CHAIRPERSON
SARAH ANTHONY

VICE-CHAIRPERSON
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

FINANCE COMMITTEE
MARK GREBNER, CHAIR
BRIAN McGRAIN
TODD TENNIS
KARA HOPE
SARAH ANTHONY
RANDY SCHAFER
ROBIN CASE NAEYAERT

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, JULY 19, 2017 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 June 21, 2017 Minutes
Additions to the Agenda
Limited Public Comment

1. Drain Commissioner – Resolution Amending Resolution #16-322 to Extend the Sunset of an Allocation to the Revolving Drain Fund

2. Sheriff's Office – Resolution to Authorize a Contract with the Michigan Department of Human Services for Transport Services of Specific Juveniles by Sheriff's Deputies

3. Treasurer's Office – First Quarter Investment Report *(Informational Item)*

4. Health Department
   a. Resolution to Authorize FY 2018 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
   b. Resolution to Authorize the Purchase of Digital Radiography Equipment and an Amendment to the NextGen Agreement for Expansion of the Digital X-Ray System
   c. Resolution to Amend Amendment #3 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Health and Human Services

5. Economic Development – Resolution to Approve the Termination of the Economic Development Services Agreements

6. Innovation and Technology
   a. Resolution to Approve the Purchase of Backup Storage Solution from Avalon
   b. Resolution to Approve the Purchase of Host Server Replacement from Avalon
   c. Resolution to Approve the Purchase of Palo Alto NextGen Firewall
   d. Resolution to Authorize the Conversion of the Vacant Deputy Information Officer to a Senior Network Admin in the Innovation & Technology Department
   e. Resolution to Approve the Replacement of the Uninterruptable Power Supply for Datacenter

7. Facilities – Resolution to Award a Contract for the Replacement of the Sheriff's Office Roof

8. Road Department
   a. Resolution to Approve an Agreement for the Columbia Road Bridge Replacement Project
   b. Resolution to Rescind Resolution 17-259 Approving a Local Road Agreement with Lansing Township
   c. Resolution to Rescind Resolution 17-261 Authorizing a Contract for Recycling and Resurfacing of Various Streets in Lansing Township
   d. Resolution to Approve Purchase of Synchro Traffic Modeling Software

9. Parks Department
   a. Resolution to Authorize Acceptance of Charitable Donation from the Friends of Ingham County Parks
   b. Resolution to Authorize a Contract for Improvements to the Parking Lot at Hawk Island County Park

10. Financial Services
   a. Resolution to Authorize the Bi-Annual Retiree Health Care Actuarial Study and Second Year Update
   b. Presentation of the Audit and Financial Statements (*Please Bring the Comprehensive Annual Financial Report Previously Distributed)*

11. Controller/Administrator's Office
   a. Resolution to Adopt the 2018 Juvenile Justice Community Agency Process Calendar
   b. Resolution Authorizing Adjustments to the 2017 Ingham County Budget
   c. Resolution Submitting to a Vote of the Electorate the Establishment of Separate Tax Limitations for Ingham County, the Townships and the Intermediate School District
   d. Financial Reserve Status *(Discussion Item)*

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.

FINANCE COMMITTEE
June 21, 2017
Draft Minutes

Members Present: Anthony, Grebner, Hope, McGrain, Naeyaert (arrived at 6:02 p.m.), and Tennis

Members Absent: Schafer

Others Present: Sandy Gower, Tim Morgan, Bill Conklin, Michael Townsend, Liz Kane, and others

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

Approval of the June 7, 2017 Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER RECOGNIZED THAT THE MINUTES OF THE JUNE 7, 2017 FINANCE COMMITTEE MEETING WERE APPROVED AS PRESENTED. Absent: Commissioners Naeyaert and Schafer

Additions to the Agenda

None.

Substitute –

7. Board of Commissioners – Resolution to Appoint Dale Copedge to the County Advisory Tax Limitation Committee

Limited Public Comment

None.

Commissioner Naeyaert arrived at 6:02 p.m.

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

2. Health Department
   a. Resolution to Accept Funding from City of Lansing and to Act as the Fiduciary/Payee for the Human Relations & Community Services Department
   b. Resolution to Enter an Agreement with Lansing Community College for Medical Assistant Medication Administration Training
   c. Resolution to Authorize an Agreement with Redhead Design Studio for a Lyme Disease Public Education Campaign

d. Resolution to Authorize a Letter of Intent to Transfer Sparrow Medical Group – Volunteers of America Clinic to Ingham County Health Department

3. Facilities – Resolution to Award a Contract for Carpet Cleaning Services

5. Road Department
   a. Resolution to Approve Local Road Agreement with Leslie Township
   b. Resolution to Approve Local Road Agreement with Meridian Township for 2017 Local Road Program
   c. Resolution to Approve Local Road Agreement with Lansing Township for 2017 Local Road Program
   d. Resolution to Approve a Contract for 2017 Local Road Program-Meridian Township
   e. Resolution to Approve a Contract for 2017 Local Road Program-Lansing Township

6. Parks Department – Resolution to Authorize Mower Purchase for Burchfield Park

7. Board of Commissioners – Resolution to Appoint Dale Copedge to the County Advisory Tax Limitation Committee

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Schafer

4. Economic Development – Resolution to Approve the Termination of the Economic Development Services Agreements

MOVED BY COMM. HOPE, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE RESOLUTION.

Sandy Gower, Economic Development Coordinator, stated these service agreements between the County and communities had been in existence since 1993. She further stated the County had helped most communities along in managing their districts, and now, they were down to only six communities that had service agreements.

Ms. Gower stated that with the exception of Dansville and Vevay Township, the communities' staff could handle the plans and any changes that needed to happen. She further stated she was planning to retire at the end of the year, and she and the Controller had been discussing a restructure of the EDC Department.

Ms. Gower stated they were proposing to end these service agreements due to the discussion of reorganizing the EDC. She further stated that with the restructuring of the department and her retirement, the departmental budget would be less and the decrease in revenue from the service agreements would not be felt by the County.

Ms. Gower stated that by waiting until the end of the year, it gave the communities enough time to make other plans. She further stated that Dansville was the community that was going to be the most affected, but most of their money was going to pay off water and sewer bonds, so they did not have money to do anything else.

Commissioner McGrain thanked Ms. Gower for sharing the news of her retirement with the Committee and thanked her for her service. He stated he understood this money came to the County, and he wondered if the money would disappear if the County terminated the agreements.

Chairperson Grebner stated it would not just go away; the funds would go to schools.

Commissioner McGrain asked if the funds would go to the local schools.

Ms. Gower stated it was money from the state education tax, and the communities had been allowed to collect the funds because the service agreements were considered existing obligations before the passage of Proposal A.

Commissioner McGrain clarified that the money would disappear from the County, and it would go back to the State.

Ms. Gower stated there might have been some local taxes that paid for the service agreements, but it was not a lot.

Commissioner McGrain clarified that with the County foregoing the money, it was still not going back to the local communities. He stated Ms. Gower had been providing a good service for the outer-County communities' economic development.

Commissioner McGrain stated he appreciated the sentiment about trying to be more thoughtful about TIFs, but this money was not going to be going back to the local communities. He further stated he would like to see the money come back to the communities for some education purposes, and he wanted to postpone voting on the issue to allow the Commissioners to have a further discussion later.

Commissioner Naeyaert stated she agreed with Commissioner McGrain's sentiments. She further stated that four out of six of the communities affected were in her district, and she had seen the huge benefit that the EDC had brought to those outer-County municipalities for their economic development, so she would like to talk to these municipalities before voting on the resolution.

Commissioner Naeyaert stated that Dansville did not have money, so they might be able to partner with the City of Mason or find other options. She further stated she would like to figure out how to fill the void this elimination would create, if it did not hurt to wait to approve the resolution.

Commissioner McGrain stated he would like to table the resolution until a time when Ms. Gower and the Controller could join the Committee for a discussion.

Chairperson Grebner stated it might make sense to also notify the communities affected by the elimination, and ask them to join the discussion as well.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. MCGRAIN, TO TABLE THE DISCUSSION UNTIL THE JULY 19TH FINANCE COMMITTEE MEETING.

Discussion.

Chairperson Grebner asked Ms. Gower if tabling the resolution would cause any significant problems.

Ms. Gower stated it would not cause any problems, as the requirement was to give the communities thirty days' notice before they ended the contract.

Chairperson Grebner asked Ms. Gower to send the communities a letter regarding the elimination of the contracts and inviting them to join the July 19, 2017 discussion.

Commissioner McGrain asked if the County Services Committee had discussed the resolution at their meeting.

Ms. Gower stated they had discussed the resolution, and voted to approve it unanimously.

THE MOTION TO TABLE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer

1. Sheriff's Office
    a. Resolution to Extend the Canteen Inmate Commissary Contract
    b. Resolution to Extend the Contract with Canteen Services for Kitchen Management and Laundry Services

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE RESOLUTIONS.

Commissioner Tennis asked if these were the resolutions that would eliminate County staff in the jail kitchen and allow Canteen Services to take over the Ingham County Jail food services.

Michael Townsend, Budget Director, stated they would not be eliminating County employees, since the positions were vacant except for the one position that remained. He further stated the two other County employees had moved on, and Canteen was providing the food service.

Commissioner Tennis asked if they were adapting to something that was already taking place.

Mr. Townsend stated he believed one individual was still employed by the County in the kitchen currently, and another had taken a different position within the County.

Commissioner Tennis asked what would happen to the individual that was still working in the kitchen.

Chairperson Grebner stated that the Board of Commissioners had approved the severance package for the individual at their last meeting. He further stated it had been negotiated with the unions and the individual.

Commissioner Tennis stated he was not normally a fan of privatization, but in this situation, it made sense and it had been done the right way. He asked how long Canteen Services had been contracting with the County.

Chairperson Grebner stated he believed Canteen Services had been contracting with the County for at least five or six years.

Commissioner Tennis stated his usual hesitation with privatizations was that the County would get initial savings, but then over time, the company would say they needed to charge the County more for the services they were providing. He further stated he was somewhat more comfortable to vote yes on this contract, because the County already had a long-standing relationship with Canteen Services.

Commissioner Hope stated the total privatization would be coming through the RFP process, and she expected Canteen Services would bid on the RFP. She further stated this resolution was a temporary extension of the contract, because the County had realized that the current contract had expired in February when they were exploring this privatization.

Discussion.

Commissioner Naeyaert stated they could credit the new administration in the Sheriff's Office for finding this situation and getting it taken care of so quickly.

Chairperson Grebner stated this service tended to fluctuate between private and public, like medical care in the jail or dentists in the Health Department. He further stated the Committee should not think it was a permanent answer, because it was possible the service could one day be controlled by the County again.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:16 p.m.

JULY 19, 2017 FINANCE AGENDA
STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1. ***Drain Commissioner*** **-** *Resolution Amending Resolution #16-322 to Extend the Sunset of an Allocation to the Revolving Drain Fund*

The Drain Commissioner seeks to extend the sunset of Resolution 16-322 to fund necessary work undertaken in response to duly authorized petitions for the Montgomery Drain project. On July 26, 2016 to Board agreed to advance $5 million to the Drain Revolving Fund for a period ending on July 31, 2017. An extension of this advance to December 31, 2017 is necessary in order to finance the costs of bringing pending petitions to permanent financing. Funds are repaid when permanent bonding is obtained for a drain project as required by statute (MCL 280.303) with interest at a rate equal to 1.50% greater than the yield on a one year U.S. Treasury obligation. Other terms and conditions of this proposal are unchanged from those approved in 2016 (Resolution 16-322) and in 2010 (Resolution 10-159).

The Financial Reserves Policy requires that unreserved undesignated balance in the General Fund not fall below 5% of the total General Fund expenses of the preceding year. General fund reliance on fund balance and a number of significant changes in pension obligation payments have resulted in additional stress on County finances. It is important that this advance not extend beyond the close of the fiscal year in order to maintain compliance with the Financial Reserves Policy.

2. ***Sheriff's Office*** *– Resolution to Authorize a Contract with the Michigan Department of Human Services for Transport Services of Specific Juveniles by Sheriff's Deputies*

This resolution will authorize the renewal of a contract with the Michigan Department of Human Services (MDHS) for the transportation of specific in-custody juvenile inmates for an amount up to $10,000 for the duration of the contract starting October 1st 2017 and expiring September 30th 2018 with two, one year extension options. This service provides a safer method for in-custody juveniles to be transported to secure locations. The Sheriff's Office uses off duty officers to provide these services on an infrequent basis and is reimbursed the associated overtime expenses and vehicle mileage. See attached memo for details.

4a. ***Health Department*** *– Resolution to Authorize FY 2018 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Comprehensive Agreement*

This resolution authorizes the FY 2018 Comprehensive Agreement with MDHSS for the period of October 1, 2017 through September 30, 2018, the necessary BCCCNP and NFP subcontracts, and the service contracts with agencies to perform outreach activities to potential and current Medicaid beneficiaries. The resolution also authorizes a .75 FTE WIC Breastfeeding Counselor to provide required breastfeeding education services as mandated by the agreement. Compensation for this position is provided in the agreement.
Approximately $5.3 million dollars in state/federal funds will be made available to Ingham County through the Comprehensive Agreement, and that Ingham County's contribution to expenditures associated with the agreement and budget will not exceed levels appropriated in the County's FY 2018 Budget for these purposes.

4b. ***Health Department*** *– Resolution to Authorize the Purchase of Digital Radiography Equipment and an Amendment to the Nextgen Agreement for Expansion of the Digital X-Ray System*

This resolution authorizes the purchase of digital radiography equipment and an amendment to the Nextgen agreement for expansion of the digital x-ray system at Forest Community Health Center. The cost of the software, licenses and field service assistance is $3,385 to upgrade within the Nextgen system and will be funded from the HRSA Delivery System Health Information Investment (DSHII) funds. The cost of the Digital Intraoral sensors from Benco Dental is $20,392 and will be funded from the approved 2017 CIP budget of $17,804. The remaining $2,588 will be funded from the HRSA Quality Improvement (QI) supplemental grant.

4c. ***Health Department*** *– Resolution to Amend Amendment #3 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Health and Human Services*

This resolution amends Resolution #17-210 to authorize changing the temporary .75 FTE WIC Breastfeeding Peer Counselor (UAW Grade C) to a permanent position for the duration of the grant through the comprehensive agreement with MDHHS. The total cost of a .75 FTE WIC Breastfeeding Peer Counselor is $51,047 (2017 rates at step 5) and the position is funded by the grant.

5. ***Economic Development*** *– Resolution to approve the termination of the Economic Development Services Agreements*

This resolution will authorize pursuant to Section XV Termination of the Economic Development Services Agreement with the City of Mason LDFA, the City of Leslie LDFA, City of Williamston EDC, Village of Dansville DDA, Village of Webberville DDA and Vevay Township DDA dated January 31, 1994, that the Ingham County Board of Commissioners does hereby terminate this agreement effective December 31, 2017.

6a. ***Innovation and Technology Department*** **-** *Resolution to Approve the Purchase of Backup Storage Solution from Avalon*

When the Storage Area Network (SAN) device was upgraded late in 2015, it provided a greatly increased capacity for data storage. As a side effect of that increased capability, data usage increased to a point where our current backup solution is now under stress. In order to properly protect our data and ensure that it can be restored, it is necessary to increase space within our backup solution. System backups are critical, especially with the ever expanding risk of cyber incidents. The Innovation and Technology Department offered a resolution to authorize purchase of the backup storage solution from Avalon at a cost not to exceed $66,580.

6b. ***Innovation and Technology Department*** **-** *Resolution to Approve the Purchase of Host Server Replacement from Avalon*

Servers at the 9-1-1 Dispatch Center are more than five years old which places them at higher risk for failure. Of course, we cannot allow such a failure to occur. The Innovation and Technology Department proposed to replace existing servers with three host servers to allow better disaster recovery and without the need for additional licensing. The recommended solution is to purchase hardware and installation services from Avalon at a total cost not to exceed $86,581.

6c. ***Innovation and Technology Department*** **-** *Resolution to Approve the Purchase of Palo Alto NextGen Firewall*

A recent cybersecurity incident brought to light a need to enhance firewall protection for the County IT network. The current outdated firewall is not operating at an optimal level, but is seriously limiting the effectiveness of County employees. It provides better protection than it did before the incident, but was not designed to be used in this manner for long. After several weeks of research and testing, the Innovation and Technology Department concluded that the Palo Alto NextGen Firewall provides the best solution for the County's needs. In accordance with the Purchasing Procedures Policy, this solution is part of the State of Michigan's MiDeal contract. Funds transferred from the Insurance Liability Fund will cover hardware, implementation services and training costs not to exceed $377,595.12.

6d. ***Innovation and Technology Department*** **-** *Resolution to Authorize Conversion of the Vacant Deputy Information Officer to a Senior Network Administrator*

The Innovation and Technology Department proposes to reorganize through reclassification of a vacant Deputy Information Officer position. This change is proposed in order to offer more direct support to improve customer service while still providing staff oversight needed to assist the Chief Information Officer.

The Reorganization Procedure Policy requires that Department Heads submit a discussion packet that includes information for all changes which result in an increased expenditure or a new job classification. Based on the County Services Committee discussion on June 20, a resolution was submitted to implement this proposed change.

6e. ***Innovation and Technology Department*** **-** *Resolution to Approve the Replacement of the Uninterruptable Power Supply for Datacenter*

An uninterruptible power supply (UPS) device controls electricity that powers the County's main datacenter. This device ensures IT infrastructure remains operational in case of a power failure so the site can continue operation until generator power is available. With the assistance of a consulting engineer, an RFP was developed and issued for a replacement UPS. The Innovation and Technology Department recommends authorization of a contract with Centennial Electric for hardware and associated services at a cost not to exceed #39,000. Centennial Electric is recommended because they have not only provided the lower cost, but they have also worked with Ingham County Facilities on previous successful projects.

7. ***Facilities Department*** **-** *Resolution to Award a Contract for the Replacement of the Sheriff's Office Roof*

The roof at the Sheriff's Office is more than 30 years old and has deteriorated to the point that it is stretching and severely pulling away from the parapet wall, causing it to tear. The Facilities Department recommends authorization of a contract with Mid-Michigan Roofing, LLC at a total cost not to exceed $77,736, including contingency.

8a. ***Road Department*** **-** *Resolution to Approve an Agreement for the Columbia Road Bridge Replacement Project*

The Road Department received state funding in the amount of $1,853,300 to replace the Columbia Road Bridge over the Grand River, Aurelius Township. The project involves removal of the existing structure and installation of a prefabricated steel truss structure on pile supported foundations. A Road Department match of $107,500 is also required. The Road Department recommends approval of a resolution to define Road Department responsibilities and to administer the construction contract on behalf of MDOT.

8b. ***Road Department*** **-** *Resolution to Rescind Resolution 17-259 Approving a Local Road Agreement with Lansing Township*

The Board of Commissioners approved Resolution 17-259 on June 27 to approve a local road agreement with Lansing Township. The Township petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2017 local road program. Cited projects involve improvements to six road segments to include Hot In Place Recycling (HIPR) and complete paving of one course asphalt at one-inch thickness, sidewalk ramp upgrades, curb and gutter repair, manhole adjustment, and other miscellaneous repairs where necessary. A County Road Department allocation of $76,518.73 was reserved for local road improvement in Lansing Township pending Township approval of matching funds.

After further consideration, the Lansing Township Board of Trustees determined that financial limitations resulted in the need to cancel participation in the local road program for 2017. Local road program funds reserved by the Road Department will carry over into 2018 for exclusive use by Lansing Township. A resolution to rescind Resolution 17-259 is offered for consideration.

8c. ***Road Department*** **-** *Resolution to Rescind Resolution 17-261 Authorizing a Contract for Recycling and Resurfacing of Various Streets in Lansing Township*

In anticipation of Lansing Township's participation in the local road program for 2017 (see item 4b, above), an RFP was issued for various road improvement projects. The Board of Commissioners approved Resolution 17-261 on June 27 to authorize a contract with Rieth-Riley Construction Company to undertake these improvements. After further consideration, the Lansing Township Board of Trustees determined that financial limitations resulted in the need to cancel participation in the local road program for 2017. A Contract with Rieth-Riley was not executed pending a final decision from Lansing Township. A resolution to rescind Resolution #17-261 is offered for consideration.

8d. ***Road Department*** **-** *Resolution to Approve Purchase of Synchro Traffic Modeling Software*

The Road Department requests approval to purchase Synchro Traffic Modeling Software from their sole source supplier, Trafficware. The software is an industry-standard and the software of choice for permit seeking consultants and various governmental partners. The total cost of this purchase would not exceed $3,414.47.

9a. ***Parks Department*** **-** *Resolution to Authorize Acceptance of Charitable Donation from the Friends of Ingham County Parks*

The Friends of Ingham County Parks organization seeks to donate $7,200 to Ingham County in support of the Trail Signage Improvement Project at Burchfield Park. In addition to their own funds, the Friends group received funding support from the **Dick Allen Lansing to Mackinaw (DALMAC)** Fund and the Tri-County Bicycle Association for this contribution. The Parks Department seeks approval of a resolution to accept these funds in support of the Trail Signage Improvement Project.

9b. ***Parks Department*** **-** *Resolution to Authorize a Contract for Improvements to the Parking Lot at Hawk Island County Park*

The Parks Department seeks authorization to enter into a contract with Rieth-Riley Construction Company to reconstruct and repair portions of the parking lot at Hawk Island County Park. The total cost of this project would not exceed $43,243.

10a. ***Financial Service Department*** **-** *Resolution to Authorize the Bi-Annual Retiree Health Care Actuarial Study and Second Year Update*

Generally accepted accounting principles require a municipality the size of Ingham County to actuarially calculate retiree health care on at least a bi-annual basis. The Financial Services Department recommends authorization of a contract with Gabriel Roeder Smith and Company (GRS) because they have previously undertaken this task for the County. They are familiar with our employee groups, our benefit levels and our financial reporting. For the current year, the County will need to implement GASB Rule 74 which changes the way other post employee benefits (OPEB) is reported. It would be very difficult to change actuaries during this implementation. The total cost to complete this task will not exceed $28,700 in 2017 and $10,250 in 2018.

11a. ***Controller's Office*** *– Resolution to Adopt the 2018 Juvenile Justice Community Agency Process Calendar*

This resolution will authorize the adoption of the 2018 Juvenile Justice Community Agency Process calendar to establish time lines and a budget amount. The Law & Courts Committee has traditionally recommended $100,000 (on an annual basis) out of Juvenile Justice Millage funds for this program. See attached memo for details.

11b. ***Controller's Office*** *– Resolution Authorizing Adjustments to the 2017 Ingham County Budget*

This resolution would authorize the recommended adjustments to the Ingham County budget for the second quarter of 2017. The total decrease to the General Fund is $631,975. Included with this memo is an update of the 2017 Contingency Account and a Budget to Actual Report of the General Fund as of June 30, 2017. See attached memo for details.

ADDITIONAL ACTION ITEM:

11c. ***Ingham County Board of Commissioners*** **-** *Resolution Submitting to a Vote of the Electorate the Establishment of Separate Tax Limitations for Ingham County, the Townships and the Intermediate School District*

This resolution will submit to a vote of the electorate the establishment of separate tax limitations for Ingham County, the townships, and the Ingham Intermediate School District. In order to address the county's immediate need due to sluggish return of property tax revenue, loss of some department-generated revenue and the increase in retirement expense causing reductions in the General Fund, the Ingham County Board of Commissioners by Resolution #17-206, created a County Advisory Tax Limitation Committee. The County Advisory Tax Limitation Committee has met and made a unanimous recommendation to establish the fixed tax limitation millage rate for an indefinite period or until altered by the voters, at the rate approved by Ingham County voters in 1970. (Ingham County – 6.8 mills, Townships – 1.0 mill, Intermediate School District – 0.2 mills.)

