

CHAIRPERSON  
MARK GREBNER

VICE-CHAIRPERSON  
DEB NOLAN

VICE-CHAIRPERSON PRO-TEM  
DON VICKERS

LAW ENFORCEMENT COMMITTEE  
VICTOR CELENTINO, CHAIR  
DIANNE HOLMAN  
DEBBIE DE LEON  
DALE COPELGE  
RANDY SCHAFFER  
VINCE DRAGONETTI

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE LAW ENFORCEMENT COMMITTEE WILL MEET ON THURSDAY, OCTOBER 6, 2011 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 [September 15, 2011 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Community Corrections Advisory Board - Interviews
2. Prosecuting Attorney's Office - Resolution Authorizing a Lease for the Use of Office Space at the Grady Porter Building for the [Children's Assessment Center](#)
3. Sheriff's Office - Resolution to Extend Two Current Service Agreements at the Ingham County Sheriff's Office with [Canteen Services](#)
4. Controller/Administrator's Office
  - a. Third Quarter 2011 Budget Adjustments and Contingency Fund Update - Resolution Authorizing [Adjustments](#) to the 2011 Ingham County Budget
  - b. Resolution to Establish the Position of Ingham County 911 Central Dispatch [Director](#) within the Controller's Office
  - c. Update: Ingham County Consolidated 911 Dispatch Project (*No Materials*)

Announcements

Public Comment

Adjournment

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

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

LAW ENFORCEMENT COMMITTEE  
September 15, 2011  
Minutes

Members Present: Victor Celentino, Dianne Holman, Debbie De Leon,  
Dale Copedge and Vince Dragonetti

Members Absent: Randy Schafer

Others Present: John Neilsen, Lisa McCormick, Heidi Williams and Bruce Gaukel.

The meeting was called to order by Chairperson Celentino at 6:02 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the September 1, 2011 Minutes

The September 1, 2011 Minutes were approved as submitted.

Additions to the Agenda

- 2d. Late – Update: Finance Committee Budget Hearing – Mr. Neilsen
  
- 2e. Late – Resolution Authorizing a Contract with State of Michigan, Department of Community Health, Crime Victim Services Commission for Continuation of its Victims of Crime Act (VOCA) Program.
  
- 2f. Late – Resolution Authorizing a Contract With State of Michigan, Department of Community Health, Crime Victim Services Commission for Crime Victim Rights Funding.

Limited Public Comment

None.

MOVED BY COMM. DRAGONETTI, SUPPORTED BY COMM. COPELGE, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

- 1. Sheriff's Office - Resolution to Contract with the Mid Michigan Crime Stoppers Program
  
- 2. Controller/Administrator's Office
  - a. Resolution to Approve the Renewal of the Annual Maintenance for FX Services Software Maintenance for the Ingham County EDACS Radio System from the Harris Corporation
  - b. Resolution to Approve Entering into a 3-Year Agreement with AT&T for the Purchase of Two T-1 Circuits from the Ingham County Data Center to the City of Lansing 911 PSAP

- e. Resolution Authorizing a Contract with State of Michigan, Department of Community Health, Crime Victim Services Commission for Continuation of its Victims of Crime Act (VOCA) Program.
- f. Resolution Authorizing a Contract With State of Michigan, Department of Community Health, Crime Victim Services Commission for Crime Victim Rights Funding.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schafer

MOVED BY COMM. DRAGONETTI, SUPPORTED BY COMM. COPEEDGE, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schafer

2. Controller/Administrator's Office

- c. Resolution Authorizing Contracts with Lansing and East Lansing for 911 Center FY 2011/2012 Operations

MOVED BY COMM. COPEEDGE, SUPPORTED BY COMM. DE LEON, TO APPROVE THE RESOLUTION AUTHORIZING CONTRACTS WITH LANSING AND EAST LANSING FOR 911 CENTER FY 2011/2012 OPERATIONS.

Comm. Holman asked how the contracts will be handled once the building is ready. Mr. Neilsen explained this should be the last year for the operational contracts, and on April 17, 2012 the County will take over as the department. He further explained that the calculation is a pro-rated daily rate and should the building not be completed on schedule the Lansing and East Lansing contracts will continue at the pro-rated daily rate until completion and merger.

Comm. Copedge asked if the salary discrepancies have been worked out. Mr. Neilsen explained that the Zoo transition set precedence with the contracts and the 9-1-1 center would be handled in a similar manner.

Comm. Dragonetti asked will all the different contracts become one. Mr. Neilsen stated ultimately yes, however, it will take time because there are different units of government with different retirement plans plus contracts expire at various times. He noted the signed legacy contract outlines the process. Comm. De Leon asked how long each contract is in effect. Ms. Heidi Williams, East Lansing 9-1-1 stated that the East Lansing contract expires July 2012. Mr. Bruce Gaukel, Lansing/Ingham County 9-1-1 stated the dispatcher contract expires December 2011.

