

CHAIRPERSON
CALVIN LYNCH

VICE-CHAIRPERSON
CURTIS HERTEL, JR.

VICE-CHAIRPERSON PRO-TEM
THOMAS L. MINTER

FINANCE COMMITTEE
MARK GREBNER, CHAIR
CHRIS SWOPE
LISA DEDDEN
CURTIS HERTEL, JR.
MARC THOMAS
THOMAS L. MINTER

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, OCTOBER 8, 2003 AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [September 17, 2003 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. 911 Advisory Committee - Resolution Authorizing Contract with [Lansing](#) for the Computer Aided Dispatch System (CAD) Phase II Wireless Interface Project
2. Sheriff's Office
 - a. Resolution to Accept a Grant from the [Michigan Municipal Risk Management Authority](#) for the Purchase of In-Car Cameras
 - b. Resolution to Accept Monies Earned from [Recycling Project](#) for the Victim Services Unit
 - c. Resolution to Purchase Tasers for the Sheriff's Office through a Grant with Michigan Municipal Risk Management Authority Using [Matching Funds](#) From East Lansing Reimbursement
3. Parks Board
 - a. Resolution Authorizing Entering Into Easement Agreements for the [Lake Lansing Trail](#)
 - b. Resolution to Authorize an Appropriation to be Used for the Construction of the Proposed City of Lansing [Dog Park](#)
4. Health Department
 - a. Resolution to Authorize a Contract with [Clearwater Research, Inc.](#) to Conduct a Behavioral Risk Factor Survey
 - b. Resolution to Amend the 2004 [Health Department](#) Budget and Establish a Position
 - c. Resolution to Authorize a "[Community Voices](#)" Grant from the W. K. Kellogg Foundation
 - d. Resolution to Reclassify Two [Part Time Positions](#) in the Adult Health Center
 - e. Resolution to Change the Status of an [Early Childhood](#) Consultant Position
5. Community Mental Health - Resolution Authorizing a [Lease Contract](#) with the Community Mental Health Board of Clinton, Eaton, and Ingham Counties for the Old Sheriff's Residence

6. MIS Department - Resolution to Authorize a Reorganization of the Management Information Services Supervisor of Computer Operations Position
7. Controller's Office
 - a. Resolution Authorizing Adjustments to the 2003 Ingham County Budget
 - b. Briefing Books on Selected County Issues: Analyses on Area of Priority Identified by the Ingham County Board of Commissioners (*Please bring Briefing Book which was mailed under separate cover*)
 - c. Resolution Amending the Ingham County Living Wage Policy
 - d. Update on Discussions with Lansing Charter Township
8. Board Referrals
 - a. Resolution from Arenac County Discouraging Further Cuts in Revenue Sharing to Counties
 - b. Notice of Public Hearing from Webberville Village for an Industrial Facilities Exemption Certificate for GT USA, LLC
 - c. Letter from Delhi Charter Township Downtown Development Authority Outlining Proposed Amendments to the Existing Tax Increment Financing and Development Plans for Delhi Township
 - d. Resolution from Antrim County Expressing Opposition to Any Further Cuts in Revenue Sharing

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

FINANCE COMMITTEE
September 17, 2003
Minutes

Members Present: Mark Grebner, Chris Swope, Curtis Hertel, Marc Thomas, Thomas Minter and Board Chairperson Calvin Lynch

Members Absent: Lisa Dedden

Others Present: Jerry Ambrose, Bruce Bragg, Paul Pratt, Nervy Oliver, David Easterday, Larry Thiesen, Don Reisig and Judge Collette

The meeting was called to order by Chairperson Grebner at 7:05 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the August 20, 2003 Minutes

The August 20 Minutes were accepted as printed. Absent: Comm. Dedden

Additions to the Agenda

- 2. Amended by County Services
- 11a. Amended by County Services
- 11b. Amended by County Services
- 12d. Resolution Authorizing Legal Action Against Lansing Charter Township and the Lansing Township DDA

Limited Public Comment: None

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

- 2. 55th District Court - Resolution to Authorize Entering into Contract with the State of Michigan, Office of Drug Control Policy for the U.S. Department of Justice Byrne Memorial Grant for the 55th District Court Drug Court
- 4. Drain Commissioner - Resolution Pledging Full Faith and Credit to Webberville Industrial Park Branch of the Kalamink Creek Drain Drainage District and Auctioneer Drain, Webberville Industrial Park Branch County Drain Bonds
- 6. 911 Advisory Committee
 - a. Resolution Authorizing Contract with Northeast Ingham Emergency Service Authority (N.I.E.S.A.) For Emergency Dispatch Center communications Services
 - b. Resolution Authorizing Appropriation for Obtaining Frequencies for the Ingham County Radio Communications System Project
- 7. Health Department
 - a. Resolution to Authorize a Contract with the Michigan Family Independence Agency to Provide Administrative Support for Development of the Strong Families/Safe

- Children Program
 - b. Resolution to Authorize a 2003-2004 Agreement with the Michigan Department of environmental quality
 - c. Resolution to Authorize an Amendment to the Strong Families/Safe Children Agreement with the Michigan family Independence Agency
 - d. Resolution to Authorize an Amendment to the Refugee Assistance Program Contract with the Michigan Family Independence Agency
 - e. Resolution to Authorize an Amendment to the Teen Parent Program Grant Agreement with the Michigan Family Independence Agency

- 8. Financial Services Department - Resolution Authorizing Renewal of Agreement for Employee Disability Income Benefit Program

- 9. MIS Department - Resolution Approving Contracts with Dyntek and Hewlett Packard for the Purchase of Storage Area Network and Associated Professional Services for Installation

- 10. Facilities Department
 - a. Resolution Authorizing Entering into an Agreement with Tom's Advanced Paving Company to Perform Approximately 48,000 Sq. Ft. of Asphalt Work at Six Different County Facilities
 - b. Resolution Authorizing Entering into a Contract with Pine Ridge Incorporated to Replace the Retaining Wall at the Ingham County Correctional Facility

- 11. Human Resources Department
 - a. Resolution Approving the Contract Extension and Salary Adjustment of the Nurse Practitioners and Clinic Nurses' Unit
 - b. Resolution Approving the Contract Extension, Salary Adjustment and Job Study of the Public Health Nurses' Unit

- 12. Controller's Office
 - a. Resolution Authorizing the Transfer of Funds for the Jail Renovation Project
 - b. Letter from Joe Cox and Letter from the Controller Regarding Webberville

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Dedden

- 1. Circuit Court/Family Division
 - a. Reorganization of Friend of the Court Managerial Staff

Comm. Minter expressed his concern that the Resolutions in this item and item 1b refer to the adoption of the Juvenile Justice Millage as the reason for an increase in job caseloads. He requested more specific information regarding this matter. Mr. Ambrose explained that the Staff Sheet's referral to using Juvenile Justice Millage funds is incorrect for this item. It is true, in part, for item 1b. Mr. Reisig explained an added responsibility resulting from the adoption of the Millage is accounting for Millage fund expenditures.

Mr. Ambrose clarified the issue by stating Juvenile Justice Millage funds would not be used to fund the positions in this item. The creation of the Millage should not constitute great changes to current positions. However, changes will occur when new programs are conducted with the use of the Millage funds.

MOVED BY COMM. MINTER, SUPPORTED BY COMM. HERTEL, TO APPROVE THE REORGANIZATION OF FRIEND OF THE COURT MANAGERIAL STAFF. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Dedden

b. Reorganization of Juvenile Division Managerial Staff

MOVED BY COMM. MINTER, SUPPORTED BY COMM. HERTEL, TO APPROVE THE REORGANIZATION OF THE JUVENILE DIVISION MANAGERIAL STAFF.

Comm. Minter had similar concerns regarding this item as in item 1a. Mr. Ambrose explained these positions are higher paid positions than those of item 1b. The referral to the adoption of the Juvenile Justice Millage creating additional responsibilities is, in part, correct. The Resolution should be amended to reflect this correction.

The Committee consented to adding “in part” to the third line of the second WHEREAS (. . . reorganization and, in part, because of the recent . . .)

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Dedden

3. Treasurer’s Office - Resolution to Amend the License Terms and Set Fees for an Owner Optional Three-Year Dog License within the Animal Control Ordinance

MOVED BY COMM. SWOPE, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION TO AMEND THE LICENSE TERMS AND SET FEES FOR AN OWNER OPTIONAL THREE-YEAR DOG LICENSE WITHIN THE ANIMAL CONTROL ORDINANCE.

Comm. Swope commended the Treasurer’s Office for moving in this direction. Comm. Minter clarified that dog owners could purchase an annual license for the first two years and then the third year, a three-year license may be purchased.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Dedden

5. Ingham County Youth Commission - Resolution Authorizing the Establishment of a Special Part-Time Ingham County Youth Commission Coordinator Position within Ingham County MSU Extension

MOVED BY COMM. MINTER, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A SPECIAL PART-TIME INGHAM COUNTY YOUTH COMMISSION COORDINATOR POSITION WITHIN INGHAM COUNTY MSU EXTENSION.

In response to Comm. Minter, Mr. Ambrose explained the County Services discussed the amount of resources the Board allocates to the Youth Commission as compared to its other advisory boards. More direction is needed for the Youth Commission in order for them to meet their goals. Interns have been used to date without much success. This situation did not work because interns were changed every eight weeks. If the Board wants the Youth Commission to succeed, a special part-time coordinator position is necessary.

This request for funding was not received in time to become a part of the 2004 budget process. Mr. Ambrose further stated the MSU Extension did find approximately \$6,000 within its own budget to allocate towards the position.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Dedden

12. Controller's Office

- b. Letter from Joe Cox and Letter from the Controller Regarding Webberville

The communications were received and placed on file.

- c. Update on Charter Township DDA

Mr. Ambrose informed the Committee that the County Services Committee unanimously approved the following motion at its September 16 meeting:

Motion that the County Controller contact the Lansing Township Supervisor to advise him that the County Services Committee will consider a resolution at its October 7 meeting authorizing the County Attorney to initiate appropriate legal action challenging Lansing Charter Township's failure to comply with the DDA statute and to prevent the capture of taxes in the district, if no tax sharing agreement has been negotiated, as provided by previous County Board resolution.

Mr. Ambrose stated he contacted Lansing Township this morning regarding the above motion. At 4:43 p.m. today he received an email from Steve Hayward. The email basically stated the Township has not yet addressed this matter. The Township Board will take this matter up at its September 23 meeting and then respond to the County on September 25.

In response to Comm. Minter, Mr. Ambrose stated Comm. Swope wanted to give the Township another chance to respond to the County. Comm. Swope stated the County should have initiated legal action against the Township three to four months ago. Lansing Township may need more time, but that is not good for the County.

Comm. Hertel stated he would support legal action once the Resolution has been reviewed by the County Services Committee.

- d. Resolution Authorizing Legal Action Against Lansing Charter Township and the Lansing Township DDA

MOVED BY COMM. THOMAS, SUPPORTED BY COMM. SWOPE, TO APPROVE THE RESOLUTION AUTHORIZING LEGAL ACTION AGAINST LANSING CHARTER TOWNSHIP AND THE LANSING TOWNSHIP DDA.

Comm. Thomas stated other governmental entities should view Ingham County as a serious entity. He urged Comm. Hertel to support the Resolution tonight. Chairperson Grebner stated the Township requested more time at our caucus meeting. We granted them an extension until September 21. Now, the Township wants more time. If the Township wanted to discuss matters with the County, they should have said something to us. Chairperson Grebner further stated he is offended that another unit of government would ask for more time to discuss an issue and then it does not.

Chairperson Lynch stated he agreed with Chairperson Grebner's position on this matter. Comm. Minter expressed his concern about possible embarrassment to the County Services Committee if the Finance Committee takes action without additional discussion with County Services. Mr. Ambrose stated this potential always exists. Mr. Daher was informed that Finance would entertain similar action as the County Services Committee. Mr. Daher was also invited to attend tonight's meeting.

Mr. Ambrose further stated County Services was well aware that Finance would address this issue tonight. Comm. Hertel stated he feels Comm. Celentino would be present this evening if he knew the resolution would be submitted tonight. This is a matter of respect. Comm. Thomas stated County Services' action seems fairly vague. Chairperson Lynch stated County Services agreed to give the Township more time. If the Township does not act by October 7, the County will take legal action against the Township.

