,319	\$0	0%	50% JJM/50% State of MI
6	Family Court	Peckham, Inc. Crossroads	Educational and vocational program for delinquent youth	10/01/14	09/30/15	\$319,542	\$319,542	\$0	0%	50% JJM/50% State of MI
7	Family Court	House Arrest Services	Home Detention including tethers, reduce out of home care	10/01/14	09/30/15	\$30,000	\$30,000	\$0	0%	General Fund
8	Probate Court	Michael Staake & William Metros	Legal representation for mental illness respondents.	01/01/15	12/31/15	\$10,000	\$10,000	\$0	0%	General Fund
9	Probate Court	Robert Refior & Louis Kafantaris	Attorney Services agreement for general matters w/ Robert Refior & Louis Kafantaris	01/01/15	12/31/15	\$17,000	\$17,000	\$0	0%	General Fund
10	Probate Court	Robert Refior & Louis Kafantaris	Guardian ad litem services for general Probate matters	01/01/15	12/31/15	\$48,000	\$48,000	\$0	0%	General Fund
11	Prosecuting Attorney	Safe Records	Storage of Records	01/01/15	12/31/15	\$5,827	\$5,827	\$0	0%	General Fund
12	Sheriff	Lansing-Mason Ambulance	Inmate Ambulance Service	01/01/15	12/31/15	\$22,500	\$22,500	\$0	0%	General Fund
13	Sheriff	Morophotrust	Software in Jail - Main/LiveScan	01/01/15	12/31/15	\$7,000	\$7,000	\$0	0%	General Fund
14	Ingham County	Legal Services of South Central Michigan	income residents of Ingham County	01/01/15	12/31/15	\$20,000	\$20,000	\$0	0%	General Fund

REVENUE CONTRACTS									
	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2014 REV	2015 PROJECTED	Proj. Increase	% Increase over 2014
1	Community Corrections	City of Lansing	Annual Grant for CCAB Administration	07/07/14	06/30/15	\$12,500	\$12,500	\$0	0%
2	Prosecuting Attorney	State of Michigan	Anti-Drug Abuse Program	10/01/14	09/30/15	\$44,071	\$48,251	\$4,180	9%
3	Prosecuting Attorney	State of Michigan	Domestic Violence Prevention	10/01/14	09/30/15	\$65,000	\$65,000	\$0	0%
4	Prosecuting Attorney	State of Michigan	Cooperative Reimbursement Grant	10/01/14	09/30/15	\$704,036	\$724,277	\$20,241	3%
5	Prosecuting Attorney	State of Michigan	Victims Rights Grant	10/01/14	09/30/15	\$225,000	\$229,600	\$4,600	2%
6	Sheriff	State of Michigan	Anti-Drug Abuse Program	10/01/14	09/30/15	\$44,074	\$41,968	-\$2,106	-5%
7	Sheriff	State of Michigan	Annual Grant for Secondary Road Patrol	10/01/14	09/30/15	\$248,002	\$248,002	\$0	0%
8	Sheriff	State of Michigan	Annual Grant for Marine Safety Programs	10/01/14	09/30/15	\$3,402	\$3,402	\$0	0%
9	Sheriff	State of Michigan	Annual Grant for Emergency Management	10/01/14	09/30/15	\$45,582	\$45,582	\$0	0%
10	Family Court	State of Michigan	Annual Child Care Agreement	10/01/14	09/30/15	\$6,336,861	\$6,247,836	-\$89,025	-1%
11	FOC	State of Michigan	Annual Access and Visitation Grant	10/01/14	09/30/15	\$6,300	\$4,200	-\$2,100	-33%
12	FOC	State of Michigan	Cooperative Reimbursement Grant	10/01/14	09/30/15	\$2,928,449	\$3,007,173	\$78,724	3%
13	Work Study	Cooley Law School, Detroit College of Law, Michigan	Annual Work Study Grants	Continuing	Continuing	\$54,331	\$54,883	\$552	1%
14	Ingham County	Tri-County Metro Narcotics Squad	Annual Grant for Drug Assets Forfeiture Program	10/01/14	09/30/15	\$271,805	\$257,803	-\$14,002	-5%

**HUMAN SERVICES COMMITTEE**

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2014 COST	2015 PROJECTED	Proj. Increase over 2014	% Increase over 2014	Funding Source
1	Ingham County	Capital Area United Way	Annual Renewal of Contract for Central Michigan 2-1-1 Services	01/01/15	12/31/15	\$ 45,750	\$ 45,750	\$0	0%	General Fund
2	Health Department	Volunteers of America	Homeless Day Center	10/01/14	09/30/15	\$ 30,000	\$ 30,000	\$0	0%	General Fund
3	Health Department	Our Savior Lutheran Church	Food Pantry Operation - 1515 W. Holmes Rd	10/01/14	09/30/15	\$ 7,200	\$ 7,200	\$0	0%	General Fund

Revenue Contracts

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2014 COST	2015 PROJECTED	Proj. Increase over 2014	% Increase over 2014
1	VA	Michigan Veterans Trust Fund	Services Provided for Ingham County Trust Fund	10/01/14	09/30/15	\$ 7,800	\$ 7,800	\$0	0%
2	VA	Michigan Veterans Trust Fund	Services Provided for Ingham Clinton County Trust Fund	10/01/14	09/30/15	\$ 1,700	\$ 1,700	\$0	0%
3	VA	Clinton County	Services Provided to Clinton County	01/01/15	12/31/15	\$ 34,466	\$ 31,111	-\$3,355	-10%

COUNTY SERVICES COMMITTEE										
Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2014 COST	2015 PROJECTED	Proj. Increase over 2014	% Increase over 2014	Funding Source
1	Board of Commissioners	Granicus	Recording Software maintenance Monthly Manage Service	01/01/15	12/31/15	\$ 5,500	\$ 5,500	\$0	0%	General Fund
2	Financial Services	Eagle Claims Management	Workers' Comp Third Party Administrator	01/01/15	12/31/15	\$ 27,500	\$ 27,500	\$0	0%	Workers Comp
3	Financial Services	Infinisource	Employees' Flexible Spending Account Administrator	01/01/15	12/31/15	\$ 17,500	\$ 17,500	\$0	0%	Employee Benefit
4	Ingham County	Tri-County Regional Planning	Cooperative Effort in resolving problems, policies and plans	01/01/15	12/31/15	\$ 104,960	\$ 104,960	\$0	0%	General fund
5	Road Department	Granger Container	Solid Waste Disposal	01/01/15	12/31/15	\$ 4,600	\$ 4,600	\$0	0%	Road Fund
6	Road Department	Bentley Systems	Engineering Software Licenses	01/01/15	12/31/15	\$ 7,535	\$ 7,535	\$0	0%	Road Fund
7	Road Department	Precision Systems	Accounting Software Licenses	01/01/15	12/31/15	\$ 14,655	\$ 14,655	\$0	0%	Road Fund
8	Road Department	Midwestern Consulting	Traffic Signal Database Support	01/01/15	12/31/15	\$ 1,200	\$ 1,200	\$0	0%	Road Fund
9	IT	Granicus	Granicus Maintenance	07/01/14	06/30/15	\$ 11,692	\$ 11,692	\$0	0%	Network Fund
REVENUE CONTRACTS										
	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2014 REV	2015 PROJECTED	Proj. Increase over 2014	% Increase over 2014	
1	Equalization	State of Michigan	Annual Grant for Remonumentation Program	01/01/15	12/31/15	\$107,551	\$85,000	-\$22,551	-21%	
2	Human Resources	Tri-County Office on Aging	For HR consulting services Annual renewal since 2006	01/01/15	12/31/15	\$40,028	\$40,028	\$0	0%	