Comm. De Leon expressed her concern that the Lansing/Ingham 9-1-1 contract expires before the merger. Mr. Neilsen stated that the County is not the employer as a result the County cannot play a formal role in the negotiations. Comm. Copedge expressed his concern that contract negotiations typically included percentage increases and/or other unknown costs that could be

long term, and occur beyond the current contract. Mr. Gaukel stated in conversations with Sue Graham, HR, Labor Relations for the City of Lansing, it was his understanding that the current labor agreement would be extended until the County is in a position to negotiate a long-term agreement. Comm. Copedge asked how the dispatcher contract differs from the County's contract. Mr. Neilsen stated the County does not have dispatchers nevertheless the County is obligated to maintain their current agreement until a new agreement is reached.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schafer

- d. Update: Ingham County Consolidated 911 Dispatch Project (*No Materials*) and Update: Finance Committee Budget Hearing.

Update: Ingham County Consolidated 911 Dispatch Project

Mr. Neilsen stated that the Building Authority has met and approved all the remaining contracts, change orders and all costs are known. He noted the costs are within the defined budget and construction has begun on the site. Comm. Celentino asked if the County is monitoring Clark Construction. Mr. Neilsen stated yes. Mr. Neilsen stated that the previously approved phone system, VisionAIR CAD System, Mobile Vision and recorder system will begin within the next 6 months. Mr. Neilsen explained that technical training with the systems will take place before moving into the building.

Update: Finance Committee Budget Hearing

Mr. Neilsen informed the Committee that the Finance Committee added the following to the "Z" list (not ranked).

Document back scanning (\$50,000),  
Continuation of the Metro Squad Deputy through 2012 (\$19,210),  
Sheriff Detective Position (\$95,592),  
Sheriff Law Enforcement Deputy Position (\$90,310).

Additionally, the Committee allocated the remaining strategic planning initiative funds (\$44,888) to the 2012 contingency fund.

Comm. De Leon stated she will ask to split the questions at the Regular Meeting. She stated it is her opinion that positions should not be added when they will need to be cut. There was a discussion of future endeavors with the City of Lansing and the City of East Lansing. There was a discussion of the use and need for a detective and deputy.

Mr. Neilsen thanked Mr. Gaukel and Ms. Williams for their attendance and hard work throughout the 9-1-1 project.

Announcements

Comm. Celentino informed the Committee that he will not be available at the next meeting (September 29, 2011) due to work. He noted that depending on the agenda the meeting may be cancelled or he may ask Comm. Holman to chair.

Public Comment

None.

The meeting adjourned at approximately 6:18 p.m.

Respectfully submitted,

Julie Buckmaster

## OCTOBER 6, 2011 LAW ENFORCEMENT AGENDA STAFF REVIEW SUMMARY

**This portion of the agenda is for Committee Interviews:**

1. *Community Corrections Advisory Board - Interviews*

### **RESOLUTION ACTION ITEMS:**

**The Deputy Controller is recommending approval of the following resolution:**

2. *Prosecuting Attorney's Office - Resolution Authorizing a Lease for the Use of Office Space at the Grady Porter Building for the Children's Assessment Center*

This resolution authorizes an annual lease with Shiawassee Council for Child Abuse Prevention at the cost of one dollar (\$1.00) and in return for providing Ingham County residents with the Children's Assessment Center Program services.

The leased space will be 160 square feet on floor 3R of the Grady Porter Building, effective October 1, 2011 through September 30, 2012, and will automatically renew year to year unless either party terminates with sixty day written notice.

The purpose of a Children's Assessment Center is to provide a coordinated and timely community response to an investigation, intervention and management of serious child physical sexual abuse and severe child neglect cases in Ingham County. The investigation and prosecution of these cases are handled differently than a traditional criminal case. Ingham County does not have a current functioning Child Assessment Center. However many partners have put this proposal together including:

- 1) Sparrow Hospital has agreed to donate space at St. Lawrence campus for an Ingham County Assessment Center at no cost.
- 2) Michigan State University Police Department has donated the equipment for the assessment center.
- 3) The Shiawassee Council for Child Abuse Prevention Board has agreed to allow their current director, Rhonda Ihm, be the acting director for the assessment center.
- 4) The State of Michigan has awarded a VOCA grant to the Shiawassee Council for Child Abuse Prevention on behalf of the Ingham County Children's Assessment Center Program to pay for a Crisis Counselor position that can provide information and assistance to Ingham County families effective October 1, 2011.

(See attached memo.)

There is the possibility of future grants containing funds for office space rental.

3. *Sheriff's Office - Resolution to Extend Two Current Service Agreements at the Ingham County Sheriff's Office with Canteen Services*

This resolution will authorize contract extensions for two Service contracts between Canteen Services and the Sheriff's Office under the same terms and conditions as the existing contracts and also establishes a common ending date of February 29, 2012.

1) Canteen Inmate Commissary Contract:

Canteen Services will pay the County a commission of 37% based on annual sales for all products sold to inmates.

The contract provides for Canteen to maintain two Inmate money deposit kiosk at the Jail. Canteen will charge \$3.00 for each kiosk transaction with \$1.50 returned to the Inmate Commissary fund.

