

CHAIRPERSON
CAROL KOENIG

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

HUMAN SERVICES COMMITTEE
TERI BANAS, CHAIR
TODD TENNIS
RYAN SEBOLT
DEB NOLAN
CAROL KOENIG
DENNIS LOUNEY
ROBIN NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, APRIL 16, 2018
AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES
BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [April 2, 2018](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Youth Commission – Interviews
2. Housing Commission – Interviews
3. Parks Department
 - a. Resolution to Authorize a Contract with [L. J. Trumble Builders, LLC](#)
 - b. Resolution to Authorize an Addendum to the Residential Lease Agreement for the [Lake Lansing Park South Rental House](#)
 - c. Resolution to Authorize a Contract with [Rowe Professional Services Company](#)
 - d. Resolution to Authorize [Additional Contracts](#) for Trails and Parks Millage Applications for _____ and _____
 - e. Resolution Revising the Parks Department [Shelter Fee Waiver](#) Policy
 - f. Resolution Honoring [Sarah Nicholls](#)
4. Controller's Office
 - a. Resolution Authorizing [Adjustments](#) to the 2018 Ingham County Budget
 - b. Resolution to Accept the [2019 – 2023 Strategic Plan](#)

Announcements

Public Comment

Adjournment

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

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

HUMAN SERVICES COMMITTEE

April 2, 2018

Draft Minutes

Members Present: Banas, Nolan, Louney, Tennis, and Sebolt

Members Absent: Koenig and Naeyaert

Others Present: Joy Gleason, Timothy Williams, Lori Noyer, Teri Morton, Liz Noel, and others.

The meeting was called to order by Chairperson Banas at 6:30 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the March 19, 2018 Minutes

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. LOUNEY TO APPROVE THE MINUTES OF THE MARCH 19, 2018 HUMAN SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Naeyaert

Additions to the Agenda

None.

Removed from the Agenda –

4. Health Department
 - f. Resolution to Authorize Conversion of Nutrition Educator Positions

Limited Public Comment

None.

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

3. Parks Department – Resolution to Authorize an Agreement with Comsource, Inc. for Radios at Hawk Island County Park
4. Health Department
 - a. Resolution to Authorize Amendment # 2 to the 2017-2018 Comprehensive Agreement with the Michigan Department of Health and Human Services
 - b. Resolution to Accept Healthy! Capital Counties Funds
 - c. Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality for FY 2018
 - d. Resolution to Authorize Agreements with Licensed Dentists and Hygienists

- e. Resolution to Authorize an Agreement with University of Michigan-Flint for Implementation of the Engaged Father Program
- g. Resolution Honoring Nancy Sherd

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Naeyaert

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Naeyaert

1. Fair Board – Interviews

Joy Gleason interviewed for a position on the Fair Board.

Timothy Williams interviewed for a position on the Fair Board.

2. Health Services Millage – Presentation of 2017 Annual Report from Ingham Health Plan Corporation

Lori Noyer, Ingham Health Plan Corporation (IHPC) Executive Director, introduced herself and presented the report.

Chairperson Banas asked if Ms. Noyer had heard anything about how President Trump's stance on immigration might affect health care and whether immigrants would have continued access to federal funding.

Ms. Noyer stated she had not heard anything about access to federal funding.

Discussion.

Ms. Noyer stated states had been impacted differently by the discussions at the federal level. She further stated that the decrease in Children's Health Insurance Program (CHIP) funding did not affect Michigan as much as it had other states.

Ms. Noyer continued presenting the report.

Commissioner Nolan stated she appreciated how Ms. Noyer's report drilled down the statistics by ZIP Code.

Discussion.

Commissioner Nolan stated she also liked the community partner enrollment data that was included in the report. She further stated that she was impressed that the second-highest enrollment was at the Allen Neighborhood Center, who the County had stopped paying to do the work, but they continued to be a huge partner in enrolling for IHPC for them, for free.

Commissioner Nolan stated she would like to find some way to pay the Allen Neighborhood Center back for their enrollments, because the County used to pay them.

Ms. Noyer stated there had been a period of time in which there were enrollment dollars available, and then those dollars had stopped. She further stated that the Health Department had the Medicaid match mechanism, where they were able to draw down funds to support Medicaid activities, whereas that mechanism did not exist for non-Health Department entities.

Ms. Noyer stated she would like to see if IHPC could partner with the Health Department, to see if they would be willing to run that Medicaid match program for IHPC and use the funds to help supplement IHPC.

Chairperson Banas asked if IHPC was able to advertise on CATA buses, or other places to catch people that made \$16,000 per year.

Ms. Noyer stated there were no restrictions IHPC had for advertising.

Chairperson Banas stated she wondered if there were marketing funds available for those purposes. She further stated it also sounded like IHPC was doing outreach with the bilingual part-time enrollment person.

Ms. Noyer continued presenting the report.

Discussion.

Commissioner Tennis stated in looking at the figures presented, the total medical charge was \$3.5 million, and the total paid was about \$500,000. He asked what the total Ingham Health Plan (IHP) membership was, and if it was much more than the 1100 millage-eligible folks.

Ms. Noyer stated the bridge individuals on IHP were an additional 550 people.

Commissioner Tennis asked why the County was not paying a greater share of the costs to be proportionate, since the millage-eligible members were about 70% of the clients, the County should pay more than \$500,000 of the cost for services. He further stated the County had put \$1 million into the millage, because that was the amount that the Committee had been told would be sufficient to pay for the millage-eligible individuals' services.

Commissioner Tennis stated he had never seen the number of \$3.5 million for a combination of medical services before. He further stated that they had been told the total usage in 2016 was about \$600,000, but if millage-eligible services cost \$3.5 million, then the Board of Commissioners would have to have a conversation about the use of millage dollars.

Discussion.

Commissioner Tennis asked Ms. Noyer if she could clarify those costs from the report. He stated there might be a difference between what had been charged and what was reimbursed to providers.

Ms. Noyer stated she knew IHPC was paying the Medicare rate to providers, which was more than the Medicaid rate. She further stated that the \$500,000 amount might be associated with the \$1 million cap set by the millage.

Commissioner Tennis stated the reason the Board of Commissioners set the cap at \$1 million was because that was what they had been told the costs were. He further stated if the cost was higher than \$1 million, then the Board of Commissioners would want to talk about revisiting the cap.

Chairperson Banas stated part of what Commissioner Tennis might be asking for is to change the way IHPC accounted for the itemized services, so see if it compared to what had been presented in past years.

Discussion.

Ms. Noyes stated since she had become Executive Director and another staff member had left, she and the other staff person's successor were taking the opportunity to examine the operations and find additional efficiencies in IHPC.

Chairperson Banas asked Ms. Noyes to come back and report the findings of their internal examination to the Committee when it was completed.

Ms. Noyer stated she and Jared Cypher, Deputy Controller, had discussed having her report to the Committee on a quarterly basis to provide information to the Committee.

Commissioner Sebolt stated that Ms. Noyer had reported that there were about 1600 people enrolled in IHP as of March 31, 2018. He asked if she knew how many of those individuals were millage-eligible, because he noticed there was a slight increase from last year's numbers, and he was interested if there was an increase happening.

Ms. Noyer stated she did not know how many of those 1600 individuals were millage-eligible, as she was relying on IT to run her reports and had not realized she wanted that breakdown of IHP members until the last minute.

Commissioner Nolan thanked Ms. Noyer for the concise summary.

Discussion.

Chairperson Banas asked how many employees IHPC currently had.

Ms. Noyer stated IHPC had eight employees.

Chairperson Banas asked if Ms. Noyer included herself in the eight employees, and what the staff size had decreased from.

Ms. Noyer stated there had been 12 IHPC employees at one point.

Chairperson Banas asked if IHPC was able to maintain business flow with the smaller staff size, and if IHPC was looking at certain efficiencies to see if there were programs that were no longer needed.

Ms. Noyer stated IHPC was able to maintain business flow and they were examining efficiencies.

Discussion.

Chairperson Banas stated Ms. Noyer could send a memo to the Committee with answers to the questions Commissioners had posed.

Announcements

Commissioner Nolan stated she would like to see a future agenda item on reviewing the criteria for the Trails and Parks Millage, to make sure it represented what the Committee wanted to see.