**RESOLUTION**

To: The Honorable Board of Commissioners  
Huron County  
Michigan

WE, the LEGISLATIVE COMMITTEE, respectfully beg leave to submit the following resolution for your consideration:

WHEREAS, in 2009, a report was presented to the Legislature and administration by the Legislative Commission on Statutory Mandates; and

WHEREAS, several unfunded mandates were brought to light in this report, which cost local municipalities millions of dollars each year, despite the requirement under the Headlee Amendment that the State provide funding to local units for State requirements; and

WHEREAS, a package of bills – SB 495, SB 496, SB 497, and SB 498 – would implement the recommendations from the aforementioned report, curtailing unfunded mandates from the State; and

WHEREAS, the Huron County Board of Commissioners fully supports this long-overdue legislation; now

THEREFORE, BE IT RESOLVED that the Huron County Board of Commissioners supports SB 495-498 to curtail unfunded mandates from the State; and

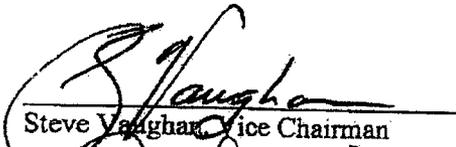
BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to all Michigan counties, Senator Mike Green, Senator Phil Pavlov, Representative Terry Brown, Governor Rick Snyder, and the Michigan Association of Counties.

Respectfully submitted,

LEGISLATIVE COMMITTEE



David G. Peruski, Chairman



Steve Vaughan, Vice Chairman



John L. Bodis, Member

Dated: October 28, 2014

Roll Call Vote:

Tietz	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Peruski	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Elftman	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Vaughan	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Absent	<input type="checkbox"/>

Bodis	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Wruble	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Absent	<input type="checkbox"/>
Nugent	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Absent	<input type="checkbox"/>

**RESOLUTION**

To: The Honorable Board of Commissioners  
Huron County  
Michigan

WE, the LEGISLATIVE COMMITTEE, respectfully beg leave to submit the following resolution for your consideration:

WHEREAS, SB 1038, SB 1039, and SB 1040 would amend several acts to change the way property tax appeals are processed; and

WHEREAS, the proposed amendments would allow a three-year look back and additional reasons for an appeal, which would result in an increase in time to process the appeal, an increase in complications to local municipalities, and most importantly, an increase in cost to local municipalities; and

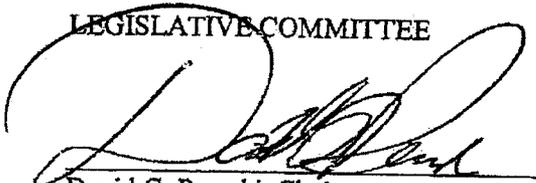
WHEREAS, this Board cannot support SB 1038-1040 as written at this time; now

THEREFORE, BE IT RESOLVED that the Huron County Board of Commissioners opposes SB 1038-1040 due to the negative effects it will have on local municipalities; and

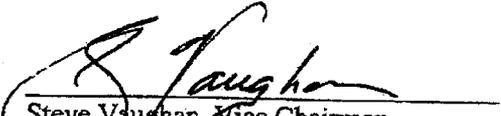
BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to all Michigan Counties, Senator Mike Green, Senator Phil Pavlov, Representative Terry Brown, Governor Rick Snyder, and the Michigan Association of Counties.

Respectfully submitted,

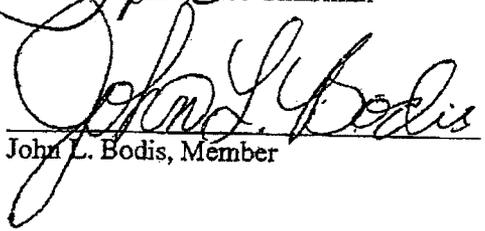
LEGISLATIVE COMMITTEE



David G. Peruski, Chairman



Steve Vaughan, Vice Chairman



John L. Bodis, Member

Dated: October 28, 2014

Roll Call Vote:

Tietz Yes  No  Absent   
Peruski Yes  No  Absent   
Elftman Yes  No  Absent   
Vaughan Yes  No  Absent

Bodis Yes  No  Absent   
Wruble Yes  No  Absent   
Nugent Yes  No  Absent



**CITY OF EAST LANSING**  
The Home of Michigan State University

AGENDA ITEM # 9c

RECEIVED  
NOV 07 2014

November 6, 2014

Mr. Victor Celentino, Chairperson  
Ingham County Board Of Commissioners  
P O Box 319  
Mason, MI 48854

**RE: University Place Development and Finance Plan (Plan No. 1)  
Amendment No. 1**

Dear Mr. Celentino:

The Downtown Development Authority (DDA) of the City of East Lansing, Michigan has approved Amendment No. 1 (the "Amendment") to the University Place Development and Finance Plan (Plan No. 1) (the "Plan") and has forwarded it to the East Lansing City Council for review and approval following required notices and public hearing. The project includes the M.A.C. Avenue Parking Garage infrastructure improvements, technology improvements, University Place plaza infrastructure improvement and maintenance program, makerspace development, public art and business acceleration office space.

410 Abbot Road  
East Lansing, MI 48823

(517) 337-1731  
Fax (517) 337-1559  
www.cityofeastlansing.com

Section 14(4) of Act 197 of the Public Acts of Michigan, 1975, as amended, requires the DDA to fully inform the taxing jurisdictions of the fiscal and economic implications of the proposed Plan. To achieve these purposes, the Authority is enclosing the proposed amended University Place Development and Finance Plan (Plan No. 1). Exhibit B in the document outlines the estimated Capture Analysis.

East Lansing City Council has scheduled a public hearing to consider the Amendment on December 2, 2014 at 7 p.m. Please see the enclosed notice for details.