PRESENTATION:

10b. ***Financial Services*** *- Presentation of the December 31, 2016 Audit and Financial Statements (Please Bring the Comprehensive Annual Financial Report Previously Mailed)*

OTHER ITEMS (INFORMATIONAL):

3. ***Treasurer's Office*** *– First Quarter Investment Report (Informational Item)*

DISCUSSION ITEM:

11d. ***Controller's Office*** *- Financial Reserve Status (Discussion Item)*

Agenda Item 1

MEMO TO THE INGHAM COUNTY BOARD OF COMMISSIONERS

FROM DRAIN COMISSIONER PATRICK E. LINDEMANN

RE: REVOLVING DRAIN FUND 802

July 5, 2016

In August of 2014 I sought and received a $6 million increase in the use of county fund balance for Fund 802, the Revolving Drain Fund. (See Resolution 14-345) I promised the Finance Committee at that time to seek to reduce the use of fund balance when the Groesbeck Park Drain petition project was bonded. After Groesbeck Park was bonded, you passed Resolution 15-462 at my request, reducing the amount of fund balance allocated to Fund 802 to $1 million.

In the intervening half year, I have concluded that interim Notes issued to banks (under Section 434 of the Drain Code) will be unable to meet the need for interim financing for the petitions now pending for drain construction and improvement. In order to finance the costs of bringing pending petitions to permanent financing, I am requesting that $5 million be added to the Revolving Drain Fund (Fund 802), increasing its maximum balance to the level of $6 million. This is accomplished by the attached Resolution.

The Fund will be used under the same terms and conditions as has been true since 2010. The money is repaid to the fund when permanent bonding is obtained for the drain that borrows the money. The agreed-upon interest benchmark means that the County receives more interest than it would from a bank while the drains pay less than they might from a bank.

My staff or I will attend the July 19 and 20 Committee meetings to answer questions.

Agenda Item 1

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING RESOLUTION #16-322 TO EXTEND THE SUNSET OF AN ALLOCATION TO THE REVOLVING DRAIN FUND

WHEREAS, the County of Ingham, State of Michigan (the "County"), established a revolving drain fund (the "Revolving Drain Fund," "Fund 802") in 1975 pursuant to Chapter 12 of the Drain Code of 1956 (Act 40, Public Acts of Michigan, 1956, as amended) (the "Drain Code") and appropriated money to the Revolving Drain Fund; and

WHEREAS, the amount attributable to the Revolving Drain Fund was $1,000,000 in 2010; and

WHEREAS, this amount was increased to $7,000,000 in 2014; and

WHEREAS, this amount was decreased to $1,000,000 in 2015; and

WHEREAS, Ingham County Drain Commissioner (the "Drain Commissioner") has proposed that the Board of Commissioners increase the Revolving fund amount by $5,000,000 to a total of $6,000,000; and

WHEREAS, the Drain Commissioner has agreed to continue to pay interest to the general fund on any funds that are borrowed from the Revolving Drain Fund until repaid to the Revolving Drain Fund.

THEREFORE BE IT RESOLVED THAT:

1. Pursuant to Chapter 12 of the Drain Code, the Ingham County Board of Commissioners shall set the cash advance from the general fund of the County to the Revolving Drain Fund in the amount of $6,000,000. The additional $5 million authorized by this Resolution is for a period ending December 31, 2017 . This limitation is an exception to the general rules for Fund 802 outlined in the rest of this Resolution.

2. The amount in the Revolving Drain Fund is available for use by the Drain Commissioner as provided in Chapter 12 of the Drain Code. The Drain Commissioner will notify the Financial Services Department of any transfer needed and the funds will be transferred.

3. The County Treasurer shall account for these funds in a separate account or subaccount in the Revolving Drain Fund (the "Account").

4. The Drain Commissioner will pay the County Treasurer interest on any balance withdrawn on the Account. The interest will be paid on a monthly basis using an interest rate determined annually. The interest will be calculated on the outstanding balance of the Account as of the end of each month.

5. The interest rate will be the determined each January at a rate calculated at a rate per annum equal to 150 basis points (1.50%) greater than the yield on a one-year U. S. Treasury obligations (the "Interest Rate"). The Interest Rate shall be based upon the information regarding yields on U. S. Treasury obligations published in the "Market Data" section of Bloomberg.com, or its successor, or such other source as is mutually agreed by the County Treasurer and the Drain Commissioner.

6. The Drain Commissioner can repay any full or partial portion of the outstanding balance at any time. The Drain Commissioner will notify the Financial Services Department, and the funds will be returned to the Revolving Fund.

7. This arrangement may be rescinded by the Board of Commissioners at the request of either the Drain Commissioner or the County Treasurer, and the amount in excess of the original $292,500 in cash provided in 1975 will be returned to the County's General Fund with the understanding that the Treasurer will provide the Drain Commissioner with ample time to borrow funds from an outside source.

Agenda Item 2

TO: Law & Courts Committee
Finance Committee

FROM: Chief Deputy Jason Ferguson, Ingham County Sheriff's Office

DATE: July 3rd 2017

RE: A CONTRACT RENEWAL WITH THE MICHIGAN DEPARTMENT OF HUMAN SERVICES

Resolution #14-234 authorized a contract with the Michigan Department of Human Resources (MDHS) to participate in a pilot project where the Sheriff's Office would provide transportation of specific in-custody juvenile inmates under the care of MDHS when requested throughout Ingham County and its contiguous counties for the time period of August 1, 2014 through July 31, 2015. Two contract extension options were executed by both parties making September 30th, 2017 the expiration date of this contract

The MDHS requested this service in an effort to find a safer method for their staff and in-custody juveniles to be transported to secure locations. The Sheriff's Office uses off duty officers to provide these services on an infrequent basis and is reimbursed the associated overtime expenses and vehicle mileage.

MDHS is seeking to renew the current contract in the amount of $10,000 with two one year contract extension options.

Therefore, the Michigan Department of Human Resources will reimburse Ingham County for the Sheriff Deputy's overtime wages and transportation costs at an amount not to exceed $10,000.

Agenda Item 2

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH THE MICHIGAN DEPARTMENT OF HUMAN SERVICES FOR TRANSPORT SERVICES OF SPECIFIC JUVENILES BY SHERIFF'S DEPUTIES

WHEREAS, Ingham County Board of Commissioners Resolution #17-193 authorized an amendment to a current contract with the Michigan Department of Human Services. The actual contract is set to expire on September 30th, 2017. The original contract (Resolution 14-234) requires a renewal effective October 1st, 2017; and

WHEREAS, this contract will again authorize the Ingham County Sheriff's Office to provide secure transportation for specific, in-custody juveniles at the request of the Michigan Department of Human Services; and

WHEREAS, the Ingham County Sheriff's Office wishes to continue the service provided to the Michigan Department of Human Services for transportation of specific, in-custody juveniles; and

WHEREAS, the Michigan Department of Human Services shall reimburse Ingham County for the Sheriff Deputies' overtime wages and transportation costs in an amount not to exceed $10,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to renew and continue their participation with the Michigan Department of Human Services for the transportation of specific in-custody juvenile inmates for an amount up to $10,000 for the duration of the contract starting October 1st 2017 and expiring September 30th 2018 with two, one year extension options.

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

Agenda Item 4a

TO: Board of Commissioners Human Services, County Services & Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: June 15, 2017

SUBJECT: FY 2018 MDHHS Comprehensive Agreement

For the meeting agendas of July 17, 2017 and July 19, 2017

BACKGROUND

The Ingham County Health Department (ICHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. This agreement for the delivery of public health services under the Comprehensive Agreement is the principal mechanism for clarifying the roles and responsibilities of the state and local governments and must be authorized for FY 2018. The agreement serves as a vehicle for accepting slightly more than $5.3 million in state and federal grants and formula funding to support a number of public health services. The public health services to be delivered under this agreement include Essential Local Public Health Operations and categorical programs including:

- AIDS/HIV Prevention and Care
- Bioterrorism Emergency Preparedness
- Breast & Cervical Cancer Control Navigation Program
- Children Special Health Care Services
- Communicable Disease Prevention
- Family Planning
- Food Vendors and Restaurant Inspections
- Immunizations
- Lead Safe Homes
- Maternal & Child Health Programs
- Tobacco Reduction
- Tuberculosis Control
- Sexually Transmitted Disease Control
- Vision & Hearing Screening
- WIC Program
- WISEWOMAN

In order to meet the terms of the Comprehensive Agreement, ICHD must enter into subcontracts for the Breast and Cervical Cancer Control Navigation Program (BCCCNP) and Nurse Family Partnership (NFP) programs.

ICHD will also enter into service contracts with agencies to perform outreach activities to potential and current Medicaid beneficiaries in the following categories:

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

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT
The grant amounts detailed in the agreement are included in the proposed FY 2018 ICHD budget.

The resolution authorizes a .75 FTE WIC Breastfeeding Counselor to provide required breastfeeding education services as mandated by the agreement. Compensation for this position is provided in the agreement.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the FY 2018 Comprehensive Agreement with MDHSS for the period of
October 1, 2017 through September 30, 2018, the necessary BCCCNP and NFP subcontracts, and the service contracts with agencies to perform outreach activities to potential and current Medicaid beneficiaries.

Agenda Item 4a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE FY 2018 AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE COMPREHENSIVE AGREEMENT

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

WHEREAS, the Michigan Department of Health and Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibility of each party in protecting public health; and

WHEREAS, the MDHHS and Ingham County Health Department (ICHD) have proposed a FY 2018 agreement for the delivery of public health services under the Comprehensive Agreement process to clarify roles and responsibilities, including funding relations; and

WHEREAS, the Health Officer recommends approval of the attached resolution to authorize the FY 2018 Comprehensive Agreement with MDHSS for the period of October 1, 2017 through September 30, 2018, the necessary BCCCNP and NFP subcontracts, and the service contracts with agencies to perform outreach activities to potential and current Medicaid beneficiaries.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a FY 2018 Agreement with MDHHS for the delivery of public health services under the Comprehensive Agreement Process for the period of October 1, 2017 through September 30, 2018.

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

BE IT FURTHER RESOLVED, that approximately $5.3 million dollars in state/federal funds will be made available to Ingham County through the Comprehensive Agreement, and that Ingham County's contribution to expenditures associated with the agreement and budget shall not exceed levels appropriated in the County's FY 2018 Budget for these purposes.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes subcontracts for the period of October 1, 2017 through September 30, 2018 with specialty physicians, laboratories, health care institutions, and other service providers necessary to implement the Breast and Cervical Cancer Control Navigation Programs (BCCCNP) in Clinton, Gratiot, Ingham, Ionia, Jackson, Livingston, Washtenaw, Genessee, Lapeer, and Shiawasee counties, a program included in the Comprehensive Agreement.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a subcontract for the period of October 1, 2017 through September 30, 2018 with Nurse Family Partnership to provide technical support, training, and materials specific to the Nurse Family Partnership model, a program included in the Comprehensive Agreement.

BE IT FURTHER RESOLVED, the resolution authorizes a .75 FTE WIC Breastfeeding Counselor (UAW Grade C) to provide services as required in the Agreement, funded by additional grant dollars that were allocated to the Ingham County Health Department to provide these services.

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

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

These service contracts braid together requirements and funds from multiple sources including the County and Medicaid Administration (Federal Share), the braided contracts shall be authorized up to the amounts identified below for the period of October 1, 2017 through September 30, 2018:

- Allen Neighborhood Center $83,684
- Northwest Initiative $83,684
- South Lansing Community Development Association $23,704
- South Side Community Coalition $81,307
- Child & Family Charities $49,638
- Catholic Charities St Vincent Home $128,250
- Cristo Rey $58,663
- Family Community Development Services $126,190

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, is authorized to submit the FY 2018 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

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

Agenda Item 4b

TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: June 29, 2017

SUBJECT: Resolution to authorize the purchase of digital radiography equipment and an amendment to the Nextgen agreement for expansion of the digital x-ray system

For the meeting agendas of July 17th and 19th, 2017

BACKGROUND

Ingham County Health Department (ICHD) and Nextgen have had a contract since 2012 to provide the Ingham County Health Department (ICHD), through Resolution 12-275, with Electronic Health Record and Patient Management Systems. The Health Department currently has Dental radiography x-ray software and Gendex Intraoral sensors on the mobile dental unit which can be captured within the patient chart.

ALTERNATIVES

There are no other alternatives.

FINANCIAL IMPACT

Nextgen will provide licenses and software to utilize with the Digital Intraoral sensors within the Forest Dental Center. The cost of the software, licenses and field service assistance is $3,385 to upgrade within the Nextgen system and will be funded from the HRSA Delivery System Health Information Investment (DSHII) funds. The cost of the Digital Intraoral sensors from Benco Dental is $20,392 and will be funded from the approved 2017 CIP budget of $17,804. The remaining $2,588 will be funded from the HRSA Quality Improvement (QI) supplemental grant.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to amend the existing contract with Nextgen to include the Digital x-ray software and to purchase the Digital Intraoral sensors from Benco Dental.

Agenda Item 4b

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF DIGITAL RADIOGRAPHY EQUIPMENT AND AN AMENDMENT TO THE NEXTGEN AGREEMENT FOR EXPANSION OF THE DIGITAL X-RAY SYSTEM

WHEREAS, in Resolution #12-275, the Board of Commissioners authorized the Health Department to enter into an agreement with NextGen for Electronic Patient Management (EPM) and Electronic Health Records (EHR); and

WHEREAS, within the NextGen Electronic Record and Patient Management System, the Health Department currently has Dental digital radiography software and Gendex Intraoral sensors on the mobile dental unit which can be captured within the patient chart; and

WHEREAS, these new Digital Intraoral Sensors are portable, enhance acuity and sustainability and can be processed in 2 minutes or less reducing the time it takes to provide services; and

WHEREAS, digital radiography eliminates the need to purchase, handle and dispose of chemical solutions used for the traditional dental x-ray films; and

WHEREAS, the clarity of the high definition Digital Intraoral images allow them to be rotated and viewed at a closer range affording the dentist improved diagnostic ability; and

WHEREAS, in order to increase efficiency and thereby increase visits and revenue, it is necessary that the Health Department add digital radiography sensor equipment within the Forest Dental Clinic; and

WHEREAS, the cost of the sensors is $20,392; and

WHEREAS, the 2017 Capital budget approved $17,804 for the purchase of the sensor equipment for Dental Digital Radiography and the remaining balance of $2,588 will be funded from the HRSA Quality Improvement (QI) supplemental grant; and

WHEREAS, the additional NextGen cost for software, licenses and field service assistance is $3,385; and

WHEREAS, ICHC received Delivery System Health Information Investment (DSHII) funds ($68,154) which will fund the cost of the software and licenses to activate the usage of these digital sensors; and

WHEREAS, this purchase will launch the first phase of digitization at Forest Community Health Centers; and

WHEREAS, full implementation of digitization of dental at Forest Community Health Center will be accomplished in future purchases of licenses and digital radiologic equipment as budget and available funds allow; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the usage of the CIP and QI funds to purchase the Digital Intraoral Sensors; and authorize the usage of the DSHII funds and an amendment to the Agreement with NextGen to add the software and licenses to activate the usage of the Digital Intraoral Sensors.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an amendment to the existing agreement and/or the establishment of a separate agreement as required between NextGen and Ingham County, in an amount not to exceed $3,500 for additional software, licenses and field service assistance.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Purchasing Department to issue a Purchase Order in an amount not to exceed $21,000 to Benco Dental to purchase the Dental Intraoral Sensors.

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

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

Agenda Item 4c

TO: Board of Commissioners Human Services, County Services & Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: June 30th, 2017

SUBJECT: Resolution to Amend Resolution #17-210

For the meeting agendas of July 17th, 18th & 19th, 2017

BACKGROUND

Resolution #17-210 authorized the Comprehensive Agreement Amendment #3 to receive funding from the Michigan Department of Health and Human Services. Additionally, Resolution #17-210 authorized funding for the Women Infants Children (WIC) program to hire a temporary .75 FTE WIC Breastfeeding Peer Counselor (UAW Grade C) through 9/30/17. The creation of the temporary .75 FTE Breastfeeding Peer Counselor position was in error; instead the Breastfeeding Peer Counselor position should be a permanent position for the duration of the grant. The MDHHS grant fully supports this change.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

There is no financial impact as the funds authorized in Resolution #17-210 will support a permanent .75FTE WIC Breastfeeding Peer Counselor (UAW Grade C) for the duration of the grant.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to amend Resolution #17-210 to authorize changing the temporary .75 FTE WIC Breastfeeding Peer Counselor (UAW Grade C) to a permanent position for the duration of the grant.

Agenda Item 4c

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND AMENDMENT #3 TO THE 2016-2017 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

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

WHEREAS, Resolution #17-210 authorized the Comprehensive Agreement Amendment #3 to receive funding from the Michigan Department of Health and Human Services; and

WHEREAS, Resolution #17-210 authorized funding to hire a temporary .75 FTE WIC Breastfeeding Peer Counselor (UAW Grade C) for the Women Infants Children (WIC) program through 9/30/17; and

WHEREAS, the creation of the temporary .75 Breastfeeding Peer Counselor position was in error; and

WHEREAS, the Health Department is requesting to amend resolution # 17-210 to create a permanent Breastfeeding Peer Counselor position instead of the temporary positon for the duration of the grant; and

WHEREAS, the MDHHS grant fully supports this change; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize this amendment to Resolution #17-210.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the amendment to Resolution #17-210 to establish a permanent .75 FTE WIC Breastfeeding Peer Counselor (UAW Grade C) position for the remainder of the grant in accordance with the funding allocation from MDHHS outlined in Amendment #3 in Resolution #17-210.

BE IT FURTHER RESOLVED, that the Controller is authorized to make any necessary budget adjustments and changes to the position allocation list, consistent with this resolution.

Agenda Item 5

TO: Board of Commissioners County Services and Finance Committee

FROM: Sandra Gower, Economic Development Coordinator

DATE: May 22, 2017

SUBJECT: Elimination of Economic Development Service Agreements

BACKGROUND

The County has service agreements with six local communities to provide services to their DDAs, LDFAs and TIFA districts. The agreements originated in 1993. Initially most of the TIF districts in the County were included in the agreements. The records I inherited are incomplete as to when the other communities dropped out. The remaining agreements are with the Cities of Leslie, Mason and Williamston, the Villages of Leslie and Dansville and Vevay Township.

When the agreements were first implemented, the EDC was a department with several staff members. The EDC staff assisted most of the communities in creating their districts, writing their plans, and preparing amendments to their plans. EDC staff developed a yearly work plan and assisted with the implementation. They also assisted those communities with state financial reporting. The EDC staff was eliminated around the year 2000. In July 2001 the County then entered into a contract with a consultant to provide services. This was a part-time position first authorized by Resolution #01-220. It was for a not to exceed amount of $20,000. The County continued to provide technical assistance, attended board meetings, and assisted with grant opportunities. Annual work plans were no longer developed and the communities took over their state reporting requirements.

In 2004/2005 the County hired an Economic Development Coordinator in an agreement with MSUE. She was an MSUE employee. When she left in 2010, the County created a County position funded by the general fund. The local communities are able to fund these Agreements through a provision in Proposal A. A TIF District that had an existing contract with a County EDC prior to the passage of Proposal A could consider it to be an eligible obligation. That allows the community to continue to collect State Education Tax (SET) to help pay for the cost of the contract.

FINANCIAL IMPACTS

These agreements cover 43% of the Economic Development budget ($137,519 in 2017). If we terminate these agreements it would be a loss of $58,537 (based on 2017 Budget) to the General Fund starting in 2018.

OTHER CONSIDERATIONS

With a one person staff, it is impossible to fulfill all of the requirements in these agreements. As these organizations have matured most are able to manage their activity on their own. With the County advocating for TIF reform, it is somewhat hypocritical for the County to be advocating for reducing the amount the TIF districts can capture while we are benefitting from a quirky provision in the law to continue to capture the School Education Tax (SET).

ALTERNATIVES

The alternative would be to renegotiate the agreement to more accurately reflect the current activity. This is a master agreement so all members of the agreement would have to agree to any changes. Over the last few years, several have questioned whether or not to continue the agreements.

RECOMMENDATION

I recommend that the Board of Commissioners terminate the agreements, effective December 31, 2017 through the provisions Section XV of the agreement.

ECONOMIC DEVELOPMENT SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this 31 day of January 1994, by and between INGHAM COUNTY, VEVAY TOWNSHIP DDA, CITY OF LESLIE DDA, CITY OF LESLIE LDFA, CITY OF MASON LDFA, CITY OF WILLIAMSTON EDC, CITY OF WILLIAMSTON DDA, VILLAGE OF DANSVILLE DDA, VILLAGE OF STOCKBRIDGE DDA AND VILLAGE OF WEBBERVILLE DDA.

WHEREAS, each of the parties to this Agreement are authorized by various statutes of this State to engage in activities which will encourage economic development within their jurisdictional boundaries; and

WHEREAS, each of the parties desires to enter into an agreement pursuant to 1951 PA 35, MCLA 124.1 et seq, which authorizes municipal corporations to join with other municipal corporations, or with any number or combination thereof by contract, or otherwise as may be permitted by law, for the performance, jointly, or by any one or more on behalf of all, of any service which each would have the power to perform separately; and

WHEREAS, the Townships, Cities, and Villages which are parties to this Agreement desire to acquire the services of the Ingham County Department of Development (hereinafter referred to as the "Department") to assist them in economic development projects and activities for their jurisdiction; and

WHEREAS, Ingham County has adopted an Economic Development Policy which places an emphasis on Regional Economic Development; and

WHEREAS, Ingham County authorizes the Department to provide each of the other parties to this Agreement with the economic development assistance they require subject to the terms and conditions of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, IT IS HEREBY AGREED, as follows:

I. Services to be Performed by the Department. The Department shall provide each of the Township's, City's and Village's, who are a party to this Agreement with the services set forth in the attached Exhibit A, Scope of Services, which is incorporated by reference into this Agreement and made a part hereof.

II. Services to be Performed by the Townships, Cities, and Villages. The Townships, Cities, and Villages who are parties to this Agreement shall cooperate with the Department in its performance of the services to be provided to them as set forth in Exhibit A. Each Township City, and Village shall provide the Department with all information, records and documentation necessary for the Department to perform the required services.

III. Compensation. It is expressly understood and agreed that the Townships, Cities and Villages who are parties to this Agreement shall jointly pay the County for the services provided by the Department under this Agreement as follows:

A. The sum of EIGHTY FOUR THOUSAND SEVEN HUNDRED FORTY FIVE AND NO/100 DOLLARS ($84,745.00) for the 1994 calendar year.

B. For calendar years after 1994, the amount paid shall be based upon and determined by the County Board of Commissioners within its annual budget process.

B. The sum to be paid individually by each of the Townships, Cities and Villages subject to this Agreement shall be determined by the formula set forth in the attached Exhibit B, which is incorporated by reference into this Agreement and made a part hereof.

C. Direct fees will be charged for activities not directly related to Economic Development and for monitoring of Grant Programs. Whether an activity is directly related to Economic Development shall be in the sole discretion of the Department.

IV. Method of Billing and Payments. The County shall quarterly submit a bill to each of the Townships, Cities, and Villages who are parties to this Agreement which sets forth the sum they owe for the quarter that has just ended, which is determined from the applicable formula set forth in Exhibit B. Each of the parties shall pay the County the sum due and owing within fourteen (14) days of the date of their receipt of the bill therefore. All payments shall be made payable to the Ingham County Treasurer and submitted to the Department.

V. Compliance with the Law. The parties hereto mutually agree to comply with all applicable Federal, State and local laws, ordinances, rules and regulations in the performance of their obligations pursuant to this Agreement.

VI. Nondiscrimination. The parties to this Agreement, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual preference, handicap which is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, political affiliation or beliefs.

3

All of the parties to this Agreement shall adhere to all Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended; the Michigan Handicappers Civil Rights Act, 1976 PA 220, as amended; Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat 394, as amended; The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 328 (42 USCA §12101 et seq), as amended, and regulations promulgated thereunder. Breach of this section shall be regarded as a material breach of this Agreement.

