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VICE-CHAIRPERSON
SARAH ANTHONY

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

LAW AND COURTS COMMITTEE
BRYAN CRENSHAW, CHAIR
VICTOR CELENTINO
PENELOPE TSEKROGLOU
SARAH ANTHONY
TERI BANAS
RANDY SCHAFFER
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS

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THE LAW AND COURTS COMMITTEE WILL MEET ON THURSDAY, OCTOBER 27, 2016 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 [October 13, 2016 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
 - a. Resolution to Allow the Ingham County Sheriff's Office to Enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the [2016 Local JAG Grant](#)
 - b. Resolution to Enter into a Contract with West Shore Services Inc. for the Purpose of Adding and Upgrading [Outdoor Warning Sirens](#) in Ingham County
 - c. Resolution Authorizing Termination of the Support and Maintenance Agreement with [Advanced Public Safety, Inc.](#)
 - d. Resolution to Purchase from LexisNexis E-Citation Programming, Michigan UD-10 Crash Reporting and Diagramming and a One Year [E-Citation Annual Maintenance Program](#)
2. 9-1-1 Center – Resolution Authorizing Purchase of Equipment and Services for an Additional [Workstation](#) in the Ingham County 9-1-1 Center
3. Controllers/Administrators Office – Resolution Authorizing [Third Quarter Adjustments](#) to the 2016 Ingham County Budget

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.

LAW & COURTS COMMITTEE
October 13, 2016
Draft Minutes

Members Present: Crenshaw, Celentino, Banas, Maiville, Schafer, and Tsernoglou

Members Absent: Anthony

Others Present: Hon. Judge Tom Boyd, Major Sam Davis, John Neilsen, John Dinon, Lance Langdon, Kathy Murray-Rice, Loria Sabin, and others.

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

Approval of the September 29, 2016 Minutes

MOVED BY COMM. MAIVILLE SUPPORTED BY COMM. CELENTINO TO APPROVE THE MINUTES OF THE SEPTEMBER 29, 2016 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Anthony.

Additions to the Agenda

8. Other Issues
 - a. Revisit Board Appointment to the Joint Leadership Team Committee (*Discussion*)
 - b. Jail Bed Issue with Michigan Department of Corrections (*Discussion*)

Substitutions

4. Sheriff's Office
 - a. Resolution to Enter into an Agreement with the Michigan State University School of Psychiatry to Provide Psychiatric Services for Inmates at the Ingham County Jail

Limited Public Comment

None.

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

2. Circuit Court/Family Division – Resolution Honoring the 2015/2016 Ingham Academy Basketball Team
3. 55th District Court

- a. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court's State Court Administrative Office - Michigan Drug Court Grant Program (SCAO-MDCGP) and Enter into Subcontracts
 - b. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award From the Michigan Supreme Court State Court Administrative Office - Michigan Mental Health Court Grant Program (SCAO-MMHCGP), Continue a Probation Officer Position, and Enter into Subcontracts
4. Sheriff's Office
- b. Resolution to Enter into a Contract with the State of Michigan, Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and Accept the FY 2016 Homeland Security Grant Program Funds
5. 9-1-1 Center
- a. Resolution Authorizing Purchasing Scheduling Software/Services for the 911 Center
 - b. Resolution to Establish Additional Special Part Time On-Call 911 Central Dispatch Center Background Investigator Positions
 - c. Resolution Authorizing a Contract with Van Belkum to Upgrade the NICE 911 Recorder System for the Ingham County 911 Center
7. Board Referral – Letter from the State of Michigan Department of Health and Human Services Children's Services Agency Regarding the State Ward Chargeback Rates for Calendar Year 2017

THE MOTION CARRIED UNANIMOUSLY. Absent: Anthony.

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

- 1. Animal Control – Resolution to Reorganize and Expand Ingham County Animal Control Staff

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. BANAS, TO APPROVE THE RESOLUTION TO REORGANIZE AND EXPAND INGHAM COUNTY ANIMAL CONTROL STAFF.

Commissioner Schafer complimented John Dinon on his efforts regarding the resolution. He stated that he was concerned with the actual construction costs. He further stated he would vote against the resolution.

John Dinon, Animal Control Director, stated that the vote was for a new facility and expanded services.

John Neilsen, Chief Deputy Controller, stated that each position could be revisited and adjusted annually during the budget process as needed. He further stated that there is a commitment on behalf of the Animal Control Department to host fundraisers to make up any differences.

Commissioner Banas stated that she agreed with Mr. Neilsen. She further stated that she would like to check in with the Animal Control Department periodically regarding the positions.

Commissioner Tsernoglou asked if the Customer Service and Community Outreach position would be posted or filled from current employees.