Discussion.

Commissioner Nolan stated she thought when the Parks Commission put in hours to evaluate applications, the Committee should have a little more input on the criteria.

Chairperson Banas stated she had thought the Committee could revisit the Trails and Parks Millage application criteria after this round of applications was over.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:15 p.m.

APRIL 16, 2018 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

3. Parks Department

a. *Resolution to Authorize a Contract with L. J. Trumble Builders, LLC*

This resolution approves entering into a contract with L. J. Trumble Builders, LLC for a cost not to exceed \$205,896 for the Overlook Shelter accessibility upgrade construction project at Burchfield Park. L. J. Trumble's bid for the project was \$59,500 more than anticipated, and engineering costs were \$11,025 more than expected. Therefore, the resolution also authorizes the utilization of \$71,421 from Trails & Parks Millage reserves to cover the cost of the project.

b. *Resolution to Authorize an Addendum to the Residential Lease Agreement for the Lake Lansing Park South Rental House*

This resolution authorizes extending the lease for the Lake Lansing South rental house through December 31, 2018. The lease will be set at a rate of \$800 per month with the tenant responsible for all utilities.

c. *Resolution to Authorize a Contract with Rowe Professional Services Company*

This resolution authorizes a contract with Rowe Professional Services Company to act as the professional of record, completing survey, preparing bid documents, bidding, and assisting the county with part-time construction assistance.

The project will provide accessibility improvements throughout the Lake Lansing North Park. Board of Commissioners Resolution #17-107 authorized the submission of the Michigan Natural Resources Trust Fund grant and approved a financial commitment to the project in the amount of \$114,900 which includes \$32,000 in capital improvement funds, \$80,400 from the Trails and Parks Millage, and \$2,500 from the Friends of Ingham County Parks for a local match for a total \$359,700 project cost. The \$28,787 for the contract with Rowe is included in the budgeted cost of the project.

d. *Resolution to Authorize Additional Contracts for Trails and Parks Millage Applications for _____ and _____*

Board of Commissioners Resolution #18-110 approved the authorization of contracts for the third round of trails and parks millage contracts as well as allowing the communities that were not recommended for funding to increase their offered match amount by March 31, 2018 for further consideration by the board. The communities that were not recommended for funding include Onondaga Township, Delhi Township, Meridian Township's second proposal, City of Leslie and the City of East Lansing. Two communities have come forward with an increase in match for the board's consideration: Meridian Township and Delhi Township.

This resolution has been left blank because there are several funding options for the Board to choose from, the details of which are included in the Parks Department cover memo to the resolution.

e. *Resolution Revising the Parks Department Shelter Fee Waiver Policy*

This resolution revises the Parks Department shelter fee waiver policy to limit the number of waivers to be granted to three per group, per year.

f. Resolution Honoring Sarah Nicholls

This resolution honors Sarah Nicholls for her service as a Ingham County Parks Commission member from 2011 to 2018.

4. Controller's Office

a. Resolution Authorizing Adjustments to the 2018 Ingham County Budget

This resolution authorizes budget adjustments for the first quarter of 2018. The majority of the Human Services related adjustments this quarter are reappropriations of funds budgeted but not spent in 2017, including many Parks projects. Also, the 2018 budget reduced MSU Extension by \$50,341 in error. That is corrected in this resolution. Finally, a review of the 2017 Fair budget and fund balance lead to a decision to cancel an appropriation of \$180,000 in 2018 CIP funds for the purchase of 2 portable shower & restroom, ADA compliant trailers.

b. Resolution to Accept the 2019 – 2023 Strategic Plan

Ingham County's current Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan (separate document) that specifies activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County's progress toward meeting these goals.

The 2018 – 2022 plan was adopted by the Board of Commissioners in March 2017. The version included here is not changed from the original. It is being presented to all liaison committees for review and update, if necessary.

OTHER ITEMS:

- 1. Youth Commission – Interviews*
- 2. Housing Commission – Interviews*

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: April 3, 2018
SUBJECT: Contract with L. J. Trumble Builders, LLC
For the meeting agenda of 4/16/18 Human Services and 4/18/18 Finance

BACKGROUND

The Purchasing Department solicited proposals from qualified and experienced general contractors for its Overlook Pavilion Accessibility Upgrade Construction project. The scope of this project includes constructing two paved accessible parking spots, a wider, more accessible ADA paved pathway leading to a new shelter (300-person capacity), and new accessible concrete pre-casted vault restroom facility with two unisex restrooms.

We received four bids for the project. The low bidder, based on the base bid amount, at the bid opening was L. J. Trumble Builders, LLC with an as-read bid price of \$205,000. The County also requested an alternate for electrical work in the bid documents. L. J. Trumble Builders, LLC submitted alternate pricing for this work for \$1,750, which substitutes for line item 10 (\$854) in the base bid for a total add alternate of \$896. The Evaluation Committee recommends that a contract be awarded to L. J. Trumble Builders, LLC for the base bid amount and the alternate resulting in a bid award in the amount not to exceed \$205,896.00.

ALTERNATIVES

The Parks Department has identified a need for developing and improving facilities at Burchfield County Park with universal accessibility in mind. Currently, the site has a wooden shelter which, due to age and condition, is in need of replacement. The site currently has two rented port-a-jon units, which would be replaced with an accessible restroom building. A narrow concrete walkway and gravel parking area would be replaced with a wider, accessible walkway, drinking fountain and paved parking spots for ADA accessibility.

FINANCIAL IMPACT

In 2016 the County applied for a DNR Recreation Passport grant. The grant was awarded in late 2016/early 2017 in the amount of \$45,000.

In April 2017, the County solicited proposals for professional services. Spicer Group was hired in June 2017 as the professionals to complete engineering for the project in an amount of \$25,025, or \$11,025 more than the grant proposal. On Tuesday, March 13th, the County received bids for the construction of the project. The low bid was in the amount of \$205,000, or \$59,500 higher than the costs estimated in the grant proposal. Considering the discrepancy in cost, additional funds should be appropriated for the project. There are no work scope items that can be deleted from the project since all are part of the grant request. To re-bid the project will not guarantee lower prices.

The County would like to award the base bid amount to L. J. Trumble Builders, LLC along with a bid alternate of \$896, for a total bid award in the amount of \$205,896.

A summary of the grant and County funding is as follows:

DNR RP GRANT	\$45,000
Ingham County	\$114,500
TOTAL	\$159,500

A summary of the additional funds needed is as follows:

	Construction	Engineering	Total Amount
GRANT/COUNT	145,500	\$14,000	\$159,500
SPICER GROUP		\$(25,025)	\$(25,025)
LJ TRUMBLE	\$(205,896)		\$(205,896)
DIFFERENCE	\$(60,396)	\$(11,025)	\$(71,421)

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their March 26, 2018 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with L. J. Trumble Builders, LLC.

Agenda Item 3a

TO: Tim Morgan, Parks Director
FROM: James Hudgins, Director of Purchasing
DATE: March 13, 2018
RE: Memorandum of Performance for RFP No. 7-18: Burchfield Park Overlook Pavilion Accessibility Upgrade Construction Project

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors for the Overlook Pavilion Accessibility Upgrade Construction project. The scope of this project includes constructing two paved accessible parking spots, a wider, more accessible ADA paved pathway leading to a new shelter (300-person capacity), and new accessible concrete pre-casted vault restroom facility with two unisex restrooms.