VII. Indemnification and Hold Harmless. The County shall, at its own expense, protect, defend, indemnify, save and hold harmless each of the Townships, Cities and Villages, who are parties to this Agreement, their elected and appointed officers, employees or agents, from all liability which they may incur due to personal and/or bodily injuries or property damage which arises out of the acts, omissions, or negligence of the County's personnel, in the performance of their responsibilities under this Agreement.

Each of the Townships, Cities and Villages who are parties to this Agreement, shall individually, at their own expense, protect, defend, indemnify, save and hold harmless the County and its elected and appointed officers, employees, and agents from all liability which they may incur due to personal and/or bodily injuries and property damage which arises out of the acts, omissions or negligence on the part of the party responsible for such indemnification, or its officers, employees, or agents.

VIII. Status of Employees. It is expressly understood and agreed that the employees, servants and agents of each of the parties to this Agreement shall not be deemed to be and shall not hold themselves out as the employees, servants or agents of any of the other parties. Each of the parties to this Agreement shall be responsible for paying their employees and agents for the services they have performed under this Agreement and for withholding and payment of all applicable taxes, including, but not limited to, income and social security taxes to the proper Federal, State and local governments. The employees of each of the parties shall not be entitled to any fringe benefits otherwise provided by the other party to its employees, such as, but not limited to, health and accident insurance, life insurance, paid vacation leave, paid sick leave and longevity. Each of the parties shall carry workers' compensation coverage for its employees, as required by law.

IX. Waivers. No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

X. Modification of Agreement. Modifications, amendments or waivers of any provisions of this Agreement may be made only by the written mutual consent of the parties hereto.

XI. Assignment. The parties to this Agreement may not assign or otherwise transfer their duties and/or obligations under this Agreement.

XII. Disregarding Titles. The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

XIII. Completeness of the Agreement. This Agreement, and the attached Exhibits A and B, contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

XIV. Agreement Period. This Agreement shall be effective on the 1st day of January, 1994, and shall continue until the 31st day of December, 1994. This Agreement shall automatically renew on an annual basis unless terminated in accordance with Section XV. Termination. Each year a new updated Work Program will be agreed upon by the Department with each individual community.

XV. Termination. Any of the parties to this Agreement, except the County, may terminate this Agreement upon delivery of thirty (30) days prior written notice to all the other parties. The effect of such termination shall be the removal of the terminating party as a party to this Agreement effective as of the effective date of termination. The terminating party shall, however, compensate the County as set forth in Sections III. Compensation and IV. Method of Billing and Payments for services performed by the Department hereunder, up to the effective date of termination.

Notwithstanding any contrary provision of this Agreement, the County may terminate this Agreement upon the delivery of written notice to each of the other parties to this Agreement. Upon such termination, the County shall be compensated as set forth in Section III for services performed by the Department hereunder to the effective date of termination.

XVI. Invalid Provisions. If any provision of this Agreement is held to be invalid it shall be considered to be deleted and the remainder of this Agreement shall not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was declared invalid.

XVII. Certification of Authority to Sign Agreement. The persons signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign on behalf of said parties and that this Agreement has been authorized by said parties.

INGHAM COUNTY

BY _____
Jean M. McDonald, Chairperson
County Board of Commissioners

Date 2/28/94

BY _____
Lingg Brewer, County Clerk

Date 6/22/94

CITY OF MASON LDFA

BY _____
(Signature)

Name R GEORGE HAYHOE
(Print or Type)

Title CHAIRPERSON
(Print or Type)

Date 2/28/94

CITY OF WILLIAMSTON EDC

BY _____
(Signature)

Name Dennis K Fisher
(Print or Type)

Title Chairperson
(Print or Type)

Date 2/28/94

CITY OF WILLIAMSTON DDA

BY _____
(Signature)

Name Thomas M. Mitchell
(Print or Type)

Title Chairperson
(Print or Type)

Date 2-28-94

VEVAY TOWNSHIP DDA

BY _____
(Signature)

Name R GEORGE HAYHOE
(Print or Type)

Title CHAIRPERSON
(Print or Type)

Date 2/28/94

VILLAGE OF DANSVILLE DDA

BY _____
(Signature)

Name TOM HOEFFS
(Print or Type)

Title CHAIRPERSON
(Print or Type)

Date 2/28/94

CITY OF LESLIE DDA

BY _____
(Signature)

Name James N. Mitchell
(Print or Type)

Title PRES. DDA
(Print or Type)

Date 2/28/94

VILLAGE OF WEBBERVILLE DDA

BY _____
(Signature)

Name BRUCE T. CARR
(Print or Type)

Title Chairman
(Print or Type)

Date Feb 28, 1994

(Signatures continued on next page.)

(Continuation of signatures to Economic Development Services Agreement.)

CITY OF LESLIE LDFA

BY Edward E. Swanson
(Signature)

Name Edward E Swanson
(Print or Type)

Title Chair.
(Print or Type)

Date 2-25-94

VILLAGE OF STOCKBRIDGE DDA

BY Deborah E. Marshall
(Signature)

Name DEBORAH E. MARSHALL
(Print or Type)

Title CHAIR
(Print or Type)

Date Jan. 31, 1994

APPROVED AS TO FORM FOR INGHAM COUNTY:
COHL, STOKER & TOSKEY, P.C.

BY Robert D. Townsend
Robert D. Townsend

JMS:C:\WP51\ING\DEVELOPM\VEVAY.AGR

Agenda Item 5

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE TERMINATION OF THE ECONOMIC DEVELOPMENT SERVICES AGREEMENTS

WHEREAS, the Ingham County Board of Commissioners entered into an Economic Development Services Agreement with the City of Mason LDFA, The City of Leslie LDFA, the City of Williamston EDC, the Village of Dansville DDA, the Village of Webberville DDA and Vevay Township DDA on January 31, 1994; and

WHEREAS, these agreements are authorized by 1951 PA 35, MCLA 124.1 et seq, which authorizes municipal corporations to join with other municipal corporations, or with any number or combination thereof by contract, or otherwise as may be permitted by law, for the performance, jointly or by any one or more on behalf of all, of any service which each would have the power to perform separately; and

WHEREAS, these agreements assisted in the development of many successful Tax Increment Financing Districts that have increased the vitality and economy of their communities and the County; and

WHEREAS, conditions have changed and these taxing authorities are able to operate independently.

THEREFORE BE IT RESOLVED that pursuant to Section XV Termination of the Economic Development Services Agreement with the City of Mason LDFA, the City of Leslie LDFA, City of Williamston EDC, Village of Dansville DDA, Village of Webberville DDA and Vevay Township DDA dated January 31, 1994 that the Ingham County Board of Commissioners does hereby terminate this agreement effective December 31, 2017.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Economic Development Coordinator to provide written notification to all parties as set forth in Section XV of the Economic Services Agreement.

Agenda Item 6a

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

FROM: Deb Fett, CIO

DATE: 6/26/2017

SUBJECT: Resolution – Additional Backup Storage Purchase

BACKGROUND

When the SAN (Storage Area Network) device was upgraded late in 2015 (resolution #15-465), it gave Ingham County a greatly increased capacity for data. As a side effect of that increased capability, data usage increased to a point where our current backup solution is being overly taxed. In order to properly protect our data and ensure that it can be restored when necessary, we must look at increasing our space on our backup solution. Since backups are critical with the ever expanding risk of cyber incidents, this has become even more critical.

ALTERNATIVES

Our current devices limit our choices as to specific brands and parts but we were able to utilize the Midwestern Higher Education Commission (MHEC) contract (#MHEC-09C701.02) to obtain the best price possible.

FINANCIAL IMPACT

The funding for the total of $66,580.00 total for the hardware is budgeted and will come from the County's Innovation and Technology Department's Network Fund #636-25810-932032.

OTHER CONSIDERATIONS

If we do not increase this space by mid-2018, IT will be forced to backup less data or shrink the window of time available to restore data. Moving forward, storage must be considered in tandem to ensure that data integrity is assured.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached quotes for the Backup SAN expansion from Avalon.

Ingham County - DR4300 - 36TB

Quote #RR000460 v1

Prepared For:
Ingham County
Jake Willett
121 E. Maple
Mason, MI 48854

P: (517) 676-7373
E: jwillett@ingham.org

Prepared By:
Avalon Technologies LLC
Rob Rulison
39533 Woodward Avenue
Suite 125Bloomfield Hills , MI 48304

P: (800)720-3811 x 2040
E: rob.rulison@avalontech.net

Date Issued:
04.11.2017

Expires:
05.31.2017

Hardware		Price	Qty	Ext. Price
AAE-OCA-CK-247-4HR-3YR	**QUEST DR4300 36TB APPLIANCE W/4HR ONSITE WARRANTY HARDWARE/24X7 3YR MAINT PACK**	$66,580.00	1	$66,580.00
MHEC	**Midwestern Higher Education Commission (MHEC) Contract No. MHEC-09C701.02 for Dell Computers**	$0.00	1	$0.00
		Subtotal:		**$66,580.00**

Quote Summary	Amount
Hardware	$66,580.00
Total	**$66,580.00**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. Terms: Net 30 after equipment ships. Avalon's full terms can be found at:

http://www.avalontech.net/wp-content/uploads/2017/01/Avalon-Technologies-Terms-and-Conditions.pdf

Acceptance

Jake Willett, IT Specialist
Print Name / Title

Signature

04/11/2017
Date

Agenda Item 6a

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF BACKUP STORAGE SOLUTION FROM AVALON

WHEREAS, Ingham County increased our storage capacity in 2015 with the purchase of new SAN devices; and

WHEREAS, our current backup storage solution did not increase although our data usage has; and

WHEREAS, backup sizes and times have reached a point where soon Ingham County will face tough decisions as to what is kept for how long; and

WHEREAS, the purchase price of an improved backup solution will be $66,580.00 from Avalon under the Midwestern Higher Educational Commission contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the backup storage expansion in the amount not to exceed $66,580.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund #63625810-932032.

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

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

Agenda Item 6b

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

FROM: Deb Fett, CIO

DATE: 6/27/2017

SUBJECT: Resolution – Host Server Replacement Purchase

BACKGROUND

The VmWare servers at our 911 center are over 5 years old placing them at higher risk for failure. Given the critical nature of the applications hosted on these servers, we cannot afford a failure. This project will replace the existing aged servers with 3 hosts to allow better disaster recovery and without the need for additional licensing.

ALTERNATIVES

The hardware was quoted by Avalon under the Midwestern Higher Education Commission (MHEC) contract (#MHEC-09C701.02) to obtain the best price possible. That quote came in at $69,051.00.
For the installation services, Avalon was also chosen from the 3 bids obtained in the following amounts:

Avalon	$17,350.00
Dell	$22,670.00
WZC	$20,500.00

FINANCIAL IMPACT

The funding for the total of $86,581.00 total for the hardware and installation is budgeted and will come from the County's Innovation and Technology Department's Network Fund #636-25810-932032.

OTHER CONSIDERATIONS

These servers are critical to our ability to continue operations should anything happen to our main datacenter.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached quotes for the Host Server Replacement from Avalon.

Avalon Technologies, Inc.
39533 Woodward Avenue Suite 125
Bloomfield Hills, MI 48304
(800)720-3811
avalontech.net

We have prepared a quote for you

Ingham County Blades - FX2 Configuration

QUOTE # RR000227 V7

PREPARED FOR

Ingham County

PREPARED BY

Rob Rulison

(800)720-3811
rob.rulison@avalontech.net
avalontech.net

FX2 Blades

Description	Price	Qty	Ext. Price
PowerEdge FX2 Chassis	$3,116.37	1	$3,116.37
210-ABUX PowerEdge FX2 1 - - 321-BBFM PowerEdge FX2 Chassis for up to 4 Half-Width Nodes 1 - - 321-BBFZ FX2S Chassis Configuration Label 1 - - 321-BBGH PowerEdge FX2S Chassis Configuration with Flexible IO (up to 8 PCIe Slots) 1 - - 340-AGKB PowerEdge FX2 Shipping 1 - - 770-BBER FX2 ReadyRails Sliding Rails 1 - - 450-ADTZ Power Supply, Redundancy Alerting Enabled Configuration 1 - - 450-AENU Dual, Hot-plug, Power Supply, 2000W, C19/C20 Power Cord Required 1 - - 343-BBBW USER Guide, FX2 Chassis 1 - - 332-1286 US Order 1 - - 340-AKBN PowerEdge FN I/O Module User Documentation 1 - - 403-BBEQ SD Storage for Chassis Management Controller 1 - - 634-0287 CMC Enterprise for FX2 1 - - 540-BBQM Redundant Ethernet Switch Configuration 1 - - 951-2015 Thank you for choosing Dell ProSupport Plus. For tech support, visit http://www.dell.com/contactdell 1 - - 973-9866 Dell Hardware Limited Warranty Plus On Site Service Initial Year 1 - - 973-9867 Dell Hardware Limited Warranty Plus On Site Service Four Year Extended 1 - - 973-9966 ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch, Initial Year 1 - - 973-9969 ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch, 4 Year Extended 1 - - 973-9992 ProSupport Plus: 7x24 HW/SW Tech Support and Assistance, 5 Year 1 - - 492-BBEI Power Cord, C20 to C19, PDU Style, 16A, 250V, 2ft (0.6m) 2 - - 310-9696 Serial I/O Management Cable, for Ethernet Blade Switches 1 - - 421-5736 No Media Required 1 - - 321-BBFT FX2 Half-Width Node Filler Blank 1 - -			
PowerEdge FC630 Server Node	$12,064.39	3	$36,193.17
210-ACWK PowerEdge FC630 Server Node 3 - - 329-BCZL PowerEdge FC630 Motherboard MLK 3 - - 389-BESB PowerEdge FC630 Regulatory Label, DAO 3 - - 461-AADZ No Trusted Platform Module 3 - - 406-BBFD 2.5" Backplane with up to 2 Hard Drives and Onboard SATA 3 - - 750-AADI System ordered as part of Multipack order 3 - - 338-BJDM Intel Xeon E5-2667 v4 3.2GHz,25M Cache,9.60GT/s QPI,Turbo,HT,8C/16T (135W) Max Mem 2400MHz 3 - - 338-BJCU Intel Xeon E5-2667 v4 3.2GHz,25M Cache,9.60GT/s QPI,Turbo,HT,8C/16T (135W) Max Mem 2400MHz 3 - - 374-BBHL DIMM Blanks for System with 2 Processors 3 - - 412-AAEL 104MM Heatsink for PowerEdge FC630 Processor 1 3 - - 412-AAEM 104MM Heatsink for PowerEdge FC630 Processor 2 3 - - 750-AAFH 104MM Processor Heatsink Shroud for PowerEdge FC630 3 - - 384-BBDS Standard Cooling,FC630 3 - - 370-ACPH 2400MT/s RDIMMs 3 - - 370-AAIP Performance Optimized 3 - - 780-BBKJ Diskles Configuration, No Controller 3 - - 405-AACD No Controller 3 - - 400-ABHL No Hard Drive 3 - - 385-BBHO iDRAC8 Enterprise, integrated Dell Remote Access Controller, Enterprise 3 - - 634-BBWU OpenManage Essentials, Server Configuration Management 3 - -			

(800)720-3811
rob.rulison@avalontech.net
avalontech.net

FX2 Blades

Description	Price	Qty	Ext. Price
330-BBCV Internal Dual SD Module 3 - - 385-BBCF Redundant SD Cards Enabled 3 - - 385-BBJL 16GB SD Card For IDSDM 3 - - 385-BBJL 16GB SD Card For IDSDM 3 - - 384-BBBL Performance BIOS Settings 3 - - 631-AACK No Systems Documentation, No OpenManage DVD Kit 3 - - 421-2869 No OS, No Utility Partition 3 - - 421-5736 No Media Required 3 - - 634-BDXD VMware ESXi 6.0 U2 Embedded Image on Flash Media 3 - - 332-1286 US Order 3 - - 492-BBQT PowerEdge FC PCIE Mezzanine Adapter 3 - - 542-BBBN QLogic 57810-k Dual port 10Gb KR CNA Blade Network Daughter Card 3 - - 951-2015 Thank you for choosing Dell ProSupport Plus. For tech support, visit http://www.dell.com/contactdell 3 - - 955-9041 Dell Hardware Limited Warranty Plus On Site Service Extended Year 3 - - 997-0181 Dell Hardware Limited Warranty Plus On Site Service 3 - - 997-0235 ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch,EXT to 2 Year 3 - - 997-0236 ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch, 3 Year 3 - - 997-0252 ProSupport Plus: 7x24 HW/SW Tech Support and Assistance, 5 Year 3 - - 370-ACNS 32GB RDIMM, 2400MT/s, Dual Rank, x4 Data Width 24 - -			
Dell PowerEdge FN410S I/O Module, 8x Internal to 4xSFP+ external ports	$1,415.55	2	$2,831.10
210-AHBX Dell PowerEdge FN410S I/O Module, 8x Internal to 4x SFP+ external ports, Factory Installed 2 - - 634-BFBL Software, Rights to use Full-Switch Mode, FN I/O Module 2 - - 807-9776 Dell Hardware Limited Warranty Plus On Site Service 2 - - 807-9783 ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch, 3 Years 2 - - 807-9798 ProSupport Plus: Mission Critical 7x24 HW/SW Technical Support and Assistance, 5 Years 2 - - 807-9799 ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch,Extended to 2 Years 2 - - 951-2015 Thank you for choosing Dell ProSupport Plus. For tech support, visit http://www.dell.com/contactdell 2 - - 975-3462 Dell Limited Hardware Warranty Plus Service, Extended Year(s) 2 - - 332-1286 US Order 2 - -			
		Subtotal	**$42,140.64**

M630 Blade Processor Upgrades

Description	Price	Qty	Ext. Price
Intel Xeon E5-2667 v4 3.2GHz,25M Cache,9.60GT/sQPI,Turbo,HT,8C/16T (135W) Max Mem2400MHz,processor only,Cust Kit	$2,819.06	8	$22,552.48
Thermal Kit, 68mm, for M630, M 630P, Customer Install	$55.60	8	$444.80
		Subtotal	**$22,997.28**

(800)720-3811
rob.rulison@avalontech.net
avalontech.net

Option 1 – 1GbE upstream

Description	Price	Qty	Ext. Price
SFP+ 10GbE Module, 4 port, Hot Swap, 4x SFP+ ports (optics or direct attach cables req'd), CustKit	$878.05	4*	$3,512.20
Dell Networking Transceiver SFP 1000BASE-T	$201.22	4*	$804.88
20FT CAT6 CAT6A PATCH CABLE 10G AUGMENTEDSNAGLESS RJ45 M/M AQUA	$20.58	4*	$82.32
Dell Multimode QSFP+ / QSFP+ Fiber Optic Cable -0.5m	$155.28	2*	$310.56
Multimode LC/LC Duplex Orange Fiber Patch Cable-16.4 ft	$22.58	4*	$90.32
	* Optional Subtotal		**$4,800.28**

Option 2 – 10Gb SFP+ upstream

Description	Price	Qty	Ext. Price
SFP+ 10GbE Module, 4 port, Hot Swap, 4x SFP+ ports (optics or direct attach cables req'd), CustKit	$878.05	4*	$3,512.20
Dell Multimode QSFP+ / QSFP+ Fiber Optic Cable -0.5m	$155.28	2*	$310.56
Multimode LC/LC Duplex Orange Fiber Patch Cable-16.4 ft	$22.58	4*	$90.32
	* Optional Subtotal		**$3,913.08**

MHEC

Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
Midwestern Higher Education Commission (MHEC) Contract No. MHEC-09C701.02 for Dell Computers	$0.00	$0.00	1	$0.00	$0.00

(800)720-3811
rob.rulison@avalontech.net
avalontech.net

Ingham County Blades - FX2 Configuration

Prepared by:

Avalon Technologies, Inc.
Rob Rulison
(800)720-3811 x 2040
rob.rulison@avalontech.net

Prepared for:

Ingham County
5303 South Cedar Street
lansing, MI 48911
Jake Willett
(517) 676-7299
jwillett@ingham.org

Quote Information:

Quote #: RR000227
Version: 7
Delivery Date:
03/30/2017
Expiration Date:
05/31/2017

Quote Summary

Description	Amount
FX2 Blades	$42,140.64
M630 Blade Processor Upgrades	$22,997.28
Total:	**$65,137.92**

*Optional Expenses

Description	One-Time
Option 1 – 1GbE upstream	$4,800.28
Option 2 – 10Gb SFP+ upstream	$3,913.08
Optional Subtotal:	**$8,713.36**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.
Terms: Net 30 after equipment ships. Avalon's full terms can be found at:

http://www.avalontech.net/wp-content/uploads/2017/01/Avalon-Technologies-Terms-and-Conditions.pdf

Avalon Technologies, Inc.

Signature: _____

Name: Rob Rulison

Title: Account Executive

Date: 03/30/2017

Ingham County

Signature: _____

Name: Jake Willett

Date: _____

Avalon Technologies, Inc.
39533 Woodward Avenue Suite 125
Bloomfield Hills, MI 48304
(800)720-3811
avalontech.net

We have prepared a quote for you

Ingham County FX2 Blades - Servcies

QUOTE # RR000428 V1

PREPARED FOR

Ingham County

PREPARED BY

Rob Rulison

(800)720-3811
rob.rulison@avalontech.net
avalontech.net

Services

Description	Price	Qty	Ext. Price
Avalon FX2 Deployment Services	$17,350.00	1	$17,350.00

Statement of Work (SOW)

- **Project Management**
  - Dedicated PMP Certified Project Manager
  - Kickoff Meeting
  - Design Session(s)
  - Regular project status updates

- **FX2 Deployment**
  - Unbox, racking, insertion of blades and cabling of FX2 Chassis(s)
  - CMC and Firmware updates on all FX2 Chassis and blade components to latest stable code levels
  - Integration of FX2 and/or standalone NICs with existing upstream network device(s)
  - Extension of VLAN networks from existing upstream devices to FX2
  - Storage adapters will be connected and integrated with storage

- **vSphere Integration**
  - Setup of FX2 blades as ESXi hosts
  - Integration of FX2 ESXi hosts with existing vCenter
  - Configuration of ESXi vSwitches and storage adapters

- **Virtual Machine Migration**
  - Design and validation of migration path
  - Migration of up to five (5) virtual machines from existing ESXi hosts to the newly proposed ESXi hosts

- **Primary Site Blade Server Processor Upgrade**
  - Upgrade of processor in existing m6x0 blade servers
  - Eight (8) processor upgrades in four (4) blade servers

- **Knowledge Transfer**
  - FX2 Administration and Operations
  - Four (4) Hours

Acceptance Criteria

The project will be considered complete when:

(800)720-3811
rob.rulison@avalontech.net
avalontech.net

Services

Description	Price	Qty	Ext. Price

- The proposed FX2 is deployed and ready for production use
- The FX2 blades are setup as ESXi hosts and ready to host virtual machines
- Up to five (5) virtual machines have been migrated to the proposed FX2 blades and are running in production
- Knowledge Transfer is scheduled

Customer Responsibilities

- Customer to provide secure remote access to facilitate remote work (e.g. VPN)
- Customer to provide all software licenses and software license keys as required for implementation
- Customer to provide engagement and availability of customer personnel resources to assist with coordination of services or completion of customer dependent tasks
- Customer to provide administrator, root or adequate privileged access to systems involved in the implementation
- Customer will provide all hardware and software required to ensure a successful implementation including those stated in any associated bill of materials and also any ancillary items such as any required cables, optics, software etc.
- Customer will maintain a backup of all data and programs on affected systems prior to Avalon performing the Services and during the term of the Statement of Work (SOW).Avalon will have no liability for loss or recovery of data, programs or loss of use of system(s) arising out of or in connection with the Services provided under this SOW.
- The Customer will ensure the Avalon personnel have reasonable and safe access to the Project site, a safe working environment, an adequate office space, and parking as required.
- The customer will maintain active support agreements for any hardware or software involved in the project included, but not limited to servers, storage, networking equipment and software

Assumptions

- Some project tasks will be performed remotely
- Project may not commence until any necessary hardware or software has been delivered.
- Any tasks not specifically included in this statement of work must be agreed to in a written change order by all parties involved.
- Avalon Technologies and Ingham County will determine a mutually convenient project start date and timeline.
- Avalon Technologies and Ingham County will provide a project-lead to be the single point of contact for project coordination.