Mr. Dinon answered that it would be posted, but current employees would be welcome to apply.

Discussion.

THE MOTION CARRIED. **Yeas:** Crenshaw, Celentino, Banas, Maiville, Tsernoglou
Nays: Schafer **Absent:** Anthony.

4. Sheriff's Office
 - a. Resolution to Enter into an Agreement with the Michigan State University School of Psychiatry to Provide Psychiatric Services for Inmates at the Ingham County Jail

MOVED BY COMM. MAIVILLE, SUPPORTED BY BANAS, TO APPROVE THE RESOLUTION TO ENTER INTO AN AGREEMENT WITH THE MICHIGAN STATE UNIVERSITY SCHOOL OF PSYCHIATRY TO PROVIDE PSYCHIATRIC SERVICES FOR INMATES AT THE INGHAM COUNTY JAIL.

Mr. Neilsen reviewed the substitutions to the resolution.

Commissioner Banas asked how the hours listed in the packet would translate into actual services.

Honorable Tom Boyd, 55th District Court Judge, stated that this partnership was an expansion to the current partnership. He further stated that this would mainly apply to those that need these services the most. He stated that the Health Department, Community Mental Health staff, and the jail staff would triage the people that truly need to be seen.

Discussion.

Sam Davis, Ingham County Sheriff's Office Major, stated that this would make a difference, but it would not be close to the number of hours needed to be able to service the number of inmates that need issues.

Discussion.

Commissioner Banas thanked the cooperative efforts between all of the departments.

Mr. Neilsen stated that this came out of collaborative efforts between the District Court, Sheriff's Office, Community Mental Health, and the Health Department and that this would restore what the county had before the program was cut.

Commissioner Maiville stated that this would cover millage eligible people and that there would be a gap of people that would not be able to be covered.

Mr. Neilsen confirmed that due to the limitations of the millage there may be some people that would fall through.

Judge Boyd stated that he was hopeful that some general fund money would be able to be made available to cover the gap.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Anthony.

5. 9-1-1 Center

- e. Resolution Authorizing a Contract with AT&T for Telephone Services for the Ingham County 9-1-1 Center

Chairperson Crenshaw stated that Agenda Item 5(e) was a late addition and had been missed earlier in the meeting.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH AT&T FOR TELEPHONE SERVICES FOR THE INGHAM COUNTY 9-1-1 CENTER.

THE MOTION CARRIED UNANIMOUSLY. Absent: Anthony.

- d. Report on Operations by Director Lance Langdon

Lance Langdon, 9-1-1 Director, stated that employees were continuing to work hard at the center. He reviewed the report containing the number of openings, offers being made to new employees, and new positions. He further stated that texting to 9-1-1 was being moved forward and that there should be no cost to the committee as it would be covered through the cell phone carriers just as calls to 9-1-1 are.

Chairperson Crenshaw asked about the approximate cost of the electronic scheduling system.

Mr. Neilsen responded that the cost would be \$8,035.20.

Mr. Langdon stated that this electronic scheduling system was a program primarily for public safety, but it would have the ability to connect with MUNIS and could be brought in to other departments.

Commissioner Banas asked if the 9-1-1 Center would be the only department in the County to utilize the electronic system.

Mr. Langdon responded yes.

Discussion.

Commissioner Banas asked if the October 11th Joint Leadership Team meeting came up with discussion items regarding low staff morale.

Mr. Langdon stated that recruiting, retention, and morale were discussed, but the exact conversation was confidential.

Discussion.

Commissioner Maiville stated that the wash-out rate was quite high even with the amount of screening done.

Mr. Langdon stated that adjustments were being made including increasing passing score requirements. He further stated that they have hired people with lower scores that worked well as dispatchers.

Commissioner Schafer asked if Lansing Community College offered programming on call taking.

Mr. Langdon stated no, but Baker College and Oakland Community College did.

Commissioner Schafer asked if all counties had the same system for testing or if it was based on the needs of the center.

Mr. Langdon said it was based on the needs of the county and described the types of tests the Ingham County 9-1-1 Center used.

Commissioner Tsernoglou stated that having reports directly from the 9-1-1 Director were not able to signify any progress and that she hoped there would be some more interaction between staff and the employees of the 9-1-1 Center regarding efforts to solve the problems.

Commissioner Banas stated this was a routine report and that she expected to see more details in the management action plan requested at the last meeting.

Mr. Neilsen stated that the report would be presented at the December 1st meeting.

Discussion.

Commissioner Tsernoglou asked if there would be input from the employees for the management action plan.

Commissioner Celentino stated yes.

Discussion.

Commissioner Schafer stated that he thought progress was being made with the resolutions and some of the discussion at the meeting.

Chairperson Crenshaw recommended subsequent updates be regarding new things for improvement rather than the simple activities at the center.