The City Council welcomes your written or verbal comments on any and all aspects of the proposed Plan Amendment either prior to or at the public hearing.

If you have any questions regarding the Amendment, please contact me at 319-6877.

Sincerely,

Heather L. Pope  
Community Development Analyst

Encl. 2

# CITY OF EAST LANSING

## NOTICE OF PUBLIC HEARING EAST LANSING CITY COUNCIL

### NOTICE OF PUBLIC HEARING ON PROPOSED AMENDMENT NO. 1 FOR PURPOSES OF AMENDING AND RESTATING THE UNIVERSITY PLACE DEVELOPMENT AND FINANCE PLAN (PLAN NO. 1) OF THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF EAST LANSING.

Please take notice that a Public Hearing shall be held before the Council of the City of East Lansing on Tuesday, December 2, 2014 at 7:00 p.m. in Council Chambers, 101 Linden Street, East Lansing, MI 48823 to consider adoption of Ordinance No. 1343 approving Amendment No. 1 to the University Place Development and Finance Plan (Plan No. 1) of the Downtown Development Authority of the City of East Lansing pursuant to and in accordance with Act No. 197, Public Acts of Michigan, 1975, as amended.

The University Place Development and Finance Plan (Plan No. 1) applies to the Development Area bounded generally by M.A.C. Ave. to the west; Albert Avenue to the South; Charles Street to the east, and the Masonic Temple Building to the north. A public hearing will be held to consider the adoption of the University Place Development and Finance Plan, Plan #1 of the DDA (Plan Amendment). The project includes M.A.C. Avenue Parking Garage infrastructure improvements, technology improvements, University Place plaza infrastructure improvement and maintenance program, makerspace development, public art and business acceleration office space.

Please note that all aspects of the proposed Amendment No. 1 to the University Place Development and Finance Plan (Plan No. 1) are open for discussion at the public hearing, at which all interested persons will be provided an opportunity to be heard and written communication will be received and considered. The complete plans are on file at the City of East Lansing, Department of Planning, Building and Development, 410 Abbot Road, East Lansing, Michigan, 48823, and may be examined from 8 a.m. – 5 p.m. Monday through Friday. Any proposed relocation of families or residents shall adhere to the provisions of Act No. 227, Public Acts of Michigan, 1972, as amended.

The City of East Lansing will provide reasonable accommodations, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at this meeting, upon notice to the City of East Lansing, prior to the meeting. Individuals with disabilities requiring reasonable accommodations or services should write or call the City Manager's Office, 410 Abbot Road, East Lansing, MI 48823 (517) 319-6920, TDD 1-800-649-3777.

Marie E. Wicks  
City Clerk

Dated: November 6, 2014  
East Lansing, MI 48823



**UNIVERSITY PLACE  
DEVELOPMENT AND FINANCE PLAN  
AMENDED AND RESTATED PLAN NO. 1**

**Downtown Development Authority  
of the City of East Lansing**

**Adopted by the Downtown Development Authority October 23, 2014**

**Approved by Ordinance of the City Council of the City of East Lansing \*\*, 2014**

**As Amended and Restated by Ordinance #1343**

**\*\*, 2014**

## I. INTRODUCTION

---

### A. Purpose of the Downtown Development Authority Act

The Downtown Development Authority Act, Act No. 197, Public Acts of Michigan, 1975, as amended (“Act 197”), was created to correct and prevent deterioration of business districts; promote economic growth and revitalization; encourage historic preservation; authorize the acquisition and disposal of interests in real and personal property; authorize the creation and implementation of development plans in the district; and authorize the levy and collection of taxes; the issuance of bonds; and the use of tax increment financing in the accomplishment of specific downtown development activities contained in locally adopted development plans for central business districts of Michigan cities.

Act 197 seeks to reverse historical trends that have led to loss of population, jobs, businesses, and the quality of life in our cities by attacking the problems of urban decline where they are most apparent, in the downtown districts of communities.

### B. History of East Lansing Downtown Development Authority

The Downtown Development Authority of the City of East Lansing (the “Authority” or “DDA”) was created by the City Council of the City of East Lansing (the “City”) in 1986 to assist in the revitalization and enhancement of the downtown. A unique and major source of financing for the DDA is Tax Increment Financing (“TIF”). At the present time, the Authority is using TIF to help finance a variety of downtown redevelopment projects.

The following Amended and Restated Development and Finance Plan (the “Plan”) has been prepared for the Tax Increment Finance Area known as TIF #1, University Place, (the “Development Area”). **Appendix A** includes a map of TIF #1 University Place. This Plan references activities that occur within the Development Area. This Amended and Restated Plan contains the information and requirements as set forth in Act 197 to amend and restate the Plan originally adopted by Resolution of the East Lansing City Council on November 5, 1986, at a regular meeting of the Council.

The TIF#2 City Center project falls under a separate Development and Finance Plan that was adopted in 1991 has been amended several times for a variety of development activities undertaken by the Authority.

### C. History of Plan Amendments

The University Place Development and Finance Plan No. 1 was previously amended by Ordinance No. 737, adopted by the East Lansing City Council, on August 21, 1990, to exclude the capture of revenue generated by the East Lansing Downtown Development Authority two mill ad valorem tax fir operating purposes levied pursuant to Section 12 of the Public Act of 197.

## II. **DEVELOPMENT PLAN**

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Under Section 17 of Act 197, a Development Plan must be created when a DDA decides to implement a Tax Increment Financing Plan. The Development Plan must contain specific information regarding physical development projects to be undertaken and funded by the Authority.

### A. **Boundaries of Downtown Development Area #1**

Development Area #1 is identified on the map in **Appendix A**.

### B. **Development Area Objectives and Legal Description**

There is a wide-range of objectives for the Development Area. These objectives are:

- Continue to maintain public space
- Continue to support of mixed-use development
- Continue to support parking for public use
- Continue to support Arts and Cultural
- Support the creation of space for designing and building

The legal description of Development Area #1, is attached as **Appendix D**.

### C. **Existing Improvements to be Demolished, Repaired, or Altered**

A complete detailed description of the improvements being undertaken are included in Section D.

### D. **Location, Extent, Character, and Estimated Costs of Improvements**

The following is a summary description of the various improvements to be accomplished by this Plan. The various projects are broken down into existing projects and proposed projects.

#### ***Existing Projects***

The Authority has a variety of ongoing expenditures related to projects approved in previous plans as noted below. These obligations include both annual expenditures of Capital Fund monies for non recurring expenditures as well as annual debt service related to bonded indebtedness.

#### **University Place Project**

The 1986 plan provided for the redevelopment of 1.85 acres to include a 270 space underground parking garage, a park/plaza, elevated pedestrian walkway, street closure, land acquisition and associated site work. Private improvements consisted of a hotel, commercial building and an atrium. The East Lansing Building Authority purchased the public improvements, as a condominium unit, from the University Place Associates, the project developer. The Authority has outstanding debts obligations relating to the redevelopment of this site that are paid for with TIF revenue.