Comm. Thomas stated the County's Attorney should be notified if the Resolution is not supported by the Board. Chairperson Lynch stated the Attorney is already addressing this matter. Comm. Swope stated tonight's agenda does indicate this matter would be discussed. Comm. Thomas further stated the Resolution is following through on the Board's intent.

Comm. Hertel expressed his concern that Comm. Weatherwax-Grant and Comm. Celentino weren't notified that the Resolution would be placed on tonight's agenda. He will support the Resolution on the Board floor if it is also supported by Comms. Weatherwax-Grant and Celentino. Chairperson Grebner stated the County does not falsely enter negotiations and then stall for time. Municipal governments should act responsibly.

Mr. Ambrose informed Comm. Hertel that the Resolution was emailed to Comms. Weatherwax-Grant and Celentino late this afternoon. They may not have had time to read the communication.

Comm. Swope stated the Township should provide the County with specific information regarding infrastructure and costs.

MOTION CARRIED with Comm. Hertel voting NO. Absent: Comm. Dedden

Mr. Ambrose stated the Township may have a response by September 23. They will be notified that this Committee approved the Resolution. The Resolution can be pulled from the Board's agenda if the Township responds in a timely manner.

13. Board Referrals

- a. Resolution from Newaygo County Stressing the Importance of Revenue Sharing to Counties and Requesting that no Further Cuts be Made
- b. Notice of Public Hearing, Village of Webberville Regarding Amendments to the Economic Development Plan and Tax Incrementing Financing Plan
- c. Resolution from Oceana County Opposing any Further Cuts in Revenue Sharing Payments to Counties
- d. Resolution from Lake County Regarding Revenue Sharing Cuts to Counties
- e. 2002 Ingham County, Michigan Comprehensive Annual Financial Report for the Fiscal Year Ended December 31, 2002 (distributed at August 26, 2003 Board meeting)

Announcements: None

Public Comment: None

The meeting adjourned at 7:47 p.m.

Respectfully submitted,

Debra Neff

Agenda Item 1

RESOLUTION STAFF REVIEW DATE September 26, 2003

Agenda Item Title: Resolution Authorizing Contract with Lansing for the Computer Aided Dispatch System (CAD) Phase II Wireless Interface Project

Submitted by: City of Lansing

Committees: LE __*, JD ____, HS ____, CS ____, Finance __*

Summary of Proposed Action: (see attached Statement of Work)

This resolution will authorize a contract with Lansing for the Computer Aided Dispatch System (CAD) Phase II Wireless Interface Project. Printrak, a Motorola Company, is the vendor that will provide this interface for the Lansing CAD. This covers all known wireless carriers that service this area at this time.

The 911 Advisory Board has reviewed this request and is recommending it to the Board of Commissioners for approval.

Financial Implications:

The Lansing Dispatch Center is requesting up to \$15,845 from the 911 Emergency Telephone Dispatch Services' budget for Management and System Improvements for the Computer Aided Dispatch System (CAD) Phase II Wireless Interface Project. In order to comply with state statute, this will allow the Lansing 911 Center to receive calls from cell phones and map their ANI/ALI (automated number identification/automated location identification) information similar to the data they get from phone calls that originate from wire-line lines. The legislature enacted PA 78, 79, 80 and 81 of 1999 to provide E-911 capability for wireless phones and to finance the new facilities and equipment that might be needed for such improvements through a user fee. It also re-established the Emergency Telephone Service Committee (through the State Police) to provide technical assistance in formulating and implementing a 911 Service Plan. These amendments to PA 32 of 1986 were adopted in 1999 to supplement Michigan's E-911 program to provide commercial mobile radio service (CMRS) users (cell phone or wireless) emergency service access comparable to wire-line callers.

Other Implications: The Ingham County Board of Commissioners in 2002 approved funds from the 911 Emergency Telephone Dispatch Services' budget for Management and System Improvements for a total cost not to exceed \$700,000 to Upgrade/Replacement of the Computer Aided Dispatch System (CAD), including a replacement of the Himalaya server, personnel, computers, monitors, network and all interfaces. This interface was not possible at that time.

Staff Recommendation: JA __ JN __* HH __

This resolution should be approved.

Agenda Item 1

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING CONTRACT WITH LANSING FOR THE COMPUTER AIDED DISPATCH SYSTEM (CAD) PHASE II WIRELESS INTERFACE PROJECT

WHEREAS, the Ingham County Board of Commissioners has established a 911 Emergency Telephone Dispatch Services Fund for Management and System Improvements to the County emergency dispatch system; and

WHEREAS, the Lansing 911 Center has identified the need to do a Computer Aided Dispatch System (CAD) Phase II Wireless Interface Project to be in compliance with state statute; and

WHEREAS, the 911 Advisory Board is recommending that the Ingham County Board of Commissioners fund this request from the 911 Emergency Telephone Dispatch Services - Wireless Enhanced 911 Fund for Management and System Improvements and have verified that it meets the standards as established by the Ingham County Emergency Telephone Services Policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of up to \$ 15,845 from the 911 Emergency Telephone Dispatch Services - 911 Fund for Management and System Improvements for the Lansing 911 Center to do the Computer Aided Dispatch System (CAD) Phase II Wireless Interface Project.

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

Lansing - Phase II Wireless - Quote #02-0307-34

PROPOSAL PRICE SUMMARY

Implementation/Installation	\$ 10,087
Total	<u>\$ 10,087</u>

Motorola pricing is based on a complete system solution. The addition or deletion of any component(s) may subject the total system price to modifications.

PRICE DETAIL

Qty	Description	Subtotal	Total Price
	Implementation/Installation		
	Project Mgmt. and Project Support		
	Implementation/Installation Subtotal:	\$ 10,087	
	Total		<u>\$ 10,087</u>

OPTION PRICING:

The following Options may be elected by the Customer upon Contract signing. The Customer must indicate which Option(s) are selected by initializing each selected Option. The Payment Milestones will be adjusted to reflect the total value of the System price plus the selected Option(s).

DESCRIPTION	AMOUNT	QUANTITY	SELECTED
Option #1 - Add-On Two (2) Additional Providers	\$ 2,879		
Option #2 - Add-On Three (3) Additional Providers	\$ 2,879		

Attachment A. STATEMENT OF WORK

Motorola Premier CAD E-911 Interface Reconfiguration for Phase II Wireless Compliance

A.1 Introduction

This document describes the Scope of Work involved in re-configuring Lansing Police Department's ("Lansing PD") existing E-911 interface to support compliance with Phase II Wireless standards. The document includes the responsibilities of both Motorola and Lansing PD in completing this work.

A.1.1 OVERVIEW

Lansing PD is operating a Premier CAD system with version 6.5.1 and has requested Phase II Wireless capability and compliance.

A.1.2 ASSUMPTIONS

- a. All Motorola work will be done remotely via a dial-up telephone line with available Lansing PD personnel on site to assist as needed.
- b. This SOW reflects the Phase II Wireless re-configuration efforts for one (1) wireless service provider (Verizon)
- c. Lansing PD has the required agreements and/or interfaces with their E-911 Service Provider and the wireless service provider and their associated wireless infrastructure systems, to enable CAD operation for Phase II Wireless capability.
- d. Lansing PD will provide contact information for the wireless service provider and will provide the associated ANI/ALI data string format prior to the commencement of the reconfiguration efforts. This information will be provided before the commencement of this project.
- e. If Lansing PD has additional wireless service providers for which the E-911 interface must interface, optional pricing per additional provider is included in the Pricing section of this quote.

A.2 E-911 Interface Re-configuration

Motorola will reconfigure and test the E-911 interface to CAD to provide Phase II Wireless compliance.

Motorola Responsibilities

- a. Work with Lansing PD in determining the technical approach to re-configure the E-911 CAD Interface.
- b. Develop and deliver an interface control document for Phase II Wireless interface compliance.

- c. Re-configure the E-911 Interface code/software.
- d. Remotely capture a sample of the E-911 DataStream or data spill from the existing providers for analysis and future re-configuration.
- c. Remotely re-configure the existing E-911 CAD interface to provide specified functionality
- f. Provide the required telephone support to the Lansing PD after the E-911 reconfiguration has been accomplished.

Lansing PD Responsibilities

- a. Provide the required CAD system access to Motorola support personnel.
- b. Provide a dial-up path, an auto-answer dial-up modem, the applicable dial-up telephone number, and attachment to the CAD system.
- c. Provide the required TCP/IP connections between the CAD server and any CAD related components as required.
- d. Act as liaison between Motorola and the wireless service providers, as necessary.
- e. Coordinate testing of the reconfigured interface with system users and service providers.
- f. Assist Motorola in testing the reconfigured E-911 interface

Completion Criteria

This work will be considered complete upon demonstration of E-911 Interface to provide the described Phase II Wireless capability.

Agenda Item 2a

RESOLUTION STAFF REVIEW

DATE: September 7, 2003

Agenda Item Title: Resolution to Accept a Grant from the Michigan Municipal Risk Management Authority for the Purchase of In-Car Cameras

Submitted by: Sheriff's Office

Committees: LE __*, JD ____, H.S. ____, CS ____, Finance __*

Summary of Proposed Action: This resolution will authorize the Sheriff's Office to accept this grant and to enter into a contract with the Michigan Municipal Risk Management Authority (MMRMA) to purchase four (4) In-Car Cameras for the Sheriff's Office vehicles. The four (4) In-Car Cameras will be purchased from Mobile Vision In-Car Video System.

Financial Implications:

Michigan Municipal Risk Management Authority will award an \$8,980 grant to be matched by \$8,980 from the Sheriff's Office 2003 Local Law Enforcement Grant budget for a total cost of \$17,960.

Mobile Vision In-Car Video System @ \$4,490 * 4 = \$17,960

Other Implications: None

Staff Recommendation: JA ____ JN __* HH ____

This resolution should be approved.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A GRANT FROM THE MICHIGAN MUNICIPAL RISK
MANAGEMENT AUTHORITY FOR THE PURCHASE OF IN-CAR CAMERAS**

WHEREAS, the Ingham County Sheriff's Office was interested in purchasing additional In-Car Cameras for the facilitation of police work and officer safety; and

WHEREAS, Michigan Municipal Risk Management Authority (MMRMA) has offered \$8,980 to be matched by \$8,980 from the Sheriff's Office 2003 Local Law Enforcement Grant budget for a total cost of \$17,960 for the purchase of In-Car Cameras; and

WHEREAS, the vendor, Mobile Vision In-Car Video System has offered an acceptable proposal for this equipment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff's Office to accept a grant of \$8,980 from MMRMA toward the purchase of four In-Car Cameras for the time period of January 1, 2003 through December 31, 2003 to be matched by \$8,980 from the Sheriff's Office 2003 Local Law Enforcement Grant budget for a total cost of \$17,960.

BE IT FURTHER RESOLVED, that the Sheriff's Office is authorized to purchase four In-Car Cameras from Mobile Vision In-Car Video System at a cost not to exceed \$17,960.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller to make the necessary adjustments in the Ingham County Sheriff's Office 2003 and 2004 budgets.

BE IT FURTHER RESOLVED, that the Board Chairperson and Clerk are authorized to sign any purchase/contract documents that are consistent with this resolution upon approval as to form by the County Attorney.

Agenda Item 2b

RESOLUTION STAFF REVIEW

DATE: September 17, 2003

Agenda Item Title: Resolution to Accept Monies Earned from Recycling Project for the Victim Services Unit

Submitted by: Sheriff's Office

Committees: LE __*, JD ____, H.S. ____, CS ____, Finance __*

Summary of Proposed Action: (see attached)

This resolution will authorize the Sheriff's Office to enter into a relationship with Recycle Rewards Inc. whereby they will refund money to the Victim Services Unit of the Sheriff's Office for recycled ink cartridges.

Financial Implications: There is no direct cost to Ingham County for this program and the Victim Services Unit of the Sheriff's Office will receive funds for each recycled ink cartridge they receive designated for this program. Currently, the rate for each returned ink cartridge varies from as much as \$.05 per cartridge to as high as \$5.00 per cartridge.

Other Implications: None

Staff Recommendation: JA ____ JN __* HH ____

This resolution should be approved.