State or federal funds are being used to assist in this construction project and relevant state or federal requirements will apply.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	47	15
Vendors attending pre-bid/proposal meeting	7	4
Vendors responding	4	2

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

VENDOR NAME	LOCAL PEF	TOTAL AMOUNT OF BID	BID ALTERNATE (Electrical)	GRAND TOTAL
Cross Lake Construction Inc.	Horton MI - No	\$222,100.00	\$3,500.00	\$225,600.00
Cross Renovation Inc.	Livonia MI - No	\$244,777.00	\$4,942.00	\$249,719.00
Moore Trosper Construction Co.	Holt MI - Yes	\$267,957.00	\$2,100.00	\$270,057.00
LJ Trumble Builders LLC	Lansing MI - Yes	\$205,000.00	\$1,750.00	\$206,750.00

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

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

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

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH L. J. TRUMBLE BUILDERS, LLC

WHEREAS, Board of Commissioners Resolution #17-105 authorized the acceptance of a Michigan Recreation Passport Grant Project Agreement for the Overlook Shelter accessibility upgrade construction project; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced general contractors for the project; and

WHEREAS, the Evaluation Committee recommends that a contract be awarded to L. J. Trumble Builders, LLC.; and

WHEREAS, Board of Commissioners Resolution #16-099 authorized \$159,500 for the project; and

WHEREAS, the actual cost for the engineering and estimated costs for construction exceed costs estimated in the grant proposal by \$71,421; and

WHEREAS, considering the discrepancy in cost, additional funds need to be appropriated for the project from the Trails and Parks Millage reserve fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with L. J. Trumble Builders, LLC for a cost not to exceed \$205,896 for the Overlook Shelter accessibility upgrade construction project at Burchfield Park.

BE IT FURTHER RESOLVED, the Board of Commissioners authorize an additional \$71,421 from the Trails and Parks Millage reserve fund for the Overlook Shelter Project.

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

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

Agenda Item 3b

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: April 3, 2018
SUBJECT: Addendum to the Residential Lease for the Lake Lansing Park South Rental House
For the meeting agenda of 4/16/18 Human Services and 4/18/18 Finance

BACKGROUND

The Parks Department has a rental house located within Lake Lansing Park-South. The address of the rental house is 1608 Lake Lansing Rd., Haslett, MI. The house was the caretaker's home when the park was an amusement park and since Ingham County purchased the property in the early to mid 1970's, the property has been used as a rental. This resolution authorizes extending the lease through December 31, 2018.

ALTERNATIVES

If this resolution is not approved, the lease will continue month to month until either party terminates the lease.

FINANCIAL IMPACT

The existing lease is currently set month to month at a rate of \$800.00 with the tenant responsible for all utilities.

OTHER CONSIDERATIONS

The tenants requested this lease extension. The Parks & Recreation Commission supported this resolution with the passage of a motion at their March 26, 2018 meeting. Legal reviewed the lease and recommended this approach as well.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution authorizing an addendum to the residential lease agreement for the Lake Lansing Park South rental house.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ADDENDUM TO THE RESIDENTIAL LEASE AGREEMENT
FOR THE LAKE LANSING PARK SOUTH RENTAL HOUSE**

WHEREAS, the Ingham County Parks Department owns and maintains a rental house located within Lake Lansing Park-South; and

WHEREAS, Board of Commissioner Resolution #14-115 set the rental rate to \$800.00 per month for the property located at 1608 Lake Lansing Road in Haslett, Michigan; and

WHEREAS, the current lease agreement, as amended in 2017 by Resolution #17-028, expired on December 31, 2017, and the occupants are presently holding over on a month to month tenancy; and

WHEREAS, the Parks Department and the occupants of the rental house would like to extend the lease agreement through December 31, 2018; and

WHEREAS, the Parks Department and the occupants have agreed that either party may terminate the lease upon no less than 90 days' prior notice; and

WHEREAS, all other terms of the agreement shall remain the same.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an addendum to extend the lease agreement for the property located at 1608 Lake Lansing Road in Haslett, Michigan to December 31, 2018.

BE IT FURTHER RESOLVED, that the rate of the monthly lease shall be \$800.00 per month for the renewal period.

BE IT FURTHER RESOLVED, that during the period of the renewal, the Parks Department or occupants may terminate the lease upon not less than 90 days' prior notice.

BE IT FURTHER RESOLVED, that all other terms of the agreement shall remain the same.

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.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: April 3, 2018
SUBJECT: Prime Professional Services for Lake Lansing North Improvements
For the meeting agenda of 4/16/18 Human Services and 4/18/18 Finance Committee

BACKGROUND

The county has received a 2017 Michigan Natural Resource Trust Fund Grant from the Michigan Department of Natural Resources for improvements at Lake Lansing North Park. The Purchasing Department solicited proposals from registered architects, professional engineers and/or landscape architects for the purpose of entering into a contract to provide prime professional services for the Lake Lansing North Park Improvements project for the Ingham County Parks Department. The prime professional will act as the professional of record, completing survey, preparing bid documents, bidding, and assisting the county with part-time construction assistance.

The project will provide accessibility improvements throughout the park. These improvements will include paved parking spaces, restroom improvements, paved walkways to connect facilities within the park for people of all abilities, etc. Below is a detailed list of the improvements:

- Replacement of approximately 800 feet of the entrance drive.
- Path widening at Oak Knoll, Sandhill, and Main shelter areas.
- New 6-foot-wide path at Oak Knoll and Sandhill areas.
- ADA paved parking spaces at Oak Knoll, Sandhill, and Main shelter areas.
- Boardwalk replacement and new bench at the Oak Knoll area.
- Replacement of drinking fountains with ones that include a dog bowl and concrete approach at Sandhill and Main shelter areas.
- Native landscaping at the Oak Knoll area.
- Restroom renovations at the Sandhill and Main shelter locations, includes various replacements and reconfigurations of concrete entry slabs, interior walls, partitions and other features.

ALTERNATIVES

This project is to make Lake Lansing North more accessible and user friendly to the whole population. This location provides access for hikers, picnickers, and skiers. The development will benefit the community and increase the use of the facility.

FINANCIAL IMPACT

Board of Commissioners Resolution #17-107 authorized the submission of the Michigan Natural Resources Trust Fund grant and approved a financial commitment to the project in the amount of \$114,900 which includes \$32,000 in capital improvement funds, \$80,400 from the Trails and Parks Millage, and \$2,500 from the Friends of Ingham County Parks for a local match for a total \$359,700 project cost.

The lowest bid was submitted by a non-local vendor (MCSA Group Inc.) for \$28,787. A registered local vendor (ROWE Professional Services Company) submitted a bid that was within 10% of \$28,787. ROWE Professional Services Company qualifies and has agreed to utilize the local preference policy. The Purchasing Department has verified ROWE Professional Services Company can adjust their bid to match the \$28,787 low bid.

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution with the passage of a resolution at their March 26, 2018 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend the resolution authorizing a contract with ROWE Professional Services Company be approved.

TO: Tim Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: March 14, 2018

RE: Memorandum of performance for RFP No. 35-18 Prime Professional Services for Lake Lansing North Park Improvements

Per your request, the Purchasing Department sought from registered architects, professional engineers and/or landscape architects for the purpose of entering into a contract to provide prime professional services for the Lake Lansing North Park Improvements project for the Ingham County Parks Department. The Prime Professional must be registered in Michigan.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	48	8
Vendors responding	3	2

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

VENDOR NAME	LOCAL PREF	PROPOSED COSTS	TOPOGRAPHICAL SURVEY	SOIL BORING
MCSA Group Inc.	No, Grand Rapids	\$28,787.00	Included	Included
Rowe Professional Services	Yes, Lansing	\$30,500.00	Included	Not Included
Spicer Group	Yes, Lansing	\$45,600.00	\$7,200.00	Not Included

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 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.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH
ROWE PROFESSIONAL SERVICES COMPANY**

WHEREAS, Board of Commissioners Resolution #17-107 authorized the submission of the Michigan Natural Resources Trust Fund grant for the Lake Lansing North Park improvements project; and

WHEREAS, the Purchasing Department solicited proposals from registered architects, professional engineers and/or landscape architects for the purpose of entering into a contract to provide prime professional services for the Lake Lansing North Park improvements project; and

WHEREAS, the project will provide accessibility improvements throughout the park. These improvements will include paved parking spaces, restroom improvements, paved walkways to connect facilities within the park for people of all abilities, native landscaping, replacement of drinking fountains, path widening, and replacement of approximately 800 feet of the entrance drive, etc.; and

WHEREAS, the prime professional will act as the professional of record, completing survey, preparing bid documents, bidding, and assisting the county with part-time construction assistance; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to ROWE Professional Services Company who submitted the most responsive and responsible proposal; and

WHEREAS, the lowest bid was submitted by a non-local vendor (MCSA Group Inc.) for \$28,787. A registered local vendor (ROWE Professional Services Company) submitted a bid that was within 10% of \$28,787. ROWE Professional Services Company qualifies and has agreed to utilize the local preference policy. The Purchasing Department has verified ROWE Professional Services Company can adjust their bid to match the \$28,787 low bid.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to ROWE Professional Services Company in an amount not to exceed \$28,787.