Estimated Costs:	\$3,795,000
Project Completion:	1987
Remaining Debt Obligations (09/16/14):	\$1,015,693

## **Proposed Projects**

### **M.A.C . Ave. Parking Garage Infrastructure Improvements**

Major infrastructure improvements are proposed for the M.A.C. Ave. parking garage. Improvements are necessary due to the age of the parking garage. The improvements include lighting, rebuilding the entire garage flooring system and the installation of a new ceiling between the hotel and parking garage.

Estimated costs \$2.2 – 2.7 million

Fiscal Year 2017

Estimated Completion 2018

### **M.A.C. Ave Parking Garage Technology Improvement**

The Parking Dept. continues to invest in technology improvements to streamline the parking system. It is being proposed to replace the parking gates and the point of sale system for the Parking System, which includes system integration between the M.A.C. Parking Garage and the hotel operations.

Estimated costs: \$350,000

Fiscal Year: 2017

Estimated Completion: 2018

### **University Place Plaza Infrastructure Improvements and Maintenance Program**

The Authority has invested substantial funds over the past decade on the University Place Plazas. The Authority will continue to make improvements to these plazas on an as needed basis. In addition, the Authority plans to spend funds on maintenance of these plazas.

Estimated costs: \$300,000

Fiscal Year: 2025

Estimated Completion Ongoing

### **Makers Space**

The Authority has recognized the benefit of locating a Makers Space in the downtown. The Authority proposes to allocate funds towards the creation of a Makers Space. The Makers Space would be managed by the East Lansing Public Library.

Estimated costs: \$100,000

Fiscal Year 2016

Estimated Completion 2017

### **Public Art throughout the M.A.C. Ave Parking Garage**

In 2012 the City installed a mural in the Division Street Garage to welcome visitors to downtown East Lansing. The DDA is proposing to continue this effort by having art installed in the M.A.C. Parking Garage.

Estimated costs: \$50,000

Fiscal Year: 2017

Estimated Completion 2018

**Business Acceleration University Place Office Space**

The Authority is proposing to master lease office space, build out office space and offer business development services in University Place for the purpose of providing additional business incubator space for graduates of the Technology Innovation Center (TIC). The space would be sub-leased by the Authority for graduates of the TIC for the purposes of supporting business development.

Estimated costs: \$100,000 - \$500,000  
Fiscal Year 2025

**E. Construction Plan**

Projects listed under Section III-D each have separate construction plans and schedules. Construction plans are developed prior to construction commencing and modified throughout the duration of each project. Construction plans and schedules are on file with the Department of Planning, Building and Development and/or the Department of Public Works.

**F. Existing and Planned Open Spaces**

The existing open spaces in the Development Area are detailed in **Appendix C**. Open spaces include Fountain Square Plaza and University Place Plaza. The Authority may assist with creation or modification of current or future open spaces in accordance with the City's Comprehensive Plan.

**G. Property Sale, Donation, Exchange, or Lease to or from the City of East Lansing**

**University Place**

- The Authority proposes leasing office space in University Place Condominium Unit Nos. 2 and 3 for businesses that have graduated from the TIC. The terms of the lease would be negotiated between the Condominiums and DDA.

The Authority also proposes the sale, donation, exchange, and/or lease of additional property to or from the City on an as needed basis to complete additional projects undertaken by the Authority and consistent with this Plan.

**H. Description of Zoning and Street Changes**

**Zoning**

The current zoning, B-3 City Center Commercial, is described in detail in the City's *Zoning Code*. There are no plans to change the zoning in the Development Area.

**Street Changes**

There are no street changes proposed for this plan.

**I. Development Cost Estimates and Financing**

Project activities listed in this Plan have an estimated total cost of \$4,000,000. The sources from which these costs have been, and/or will be, financed, partially or wholly, include one or more of the following:

- Tax increment revenues

- Donations received by the DDA
- Proceeds from any property, building or facility owned, leased, or sold by the DDA
- Revenue obtained through development agreements with developers
- Funds obtained from other sources approved by the City
- Grant funds received from state or federal sources
- Bonds issued by the DDA or the City

**J. Identification of Private Development Entities for Purposes of Property Sale or Lease**

The Authority has entered into a number of agreements with entities for the sale or lease of property for the original plan. The Authority proposes to do so for future projects with the owners of the University Place Condominium Units No. 2 and 3 and such other entities where necessary and consistent with this Plan. The agreements relating to the original plan and all are on file with the City's Department of Planning, Building and Development.

**K. Land Disposition Procedure**

The Authority has outlined the specific terms of disposition of property in development agreements and/or purchase agreements as outlined in Sections G and J of this Plan. The Authority proposes to enter into similar agreements for all future property transactions.

**L. Estimates of the number of persons residing in the area and the number of families and individuals to be displaced**

There are no residents residing within the Development Area.

**M. Plan for the Relocation of Persons Displaced**

The Authority will adhere to provisions of Act 227 of the Public Acts of 1972 in all projects that require relocation assistance. See Section III-O for more detail.

**N. Provisions for the costs for persons being displaced by the development and financial assistance in accordance with the federal Uniform Relocation Act**

The Authority does not propose the use of federal funds on projects that require the relocation of persons displaced.

**O. Plan for Compliance with Act No. 227 of the Public Acts of 1972, being Sections 213.321 to 213.332 of the Michigan Compiled Laws**

The Authority will adhere to provisions of Act 227 of the Public Acts of 1972. For property that the Authority plans to acquire and has business or individual tenants, the Authority will develop a separate relocation strategy for each. The strategy will include assisting owners of displaced businesses in obtaining and becoming established in comparable facilities and supplying information on federal, state and local programs offering assistance to displaced persons. The Authority will utilize Tax Increment Revenues for any costs incurred for purposes of relocation assistance.

**P. Other material that the authority, local public agency, or governing body considers pertinent is hereby added as follows**

If there are any future amendments or supplements to any of the associated development agreements, property sale or lease agreements, or any other associated legal agreements, the Authority and City shall amend Plan #1 unless the Authority and City determine that the amendments and/or supplements do not result in substantive changes to this Plan.

### **III. TAX INCREMENT FINANCING PLAN**

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A TIF Plan establishes the procedure by which the Authority is able to finance or assist in the financing of the public improvements described in the Development Plan. This Amended and Restated Finance Plan, and any further amendments to it, will govern the Authority's continued participation in the project unless or until the Authority's assistance is no longer required.