Mr. Langdon stated that increasing morale was not just up to administration alone, but that several employees had been creating opportunities for involvement at the center.

6. Controllers/Administrators Office – Ingham County 2017 Juvenile Justice Community Agency Process (*Discussion*)

Chairperson Crenshaw reviewed the funds that were approved at a previous meeting. He stated that the additional funds had been requested by some of the agencies.

Mr. Neilsen stated that Small Talk had given a revised proposal which had led to additional funds. He reviewed the memorandum and stated that the committee could ask the four agencies if they would like additional funding or they could close the process and save the money for the next year.

MOVED BY COMM. TSERNOGLOU, SUPPORTED BY COMM. MAIVILLE, TO
DECLARE THE 2017 JUVENILE JUSTICE COMMUNITY AGENCY PROCESS OVER
AND TO SAVE THE LEFTOVER MONEY FOR THE NEXT YEAR.

Commissioner Celentino asked where the additional funds could be allocated if the process was reopened.

Mr. Neilsen responded that the additional funds must be spent in Juvenile Justice programs.

Commissioner Celentino stated that he respected Mr. Neilsen's recommendations, but since some of the agencies had already requested additional funding he supported reopening the application process.

THE MOTION CARRIED. **Yeas:** Tsernoglou, Banas, Schafer, Maiville **Nays:** Celentino, Crenshaw **Absent:** Anthony

8. Other Issues

a. Revisit Board Appointment to the Joint Leadership Team Committee (*Discussion*)

Chairperson Crenshaw reviewed the motion made at the last meeting to allow the chairperson or designee to sit in on the Joint Leadership Team (JLT) Committee. He further stated that due to confidentiality he felt it would not be appropriate to have a Commissioner present at those meetings.

Mr. Neilsen stated that the JLT Committee was a working committee and not a board appointed committee. He further stated that he asked for a vote by the JLT Committee members regarding whether or not they wanted a Commissioner present at the meetings. He stated it passed, but by a narrow margin. He further stated that he felt it would put a Commissioner in a difficult position due to the confidentiality constraints.

Discussion.

Commissioner Maiville asked if there had been progress made in regards to getting Dr. Brockman back on board.

Mr. Neilsen stated that there was interest in it, but not at this time.

b. Jail Bed Issue with Michigan Department of Corrections (*Discussion*)

Mr. Neilsen provided an update regarding the jail bed issue. He stated that the Michigan Department of Corrections (MDOC) sent a request to cancel the contract only three days into it. He stated that they did not have 100 beds to lease, but could have a maximum of 70 beds and would have a decision in a few weeks. He further stated that the Sheriff's Office had contacted Wayne County to possibly lease beds as well.

Discussion.

Commissioner Celentino asked about the seriousness of the issue.

Major Davis responded that if MDOC was only concerned with programming that Ingham County's programs were far superior to those in neighboring counties.

Discussion.

Announcements

Tuesday, October 18th, at 6:00 p.m. several Ingham Academy youth will be asking questions of candidates for public office at the Ingham County Family Center.

Public Comment

Tom Krug, Capitol City Labor Program Executive Director, addressed the committee regarding the 9-1-1 Center and the confidentiality that had been set forth. He stated that he did not want the confidentiality to become a hindrance to progress. He further stated that there was no legal document regarding the confidentiality.

Kathy Murray-Rice, 9-1-1 Dispatcher, addressed the committee regarding the 9-1-1 Center. She stated that morale had not changed, but that there hadn't been many opportunities to follow through on discussions.

Commissioner Schafer asked how old someone had to be to work at the center.

Ms. Murray-Rice replied eighteen years of age.

Commissioner Banas stated that she was pleased that there had been momentum involved in improving morale.

Adjournment

The meeting was adjourned at 7:30 p.m.

OCTOBER 27, 2016 LAW & COURTS AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Chief Deputy Controller is recommending approval of the following resolutions/actions:

- 1a. *Sheriff's Office – Resolution to Allow the Ingham County Sheriff's Office to Enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2016 Local JAG Grant*

This resolution would authorize entering into an Interlocal agreement between Ingham County, the City of Lansing and the City of East Lansing to accept the \$95,990 allocated portion of the 2016 Local JAG grant. The County would not receive any funds again this year under the proposed 2016 JAG grant because the formula requires a certain threshold of serious crime in the Sheriff's Office area of primary jurisdiction. Nonetheless the County is still required to enter into this agreement and we have done so in previous grant cycles. However the City of Lansing will approve allocating a voluntary \$4,000 to the County and the Sheriff for unspecified Technology upgrades through a subcontract (see attached memo).