BE IT FURTHER RESOLVED, the term of the contract shall be from the date of execution until July 31, 2020.

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 any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: April 3, 2018
SUBJECT: Ingham County Trails and Park Millage
For the meeting agenda of 4/16/18 Human Services and 4/18/18 Finance

BACKGROUND

Board of Commissioners Resolution #17-275 approved a third round of applications that would address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report and special projects (including blue ways) as well as repairs, rehabilitation, long-term maintenance projects, and small projects. Board of Commissioner Resolution #17-275 approved the scoring/ranking criteria for the Trails and Parks Program Application.

Board of Commissioners Resolution #18-110 approved the authorization of contracts for the third round of trails and parks millage contracts as well as allowing the communities that were not recommended for funding to increase their offered match amount by March 31, 2018 for further consideration by the board. The communities that were not recommended for funding include Onondaga Township, Delhi Township, Meridian Township’s second proposal, City of Leslie and the City of East Lansing. Two communities have come forward with an increase in match for the board’s consideration: Meridian Township and Delhi Township.

ALTERNATIVES

This resolution is being provide with blanks so that the Board of Commissioners can choose from the following options:

	<u>Cost</u>	<u>(Unallocated 2018-2020) Total Amount Remaining</u>
Option 1: Fund Neither	\$0.00	\$4,162,392.00
Option 2: Fund Meridian Only	\$975,000.00	\$3,187,392.00
Option 3: Fund Delhi Phase 1 Only	\$980,700.00	\$3,181,692.00
Option 4: Fund Delhi Phase 1 And Meridian	\$1,955,700.00	\$2,206,692.00
Option 5: Fund Total request Delhi And Meridian	\$4,142,464.00	\$19,928.00
Option 6: Other considerations	?	?

FINANCIAL IMPACT

The projected funds *available* for 2018 from the Trails and Parks Millage after the passing of resolution #18-110 is \$746,213.00. The total projected Trails and Parks Millage funds *available* are 2018 funds (\$746,213.00) and funds not exceeding 70% from 2019 (\$1,197,604.00) and 2020 (\$2,218,575.00).

The total amount requested by Meridian Township for the Okemos Road Pedestrian Boardwalk is \$975,000. Meridian Township increased their match from 10% (\$130,000.00) to 25% (\$325,000).

The total amount requested by Delhi Township for the entire stretch of RAM 2 Burchfield Trail is \$3,167,464. Alternatively, if the board were to recommend funding the amount for phase one of the RAM 2 Burchfield Trail the requested amount by Delhi Township is \$980,700.00. Delhi Township increased their match from 11% (\$342,544) to 17% (\$542,544.00).

If the Board funds Meridian Township for their entire ask over two years the remaining funds for each year would be as follows: *2018 funds: \$0, 2019 funds: \$968,817.00 and 2020 funds: \$2,218,575.00.*

If the Board funds Meridian Township for their entire ask as well as funding Delhi Township for their phase one of the RAM 2 Burchfield Trail over two years, the remaining funds for each year would be as follows: *2018 funds: \$0, 2019 funds: (-\$11,883.00), 2020 funds: \$2,218,575.00.* If these are both funded over two years there is not enough money between 2018 and 2019 to fund both the Meridian Township and Delhi Township phase one in their entirety. There is an \$11,883.00 deficit. This amount would need to be funded from one of the projects in 2020 leaving the balance 2020 funds at \$2,206,692.00.

If the Board funds Meridian Township for their entire ask over two years as well as funding Delhi Township's entire ask over three years this would zero out the remaining millage funds for 2018-2019 and leave an unallocated amount of \$19,928 for 2020.

OTHER CONSIDERATIONS

These projects were not originally recommended by the Park Commission at their December 10 meeting. At a subsequent conversation following the Park Commission meeting Commissioner Teri Banas expressed desire to allow communities that were not recommended for funding a chance to increase their match for further consideration by the Board of Commissioners, thus resulting in an additional Therefore Be It Further Resolved being added to the resolution #18-110. Meridian and Delhi Township both increased their matches.

Delhi Township's increase in match only applies to the project to its entirety NOT to a partial funding of the project, which would be the funding of phase one of the project.



INGHAM COUNTY TRAILS & PARKS MILLAGE GRANTS

Score	Project Type	Applicant	Project Title	Grant Request	Fund in 2018	2019 Or Multiple Yrs.	2018 Total Amount Recommended	2019 Amount Unallocated After Park & Rec. Commission	2020 Amount Unallocated After Park & Rec. Commission
53.88	New	Lansing	Universally Accessible Canoe/kayak Launch at Krueger Landing	\$10,500.00	Yes		\$10,500.00	\$0.00	\$0.00
52.25	New	Lansing	Universally accessible canoe/kayak launch at City Market	\$14,400.00	Yes		\$14,400.00	\$0.00	\$0.00
50.75	New	Lansing	Universally Accessible Canoe/Kayak Launch at Moores Park	\$10,500.00	Yes		\$10,500.00	\$0.00	\$0.00
47.25	New	Mason	Hayhoe Riverwalk Extension- Kerns Road	\$153,281.00		Yes 2019	\$0.00	\$153,281.00	\$0.00
46	Repair/Rehab	Stockbridge	Lakelands Trail Resurfacing	\$809,980.00		Yes (18-19)	\$404,990.00	\$404,990.00	\$0.00
45.13	New	Lansing	Fenner Pathway extension	\$455,250.00		Yes (19-20)	\$0.00	\$227,625.00	\$227,625.00
44.13	Small grant	Aurelius Twp	Aurelius Township 5-Year Parks and Recreation Plan	\$3,875.00	Yes		\$3,875.00	\$0.00	\$0.00
43.88	Repair/Rehab	Lansing	Bank Stabilization - Washington Avenue	\$55,000.00	Yes		\$55,000.00	\$0.00	\$0.00
43.5	Repair/Rehab	Lansing	Bridge Rehabilitation - Bridge#CL-09-LTW-GR	\$78,750.00	Yes		\$78,750.00	\$0.00	\$0.00
43	New	Delhi Twp	RAM 2 Burchfield Trail	\$2,764,210.00	No		\$0.00	\$0.00	\$0.00
42.5	Repair/Rehab	Meridian Twp	Old Raby Culvert Replacement	\$95,000.00	Yes		\$95,000.00	\$0.00	\$0.00
40.25	Small grant	Onondaga Twp	Onondaga Township - Baldwin Park & Trails Enhancement Project	\$44,453.93	No		\$0.00	\$0.00	\$0.00
40.13	Repair/Rehab	Lansing	Bridge Removal and Replacement - Bridge#CL-21-LTE-RC	\$1,333,750.00	Yes		\$1,333,750.00	\$0.00	\$0.00
38.86	Special	FLRT/Lansing	Volunteer Trail Ambassador Coordinator	\$17,500.00	Yes		\$17,500.00	\$0.00	\$0.00
38	New	Meridian Twp	Okemos Road Pedestrian Boardwalk	\$1,170,000.00	No		\$0.00	\$0.00	\$0.00
37.75	Special	Leslie	Leslie Wayfinding Project	\$7,500.00	No		\$0.00	\$0.00	\$0.00
34.5	Small grant	Leroy Twp	Simmons Memorial Park - Trail Attached to Handicap Accessible Park	\$50,000.00		Yes 2019	\$0.00	\$50,000.00	\$0.00
27.13	Special	East Lansing	Northern Tier Trail Safety Fencing	\$331,000.00	No		\$0.00	\$0.00	\$0.00
			Amount Requested	\$7,404,949.93		TOTAL RECOMMENDED	\$2,024,265.00	\$835,896.00	\$227,625.00

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ADDITIONAL CONTRACTS FOR TRAILS AND PARKS MILLAGE APPLICATIONS FOR _____ AND _____

WHEREAS, Board of Commissioners Resolution #18-110 approved a third round of 18 applications that would address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, long-term maintenance projects, and small projects; and gave non-recommended communities until March 31, 2018 to increase their match for further recommendation by the board, and

WHEREAS, two communities resubmitted their applications by March 31, 2018, and

WHEREAS, Meridian Township increased their match to 25% (\$325,000) and a total ask of \$975,000.00 and Delhi Township increased their match to 17% (\$542,544) for a total ask of \$3,167,464.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby approves entering into a contract with _____ for the amount of \$_____ for the funding years of _____ and _____.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby approves entering into a contract with _____ for the amount of \$_____ over the course of the funding years of _____ and _____ to aid in the development of phase _____ of the RAM 2 Burchfield trail.