TIF permits the Authority to capture tax revenues attributable to increases in the value of real and personal property resulting from implementation of a development plan. The Tax Increment Finance Procedure is governed by Act 197 of the Public Acts of 1975, as amended. These procedures outlined below but are also subject to any changes imposed by future amendments to Act 197.

At the time TIF #1, University Place, was initially approved by the East Lansing City Council on November 5, 1986, at a regular meeting of the Council,, the value of the property within the boundaries of the Authority's Development Area (the "Initial Assessed Value") was established as the amount shown in Section II-B of this Plan (the state equalized value of property within Development Area #1 for the 1985 levies).

#### **A. Tax Increment Financing Procedure**

For the duration of Plan #1, in each year subsequent to 1986, the "Current Assessed Value" of property within Development Area #1 is determined. The Current Assessed Value for each year is the Taxable Value of the taxable property within Development Area #1 for that year.

The "Captured Assessed Value" is the amount by which the Current Assessed Value exceeds the Initial Assessed Value in any one year. For purposes of this Plan, the Initial Assessed Value shall be the sum total value of all taxable property within the boundaries of the Development Area as of December 31, 1985. In instances where the city has adopted a Brownfield Redevelopment Plan in accordance with Act 381 of 1996 of the Public Acts of Michigan, the value of such properties is excluded from calculation of both Initial Assessed Value and Captured Assessed Value.

For the duration of Plan #1, the taxing jurisdictions will continue to receive tax revenues based upon the Initial Assessed Value. The Authority, subject to exemptions which may be contained in this Amendment and the provisions of any agreements for the sharing of Captured Assessed Value, each year receives that portion of the ad valorem tax levy of all taxing jurisdictions on the Captured Assessed Value of Development Area #1, other than the State, local school district and intermediate school district tax levies, and specific local taxes attributable to such ad valorem property taxes ("Tax Increment Revenues").

The Authority also levies a 2 mill ad valorem tax pursuant to Section 12 of Act 197. These funds are not Tax Increment Revenues subject to capture but are paid to the Authority in addition to the Tax Increment Revenues described above.

**B. Estimate of Initial Assessed Value and Tax Increment Revenue**

At the time Plan #1 was approved by the East Lansing City Council on November 5, 1986, at a regular meeting of the Council, the value of the property within the boundaries of the Authority's Development Area (the "Initial Assessed Value") was established as \$0.00 for real and personal property (the state equalized value of property within Development Area #1 for the 1986 levies).

**Appendix B** displays the estimated Tax Increment Revenues calculated under current law from levies beginning in the year 1986 after adoption of the Amended and Restated Plan #1.

**C. Maximum Amount of Bond Indebtedness to be Incurred**

It is contemplated that bonded indebtedness will occur over the life of this Amended and Restated TIF Plan to finance the costs of the improvements described at Section III, paragraph E, of this Development Plan. It is anticipated that such bond indebtedness shall not exceed \$5,000,000.

**D. Duration of the Program**

It is contemplated that the Program will run for a period not to exceed 30 years from the date of adoption of Ordinance #1343, unless otherwise discontinued by the Authority and/or the City.

**E. Use of Tax Increment Revenue**

The Tax Increment Revenue collected semi-annually (July and December tax bills) will be placed in a Capital Fund Account for the Authority. The Capital Fund Account will be used by the Authority for ongoing expenditures and for specific redevelopment projects as allowed under Act 197. Those expenditures will include:

1. The principal, interest, and reserve payments required for any bonded indebtedness to be incurred by the Authority or on its behalf for purposes provided in the Development Plan
2. Financing and bond closing fees
3. Cash payments for initiating and completing any improvement or activity called for in the Development Plan
4. Project planning studies
5. Architectural and design studies, including surveys, drawings, and renderings
6. Market and financial feasibility studies
7. Legal and accounting fees
8. Project management and administration fees, including staff services
9. Costs associated with acquisition, sale or lease of property and structures including legal fees, closing costs, broker fees, option fees, appraisals, and related consultant fees
10. Operational costs of property owned or leased by the Authority, including utilities, furniture and fixtures, and maintenance costs
11. Project design engineering and construction costs
12. Acquisition and/or disposition of real estate, including any annual operating deficits

13. Construction and/or maintenance of public facilities including parking facilities, parks, road improvements, sidewalks, landscaping and other beautification treatments
14. The construction of elevated enclosed pedestrian walkways linking major activity centers and enclosed parking facilities
15. Payments required to establish and maintain a capital replacement reserve, and payments to create a maintenance fund to minimize replacement
16. Acquisition, construction and operation, and sale or lease of structures and facilities
17. Costs associated with the relocation of residents and businesses as a result of projects identified in this Plan

**F. Annual Surplus of Tax Increment Revenues**

To the extent that the Tax Increment Revenues of the Authority in any one year are determined by the Authority as unnecessary for its projects and programs, and therefore deemed to be surplus revenue, then such surplus funds shall revert proportionately to the respective taxing bodies.