Outside of Project Scope

- Any services, tasks or activities other than those specifically noted in the section titled “Statement of Work"
- Configuration or remediation of any server or workstation application software affected or unaffected by the services performed under the statement of work

(800)720-3811
rob.rulison@avalontech.net
avalontech.net

Services

Description	Price	Qty	Ext. Price

• Configuration or remediation of any networking components affected or unaffected by services performed under the statement of work
• Post-implementation support
• Disposal or recycling of customer equipment, new equipment boxes or any other items
• Installation of software or hardware firmware updates, service packs patches or new version that are released after services commence
• Updating or reconfiguration of 3rd party applications that integrate with existing environment (e.g. Anti-virus, backup, email relay services, fax/voicemail to email, etc.)
 	
• Firewall configuration
• WAN configuration
• DMZ configuration
• Core networking configuration
 	
Deliverables:
 	
• Network Design Document
  ○ Visio and PDF documents detailing the network design of the upgraded environment
• IP / Host Name Listing
  ○ Excel document listing all IP and Host Name records involved in the project
• Secure Record Credentials
  ○ Encrypted KeePass file containing credentials for all equipment or software
 	
Professional Services Terms
 	
• 30% to commence services
• 70% Net 30			

		Subtotal	**$17,350.00**

(800)720-3811
rob.rulison@avalontech.net
avalontech.net

Ingham County FX2 Blades - Servcies

Prepared by:

Avalon Technologies, Inc.
Rob Rulison
(800)720-3811 x 2040
rob.rulison@avalontech.net

Prepared for:

Ingham County
5303 South Cedar Street
lansing, MI 48911
Jake Willett
(517) 676-7373
jwillett@ingham.org

Quote Information:

Quote #: RR000428
Version: 1
Delivery Date:
03/30/2017
Expiration Date:
04/29/2017

Quote Summary

Description	Amount
Services	$17,350.00
Total:	**$17,350.00**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.
Terms: Net 30 after equipment ships. Avalon's full terms can be found at:

http://www.avalontech.net/wp-content/uploads/2017/01/Avalon-Technologies-Terms-and-Conditions.pdf

Avalon Technologies, Inc.

Signature:

Name: Rob Rulison

Title: Account Executive

Date: 03/30/2017

Ingham County

Signature: _____

Name: Jake Willett

Date: _____

Agenda Item 6b

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF HOST SERVER REPLACEMENT FROM AVALON

WHEREAS, the servers at our secondary datacenter are over 5 years old and showing signs of potential unreliability; and

WHEREAS, Ingham County depends on these servers for disaster recovery; and

WHEREAS, these servers are critical to the ability to continue operations should anything happen to the main datacenter; and

WHEREAS, the purchase price of replacement servers with installation services will be $86,581.00 from Avalon under the Midwestern Higher Educational Commission contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the replacement host servers and installation in the amount not to exceed $86,581.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund #63625810-932032.

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

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

Agenda Item 6c

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

FROM: Deb Fett, CIO

DATE: 6/28/2017

SUBJECT: Resolution – Palo Alto NextGen Firewall Purchase

BACKGROUND

Recently Ingham County had a cybersecurity incident that started with a single infected computer and rapidly spread throughout many others before it was contained. As expressed in the memo to the Board after the incident, there are some immediate unbudgeted needs that are critical to prevent further incidents of this magnitude or greater.

ITD has been working to find the next generation firewall that will best protect the County's resources at the most cost effective price. As a result of that research and testing, Palo Alto has been chosen as ITD's solution. This has been validated by Gartner's Magic Quadrant for Enterprise Network Firewalls for 2016.

In accordance with our purchasing requirements, this solution was put together from the State of Michigan's MiDeal contract. CDWG will be able to provide for our needs with hardware, implementation services, and training.

ALTERNATIVES

There are a couple of other brands that do provide similar features but with either a substantial increase in price or at the expense of throughput and performance. These were ruled out as unsuitable to our needs.

FINANCIAL IMPACT

The funding for the total of $377,595.12 total for the hardware, implementation services and training will come from the County's Innovation and Technology Department's Network Fund #636-25810-932032. A portion of this unbudgeted amount will be transferred in from the Insurance Liability Fund.

OTHER CONSIDERATIONS

Our current outdated firewall is limping along and seriously limiting the effectiveness of our employees. It does have better protection than it did before the incident, but was not designed to be used in this manner for long. It is being pushed beyond its capabilities now and will not continue indefinitely.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached quotes for the Palo Alto solution from CDWG.

QUOTE CONFIRMATION

DEAR JAKE WILLETT,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. Click here to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HZNQ842	6/7/2017	PALO ALTO TRAINING	3186151	$14,086.08

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
PALO ALTO FW 8.0 ESS TRAINING Mfg. Part#: EDUPAN-210-TU Firewall 8.0 Essentials: Configuration and Management This is a quote for 3 students to attend PAN-210 Firewall 8.0 Essentials: Configuration and Management Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MiDEAL (071B6600110)	3	4531866	$4,695.36	$14,086.08

PURCHASER BILLING INFO		
Billing Address: INGHAM COUNTY - MIS ACCOUNTS PAYABLE PO BOX 319 MASON, MI 48854-0319 **Phone:** (517) 676-7373 **Payment Terms:** Request Terms	SUBTOTAL	$14,086.08
	SHIPPING	$0.00
	GRAND TOTAL	$14,086.08
DELIVER TO	**Please remit payments to:**	
Shipping Address: INGHAM COUNTY HILLIARD BLDG INNOVATION & TECHNOLOGY DEPT 121 E MAPLE ST 3RD FL MASON, MI 48854-1655 **Shipping Method:** ELECTRONIC DISTRIBUTION	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION

Sean Bergquist | (877) 325-3701 | seanber@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at http://www.cdwg.com/content/terms-conditions/product-sales.aspx
For more information, contact a CDW account manager

© 2017 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

STATEMENT OF WORK

Project Name:	ASA 5515-X with Firepower Services to PAN Migration	**Seller Representative:** Brian Donovan 6164642701 brian.donovan@cdw.com
Customer Name:	Ingham County	
CDW Affiliate:	CDW Government, LLC.	
Date Requested:	June 30, 2017	**Solution Architect:** Lynn Mackie
Seller Services Manager:	Annette Ditter	
Version:	1	

This statement of work ("**Statement of Work**" or "**SOW**") is made and entered into on the date this SOW is signed by both parties (the "**SOW Effective Date**") by and between the undersigned, CDW Government, LLC. ("**Provider**", "**Seller**" and "**we**") and Ingham County ("**Customer**" and "**you**").

PROJECT DESCRIPTION

PROJECT SCOPE

Seller will provide professional services to assist with the configuration migration of a Cisco ASA 5515-X to Palo Alto Networks PA-5250 with Threat Prevention, Malware Detection, and URL filtering enabled. Palo Alto's security platforms provide market leading Next Generation security, offering URL Filtering, Malware Detection, and Intrusion Prevention services.

As part of this project, Seller will perform the following tasks:

- Perform a basic access-list best practice review
  - Entries with zero hit count
  - Misconfigured entries
  - Entries no longer in use
- General configuration of a Palo Alto PA-5250 high availability pair with Next Generation Services
  - Set the hostname, domain name, date and time
  - Configure Ethernet settings and sub-interfaces
  - Configure appropriate security level of interfaces
  - Configure Virtual Wire or Routed mode
  - Configure IP routing
- Design and configure stateful failover based on High Availability considerations for Customer
  - Configure the Control Link
  - Configure the Data Link
- Design and configuration of security rule sets relevant to Customer's business and technical requirements
  - Configure authentication, authorization, and accounting (AAA) services for network access

- Migration of inbound and outbound access-lists for permitting or denying network access
- Migration of NAT/PAT addressing policies to reflect connectivity requirements
- Design and configuration of any IPSec and VPN connectivity requirements
    - Define IKE Crypto Profiles
    - Define IPSEC Crypto Profiles
    - Configure tunnel monitoring
    - Configuration of Global Protect client VPN services
        - Generate CSR for SSL Certificate
        - Install 3rd Party Certificate on new Palo Alto Firewalls
        - Configure (1) VPN Profiles
        - Integration Authentication to Active Directory for User VPN
        - Create RA IP Pools for each group
        - Create full tunnel or split tunnel policy
    - Test VPN Connectivity based on Customer Use-Cases
- Define security zones
- Creation of security policies
    - Design and configure Threat Prevention Policy
    - Design and configure URL Filtering Policy
    - Design and configure WildFire Policy
    - Define and configure User Policy
    - Define and configure Application Policy
    - Define and configure DNS Inspection and Sinkhole Policy
    - Apply Security Polices to defined security zones

PROJECT PLAN

PLANNING

The planning phase consists of the following:

- Project Kickoff – The project team will be chartered and staff will be assigned to project roles. The team will review Customer's needs, discuss/revise the project scope and assumptions, and finalize logistical details.
- Inventory Hardware – Seller staff will inventory, document, and hardware power-on test. Issues with faulty hardware, as well as inventory discrepancies, will be identified and resolved.
- Project Planning – Members of the project team will develop a detailed project plan and test plan for the Palo Alto Firewall with Next Generation Services deployment.

DESIGN

Seller will conduct a detailed design session with the project team. The goal of this design session is to identify and address architectural, security, and device management requirements. The design phase consists of the following sub-phases:

- Analysis – Seller and Customer technical staff will work together to:
    - Review network architecture, technical specifications, and VPN requirements
    - Analyze hardware configuration
    - Review industry best practices in order to develop baseline design information.
- Network Design – Seller staff will lead an effort to:
    - Develop the final design

    - Identify all security zones on the network
    - Map security zones to physical and virtual interfaces on the Firewall
    - Design site-to-site and remote access VPN considerations
- Documentation – Seller staff will document and diagram the Firewall with Next Generation Services design, including VPN.

STAGING

The process for staging, configuring and testing the Palo Alto Firewall can be further detailed as follows:

- Unpack the hardware
- Upgrade the Firewall software to meet the standards specified in the design phase
- Build the Firewall configuration to the specifications documented in the design phase, including:
    - Firewall security zones
    - Apply initial security polices
    - VPN configuration
- Execute the test plan developed during the planning phase to ensure proper design and configuration

PALO ALTO FIREWALL IMPLEMENTATION

The process for implementing the Palo Alto firewalls can be further detailed as follows:

- During a scheduled change period, the Palo Alto firewalls will be placed into production.
- Seller will work with Customer to perform application testing to validate the implemented firewall policy developed in the design phase of this project.
- Remote User VPN connectivity will be tested
- Site to Site VPN connectivity will be tested

The Seller will provide day one support on the first production day following the cutover.

PALO ALTO SERVICES IMPLEMENTATION

The process for implementing the Palo Alto Services on the firewall can be further detailed as follows:

- An initial Threat Prevention policy in "alert, don't block" configuration will be applied to begin creating a tuned ruleset based upon the initial network discovery information
- An initial URL filtering policy will be applied for web browsing and reporting
- An initial File Policy will be created to identify potential malware being transferred across the network or identify any infected hosts via the Security Intelligence information
- App-ID rules will be created using the identified applications in the Palo Alto Management Console's

KNOWLEDGE TRANSFER

Seller will provide up to 4 hours of knowledge transfer for the Palo Alto Management interface. Topics include operational tasks, managing security policies and updates.

PROJECT CLOSURE

This phase signifies the end of the project. All services in the Description of Services section of this document are completed and all items to be provided are received by Customer.

CUSTOMER RESPONSIBILITIES

Customer is responsible for the following:

1. Provide a 4 hour maintenance window to allow for the cutover to the Palo Alto solution.
2. Configuration of their LDAP environment when integrating with the Palo Alto solution. Seller will provide guidance on the required configuration for integration.
3. Customer will provide documentation for required connectivity through the firewall that includes source IP, destination IP, port, protocol information, and network address translation requirements. If traffic analysis is required to determine the appropriate connectivity information; it may result in a revision of the services estimate.
4. Customer is responsible for all change control procedures and notifications that are necessary for the performance of this project.
5. Customer is responsible for application testing to be performed during cutover(s).
6. Customer will provide full access to all network devices to Seller.
7. Customer is responsible for any additional hardware, software, certificates, and licenses that are required for installation.
8. Customer is responsible for interpreting firewall configuration or provide a resource who is familiar with the existing solution
9. Customer will provide at least one (1) domain member computer for installation of the Palo Alto User-ID agent to allow for user policy creation.

PROJECT ASSUMPTIONS

1. Customer will provide Seller staff with appropriate physical and network access to implement configurations defined in this statement of work.
2. There is adequate power, UPS, rack space, and network connectivity for the devices included on the bill of materials
3. For the Next Generation services, Seller will configure up to:
    a. 1 Vulnerability Protection Profile
    b. 1 Zone Protection Profile
    c. 1 File Blocking Profile
    d. 1 Wildfire Analysis Profile
    e. 2 URL Filtering Profile
    f. 1 Antivirus and Spyware Profile
    g. 2 DNS Inspection Profile
    h. 1 Global Protect Gateway Profile
    i. 1 Global Protect Portal
4. Training documentation is not part of this project.
5. Seller will migrate firewall configurations 'as-is' after access-list health check.
6. Seller will configure no more than 6 LAN-to-LAN VPN tunnels.
7. Seller will configure no more than 1 VPN Profile Policies.
8. Seller will migrate no more than 200 access-list entries.
9. Seller will migrate no more than 75 network address translation (NAT) or port address translation (PAT) entries.
10. LAN-to-LAN VPN tunnels will be migrated individually and during business hours.

OUT OF SCOPE

Tasks outside this SOW include, but are not limited to:

1. Configuration of any other network equipment not directly related task of implementing the Palo Alto Firewall with Next Generation services and configuring required services. Within scope are minor changes

to existing network infrastructure that may need to occur to accommodate required services, such as VLAN configurations, routing, and AAA (authentication, authorization, accounting) services.

2. Custom Vulnerability Protect Profile Creation
3. Custom App ID creation.
4. Firewall Configuration Cleanup and Optimization
5. Certificate distribution of certificates or configuration of existing PKI solution
6. SSL Decryption
7. NGFW Policy Tuning
8. Configuration of Lab PA-220

Services not specified in this SOW are considered out of scope and will be addressed with a separate SOW or Change Order.

ITEM(S) PROVIDED TO CUSTOMER

Table 1 – Item(s) Provided to Customer

Item	Description	Format
Design and As-Built Document	A detailed design and as-built document including any Next-Generation Services and/or VPN services	PDF
Network Diagram	Diagram of logical and physical connectivity	Visio

PROJECT MANAGEMENT

Seller will assign a project management resource to perform the following activities during the project:

- **Kickoff Meeting**. Review SOW including project objectives and schedule, logistics, identify and confirm project participants and discuss project prerequisites.
- **Project Schedule or Plan**. A project schedule that details the schedule and resources assigned to the project.
- **Weekly Status Meetings and Reports**. Status meetings will be conducted on a weekly basis. During these meetings, Seller and you will discuss action items, tasks completed tasks outstanding, issues and conduct a budget review.
- **Change Management**. When a change to a project occurs, Seller's project change control process will be utilized.
- **Project Closure Meeting**. The project team will meet to recap the project activities, provide required documentation, discuss any next steps, and formally close the project.

PROJECT SCHEDULING

Customer and Seller, who will jointly manage this project, will together develop timelines for an anticipated schedule ("**Anticipated Schedule**") based on Seller's project management methodology. Any dates, deadlines, timelines or schedules contained in the Anticipated Schedule, in this SOW or otherwise, are estimates only, and the Parties will not rely on them for purposes other than initial planning.

TOTAL FEES

The total fees due and payable under this SOW ("**Total Fees**") include both fees for Seller's performance of work ("**Service Fees**") and any other related costs and fees specified in the Expenses section ("**Expenses**"). Unless otherwise specified, taxes will be invoiced but are not included in any numbers or calculations provided herein.

Seller will invoice for the Total Fees.

SERVICES FEES

Services Fees hereunder are FIXED FEES, meaning that the amount invoiced for the Services will be $21,220.00.

The invoiced amount of Services Fees will equal the amount of fees applicable to each completed project milestone, as specified in Table 2.

Table 2 – Services Fees

Project Milestones	Percentage	Fees
Signed SOW	25%	$5,305.00
Internet Cutover	50%	$10,610.00
Completion	25%	$5,305.00
Totals	**100%**	**$21,220.00**

EXPENSES

Neither travel time nor direct expenses will be billed for this project.

Two (2) weeks' advance notice from Customer is required for any necessary travel by Seller personnel.

CUSTOMER-DESIGNATED LOCATIONS

Seller will provide Services benefiting the locations specified on the attached Exhibit ("**Customer-Designated Locations**").

NOT FOR SIGNATURE

THIS DOCUMENT IS A DRAFT INTENDED ONLY FOR USE IN THE REVIEW OF TEXT APPLICABLE TO A POSSIBLE SERVICES ENGAGEMENT. IT DOES NOT CONSTITUTE A CONTRACT OR A PROPOSAL FOR A CONTRACT. THE CONTENT OF THIS DOCUMENT, AS IT MAY BE NEGOTIATED BY THE PARTIES, IS INTENDED TO BE INCORPORATED INTO A STATEMENT OF WORK, WHICH WILL INCLUDE OTHER PROVISIONS AND WHICH WILL BE GOVERNED BY ADDITIONAL TERMS AND CONDITIONS. A PARTY'S SIGNATURE OR OTHER INDICATION OF APPROVAL ON OR RELATED TO THIS DOCUMENT SHALL HAVE NO BINDING OR CONTRACTUAL EFFECT.

EXHIBIT A.

CUSTOMER-DESIGNATED LOCATIONS

Seller will provide Services benefiting the following locations ("**Customer-Designated Locations**").

Table 2 – Customer-Designated Locations

Location(s)	**Service(s)**		
121 E. Maple Street Mason, MI 48854	☐ Assessment ☑ Configuration ☑ Design	☑ Implementation ☑ Project Management ☐ Staff Augmentation	☐ Support ☑ Training ☐ Custom Work

QUOTE CONFIRMATION

DEAR JAKE WILLET,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. Click here to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HXJQ054	5/11/2017	PALO ALTO # 1	6091672	$342,309.04

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
PALO ALTO PA-5250 APPL W/REDUN AC Mfg. Part#: PAN-PA-5250-AC Contract: Michigan Master Computing-MiDEAL (071B6600110)	2	4479256	$53,770.15	$107,540.30
Palo Threat Prevention for PA-5250 - subscription license (3 years) - 1 dev Mfg. Part#: PAN-PA-5250-TP-3YR-HA2 UNSPSC: 43233204 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MiDEAL (071B6600110)	2	4479970	$26,244.40	$52,488.80
Palo PANdb URL Filtering for PA-5250 - subscription license (3 years) - 1 d Mfg. Part#: PAN-PA-5250-URL4-3YR-HA2 UNSPSC: 43233204 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MiDEAL (071B6600110)	2	4479974	$26,244.40	$52,488.80
WildFire for PA-5250 - subscription license (3 years) - 1 device in HA pair Mfg. Part#: PAN-PA-5250-WF-3YR-HA2 UNSPSC: 43233204 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MiDEAL (071B6600110)	2	4479979	$26,244.40	$52,488.80
Palo Premium Support Program - extended service agreement - 3 years - shipm Mfg. Part#: PAN-SVC-PREM-5250-3YR UNSPSC: 81111812 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MiDEAL (071B6600110)	2	4479258	$36,023.72	$72,047.44
Palo PA-220 - Lab Unit - security appliance Mfg. Part#: PAN-PA-220-LAB UNSPSC: 43222501 Contract: Michigan Master Computing-MiDEAL (071B6600110)	2	4477273	$420.24	$840.48
Palo Lab Unit Bundle Subscription Threat prevention, PANDB URL filtering, G Mfg. Part#: PAN-PA-220-BND-LAB4 UNSPSC: 43233204 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MiDEAL (071B6600110)	2	4483403	$110.18	$220.36

QUOTE DETAILS (CONT.)				
PALO ALTO 10M QSFP28 100GB AOC+XCVRS Mfg. Part#: PAN-QSFP28-AOC-10M Contract: Michigan Master Computing-MiDEAL (071B6600110)	1	4558115	$967.86	$967.86
Palo - SFP+ transceiver module - 10 Gigabit Ethernet Mfg. Part#: PAN-SFP-PLUS-SR UNSPSC: 43201553 Contract: Michigan Master Computing-MiDEAL (071B6600110)	4	2687525	$806.55	$3,226.20

PURCHASER BILLING INFO		
Billing Address: VICKY L WATSON INGHAM COUNTY 121 E MAPLE ST HILLLIARD BLDG 3RD FL MASON, MI 48854-1655 **Phone:** (517) 244-8027 **Payment Terms:** Request Terms	**SUBTOTAL**	$342,309.04
	SHIPPING	$0.00
	GRAND TOTAL	**$342,309.04**
DELIVER TO	**Please remit payments to:**	
Shipping Address: INGHAM COUNTY 121 E MAPLE ST HILLLIARD BLDG 3RD FL MASON, MI 48854-1655 **Shipping Method:** DROP SHIP-GROUND	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION				
Sean Bergquist	|	(877) 325-3701	|	seanber@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at
http://www.cdwg.com/content/terms-conditions/product-sales.aspx
For more information, contact a CDW account manager

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Agenda Item 6c

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF PALO ALTO NEXTGEN FIREWALL

WHEREAS, Ingham County needs protect our data and our network from cyber threats; and

WHEREAS, our current firewall solution is outdated and being pushed beyond its limits; and

WHEREAS, Palo Alto provides a robust, affordable, top-rated edge and interior security product; and

WHEREAS, the purchase price of said appliance, installation, and training will be $377,595.12 from CDWG under the State of Michigan MiDeal contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the Palo Alto solution in the amount not to exceed $377,600.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund #63625810-932032.

BE IT FURTHER RESOLVED, that the amount of $377,600.00 needed to cover this transaction is authorized to be transferred from the Insurance Liability Fund.

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

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

Agenda Item 6d

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

FROM: Deb Fett, CIO

DATE: 6/22/2017

SUBJECT: Innovation and Technology Department - Convert Vacant DIO Position to new Senior Network Admin Position

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BACKGROUND

Resolutions #14-213 authorized the re-establishment of two positions eliminated in 2011 – which were then renamed to Deputy Information Officer and Project Manager. Currently the Innovation and Technology Department has 21 full-time positions and one part-time position, with the Deputy Information Office position being vacant. After thorough review of duties of said position and needs of the business partners, it is clear that this position can be altered to offer more direct support to improve customer service while still providing the staff oversight needed to assist the CIO.

Discussions have been held with appropriate ITD staff to review the proposed change of converting the vacant DIO position to a new Senior Network Admin position and favorable response has been received. The position would move from an MCF position to an ICEA position. The ICEA representative has also been briefed about the potential change and supports the conversion.

ALTERNATIVES

It was considered to keep the position as is and hire a Deputy Information Officer. However, during the time our previous DIO was on medical, it became clear that our needs for the role were changing. The current job description does not adequately address the skill level needed or the desired characteristics which would have increased the cost of the function. Rather than increase costs in a time of cutbacks, it made sense to reconfigure the role.

FINANCIAL IMPACT

Per HR – after analysis, the classification has a community of interest with the ICEA County Professional and will be compensated at a level 12 ($76,364.53 - $91,670.06). The review from Budget (corrected to Step 5) indicates that there would be an approximate $208.00 annual increase.

OTHER CONSIDERATIONS

This position would allow ITD to leverage both the much needed technical skills of the individual chosen as well as providing the additional supervisory support that will keep the department running most effectively.

RECOMMENDATION

Based on experience of ITD service levels over the past year, feedback from staff, and metrics from our helpdesk tickets, I would recommend converting the DIO position to the Senior Network Admin position.