- 1b. *Sheriff's Office - Resolution to Enter into a Contract with West Shore Services Inc. for the Purpose of Adding and Upgrading Outdoor Warning Sirens in Ingham County*

This resolution authorizes another phase of the County wide phased upgrade, replacement, and installation of the emergency alert and warning siren system in Ingham County through Homeland Security Grant funds (\$28,000). This phase will include one siren for Onondaga Township. The remaining phase(s) will include sirens for Dansville, Leroy Township, and Stockbridge subject to the availability of grant funds (see attached memo for details).

- 1c. *Sheriff's Office - Resolution Authorizing Termination of the Support and Maintenance Agreement with Advanced Public Safety, Inc.*

This resolution authorizes the Controller to send immediate notice to Advanced Public Safety, Inc. pursuant to Section 5.2.2 of the Support and Maintenance Agreement that the County is terminating the agreement effective 11:59 p.m. on December 31, 2016. The termination of this current contract should be predicated on the passage of the companion resolution to authorize a new replacement contract with LexisNexis (see attached memo for details).

- 1d. *Sheriff's Office - Resolution to Purchase from LexisNexis E-Citation Programming, Michigan UD-10 Crash Reporting and Diagramming and a One Year E-Citation Annual Maintenance Program*

This resolution authorizes a new replacement contract with LexisNexis to purchase their E-Citation program which includes the Michigan UD-10 Crash reporting, diagramming program, and a one year maintenance contract at a cost not to exceed \$25,328.70 from the 2017 Sheriff's Office Capital Improvement funds. This is a companion resolution to the previous Resolution which terminates the contract with the current vendor at the end of 2016 (see attached memo for details).

2. 9-1-1 Center – Resolution Authorizing Purchase of Equipment and Services for an Additional Workstation in the Ingham County 9-1-1 Center

This resolution authorizes approval of a new 9-1-1 workstation installation project and services as approved in the 9-1-1 Centers 2016 CIP budget at a total cost not to exceed \$45,000 which includes the \$2,490.92 contingency, from the 9-1-1 Center 2016 CIP budget.

This is being proposed to supplement effective 9-1-1 Center supervision and to improve relations with staff here at the Center (see attached memo for details).

3. Controller's Office – Resolution Authorizing Third Quarter Adjustments to the 2016 Ingham County Budget

This resolution would authorize the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2016. The total increase to the General Fund is \$ \$181,127.

The current Contingency fund amount is \$245,450 (see attached memo for details).

Agenda Item 1a

TO: Law & Courts Committee
Finance Committee

FROM: Major Joel Maatman

DATE: Oct 17, 2016

RE: 2016 Local JAG Grant

This is a resolution requesting the Ingham County Sheriff's Office be allowed to enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2016 Local JAG Grant.

As part of this JAG Grant for 2016, the Lansing Police Department will allocate up to \$4000.00 to the Ingham County Sheriff's Office for technology upgrades.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ALLOW THE INGHAM COUNTY SHERIFF'S OFFICE TO ENTER INTO AN INTERLOCAL AGREEMENT WITH THE CITY OF LANSING AND CITY OF EAST LANSING FOR THE 2016 LOCAL JAG GRANT

WHEREAS, the City of Lansing Police Department, City of East Lansing Police Department, and the Ingham County Sheriff's Office was allocated \$95,990.00 for the 2016 Local JAG grant from the Department of Justice; and

WHEREAS, the City of Lansing is the fiduciary of this grant; and

WHEREAS, the Ingham County Sheriff's Office portion allocated from this grant is \$0.00 for 2016 due to a lack of violent crime data for 2015; and

WHEREAS, part of the application process to receive this funding from the 2016 Local JAG grant, the Ingham County Sheriff's Office must enter into a Interlocal agreement with the City of Lansing and East Lansing, allowing for disbursement of allocated funds to both government police agencies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into the Inter-local agreement between Ingham County, the City of Lansing and the City of East Lansing to accept the \$95,990.00 allocated portion of the 2016 Local JAG grant for the time period of July 1, 2016 through September 30, 2019.

BE IT FURTHER RESOLVED, that the Lansing Police Department will voluntarily allocate, from their portion of the 2016 Local JAG grant \$4,000.00 to the Ingham County Sheriff's Office to be used for technology upgrades.

BE IT FURTHER RESOLVED, that the Ingham County Controller is authorized to make the necessary adjustments to the 2016-2019 Sheriff's Office budgets consistent with this resolution.

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

Agenda Item 1b

TO: LE Committee
Finance Committee

FROM: Sergeant Jeff Weiss, Ingham County Office of Homeland Security and
Emergency Management

DATE: October 5, 2016

RE: RESOLUTION TO ENTER INTO A CONTRACT WITH WEST SHORE
SERVICES INC. FOR THE PURPOSE OF ADDING AND UPGRADING
OUTDOOR WARNING SIRENS IN INGHAM COUNTY.