**G. Impact on Assessed Values and Tax Revenues**

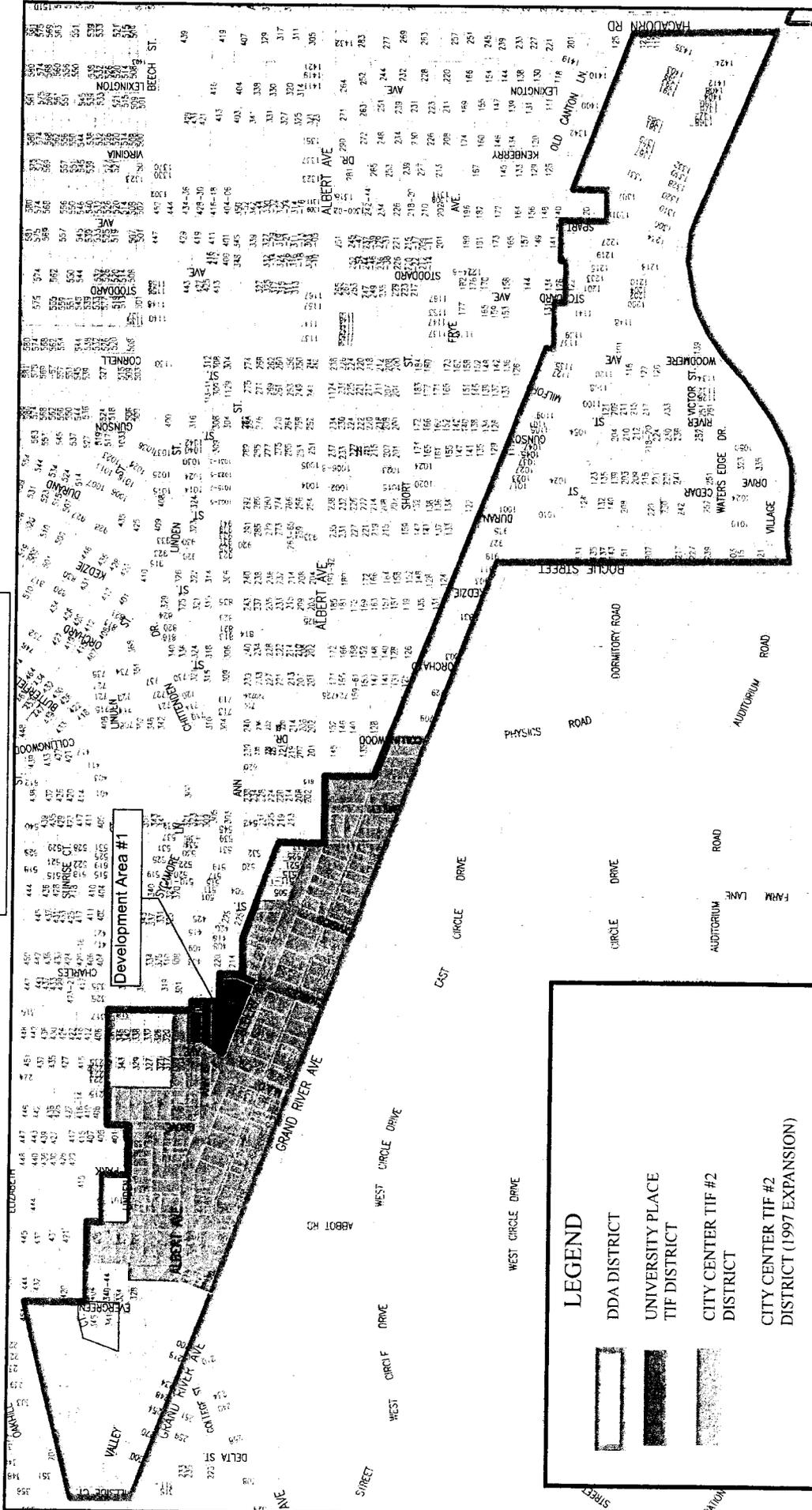
Activities of the DDA under this Plan are expected to generate new economic activity in the downtown area in the form of jobs and investment and thus generate additional tax revenue from the Michigan Corporate Income Tax, state income tax, state sales tax, and federal income tax.

**Appendix B** provides a detailed breakdown of the tax increment revenue by jurisdiction using 2014 millage rates. These tax increment revenue estimates are for the entirety of the Development Area but do exclude certain properties exempt from TIF capture.

## **List of Appendices**

- Appendix A: Development Area #1 Boundaries
- Appendix B: Estimate of Tax Increment Revenues
- Appendix C: Open Spaces Development Area #1
- Appendix D: Legal Description of the Development Area #1
- Appendix E: Capital Improvements Plan for Parking

Appendix A



**LEGEND**

-  DDA DISTRICT
-  UNIVERSITY PLACE TIF DISTRICT
-  CITY CENTER TIF #2 DISTRICT
-  CITY CENTER TIF #2 DISTRICT (1997 EXPANSION)

CITY OF EAST LANSING DOWNTOWN DEVELOPMENT AUTHORITY BOUNDARY

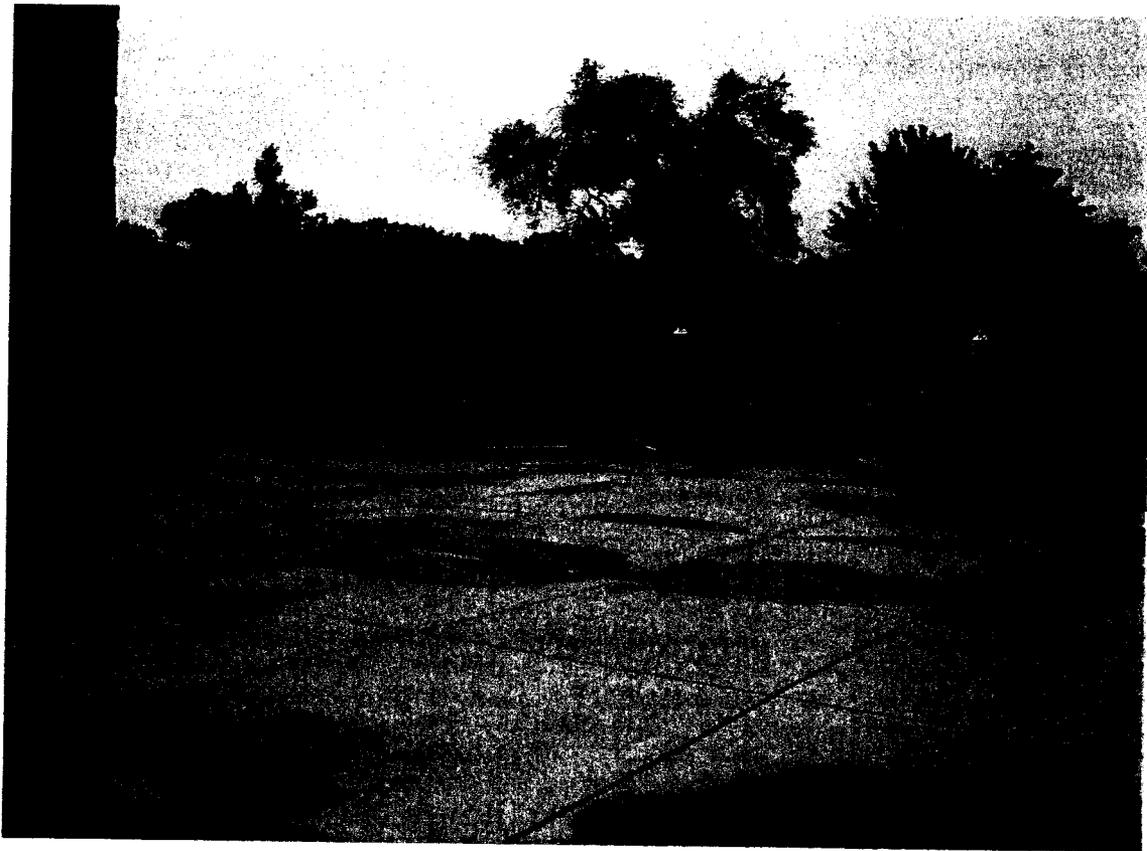
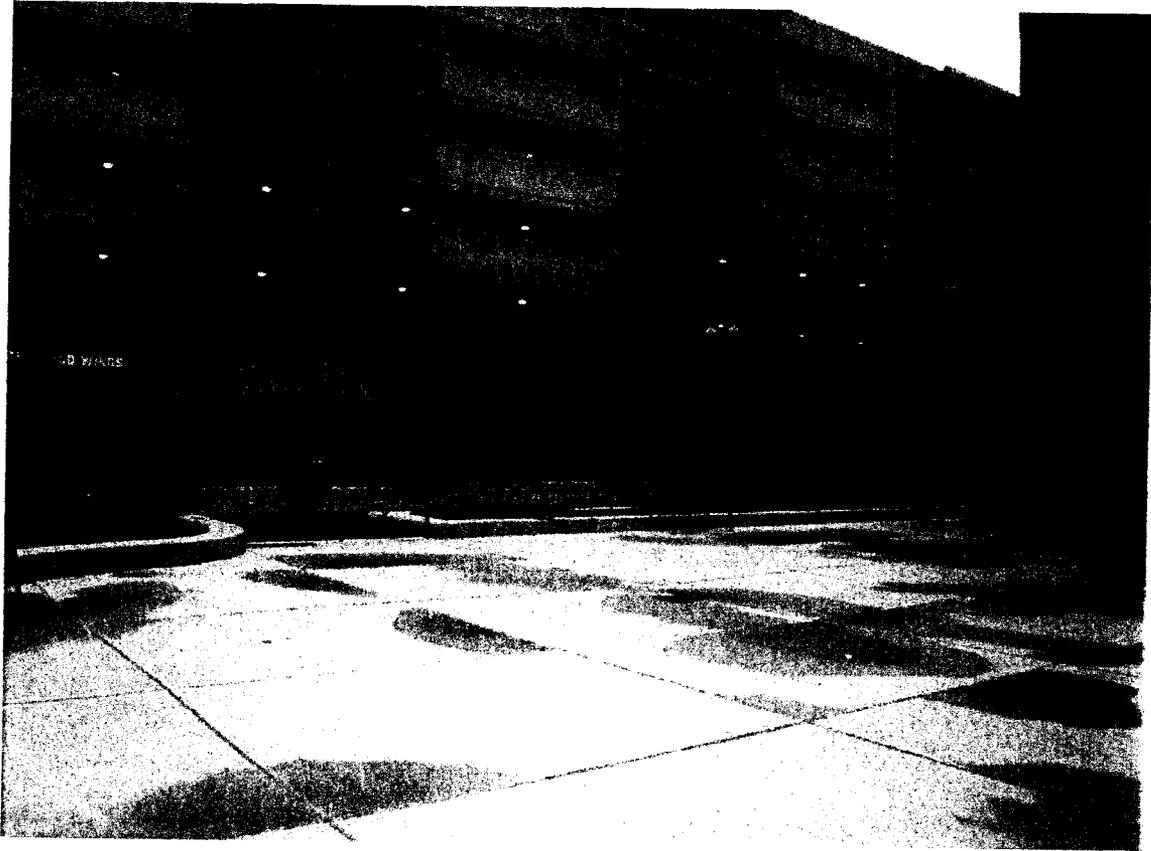
DDA BOUNDARY