County of Ingham

HUMAN RESOURCES DEPARTMENT
5303 S. Cedar Street, Suite 2102
Lansing, MI 48911-3895

Administration: 517. 887.4327
Employee Services: 517.887.4373
Internet: www.ingham.org

Employment: 517.887.4328
FAX Number: 517.887.4396

TO: Deb Fett, CIO

FROM: Joan Clous, Human Resources Specialist

DATE: May 26, 2017

RE: Support for Creation and reorganization - Senior Network Administrator

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Per your request, Human Resources has reviewed the request to create a new position within the Innovation and Technology Department, a Senior Network Administrator, which will replace the Deputy CIO

After analysis, the classification has a community of interest with the ICEA County Professional and will be compensated at a level 12 ($76,364.53 - $91,670.06) The CCLP has been notified. They support the creation of this position.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed creation and reorganization. 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 887-4374.

Fett, Deb

From: Clous, Joan
Sent: Tuesday, May 30, 2017 11:41 AM
To: Fett, Deb
Subject: FW: ICEA New Position

Deb,

Just making sure you received this approval from the ICEA for the Sr. Network Administrator.

Joan

From: Cook, Desiree
Sent: Wednesday, May 24, 2017 2:57 PM
To: Clous, Joan
Subject: RE: ICEA New Position

Approved.

From: Clous, Joan
Sent: Wednesday, May 24, 2017 11:00 AM
To: Cook, Desiree <DCook@ingham.org>
Subject: ICEA New Position

Desiree,

Please review the attached and get back with me as to the ICEA's approval or objection to this new position. Please let me know if you have any questions.

Joan Clous
Human Resources Specialist
Ingham County
5303 S. Cedar Bldg 2 Suite 2102
Lansing MI 48911
517-887-4374 – Office
517-887-4396 – Fax

"We can't all be heroes, somebody has to sit on the curb and wave as they drive by."

INGHAM COUNTY
JOB DESCRIPTION

Senior Network Administrator

General Summary: Under the direction of the Chief Information Officer (CIO), assists in planning, organizing and directing the County's Innovation and Technology Department. Leads in the design, implementation, management and maintenance of the county's data communications network and associated hosted sites. Provides advanced technical support for the county's Local Area Network (LAN) and Wide Area Network and supports other ITD personnel. Solves operational and personnel issues throughout the department while directly supervising UAW staff. Develops, implements and oversees staff training and development. Serves as the liaison between stakeholders, ITD staff and external vendors. Monitors departmental projects and work assignments. Assists with budget preparation and maintenance. Supervises staff on projects to ensure project commitments and expectations are met. Serves in place of the CIO as needed and directed.

Essential Functions:

1. Provides day-to-day supervision to assigned ITD staff and related vendors. Organizes assignments and priorities. Clarifies performance expectations and monitors assigned staff for compliance.

2. Establishes goals and objectives for assigned staff. Defines and implements training plans for all staff to improve individual and departmental performance.

3. Assists with the creation and monitoring of long-range strategic goals. Directs and oversees the successful delivery of services.

4. Analyzes work functions and recommends improvement plans. Works with the CIO to develop and direct departmental policies, processes and procedures which improve future projects, efficiencies and outcomes.

5. Proficient at analyzing and determining customers business needs, current computer and network systems technology, vendor offerings, budget requirements, and developing solutions to ensure the highest level of customer satisfaction.

6. Develops and maintains standards for the county's wiring infrastructure, equipment, security, vendors, routing protocols, platforms, and applications.

7. Contributes in the planning, leadership, direction, and advanced technical expertise regarding computer, network, resources, and services for both LAN's and WAN's and the world-wide Internet.

8. Serves as a high-level technical expert and technical escalation point in regards to the county's network, MIS staff and associated issues.

9. Lead architect and (or) Project Manager for complex county hardware and software information technology projects and ensures projects are completed within budget and on-time. Coordinates with other resources, departments, organizations and agencies.

10. Responsible for the security of the county's network including password access, file access, intruder access, and protection against viruses and SPAM.

11. Oversee the ongoing training for County employees related to software and systems in use.

12. Develops and maintains management reporting methodologies. Develops and oversees contingency plans to address conflicts between assignments, priorities and resources.

13. Conducts staff meetings to monitor work projects. Facilitates discussions regarding operational and personnel issues. Ensures staff are informed, trained and have access to the tools necessary to perform their work assignments

14. Reviews employee work assignments, staff interactions and overall departmental success. Effectively recommends the hiring, training, promoting, disciplining and terminating of staff.

15. Ensures staff, equipment and other resources are allocated within budgetary limits and the Departmental Strategic Plan. Assists in the maintenance of IT inventory for the entire County.

16. Provides Project Management leadership for County technology projects. Promotes, establishes, facilitates and evaluates the application of Project Management principles as they pertain to the IT department.

17. Determines the need for outside consultants or contractors. Solicits and recruits such services as needed.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and CJIS Security requirements.

(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:

A minimum of ***one*** of the following combinations is required:

1. A Bachelor's Degree **AND** 5 years of progressive work experience in a complex LAN/WAN environment with at least 3 of those years at the management level in IT

OR

2. An Associate's Degree **AND** 7 years of progressive work experience in a complex LAN/WAN environment with at least 5 of those years at the management level in IT

Industry recognized technical certification such as a Cisco CCNA or Microsoft MCSE preferred but not required.

Knowledge, Skills and Abilities Required:

- Strong interpersonal and communications skills and the ability to work effectively with a wide range of people in a diverse community.
- Advanced working knowledge of Networking concepts, Routing/Switching, Operating System technologies, Security, IP, advanced protocols and the Internet.
- Advanced systems knowledge, architecting/design skills, documentation and methodical problem solving skills.
- Must possess leadership qualities.
- Must be customer service oriented.
- Must be courteous and polite.
- Excellent verbal, telephone, and written etiquette.
- Proven ability to delegate work, follow instructions, work under supervision, and multi-task.
- Ability to effectively lead a team.
- Advanced effective and efficient troubleshooting and problem solving skills.
- Must be reliable and possess excellent organizational skills.

Other Requirements: None

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

Working Conditions:

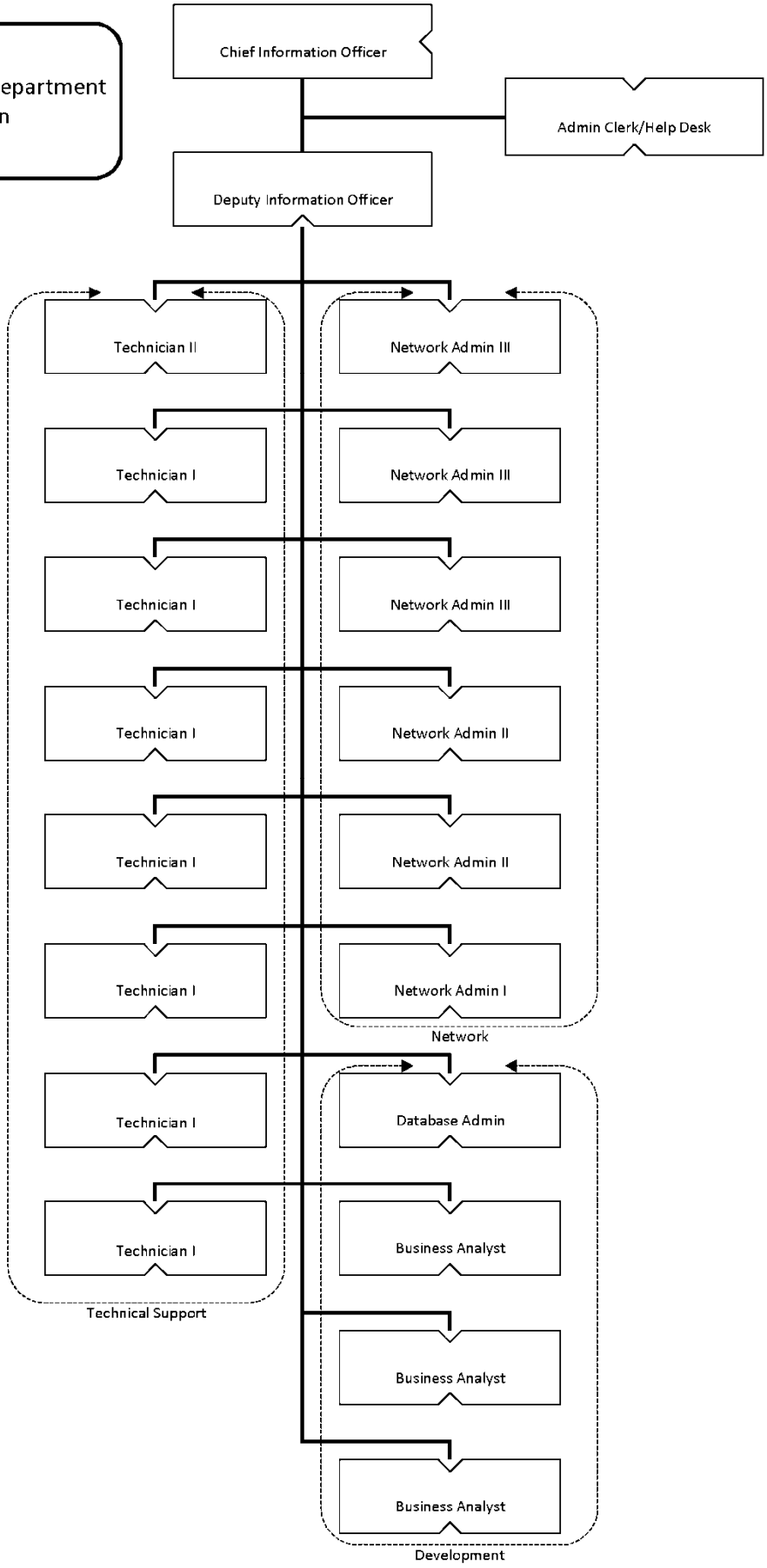
1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

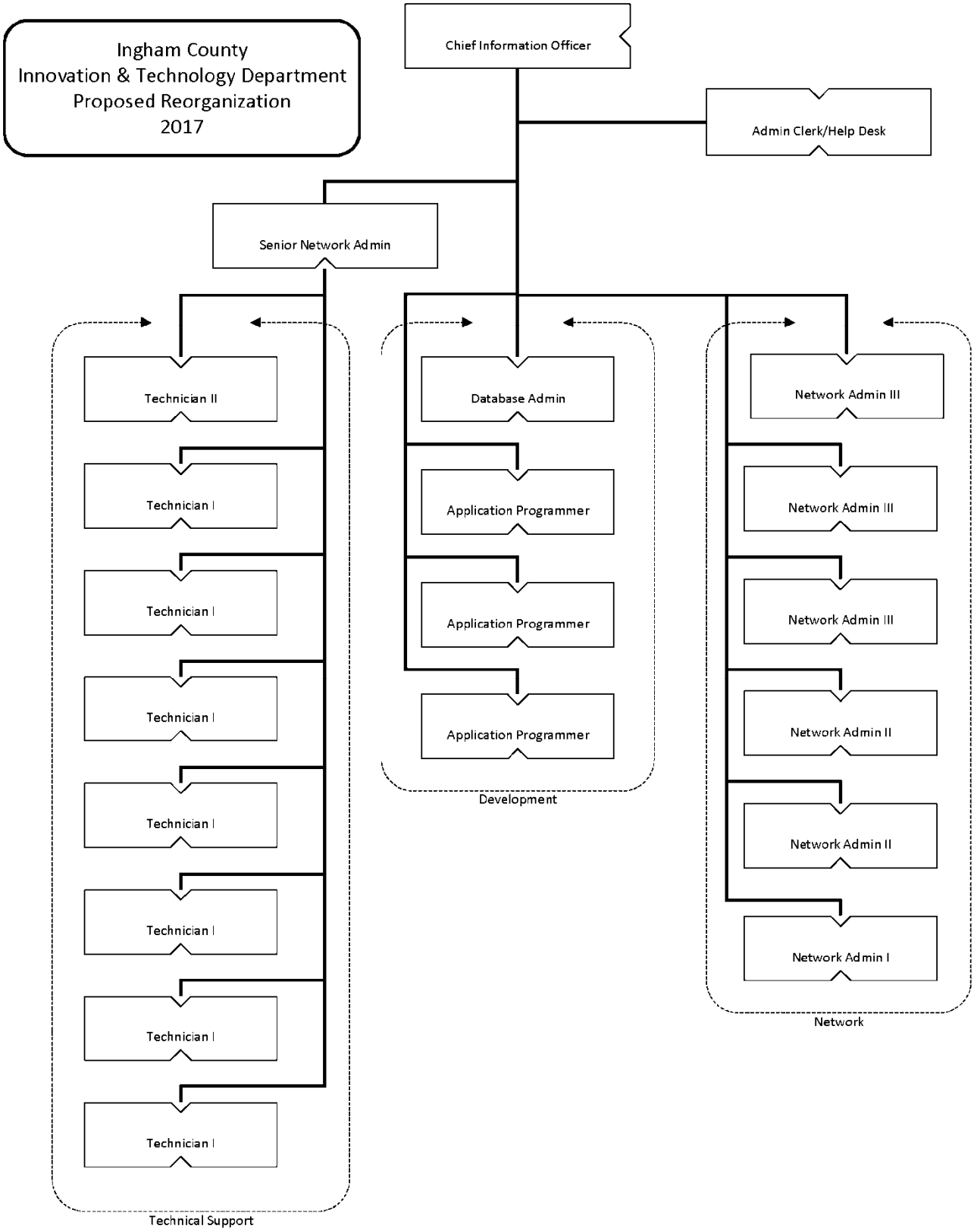
Physical Requirements:

1. This position requires the ability to sit, stand, traverse, carry, push, pull, reach, grasp, handle, pinch, type, and endure repetitive movements of the wrists, hands or fingers.
2. This position's physical requirements require periodic stamina in carrying, pushing, pulling, reaching, grasping, handling and pinching.
3. This position's physical requirements require regular stamina in sitting, standing, traversing, typing and repetitive movements of the wrists, hands or fingers.
4. This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
5. 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.
6. This position requires the ability to communicate and respond to inquiries both in person and over the phone.
7. This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
8. 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.)

Ingham County
Innovation & Technology Department
Pre-reorganization
2017




Ingham County
Innovation & Technology Department
Proposed Reorganization
2017
Chief Information Officer
Admin Clerk/Help Desk
Senior Network Admin
Technician II
Technician I
Technician I
Technician I
Technician I
Technician I
Technician I
Technician I
Technical Support
Database Admin
Application Programmer
Application Programmer
Application Programmer
Development
Network Admin III
Network Admin III
Network Admin III
Network Admin II
Network Admin II
Network Admin I
Network

PERSONNEL COST PROJECTIONS - INNOVATION AND TECHNOLOGY DEPARTMENT						
		Salaries			**Total Cost**	
		85,755.00			137,332	
	DEPUTY INFO OFFICER		FICA	5,317		
	958024		MEDICARE	1,243		
	MCF12, 5		Dental	904		
			Vision	124		
			Health	13,855		
			Defined Benefit Pension	18,995		
			Defined Cont Pension	2,144		
			Disability	111		
			Unemployment	429		
			Future Retiree Health	3,859		
			Separation Buyout	1,072		
			Current Retiree Health	3,347		
			C.A.R.E.S.	33		
			Life	144		
		91,670.00			137,540	
	Senior Network Administrator		FICA	5,684		
	Level 12 Step 5		MEDICARE	1,329		
			Dental	904		
			Vision	124		
			Health	13,855		
			Defined Benefit Pension	13,714		
			Defined Cont Pension	917		
			Disability	119		
			Unemployment	458		
			Future Retiree Health	4,125		
			Separation Buyout	1,146		
			Current Retiree Health	3,347		
			C.A.R.E.S.	33		
			Life	115		
					208	Additional Annual Cost

Agenda Item 6d

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE CONVERSION OF THE VACANT DEPUTY INFORMATION OFFICER TO A SENIOR NETWORK ADMIN IN THE INNOVATION & TECHNOLOGY DEPARTMENT

WHEREAS, the Department of Innovation & Technology (IT) currently has 21 full time positions and 1 part time position including the vacant IT Deputy Information Officer position; and

WHEREAS, Resolution #14-213 established an MCF 12 Deputy Information Officer position in the IT Department; and

WHEREAS, the County has a critical need for both network support and management duties in ITD; and

WHEREAS, the new position of the Senior Network Admin has been reviewed by HR and the ICEA and will be compensated at level 12 ($76,364.53 - $91,670.06); and

WHEREAS, the estimated annual increase for the conversion of the position would be $208.00; and

WHEREAS, the funding for these two positions would come from the IT Data Processing Fund #63695800-704000.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the elimination of the Deputy Information Officer position and the addition of an ICEA 12 Senior Network Admin position ($76,364.53 - $91,670.06) in the IT Department with funds allocated from the IT Data Processing Fund (#63695800-704000) at a FY 2017 cost not to exceed $76,364.53.

BE IT FURTHER RESOLVED, that the new vacant Senior Network Admin position will be posted and filled.

BE IT FURTHER RESOLVED, that the Controller is authorized to make any necessary budget adjustments related to this resolution.

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary adjustments to the IT Department Position Allocation List in accordance with this resolution.

Agenda Item 6e

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

FROM: Deb Fett, CIO

DATE: 6/23/2017

SUBJECT: Resolution – Datacenter UPS Replacement

BACKGROUND

Last year under Resolution #16-483, Ingham County contracted with a vendor to assist with creating an RFP to replace our large uninterruptible power supply (UPS) device controlling the electrical for our main datacenter. This device ensures our infrastructure remains operational should a power failure occur so the site can continue operation until the generator power kicks in, while also providing consistent filtered power. With the assistance of this engineering vendor, the RFP was issued and a vendor selected.

ALTERNATIVES

Following due process requirements, an RFP was released and bids were received for the hardware and services requested. The bidders were:

PM Technologies, LLC.	$43,843.00
Centennial Electric, LLC.	$39,000.00

FINANCIAL IMPACT

The funding for the $39,000.00 will come from the County's Innovation and Technology Department's Network Hardware Fund #636-25810-932032.

OTHER CONSIDERATIONS

Centennial Electric was chosen as they have not only provided the lower cost, but also they have worked with Ingham County Facilities on previous successful projects.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the contract Centennial Electric for hardware and services to replace our UPS for our main datacenter.

Agenda Item 6e

TO: Deb Fett, IT Director

FROM: James Hudgins, Director of Purchasing

DATE: May 3, 2017

RE: Memorandum of Performance for RFP No. 48-17 Uninterruptible Power Supply

Per your request, the Purchasing Department sought proposals from qualified and experienced electrical contractors to enter into a contract for the purpose of furnishing and installing a new 30kva Uninterruptable Power Supply (UPS).

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

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	142	18
Vendors attending pre-bid/proposal meeting	5	3
Vendors responding	2	0

The following grid is a summary of the vendors' costs:

Vendor Name	Local Pref	Total Bid Cost
PM Technologies LLC	No, Wixom	$43,843.00
Centennial Electric LLC	No, Potterville	$39,000.00

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

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

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

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

Centennial Electric LLC

County of Ingham
121 E. Maple Street
Mason, MI 48813
Attn: James C. Hudgins

5/3/17

RE: Uninterruptible Power Supply Packet #48-17

Dear Mr. Hudgins,

Centennial Electric, LLC, is pleased to quote you for the above mentioned project. We have included the following:

- Installation of one 30KVA Liebert UPS unit in the 2nd floor MDF room.
- Removal and proper documented disposal of the existing UPS after decommissioning.
- One ¼" painted steel plate installed under the new 30 KVA UPS to spread out the weight.
- Installation of 150 Amp feeders in 2" conduit under the raised floor per plans and specs.
- Off hours start up and commissioning of the new 30 KVA UPS at a date and time to be determined by the county.
- Preliminary work and installation of the new UPS to take place during normal business hours to prepare for the off hours cut-over.
- Connection of new UPS to existing emergency power off button.
- Permit included.

Current Lead Time on UPS is **5-6 Weeks** – Subject to change by manufacturer.

Please do not hesitate to contact me with any questions.

Sincerely,

Michael Bozung
Project Manager
C# 517-819-4273
O# 517-543-9900
F# 517-543-9911
mike@centennial-electric.com

Bid Bond

AIA Document A310™ – 2010

Bid Bond No. FED00070

CONTRACTOR:
(Name, legal status and address)
CENTENNIAL ELECTRIC LLC
2206 Lansing Road
Charlotte, MI 48813

SURETY:
(Name, legal status and principal place of business)
GRANITE RE, INC.
14001 Quailbrook Dr
Oklahoma City, OK 73134

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)
County of Ingham
121 E. Maple Street
Mason, MI 48854

BOND AMOUNT: Five Percent of the Bid Amount (5.00% of Bid Amount)

PROJECT:
(Name, location or address, and Project number, if any)
Hilliard UPS Packet #48-17

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 28th day of April, 2017

(Witness)

(Witness) Karla K. Heffron

CENTENNIAL ELECTRIC LLC
(Principal) (Seal)

(Title)

GRANITE RE, INC.
(Surety) (Seal)

(Title) Robert Downey, Attorney-In-Fact

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081110

GRANITE RE, INC.
GENERAL POWER OF ATTORNEY

Know all Men by these Presents:

That GRANITE RE, INC., a corporation organized and existing under the laws of the State of OKLAHOMA and having its principal office at the City of OKLAHOMA CITY in the State of OKLAHOMA does hereby constitute and appoint:

MICHAEL J. DOUGLAS; CHRIS STEINAGEL; CHRISTOPHER M. KEMP; KARLA HEFFRON; ROBERT DOWNEY; CONNIE SMITH its true and lawful Attorney-in-Fact(s) for the following purposes, to wit:

To sign its name as surety to, and to execute, seal and acknowledge any and all bonds, and to respectively do and perform any and all acts and things set forth in the resolution of the Board of Directors of the said GRANITE RE, INC. a certified copy of which is hereto annexed and made a part of this Power of Attorney; and the said GRANITE RE, INC. through us, its Board of Directors, hereby ratifies and confirms all and whatsoever the said:

MICHAEL J. DOUGLAS; CHRIS STEINAGEL; CHRISTOPHER M. KEMP; KARLA HEFFRON; ROBERT DOWNEY; CONNIE SMITH may lawfully do in the premises by virtue of these presents.

In Witness Whereof, the said GRANITE RE, INC. has caused this instrument to be sealed with its corporate seal, duly attested by the signatures of its President and Secretary/Treasurer, this 3rd day of July, 2013.

Kenneth D. Whittington, President

Kyle P. McDonald, Treasurer

STATE OF OKLAHOMA)
) SS
COUNTY OF OKLAHOMA)

On this 3rd day of July, 2013, before me personally came Kenneth D. Whittington, President of the GRANITE RE, INC. Company and Kyle P. McDonald, Secretary/Treasurer of said Company, with both of whom I am personally acquainted, who being by me severally duly sworn, said, that they, the said Kenneth D. Whittington and Kyle P. McDonald were respectively the President and the Secretary/Treasurer of GRANITE RE, INC., the corporation described in and which executed the foregoing Power of Attorney; that they each knew the seal of said corporation, that the seal affixed to said Power of Attorney was such corporate seal, that it was so fixed by order of the Board of Directors of said corporation, and that they signed their name thereto by like order as President and Secretary/Treasurer, respectively, of the Company.

My Commission Expires:
August 8, 2017
Commission #: 01013257

Notary Public

GRANITE RE, INC.
Certificate

THE UNDERSIGNED, being the duly elected and acting Secretary/Treasurer of Granite Re, Inc., an Oklahoma Corporation, **HEREBY CERTIFIES** that the following resolution is a true and correct excerpt from the July 15, 1987, minutes of the meeting of the Board of Directors of Granite Re, Inc and that said Power of Attorney has not been revoked and is now in full force and effect.

"RESOLVED, that the President, any Vice President, the Secretary, and any Assistant Vice President shall each have authority to appoint individuals as attorneys-in-fact or under other appropriate titles with authority to execute on behalf of the company fidelity and surety bonds and other documents of similar character issued by the Company in the course of its business. On any instrument making or evidencing such appointment, the signatures may be affixed by facsimile. On any instrument conferring such authority or on any bond or undertaking of the Company, the seal, or a facsimile thereof, may be impressed or affixed or in any other manner reproduced; provided, however, that the seal shall not be necessary to the validity of any such instrument or undertaking."