These funds go back into the inmate benefit fund at the Jail. Generally the products inmates are able to purchase through this agreement include: stationary and supplies; candy, cookies, crackers, and personal hygiene items.

This vendor and proposal was selected after a RFP process in 2008.

2) Canteen Services Contract to manage the kitchen and laundry services at the Jail:

The cost of this service is based on meals served (includes inmate meals, laundry, officer meals, and coffee) and a tiered billing rate (.96 to .98 cents per meal) based on the Census of the Jails population.

<u>Census</u>	<u>Per Meal Cost</u>
0-649	\$ .98
650- 674	\$ .97
675-and above	\$ .96

This vendor and proposal was selected after an RFP process in 2009. (See the attached memo.)

4. Controller/Administrator's Office

a. *Third Quarter 2011 Budget Adjustments and Contingency Fund Update – Resolution Authorizing Adjustments to the 2011 Ingham County Budget*

The Contingency Fund Update is information on the use of 2011 Contingency Funds to date, no action required.

The resolution would authorize the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2011. The total increase to the General Fund is \$ 340,000. (See attached memo for details.)

b. *Resolution to Establish the Position of Ingham County 911 Central Dispatch Director within the Controller's Office*

This resolution would authorize the establishment of the Ingham County 911 Central Dispatch Director position along with the attached timetable for the selection of the new position. (See attached memo for details.)

**This will be a verbal update with no materials:**

c. *Update: Ingham County Consolidated 911 Dispatch Project*

**MEMO**

TO: Law Enforcement, County Services, and Finance Committees

FROM: Lisa McCormick, Chief Assistant Prosecutor

RE: Children's Assessment Center – A Mutli-disciplinary Team  
Approach - Request for Space at the Grady Porter Building

DATE: September 22, 2011

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The purpose of a Children's Assessment Center is to provide a coordinated and timely community response to an investigation, intervention and management of serious child physical sexual abuse and severe child neglect cases in Ingham County. The investigation and prosecution of these cases are handled differently than a traditional criminal case.

The National Child Alliance supports this multi-disciplinary approach to these investigations. A prosecutor, police officer, child protective worker, if applicable, and a mental health professional meet as a team prior to the child being interviewed. The purpose of this meeting is to discuss the known facts, to discuss alternative theories, and discuss the protection of the child. After the child is interviewed and based on the allegations, the team meets immediately after to discuss the next steps of the case. The purpose of this team approach is that the child only has to be interviewed once. The interview is recorded for future reference.

Ingham County does not have a current functioning Child Assessment Center. My office has approached Sparrow Hospital who has agreed to donate space at St. Lawrence campus for an Ingham County Assessment Center. Sparrow has agreed to provide the space at no cost. Michigan State University Police Department has donated the equipment for the assessment center. The team received a VOCA grant to pay for a Crisis Counselor position that can provide information and assistance to Ingham County families effective October 1, 2011. The team is working with the Shiawassee Council for Child Abuse Prevention. Their board has agreed to allow their current director, Rhonda Ihm, be the acting director for the assessment center. She applied for the VOCA grant on our behalf.

The Crisis Counselor position requires an office. I have discussed with Mary Lannoye and Mike Pathfinder about the space that is available on the 3<sup>rd</sup> floor of the Grady Porter Building. There is a small conference room that is currently vacant. I am asking that the Crisis Counselor be able to use the space on the 3<sup>rd</sup> floor until such time as we receive grant money to pay for the space. As we proceed with accreditation with the National Child Alliance we may apply for start up funds that would include rent payments.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A LEASE FOR THE USE OF OFFICE SPACE AT THE GRADY PORTER BUILDING FOR THE CHILDREN'S ASSESSMENT CENTER**

WHEREAS, the Children's Assessment Center is a coordinated and timely community response to an investigation, intervention and management of serious child physical sexual abuse and severe child neglect cases in Ingham County; and

WHEREAS, the Children's Assessment Center of Ingham County was awarded a VOCA grant for a Crisis Counselor; and

WHEREAS, the Children's Assessment Center needs office space for the Crisis Counselor in order to provide services for Ingham County residents.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an annual lease with Shiawassee Council for Child Abuse Prevention at the cost of one dollar (\$1.00) and in return for providing Ingham County residents with the Children's Assessment Center Program services.

BE IT FURTHER RESOLVED, that the lease space will be 160 square feet on floor 3R of the Grady Porter Building effective October 1, 2011 through September 30, 2012.

BE IT FURTHER RESOLVED, that the lease will annually renew subject to the program continuing unless either party terminates the lease with 60 days written notice.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson and County Clerk to sign any lease documents necessary to implement this resolution upon approval as to form by the County Attorney.

### Agenda Item 3

**TO:** Law Enforcement and Finance Committees  
**FROM:** Allan C. Spyke, Undersheriff  
**DATE:** September 22, 2011  
**RE:** Contract Extension for Canteen Services

The Ingham County Sheriff's Office presently has two contracts with Canteen Services. Canteen Services provides the Commissary Services to the Ingham County Jail and also provides the Kitchen Services to the Ingham County Jail.