**INGHAM COUNTY SHERIFF'S OFFICE
Victim Services Unit
Ink Cartridge Recycling Program**

Purpose: To raise funds for the Victim Services Unit, which relies solely on donations, grants and fundraisers to support operational expenses.

Program: The Victim Services Unit will have a collection bin in their office. If their office is not open, ink cartridges can be dropped off in the Volunteer Services office. Other County buildings are welcome and encouraged to participate. Their ink cartridges can be couriered to the attention of the Victim Services Unit. Damaged or remanufactured ink cartridges are not accepted by the recycling center.

Additional Information: I contacted George Vernon to determine which recycling company accepted the most cartridges used by the County. I selected the Recycle Rewards company based on that information. There is no cost involved in shipping or any other portion of the program.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT MONIES EARNED FROM RECYCLING PROJECT
FOR THE VICTIM SERVICES UNIT**

WHEREAS, the Ingham County Sheriff's Office has a Victim Services Unit; and

WHEREAS, the Ingham County Sheriff's Office Victim Services Unit relies solely on grants, fundraisers and donations to support operational expenses; and

WHEREAS, the Ingham County Sheriff's Office Victims Services Unit would like to participate in an ink cartridge recycling and fundraising program through Recycle Rewards Inc.; and

WHEREAS, the ink cartridge recycling program helps to protect the environment in Ingham County while raising funds from ink cartridges normally thrown into the trash; and

WHEREAS, the Recycle Rewards Inc. program provides collection bins, and prepaid return shipping labels for sending cartridge returns to the collection center at no cost to the Ingham County Sheriff's Office.

THEREFORE BE IT RESOLVED, that the Ingham County Sheriff's Victim Services Unit will be collecting empty ink cartridges and returning them to Recycle Rewards Inc., and

BE IT FURTHER RESOLVED, the Recycle Rewards Inc. will refund money to the Victim Services Unit for returned ink cartridges.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Victim Services Unit to participate in the Recycle Rewards ink cartridge recycling program for the purpose of raising funds for operating expenses, and

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Treasurer's Office to deposit any monies received from this fundraiser into the Victim Services Donations account, and the Controller's Office to make the necessary budget adjustments in the Ingham County Sheriff's Office budget.

RESOLUTION STAFF REVIEW

DATE: September 17, 2003

Agenda Item Title: Resolution to Purchase Tasers for the Sheriff's Office through a Grant with Michigan Municipal Risk Management Authority Using Matching Funds from East Lansing Reimbursement

Submitted by: Sheriff's Office

Committees: LE __*, JD ____, H.S. ____, CS ____, Finance __*

Summary of Proposed Action: (see attached memo)

This resolution will authorize the Sheriff's Office to accept this grant and to enter into a contract with the Michigan Municipal Risk Management Authority to purchase of twenty-four (24) tasers for Sheriff's Office.

The twenty -four (24) tasers will be purchased from an MMRMA approved vendor. The grant must be matched on a dollar per dollar basis and the Sheriff's Office is proposing to use reimbursement to Ingham County for the Sheriff's Office expenses related to a mutual aid incident from the City of East Lansing.

Financial Implications:

Michigan Municipal Risk Management Authority will award a grant for \$9,634 with the grant to be matched by \$9,634 from reimbursement to Ingham County for the Sheriff's Office expenses related to a mutual aid incident from the City of East Lansing for a total cost of \$19,268.

Tasers @ \$802 * 24 = \$19,268.

Other Implications: None

Staff Recommendation: JA ____ JN __*__ HH ____

This resolution should be approved.

Agenda Item 2c

TO: Mr. John Neilsen, Deputy Controller
FROM: Matthew J. Myers, Undersheriff
DATE: September 9, 2003
RE: Purchase of Tasers for the Ingham County Sheriff's Office

As you are probably aware, the latest piece of equipment now being used by many law enforcement agencies are tasers. While I recognize the original thought process of most people who are not familiar with this piece of equipment is something akin to a "cattle prod," it is important to note that many persons affiliated with law enforcement, to include our own insurance company (MMRMA), are highly in favor of this piece of equipment. Currently our officers are issued pepper spray, and then in our force continuum, the next weapon to be used by law enforcement officers is a handgun. The taser would be a tool to be used by law enforcement that is less than lethal, and yet has been very effective in assisting law enforcement officers.

We are currently in the process of developing policy pursuant to MMRMA guidelines, which would allow for the deployment of tasers at the Ingham County Sheriff's Office. While the idea of using a taser may seem extreme, one must realize that if officer safety can be maximized and citizen safety can be maximized, the deployment of tasers would be a valuable tool for law enforcement. MMRMA has been impressed with tasers to the point of allowing for a "matching grant" toward the purchase of tasers. The Sheriff's Office has been in contact with a company recognized by MMRMA as an acceptable vendor. The cost for each taser would be \$800.00.

Recently the Ingham County Sheriff's Office received a check from the City of East Lansing for \$9,634.00. This check was a riot restitution reimbursement from the March, 1999 incident in East Lansing, where the Sheriff's Office incurred \$12,470.00 worth of expenses. Recently East Lansing issued checks to all agencies who assisted in the riot, and provided a 77.3% reimbursement. The attached Resolution recognizes the money received from the City of East Lansing, and allows for these funds to be used as a matching grant with MMRMA to purchase tasers for the Sheriff's Office.

If there are further questions, I will be available.

MJM/jp

cc: Sheriff Gene L. Wriggelsworth
Chief Deputy Vicki L. Harrison
Major Allan Spyke
Major Michael Carpenter

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO PURCHASE TASERS FOR THE SHERIFF'S OFFICE
THROUGH A GRANT WITH MMRMA, USING MATCHING FUNDS
FROM EAST LANSING REIMBURSEMENT**

WHEREAS, the Ingham County Sheriff's Office wishes to purchase tasers for deployment at the Sheriff's Office; and

WHEREAS, MMRMA has recognized the value of deployment of tasers and is supporting the purchase through a matching grant; and

WHEREAS, the Ingham County Sheriff's Office proposes to use up to \$9,634.00 in matching funds, which were received from the City of East Lansing, related to the 1999 riot restitution funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff's Office to accept a grant of \$9,634 from MMRMA toward the purchase of twenty-four tasers for the time period of September 1, 2003 through December 31, 2003 to be matched by \$9,634 from reimbursement to Ingham County for the Sheriff's Office expenses related to a mutual aid incident from the City of East Lansing for a total cost of \$19,268.

BE IT FURTHER RESOLVED, that the Sheriff's Office is authorized to purchase twenty-four tasers from an approved vendor at a cost not to exceed \$19,268

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller to make any necessary adjustments in the Ingham County Sheriff's Office 2003 budget.

BE IT FURTHER RESOLVED, that the Board Chairperson and Clerk are authorized to sign any purchase/contract documents that are consistent with this resolution upon approval as to form by the County Attorney.

Agenda Item 3a

RESOLUTION STAFF REVIEW

DATE September 26, 2003

Agenda Item Title: Resolution Authorizing Entering Into Easement Agreements for the Lake Lansing Trail

Submitted by: Parks Board

Committees: LE. _____, JD____, HS_____, CS ____*, Finance__*

Summary of Proposed Action: This resolution authorizes entering into easement agreements for the Lake Lansing Trail. The Lake Lansing non-motorized pathway would connect Lake Lansing Park to the Michigan State University campus and the Lansing River Trail, eventually connecting to Potter Park and Hawk Island County Park to Lake Lansing Park largely depending on the land owners willing to provide the rights-of-way.

Financial Implications: The Ingham County Board of Commissioners has identified as a priority the development of pathways connecting county park facilities through Resolution #03-127, adopted May 13, 2003. This trail connection is also contingent upon funding being available within the Parks Department budget.

Other Implications: None

Staff Recommendation: JA X JN ____ HH ____
Staff recommends the approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO EASEMENT AGREEMENTS FOR THE LAKE LANSING TRAIL

WHEREAS, the Ingham County Parks Facility Master Plan, as adopted by the Ingham County Board of Commissioners, outlines several potential non-motorized pathway corridors; and

WHEREAS, the Ingham County Parks Board has identified connectors between county park facilities as a priority; and

WHEREAS, the Ingham County Board of Commissioners has identified as a priority the development of pathways connecting county park facilities through Resolution #03-127, adopted May 13, 2003; and

WHEREAS, completion of the Lake Lansing non-motorized pathway would connect Lake Lansing Park to the Michigan State University campus and the Lansing River Trail, eventually connecting Potter Park and Hawk Island Park to Lake Lansing Park; and

WHEREAS, the eventual route of the Lake Lansing Trail will be largely determined by the location of land owners willing to provide rights-of-way; and

WHEREAS, the Ingham County Parks Board supports pursuing rights-of-way along the proposed Lake Lansing Trail in order to proceed with the development of this trail.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Parks Board to accept donated rights-of-way licenses and easements necessary for the development of the Lake Lansing Trail without further approval from the Ingham County Board of Commissioners.

BE IT FURTHER RESOLVED, that all documents be subject to the review and approval of the County Attorney.

Agenda Item 3b

RESOLUTION STAFF REVIEW

DATE September 26, 2003

Agenda Item Title: Resolution to Authorize an Appropriation to be Used for the Construction of the Proposed City of Lansing Dog Park

Submitted by: Parks Board

Committees: LE. _____, JD_____, HS_____, CS _____*, Finance_____*

Summary of Proposed Action: This resolution authorizes an appropriation in the amount of \$5,000 to be used for the construction of the proposed City of Lansing Dog Park.

Financial Implications: The Ingham County Parks Board recommends that the Ingham County Board of Commissioners assist with the funding of this project. The \$5,000 will be transferred from the Park Fund Line Item 208-75200-8188600 (Contractual Services) to the City of Lansing to assist with the construction of a dog park. A contract with the City of Lansing will be prepared for this purpose.

Other Implications: None

Staff Recommendation: JA X JN _____ HH _____
Staff recommends the approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN APPROPRIATION TO BE USED FOR
THE CONSTRUCTION OF THE PROPOSED CITY OF LANSING DOG PARK**

WHEREAS, the Parks and Recreation Department of the City of Lansing has been working with the “Friends of Greater Lansing Dog Parks” citizen group, who have obtained 501(c)3 certification, to establish a dog park in the Lansing metropolitan area; and

WHEREAS, the “Friends of Greater Lansing Dog Parks” and the Lansing Parks and Recreation Department has expressed an interest in locating a dog park on property adjacent to Hawk Island County Park, on the east side of Lansing’s Scott Woods Park; and

WHEREAS, the intensively used nature of Hawk Island Park necessitates a ban on dogs within the park and the dog park would provide an option for dog owners to recreate with their pets adjacent to Hawk Island Park; and

WHEREAS, dog parks have been proven to be an effective means to allow dog owners in urban areas the opportunity to spend time with their pets in an off leash area; and

WHEREAS, the proposed dog park, by providing a legitimate off leash area, will reduce rule enforcement conflicts in Hawk Island Park where dogs are prohibited; and

WHEREAS, Resolution #03-127 stated that it has been determined that county services be focused on long term objectives which are to be delivered in a manner which emphasizes an ongoing capacity for intergovernmental collaboration; and

WHEREAS, the Ingham County Board of Commissioners has previously demonstrated intergovernmental collaboration by authorizing an appropriation to be used for the construction of the Lansing Area Skate Park; and

WHEREAS, the Ingham County Parks Board recommends that the Ingham County Board of Commissioners assist with the funding of this project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes that the sum of \$5,000 be transferred from the Park Fund Line Item 208-75200-818-8600 (Contractual Services) to the City of Lansing to assist with the construction of a dog park, and that an appropriate contract with the City of Lansing be prepared for that purpose.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign the necessary documents after approval as to form by the County Attorney.

Agenda Item 4a

RESOLUTION STAFF REVIEW

DATE: September 26, 2003

Agenda Item Title: Resolution to Authorize a Contract with Clearwater Research, Inc. to Conduct a Behavioral Risk Factor Survey

Submitted by: Health Department

Committees: LE ____, JD ____, H.S. __*, CS ____, Finance __*

Summary of Proposed Action: (see attached letter of explanation)

This resolution will authorize a contract with Clearwater Research, Inc. to implement a behavioral risk factor survey (BRFS). The BRFS is an important tool used by the Health Department to help measure the County's health status. In addition, contracts with Barry-Eaton District Health Department and Mid-Michigan District Health Department are also authorized subject to them paying the costs for these services.