BE IT FURTHER RESOLVED, that all work will be completed within three years from the date the contracts are executed since the projects are being funded across multiple years, with a project completion date of 2021.

BE IT FURTHER RESOLVED, that if work is not completed within three years due to delay from awaiting other funding sources that an extension may be requested and negotiated and mutually agreed upon between both parties.

BE IT FURTHER RESOLVED, granting of millage dollars to municipalities is subject to the acquisition of local or grant match funding awarded when included in the original proposal.

BE IT FURTHER RESOLVED, to require the entity to include signage provided by the Ingham County Parks Department referencing the millage funds during the construction phase and a permanent sign to remain on the site in perpetuity post completion of the project.

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

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: April 3, 2018
SUBJECT: Resolution Revising Parks Department Shelter Fee Waiver Policy
For the meeting agenda of 4/16/18 Human Services and 4/18/18 Finance

BACKGROUND

Board of Commissioners Resolution #17-111 authorized guidelines for the waiving of Ingham County Park fees. Park staff is recommending a limit of three shelter waivers be granted per group per year. This will still allow groups requesting a shelter fee waiver access to the park. It will also allow for other customers to book a shelter and pay for the reservation.

ALTERNATIVES

By providing three waivers per group per year, this allows these groups access to the park. After the three waivers are used, the group can either pay for the shelter or choose to come to the park without a reservation and use a shelter on a first-come, first-serve basis.

FINANCIAL IMPACT

This will allow for additional shelter reservation by paying customers by reducing the number of bookings we do for fee waivers. For example, we have had a non-profit group book several Fridays in a row for the Red Tail Shelter at Hawk Island. This shelter rents for \$260 per day. This totaled approximately \$3,000 which was waived.

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution with the passage of a motion at their March 26, 2018 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION REVISING THE PARKS DEPARTMENT SHELTER FEE WAIVER POLICY

WHEREAS, Board of Commissioners Resolution #17-111 authorized guidelines for the waiving of Ingham County Park fees; and

WHEREAS, staff is recommending limiting the number of shelter waivers per group to a limit of three waivers per year.

THEREFORE BE IT RESOLVED that the following guidelines shall apply to the waiving of Ingham County Park Fees:

- Shelter fees will be waived by the Director of Parks for a limit of three waivers per group per year:
 - Ingham County Schools-whose students are under age 18 (Monday-Friday)
 - Organized Ingham County Youth Groups-whose members are under age 18 (Monday-Friday)
 - Volunteer groups, whose activities benefit the Parks Department
 - Military and Veteran Organizations (Monday-Friday)
 - Public safety organizations from within Ingham County (Monday-Friday)
 - Ingham County Departments (Monday-Friday)
 - Other Park and Recreation Agencies (Monday-Friday)
 - Internal use by the Parks Department (no limit of waivers)

BE IT FURTHER RESOLVED, that the guidelines listed above take effect upon passage of the resolution by the Board of Commissioners.

TO: Board of Commissioners Human Services Committee
FROM: Tim Morgan, Parks Director
DATE: April 3, 2018
SUBJECT: Honoring Sarah Nicholls
For the meeting agenda of 4/16/18 Human Services

BACKGROUND

Sarah was appointed by the Ingham County Board of Commissioners to serve on the Ingham County Parks & Recreation Commission in January of 2011. Sarah served as a Park Commissioner from 2011 to 2018 and served as the Chair of the Ingham County Parks Commission from 2013 to 2017. Sarah has helped to advance, develop, and implement effective parks policies. Park staff and the Park Commission wish to thank Sarah for her years of service.

ALTERNATIVES

N/A

FINANCIAL IMPACT

There are no financial impacts.

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution with the passage of a resolution at their March 26, 2018 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING SARAH NICHOLLS

WHEREAS, Sarah Nicholls has served the community for many years; and

WHEREAS, Sarah was appointed by the Ingham County Board of Commissioners to serve on the Ingham County Parks & Recreation Commission in January of 2011; and

WHEREAS, Sarah served as an Ingham County Parks Commission member from 2011 to 2018; and

WHEREAS, Sarah served as the Chair of the Ingham County Parks Commission from 2013 to 2017; and

WHEREAS, Sarah not only brought to the Parks and Recreation Commission her dedication and commitment to serve the public, but also a strong work ethic with a team work philosophy; and

WHEREAS, Sarah was able to bring relevant ideas and insights to the Parks Commission from her previous experiences as Chair of the All University Traffic and Transportation Committee and the Coordinator of the Michigan Tourism Strategic Plan; and

WHEREAS, through her persistence, consideration, and reliability, she has promoted a relationship of respect, understanding, and cooperation between the Ingham County Parks Commission, other local governmental agencies and the community at large; and

WHEREAS, throughout her term as a Parks and Recreation Commission member, Sarah has helped to advance, develop, and implement effective parks policies.

THEREFORE BE IT RESOLVED, that the Board of Commissioners, by adoption of this resolution, recognizes the impact and quality of Sarah Nicholls' work, and expresses its sincere appreciation to her for the services and benefits which have been received by the citizens of Ingham County.

BE IT FURTHER RESOLVED, that the Board of Commissioners extends to Sarah Nicholls its best wishes for continued success in all her future endeavors.

Agenda Item 4a

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

DATE: April 3, 2018

RE: First Quarter 2018 Budget Adjustments, Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2018. The total increase to the General Fund is \$389,160.

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.

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2017. Some of the larger projects carried over from the 2016 and 2017 budgets include \$151,200 for the McNamara accessible boat launch, \$147,926 Overlook Shelter Roof Restrooms, and \$130,900 for new boilers for HSB with ongoing major imaging/scanning projects, \$293,068 for Circuit Court, \$124,845 Probate Court, and \$236,432 for the Clerk. 911 Emergency Dispatch requested \$300,000 of 2017 funds for the VESTA 911 phone system upgrade. The IT department had a number of unfinished projects including \$180,000 for wireless system upgrade, \$118,000 web site revamp, \$110,000 network security, \$86,000 SAN components, \$75,000 UPS replacement and others that total \$860,530. Also re-appropriated are the majority of the Trails and Parks millage projects approved by Resolutions 16-257, 16-328 and 17-109. The balance of these projects totals \$6,435,127. A total of \$66,346 in computer replacement budgeted in 2017 are also appropriated to 2018.

The State of Michigan suggested a budget of \$750,000 for Personal Property Tax replacement for 2018, an increase of \$550,000 over budget. Based on the anticipated 2018 budget employee concessions was originally budgeted in the amount of \$300,000, due to additional revenue this is eliminated. Reduction of Jury requested budget \$8,750 for software text messaging not needed until 2019 budget. After the retirement of the director the 2018 budget called for economic development functions to be performed by LEAP which lead to additional expense of \$41,499. Also, the 2018 budget reduced Cooperative Extension by \$50,341 in error. Tri-County Metro Narcotics Squad was awarded Byrne/Jag funding at a reduced amount which leaves a need of additional funding of \$6,070. R18-048 authorized a contract for the annual audit which was in need of an additional \$30,400 more the budgeted amount. The use of fund balance uncommitted will be reduced to balance these changes.

After reopening of Cross Country Skiing during January and February 2018, the Parks Director recommended some budget adjustments to the Park's operating budget, which will increase revenues by \$5,000 and increase expenses by \$5,000.

A review of the 2017 Fair budget and fund balance led to a decision to cancel an appropriation of \$180,000 in 2018 CIP funds for the purchase of 2 portable shower & restroom, ADA compliant trailers.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$202,921. 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.