The Kitchen Services contract is due to expire September 30, 2011, the Commissary Services contract expired on February 28, 2011 and has 2 one year extensions built into the contract.

The Sheriff's Office would like these contracts to run and expire concurrently, therefore we would request both contracts be extended to February 29, 2012, at which time they could be reviewed for an additional one year extension.

It should be noted that the Sheriff's Office has been contacted by Michigan Department of Corrections who has an interest in providing Kitchen Services to County Jails. The State of Michigan, Department of Corrections believes they can provide a similar service at a cost savings and would like to present a proposal to the County of Ingham.

As of this time, the State is not prepared to present a proposal however; they have toured our kitchen facilities and are presently working on total cost and logistics. They indicate they would be prepared to present a proposal by the end of this calendar year.

With that in mind, the Sheriff's Office may be recommending in 2012 a continuation of the Commissary contract and if the MDOC contract proposal proves favorable, entering into a new contract with State of Michigan, Department of Corrections for food services to the Ingham County Jail.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO EXTEND THE CANTEEN INMATE COMMISSARY  
CONTRACT FOR THREE YEARS**

**RESOLUTION #08-060**

WHEREAS, the contract for inmate commissary expires February 28, 2008; and

WHEREAS, the Sheriff's Office has devoted extensive efforts to establish and ensure that the Jail Commissary operates effectively; and

WHEREAS, the Sheriff's Office has been pleased with the relationship with Canteen Services; and

WHEREAS, this contract meets with the approval of the Ingham County Purchasing Department; and

WHEREAS, this contract extends to February 28, 2011 and with an Ingham County option for two, one-year extensions; and

WHEREAS, this contract provides for an increase in commissary sales commission from 29.5% to 37%; and

WHEREAS, this contract provides for Canteen Services, Inc. installing and maintaining two Inmate money deposit kiosks; and

WHEREAS, Canteen Services, Inc. will charge \$3.00 for each kiosk transaction with \$1.50 returned to the Inmate Commissary Fund.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Ingham County Sheriff's Office to extend the contract under the new terms and conditions with Canteen Services, Inc. from February 29, 2008 through February 28, 2011, with a possibility of two, one-year extensions.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and County Clerk to sign any necessary contract documents to extend the current contract, subject to the approval as to form by the County Attorney.

**LAW ENFORCEMENT: Yeas:** Holman, Copedge, Celentino, De Leon, Tennis, Schafer  
**Nays:** None     **Absent:** None     **Approved 2/14/08**

**FINANCE: Yeas:** Grebner, Hertel, Weatherwax-Grant, Dougan  
**Nays:** None     **Absent:** Celentino, Schor     **Approved 2/20/08**

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO A CONTRACT WITH CANTEEN SERVICES TO MANAGE THE  
FOOD AND LAUNDRY SERVICES AT THE INGHAM COUNTY CORRECTIONAL FACILITY**

**RESOLUTION #09-283**

WHEREAS, in 2008, the Ingham County Correctional Facility had an average daily population of 672 inmates, the current rated capacity is 665 inmates; and

WHEREAS, the Ingham County Correctional Facility had an employee to manage the kitchen and laundry services; and

WHEREAS, the Ingham County Correctional Kitchen Supervisor was responsible for feeding all inmates housed within the facility, providing medical meals for inmates who have dietary needs as stated by a doctor, short order grill staff who work 24/7, and complimentary meals for visitors to the facility; and

WHEREAS, in 2008, the Ingham County Correctional Facility kitchen staff served 770,523 meals; and

WHEREAS, in 2008, the Ingham County Correctional Kitchen Supervisor was responsible for washing the clothing in over 150,000 inmate bags; and

WHEREAS, in 2008, the Ingham County Correctional Facility Kitchen Supervisor was responsible for training and supervising approximately 24 workers for kitchen and laundry duties every month or sooner; and

WHEREAS, the Sheriff's Office attempted to fill a vacant position and deemed that looking for an outside source to fill these duties of the position became necessary; and

WHEREAS, the Sheriff's Office requested the Purchasing Department to release a request for proposal (RFP) for the kitchen and laundry management; and

WHEREAS, responses were received from Aramark and Canteen Services, Inc., and after evaluating the responses the Sheriff's Office determined Canteen Services, Inc., provided the most responsive and responsible solution.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the Ingham County Sheriff's Office recommendation and hereby approves entering into a contract with Canteen Services, Inc., for the management of kitchen and laundry operations at the Ingham County Correctional Facility, for the time period of October 1, 2009 through September 30, 2011, at a per meal cost based on the census of the Jail's population as follows:

Census	Per Meal Cost
0 - 649	\$ .98
650 - 674	\$ .97
675 - and above	\$ .96

**RESOLUTION #09-283**

BE IT FURTHER RESOLVED, at the conclusion of the initial two year contract, there is an option to renew the contract if mutually agreed by both parties.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the County Controller/Administrator to make the necessary changes to the Ingham County Sheriff's Office Position Allocation List and 2009 Budget, including the reduction of one Ingham County Correctional Facility Supervisor, position # 301219, effective October 1, 2009.