This Resolution is for the approval to utilize FY2015 Homeland Security Grant Program Funding as part of an ongoing project to upgrade, replace, and install outdoor warning sirens in Ingham County. The Outdoor warning siren project has been done in phases.

Specifically, Grant funding will be used to purchase one siren for Onondaga Township in Ingham County. This project serves to upgrade the emergency alert and warning siren system in Ingham County. Most of Ingham County is already using the newer two-way digital sirens, and this warning siren will be added to the network. This phase will include one siren for Onondaga Township. The last phase will include sirens for Dansville, Leroy Township, and Stockbridge.

The siren system is controlled jointly with the City of Lansing, with the Ingham County 911 Center serving as the primary activation point- with backups at the Lansing Emergency Operations Center and Ingham County Emergency Operations Center. All radio equipment is in compliance with FCC requirements. The Ingham County Local Planning Team has determined that the need for emergency alert and warning sirens is a funding priority.

The Michigan State Police Emergency Management and Homeland Security Division have approved the funding proposal. The FY2015 HSGP funding was approved in Resolution 15-421. West Shore Services is the sole source vendor for the siren system in place.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO A CONTRACT WITH WEST SHORE SERVICES INC. FOR THE PURPOSE OF ADDING AND UPGRADING OUTDOOR WARNING SIRENS IN INGHAM COUNTY

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY2015 Homeland Security Grant Program (HSGP); and

WHEREAS, the purpose of these grant funds is to purchase equipment and to provide training in the Homeland Security & Emergency Management field; and

WHEREAS, the Local Planning Team has determined that the need for emergency alert and warning sirens is a funding priority; and

WHEREAS, the grant funding will be used to purchase one siren for Onondaga Township in Ingham County; and

WHEREAS, this project serves to upgrade the emergency alert and warning siren system in Ingham County that has been completed in phases; and

WHEREAS, the siren system is controlled jointly with the City of Lansing and the Ingham County 911 Center serves as the primary activation point with backups at the Ingham County Emergency Operations Center and City of Lansing Emergency Operations Center; and

WHEREAS, the Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal; and

WHEREAS, the total expenditure for this proposal is \$28,000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with Westshore Services Inc. and to utilize \$28,000 from the FY2015 Homeland Security Grant Funding to upgrade and purchase one outdoor warning siren.

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

Agenda Item 1c

TO: Law & Courts Committee
Finance Committee

FROM: Major Maatman, Field & Staff Services Administrator

DATE: October 18, 2016

RE: RESOLUTION TO END A CONTRACT AND MAINTENANCE AGREEMENT
WITH ADVANCE PUBLIC SAFETY COMPANY ON 12-31-16.

This resolution is for the approval to end the current contract and maintenance agreement on 12-21-16 with Advanced Public Safety Company which is the Sheriff's Office current e-citation program.

The Sheriff's Office has sent a resolution to purchase a new E-citation program from Lexis-Nexis on 1-1-17.

Introduced by Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING TERMINATION OF THE SUPPORT AND MAINTENANCE AGREEMENT WITH ADVANCED PUBLIC SAFETY, INC.

WHEREAS, the Ingham County Board of Commissioners passed a resolution to allow the Ingham County Sheriff's Office to enter into an agreement with Advanced Public Safety, Inc. for the Sheriff's Office and 55th District Court's electronic ticket writing annual maintenance fees for 2016; and

WHEREAS, the Sheriff no longer desires to utilize Advanced Public Safety Inc.'s maintenance program for 2017; and

WHEREAS, the agreement automatically renews on January 1st of each year unless either party provides prior written notice that it desires to terminate the agreement; and

WHEREAS, the Support and Maintenance Agreement entered into between the County and Advanced Public Safety, Inc. under Section 5.2.2 requires no less than thirty (30) days written notice prior to the renewal term on January 1, 2017.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller to send immediate notice to Advanced Public Safety, Inc. pursuant to Section 5.2.2 of the Support and Maintenance Agreement that the County is terminating the agreement effective 11:59 p.m. on December 31, 2016.

Agenda Item 1d

TO: Law & Courts Committee
Finance Committee

FROM: Major Maatman, Field & Staff Services Administrator

DATE: October 12, 2016

RE: RESOLUTION TO PURCHASE FROM LEXISNEXIS E-CITATION
PROGRAMING, MIICHIGAN UD-10 CRASH REPORTING AND
DIAGRAMING AND A ONE YEAR E-CTIATION ANNUAL
MAINTENANCE PROGRAM.

This resolution is for the approval to purchase the above three programs from LexisNexis Jan 2, 2017, not to exceed \$25,328.70. Funds are budgeted in the 2017 capital improvement funds.