2018 CONTINGENCY

Adopted Contingency Amount	\$350,000
R17-436: Additional Community Agency Funding	(15,650)
R18-035: Additional Funding for CATS	(10,180)
R18-084: Additional Funding for Sheriff Portable Radios	(23,747)
R18-088: Additional Funding for Jail Based Break Out from Wellness	(20,800)
R18-114: Additional Funding to Hire Assistant Prosecuting Attorney	(76,702)
Current Contingency Amount	\$202,921

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2018 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2018 Budget on November 14, 2017 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2018 BUDGET 03/13/18</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$83,290,335	419,560	\$83,709,895
208	Parks	2,295,107	5,000	2,300,107
228	Trails & Parks Millage	282,149	6,676,360	6,958,509
230	Hotel Motel	3,000,000	(180,000)	2,820,000
245	Public Improvements	829,320	470,441	1,299,761
256	Register of Deeds Automation	223,944	1,330	225,274
261	911 Emergency Phone	8,349,157	320,449	8,669,606
561	Fair	1,318,291	(180,000)	1,138,291
631	Building Authority Operating	3,809,265	160,820	3,970,085
636	Innovation & Technology	5,112,643	1,221,807	6,334,450
664	Mach. & Equip. Revolving	905,568	527,434	1,433,002

GENERAL FUND REVENUES

	<u>2018 Budget –</u> <u>03/13/18</u>	<u>Proposed</u> <u>Changes</u>	<u>2018 Proposed</u> <u>Budget</u>
Tax Revenues			
County Property Tax	49,994,805	0	49,994,805
Property Tax Adjustments	(50,000)	0	(50,000)
Delinquent Real Property Tax	0	0	0
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	6,209,651	0	6,209,651
Convention/Tourism Tax - Liquor	1,407,051	0	1,407,051
Court Equity Funding	1,486,000	0	1,486,000
Personal Property Tax Replacement	200,000	550,000	750,000
Use of Fund Balance - Committed	1,400,000	0	1,400,000
Use of Fund Balance - Uncommitted	244,272	(130,440)	113,832
Department Generated Revenue			
Animal Control	1,091,930	0	1,094,930
Circuit Court - Family Division	1,359,749	0	1,359,749
Circuit Court - Friend of the Court	597,000	0	597,000
Circuit Court - General Trial	2,180,032	0	2,180,032
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	622,210	0	622,210
District Court	2,495,065	0	2,495,065
Drain Commissioner/Drain Tax	445,500	0	445,500
Economic Development	63,037	0	63,037
Elections	75,550	0	75,550
Homeland Security/Emergency Ops	60,135	0	60,135
Equalization /Tax Mapping	10,100	0	10,100
Facilities	0	0	0
Financial Services	39,673	0	39,673
Health Department	120,000	0	120,000
Human Resources	52,649	0	52,649
Probate Court	277,178	0	277,178
Prosecuting Attorney	650,277	0	650,277
Purchasing	179,106	0	179,106
Register of Deeds	2,134,877	0	2,134,877
Remonumentation Grant	85,000	0	85,000
Sheriff	4,753,836	0	4,753,836

Treasurer	4,337,133	0	4,337,133
Tri-County Regional Planning	63,921	0	63,921
Veteran Affairs	393,928	0	393,928
Total General Fund Revenues	83,290,335	419,560	83,709,895

GENERAL FUND EXPENDITURES

	<u>2018 Budget –</u> <u>03/13/18</u>	<u>Proposed</u> <u>Changes</u>	<u>2018 Proposed</u> <u>Budget</u>
Board of Commissioners	609,930	0	609,930
Employee Concessions	(300,000)	300,000	0
Circuit Court - General Trial	8,552,970	0	8,552,970
District Court	3,312,452	0	3,312,452
Circuit Court - Friend of the Court	1,775,438	0	1,775,438
Jury Board	1,192	0	1,192
Probate Court	1,599,196	0	1,599,196
Circuit Court - Family Division	5,599,121	0	5,599,121
Jury Selection	152,459	(8,750)	143,709
Elections	545,532	0	545,532
Financial Services	739,402	30,400	769,802
County Attorney	467,299	0	467,299
County Clerk	1,007,672	0	1,007,672
Controller	917,802	0	917,802
Equalization/Tax Services	749,902	0	749,902
Human Resources	770,400	0	770,400
Prosecuting Attorney	6,893,262	0	6,893,262
Purchasing	230,294	0	230,294
Facilities	2,121,816	0	2,121,816
Register of Deeds	763,882	0	763,882
Remonumentation Grant	85,000	0	85,000
Treasurer	573,396	0	573,396
Drain Commissioner	1,028,544	0	1,028,544
Economic Development	107,988	41,499	149,487
Community Agencies	215,650	0	215,650
Ingham Conservation District Court	7,954	0	7,954
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	20,258,388	0	20,258,388
Metro Squad	37,500	6,070	43,570

Community Corrections	161,036	0	161,036
Animal Control	2,243,788	0	2,243,788
Emergency Operations	224,758	0	224,758
Board of Public Works	300	0	300
Drain Tax at Large	520,000	0	520,000
Health Department	5,697,042	0	5,697,042
CHC	3,600,156	0	3600,156
Jail Medical	1,669,946	0	1,669,946
Medical Examiner	654,820	0	654,820
Substance Abuse	706,777	0	706,777
Community Mental Health	2,024,693	0	2,024,693
Department of Human Services	2,002,229	0	2,002,229
Tri-County Aging	83,295	0	83,295
Veterans Affairs	574,096	0	574,096
Cooperative Extension	387,676	50,341	438,017
Library Legacy Costs	0	0	0
Parks and Recreation	1,586,857	0	1,586,857
Contingency Reserves	202,921	0	202,921
Legal Aid	20,000	0	20,000
2-1-1 Project	45,750	0	45,750
Community Coalition for Youth	25,000	0	25,000
Capital Improvements	1,707,601	0	1,707,601
Total General Fund Expenditures	83,290,335	419,560	83,709,895

General Fund Revenues

Personal Property Tax Replace State of Michigan projected increase \$550,000 over budget 2018 amount.

Use of Fund Balance-Uncommitted Reduction of use of fund balance \$130,440 due to above additional revenue.

General Fund Expenditures

Employee Concessions Reduction of employee concessions \$300,000 due to additional revenue.

Jury Administration Reduction of requested budget \$8,750 for software text messaging not needed until 2019 budget.

Economic Development Additional funds requested for new LEAP contract \$41,499 to perform function.

Financial Services	Additional funds requested for annual audit per resolution #18-048, \$30,400, new contract negotiated to a higher rate than budgeted.
Metro Squad	Additional funds requested \$6,070 due to reduction in Byrne/Jag funding.
Cooperative Extension	Additional funds requested \$50,341 due to miscalculations in preparation of 2018 budget.

Non-General Fund Adjustments

Parks (F208)	Increase budget to recognize \$5,000 income from opening Cross Country Skiing Jan and Feb 2018 and appropriate expense.
Trails & Parks Millage (F228)	Re-appropriate remaining funds for Trails & Parks projects approved by Resolutions 16-257, 16-328 and 17-109 (\$6,435,127). Re-appropriate remaining funds for magic carpet at Hawk Island (\$4,393) per Resolution 16-198. Re-appropriate funds for McNamara accessible boat launch (\$151,200) from CIP 2016, Pump House Building (\$18,267), Stone Chip Road (\$5,581), Restrooms Refurbishment (\$6,707), Gravel/Millings Burchfield & Lake Lansing (\$30,000) from CIP 2017, Burchfield Trails & Wayfinding (\$17,200) from CIP 2017 and R17-286. Millage Coordinator's funds for laptop, GPS, Bike (\$7,885) from R17-312.
Hotel/Motel (F230)	To cancel transfer to Fund 561 for 2018 CIP project (180,000).
Public Improvement (F245)	Re-appropriate funds for Overlook Shelter roof/restrooms(\$147,926), gravel road maintenance Lake Lansing South (\$7,000) and Burchfield (\$7,000) from CIP 2016. Re-appropriate funds for the following capital improvement projects: District Court Public Bath Flooring (\$17,293), and Replace Insulation Rooftop (\$15,000) from CIP 2015, Rooftop Duct Insulation (\$23,160), and Steam Repairs VMC (\$20,000) from CIP 2017, Indoor Firearms Range (\$5,000), Lock Replacement Jail (\$8,156), and Jail Plumbing Repairs (\$8,714) from CIP 2016, Jail Plumbing Study (\$25,000), Jail Roof Repairs (\$33,847), Training Center Roof (\$21,096), Lock Repair Parts (\$14,689) all from CIP 2017, Jail Heat Pumps/Piping (\$45,000), and Replace Jail Water Softener (\$25,000) from CIP 2016, RTU Duct Insulation (\$23,160) from CIP 2017, Floor Women's Health (\$9,900), and Floor Waiting Area Child Health (\$7,000) from CIP 2015, Restore Tile Floors Mason (\$6,500) from CIP 2017.
Register of Deeds Automation (F256)	Re-appropriate \$1,330 for the computer replacements not purchased in 2017.