08-31-2009

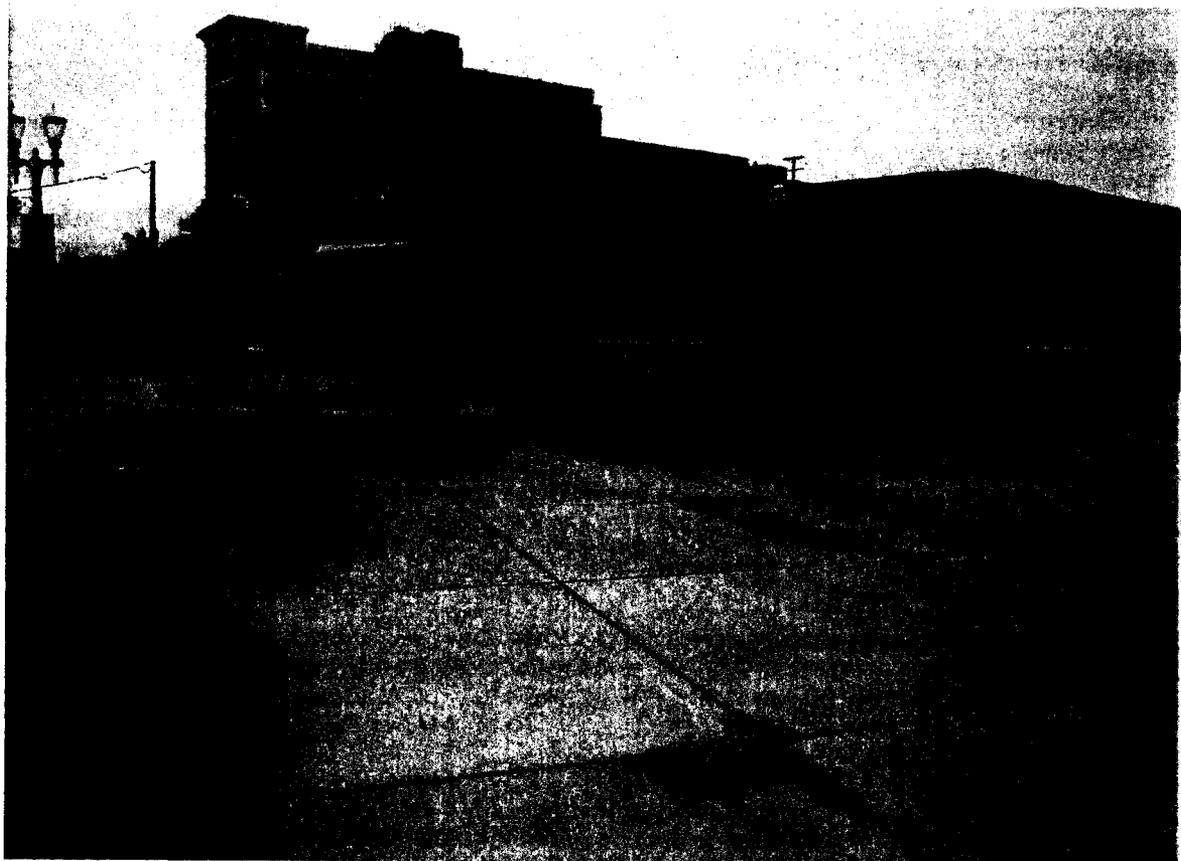
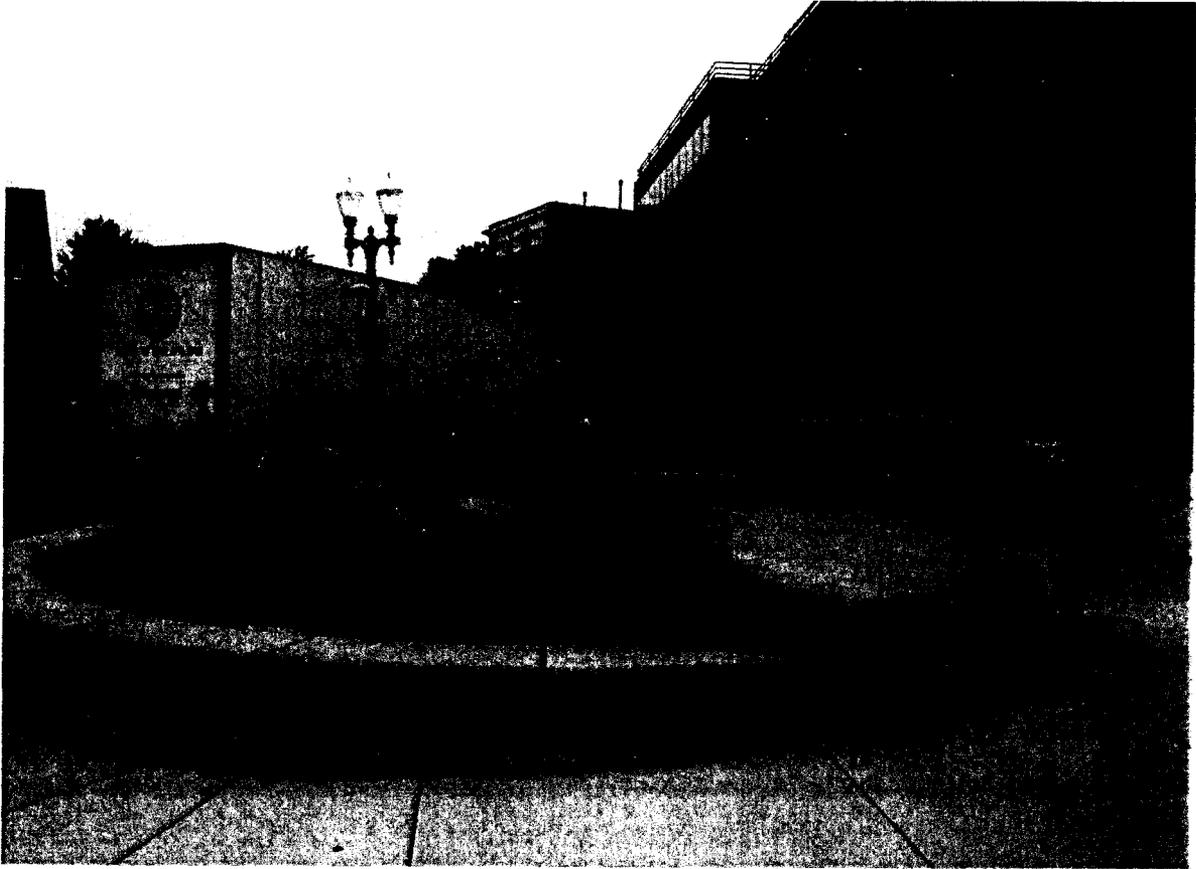
O:\PLANMAPS\Downtown Maps\DDA Boundary 8-31-09