Financial Implications: Ingham County will pay Clearwater Research, Inc. \$29,450 to conduct 1,215 randomly selected interviews with the survey document that has been prepared by Ingham County; the core of which is based on the model behavioral risk factor survey developed by the Centers for Disease Control and Prevention.

The contracts for Mid-Michigan District Health Department and the Barry-Eaton District Health Department would pay Ingham County \$24.25 per completed survey, with said funds being used by Ingham County to pay Clearwater Research, Inc. for the additional survey and report work.

Other Implications: The Health Department attempts to implement a BRFS every three years to assist in the tracking of changes in the community related to access, health risk behaviors, attitudes and practices regarding the environment and mental/emotional well being.

Staff Recommendation: JA ____, JN __*, HH ____

This resolution should be approved.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Bruce Bragg

Date: October 2, 2003

Subject: Recommendation to Authorize a Contract with Clearwater Research, Inc. to Conduct a Behavioral Risk Factor Survey

This is a recommendation to authorize a contract with Clearwater Research, Inc., 1845 South Federal Way, Boise, Idaho 83705, to implement a behavioral risk factor survey (BRFS). The BRFS is an important tool used by the Health Department to help measure the County's health status. The survey monitors status in four areas: incidence of major health risk behaviors; access to health care; attitudes and practices regarding the environment; and mental/emotional well being. These factors contribute significantly to health of our community and tracking their prevalence is key to identifying major health problems and guiding strategies for improvement. The Health Department attempts to implement a BRFS every three years to assist in the tracking of change in the community related to access, health risk behavior, attitudes and practices regarding the environment and mental/emotional well being.

The Health Department worked with the Purchasing Department to develop a Request for Proposal (RFP) to conduct a BRFS in the Fall and Winter of 2003, with a report to be completed in early 2004. Four proposals were received and evaluated by a team: Bob Glandon and Marcus Cheatham from the Health Department and Harry McGee from the State of Michigan, who has been involved with the implementation of statewide surveys.

The four firms submitting proposals were:

Clearwater Research, Inc., Boise, Idaho (\$29,450)
ORC International, Princeton, NJ (\$39,000)
EPIC-MRA, Lansing, MI (\$34,890)
C.J. Management, Lansing, MI (\$34,010)

The proposal from Clearwater Research was the low bid and judged to be the best proposal by the three evaluators. It was expected that the proposals and cover letters would contain all elements for the information outlined in the application instructions. The proposals were evaluated by the three evaluators based on the following criteria:

1. Demonstrated knowledge, experience and skill in providing the survey data collection services proposed (15 points).
2. Having appropriate and high quality survey data collection facilities and interviewers (15 points).
3. Having the ability to appropriately train and supervise interviewers and manage survey sample in the field (20 points).

Agenda Item 4a

4. Availability of survey facilities at the time required and the ability to complete data collection in a reasonable amount of time (24 points).
5. Economy and feasibility of the proposed budget (25 points).

All three evaluators agreed that the proposal from Clearwater Research was the superior proposal. Contracts with references confirmed the quality of the proposal.

I have consulted with the Health Officers for Barry-Eaton District Health District and Mid-Michigan District, covering Barry, Clinton, Eaton, Gratiot and Montcalm Counties regarding the opportunity to survey their counties using the same instrument and the contract with Clearwater Research. Both Health Districts are interested and it is likely that contracts can be executed to extend the bid price to those two districts. There is no cost to Ingham County for this assistance to our neighboring health departments. Ingham County will benefit from the opportunity to compare findings with the neighboring counties.

The attached resolution will authorize the contract with Clearwater Research, Inc. and the contracts with Barry-Eaton District Health Department and Mid-Michigan District Health Department. I recommend that the Board adopt the resolution and authorize the contracts.

Attachment

cc: Bob Glandon w/attachment
John Jacobs w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH CLEARWATER RESEARCH, INC.
TO CONDUCT A BEHAVIORAL RISK FACTOR SURVEY**

WHEREAS, the Health Department commissions a behavioral risk factor survey (BRFS) every three years as an important contributor to efforts to measure the status of health in the community; and

WHEREAS, the BRFS is due to be conducted in the Fall, 2003; and

WHEREAS, funds are included in the Health Department's 2003-2004 budget to pay for the survey; and

WHEREAS, the Health Department has worked with the County Purchasing Department to issue an RFP for the survey; and

WHEREAS, a team has evaluated the four bids received and has recommended the firm Clearwater Research, Inc. be contracted to conduct the survey and prepare the report; and

WHEREAS, the Health Officer has advised that Clearwater Research, Inc. submitted the lowest bid and has recommended that the Board of Commissioners authorize a contract with Clearwater Research to conduct the study and prepare the report.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Clearwater Research, Inc., 1845 South Federal Way, Boise, Idaho 83705 to conduct a behavioral risk factor survey (BRFS) in Ingham County and the Capital Area and to prepare a report of the findings.

BE IT FURTHER RESOLVED, that the period of the contract shall be October 1, 2003 through March 31, 2004.

BE IT FURTHER RESOLVED, that Ingham County will pay Clearwater Research, Inc. \$29,450 to conduct 1,215 randomly selected interviews with the survey document that has been prepared by Ingham County, the core of which is based on the model behavioral risk factor survey developed by the Centers for Disease Control and Prevention.

BE IT FURTHER RESOLVED, that Ingham County may facilitate the implementation of the BRFS in Barry, Clinton, Eaton, Gratiot and Montcalm Counties, upon the execution of contracts with the Mid-Michigan District Health Department and the Barry-Eaton District Health Department, with arrangements to pay Ingham County \$24.25 per completed survey, with said funds being used by Ingham County to pay Clearwater Research, Inc. for the additional survey and report work.

BE IT FURTHER RESOLVED, that the Controller is authorized to adjust the Health Department 2003-2004 to the extent that contracts with Mid-Michigan and Barry-Eaton District Health Departments commit additional funds to the BRFS.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the contract with Clearwater Research, Inc., and contracts with Mid-Michigan and Barry-Eaton District Health Departments after review by the County Attorney.

Agenda Item 4b

RESOLUTION STAFF REVIEW

DATE: September 29, 2003

Agenda Item Title: Resolution to Amend the 2004 Health Department Budget and Establish a Position

Submitted by: Health Department

Committees: LE ____, JD ____, H.S. __*, CS __*, Finance __*

Summary of Proposed Action: (see attached letter of explanation)

This resolution will authorize an amendment to the Health Department's 2004 budget, and to establish a Program Specialist/Health position (ICEA Professional 05) through a contract with Medical Care Access Coalition in Marquette, Michigan.

Financial Implications: Both revenues and expenditures will increase by \$75,000 through this contract with Medical Care Access Coalition.

Other Implications: None

Staff Recommendation: JA ____, JN __*, HH ____

This resolution should be approved.

MEMORANDUM

To: Human Services Committee
County Services Committee
Finance Committee

From: Bruce Bragg

Date: October 2, 2003

Subject: Recommendation to Amend the 2004 Budget and Establish a Position

This is a recommendation to amend the Health Department's 2004 budget, increasing both revenues and expenditures by \$75,000 and to establish a Program Specialist/Health position (ICEA Professional 05).

Ingham County has a contract with Medical Care Access Coalition in Marquette, Michigan to provide administrative support services to a health plan serving low-income, uninsured persons. The Health Department provides this same kind of support to the Ingham Health Plan Corporation and to several other health plans in Michigan. The current contract with MCAC commenced in May 1, 2003 and continues through September 30, 2004 at which time it is automatically renewed from year-to-year until either replaced or terminated by either party.

The MCAC will begin to serve low-income, uninsured persons across then entire Upper Peninsula this Fall. By January 1, 2004, we expect enrollment in MCAC to increase to 2,000. The payment mechanisms set out in the existing contract and a special up-front payment of \$10,000 will generate an additional \$75,000 for Ingham County during FY 2004. Additionally, the MCAC will reimburse Ingham County for travel and other related expenses necessary to orient and train individuals and agencies in the UP.

The Health Department must increase staffing in order to support the increase in work. Laura Peterson, Director of the Health Plan Management Bureau and Bruce Miller, Deputy Director for Health Services, have recommended that a full-time Program Specialist/Health position be created to support the additional workload. This is a position within the ICEA Professional bargaining unit, set at level 05 on the salary scale. The anticipated revenue will more than cover the increase in expenditure.

The Health Plan Management Bureau provides an important service to support the Ingham Health Plan and other health plans in Michigan. It also serves as a source of revenue to the Health Department. It is important that the Bureau be able to meet the needs of the developing health plans around the state in order to continue the revenue flow to Ingham County.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the budget amendment and establish the Program Specialist/Health position. The contractual relationship to support these actions is already in place.

Attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE 2004 HEALTH DEPARTMENT BUDGET AND ESTABLISH
A POSITION**

WHEREAS, Ingham County has had a contract since May 2002 with Medical Care Access Coalition to provide administrative support services to implement a health plan program for low-income, uninsured persons in Marquette County; and

WHEREAS, the Medical Care Access Coalition (MCAC) plan enrollment in Marquette County is approximately 500; and

WHEREAS, the MCAC is implementing a plan to provide services across the entire Upper Peninsula with an anticipated enrollment of at least 2,000 persons by January 1, 2004 (an increase of 1,500); and

WHEREAS, Ingham County will need additional resources in order to support the increase in work and the County will generate an estimated \$75,000 in additional revenue during FY 2004; and

WHEREAS, the Health Plan Management Bureau Director has recommended that a full-time Program Specialist position be created to support the increased work load, and the Health Department's Financial Services Office has verified that additional revenue will more than cover the increase in expenditures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize an amendment to the Health Department's 2004 budget and establish a Program Specialist position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the Health Department's 2004 budget to increase both revenue and expenditures by \$75,000.

BE IT FURTHER RESOLVED, that the Board of Commissioners establishes a full-time Program Specialist position in the Health Plan Management Bureau, effective November 1, 2003.

Agenda Item 4c

RESOLUTION STAFF REVIEW

DATE: September 29, 2003

Agenda Item Title: Resolution to Authorize a “Community Voices” Grant from the W. K. Kellogg Foundation

Submitted by: Health Department

Committees: LE ____, JD ____, H.S. __*__, CS __*__, Finance __*__

Summary of Proposed Action: (see attached letter of explanation)

This resolution will authorize acceptance of an additional grant from the W. K. Kellogg Foundation and to authorize the County to take the actions necessary to implement the grant as represented by the Ingham Community Voices proposal and budget. The grant period will be July 1, 2003 through August 31, 2007, or as extended by the Foundation.

The grant will continue the objectives of the Community Voices Initiative which started in 1998. The resolution also authorizes subcontracts with other units of government and community agencies to implement specific portions of the Ingham Community Voices project. The professional service contracts are authorized with consulting firms and individuals using the standard Ingham County procedures.

Financial Implications: The grant award is for \$910,000 during the four-year period to extend the work begun with the original Community Voices grant awarded in 1998. The funding is anticipated to level at about \$227,500 per year but may be adjusted by mutual consent by the two parties, and the Foundation may authorize a no-cost extension of the four-year period.

Other Implications: None

Staff Recommendation: JA ____, JN __*__, HH ____,

This resolution should be approved.

MEMORANDUM

TO: Human Services Committee
County Services
Finance Committee

FROM: Bruce Bragg

DATE: October 2, 2003

SUBJECT: Recommendation to Accept a Grant from the W.K. Kellogg Foundation to extend the Community Voices Initiative for an additional four years

This is a recommendation to accept a grant from the W. K. Kellogg Foundation and to authorize the County to take the actions necessary to implement the grant as represented by the Ingham Community Voices proposal and budget. The grant period will be July 1, 2003 through August 31, 2007, or as extended by the Foundation. The Kellogg Foundation has advised that it will provide Ingham County with \$910,000 during the four-year period to extend the work begun with the original Community Voices grant awarded in 1998. The funding is anticipated to be level at about \$227,500 per year but may be adjusted by mutual consent by the two parties, and the Foundation may authorize a no-cost extension of the four-year period.

The objectives of the Community Voices Initiative which are identified below, continue the work begun in 1998:

ACCESS TO HEALTH - Developing systems that move toward assurance that all Ingham County residents have access to an organized system of health care.