IN WITNESS WHEREOF, the undersigned has subscribed this Certificate and affixed the corporate seal of the Corporation this 25th day of April, 2013.

Kyle P. McDonald, Secretary/Treasurer

GR0800-1

Ingham County Hilliard Bldg.
UPS Replacement

MAI 2016-0221
Date: April 25, 2017

ADDENDUM NO. 1

To: All Bidders

From: MacMillan Associates, Inc.
714 East Midland Street
Bay City, MI 48706
(989) 894-4300

The following are changes, revisions, corrections, or clarifications to the construction documents and shall include all labor, materials, and supervision as applicable.

Item No. 1 General

A. Contractor shall provide a proposed schedule with equipment lead times with their bid.
B. Contractor shall provide start up services during the weekend change over from the existing UPS to the new UPS. Contractor shall also provide training to the owner by the UPS manufacturer after the startup date during normal business hours.
C. Contractor shall provide documentation to the County for the proper disposal of the existing UPS and associated batteries.

Item No. 2 Refer the sheet E1 (not reissued)

A. Keyed note five. New feeds shall be installed in EMT conduit above the raised floor. EMT or Flexible Metal Conduit (without an overall nonmetallic covering) is acceptable below the raised floor.
B. Tripp-Lite has been approved as an acceptable manufacturer based on their #SU40K series UPS. Contractor is responsible to confirm all system requirements, dimensions and mounting, and include all associated costs for a complete installation, with the bid.

MacMillan Associates, Inc.

Jay W. Fox, P.E.

File: 2016-0221.002

The aforementioned clarifications, modifications and/or revisions to the above project shall be considered a part of the original specifications. Please acknowledge your receipt and understanding of this addendum by signing below and returning in its entirety with the submittal of your proposal.

CENTENNIAL ELECTRIC LLC — (Company Name)

517-543-9900 — (Phone #)

MIKE BOWNE — (Print Name)

PROJECT MANAGER — (Title)

(Signature)

5/3/17 — (Date)

Ingham County Request for Proposals
Uninterruptible Power Supply
Packet #48-17

COST FORM
(Please Type or Print Clearly in Ink)

Bidder Name: Centennial Electric LLC
Address: PO Box 490
Potterville, MI 48876

Having carefully examined the information provided in this RFP and Project Manual as well as specifications, scope of work, and the premises and conditions affecting the work, the Undersigned proposes to furnish all labor, materials, tools, equipment, permit fees, bonds, insurance, and services necessary to perform and complete the entire work for the fee as listed below. A schedule of values may be required as part of the contract, if awarded.

Total Bid
Total Cost for Furnishing and Installing the UPS According to RFP and Project Manual $ 39,000.00

Thirty Nine Thousand Dollars
(Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words shall govern.)

Substitutions (Optional):

In accordance with the stipulations herein, the Undersigned submits the following substitutions:

Add $ N/A Deduct $ N/A

Add $ N/A Deduct $ N/A

It is expressly understood that this substitution is for consideration only and, that after due investigation, if any such substitution is accepted, the applicable amount will be added or deducted from the Total Bid as stated. Further, this substitute proposal is separate from and not a part of the Total Bid. (Attach separate sheet if required).

Signed Scott A Whitbeck Date 5/3/17

LOCAL PURCHASING PREFERENCE FORM

(Please type or print clearly in ink only)

1. Do you desire to have your company considered a "local vendor" and therefore have your bid evaluated with the 10% local purchasing preference? ___ Yes _X_ No

   If yes, please provide below the verifiable business address (not a PO Box) at which your business is being conducted.

2. Complete Legal Firm Name: _____
3. Company Address: _____
4. Company Phone: ( ) _____
5. Email: _____
6. Name and title of person authorized to sign on behalf of your company:

   _____

7. Signature: _____
8. Date: _____

Note: Local vendors who utilize non-local vendors as subcontractors for more than 50% of the work in a specific proposal are not entitled to the preference for that specific proposal.

ADDENDA FORM
(Please Type or Print Clearly in Ink)

The following addenda have been received and acknowledged:

#1 date 4/25/17 #2 date _____ #3 date _____

SIGNED THIS Fifth DAY OF May, 2016

Respectfully Submitted,

BY: _____
Authorized Signature of Proposer

TITLE: Project Manager

LEGAL STATUS OF PROPOSER FORM
(Please Type or Print Clearly in Ink)

(The Proposal shall check and fill out the appropriate form.)

(X) Corporation

( ) Partnership

( ) Individual

( ) Limited Liability Corporation

Scott A Mitchell — Name

Project Manager — Title

PO Box 490 Potterville, MI 48876 — Address

517-543-9900 — Phone #

mike@centennial-electric.com — Email

517-543-9911 — Fax #

42-1695073 — Federal Tax I.D. Number

NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER FORM

(Please Type or Print Clearly in Ink)

I, Scott A Whittaker Project Manager, of Centennial Electric LLC
(Name and Title) (Company Name)

Attest to the following:

(1) That I am fully informed respecting preparation and content of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(2) That my Proposal is genuine and not a collusive or sham proposal;

(3) Neither myself nor any of our officers, partners, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, connived, or agreed directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit, or cost element of the proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the County or any person interested in the proposed Contract;

(4) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any other collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signature)

5/3/17 (Date)

REFERENCES FORM

(Please type or print clearly in ink only)

The Contractor shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of the County.

Indicate the length of time you have been in business as a company providing the type of service required for this contract.

11 Years 3 Months **SOM Business license #:** 1521022

Provide a minimum of three (3) references that may substantiate your past work performance and experience in the type of work required for this contract.

Name, Address, Phone Number, E-mail, Scope of Services Performed and Contact Person

1.

Emergent
3500 N. Martin Luther King Blvd. Lansing, MI 48906
517-327-1660
Pranav Shah shahp@ebsi.com
Multiple various electrical projects throughout their facility

2.

CSM Group
444 West Michigan Avenue Ste 100 Kalamazoo, MI 49007
517-202-9436
Brian Beaver brian.beaver@csmgroup.com
Multiple projects with CSM as the construction manager - Steven T. Mason Bldg, Constitution Hall, SOM DMVA Modules

3.

Christman
208 N. Capitol Ave. Lansing, Mi 48933
517-482-1488
Chad Clark chad.clark@christmanco.com
Capitol Improvement project

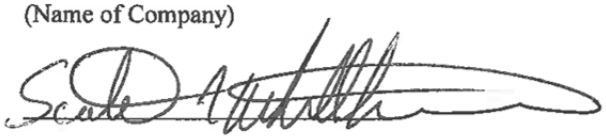
CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012

(Please type or print clearly in ink only)

I certify that neither Centennial Electric LLC (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, is an "Iran Linked Business" engaged in investment activities of $20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this solicitation, Company will not become an "Iran linked business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN $250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

Centennial Electric LLC
(Name of Company)

By: 

Date: 5/3/17

Title: Project Manager

STANDARDS OF CONDUCT FOR INGHAM COUNTY VENDORS

(Please type or print clearly in ink only)

The County of Ingham conducts business with businesses, vendors and contractors under a set of rules to ensure that all County officials and employees discharge their duties in a manner designed to promote public trust and confidence in our County. The County wants you to be aware of the rules that you and its employees are required to follow. A violation of state or federal statutes may occur if these rules are broken. It is hoped that by providing these rules for you, your experience in dealing with the County will be both rewarding and satisfactory.

Providing Gifts or Gratuities:

Providing gifts or gratuities to employees in consideration for the performance of their duties, or as an appreciation for their performance, is strictly prohibited.

- Do not offer employees any gifts or loans.
- Employees may not receive any fee or compensation for their services from any source other than the County, so do not offer them.
- Buying meals for employees is only permissible during a working lunch or dinner where business is discussed and you are a current contractor (no alcohol). Employees may accept coffee, tea, soft drinks, snacks, etc. when attending meetings in your office.
- Letters to supervisors recognizing exceptional service by County employees are always welcome.

Conflicts of Interest:

- Do not ask employees for any special favor or consideration that is not available to every other citizen.
- Do not ask employees to disclose any information that is not available to every other citizen through normal public information channels unless necessary for the business you are hired for.
- Do not offer to compensate employees by offering to hire, or to do business with any business entity of the employees or their immediate family members.
- Do not ask employees to represent you or your company other than as part of their official duties with the County.
- Do not ask employees to endorse the products or services of your company.
- Do not ask employees to hand out or post advertising materials.

Vendor shall report if the following occurs:

Solicitation by County Employees:

Employees may not solicit gifts, loans, or any other items of value from people doing County business that will be used by them personally.

- If you are asked to pay a fee for services that you believe are improper or illegal, contact the County Controller/Administrator at (517) 676-7203 or Board Coordinator at (517)

676-7200. Employees are prohibited from taking retaliatory action against you for failing to comply with any request unless the request is within the scope of the employee's official duties for the County.

Use of County Equipment, Facilities and Resources:
Use of County equipment, facilities and resources is authorized only for County purposes.

- Do not ask employees to use County equipment to run errands or perform tasks for your benefit.

Your Rights and Expectations:
When dealing with employees of the County you have the right to honest, fair and impartial treatment. You may expect prompt, courteous and professional service from our employees who are expected to understand and practice good customer service skills. Employees are tasked to uphold the public trust through the ethical performance of their duties. We understand that the enforcement of regulatory guidelines and codes may sometimes be a cause for concern; however, you may rest assured that we are responsible to all of the citizens of Ingham and our goal is to serve them to the best of our ability. Should you have any concerns or questions concerning this information or the conduct of any of our employees, contact the County Controller/Administrator at (517) 676-7203 or Board Coordinator at (517) 676-7200.

Please acknowledge your receipt and acceptance of the aforementioned Standards of Conduct for Ingham County Vendors by signing below and returning with your submittal.

Centennial Electric LLC	517-543-9900
Company Name	Phone #
PO Box 490, Potterville, MI 48876	mike@centennial-electric.com
Address, City, State, Zip Code	Email address
Scott A Whittaker	5/3/17
Signature	Date
Scott A Whittaker	Project Manager
Print Name	Title

Ingham County Request for Proposals
Uninterruptible Power Supply
Packet #48-17

PROPOSAL FORM
(Please Type or Print Clearly in Ink)

PROPOSER'S NAME: Centennial Electric LLC

LEGAL ADDRESS: PO Box 490
Potterville, MI 48876

TELEPHONE NUMBER(S): P517-543-9900 F517-543-9911

EMAIL: mike@centennial-electric.com

CONTACT PERSON(S) Mike Bozung

The Proposer acknowledges that he/she has not received or relied upon any representations or warranties of any nature whatsoever from the Ingham County, its agents or employees as to any conditions to be encountered in accomplishing the work, and that this proposal is based solely upon the Proposer's own independent judgment. The work shall be performed in accordance with the enclosed Drawings and Specifications prepared by the County's Engineer.

This Proposal has been prepared with the knowledge that control of the project site and coordination of the work of this Contract with the work of others will be subject to the direction of Ingham County and/or its agents. The undersigned agrees that cooperation with other contractors and the Ingham County in coordinating the work is offered as a part of this Proposal.

ACCEPTANCE
This Proposal shall be valid for ninety (90) days after the date of opening of proposals; the undersigned agrees to begin work within ten (10) days of Notice to Proceed.

NOTICE OF INTENT
Prior to proposal award and after proposal tabulations, the Owner will provide the recommended proposer with a Notice of Intent Letter so the Contractor can secure the required bonding.

NOTICE TO PROCEED
After bonding is received and approved, the Owner will provide the Contractor a Notice to Proceed. The authorized contract will follow within 7-10 days.

COMMENCEMENT OF WORK AND WORK LIMITATIONS
The undersigned will begin work as specified after receipt of a Notice to Proceed.

SUB-CONTRACTORS, SUPPLIERS, AND VENDORS
The undersigned, upon request of the Owner, agrees to submit to the Owner a complete list of sub-contractors, suppliers, and vendors whom he or she proposes to employ on this project, to be approved by the Owner.

FINAL COMPLETION
All work, including structural steel cleaning and coating, project clean-up, and traffic control removal shall be completed on or before July 1, 2017.

Ingham County Request for Proposals
Uninterruptible Power Supply
Packet #48-17

SIGNATURE FORM
(Please type or print clearly in ink only)

My signature certifies that the Proposal as submitted complies with all terms and conditions as set forth in this solicitation, except as noted herein. My signature also certifies that the accompanying Proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

I hereby certify that I am authorized to sign as a representative for the firm:

Complete Legal Name of Firm: Centennial Electric LLC

Order from Address: PO Box 490
Potterville, MI 48876

Remit to Address: PO Box 490
Potterville, MI 48876

Fed ID No.: 42-1695073

Signature: Scott A Whittaker

Name (type/print): Scott A Whittaker

Title: Project Manager

Telephone: (517) 543-9900 Fax No.: (517) 543-9911

Date: 5/3/17

Send Notification of Award to: Mike Bozung
(First and Last Name)

E-mail of Person Receiving Award Notification: mike@centennial-electric.com

Agenda Item 6e

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE REPLACEMENT OF THE UNITERRUPTABLE POWER SUPPLY FOR DATACENTER

WHEREAS, the Uninterruptable Power Supply (UPS) is a critical component to the Ingham County network and is located in the Ingham County Data Center; and

WHEREAS, it provides power to all computers and equipment in the Ingham County Data Center in the case of a power failure; and

WHEREAS, the device in question has been in place for numerous years and is in need of replacement; and

WHEREAS, ITD utilized the RFP process to obtain bids from multiple vendors for replacing the main datacenter UPS; and

WHEREAS, the County has successfully used Centennial Electric for numerous projects in the past; and

WHEREAS, the contract has a not to exceed cost of $39,000.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contracting with Centennial Electric for the UPS replacement at our datacenter in the amount not to exceed $39,000.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund #63625810-932030.

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

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

Agenda Item 7

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: June 28, 2017

SUBJECT: Resolution to Award a Contract for the replacement of the Ingham County Sheriff's Office roof

For the meeting agendas of: July 18 & July 19

BACKGROUND

The roof is over 30 years old. Conditions have deteriorated to the point that it is stretching and severely pulling away from the parapet wall, causing it to tear.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

It is the recommendation of both the Purchasing and Facilities Departments that a contract is awarded to Mid Michigan Roofing, LLC who submitted the lowest most responsive and responsible base bid of $64,986.00.

The Facilities Department would like to include alternate #1 for $2,750.00 as well as a contingency in the amount of $10,000.00, for any weekend work that may be required and/or for any unforeseen circumstances that may arise, for a not to exceed total cost of $77,736.00.

Funds are available in the 2017 approved CIP line item 245-31199-976000-7FC05.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, both the Purchasing and Facilities Departments recommend approval of the attached resolution to support a contract with Mid Michigan Roofing, LLC who provided the lowest total bid amount of $67,736.00 which includes the alternate. In addition, a $10,000.000 contingency is requested for any weekend work that may be required and/or for any unforeseen circumstances that may arise, bringing the not to exceed total cost to $77,736.00.

Agenda Item 7

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: June 20, 2017

RE: Memorandum of Performance for RFP No. 40-17 Roof Replacement at the Ingham County Sheriff's Office

Per your request, the Purchasing Department sought proposals from qualified and experienced roofing contractors to enter into a contract for the purpose of providing and installing a partial new roof at the Ingham County Sheriff's Office in Mason, Michigan.

The scope of work includes, but is not limited to, removal of two (2) layers of roofing and providing new adhered single ply black EPDM roofing over tapered insulation system, new copping, flashings, replacement of roof sump, and raising HVAC equipment.

The RFP was advertised in the Lansing State Journal, EL CENTRAL Hispanic News and posted on the Ingham County Purchasing Department's website.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	83	18
Vendors attending pre-bid/proposal meeting	8	2
Vendors responding	4	1

The following grid is a summary of the vendors' costs:

VENDOR NAME	LOCAL PREF	BASE BID	ALTERNATE	TOTAL BID	WEEKEND WORK
MID-MICHIGAN ROOFING, LLC	No, Saginaw MI	$64,986.00	$2,750.00	$67,736.00	$8,500.00
THOMAS BROWN & SONS ROOFING COMPANY	No, Bay City MI	$90,637.00	INCLUDED	$90,637.00	No bid
ROOFING INNOVATIONS LLC	No, DeWitt MI	$78,710.00	$6,485.00	$85,195.00	$5,196.00
BORNOR RESTORATION, INC	Yes, Lansing MI	$74,346.00	$850.00	$75,196.00	No bid

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

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

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

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

Agenda Item 7

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD A CONTRACT FOR THE REPLACEMENT OF THE SHERIFF'S OFFICE ROOF

WHEREAS, the roof is over 30 years old, conditions have deteriorated to the point that it is stretching and severely pulling away from the parapet wall causing it to tear; and

WHEREAS, the Purchasing Department solicited proposals from qualified, experienced vendors, and it the recommendation of both the Purchasing and Facilities Departments that a contract is awarded to Mid Michigan Roofing, LLC, who submitted the lowest responsive and responsible base bid of $64,986.00; and

WHEREAS, the Facilities Department would like to include alternate #1 for $2,750.00 as well as a contingency in the amount of $10,000.00 for any weekend work that may be required and/or for any unforeseen circumstances that may arise, for a not to exceed total cost of $77,736.00; and

WHEREAS, funds for the roof are available in the approved CIP line item 245-31199-976000-7FC05 which has a balance of $90,050.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with Mid Michigan Roofing, LLC, 3232 Enterprise Drive, Saginaw, Michigan 48603, to replace the roof on the Ingham County Sheriff's Office for a not to exceed total cost of $77,736.00 which includes alternate #1 for $2,750.00 as well as a $10,000.00 contingency for any weekend work that may be required and/or for any unforeseen circumstances that may arise.

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

Agenda Item 8a

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

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: June 16, 2017

SUBJECT: Replacement of the Columbia Road Bridge Replacement Project

For the County Services Committee meeting agenda of July 18, 2017
For the Finance Committee meeting agenda of July 19, 2017
For the BOC meeting agenda of July 25, 2017

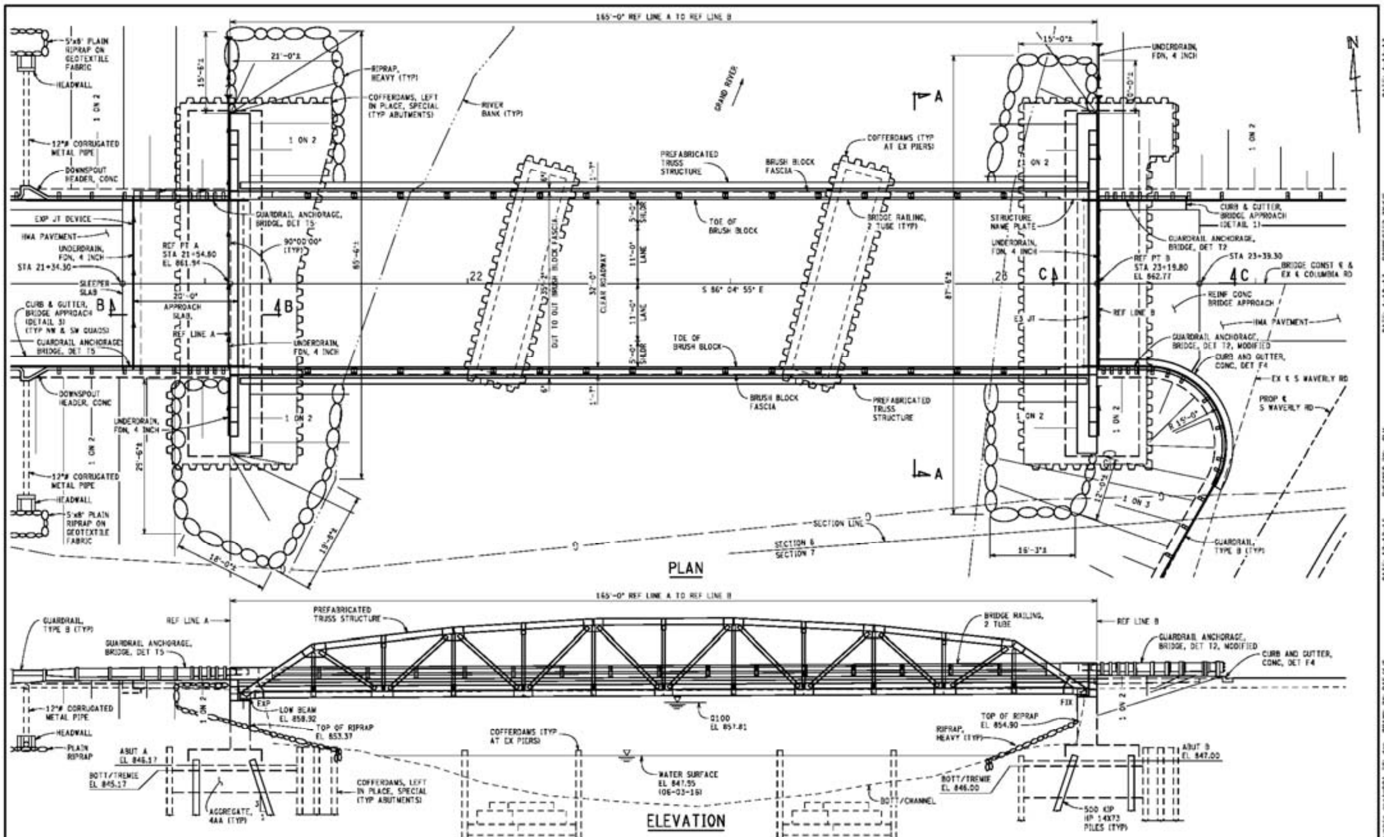
The Ingham County Road Department (ICRD) received state funding to replace the Columbia Road Bridge over the Grand River, Aurelius Township. The project generally involves removal of the existing structure and installation of a prefabricated steel truss structure on pile supported foundations. The estimated costs for the project are as follows:

State Funding:	$1,853,300
Road Department Match:	$ 107,500
	$1,960,800

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: The Michigan Department of Transportation (MDOT) will enter into a contract with the contractor, which basically ensures that all the state construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department's responsibilities and to administer the construction contract on MDOT's behalf.

The reason for this memo and resolution is to execute the MDOT and Ingham County second party agreement.

Approval of the attached resolution is recommended.



REVISIONS	DESCRIPTION	DATE	BY

DLZ

INGHAM COUNTY ROAD DEPARTMENT

COLUMBIA ROAD BRIDGE OVER THE GRAND RIVER

MDOT JOB NO. 126694A STRUCTURE NO. 3662

GENERAL PLAN OF STRUCTURE

DATE: 05/03/17

DLZ JOB NO. 1641-67[illegible]

SHEET NO. 9 OF 61

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Agenda Item 8a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AN AGREEMENT FOR THE COLUMBIA ROAD BRIDGE REPLACEMENT PROJECT

WHEREAS, the Ingham County Road Department received state funding to replace the Columbia Road Bridge over the Grand River, Aurelius Township; and

WHEREAS, the PROJECT will be undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor; and

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated second party agreement with the State of Michigan/MDOT consistent with the requirement for state funding requirements; and

WHEREAS, the estimated costs for the project are as follows:

State Funding:	$1,853,300
Road Department Match:	$ 107,500
	$1,960,800

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan/MDOT to effect replacement of Columbia Road Bridge over the Grand River for a total estimated cost of $1,960,800 consisting of $1,853,300 in state funding, and $107,500 in Road Department funds.

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

Agenda Item 8b

MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
Road Department

Date: June 29, 2017

RE: Resolution to Rescind Resolution 17-259 for 2017 Local Road Program Agreement with Lansing Township

Attached is a proposed resolution to rescind Resolution 17-259 approving a 2017 Local Road Program Agreement with Lansing Township due to the bid cost for this project exceeding the project estimate and budget.