APPENDIX C – UNIVERSITY PLACE PLAZA



APPENDIX C – FOUNTAIN SQUARE PLAZA



## APPENDIX D

### DEVELOPMENT AREA DESCRIPTION

Beginning at a point on the east right-of-way line of M.A.C. Avenue, extended southerly a distance of 9.91 ft. south of the southwest corner of Lot 42, in the plat of "College Grove", a subdivision of a part of the west } of the northwest { of Section 18, T4N, R1W, City of East Lansing, Ingham County, Michigan, thence north 58.91 ft. on the east line of M.A.C. Avenue; thence east, 156.75 ft. on a line 17 ft. south of and parallel with the north line of said Lot 42 to a point on the centerline of the alley lying east of said Lot 42; thence south 7.00 ft. on the center of said alley; thence east, 8.25 ft. to the west line of Lot 43 of said "College Grove"; thence north 90.0 ft. on the east line of said alley to the northwest corner of Lot 45 of said "College Grove"; thence east, 60.25 ft. on the north line of said Lot 45; thence south, 92.0 ft. on a line 60.25 ft. east of and parallel with the west line of said Lots 45 and 43; thence west, 20.00 ft.; thence S21°15'01.8" E, 19.31 ft.; thence east 13.0 ft.; thence south 17.74 ft. on a line 60.25 ft. east of and parallel with the west line of said Lot 43; thence S70°00'E, 12.45 ft. to a point on the south line of Lot 43; thence east, 76.55 ft. to the southeast corner of Lot 43; thence south 160.40 ft. on the west side of Charles Street; thence S20°W along the west line of Charles Street, 85.2 ft. to the north right-of-way line of Albert Avenue; thence N70°W along the north line of Albert Avenue; 369.6 ft.; thence along a 15 ft. radius curve to the right, 29.04 ft. (long chord bearing N14°32'45"W, 24.71 ft.); thence N40°54'30"E, 106.61 ft. to the point-of-beginning on east right-of-way line of M.A.C. Avenue extended. All on the west } of the northeast { of Section 18, and being all of the Subdivision on "Bakers Subdivision" of Lots 25, 26, 27 and 28 of "College Grove", and part of the Lots 29, 42, 43, and 45 in the plat of College Grove, in the street right-of-way on certain portions of Ann Street, M.A.C. Avenue; all on the west } of the northwest { of Section 18, T4N, R1W, City of East Lansing, Ingham County, Michigan. Contains 80,480 sq. ft. more or less.

APPENDIX E

CAPITAL IMPROVEMENTS/FUNDING SOURCE													
Projects	2014 Proposed	2014 Actual	Funding Source	2015 Proposed	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	Total Per Project	Parking Fund	Bonds	TIF
<b>Municipal/Public Facilities</b>													
<b>Parking</b>													
277 Charles Street Garage Renovations	0	120,000	Parking										
278 Division Street Renovations	0	164,000	Parking										
279 Lighting Upgrades (Grove, Division, City Center)	400,000	100,000	Parking	300,000						300,000	300,000		
280 Parking Garage Annual Maintenance	100,000	69,000	Parking	100,000	100,000	100,000	100,000	100,000		500,000	500,000		
281 Elevator Replacement (Grove, Division)	220,000	220,000	Parking	297,000						297,000	297,000		
282 Grove Street Garage Curtain Wall Replacement				40,000						40,000	40,000		
283 MAC Avenue Garage (University Place) Renovations	806,000	0				2,000,000				2,000,000	2,000,000		
<b>Discretionary Items</b>													
<b>SUBTOTAL</b>	<b>1,525,000</b>	<b>673,000</b>		<b>737,000</b>	<b>100,000</b>	<b>2,100,000</b>	<b>100,000</b>	<b>100,000</b>		<b>3,137,000</b>	<b>3,137,000</b>		