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

**LAW ENFORCEMENT: Yeas:** Celentino, Copedge, Thomas, Schafer  
**Nays:** None **Absent:** Schor, Holman **Approved 8/13/09**

**FINANCE: Yeas:** Grebner, Nolan, Bahar-Cook, Tennis, Davis, Dougan  
**Nays:** None **Absent:** None **Approved 8/19/09**

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO EXTEND TWO CURRENT SERVICE AGREEMENTS  
AT THE INGHAM COUNTY SHERIFF'S OFFICE WITH CANTEEN SERVICES**

WHEREAS, the County of Ingham has two contracts with Canteen Services to provide both Inmate Commissary services and Food and Laundry Service Management Jail Kitchen services to the Ingham County Jail; and

WHEREAS, Canteen Services has honored all terms of the contracts and wishes to continue service to the Ingham County Jail; and

WHEREAS, the Canteen Services Contract for the Food and Laundry Service Management Jail Kitchen Services expires September 30, 2011; and

WHEREAS, the Canteen Services Contract for Inmate Commissary Services expired on February 28, 2011, and the County has the ability to exercise two one-year contract extensions; and

WHEREAS, the Sheriff's Office is recommending that both agreements be extended through February 29, 2012.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the extension of both contracts through February 29, 2012, under the same terms and conditions as the current agreements.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and County Clerk to sign any necessary contract documents to extend the current two contracts, subject to the approval as to form by the County Attorney.

MEMORANDUM

September 22, 2011

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: Third Quarter 2011 Budget Adjustments and Contingency Fund Update

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Enclosed please find the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2011. The total increase to the General Fund is \$340,000.

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 sizable adjustments recommended for the general fund this quarter. The most substantial is a \$1 million increase to property tax revenue. The actual taxable value for 2011 was substantially larger than the amount projected in the budget, resulting in a corresponding increase in property tax revenue. In two departments (District Court and Register of Deeds) revenues need to be adjusted downward due to revenue projecting lower than the budget. In the Circuit Court and the Sheriff's Office, revenues also need to be adjusted downward due to errors included in the 2011 Adopted Budget. The Economic Development revenue budget also needs to be adjusted downward; administrative cost reimbursement was included in the budget, but not in the final Community Development Block Grant for the Jackson National Life Insurance Company Expansion project.

On the expenditure side, the Sheriff's utilities budget needs to be increased by \$100,000 to be in line with current projections, and Circuit Court attorney fees need to be increased by \$240,000 for the same reason.

After these general fund adjustments, \$288,000 of the additional property tax revenue remains unallocated. This resolution will use that excess revenue in order to reduce budgeted use of fund balance by the same amount.

The largest non-general fund adjustment is the transfer of \$400,000 in unreserved fund balance from the Management Information Systems (MIS) fund to the Public Improvements fund. This \$400,000 will be allocated equally within that fund to the Network Maintenance account and the Law and Order Fund for Technology. This transfer was planned as part of the 2011 budget process, but the transfer was never formally authorized.

This resolution will also add a debt service budget for the Consolidated 911 Dispatch Center. The 2011 debt amount is \$66,048, with \$12,012 coming from the Emergency Telephone Dispatch Services – 911 Fund and the remaining \$54,036 from Federal tax credit receipts.

The remaining adjustments are to purchase various computer items from internal service funds and to authorize the transfer of temporary salary funds from the Parks and Zoo funds to the Friend of the Court fund to leverage cooperative reimbursement revenue for the Jail Alternative Sentencing Program.

Included here is an update of contingency fund spending so far this year. The current contingency amount is \$407,022. If the Board of Commissioners passes the resolution authorizing a contingency allocation to cover the Housing Commission's Community Development Block Grant deficit in the amount of \$40,000, as passed by the County Services and Finance Committees, the amount will be decreased to \$367,022. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$431,431.

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



**Agenda Item 4a**

**2011 CONTINGENCY**

Adopted Contingency Amount	\$431,431
R10-356: Contract for Cost Allocation Software Development	(11,000)
R10-364: Unallocated Community Agency Funding	7,667
R11-134: 1 <sup>st</sup> Quarter Adjustment	(21,076)
Proposed: Housing Commission CDBG Grant Deficit	(40,000)
<b>Current Contingency Amount</b>	<b>\$367,022</b>

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2011 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2011 Budget on October 26, 2010 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>2011 BUDGET 9/15/11</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$73,942,078	\$340,000	\$74,282,078
208	Parks	1,748,334	0	1,748,334
215	Friend of the Court	4,988,670	72,425	5,061,095
245	Public Improvements	1,923,847	0	1,923,847
261	Emergency Telephone 911	7,398,256	12,012	7,410,268
258	Potter Park/Zoo	4,779,724	0	4,779,724
361	911 Building Debt	0	66,048	66,048
636	MIS	2,638,263	400,000	3,038,263
664	Mach. & Equip. Revolving	1,404,435	6,695	1,411,130