The Board of Commissioners passed resolution 17-259 on June 27, 2017, approving a 2017 Local Road Program Agreement with Lansing Township for pavement recycling, asphalt resurfacing and related repairs to be performed by a contractor per bids received on the following streets in Lansing Township: Charles Street, Harton Street to Michigan Avenue, Harton Street, Charles to Detroit Streets, and Detroit Street, Harton Street to north of Marcus Streets, to include Hot In Place Recycling (HIPR) and asphalt resurfacing with curb and gutter repair, sidewalk ramp upgrades, and manhole adjustment where necessary at a total estimated cost of $200,000.00, conditioned upon Lansing Township's approval of the low bid.

The local road agreement with Lansing Township authorized by resolution 17-259 had not yet been prepared or executed awaiting Lansing Township's decision on the low bid for the subject project.

The Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet 121-17, Item II. Rieth-Riley Construction Co., Inc., Lansing, MI, submitted the lowest responsive and responsible bid at $210,724.60, for Bid Packet 121-17, Item II.

Lansing Township's Board of Trustees met, discussed and has decided based on financial limitations to reject the above mentioned bid and to decline to participate in the 2017 Local Road Program, and rather save both the Township and Road Department accumulated match for Lansing Township's local road program for a future project.

Therefore approval of the attached resolution to rescind Resolution 17-259 is recommended.

Agenda Item 8b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RESCIND RESOLUTION 17-259 APPROVING A LOCAL ROAD AGREEMENT WITH LANSING TOWNSHIP

WHEREAS, the Board of Commissioners passed resolution 17-259 on June 27, 2017, approving a 2017 Local Road Program Agreement with Lansing Township for pavement recycling, asphalt resurfacing and related repairs to be performed by a contractor per bids received on the following streets in Lansing Township: Charles Street, Harton Street to Michigan Avenue, Harton Street, Charles to Detroit Streets, and Detroit Street, Harton Street to north of Marcus Streets, to include Hot In Place Recycling (HIPR) and asphalt resurfacing with curb and gutter repair, sidewalk ramp upgrades, and manhole adjustment where necessary at a total estimated cost of $200,000.00, conditioned upon Lansing Township's approval of the low bid; and

WHEREAS, the local road agreement with Lansing Township authorized by resolution 17-259 had not yet been prepared or executed awaiting Lansing Township's decision on the low bid for the subject project; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet 121-17, Item II; and

WHEREAS, Rieth-Riley Construction Co., Inc., Lansing, MI, submitted the lowest responsive and responsible bid at $210,724.60, for Bid Packet 121-17, Item II; and

WHEREAS, Lansing Township's Board of Trustees met, discussed and has decided based on financial limitations to reject the above mentioned bid and to decline to participate in the 2017 Local Road Program, and rather save both the Township and Road Department accumulated match for Lansing Township's local road program for a future project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes rescinding Resolution 17-259 passed on June 27, 2017, approving a local road agreement with Lansing Township to effect the above described local road improvements.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes not preparing and proceeding with the subject agreement with Lansing Township authorized by resolution 17-259.

Agenda Item 8c

MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
Road Department

Date: June 29, 2017

RE: Resolution to Rescind Resolution 17-261 Authorizing a Contract for a 2017 Local Road Program Project in Lansing Township

Attached is a proposed resolution to rescind Resolution 17-261 approving a Contract with Rieth-Riley Construction Company for a 2017 Local Road Program Project in Lansing Township due to the bid cost for this project exceeding the project estimate and budget.

The Board of Commissioners passed resolution 17-261 on June 27, 2017, conditioned upon Lansing Township's approval of the low bid, approving a Contract with Rieth-Riley Construction Company for Bid Packet 121-17, Item II, which was for a 2017 Local Road Program project in Lansing Township for pavement recycling, asphalt resurfacing and related repairs on the following streets in Lansing Township: Charles Street, Harton Street to Michigan Avenue, Harton Street, Charles to Detroit Streets, and Detroit Street, Harton Street to north of Marcus Streets, to include Hot In Place Recycling (HIPR) and asphalt resurfacing with curb and gutter repair, sidewalk ramp upgrades, and manhole adjustment where necessary, at total bid cost of $210,724.60 plus 10% contingency.

The Contract with Rieth-Riley authorized by resolution 17-261 has not yet been prepared or executed awaiting Lansing Township's decision on the low bid for the subject project.

Lansing Township's Board of Trustees met, discussed and has decided based on financial limitations to reject the above mentioned bid and to decline to participate in the 2017 Local Road Program, and rather save both the Township and Road Department accumulated match for Lansing Township's local road program for a future project.

Therefore approval of the attached resolution to rescind Resolution 17-261 is recommended.

Agenda Item 8c

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RESCIND RESOLUTION 17-261 AUTHORIZING A CONTRACT FOR RECYCLING & RESURFACING OF VARIOUS STREETS IN LANSING TOWNSHIP

WHEREAS, the Board of Commissioners passed resolution 17-261 on June 27, 2017, conditioned upon Lansing Township's approval of the low bid, approving a contract with Rieth-Riley Construction Company, Lansing, MI, for a 2017 Local Road Program Project in Lansing Township for Bid Packet 121-17, Item II, which was for pavement recycling, asphalt resurfacing and related repairs to be performed on the following streets in Lansing Township: Charles Street, Harton Street to Michigan Avenue, Harton Street, Charles to Detroit Streets, and Detroit Street, Harton Street to north of Marcus Streets, to include Hot In Place Recycling (HIPR) and asphalt resurfacing with curb and gutter repair, sidewalk ramp upgrades, and manhole adjustment where necessary, at total bid cost of $210,724.60 plus 10% contingency; and

WHEREAS, the contract with Rieth-Riley authorized by resolution 17-261 has not yet been prepared or executed awaiting Lansing Township's decision on the low bid for the subject project; and

WHEREAS, Lansing Township's Board of Trustees met, discussed and has decided based on financial limitations to reject the above mentioned bid and to decline to participate in the 2017 Local Road Program, and rather save both the Township and Road Department accumulated match for Lansing Township's local road program for a future project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes rescinding Resolution 17-261 passed on June 27, 2017, approving a contract with Rieth-Riley Construction Company, Lansing, MI, for a 2017 Local Road Program Project in Lansing Township for Bid Packet 121-17, Item II, to effect the above described local road improvements.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes not preparing and proceeding with the subject contract with Rieth-Riley Construction Company authorized by resolution 17-261.

Agenda Item 8d

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

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: June 16, 2017

SUBJECT: Sole Source Purchase of Synchro Traffic Modeling Software

For the County Services Committee meeting agenda of July 18, 2017
For the Finance Committee meeting agenda of July 19, 2017
For the BOC meeting agenda of July 25, 2017

The Ingham County Road Department is requesting approval to purchase Synchro Traffic Modeling Software, from their sole source supplier Trafficware, LLC, 522 Gillingham Lane, Sugar Land, Texas. The cost breakdown is as follows:

Single user License:	$2,969.10
Software Support:	$ 445.37
	$3,414.47

The software is the standard of the industry and the software of choice for permit seeking consultants and various governmental partners, such as the Michigan Department of Transportation, City of East Lansing, City of Lansing, and surrounding county road agencies.

Approval of the attached resolution is recommended.

Trafficware, LLC
522 Gillingham Lane
Sugar Land, TX 77478

Phone: 281-240-7233 Opt. 1
Fax: 281-240-0452

PRO-FORMA INVOICE 7529

Date: 1/24/2017

Bill To

Ingham County MI
Accounts Payable
PO Box 319
Mason, MI 48854

Qty	Description	Unit Price	Total
1	Synchro plus SimTraffic v10 Single User License [1] // v8 to v10 discount	2,969.10	2,969.10
	*** SUPPORT and within version MAINTENANCE AGREEMENT (SMA) includes installation and basic user support; Microsoft® Bing™ licensing; within version 10 releases; and price discounts on (a) training, (b) additional embedded modules, and (c) subsequent version releases.		0.00
1	Version 10 Year 1-2 Support/Maintenance	445.37	445.37

DISCLAIMER:
- Trafficware reserves the right to resind the quote at any time.
- Quotes will be valid for 30 days.
- Amounts are in US Funds.

Total **$3,414.47**

Agenda Item 8d

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PURCHASE OF SYNCHRO TRAFFIC MODELING SOFTWARE

WHEREAS, the Ingham County Road Department needs traffic modeling software to serve the public and has the budget to cover the cost; and

WHEREAS, the desired software is provided by a sole source supplier, and therefore must be approved by the Board of Commissioners; and

WHEREAS, the cost for the software is as follows:

Single user License:	$2,969.10
Software Support:	$ 445.37
	$3,414.47

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes purchase of the Synchro Traffic Modeling Software, from their sole source supplier Trafficware, LLC, 522 Gillingham Lane, Sugar Land, Texas for $3,414.47.

Agenda Item 9a

TO: Board of Commissioners County Services & Finance Committees

FROM: Tim Morgan, Parks Director

DATE: June 30, 2017

SUBJECT: Friends of Ingham County Parks Charitable Donation

For the meeting agenda of 7/18/17 County Services and 7/19/17 Finance

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BACKGROUND

The Friends of Ingham County Parks (FOICP) applied for a DALMAC **(Dick Allen Lansing to MACkinaw)** Fund Grant for a signage kit (includes 30 maps, 3 large kiosk signs, flex posts for trail marking and decals for same, one set installation tools and theft deterrent flanges), kiosk construction, and a bike repair station for Burchfield Park.

Burchfield Park has a complex system of multi-use trails that include mountain biking trails. Riders frequently become lost due to a lack of signage or because of the existing signage that is minimal and not sufficient to properly direct people. Attention is brought to this issue by the Mid-Michigan Mountain Biking Association (MMMBA) who use the trails weekly and individual visitors to the trails. Because the area involved is large, spanning several hundred acres, and over 5 miles of hiking/biking trails exist in addition to 10 miles of single-track mountain bike trails, adequate signage is needed. The project will be a partnership between DALMAC, the Friends of Ingham County Parks, the MMMBA and the Ingham County Parks.

ALTERNATIVES

Burchfield Park provides trail access for thousands of users each season with cycling, cross country running, hiking, and cross country skiing. The Mid-Michigan Mountain Biking Association (MMMBA) has worked with the Parks Department to provide maps of the system for users, and having dedicated kiosks with trail markings will greatly enhance the experience for users recreationally as well as provide a safer environment for users with better marking on the trail. There are many bikers that utilize the trail system and having the repair station will provide tools for minor repairs and adjustments that frequently occur with bikes off road. Accepting this donation will provide for a better trail experience with ease of navigation, and a safer environment with better markings in case an emergency arises.

FINANCIAL IMPACT

The Friends of Ingham County Parks will donate a total of $7,200 to Ingham County Parks for the Burchfield Park Trail Improvement project. These funds include a $5,000 DALMAC Grant comprised of $1,000 from the DALMAC Fund and $4,000 from The Tri-County Bicycle Association, $1,700 from the FOICP and $500 from the MMMBA. These funds combined with $10,000 approved in the Parks 2017 capital improvement budget provide a $17,200 budget for the project.

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution with the passage of a resolution at their June 26, 2017 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution authorizing a acceptance of charitable donation from the Friends of Ingham County Parks for the Ingham County Parks.

Agenda Item 9a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ACCEPTANCE OF CHARITABLE DONATION FROM THE FRIENDS OF INGHAM COUNTY PARKS

WHEREAS, the Friends of Ingham County Parks whose mission, since the year 1999, is to support the Ingham County Parks through fundraising and volunteerism; and

WHEREAS, the Ingham County Parks in partnership with the Mid-Michigan Mountain Bike Association have a Trail Signage Improvement Project planned for Wm. Burchfield Park; and

WHEREAS, the Friends of Ingham County Parks applied for and received a $5,000.00 grant that included $1,000.00 from the DALMAC Fund and $4,000.00 from the Tri-County Bicycle Association to support the project; and

WHEREAS, the Friends of Ingham County have committed $1,700.00 to the project; and

WHEREAS, the Mid-Michigan Mountain Bike Association has donated $500.00 to the Friends of Ingham County Parks for this project; and

WHEREAS, the Mid-Michigan Mountain Bike Association is providing additional in-kind services directly to the project; and

WHEREAS, these funds combined with $10,000 approved in the Parks Department 2017 capital improvement budget provide a $17,200 budget for the project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize acceptance of a donation of $7,200.00 from the Friends of Ingham County to support the Trail Signage Improvement Project at Wm. Burchfield Park.

Agenda Item 9b

TO: Board of Commissioners County Services & Finance Committees

FROM: Tim Morgan, Parks Director

DATE: June 30, 2017

SUBJECT: Contract for Parking Lot Improvements at Hawk Island

For the meeting agenda of 7/18/17 County Services and 7/19/17 Finance

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BACKGROUND

The Purchasing Department solicited proposals from qualified and experienced contractors for reconstructing and repairing portions of the parking lot at Hawk Island County Park. One vendors submitted a bid: Rieth-Riley Construction Co. The Evaluation Committee recommends that a contract be awarded to Rieth-Riley Construction Co. in an amount not to exceed $43,243.00.

ALTERNATIVES

By addressing these repairs we will prolong the life of the entrance drive into the main parking areas.

FINANCIAL IMPACT

There are funds available in the capital improvement budget and from the parks and trails millage. The line item number is 245-75299-974000.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their June 26, 2017 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with Rieth-Riley Construction Co. for reconstructing and repairing portions of the parking lot at Hawk Island County Park

Agenda Item 9b

TO: Tim Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: June 19, 2017

RE: Memorandum of Performance for RFP No. 104-17: Asphalt Repairs at Hawk Island County Park

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors for reconstructing and repairing portions of the parking lot at Hawk Island County Park.

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

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	25	11
Vendors attending pre-bid/proposal meeting	2	0
Vendors responding	1	0

The following grid is a summary of the vendors' costs:

VENDOR NAME	LOCAL PREF	TOTAL COST
RIETH-RILEY CONSTRUCTION CO., INC.	YES, MASON	$43,243.00

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

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

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

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

Agenda Item 9b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR IMPROVEMENTS TO THE PARKING LOT AT HAWK ISLAND COUNTY PARK

WHEREAS, the parking lot at Hawk Island County Park is in need of repair; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced contractors for reconstructing and repairing portions of the parking lot at Hawk Island County Park; and

WHEREAS, the Evaluation Committee recommends that a contract be awarded to Rieth-Riley Construction Co.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Rieth-Riley Construction Co. for a cost not to exceed $43,243.00 for reconstructing and repairing portions of the parking lot at Hawk Island County Park.

BE IT FURTHER RESOLVED, that funds are available in line item 245-75299-974000.

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

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

Agenda Item 10a

TO: Ingham County Board of Commissioners

FROM: Jill Rhode, Director of Financial Services

DATE: June 21, 2017

RE: Gabriel Roeder Smith & Company – Retiree Health Care Actuarial Valuation

BACKGROUND

Generally accepted accounting principles require a municipality of our size to have the value of its liability for retiree health care actuarially calculated on at least a bi-annual basis. The last valuation was conducted for the year ended December 31, 2014. A report for the year ended December 31, 2016 is now required.

Gabriel Roeder Smith and Company (GRS) was selected since they have performed our valuation in the past. They are familiar with our employee groups, our benefit levels and our financial reporting. For the current year, the County will need to implement GASB 74 which changes the way other post employee benefits (OPEB) is reported. It would be very difficult to change actuaries during this implementation. I strongly recommend we do not make a change at this time.

The cost for the valuation is $28,700 which is up from $20,330 for the 2014 report. This appears reasonable based upon the additional work needed to implement the OPEB reporting changes.

While a full report is only needed every 2 years, the new accounting standards do require that the report be updated during the second year. The cost for updating the calculation is $10,250 and will be charge in 2018.

ALTERNATIVE

This calculation must be conducted if the County is to report its 2017 and 2018 financial statements in accordance with generally accepted accounting principles. If this calculation was conducted by a firm other than GRS, it would be much more time consuming and difficult to implement the changes required under GASB 74.

FINANCIAL IMPACT

The cost to the employee benefit fund would be $28,700 in 2017 and $10,250 in 2018

RECOMMENDATION

The County administration strongly recommends that GRS conduct the retiree health insurance liability calculation as of December 31, 2016 during 2017 and the second year update during 2018.

Please let me know if you have any questions.

Agenda Item 10a

Introduced by the County Services and Finance Committee of the:

Ingham County Board of Commissioners

RESOLUTION TO AUTHORIZE THE BI-ANNUAL RETIREE HEALTH CARE ACTUARIAL STUDY AND SECOND YEAR UPDATE

WHEREAS, Ingham County has historically used Gabriel Roeder Smith and Company to conduct its actuarial reporting; and

WHEREAS, generally accepted accounting principles require that an actuarial valuation of retiree health care be prepared at least bi-annually; and

WHEREAS, the last actuarial report was issued for the year ended December 31, 2014; and

WHEREAS, Gabriel Roeder Smith and Company, One Town Square, Suite 800, Southfield, MI. 48076-3723 has agreed to conduct this valuation for the year ended December 31, 2016 at a cost of $28,700; and

WHEREAS, a recent change to generally accepted accounting principles now requires that this report be updated during the second year; and

WHEREAS, Gabriel Roeder Smith and Company has agreed to update the report during 2018 at cost of $10,250.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Gabriel Roeder Smith and Company to conduct this bi-annual retiree health care valuation and the second year update.

BE IT FURTHER RESOLVED, the total cost of $28,700 in 2017 and $10,250 in 2018 will be paid from the Employee Benefit Fund.

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

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

Agenda Item 11a

TO: Law & Courts and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: June 28, 2017

SUBJECT: Resolution to Adopt the 2018 Juvenile Justice Community Agency Process Calendar

For the meeting agendas of Law & Courts July 12 and Finance July 19

BACKGROUND

This resolution would authorize the adoption of the attached 2018 Juvenile Justice Community Agency Process calendar to establish time lines and a budgeted amount for the process. The Board of Commissioners has reserved a portion of the Juvenile Justice Millage annually to enable this grant process. This process partners with local agencies to provide some preventive services to eligible at-risk county youth outside the formal judicial process to help reduce the Court's formal dockets.

ALTERNATIVES

This is a discretionary program and is not required.

FINANCIAL IMPACT

The Board of Commissioners has traditionally funded this program at $100,000 annually from the Juvenile Justice Millage proceeds. The 2016 year end audited fund balance is $2,264,332 for the Juvenile Justice Millage Fund.

OTHER CONSIDERATION

Last year's grant awards were in the amount of $100,000:

- Child and Family Charities – Nexus Program $ 39,341
- Child and Family Charities - Teen Court $ 26,114
- Resolution Services Center of Central Michigan $ 32,500
- Small Talk Children's Assessment Center $ 10,012

RECOMMENDATION

I recommend approval of the attached resolution after the Board of Commissioners establishes an amount (historically $100,000) for the 2018 Juvenile Justice Millage Community Agency Process along with the attached calendar.

Agenda Item 11a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT THE 2018 JUVENILE JUSTICE COMMUNITY AGENCY PROCESS CALENDAR

WHEREAS, a Juvenile Justice Millage was approved by the voters of Ingham County in November of 2002 and renewed most recently in 2016, for the purpose of funding an increase to Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners wishes to adopt a resolution to establish the 2018 Juvenile Justice Community Agency Process and to reserve Juvenile Justice Millage funds in the amount of $ ---------- for this purpose.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby adopts the attached 2018 Juvenile Justice Community Agency Process Calendar to establish time lines for the process.

2018 JUVENILE JUSTICE COMMUNITY AGENCY PROCESS CALENDAR

July 25, 2017	The Board of Commissioners adopts the 2018 Juvenile Justice Community Agency Process Calendar Resolution.
July 26, 2017	A press release is prepared announcing the availability of Juvenile Justice Community Agency funds and invites community organizations to submit an application. The application deadline is August 21, 2017 at 5:00pm.
August 25, 2017	The Controller's Office prepares a summary of the Juvenile Justice Community Agency applicants and forwards the summary to the County Attorney's Office to ensure that the agencies' proposed purposes are legal under Michigan Law and comply with the intent of the Juvenile Justice Millage.
September 26, 2017	A Juvenile Justice Community Agency notebook is prepared by the Controller's Office. The notebook includes all agencies who submitted applications for review by the Law & Courts Committee. (Notebook is distributed at the September 26, 2017 Board of Commissioners' Meeting)
September 28, 2017	The Law & Courts Committee reviews the Juvenile Justice Community Agency applications and makes recommendations for funding. Juvenile Justice Community Agency applicants are invited to attend the Law & Courts Committee meeting. The Law & Courts Committee makes their recommendations by resolution to the Finance Committee.
October 4, 2017	The Finance Committee approves the resolution for Juvenile Justice Community Agency funding to the Board of Commissioners.
October 10, 2017	The Board of Commissioners authorizes a resolution for the 2018 Juvenile Justice Community Agency grant awards.
October 13, 2017	The Juvenile Justice Community Agency applications are sent to the County Attorney's Office for contract preparation.
October 13, 2017	Juvenile Justice Community Agencies are notified of the County grant award and informed that a County contract will be forthcoming in December.
December 2017	Contracts are received from the County Attorney's Office and mailed to the Juvenile Justice Community Agencies for appropriate signatures. When the contracts are mailed, a request is made to agencies to mail their Certificate of Insurances and a Revised Scope of Services if the grant award is different than the original requested amount.
January 2018	Fifty percent of the grant award is sent to the Juvenile Justice Community Agency upon receipt of the agency's signed contract and the appropriate documentation as listed above.
July 13, 2018	The Juvenile Justice Community Agencies send in their first six month report to the Controller's Office and upon review by staff, a check for the remaining portion of the grant is sent to the agency.

Agenda Item 11b

MEMORANDUM

June 29, 2017

TO: Finance and Liaison Committees

FROM: Teri Morton, Deputy Controller

RE: Second Quarter 2017 Budget Adjustments, Contingency Fund Update, and Quarterly Statement

Enclosed please find the recommended adjustments to the Ingham County budget for the second quarter of fiscal year 2017. The total decrease to the General Fund is $631,975.

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

There are several revenue adjustments to the general fund this quarter. First, there is an increase to property tax revenue of $300,000 based on the 2017 Equalization Report. Taxable value increased slightly more than budgeted.

In the Family Division, indirect cost reimbursement needs to be decreased by $372,728 as a result of a change in State rules. The net loss to the general fund is half that amount, because there is an offsetting expense. Fortunately, this is a one-time budget problem. Beginning October 1, the State will use a flat 10% reimbursement rate for most child care fund expenses, which will result in a revenue increase in 2018 and going forward.

There were also some errors in the 2017 budget that need to be corrected. Concealed Weapons permit revenues are now collected in the Concealed Weapons Permit fund, so general fund revenue needs to be reduced by $60,000. There was a miscalculation in the Prosecuting Attorney's forfeiture funds that should be transferred to the general fund budget in 2017. This amount needs to be reduced by $21,306. Finally, due to a change in allocation of Family Division personnel, the Michigan Department of Human Services Grant revenue needs to be reduced by $102,067. This was offset by a decrease in the transfer out to the Child Care fund in 2016, but the revenue was not reduced in the 2017 budget.

The largest revenue adjustment is a reduction of $378,572 to state prisoner care revenue. This is related to the loss of revenue associated with the unfulfilled Wayne County contract and the closure of post 4 of the Ingham County Jail. This is offset somewhat by a projected $50,000 decrease in Sheriff overtime and an increase of $2,698 in the Marine Safety Grant.

On the expense side, budgeted pension contributions are reduced by a total of $395,611 as a result of the $1.85 million transfer made to MERS in 2016 to eliminate the County's unfunded accrued liability for the Library and Judges divisions.

The Road Department budget is increased by nearly $4 million as a result of $1.5 million in 2016 surplus funds and $2.5 million in additional revenue.

The Machinery and Equipment revolving fund is increased by $90,331 to complete the scheduled replacement of computer equipment in 2017 at the Health Department. This was not originally budgeted, due to limited funds and because the IT department historically had not been able to complete purchase and installation of all scheduled replacements. IT does expect to have all scheduled replacements up to date by the end of this year.