911 Emergency Phone (F261)	Re-appropriate funds for the following projects; Radio system battery replacement (\$20,000) per 2016 capital budget and Phone System Upgrade to VESTA 911 (\$300,000) from the CIP 2017. Re-appropriate \$449 for 911 computer replacements not purchased in 2017.
Fair (F561)	To cancel 2018 CIP funds for project 2 Portable Shower & Restroom, ADA Compliant Trailers (\$180,000) due to lack of fund balance.
Bldg. Authority Operating (F631)	Re-appropriate funds for the following projects at HSB; Replace Entrance Door (\$13,215) from CIP 2016, New Boilers (\$130,900), Drop Ceiling Public Health (\$10,000) from CIP 2015, and Replace Air Separator (\$6,705) from CIP 2017.
Innovation & Technology (F636)	Re-appropriate remaining funds for the following projects: Probate Court scanning project (\$124,845) approved by 2014 capital budget and Resolution 11-120 and Clerk imaging project (\$236,432) approved by the 2014 – 2017 CIP and Resolution 13-199. Re-appropriate unspent network funds for the following projects budgeted but not completed in 2017; UPS replacement (\$75,000), server replacement hosts (\$50,000), wireless system upgrade (\$180,000), WAN encryption (\$40,000), SAN Components (\$86,000), Network Security (\$110,000) multi-factor authentication (\$53,000), network access control (\$70,000), and web services (\$25,000), Web Site Revamp (\$118,000), Network Security Assessment (\$20,000) and Phone System Upgrade (\$33,530).
Mach./Equip. Revolving (F664)	Re-appropriate Circuit Court's imaging/scanning project (\$293,068), and E-filing software (\$10,000) from CIP 2014, video equipment (\$80,000), courtroom tech replacements (\$10,923), courtview training (\$5,000), and key card holder (\$2,600) from CIP 2014 and 2015 , computer, keyboard, monitor (\$2,432) and phonic ear (\$750) from 2017. Re-appropriate Parks' Dump Truck (\$40,000) from CIP 2017. Animal Control's bullet proof vest (\$3,300), toughbooks (\$10,455) from 2016 and 2017 CIP. District Court's Lobby Furniture CIP 2016 (\$2,592) and Two Way Radios CIP 2017 (\$1,750). Re-appropriate funds for computer replacements budgeted but not purchased in 2017 for the following departments; BOC (\$1,697), Circuit Court (\$3,148), Co-op Ext (\$900), District Court (\$6,742), Equalization (\$2,700), Financial Services (\$2,076), FOC (\$900), Health Dept (\$29,276), and Prosecuting Attorney (\$17,126).

TO: Law & Courts, Human Services, County Services, & Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: April 4, 2018

SUBJECT: Ingham County Strategic Plan
For the meeting agendas of 4/12, 4/16, 4/17 and 4/18

BACKGROUND

Ingham County's current Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan (separate document) that specifies activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County's progress toward meeting these goals.

The 2018 – 2022 plan was adopted by the Board of Commissioners in March 2017. The version included here is not changed from the original. It is being presented to all liaison committees for review and update, if necessary.

ALTERNATIVES

The Board of Commissioners could opt not to make any changes to the 2018 – 2022 plan.

FINANCIAL IMPACT

There is no direct financial impact. However, the goals and strategies included in the Strategic Plan are considered when allocating resources during the annual budget process.

OTHER CONSIDERATIONS

Review of the 5- year strategic plan is necessary to ensure that the strategies and goals remain current.

RECOMMENDATION

I recommend approval of the attached resolution after review by the Board of Commissioners to incorporate any necessary changes.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE 2019 – 2023 STRATEGIC PLAN

WHEREAS, the Ingham County Board of Commissioners has developed and desires to adopt of a strategic plan that presents the goals and aspirations of County government and all its affiliated departments and agencies; and

WHEREAS, in 2017, the Board of Commissioners, working with elected officials, department heads and budgetary units completed a comprehensive year-long project with the assistance of Management Partners, Inc., a professional strategic planning firm; and

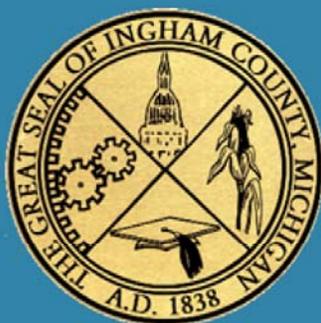
WHEREAS, the Board of Commissioners reviewed the plan in detail, provided feedback and made certain editorial modifications through its standing committees; and

WHEREAS, the Board deemed the plan to be comprehensive, appropriate, aspirational and strategically sound; and

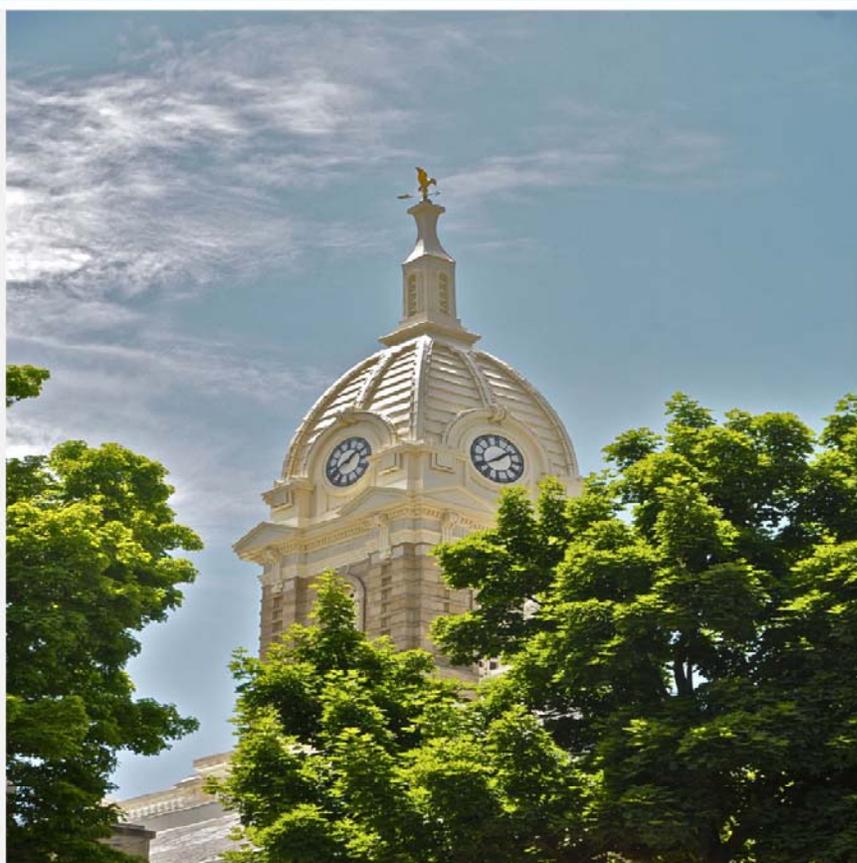
WHEREAS, the Ingham County Board of Commissioners adopted the 2018 - 2022 Ingham County Strategic Plan; and

WHEREAS, the Ingham County Strategic Plan should be reviewed and updated, if necessary, on an annual basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby accepts the 2019 – 2023 Ingham County Strategic Plan as presented and modified by the Board membership.



Ingham County Strategic Plan



Vision
Mission
Values
Overarching
Priorities
Goals
Strategies
Success
Indicators

February 2017

Prepared for Ingham County, Michigan by Management Partners



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Background



Ingham County is governed by a 14-member Board of Commissioners elected on a partisan basis for terms of two years from single-member districts that are approximately equal in population.