MARKETING AND OUTREACH TO UNDERSERVED POPULATIONS - Developing capacity within the Health Department and through community/neighborhood agencies to identify groups of uninsured, underinsured and indigent who are underserved and to link the individuals in these groups with the Ingham Health Plan or other government provided health care coverage.

NEIGHBORHOOD AND COMMUNITY CAPACITY BUILDING - to increase the capacity of neighborhood and community participants to mobilize their peers and create change in partnership with service providers and units of government.

DEMOCRATIZED DATA AND COMMUNITY PLANNING PROCESS - to continue the work to make data and information on community health available to the community. The challenge is to make data and information available through channels that are easily accessible and understood by the general public as well as those with advanced knowledge. This activity includes the maintenance of the Community Voices website, the conduct of community research and the publishing of reports that contribute to the community knowledge and decision making.

The attached resolution will authorize the acceptance of the grant award and will authorize the actions necessary to implement the funded proposal. This proposal does not commit additional Ingham County funds. It is built around programs and services already in place and funded; this includes being incorporated into the Health Department's 2004 budget now under consideration. The resolution will authorize:

- ▶ Subcontracts with other units of government and community agencies to carry out portions of the activities of the project (such as, Ingham Regional and Sparrow).
- ▶ Professional Service Contracts with consulting firms and individuals to support the activities as set out in the proposal and budget.
- ▶ Two grant-funded positions (Systems Analyst and Bookkeeping Coordinator)
- ▶ The MIS Department Director to purchase computer equipment and software identified in the proposal and budget and funded by the grant.
- ▶ Reimbursement for community members and County employees for grant related and funded travel and other expenses, according to the policies and rates set by the Board for employees.
- ▶ The Board Chairperson to sign any agreement, budget or other document related to the Kellogg grant after review by the Controller and County Attorney.

I recommend that the Board of Commissioners adopt the resolution and authorize the implementation of the Ingham Community Voices project. We are truly fortunate to be among the community that will receive continuation funding from the Kellogg Foundation. I believe that the Community Voices Initiative has had a substantial positive impact on the Ingham County Community. The work will continue for another four years to give us additional time to fully integrate the Community Voices initiatives and ideas into the fabric of our programs and our community.

Attachment

cc: John Jacobs w/attachment
Doak Bloss w/attachment
Melany Mack w/attachment
Ron Uken w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A “COMMUNITY VOICES” GRANT FROM THE
W. K. KELLOGG FOUNDATION**

WHEREAS, the W. K. Kellogg Foundation awarded a four-year \$2.5 million “Community Voices: Healthcare for the Underserved” initiative to Ingham County in 1998 as one of 13 communities nationwide to receive grants; and

WHEREAS, the W. K. Kellogg Foundation has announced the award of a \$910,000 grant to continue the Community Voices Initiative in Ingham County for an additional four years; and

WHEREAS, the Health Officer has recommended that the Ingham County Board of Commissioners accept the Community Voices grant and authorize the actions and expenditures included in the proposal to the Kellogg Foundation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the “Community Voices: Healthcare for the Underserved” (known in Ingham County as “Ingham Community Voices”) grant from the W. K. Kellogg Foundation.

BE IT FURTHER RESOLVED, that the period of the grant award shall commence on July 1, 2003 and shall continue through August 31, 2007 or through an extended period as may be authorized by the Kellogg Foundation.

BE IT FURTHER RESOLVED, that the W. K. Kellogg Foundation shall provide Ingham County with \$910,000 during the grant period to implement the actions, activities, events and services included in the Ingham Community Voices proposal.

BE IT FURTHER RESOLVED, that subcontracts are authorized with other units of government and community agencies to implement specific portions of the Ingham Community Voices project and that professional service contracts are authorized with consulting firms and individuals, using the standard Ingham County procedures which shall include review by the County Attorney and the signature of the Ingham County Board Chairperson, with such subcontracts and professional service contracts not to exceed amounts included in the annual Health Department budgets adopted by the Board of Commissioners.

BE IT FURTHER RESOLVED, that the Controller, on the recommendation of the Health Officer, is authorized to utilize grant funds to reimburse County employees and community members for travel and other expenses related to the Ingham Community Voices project as included in the proposal and budget, utilizing the standard procedures and reimbursement rates set out in policies adopted by the Board of

Commissioners for Ingham County employees.

BE IT FURTHER RESOLVED, that the Ingham County MIS Department Director is authorized to purchase computer equipment and software identified in the Ingham Community Voices proposal and funded by the grant from the W. K. Kellogg Foundation.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners Chairperson is authorized to sign any agreements which have been reviewed by the County Attorney and budgets which have been reviewed by the County Controller, between Ingham County and the W. K. Kellogg Foundation necessary to implement the Ingham Community Voices project.

Agenda Item 4d

RESOLUTION STAFF REVIEW

DATE: September 29, 2003

Agenda Item Title: Resolution to Reclassify Two Part Time Positions in the Adult Health Center

Submitted by: Health Department

Committees: LE ____, JD ____, H.S. __*__, CS __*__, Finance __*__

Summary of Proposed Action: (see attached letter of explanation)

This resolution will authorize the reclassification of the two part-time Health Center Nurse positions in the Adult Health Center to a Nurse Assessor in the Adult Health Center.

Financial Implications: The cost of this action will be approximately \$2,500 annually. It is a cost that can be supported by the Adult Health Center budget.

The long-term cost of this change is \$2,593. Both employees top out in November, so the short term cost is almost the same.

Other Implications: None

Staff Recommendation: JA ____, JN __*__, HH ____,

This resolution should be approved.

MEMORANDUM

To: Human Services Committee
County Services Committee
Finance Committee

From: Bruce Bragg

Date: October 2, 2003

Subject: Recommendation to Reclassify Two Part-time Positions in the Adult Health Center

This is a recommendation to reclassify two part-time Health Center Nurse positions in the Adult Health Center to a Nurse Assessor.

The Adult Health Center provides primary care and coordinates comprehensive health care to about 2,000 Medicaid and Ingham Health Plan enrollees. Additionally the Center conducts examinations and coordinates follow up care for several hundred newly arriving refugees and for immigrants seeking citizenship. The Center is also the site for the Sexually Transmitted Illness Program (STI) and annually provides about 4,000 visits to approximately 2,500 persons exposed to STI.

The STI service operates in parallel to the Adult Health Center. While Primary Care Physicians and Nurse Practitioners and providing primary care, Nurse Assessors (RN's with specialized training) conduct examinations and make diagnosis, using protocols, for persons exposed to sexually transmitted diseases. Nurse Assessors are registered nurses who have participated in specialized training provided by the Centers for Disease Control and Prevention. The Nurse Assessors then support the operation of the Adult Health Center and conduct the STI Program.

All of the registered nurses in the Adult Health Clinic, except for two part-time positions, are Nurse Assessors and can participate in the operation of the STI Program. It has become necessary to have the two part-time RN's participate. This will require that they participate in the CDC sponsored training; this is being scheduled. They will also need to be reclassified from Health Center Nurse status to Nurse Assessor status. The cost of this action will be approximately \$2,000 annually. It is a cost that can be supported by the Adult Health Center budget and is necessary to have the Health Center operate efficiently.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the reclassification of two part-time Health Center Nurse positions in the Adult Health Center.

Attachment

cc: John Jacobs w/attachment
Bruce Miller w/attachment
Martha Riemenschneider w/attachment
Charlyn Stratton w/attachment
Greg Wilhelm w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RECLASSIFY TWO PART TIME POSITIONS IN THE ADULT HEALTH CENTER

WHEREAS, Ingham County operates the Adult Health Center as one of eight health centers in the County and one of three health centers within the Ingham County Human Services Building; and

WHEREAS, the Adult Health Center provides primary care and coordinates comprehensive health care for approximately 2,000 managed care patients enrolled in Medicaid and the Ingham Health Plan, and additionally conducts health examinations for refugees and immigrants and also conducts physical examinations, diagnosis and treatment for approximately 2,500 persons annually with exposure to sexually transmitted illness (STI); and

WHEREAS, the approximately 4,000 annual STI visits are managed by nurses with physicians available for consultation; and

WHEREAS, nurses working in the STI service must participate in specialized training provided by the Centers for Disease Control and Prevention (CDC); and

WHEREAS, the Adult Health Center needs to have additional nurses trained to participate in the examination, diagnosis and treatment of sexually transmitted illness; and

WHEREAS, it is possible to meet the needs of the Health Center by broadening the scope of work of a Health Center Nurse position, having the two employees sharing that position participate in the additional CDC training and assigned to participate in the operation of the STI services as necessary.

WHEREAS, the Health Officer has recommended that a Health Center Nurse position be reclassified to Nurse Assessor in order to implement the needed change.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby reclassifies the two part-time Health Center Nurse positions in the Adult Health Center (HLHADU019 and HLHADU012) from Health Center Nurse (ICEA Clinic Nurse 01) to Nurse Assessor (ICEA Clinic Nurse 02) effective October 19, 2003.

Agenda Item 4e

RESOLUTION STAFF REVIEW

DATE: September 29, 2003

Agenda Item Title: Resolution to Change the Status of an Early Childhood Consultant Position

Submitted by: Health Department

Committees: LE ____, JD ____, H.S. __*, C.S. __*, Finance __*

Summary of Proposed Action: (see attached letter of explanation)

This resolution will authorize the change of an Early Childhood Consultant position in the Office for Young Children HLHOYC025 from full-time to 3/4 time status effective October 20, 2003.

Financial Implications: The funding source for this contract, the All Children Connected to Succeed Program through the Ingham Intermediate School District, has advised that 2003-2004 funding will only support a 3/4 time position. Additionally, the incumbent has requested that the position be converted to 3/4 time status to accommodate her personal needs.

The 2004 savings related to this change is \$12,062. The long-term savings is \$14,806.

Other Implications: None

Staff Recommendation: JA ____ JN __*__ HH ____

This resolution should be approved.

MEMORANDUM

To: Human Services Committee
County Services Committee
Finance Committee

From: Bruce Bragg

Date: October 2, 2003

Subject: Recommendation to Change the Status of an Early Childhood Consultant Position

This is a recommendation to change an Early Childhood Consultant position HLHOYC025 from full-time to 3/4 time status. The Office for Young Children provides services for the All Children Connected to Succeed Program under a contract with the Ingham Intermediate School District. The IISD has advised that 2003-2004 funding will only support a 3/4 time position. Additionally, the incumbent has requested that the position be converted to 3/4 time status to accommodate her personal needs.

I am, therefore, supporting the recommendation of the OYC Director and recommending that the Board of Commissioners change the status of position HLHOYC025 from full-time to 3/4 time effective October 20, 2003.

Attachment

cc: John Jacobs w/attachment
Ken Sperber w/attachment

Agenda Item 4e

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CHANGE THE STATUS OF AN EARLY CHILDHOOD CONSULTANT POSITION

WHEREAS, the Office for Young Children provides services under contract to the Ingham Intermediate School District (IISD); and

WHEREAS, the IISD has advised the County that FY 2003-2004 funding will support an Early Childhood Consultant position at 3/4 time, rather than full-time; and

WHEREAS, there is no other know sources of funding and the incumbent is requesting that the position be converted from full-time to 3/4 time; and

WHEREAS, the OYC Director and the Health Officer support the request and recommend that the Board of Commissioners authorize the change in status.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Early Childhood Consultant position HLHOYC025 to be converted from full-time status to 3/4 time status effective October 20, 2003.

Agenda Item 5

RESOLUTION STAFF REVIEW

DATE: September 29, 2003

Agenda Item Title: Resolution Authorizing a Lease Contract with the Community Mental Health Board of Clinton, Eaton, and Ingham Counties for the Old Sheriff's Residence

Submitted by: Community Mental Health

Committees: LE ____, JD ____, H.S. __*, C.S. __*, Finance __*

Summary of Proposed Action: (see attached letter of explanation)

This resolution will authorize the lease of the old sheriff's facility to the CMHB for the purpose of operating a residential substance abuse treatment facility at that site for a maximum of six (6) beds. These six beds will be used as a "Sub Acute Detoxification" center for men and women.

Financial Implications: It is estimated that approximately \$110,000 will be the expenses associated with the renovation.

Other Implications: The leasing of this County facility to CMHB for this purpose would support several Board of Commissioners priorities including: Assuring Accessible Health Care and Providing Appropriate Sanctions.