## GENERAL FUND REVENUES

	2011 Budget – <u>9/15/11</u>	<u>Proposed</u> <u>Changes</u>	2011 Proposed <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	42,854,424	1,000,000	43,854,424
Property Tax Adjustments	(450,000)		(450,000)
Delinquent Real Property Tax	25,000		25,000
Unpaid Personal Property Tax	(50,000)		(50,000)
Industrial Facility Tax	394,000		394,000
Trailer Fee Tax	15,000		15,000
<b>Intergovernmental Transfers</b>			
Transfer from Rev. Sh. Res. Fund	5,180,645		5,180,645
State Revenue Sharing	911,329		911,329
Convention/Tourism Tax - Liquor	1,561,077		1,561,077
Health and Safety Fund	9,754		9,754
Use of Fund Balance	881,348	(288,000)	593,348
<b>Department Generated Revenue</b>			
Animal Control	617,937		617,937
Circuit Court - Family Division	556,092		556,092
Circuit Court - Friend of the Court	543,238		543,238
Circuit Crt - General Trial	2,222,915	(72,000)	2,150,915
Controller	3,170		3,170
Cooperative Extension	35,000		35,000
County Clerk	715,450		715,450
District Court	2,526,504	(75,000)	2,451,504
Drain Commissioner/Drain Tax	364,400		364,400
Economic Development	314,800	(25,000)	289,800
Elections	37,150		37,150
Emergency Operations	266,161		266,161
Equalization /Tax Mapping	50,100		50,100
Facilities	147,623		147,623

Human Resources	38,686		38,686
Probate Court	277,178		277,178
Prosecuting Attorney	842,200		842,200
Register of Deeds	1,545,567	(100,000)	1,445,567
Remonumentation Grant	88,319		88,319
Sheriff	5,711,026	(100,000)	5,611,026
Treasurer	5,283,865		5,283,865
Tri-County Regional Planning	61,740		61,740
Veteran Affairs	360,380		360,380
<b>Total General Fund Revenues</b>	<b>73,942,078</b>	<b>340,000</b>	<b>74,282,078</b>

### GENERAL FUND EXPENDITURES

	2011 Budget - <u>9/15/11</u>	Proposed <u>Changes</u>	2011 Proposed <u>Budget</u>
Board of Commissioners	581,148		581,148
Circuit Court - General Trial	7,681,842	240,000	7,921,842
District Court	2,357,991		2,357,991
Circuit Court - Friend of the Court	1,237,959		1,237,959
Jury Board	1,209		1,209
Probate Court	1,387,956		1,387,956
Circuit Court - Family Division	5,068,756		5,068,756
Jury Selection	94,669		94,669
Elections	289,135		289,135
Financial Services	677,544		677,544
County Attorney	412,220		412,220
County Clerk	616,089		616,089
Controller	813,159		813,159
Equalization/Tax Services	642,835		642,835
Human Resources	523,514		523,514
Prosecuting Attorney	5,823,815		5,823,815
Purchasing	207,933		207,933
Facilities	1,975,919		1,975,919

Register of Deeds	445,560		445,560
Remonumentation Grant	88,319		88,319
Treasurer	568,706		568,706
Drain Commissioner	998,116		998,116
Economic Development	346,323		346,323
Community Agencies	179,594		179,594
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	102,900		102,900
Jail Maintenance	282,958		282,958
Sheriff	17,483,050	100,000	17,583,050
Community Corrections	73,663		73,663
Animal Control	1,353,461		1,353,461
Emergency Operations	369,654		369,654
Board of Public Works	300		300
Drain Tax at Large	378,000		378,000
Health Department	11,291,874		11,291,874
Medical Examiner	419,617		419,617
Substance Abuse	787,545		787,545
Community Mental Health	1,866,174		1,866,174
Department of Human Services	1,752,470		1,752,470
Tri-County Aging	76,225		76,225
Veterans Affairs	444,866		444,866
Cooperative Extension	606,830		606,830
Parks and Recreation	1,308,853		1,308,853
Contingency Reserves	407,022		407,022
Legal Aid	20,000		20,000
2-1-1 Project	33,750		33,750
Capital Improvements	1,861,055		1,861,055
<b>Total General Fund Expenditures</b>	<b>73,942,078</b>	<b>340,000</b>	<b>74,282,078</b>

## **General Fund Revenues**

Circuit Court	Reduce Court of Claims reimbursement \$42,000. Court of Claims expenses were over reported from 2006 through 2010. Remove \$30,000 transfer in from Community Corrections fund. This was a one-time only transfer in 2010, and should not have been budgeted in 2011.
District Court	Decrease revenue \$75,000 to reflect current revenue projections.
Register of Deeds	Decrease revenue \$100,000 to reflect current revenue projections.
Property Tax Revenue	Increase current year property tax revenue budget \$1,000,000 to reflect actual taxable value from 2011 Equalization Report.
Economic Development	Reduce revenue \$25,000. The Community Development Block Grant for the Jackson National Life Insurance Company Expansion project initially included \$25,000 for administrative expenses. When the agreement was finalized, the administrative reimbursement was not included, and the County must pay this \$25,000 to the Board of Water and Light.
Sheriff	Decrease Sheriff's Services revenue \$100,000. The contract to provide police protection to county parks was discontinued in 2010. Revenue should not have been included in 2011 budget.
Use of Fund Balance	Decrease use of fund balance \$288,000 to offset net increase in general fund revenue.