The Sheriff's Office is ending a current e-citation contract with APS on December 31, 2016 and wishes to purchase the above programing for our e-citation program.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO PURCHASE FROM LEXISNEXIS E-CITATION PROGRAMMING,
MICHIGAN UD-10 CRASH REPORTING AND DIAGRAMMING AND
A ONE YEAR E-CITATION ANNUAL MAINTENANCE PROGRAM**

WHEREAS, the Ingham County Sheriff's Office has had for several years used APS (Advanced Public Safety) for our patrol cars and District Court E-Citation programming; and

WHEREAS, the last two years issues occurred with our E-Citation programming that APS has failed to fix; and

WHEREAS, LexisNexis purchased the company Iyetek which several Mid-Michigan Police agencies use for their E-Citation programming; and

WHEREAS, changing to LexisNexis E-Citation programming includes, at no extra cost, Michigan UD-10 Crash Reporting and diagramming free with purchase of their E-Citation program; and

WHEREAS, currently with APS E-Citation programming, there is no Michigan UD-10 Crash reporting or diagramming program, and deputies on crash scenes have to use the current Tri-Tech E-crash reporting program that does not meet the new 2016 Michigan State Police Accident Report requirements; and

WHEREAS, the above free Michigan UD-10 Crash reporting system with LexisNexis does meet those Michigan State Police requirements.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract with LexisNexis to purchase their E-Citation program which includes the Michigan UD-10 Crash reporting and diagramming program, and one year maintenance contract at a cost not to exceed \$25,328.70 from the 2017 Sheriff's Office Capital Improvement funds.

BE IT FURTHER RESOLVED, that the Ingham County Controller is authorized to make the necessary budget adjustments to the 2017 Sheriff's Office budget.

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

Agenda Item 2

TO: Ingham County Board of Commissioners, Law and Courts and Finance Committees

FROM: Lance Langdon, 9-1-1 Director

DATE: October 18, 2016

SUBJECT: Request to Purchase new 9-1-1 Center Workstation and Equipment
For the meeting agenda of October 27, 2016.

BACKGROUND

The 9-1-1 Center was designed to have twelve workstations on the main floor with room to expand to three additional positions, if needed, in the future. Since opening there has been complaint from staff that the supervisors are too far away from the Dispatch floor in the raised work station they currently have. It was determined that if we added an additional work station next to the Metro Police station, we could move our LEIN operator to the new position, bringing them closer to the Police dispatchers that they communicate with regularly. We would then have the old LEIN position used by the supervisors at floor level to improve communications and interaction with staff on a regular basis. Additionally, if needed, it would allow for extra staffing on the dispatch floor rather than using the training room away from the floor for special events. This was requested and approved in our 2016 CIP budget.

ALTERNATIVES

We would continue as we have been, with 9-1-1 Supervisors not being on the floor with staff.

FINANCIAL IMPACT

The costs for this project were estimated and budgeted were approved at \$40,000.00. The actual project is a little over the approved cost, but there are additional funds from the Smart911 project, as it was well under budget. Original Smart 911 project costs were estimated at \$32,000.00, but the final project was under \$17,000.00 leaving us \$15,000.00 in the CIP Fund to cover the overage.

I have asked for \$2,490.92 in contingency for anything unforeseen that we might find in installing this equipment.

We have the needed radio, phone, and computer equipment for the station. The costs listed under phone and radio are for the work to be completed to move and install the equipment at the new station.

OTHER CONSIDERATIONS

This is being proposed to supplement effective 9-1-1 Center supervision and to improve relations with staff here at the Center. I believe that it will be a great improvement and will be seen as a very positive step by all staff.

RECOMMENDATION

Based on the information presented, I respectfully recommend the attached resolution to support the purchase of the equipment and services.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING PURCHASE OF EQUIPMENT AND SERVICES FOR AN
ADDITIONAL WORKSTATION IN THE INGHAM COUNTY 9-1-1 CENTER**

WHEREAS, Ingham County 9-1-1 Central Dispatch Center requested and was approved for a CIP project in its 2016 budget to add an additional workstation to the call center; and

WHEREAS, the addition of this station will relocate work duties for staff and allow for shift supervisors to work more closely with dispatch staff; and

WHEREAS, the quotes for equipment and services have been received from vendors and totals \$42,509.08 for this project; and

WHEREAS, the 9-1-1 Department is asking for a \$2,490.92 contingency for any unseen circumstances that may arise during installation; and

WHEREAS, the vendors for this project are sole source, GSA, or under contract with Ingham County to provide services on the various systems.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of a new 9-1-1 workstation and related installation services for a total project cost not to exceed \$45,000.00, which includes \$42,509.08 for equipment and services and \$2,490.92 for contingency from the 9-1-1 Center CIP 2016 budget.