Staff Recommendation: JA ____ JN __* HH ____

This resolution should be approved.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A LEASE CONTRACT WITH THE COMMUNITY MENTAL HEALTH BOARD OF CLINTON, EATON, AND INGHAM COUNTIES FOR THE OLD SHERIFF'S RESIDENCE

WHEREAS, the Community Mental Health Board of Clinton, Eaton, and Ingham Counties (CMHB) has proposed using a vacant county facility, commonly referred to as the "Old Sheriff's Facility" to provide residential substance abuse treatment services; and

WHEREAS, in order for the CMHB to provide these services, it is necessary to renovate the building.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the lease of the Old Sheriff's Facility to the CMHB for the purpose of operating a residential substance abuse treatment facility at that site for a maximum of six (6) beds.

BE IT FURTHER RESOLVED, that the County will undertake the necessary renovations at the facility.

BE IT FURTHER RESOLVED, that the terms of the lease will provide that the CMHB will pay for all maintenance and operating expenses plus the capitalized costs of expenses for renovating the building to CMHB standards for providing this service.

BE IT FURTHER RESOLVED, that the term of the lease shall be for ten (10) years and annually renewable unless one is notified by the other, one year in advance, that the lease is to be terminated; provided however, that the lease can be terminated within the 10-year period upon one year's notice, but if such notice is given by CMHB, then CMHB shall repay the County the balance of any unamortized costs.

BE IT FURTHER RESOLVED, that the Controller is authorized to carry out the necessary renovations in accordance with all applicable County policies.

BE IT FURTHER RESOLVED, that the County will authorize an advance up to \$110,000 for expenses associated with the renovation.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and County Clerk are authorized to sign any documents necessary to implement the provisions of this resolution, as recommended by the County Controller and approved as to form by the County Attorney.

**COMMUNITY MENTAL HEALTH**

CLINTON • EATON • INGHAM

January 15, 2003

Mr. Calvin Lynch, Chairman
Ingham County Board of Commissioners
P.O. Box 319
Mason, Michigan 48854

Dear Mr. Lynch:

Clinton-Eaton-Ingham Community Mental Health (CEI-CMH) was contacted by Ingham County as to the possible availability of the current Parks and Recreation building, on the grounds of the Ingham County Jail, Mason, Michigan.

The House of Commons, men's residential treatment program, was re-located next to the Parks Department building approximately three years ago and continues to provide residential substance abuse treatment to individuals primarily from Ingham County and surrounding counties. The Ingham County region does not provide for services in "Sub-Acute Detoxification" for men nor women. Currently, we send all individuals needing this service to Washington Way in Jackson or Turning Point in Grand Rapids, then transport them back to Ingham County for residential treatment.

On Friday, January 10, 2003, I was able to meet with John Nielson, John Anderson and Bob Moore from Ingham County and walk through the Parks and Recreation building. The building meets the needs, with very little remodeling for accommodations for a Sub-Acute Detoxification treatment facility. Ken Langham, CEI-CMH facilities/construction's manager was also able to tour the building and access the structural assets of the facility.

After discussion with all parties, as well as the manager of the House of Commons, I would like to request consideration of the current Parks and Recreation Building for use of a "Sub-Acute Detoxification Program" for men and women in Ingham County. Mary Sabaj Manager, Ingham County Community Corrections, Robin Reynolds, Executive Director, Mid-South Substance Abuse Commission and Department of Corrections, Ingham Counties are all supportive of this request to serve residents of Ingham County in Ingham County for Sub-Acute Detoxification prior to Residential Treatment.

I would appreciate your consideration of this request as Parks and Recreation Programs are being moved to a new location this spring. This site, next door to the current House of Commons affords programming for residents of Ingham County in a continuum of care from Sub-Acute Detoxification to residential to an outpatient, aftercare counseling.

SUBSTANCE ABUSE SERVICES

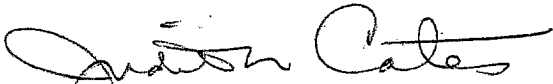
812 East Jolly Road, Suite G 14, Lansing, MI 48910 • PHONE: 517/346-8200 • FAX: 517/346-8245

*Accredited by the Joint Commission on Accreditation of Healthcare Organizations. An equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities. Michigan Relay Center (800) 649-3777.*

Mr. Calvin Lynch
January 15, 2003
Page Two

I am available for further discussion on this matter at your convenience. I am hopeful that this program, a treatment center, will once again bring Ingham County into the forefront of supportive services for individuals with substance abuse problems.

Sincerely,



Judith L. Cates, R.N., M.A., LPC
Program Director
Substance Abuse Services/Corrections Mental Health

JLC/jv

cc: J. Ambrose
B. Sheehan
M. Sabaj
R. Reynolds

Agenda Item 6

RESOLUTION STAFF REVIEW: DATE: September 25, 2003

Agenda Item Title: Resolution to Authorize a Reorganization of the Management Information Services Supervisor of Computer Operations Position

Submitted By: Rodney Taylor, MIS Director

Committees: LE ____, JD ____, HS ____, CS __*, Finance __*

Summary of Proposed Action: This resolution would change the vacant Supervisor of Computer Operations, P-8 (45,518 - 54,642), to Supervisor of Computer Operations and Network Technology, P-10 (53,764 - 64,541).

Financial Implications: The additional long term cost is \$12,052. The first three years will result in a savings. Cost beyond the third year will be adjusted in the budget.

Other Implications: This resolution has been discussed, and endorsed by the ICEA Union.

Staff Recommendation: JA_____ JN_____ HH_ **X** _____
Staff recommends the approval of this Resolution.

MEMORANDUM

TO: County Services Committee
Finance Committee

FROM: Rodney H. Taylor, MIS Director

DATE: September 15, 2003

RE: Job Description Change

The recent unexpected retirement of Bruce Sackett, MIS Operations Supervisor (position # datapro001), has provided an opportunity to evaluate this positions job function. With the assistance of Human Resources, the old job description was revised and the positions point factoring was re-evaluated.

Over the last number of years, the emphasis of the MIS department has significantly changed. In the past, our operation was dominated by our mainframe and associated services. Many hours were spent printing reports, payroll and accounts payable checks, nightly processing for FOC, traffic and justice, etc. Nowadays, much of our emphasis is on the network infrastructure and directly supporting the end-users. The reliance on technology has increased to a level were departments can not afford to have technical issues, when they do it translates to lost productivity and a reduction in service to their customers.

Because of these changes, I am proposing that the job responsibilities of the computer operations position be enhanced to include more responsibility over our computer technicians and helpdesk operation. In addition, this revised position would work closely with our network administrators to ensure that the County's infrastructure was being properly maintained. This reclassified position will allow more emphasis to be placed on the area of our department that has grown the most in the last few years (work orders have increased almost 30% in the last three years). This person will then be able to work with our technicians to improve productivity and customer service. For more detail on the new positions responsibilities, the revised job description is attached.

The effect of the increased education and job requirements in the new job description, is a change in salary grade. Below is the current redline level and the new proposed level in the 2003 rates:

P7 (redlined scale)	\$40,708 - \$58,925
PRO8 (current position scale)	\$45,518 - \$54,642
PRO10 (proposed change)	\$53,764 - \$64,541

The 2004 budget for the current position, including wages and fringes, is \$80,258. The cost to fill the proposed position at step one would be \$77,062, for a 2004 savings of \$3,196. The long-term cost of this position would be \$12,052. This compares the current red-lined position at the top step (\$80,031) to the proposed position at the top step (\$92,082).

I recommend that the Operations Supervisor, position number datapro001, be reclassified to Supervisor of Computer Operations and Network Technology. In addition, moving the salary grade from the current, P7 (redlined)/ PRO8 (unredlined) to PRO10.

Agenda Item 6

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE MANAGEMENT INFORMATION SERVICES SUPERVISOR OF COMPUTER OPERATIONS POSITION

WHEREAS, the emphasis of the Management Information Services (MIS) department has significantly changed in the last few years from mainframe based to PC based; and

WHEREAS, the MIS director has recommended a reorganization of the Supervisor of Computer Operations position (position # datapro001); and

WHEREAS, the primary reason for this reorganization is to provide more resources where our department has grown the largest; and

WHEREAS, implementation of this request would result in a more efficient operation of the MIS department and improve productivity and customer service; and

WHEREAS, the Human Resources Department has evaluated the position affected by reorganization and has proposed proper classifications.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a reorganization of the MIS Department.

BE IT FURTHER RESOLVED, that the position number datapro001 shall receive a title change from Supervisor of Computer Operations to Supervisor of Computer Operations and Network Technology.

BE IT FURTHER RESOLVED, that the salary grade be moved from the current, P7 (redlined)/ PRO8 (unredlined) to PRO10.

M E M O R A N D U M

TO: Finance and Liaison Committees
FROM: Jerry Ambrose, Controller
RE: Third Quarter 2003 Budget Adjustments and Contingency Fund Update
DATE: September 24, 2003

Attached are the recommended adjustments to the Ingham County budget for the third quarter of 2003. The total increase to the General Fund is \$15,000.

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.

As was the case last quarter, the majority of adjustments this quarter are for replacement computer equipment. Funds are available for these replacements due to chargebacks to user departments as part of the machinery and equipment revolving fund. Also, notable is an increase in the Register of Deeds budget to accommodate the continued increase in the workload. This increased workload will generate excess revenue to offset the increased costs.

Also, included is an update of contingency fund spending so far this year. The current contingency amount is \$412,964. This amount differs from the attached schedule because the resolutions passed at the September 23 Board of Commissioners meeting have not yet been incorporated into the budget. As detailed in the attached document, the beginning contingency balance for 2003 was \$553,414.

Please contact me if you require any additional information or have questions regarding this process.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE
2003 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2003 Budget on October 22, 2002 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>2003 BUDGET DESCRIPTION</u>	<u>PROPOSED 09/01/03</u>	<u>PROPOSED CHANGES</u>	<u>BUDGET</u>
101*	General Fund	\$66,766,778	\$15,000	\$66,781,778
292	Family Division Child Care	7,022,014	2,500	7,024,514
508	Parks Enterprise	253,644	4,605	258,249
561	Fair	1,166,948	5,000	1,171,948
664	Mach. & Equip. Revolving	507,645	24,377	532,022

* Does not include funds associated with the sale of Ingham Medical Center.

GENERAL FUND REVENUES

	2003 Budget - 9/01/03	Proposed Changes	2003 Proposed Budget
Tax Revenues			
County Property Tax	37,492,141		37,492,141
Property Tax Adjustments	(150,000)		(150,000)
Delinquent Real Property Tax	12,000		12,000
Unpaid Personal Property Tax	25,000		25,000
PILT/IFT/CFT	469,000		469,000
Trailer Fee Tax	20,000		20,000
Intergovernmental Transfers			
Single Business Tax	895,139		895,139
State Revenue Sharing	5,182,086		5,182,086
Convention/Tourism Tax - Liquor	1,284,419		1,284,419
Health and Safety Fund	230,000		230,000
Use of Fund Balance	276,565		276,565
Department Generated Revenue			
Animal Control	347,815		347,815
Circuit Court - Family Division	441,824		441,824
Circuit Court - Friend of the Court	91,685		91,685
Circuit Crt - General Trial	1,488,328		1,488,328
Cooperative Extension	425,074		425,074
County Clerk	319,888		319,888
District Court	2,039,116		2,039,116
Drain Commissioner	356,560		356,560
Economic Development	156,474		156,474
Elections	40,000		40,000
Emergency Operations	450,760		450,760
Equalization /Tax Mapping	30,800		30,800
Probate Court	252,932		252,932
Prosecuting Attorney	777,521		777,521
Purchasing	46,858		46,858
Register of Deeds	2,286,607	15,000	2,301,607
Remonumentation Grant	88,241		88,241
Sheriff	5,345,246		5,345,246
Treasurer	5,868,725		5,868,725
Tri-County Regional Planning	36,186		36,186
Veteran Affairs	139,788		139,788
Total General Fund Revenues	66,766,778	15,000	66,781,778