New this quarter is a general fund budget to actual year to date report. Our bond rating agency suggested that we begin presenting this information to Commissioners on a quarterly basis.

Also included is an update of contingency fund spending so far this year. The current contingency amount is $167,921. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of $350,000.

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

2017 CONTINGENCY

Adopted Contingency Amount	$350,000
R17-042: Temporary Special Assistant Prosecutor	(12,656)
R17-080: Mass Communication Project	(7,125)
R17-147: Additional Electronic Monitoring for Indigent Users	(12,000)
R17-188: Board payment to CAPCOG	(5,000)
R17-194: Inmate Housing Revenue Shortfall	(145,298)
Current Contingency Amount	**$167,921**

Ingham County
General Fund – Budget Actual Report
Year to Date as of June 30, 2017

	Amended Budget (Unaudited)	Actual	Percentage
Revenues			
Taxes	46,300,675	22,707.629	0.49
State Revenue	11,770,800	4,270,430	0.36
Register of Deeds Revenue	1,861,539	1,174,845	0.63
Police Contract	4,151,723	1,829,840	0.44
Indirect Costs	1,855,000	505,976	0.27
Investment earning (loss)	350,000	211,070	0.60
Transfer in from Other Funds	3,606,647	1,543,865	0.43
Other	7,685,159	2,918,693	0.38
Total Revenues	**77,581,543**	**35,162,348**	
Expenditures			
Wages and Fringes	44,307,976	20,660,609	0.47
Supplies and Postage	2,181,830	818,086	0.37
Contractual Services	5,446,667	2,139,179	0.39
Building and Equip Maintenance	2,428,888	1,126,449	0.46
Community Service	677,926	258,310	0.38
Drain Assessment	460,000	491,134	1.07
Utilities and Telephone	1,355,810	503,491	0.37
IT Services	2,263,978	1,006,162	0.44
Mental Health and Substance Abuse	2,683,570	1,142,362	0.43
Other Expenditures	682,950	284,836	0.42
Transfer out to Other Funds	19,541,543	11,858,176	0.61
Capital Outlay	285,341	115,741	0.41
Total expenditures	**82,316,479**	**40,404,535**	
Revenue over expenditures	**(4,734,936)**	**(5,242,187)**	

Prepared July 5, 2017 – additional activity will be recorded after this date

Notes:

1. These statements are prepared on a cash basis and have not been reviewed for accruals.
2. 50% of the July 1 tax levy has been included as tax revenue
3. 50% of the transfer in from the Delinquent Tax Fund has been recognized even though the actual transfer will not occur until December
4. The majority of the transfers to other funds represent 75% of the annual appropriation since many of the receiving funds have a September year end
5. The budget does not include the 2nd quarter adjustments recommended to the Board of Commissioners

Agenda Item 11b

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2017 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2017 Budget on October 25, 2016 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

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

FUND	DESCRIPTION	2017 BUDGET 7/1/17	PROPOSED CHANGES	PROPOSED BUDGET
101	General Fund	$82,316,479	($631,975)	$81,684,504
201	Road	28,898,520	3,966,600	32,865,120
215	Friend of the Court	5,729,362	0	5,729,362
258	Zoo	4,163,972	2,238	4,166,210
266	Anti-Drug Abuse Grant	413,438	(21,306)	392,132
292	Family Div. Child Care Fund	14,209,698	(372,728)	13,836,970
636	Innovation & Technology	5,696,169	250,000	5,946,169
664	Mach. & Equip. Revolving	1,787,468	90,331	1,877,799

GENERAL FUND REVENUES

	2016 Budget – 7/1/17	Proposed Changes	2017 Proposed Budget
Tax Revenues			
County Property Tax	45,750,675	300,000	46,050,675
Property Tax Adjustments	(50,000)	0	(50,000)
Delinquent Real Property Tax	15,000	0	15,000
Unpaid Personally Property Tax	15,000	0	15,000
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	15,000	0	15,000
Intergovernmental Transfers			
State Revenue Sharing	6,149,564	0	6,149,564
Convention/Tourism Tax - Liquor	1,429,396	0	1,429,396
Court Equity Funding	1,510,000	0	1,510,000
Use of Fund Balance - Committed	1,600,000	0	1,600,000
Use of Fund Balance - Uncommitted	3,134,936	0	3,134,936
Department Generated Revenue			
Animal Control	949,041	0	949,041
Circuit Court - Family Division	1,203,451	(474,795)	728,656
Circuit Court - Friend of the Court	587,000	0	587,000
Circuit Crt - General Trial	2,388,631	0	2,388,631
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	629,210	(60,000)	569,210
District Court	2,673,298	0	2,673,298
Drain Commissioner/Drain Tax	415,500	0	415,500
Economic Development	63,037	0	63,037
Elections	66,550	0	66,550
Homeland Security/Emergency Ops	60,135	0	60,135
Equalization /Tax Mapping	10,100	0	10,100
Facilities	175,647	0	175,647
Financial Services	63,028	0	63,028
Health Department	178,240	0	178,240
Human Resources	43,303	0	43,303
Probate Court	277,178	0	277,178
Prosecuting Attorney	654,093	(21,306)	632,787
Purchasing	0		0
Register of Deeds	2,036,729	0	2,036,729
Remonumentation Grant	85,000	0	85,000
Sheriff	5,102,331	(375,874)	4,726,457
Treasurer	4,352,133	0	4,352,133

Tri-County Regional Planning	63,921	0	63,921
Veteran Affairs	388,682	0	388,682
Total General Fund Revenues	**82,316,479**	**(631,975)**	**81,684,504**

GENERAL FUND EXPENDITURES

	2017 Budget – 7/1/17	Proposed Changes	2017 Proposed Budget
Board of Commissioners	616,391	0	616,391
Circuit Court - General Trial	8,708,723	(226,687)	8,482,036
District Court	3,225,412	0	3,225,412
Circuit Court - Friend of the Court	1,520,648	0	1,520,648
Jury Board	1,194	0	1,194
Probate Court	1,547,283	0	1,547,283
Circuit Court - Family Division	5,532,357	(186,364)	5,345,993
Jury Selection	128,472	0	128,472
Elections	259,378	0	259,378
Financial Services	752,732	0	752,732
County Attorney	456,219	0	456,219
County Clerk	957,514	0	957,514
Controller	959,550	0	959,550
Equalization/Tax Services	751,426	0	751,426
Human Resources	724,618	0	724,618
Prosecuting Attorney	6,622,281	0	6,622,281
Purchasing	229,397	0	229,397
Facilities	2,199,467	0	2,199,467
Register of Deeds	749,137	0	749,137
Remonumentation Grant	85,000	0	85,000
Treasurer	557,680	0	557,680
Drain Commissioner	1,011,396	0	1,011,396
Economic Development	137,519	0	137,519
Community Agencies	220,000	0	220,000
Ingham Conservation District Court	8,354	0	8,354
Equal Opportunity Committee	500	0	500
Women’s Commission	500	0	500
Historical Commission	500	0	500
Tri-County Regional Planning	113,053	0	113,053
Jail Maintenance	212,600	0	212,600
Sheriff	20,928,391	(50,000)	20,878,391
Metro Squad	37,500	0	37,500
Community Corrections	172,899	0	172,899
Animal Control	1,979,188	0	1,979,188

Emergency Operations	222,943	0	222,943
Board of Public Works	300	0	300
Drain Tax at Large	460,000	0	460,000
Health Department	5,820,200	0	5,820,200
CHC	2,769,850	0	2,769,850
Jail Medical	1,588,527	0	1,588,527
Medical Examiner	396,575	0	396,575
Substance Abuse	717,954	0	717,954
Community Mental Health	1,968,872	0	1,968,872
Department of Human Services	2,213,279	0	2,213,279
Tri-County Aging	80,867	0	80,867
Veterans Affairs	550,936	0	550,936
Cooperative Extension	454,589	0	454,589
Library Legacy Costs	168,924	(168,924)	0
Parks and Recreation	1,597,379	0	1,597,379
Contingency Reserves	167,921	0	167,921
Legal Aid	20,000	0	20,000
2-1-1 Project	45,750	0	45,750
Community Coalition for Youth	28,000	0	28,000
Capital Improvements	1,636,334	0	1,636,334
Total General Fund Expenditures	**82,316,479**	**(631,975)**	**81,684,504**

General Fund Revenues

County Clerk	Decrease pistol permit revenue $60,000. This revenue is now collected in the Concealed Pistol Permit Fund.
Property Tax	Increase current year property tax revenue $300,000 based on 2017 Equalization report.
Prosecuting Attorney	Decrease transfer in from Forfeiture Fund $21,306. Forfeiture transfer was miscalculated in the 2017 Adopted Budget.
Sheriff	Decrease state prisoner care revenue $378,572 related to loss of contract jail bed revenue and closing of Post 4. Increase Marine Safety Grant $2,698 per grant award.
Family Division	Decrease indirect cost reimbursement revenue $372,728 due to change in State of Michigan's calculation method. There is an offsetting expense reduction equal to 50% of this amount. Decrease Michigan Department of Human Services Grant revenue $102,067 due to staffing allocation changes implemented in 2016.

General Fund Expenditures

Circuit Court	Eliminate MERS payment of $226,687 for Judge's legacy costs. This obligation was prepaid in full in 2016.
Sheriff	Decrease overtime budget $50,000 due to projected decrease in overtime related to maintaining corrections staff after closure of Post 4.
Fam. Div. Child Care Fund	Decrease transfer out to Child Care fund $186,364, due to decrease in indirect cost reimbursement revenue resulting from change in State of Michigan's calculation method.
Library	Eliminate MERS payment of $168,924 for Library legacy costs. This obligation was prepaid in full in 2016.

Non-General Fund Adjustments

Road Department (F201)	Increase revenues as follows: Federal and State Aid $1,318,668, Other Contributions (Smith Drain, Dart and MDEQ Scrap Tire Grant match) $811,253, Township Contributions $336,679, and use of fund balance (available from 2016 surplus funds) $1.5 million. Increase expenses as follows: Increased road maintenance costs relating to increase in state road funding (temporary salaries $50,000, overtime $200,000, asphalt and tack $200,000), Local Road Program Contractual Services $480,000, State Road Program Contractual Services $2,726,600, Drain Assessment $35,000, and Capital Outlay $275,000 (replacement of main sign truck).
Friend of the Court (F215)	Transfer surplus funds from scanner purchase to cover cost of overtime during extended medical leave of staff member. ($2,500)
Zoo (F258)	Increase capital budget to cover actual cost over budget of planned computer replacements ($2,238).
Anti-Drug Abuse Grant (F266)	Decrease transfer out to general fund from Prosecuting Attorney forfeitures. Forfeiture transfer was miscalculated in the 2017 Adopted Budget. ($21,306).
Fam. Div. Child Care Fund (F292)	Decrease indirect cost charges $372,728 due to change in State of Michigan's calculation method. Decrease transfer in from general fund and state child care fund reimbursement by $186,364 each.
Innovation & Technology (F636)	Transfer $50,000 from LOFT reserve account to Imaging reserve account to accommodate necessary expenditures in 2017. Transfer $250,000 from unreserved fund balance to the Machinery and Equipment Revolving Fund to accommodate 2017 and 2018 replacement schedule.
Mach./Equip. Revolving (F664)	Increase CIP upgrade funds to complete replacement of all Health Department PCs and laptops scheduled for replacement through 2017 ($90,331). Transfer $250,000 from Innovation and Technology unreserved fund balance to accommodate 2017 and 2018 replacement schedule.

Agenda Item 11c

TO: Board of Commissioners Finance Committee

FROM: Michael A. Townsend, Budget Director

DATE: *June 30, 2017*

SUBJECT: Resolution submitting to a vote of the electorate the establishment of Separate Tax Limitations for Ingham County, the Townships, and the Intermediate School District

For the meeting agenda of *July 19, 2017*

BACKGROUND

This resolution will submit to a vote of the electorate the establishment of separate tax limitations for Ingham County, the townships, and the Ingham Intermediate School District. In order to address the county's immediate need due to sluggish return of property tax revenue, loss of some department-generated revenue and the increase in retirement expense causing reductions in the General Fund, the Ingham County Board of Commissioners by Resolution #17-206, created a County Advisory Tax Limitation Committee. The County Advisory Tax Limitation Committee has met and made a unanimous recommendation to establish the fixed tax limitation millage rate for an indefinite period or until altered by the voters, at the rate approved by Ingham County voters in 1970. (Ingham County – 6.8 mills, Townships – 1.0 mill, Intermediate School District – 0.2 mills.)

FINANCIAL IMPACT

Ingham County currently levies 6.3512 mills for its general fund operating millage and an additional 0.0330 for indigent veteran support for a total General Fund Millage of 6.3842. This results in only an unlevied tax capacity of .0364 or $260,293 per 2017 adjusted taxable value. If a separate tax limitation of 6.8 is created that would result in the availability of an additional 0.4158 mills or $2,973,348. The County does not have to levy the total amount. Unused taxing capacity is also an important component of Ingham County's excellent financial position, which contributes to its long term credit rating. If approved on November 7, 2017, the maximum levy will be restored to 6.8 mills, addressing both of these issues.

The 2017 estimated cost of holding this special election would be $180,000 per County Clerk Byrum. The cost of the additional 0.4158 mills to a homeowner of a $100,000 home ($50,000 taxable value) would be $20.79 per year and a $200,000 home ($100,000 taxable value) would be $41.58 per year.

OTHER CONSIDERATIONS

In addition to resolving these issues for Ingham County, this would also restore the rates for the Ingham Intermediate School District and the townships within the county giving them flexibility to address issues. It is intended that the question be on the ballot for the November 7 election, requiring that the millage language be approved by the Board and submitted to the Clerk by August 15.

RECOMMENDATION

The Controller's Office does not have a recommendation; this is at the discretion of the Board.

Agenda Item 11c

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION SUBMITTING TO A VOTE OF THE ELECTORATE THE ESTABLISHMENT OF SEPARATE TAX LIMITATIONS FOR INGHAM COUNTY, THE TOWNSHIPS, AND THE INTERMEDIATE SCHOOL DISTRICT

WHEREAS, the Property Tax Limitation Act, being Public Act 62 of 1933 (MCL 211.201 *et seq*), allows for separate tax limitations; and

WHEREAS, the Ingham County voters approved such a separate limitation in 1970; and

WHEREAS, the 1970 separate millage limitations have been substantially reduced by State rollback provisions from the levels approved by Ingham County voters in 1970; and

WHEREAS, the Board of Commissioners has the authority to initiate a review and vote of the electorate as to the appropriateness of altering the current fixed millage limitations pursuant to Section 5k of the Property Tax Limitation Act (being MCL 211.205k); and

WHEREAS, with Resolution 17-206 the Board of Commissioners resolved to alter or extend the fixed millage limitation, then notified persons and bodies having appointive powers of the resolution so that a County Advisory Tax Limitation Committee could be created to review and provide a recommendation as to the county fixed millage limitation; and

WHEREAS, the County Advisory Tax Limitation Committee has met and has unanimously voted to submit to the Board of Commissioners a proposal for establishment of a fixed tax limitation millage rate for an indefinite period or until altered by the voters of Ingham County that the committee considers will provide for the financial needs of the county, townships, and intermediate school district.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate of Ingham County at the general election to be held November 7, 2017.

ESTABLISHING SEPARATE TAX LIMITATIONS FOR INGHAM COUNTY, THE TOWNSHIPS, AND THE INTERMEDIATE SCHOOL DISTRICT

Shall separate tax limitations be established for an indefinite period, or until altered by the voters of the county for the County of Ingham and the townships and the intermediate school district within the county, the aggregate of which shall not exceed 8.0 mills as follows:

	Mills
County of Ingham	6.8
Townships	1.0
Intermediate School District	0.2
Total	8.0

YES [ ] NO [ ]

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to cause the proposed to be stated on the November 7, 2017, ballot and to be prepared and distributed in the manner required by law.

Agenda Item 11d

June 30, 2017

TO: Finance Committee

FROM: Teri Morton, Deputy Controller

RE: Financial Reserve Status

In 2002, the Board of Commissioners adopted a policy on financial reserves. The purpose of the policy is to maintain adequate financial reserves so as to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuation of a strong credit rating. Reserves addressed in the policy are the General Fund, the Budget Stabilization Fund, and the Public Improvement Fund.

RESERVE STATUS AS OF 12/31/16

The reserves in the Budget Stabilization Fund, General Fund, and Public Improvement Fund as of 12/31/16 total $20.9 million. This equates to 8.9% of the $234.2 million in total budgeted expenditures for 2017. As of 12/31/16 the General Fund has $4.1 million more than the policy's minimum target and the Public Improvement Fund has $1.5 million more than the policy minimum. The Budget Stabilization Fund is $384,967 above its minimum target level.

The policy requires that the County Controller annually advise the Finance Committee of the status of the balances in the funds, and as appropriate, provide recommendations for maintaining the balance at appropriate levels.

Attached please find a copy of the policy, and an analysis of funds as required. The analysis shows:

- The balance in the Budget Stabilization Fund as of 12/31/16 is $10.6 million, or 13.5% of the average of the last five years' General Fund budgets. It is above the desired minimum of 13%. The maximum allowable amount as defined by policy is 15%. Since the adoption of the financial reserve policy, the Board of Commissioners has generally maintained the percentage at around14.0%. It should be noted that Public Act 169 of 2016 increased the legally allowed maximum to 20%.

- The unassigned balance in the General Fund as of 12/31/16 is $8.1 million, or 10.1% of the previous year's total General Fund expenditures. The desired minimum is 5%, or $4.0 million. Last year's balance at the time of the analysis was $16.1 million. Overall, General Fund expenditures exceeded revenues by approximately $4.4 million in 2016. Of this amount, $1.85 million was a one-time supplemental payment to MERS to eliminate the unfunded accrued liability for two divisions and $500,000 was for a transfer to the Public Improvements fund.

- The balance in the Public Improvement Fund as of 12/31/16 is $2.2 million. It is $1.4 million above the minimum desired level of $758,091, which is equivalent to 1/10 mill of the property tax levy. The Public Improvement Fund is used for major capital improvements to county facilities, which include more than 750,000 square feet of facility space for offices, courts, and clinics; the jail, and parks properties.

GENERAL FUND BALANCE THROUGH 2017

The amended 2016 budget had assumed the use of $5.1 million in General Fund unreserved fund balance. The actual change in General Fund unreserved balance was a decrease of around $8 million (from $16.1 to $8.1 million.) In addition to the 2016 expenses over revenues, the large swing is attributable primarily to an additional $5 million advance to the Drain Revolving Fund. Per Resolution 16-322, this is to be returned to the General Fund by July 31 of this year.

The 2017 budget assumes the use of $4.7 million in General Fund surplus. Of this amount $1.6 million is from the $3.2 million previously reserved for other post employment benefit (OPEB) obligations. In 2017, this $1.6 million will be used to offset part of the cost of the County's OPEB contribution. It is anticipated that the remaining $1.6 million will be used for the same purpose in 2018. In an effort to offset a portion of anticipated reductions in 2018, the continued use of fund balance is anticipated, but due to the declining balance, the amount will need to be reduced.

RECOMMENDATIONS

- Although it is currently below its historical level of 14% of the General Fund budget, the Budget Stabilization Fund is still above the minimum target. With the expected use of General Fund balance as part of the operating budget for the next few years, no transfer to the Budget Stabilization Fund is being recommended.

- Due to the large number of capital requests for 2018, a transfer to the Public Improvement Fund would be desirable, but adequate funds are not available.

- It is planned that the 2018 Controller Recommended Budget will include a continued use of fund balance, but at a decreased level.

- Due to the change in state law, the Financial Reserve Policy should be revisited in the near future.

SUMMARY

No transfers are recommended as part of this year's Financial Reserve Policy Review. As currently projected, the General Fund unassigned reserves could be as low as $9.0 million at the end of 2018. Based on past history, the $9.0 million should be sufficient to cover any use of fund balance resulting from unanticipated expenses or revenue shortfalls. The $9.0 million represents 11.2% of the previous year's (2016) General Fund expenditures. The $10.56 million in the Budget Stabilization Fund will remain intact.

These significant reserves would still allow Ingham County to sustain our bond rating, address ongoing revenue uncertainties, and allow the county to continue to budget a relatively insignificant portion of the fund balance to offset projected annual shortfalls.

Another reason for Ingham County to maintain a relatively high fund balance in the General Fund and the Budget Stabilization Fund is to address cash flow issues. As of 2007, the County collects its General Fund property tax revenue in July, therefore, this revenue is not available until eight or nine months after the start of the fiscal year. Maintaining our current level of reserves provides additional cash. If these reserves were not available, the County would be forced to issue tax anticipation notes in order to continue operations until the taxes are collected.

Please contact me if you have any questions.

cc: Tim Dolehanty
Jill Rhode
Michael Townsend

GENERAL FUND	
12/31/16 Unassigned Balance	8,112,000
12/31/16 Minimum Target (5% of 2016 GENERAL FUND expenses)	4,031,555
12/31/16 Unassigned Balance as a % of 2016 Expenses	10.1%
12/31/16 Surplus in Relation to Minimum Target	4,080,445
2017 Return of Funds from Drain	5,000,000
12/31/17 Projected Balance	13,112,000
12/31/17 Proposed Unassigned Fund Balance	13,112,000
12/31/17 Minimum Target (5% of 2016 GENERAL FUND expenses)	4,031,555
2017 Proposed Unassigned Balance as % of 2016 Expenses	16.3%
Surplus in Relation to Minimum Target	9,080,445

BUDGET STABILIZATION FUND (GENERAL FUND Restricted)	
12/31/16 Balance	10,562,365
Minimum Target (13% of last 5 years' GENERAL FUND Budgets)	10,177,398
Maximum Target (15% of last 5 years' GENERAL FUND Budgets)	11,743,151
Surplus in Relation to Minimum Target	384,967
Amount Below Maximum Target	(1,180,786)
Target %	13.5%
12/31/17 Proposed Balance	10,562,365
Surplus in Relation to Minimum Target	384,967
Amount Below Maximum Target	(1,180,786)
Target %	13.5%

PUBLIC IMPROVEMENT FUND (in GENERAL FUND Assigned)	
12/31/16 Balance	2,209,108
Minimum Target (1/10 mill of the property tax levy)	758,091
2016 Surplus in Relation to Minimum Target	1,451,017
2017 Budgeted Use of Fund Balance	(1,214,308)
12/31/17 Projected Balance	994,800
12/31/17 Proposed Balance	994,800
Minimum Target (1/10 mill of the property tax levy)	758,091
2017 Surplus in Relation to Minimum Target	236,709

ADOPTED - JANUARY 22, 2002
Agenda Item No. 18

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ADOPTING A POLICY ON FINANCIAL RESERVES

RESOLUTION #02-017

WHEREAS, it is in the best interests of the Ingham County government; its taxpayers, and its residents to maintain sufficient financial reserves to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, it has been recommended by the County Controller and the county's financial consultants that a policy be adopted establishing the desired level of financial reserves that are appropriate to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, the Board of Commissioners is committed to maintaining its financial reserves at an appropriate level and to managing its expenditures as necessary to adjust to its revenues.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners establishes the following goals for establishing and maintaining an appropriate level of financial reserves:

It is the goal of the County that the Budget Stabilization Fund be funded at the legal maximum of 15% of the average of the last five years' budgets, or 15% of the current year's budget, whichever is less; and that such balance be maintained at no less than 13%.

It is the goal of the County that the unreserved undesignated balance in the General Fund not be less than 5% of the total General Fund expenses of the preceding year.

It is the goal of the County to maintain sufficient reserves in the Public Improvement Fund to address annual needs for maintaining county facilities in an appropriate state of repair. The desired level of funding in this fund is determined to be 1/10 mill of the property tax levy.

The County Controller shall annually advise the Finance Committee of the status of the balances in the funds, and as appropriate, shall provide recommendations for maintaining the balances at appropriate levels.

FINANCE: Yeas: Grebner, Stid, Swope, Hertel
Nays: None Absent: Krause, Schafer, Minter Approved 1/16/02