BE IT FURTHER RESOLVED, that the following vendors and amounts are approved for equipment and services for this project:

Russ Bassett, for workstation equipment and installation - \$24,157.20
Carousel Industries, for relocation of existing phone equipment- \$1,670.00
Harris Radio, for relocation of existing radio equipment- \$1,608.00
FD Hayes, for electrical and cabling - \$13,800.00
CDW, for workstation computer monitors- \$1,273.88

BE IT FURTHER RESOLVED, that the Ingham County Controller is authorized to make the necessary budget adjustments to the 2016 9-1-1 Center budget

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

TO: Board of Commissioners Finance and Liaison Committees
FROM: Teri Morton, Budget Director
DATE: October 18, 2016
SUBJECT: Third Quarter 2016 Budget Adjustments and Contingency Fund Update

For the meeting agendas of 10/27/16 Law and Courts, 11/01/16 County Services
11/2/16 Finance, and 11/7/16 Human Services

BACKGROUND

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.

FINANCIAL IMPACT

Detail of the the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2016 are attached. The total increase to the General Fund is \$181,127.

The largest adjustments in the general fund are recognizing reimbursements from Mason Public Schools, Lansing Public Schools and the State of Michigan for elections expenses. Both revenues and expenses in the Elections budget will be increased by \$181,127. There are also two transfers in the general fund to cover the cost of temporary employees, one within Veterans Affairs and one between the Controller’s Office and Financial Services. Transfers related to personnel costs require Board approval.

The Road Department fund is increased by \$3.1 million. \$1.5 million is an increased use of unrestricted fund balance. This adjustment is done annually after the prior year’s final fund balance has been analyzed. An additional \$1.6 million is from the Enbridge settlement funds. Various expenses will be adjusted using this available funding, the largest being \$2.05 million for contractual services – primary roads/non-federal aid.

There are also a few adjustments in the Machinery and Equipment Revolving Fund for replacement computer equipment and a copier. Funds are available for these purchases through accumulated chargebacks to departments. There is also an adjustment in the Public Improvements fund to cover the cost of an emergency replacement of the card access system at the Sheriff’s Office.

OTHER CONSIDERATIONS

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$245,450. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

RECOMMENDATION

It is recommended that the Board adopt the adjustments to the Ingham County budget for the third quarter of fiscal year 2016 as presented in the attached resolution and schedule.

2016 CONTINGENCY

Adopted Contingency Amount	\$350,000
R16-165: BOC Temporary Employee for FOIA	(4,550)
R16-269: VOA New Hope Day Shelter	(30,000)
R16-362: DHHS Additional Appropriation	(50,000)
R16-421: Temporary Assistant Prosecutor	(20,000)
Current Contingency Amount	\$245,450

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THIRD QUARTER ADJUSTMENTS TO THE
2016 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2016 Budget on October 27, 2015 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>2016 BUDGET 10/15/16</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$80,977,181	\$181,127	\$81,158,308
201	Road	26,445,881	3,100,000	29,545,881
245	Public Improvements	1,216,306	8,517	1,224,823
664	Mach. & Equip. Revolving	1,390,217	13,924	1,404,141

GENERAL FUND REVENUES

	2016 Budget – <u>10/15/16</u>	<u>Proposed Changes</u>	2016 Proposed <u>Budget</u>
Tax Revenues			
County Property Tax	44,782,645		44,782,645
Property Tax Adjustments	(150,000)		(150,000)
Delinquent Real Property Tax	15,000		15,000
Unpaid Personal Property Tax	(10,000)		(10,000)
Industrial Facility Tax	300,000		300,000
Trailer Fee Tax	15,000		15,000
Intergovernmental Transfers			
State Revenue Sharing	6,088,744		6,088,744
Convention/Tourism Tax - Liquor	1,395,224		1,395,224
Court Equity Fund	1,490,000		1,490,000
Use of Fund Balance	3,278,068		3,278,068
Department Generated Revenue			
Animal Control	710,636		710,636
Circuit Court - Family Division	1,016,625		1,016,625
Circuit Court - Friend of the Court	562,000		562,000
Circuit Crt - General Trial	2,467,390		2,467,390
Controller	3,170		3,170
Cooperative Extension	2,500		2,500
County Clerk	632,210		632,210
District Court	2,674,448		2,674,448
Drain Commissioner/Drain Tax	394,758		394,758
Economic Development	56,640		56,640
Elections	66,550	181,127	247,677
Emergency Operations	53,582		53,582