GENERAL FUND EXPENDITURES

	2003 Budget - <u>9/01/03</u>	Proposed <u>Changes</u>	2003 Proposed <u>Budget</u>
Board of Commissioners	486,353		486,353
Circuit Court - General Trial	5,742,999		5,742,999
District Court	1,617,304		1,617,304
Circuit Court - Friend of the Court	392,237		392,237
Jury Board	1,208		1,208
Probate Court	1,189,668		1,189,668
Circuit Court - Family Division	6,573,674		6,573,674
Jury Selection	60,117		60,117
Elections	174,252		174,252
Financial Services	596,180		596,180
County Attorney	373,623		373,623
County Clerk	663,366		663,366
Controller	817,714		817,714
Equalization/Tax Mapping	583,192		583,192
Human Resources	691,863		691,863
Prosecuting Attorney	5,128,977		5,128,977
Purchasing	231,448		231,448
Facilities	1,398,908		1,398,908
Register of Deeds	663,170	15,000	678,170
Remonumentation Grant	88,241		88,241
Treasurer	597,097		597,097
Drain Commissioner	808,001		808,001
Economic Development	266,585		266,585
Community Agencies	209,371		209,371
Women's Commission	5,940		5,940
Environmental Affairs Comm	636		636
FOC Advisory Committee	2,000		2,000
Historical Commission	500		500
Tri-County Regional Planning	60,310		60,310
Jail Maintenance	205,120		205,120
Sheriff	18,581,170		18,581,170
Community Corrections	90,231		90,231
Animal Control	1,121,760		1,121,760
Emergency Operations	602,835		602,835
Board of Public Works	960		960
Drain Tax at Large	117,000		117,000
Health Department	7,690,809		7,690,809
Medical Examiner	231,531		231,531
Substance Abuse	646,344		646,344
Community Mental Health	1,755,402		1,755,402
Family Independence Agency	915,288		915,288
Tri-County Aging	66,890		66,890
Veterans Affairs	319,305		319,305

2003 CONTINGENCY

Adopted Contingency Amount	\$553,414
R03-55: 4% Budget Reductions	\$3,109
R03-110: Accommodation Audit Services	(\$25,000)
R03-111: 1 st Quarter Adjustment	(\$21,960)
R03-118: County Juvenile Corrections System Evaluation	(\$55,799)
R03-132: Lansing School District Summer Work Program	(\$10,000)
R03-187: 2 nd Quarter Adjustment	(\$11,800)
R03-217: Toxicologist for Interagency Task Force	(\$15,000)
R03-224: Youth Commission Support	(\$4,000)
Current Contingency Amount	\$412,964

MEMORANDUM

TO: Ingham County Board of Commissioners

FROM: Gerald W. Ambrose, Controller

DATE: September 26, 2003

RE: Briefing Books on Selected County Issues: Analyses on Area of Priority Identified by the Ingham County Board of Commissioners

Please bring with you to the next round of Committee Meetings the previously distributed “Briefing Books on Selected County Issues” containing brief analyses on each of the identified areas of priority for 2004. If you do not have a copy of this book, please contact the Controller’s Office and we will provide you with one. The briefing books will also soon be accessible through the County’s web page <http://www.ingham.org>.

This agenda topic is for the purpose of responding to any questions or comments you may have with respect to the information presented in the analyses - on issues relevant to your particular committee.

Attached for your reference is a copy of the adopted 2004 strategic planning resolution, outlining the twenty-one identified Board priorities for the 2004 budget year. If you have any questions, please feel free to contact me.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING AREAS OF PRIORITY EMPHASIS GUIDING 2004
ACTIVITIES AND BUDGET PROCESS**

RESOLUTION #03-127

WHEREAS, Ingham County government is committed to assuring the provision of services most important to its citizens; and

WHEREAS, it has been determined that Ingham County services are focused on these long term objectives:

- *Enhancing access to county records
- *Providing suitable roads and drains
- *Supporting recreational opportunities
- *Fostering economic well being
- *Promoting environmental protection
- *Preventing and controlling disease
- *Assuring accessible health care
- *Assisting in meeting basic needs
- *Fostering appropriate youth development
- *Enhancing public safety
- *Assuring judicial processing
- *Providing appropriate sanctions; and

WHEREAS, it has also been determined that these services are to be delivered in a manner which emphasizes:

- * An educated and participating citizenry
- * An ongoing capacity for intergovernmental collaboration
- * A quality workforce
- * Cost-effective delivery of county services
- * Maximum use of technology; and

WHEREAS, the county is beginning the process of developing its 2004 budget and activities, which determines the type and level of services to be provided; and

WHEREAS, the Board of Commissioners has assessed information provided by county staff and departments, offices and the courts related to issues and concerns which are important for the county to consider addressing in 2004; and

RESOLUTION #03-127

WHEREAS, the Board of Commissioners has determined that it is desirable to develop a priority statement to guide the development of the 2004 budget and activities of county staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following statement of priorities to be considered by county departments and budget staff in developing proposed activities and budgets in the Controller's Recommended Budget for 2004:

To the extent possible and appropriate, services currently provided by county government in support of all its long term objectives should be continued in 2004, with ongoing evaluation to identify possible overlap and duplication of services and to identify more efficient uses of county funds.

Priority consideration should be given to maintaining and enhancing the following long term objectives and related specific efforts:

Assuring Accessible Health Care

- Continue to expand access to health care for the uninsured and under-insured, focusing on increasing enrollment in the Ingham Health Plan; expanding prescription drug coverage; developing programs which offer all employers, in conjunction with their employees, a means for providing basic health insurance coverage; utilizing federally qualified Health Center status to access federal funding for health programs; and encouraging vendors providing goods and services to Ingham County to provide health insurance, where appropriate, to their employees. **(Human Services)**

Supporting Recreational Opportunities

- Enhance recreational opportunities throughout Ingham County through implementation of the County Parks Master Plan, focusing on connection of Ingham County Parks by a series of non-motorized pathways; and identification of funding for construction of a splash playground at Hawk Island Park. **(County Services)**

Providing Appropriate Sanctions

- Encourage the use of appropriate sanctions for adults in order to foster appropriate behavior and reduce criminal recidivism, and to reduce incidents of jail overcrowding, using strategies such as supporting implementation of the Jail Overcrowding Subcommittee recommendations, pursuing renovation of the jail to accommodate more work release inmates, develop and use a data tracking system focusing on system volume and trends, and supporting appropriate usage of existing probation residential services. **(Law Enforcement, Judiciary)**

RESOLUTION #03-127

Fostering Appropriate Youth Development

- Implement recommendations resulting from the system-wide evaluation of programs and placements for delinquent juveniles, and from the development of strategies by the Youth Violence Prevention Coalition, utilizing Child Care Funds and juvenile millage funds to expand the juvenile justice system in a manner that is most appropriate for Ingham County in order to foster appropriate behavior, apply appropriate sanctions, and reduce criminal recidivism. **(Judiciary)**
- Review and assess the effectiveness of Truancy Court to determine the recidivism of youth that have been to the court, as well as the overall impact the court has made on truancy in Ingham County. **(Judiciary)**

Promoting Environmental Protection

- Discuss and implement strategies for fostering appropriate land use and protecting natural resources, such as adoption of a Soil Erosion and Sedimentation Control Ordinance, adoption of a wetlands ordinance, creation of a Purchase of Development Rights program, and other strategies being recommended by the Tri-County Growth Study Project. **(County Services)**

Enhancing Public Safety

- Enhance emergency preparedness capabilities to protect Ingham County against all hazards, including an emphasis on terrorism, natural disasters and accidents, by maximizing interagency cooperation and state and federal grant funding for such purposes. **(Law Enforcement, Human Services)**
- Review the county's role in Animal Control and shelter operations, including the pursuit of national accreditation for the animal shelter, and exploration of improved licensing procedures in Animal Control, including the possibility of multi-year licenses and involving veterinarians in the licensing compliance process. **(Law Enforcement)**
- Maintaining and enhancing the effectiveness of road patrol services in the areas of the County where primary law enforcement is provided by the Sheriff. **(Law Enforcement)**
- Explore an alternative funding mechanism for the delivery of law enforcement services to rural areas of Ingham County. **(Law Enforcement)**

RESOLUTION #03-127

Preventing and Controlling Disease

- Enhance Ingham County's readiness and capability to appropriately respond to public health threats such as anthrax, West Nile Virus, meningitis, tuberculosis, and other public health threats and emergencies. **(Human Services)**

Assure Judicial Processing

- Improve the overall jury selection system in Ingham County. **(Judiciary)**
- Explore improved service to citizens and efficiencies and cost savings in the use of judicial resources by considering consolidation of or appropriate agreements between the 54B and 55th District Courts. **(Judiciary)**
- Ensure effective oversight of operations of the Ingham County Friend of the Court by working with the Friend of the Court administration, and the Friend of the Court Advisory Committee to properly implement the CSES Generation 2.4 computer system, and enhance service to Ingham County families through more efficient and effective collection of child support. **(Judiciary)**

Assist in Meeting Basic Needs

- Assist in meeting the basic needs of all residents by supporting the development of affordable housing, and by promoting housing rehabilitation. **(Human Services)**
- Assess the need for an enhanced county role in assisting to meet the basic needs of county residents negatively affected by the recent economic downturn. **(Human Services)**
- Prepare for expected changes in Ingham County's demographic makeup by exploring ways to expand and improve services for seniors, especially personal care services, and to develop strategies to eliminate Medicaid Waiver waiting lists. **(Human Services)**
- Promote county policies which encourage contractors and vendors providing services to the county government to pay a living wage to their employees. **(County Services)**

Fostering Economic Well-Being

- Continue to explore more equitable ways of financing and governing the Capital Area Regional Airport on a regional basis. **(County Services)**

RESOLUTION #03-127

An Educated and Participating Citizenry

- Continue to enhance public awareness of county activities and services and to increase the availability of county services and records on the internet and in population centers of the county. **(County Services)**

Cost Effective Delivery of County Services

- Review the role of Community Agencies in furthering the priorities of the Ingham County Board of Commissioners. **(All Liaison Committees)**

BE IT FURTHER RESOLVED, that the Board of Commissioners encourages all departments, offices, and courts to consider these priorities in the development of their budgets and activities for 2004.

FINANCE: Yeas: Grebner, Swope, Dedden, Hertel, Thomas
Nays: Minter **Absent:** None **Approved 5/7/03**

MEMORANDUM

TO: County Services Committee
Finance Committee

DATE: September 29, 2003

FROM : Gerald W. Ambrose, Controller

RE: Proposed Amendment #1 to the Ingham County Living Wage Policy

Pursuant to an agreement with the Department of Community Health, the Ingham County Health Department administers the Breast and Cervical Cancer Program (BCCP) in many counties throughout the state. In these situations, Ingham County contracts with providers in those counties to provide services to the residents of those counties.

The contracts for services which are involved exceed \$50,000, so the living wage policy as adopted would apply. However, enforcing an Ingham County policy in a situation where neither Ingham County contractors or residents are involved may be difficult when it comes to obtaining contractors and monitoring compliance.

It is recommended that this type of contract be excluded from the Living Wage policy. The attached resolution would add the following exclusion:

- I. Contractors who are engaged outside of Ingham County for the purpose of providing services to non-county residents pursuant to underlying agreements with the State of Michigan are exempt from this policy.

Please contact me if you have any questions.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING THE INGHAM COUNTY LIVING WAGE POLICY

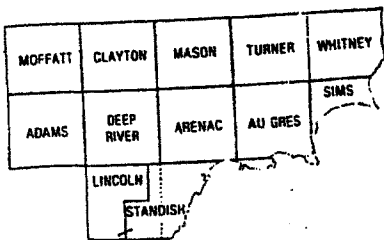
WHEREAS, the Ingham County Board of Commissioners adopted Resolution #03-168, which established a policy requiring certain contractors to pay their employees a living wage; and

WHEREAS, the Board of Commissioners has determined it advisable to amend the policy to exclude contractors who are engaged outside of Ingham County for the purpose of providing services to non-county residents pursuant to underlying agreements with the State of Michigan.

THEREFORE BE IT RESOLVED, that Resolution #103-168 is amended to provide the following additional exemption in the appropriate part of the resolution:

I. Contractors who are engaged outside of Ingham County for the purpose of providing services to non-county residents pursuant to underlying agreements with the State of Michigan are exempt from this policy.