## **General Fund Expenditures**

Circuit Court	Increase attorney fees budget \$240,000 to reflect current expenditure projections.
Sheriff	Increase utilities budget \$100,000 to reflect current expenditure projections.

## **Non-General Fund Adjustments**

Parks (F208)	Transfer funds for Jail Alternative Sentencing Program (JASP) from Parks temporary salaries line item to Friend of the Court to allow funds to be matched by Cooperative Reimbursement grant. (\$15,132)
Friend of the Court (F215)	Transfer funds for Jail Alternative Sentencing Program (JASP) from Parks and Zoo temporary salaries line items (\$24,142) to Friend of the Court to allow funds to be matched by Cooperative Reimbursement grant (\$48,283) for a total JASP budget of \$72,425.
Public Improvements (F245)	Transfer excess fund balance from MIS fund to Public Improvements fund to be allocated to the Network Maintenance account (\$200,000) and the Law and Order Fund for Technology (\$200,000). Transfer funds from the Law and Order Fund for Technology to cover Ingham County's 2011 contribution to the Technology Improvement Committee account (\$1,600).
Emerg. Phone – 911 (F261)	Increase transfer out to 911 Building Debt fund to pay for county portion of Consolidated 911 Dispatch Center debt service. (\$12,012)

Potter Park/Zoo (F258)	Transfer funds for Jail Alternative Sentencing Program (JASP) from Zoo temporary salaries line item to Friend of the Court to allow funds to be matched by Cooperative Reimbursement grant. (\$9,010)
911 Building Debt (F361)	Add debt service budget for Consolidated 911 Dispatch Center (\$66,048). Funding in the amount of \$12,012 will come from proceeds of the Emergency Telephone Dispatch Services – 911 Fund. The remaining \$54,036 will be reimbursed from Federal tax credit receipts.
MIS (F636)	Transfer excess fund balance from MIS fund to Public Improvements fund to be allocated to the Network Maintenance account (\$200,000) and the Law and Order Fund for Technology (\$200,000).
Mach./Eqp. Revolv. (F664)	Increase CIP upgrade funds to purchase the following equipment: one replacement laptop (\$1,500) and the increased cost for 5 PCs to be purchased instead of thin client computers (\$1,400) for the Health Department, one replacement laptop for Animal Control (\$1,400), one replacement laptop for Veterans Affairs (\$1,500), and one PC for the Youth Center for viewing new video surveillance cameras (\$895).

DATE: September 21, 2011

TO: Law Enforcement Committee  
County Services Committee  
Finance Committee

FROM: Mary Lannoye  
John Neilsen

RE: Resolution to Establish the Position of Ingham County 911 Central Dispatch Director within the Controller's Office

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Commissioners:

As you are aware, the Board of Commissioners previously authorized the Building Authority to proceed with the Ingham County Consolidated 911 Dispatch Center Project as well as legacy Agreements with our partners, the Cities of Lansing and East Lansing.

The current Construction Schedule has established an effective date of integration of April 17, 2012, to begin operations at the new 911 Central Dispatch Center.

As part of the planning process for this consolidation, conducted by the 911 Steering Committee, its Sub Committees, and Ingham County Human Resources Department, we have established job descriptions, salary and grade levels for the positions, and a "Ingham County 911 Central Dispatch Hiring Timetable" with the effective opening date of the new 911 Center now established, the revised timetable (August 2011) is attached.

The 911 Steering Committee is recommending this timetable for the new Ingham County 911 Central Dispatch Director to start approximately sixty to ninety days before the effective starting date of operations at the new 911 Central Dispatch Center to oversee the many details necessary to have a successful consolidation of the two current 911 Centers.

Therefore, the Controller's Office is recommending that the Board of Commissioners approve this Resolution and authorize the establishment of the Ingham County 911 Central Dispatch Director position along with the timetable.

The other Position approvals and Budgets will be presented at a later time as we get closer to the opening of the Facility in April of 2012.

Finally, the Provisions of Resolution #08-056 with respect to the current 911 Centers employees will be followed:

- Express the parties' intent that the current two 911 Centers' employees would not be placed in any worse position regarding wages.
- Express the parties' intent that the current two 911 Centers employees' benefit package be held harmless unless otherwise negotiated through collective bargaining.