Equalization /Tax Mapping	10,100		10,100
Facilities	172,957		172,957
Financial Services	89,673		89,673
Health Department	120,000		120,000
Human Resources	42,368		42,368
Probate Court	277,178		277,178
Prosecuting Attorney	602,452		602,452
Register of Deeds	2,036,729		2,036,729
Remonumentation Grant	87,454		87,454
Sheriff	6,007,197		6,007,197
Treasurer	5,222,133		5,222,133
Tri-County Regional Planning	63,921		63,921
Veteran Affairs	399,829		399,829
Total General Fund Revenues	80,977,181	181,127	81,158,308

GENERAL FUND EXPENDITURES

	2016 Budget - <u>10/15/16</u>	Proposed <u>Changes</u>	2016 Proposed <u>Budget</u>
Board of Commissioners	556,179		556,179
Circuit Court - General Trial	8,613,169		8,613,169
District Court	3,175,311		3,175,311
Circuit Court - Friend of the Court	1,594,800		1,594,800
Jury Board	1,199		1,199
Probate Court	1,485,465		1,485,465
Circuit Court - Family Division	5,489,400		5,489,400
Jury Selection	134,467		134,467
Elections	357,857	181,127	538,984
Financial Services	771,089	2,500	773,589
County Attorney	445,143		445,143

County Clerk	954,350		954,350
Controller	937,239	(2,500)	934,739
Equalization/Tax Services	729,444		729,444
Human Resources	748,469		748,469
Prosecuting Attorney	6,371,869		6,371,869
Purchasing	217,271		217,271
Facilities	2,078,574		2,078,574
Register of Deeds	751,832		751,832
Remonumentation Grant	87,454		87,454
Treasurer	540,495		540,495
Drain Commissioner	964,065		964,065
Economic Development	131,524		131,524
Community Agencies	220,000		220,000
Ingham Conservation District	8,190		8,190
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	113,053		113,053
Jail Maintenance	215,600		215,600
Sheriff	20,361,228		20,361,228
Tri-County Metro Squad	75,000		75,000
Community Corrections	154,896		154,896
Animal Control	1,740,197		1,740,197
Homeland Sec./Emergency Ops.	204,115		204,115
Board of Public Works	300		300
Drain Tax at Large	430,000		430,000
Health Department	5,302,865		5,302,865
Community Health Centers	2,892,486		2,892,486

Jail Medical	1,921,190		1,921,190
Medical Examiner	359,075		359,075
Substance Abuse	701,927		701,927
Community Mental Health	1,897,161		1,897,161
Department of Human Services	1,974,769		1,974,769
Tri-County Aging	78,512		78,512
Veterans Affairs	551,795		551,795
Cooperative Extension	444,081		444,081
Library Legacy Costs	133,236		133,236
Parks and Recreation	1,566,141		1,566,141
Contingency Reserves	245,450		245,450
Legal Aid	20,000		20,000
2-1-1 Project	45,750		45,750
Community Coalition for Youth	27,000		27,000
Capital Improvements	2,154,999		2,154,999
Total General Fund Expenditures	80,977,181	181,127	81,158,308

General Fund Revenues

Elections Increase elections reimbursement revenue from local school districts \$38,655 and State of Michigan \$142,472. Elections expenses are increased by the same amount.

General Fund Expenditures

Elections Increase elections expenses \$181,127. Elections reimbursement revenue is increased by the same amount.

Financial Services Transfer \$2,500 from Controller Temporary Salaries to Financial Services Temporary Salaries to pay for temporary employee working on financial software issues.

Controller Transfer \$2,500 from Controller Temporary Salaries to Financial Services Temporary Salaries to pay for temporary employee working on financial software issues.

Veterans Affairs Transfer \$949 from supplies to temporary salaries to pay for extra coverage provided by replacement transportation officer.

Non-General Fund Adjustments

Road Department (F201)	Recognize \$1.6 million Enbridge settlement funds. Increase use of previous year's fund balance \$1.5 million. Adjust expenses as follows: increase temporary salaries - \$85,000, increase overtime - \$250,000, decrease diesel fuel - \$200,000, decrease unleaded fuel - \$40,000, increase salt - \$150,000, increase contract services/primary, non-federal aid - \$2.05 million, increase asphalt and tack \$415,000, increase culverts - \$75,000, increase State contract services - \$315,000. (Net increase to fund - \$3.1 million)
Public Improvements (F245)	Increase use of Public Improvements fund balance for emergency replacement of Sheriff's Office card access system (\$8,517).
Mach./Equip. Revolving (F664)	Increase CIP upgrade funds for replacement PC (\$839) and laptop in Clerk's Office (\$1,484), copier for Road Department (\$3,914), PC in Controller's Office (\$908), 6 PCS for Sheriff's Office (\$5,449), and laptop for Parks (\$1,330).