3/15/03
P



ARENAC COUNTY BOARD OF COMMISSIONERS

P.O. Box 747 • 120 North Grove Street • Standish, MI 48658
(989) 846-6188

Resolution No. 2003-25

Resolution to Stress the Importance of Revenue Sharing To Counties and Request that No Further Cuts Be Made

Moved by Commissioner HALL and supported by Commissioner HUMPERT to adopt the following resolution:

WHEREAS, the Arenac County Board of Commissioners wishes to communicate to its Representatives and Governor of the State of Michigan the concerns of the possibility of reductions in revenue sharing; and

WHEREAS, Arenac County receives approximately \$325,000 of revenue sharing revenue and its reduction would cause significant financial problems for Arenac County; and

WHEREAS, Arenac County understands through communications with other counties that a reduction in revenue sharing would dramatically affect them in a negative manner; and

WHEREAS, Arenac County has committed these dollars, since they have been a long-term revenue source to many of our most important functions, including, but not limited to, Sheriff Road Patrol, Health Department match, Mental Health Department match, Child Care and Jail Services.

NOW, THEREFORE, BE IT RESOLVED, that the Arenac County Board of Commissioners strongly opposes any additional cuts in revenue sharing and hopes the State understands the major financial problems revenue sharing reductions would cause all counties in the State of Michigan.

BE IT FURTHER RESOLVED, that the Arenac County Board of Commissioners requests that its Representative Jennifer Elkins and Senator James Barcia oppose any further reduction in revenue sharing.

BE IT FURTHER RESOLVED, that the copies be forwarded to the Michigan Association of Counties, all 82 other counties, Representative Jennifer Elkins, Senator James Barcia, and Governor Jennifer Granholm.

Yeas: Hall, Kernstock, Zygiel, Hagley and Humpert. Nays: none Absent: none.
Roll Call Vote: Yeas 5 Nays 0 Absent 0

Resolution declared adopted.

I, Ricky R. Rockwell, Clerk for the County of Arenac, do hereby certify that the above and foregoing is a true and correct copy of a Resolution adopted by the Arenac County Board of Commissioners of the County of Arenac, Michigan, on August 26th, 2003 as appears of record in my office.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County at Standish, Michigan this 26th day of August, A.D., 2003.

Ricky R. Rockwell
Arenac County Clerk

VILLAGE OF WEBBERVILLE NOTICE OF PUBLIC HEARING

Residents of the Village of Webberville please take notice that a public hearing will be held before the Webberville Village Council on Monday, October 6, 2003 at 6:30 p.m., 115 S. Main St., Webberville, MI. The purpose of the hearing is to consider comments from all interested parties regarding the application from GT USA, L.L.C. for a new Industrial Facilities Exemption Certificate on personal property of machinery and equipment located at 1093 Highview Drive, Webberville, MI. This application is filed under P.A. 198 of 1974 as amended. A copy of this application and all related documents may be reviewed at the Webberville Village Office during normal business hours. Comments may be made at the hearing or may be submitted in writing to the Village Clerk prior to the hearing at 115 S. Main St., P.O. Box 389, Webberville, MI 48892. In compliance with the Americans with Disabilities Act, individuals with a disability should contact the Village Clerk at least seventy-two hours in advance of the hearing if requesting accommodations.

Rosa Jones, Clerk
Village of Webberville

APPLICATION FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE

This form is issued as provided by P.A. 198 of 1974, as amended. Section references on this form are to specific sections of the act that explain or require the data. Filing of this form is voluntary. The application should be filed after the district is established and no later than (within) six months after the commencement of the project. This project will not receive tax benefits until approved by the State Tax Commission.

INSTRUCTIONS: Read the instructions on page 4 before completing this application. File the original and four copies of this form and the required attachments (five complete sets) with the clerk of the local government unit. (The State Tax Commission requires four complete sets (one original and three copies)). One copy is retained by the clerk

TO BE COMPLETED BY CLERK OF LOCAL GOVERNMENT UNIT... THIS SECTION FOR USE BY THE OFFICE OF THE STATE TAX COMMISSION... Signature: Rosa Lee Jones... Date Received: Sept 2, 2003... Application No. ... Date Received ... Written Agreement? [] YES [] NO

Applicant, do not write above this line. Begin entries at 1 below.

1. a. Applicant (Company) Name: GT USA L.L.C. b. Standard Industrial Classification Code: 3460 c. Company Mailing Address: 1093 Highview Drive d. Location of Facility: Webberville Michigan 48892 e. City/Twp./Village: Webberville f. County: Ingham 2. Type of Approval Requested: [X] NEW (SEC. 2(4)) [] SPECULATIVE BUILDING (SEC. 3(8)) [] TRANSFER (of existing certificate) (1 copy only) [] REHABILITATION (SEC. 3(1)) [] RESEARCH and DEVELOPMENT (SEC. 2(9)) 3. School District Where Facility is Located: Webberville a. School Code: 33220 4. How Many Years of Exemption Requested?: 12

5. Explain Applicant's Principal Type of Business (Detailed description of operations) The overall objective of the business is to manufacture metal and plastic components by various types of stamping and injection moulding presses, machine tools, and other industrial processes such as surface finishing. The areas served by the Webberville facility will be global. The products produced will be components and assemblies for the manufacturing industry in general such as: automotive, appliances, electromechanical, etc.

6. Rehabilitation Applicants Only: General Description and Use of Existing Facility (Number of buildings, type, size, use, products manufactured, type of research or development) Does not apply

7. Explain Degree and Type of Obsolescence Affecting Existing Facility. Does not apply

Describe Project for Which Exemption is Sought (Type of Improvements to Land, Building; Size of Addition; Personal Property Acquired - Explain New - Used, Transferred from Out-of-State, etc.) and Proposed Use of Facility GT USA L.L.C. is adding to its current machinery and equipment setup to aid in the manufacture of metal and plastic components for a wide range of industries. The projected cost for the new equipment is \$2,000,000 and should aid in the employment of 20 additional people

a. Cost of land improvements excluding cost of land. Attach itemized list..... \$ 0 b. Cost of building improvements. (1) Attach list of major types & cost; (2) Attach copy of building permit. (See instructions on page 4, item 5)..... 0 c. Cost of machinery and equipment. Attach itemized list: month, day and year, and total. (See instructions on page 4, item 2.)..... \$ 2,000,000.00 d. Cost of furniture and fixtures. Attach itemized list: month, day and year, and total. (See instructions on page 4, item 2.)..... 0 e. TOTAL PROJECT COST..... \$ 2,000,000.00

FISCAL/ECONOMIC IMPLICATION OF DDA TAX INCREMENT FINANCING PLAN AMENDMENTS

INGHAM COUNTY 8.2144 MILLS

<u>YEAR</u>	<u>VALUE</u>	<u>DDA CAPTURED</u>	<u>COUNTY SHARE</u>
2004	108,032,136	887,419	\$0
2005	112,733,009	926,034	\$0
2006	117,574,908	965,807	\$0
2007	122,562,063	1,006,773	\$0
2008	127,698,834	1,048,969	\$0
2009	132,989,708	873,944	218,486
2010	138,439,308	909,756	227,439
2011	209,102,608	1,030,591	687,061
2012	216,835,595	1,068,704	712,470
2013	224,800,571	1,107,961	738,640
2014	233,004,497	1,148,395	765,597
2015	241,454,541	1,190,042	793,362
2016	250,158,086	821,959	1,232,939
2017	259,122,737	851,415	1,277,413
2018	266,896,419	876,957	1,315,436
2019	274,903,311	903,266	1,354,899
2020	283,150,411	930,364	1,395,546
2021	291,644,923	479,137	1,916,551
2022	300,394,271	493,511	1,974,047
2023	309,406,099	508,317	2,033,268
2024	318,688,282	523,566	2,094,267
TOTAL		\$18,552,887	\$18,737,421

Capture Percentages:

Years 2004-2008, DDA 100%, County 0%

Years 2009-2010, DDA 80%, County 20%

Years 2011-2015, DDA 60%, County 40%

Years 2016-2020, DDA 40%, County 60%

Years 2021-2024, DDA 20%, County 80%

Assumes 3% annual growth in captured value



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

4415 WEST HOLT ROAD
HOLT, MICHIGAN 48842-1672
TELEPHONE (517) 699-3866 OR 699-3867
FACSIMILE (517) 699-3878



the Place for Futures

September 15, 2003

Eric Schertzing
Ingham County Treasurer
P.O. Box 215
Mason, MI 48854

Dear Mr. Schertzing:

Please be advised that the Delhi Charter Township Downtown Development Authority and the Delhi Charter Township Board of Trustees are considering amendments to the existing Tax Increment Financing and Development Plans for the Delhi Charter Township Downtown Development Authority. These amendments, if adopted, would accomplish the following:

1. Extend the duration of the Tax Increment Financing Plan and Development Plan through the year 2024.
2. Provide for a sharing of captured tax increment revenue with all affected taxing units
3. Add certain activities to the Development Plan and re-state all activities previously included in this Plan.

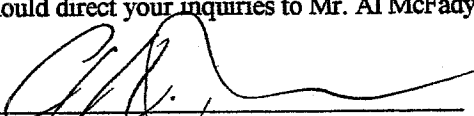
In accordance with Public Act 197 of 1975, as amended, the Delhi Charter Township Board of Trustees will hold a public hearing on the proposed amendments to the Downtown Development Authority's Tax Increment Financing and Development Plan at 8:00 pm on Tuesday, October 7, 2003 in the Delhi Charter Township Community Services Center, 2074 Aurelius Road, Holt, Michigan. Copies of the proposed amendments and related maps, charts and plats are on file at the office of the Delhi Charter Township Clerk, 2074 Aurelius Road, Holt, Michigan.

Public Act 197 of 1975, as amended, provides as follows in Section 14 (4):

"Before the public hearing on the tax increment financing plan, the governing body shall provide a reasonable opportunity to the taxing jurisdictions levying taxes subject to capture to meet with the governing body. The authority shall fully inform the taxing jurisdictions of the fiscal and economic implications of the proposed development area. The taxing jurisdictions may present their recommendations at the public hearing on the tax increment financing plan. The authority may enter into agreements with the taxing jurisdictions and the governing body of the municipality in which the development area is located to share a portion of the captured assessed value of the district."

This letter along with the attached projection of the fiscal and economic implications of the Plan amendments on your jurisdictions is provided pursuant to the above section. If you wish to meet with the Township Board prior to this Public Hearing, please contact the Township Clerk's office to arrange a meeting time.

Please feel free to contact the Delhi Charter Township Downtown Development Authority with any questions. You should direct your inquiries to Mr. Al McFadyen at the Delhi DDA (699-3866).


Al McFadyen, Executive Director
Delhi Charter Township Downtown Development Authority


Evan Hope, Clerk
Delhi Charter Township

Attachment

RECEIVED

SEP 02 2003

INGHAM COUNTY CLERK

Agenda Item 8d

LAURA SEXTON
Antrim County Clerk
P.O. Box 520
Bellaire, Michigan 49615
Phone (231) 533-6353
Fax (231) 533-6935

August 26, 2003

At the August 14, 2003 meeting of the Antrim County Board of Commissioners, the following Resolution was offered:

WHEREAS, the Antrim County Board of Commissioners wishes to communicate to its Representatives and the Governor of the State of Michigan the concerns of the possibility of reduction of revenue sharing; and

WHEREAS, the Antrim County Board of Commissioners receives approximately \$400,000 of revenue sharing revenue and its reduction would dramatically affect them in a negative manner; and

WHEREAS, Antrim County has committed these dollars, since they have been a long term revenue sources, to one of our most important function, **Sheriff Road Patrol**,

NOW, THEREFORE, BE IT RESOLVED, that the Antrim County Board of Commissioners strongly opposes any additional cuts in revenue sharing and hopes the State understands the major financial problems revenue sharing reductions would cause all counties in the State of Michigan.

BE IF FURTHER RESOLVED, that the Antrim County Board of Commissioners requests that its Representative Ken Bradstreet and Senator Jason Allen oppose any further reduction in revenue sharing.

BE IT ALSO FURTHER RESOLVED, that the copies be forwarded to the Michigan Association of Counties, all 82 other counties, Representative Ken Bradstreet, Senator Jason Allen, and Governor Jennifer Granholm.

Yes - McLeod, Dawson, Bargy, White, Howelman, Crawford, Stanek, Blackmore, Allen;
No - None;
Absent - None.

RESOLUTION #24-03 DECLARED ADOPTED.