Please contact us if you have any questions.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ESTABLISH THE POSITION OF INGHAM COUNTY  
911 CENTRAL DISPATCH DIRECTOR WITHIN THE CONTROLLER'S OFFICE**

WHEREAS, that the Ingham County Board of Commissioners has approved the recommendation of the Ingham County Building Authority and authorized the Ingham County Consolidated 911 Central Dispatch Center Project to proceed with a revised project design and budget; and

WHEREAS, the current Construction Schedule has established a effective date of integration of April 17, 2012 to begin operations at the new 911 Central Dispatch Center; and

WHEREAS, the 911 Steering Committee is recommending to start the new Ingham County 911 Central Dispatch Director approximately ninety to sixty days before the effective starting date of operations at the new 911 Central Dispatch Center to oversee the many details necessary to have a successful consolidation of the two current 911 Centers; and

WHEREAS, the County Controller's Office concurs with this recommendation.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby establishes the position of Ingham County 911 Central Dispatch Director at the following Salary and Grade Level:

MCF 13 (\$73,099 – 87,739, Salary Range)

BE IT FURTHER RESOLVED, that the hiring freeze and hiring delay are hereby waived for this position and it may be posted immediately.

BE IT FURTHER RESOLVED, that the position may start anytime on or after January 17, 2012.

**Ingham County 911 Dispatch Hiring Timetable - Revised August 31, 2011**

<u>Date</u>	<u>Event and Description</u>	<u>Notes</u>
November-December 2011	Hire 911 Director (FLSA exempt)	Ingham County will post, screen and refer applications to a Selection Committee. The Selection Committee should consist of: Ingham County Controller/Administrator and a Steering Committee representative from both Lansing and East Lansing. It is anticipated the director will start between 60-90 days before the planned April 17, 2012, 911 Center Opening.
TBD	Hire 911 Administrative Assistant (FLSA non-exempt)	Ingham County will post, screen and refer applications to the newly hired Director.
October 2011	Mail Lansing and East Lansing employees a Letter of Intent requesting a reply within 30 days.	This approach allows sufficient time for staffing and training needs.
TBD	Hire 911 Deputy Director (FLSA exempt)	Ingham County will post, screen and refer applications to the newly hired Director. The Director and the Ingham County Controller/Administrator should select.
TBD	Mail applications to all Lansing & East Lansing employees who expressed the intent to remain.	To be eligible for hire by Ingham County, all Lansing and East Lansing 911 employees must return a completed application to Ingham County's Human Resources Department by a date to be determined.
November 2011	Obtain records from Lansing and East Lansing regarding seniority and MERS service dates	Once the records are received, send confirmation letters to employees and unions so that they can confirm and/or challenge.
January 2012	Offers of employment to Lansing and East Lansing employees.	Employment packets will include Memorandums of Understanding, County work rules or the County's Managerial Policy, whichever is applicable.
April 12-16, 2012	Employee orientations	Multiple orientations will be offered at Lansing 911 Center, East Lansing 911 Center and Ingham County's Human Resources Department.
April 17, 2012	Ingham County 911 Center begins operations with staff in place.	Any future hiring needs for the Ingham County 911 Dispatch Center will follow standard Ingham County hiring procedures.

**INGHAM COUNTY  
JOB DESCRIPTION**

**911 CENTRAL DISPATCH DIRECTOR**

**General Summary:** Under the direction of the County Controller, the Director manages and directs the County's 911 Dispatch Center. Creates and implements long term goals, policies and procedures. Oversees and administers the department's operating budget. Works closely with police, fire and emergency personnel, and the 911 Advisory Board to maintain operational effectiveness. Makes public presentations as assigned.

**Essential Functions:**

1. Plans, develops and manages all activities of the Dispatch Center including personnel, resources, facilities, equipment, services and programs.
2. Oversees all personnel functions including recruitment, orientation, training, promotions, corrective actions and terminations.
3. Exercises administrative responsibility for the development, implementation and maintenance of technology to serve the 911 Center. Responsible for the financial tracking and monitoring of technology upgrades.
4. Problem-solves issue including, but not limited to, service response, performance standards, quality assurance issues and complaint investigations.
5. Responsible for compiling, researching and analyzing data for the purpose of establishing long term goals, policies and procedures.
6. Attends meetings as needed in order to answer questions and address issues pertaining to public safety dispatch.
7. Develops and oversees the Dispatch Center's budget process including budget projections and presentations. Monitors departmental expenditures and works within approved financial guidelines.
8. Assist Human Resources' Director in the preparation and negotiations of contracts as they affect the department.
9. Makes public presentations regarding the department's operation as assigned.

**Other Functions:**

1. Other tasks as assigned.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

**Employment Qualifications :**

**Education:** Bachelor's Degree in Business Administration, Public Administration, Criminal Justice, Emergency Services or related field is required. Master's Degree preferred. ENP certification preferred.

**Experience:** Five years of progressive responsibility in the field of public safety and general supervision is required. Experience with public safety communication technology is required.

**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.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

1. Sitting, walking, standing, bending over, lifting/holding/carrying objects found in an office environment.
2. Ability to communicate and respond to co-worker and customer inquiries both in person and over the telephone.
3. Ability to operate a PC/laptop and to enter & retrieve information from a computer.
4. Ability to handle varying and often high levels of stress.

**Working Conditions:**

Works in an office environment.

FLSA exempt job description created November, 2008