Introduction

Ingham County's Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan (separate document) that specifies activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County's progress toward meeting these goals.

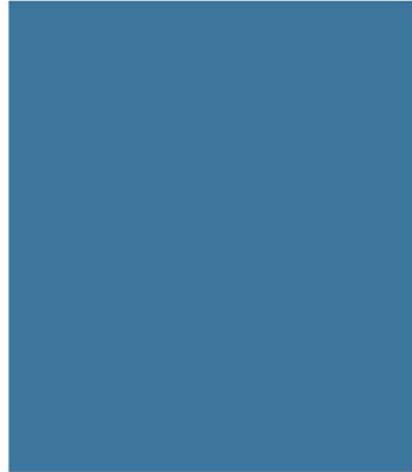
Strategic Planning Process and Workshops

The process for creating Ingham County's Strategic Plan began with individual interviews with Commissioners, department heads, and elected officials. Interviewees shared their perspectives on strengths, weaknesses, opportunities and challenges (SWOC) facing the County. A summary of themes, along with data on current socio-economic trends, was provided as background information for a workshop with elected officials and department heads in January 2016. During the workshop the participants identified draft goals and strategies, which were then shared with Commissioners.

A Strategic Planning Workshop for Commissioners was held in March of 2016. The workshop began with a discussion about the County's vision and mission, followed by discussion and prioritization of the values that provide the foundation for how the County does its work. In addition to discussing the Ingham County vision and values, the Commissioners developed goals and strategies. Together these elements comprise the Ingham County Strategic Plan. A subcommittee of Commissioners met in 2016 and early 2017 to refine this document which was subsequently approved by the Board of Commissioners on March 14, 2017.



Vision and Mission



A vision statement is aspirational. It reflects a desired future for the County.

OUR VISION

Ingham County is a welcoming, inclusive, peaceful, engaged, healthy, and just community for all residents.

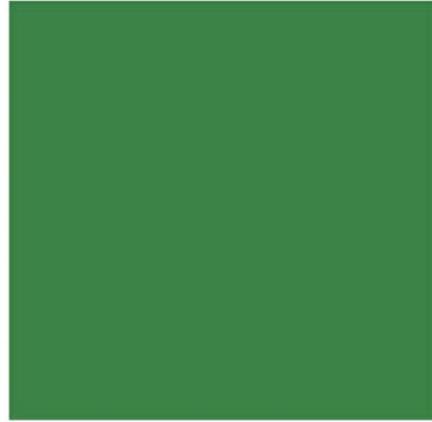
A mission defines the purpose of the organization, what it stands for and what it will do, and directs the day-to-day actions of leaders, managers and employees.

OUR MISSION

Ingham County will identify and provide high quality, easily accessible services that its residents value. These services will be delivered by an ethical, well-trained workforce comprised of public servants in the most effective, collaborative way possible.



Values



Values guide the actions and behaviors of County leaders and employees in carrying out Ingham County programs, projects and policy development.

OUR VALUES

While providing County services and doing our work we value:

- ❖ *Quality resident services;*
- ❖ *Accountability and fiscal responsibility;*
- ❖ *Diversity, equity and inclusion;*
- ❖ *Honesty, integrity and ethics; and*
- ❖ *Creativity and innovation.*



Goals and Strategies (2018 – 2022)



A goal is a statement of a specific direction and the desired outcome(s).

A strategy is an action to be taken to achieve a goal.

A success indicator is a quantifiable metric or measurement that is used over time to track progress and outcomes of programs. Success indicators are presented in a companion Implementation Action Plan document that is updated yearly as part of the annual budget process.

The Commissioners developed goals and strategies that address six strategic issue areas:

- ❖ Service to Residents
- ❖ Communication
- ❖ Facilities and Infrastructure
- ❖ Information Technology
- ❖ Management, Finance and Governance
- ❖ Human Resources and Staffing

Each of these six goals encompass many aspects and are interrelated. For example, information technology has an impact on service to residents, as does finance, facilities, infrastructure, communication and staffing. These interrelationships will be addressed as implementation proceeds and spelled out in the implementation action plan.



Overarching County Priorities

The Ingham County Board of Commissioners has adopted several long-term priorities that were instrumental in the development of the strategic plan goals and priorities. The long-term objectives are focused on County services that promote and emphasize a healthy and active population, a safe community, a thriving economy and high quality of life, a clean and protected environment, and an innovative approach to government services focused on fairness, equity and social justice.

The overarching long-term objectives for the plan include:

Overarching Long-term Objective	Goal					
	Service to Residents	Communication	Management, Finance and Governance	Information Technology	Facilities and Infrastructure	Human Resources and Staffing
Fostering economic wellbeing	●					
Preventing and controlling disease	●					
Promoting accessible healthcare	●					
Assisting in meeting basic needs	●					
Fostering youth development	●					
Enhancing access to County records		●				
Supporting public safety			●			
Assuring fair and efficient judicial processing			●			
Providing appropriate evidence based sanctions for adult offenders			●			
Providing appropriate evidence based treatment and sanctions for at-risk youth and juveniles			●			
Providing a quality transportation system, including roads					●	
Providing a suitable and ecologically sensitive drainage system					●	
Providing recreational opportunities					●	
Promoting environmental protection, smart growth and conservation					●	



Service to Residents

Goal: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.



Strategies

1. Strive to make facilities and services user-friendly.
2. Connect and collaborate with local government networks to learn about innovations and new cost effective service delivery models.
3. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.
4. Ensure employees provide complete and courteous responses to resident questions and inquiries.
5. Provide opportunities to gather feedback on County services from the public.



Communication



Goal: Improve service by enhancing the quality of external and internal communication.

Strategies

1. Promote key services through the local media.
2. Provide opportunities for residents and service recipients to share their experiences about County services.
3. Consider ways to brand and unify County messaging.
4. Assure ease of access to information on and maintenance of the County Web site.



Management, Finance and Governance



Goal: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategies

1. Maintain the County's financial reserves at adequate levels.
2. Continue to monitor adherence to the County's financial reserve policy.
3. Develop options for service levels depending on the County's fiscal health.
4. Periodically review and revise policies and contracting procedures to reflect current best practices.
5. Conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures.
6. Identify long and short-term funding priorities and financing options for capital projects.
7. Identify efficiencies through regional collaboration, consolidation and service sharing that promotes accountability, transparency and controlling costs.
8. Monitor and address unfunded liabilities.



Information Technology

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



Strategies

1. Support well-trained IT managers and staff current with emerging trends and best practices.
2. Annually budget for countywide IT projects including updates to existing software applications.
3. Establish consistent standards for department website design, information postings and monitoring.



Facilities and Infrastructure



Goal: Provide user friendly, accessible facilities and quality infrastructure.

Strategies

1. Review recommendations of the Space Utilization Study for Ingham County.
2. Plan physical space needed for future storage needs.
3. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.
4. Consider environmentally-friendly construction strategies.



Human Resources and Staffing



Goal: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

Strategies

1. Attract and retain employees who value public service.
2. Regularly solicit employee feedback and suggestions for workflow improvements.
3. Encourage employee creativity and innovation.
4. Support employee and professional development.



Conclusion



This strategic plan includes goals and strategies to accomplish six areas of importance:

- Service to Residents,
- Communication,
- Management and Finance,
- Information Technology,
- Facilities and Infrastructure, and
- Human Resources and Staffing.

The goal areas encompass the overarching priorities articulated by the County Commissioners and guide how services to Ingham County residents and visitors are delivered. For example, information technology has an impact on service to residents, as does finance, facilities and infrastructure and will be further clarified and addressed as implementation proceeds.

An Implementation Action Plan has been developed and provided to the County under separate cover. It describes and sequences the actions required to carry out each of the strategies to accomplish the goals of the Strategic Plan.

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Vice- Chairperson

Randy Maiville
Vice Chairperson Pro Tem

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Todd Tennis, District 5

Penelope Tsernoglou, District 8 (2016)
Mark Grebner, District 8 (2017)

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Teri Banas, District 11

Deb Nolan, District 12

Randy Schafer, District 13

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