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FINANCE COMMITTEE  
VICTOR G. CELENTINO, CHAIR  
TINA WEATHERWAX-GRANT  
MARK GREBNER  
CURTIS HERTEL, JR.  
TODD TENNIS  
STEVE DOUGAN

## **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, AUGUST 22, 2007 AT 6:00 P.M. IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [July 18, 2007 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Drain Commissioner's Office – Resolution Establishing a Fast Track Permit Review System in the [Drain Commissioner's Office](#) and Setting Fees for the System
2. Treasurer's Office
  - a. Resolution to Provide Funding for [Low Income Tax Preparation](#)
  - b. Resolution to Provide Funding for [Mortgage Foreclosure Prevention](#)
  - c. Resolution Approving the Establishment of the [Brownfield Coordinator Position](#)
3. Parks and Recreation Commission
  - a. Resolution Establishing a New Classification (Park Manager III), and Reclassifying the [Park Director Position](#)
  - b. Resolution Authorizing New Signage for the [Potter Park Zoo](#) to be Located on Pennsylvania Avenue
4. Health Department
  - a. Resolution to Authorize [Amendment #3](#) to the 2006-2007 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health
  - b. Resolution to Authorize Amendment to [Lease Agreement](#) with JWJ Company, LCC
  - c. Resolution to Authorize an Agreement with [Capital Area Community Services](#) to Serve Early Head Start Children Through the Jump Start Program
  - d. Resolution to Authorize a [Child Care Training Agreement](#) with the Michigan 4C Association for Fiscal Year 2008
5. 911 Advisory Committee - Resolution to Establish a [Half-Time System Administrator](#) Position for the Ingham County Public Safety Radio System
6. City of East Lansing and City of Lansing - Resolution Authorizing Contract Amendments with Lansing and [East Lansing for 911 Center](#) 2007/08 Operations

7. Department of Human Services/Controller's Office - Resolution Authorizing a Contingency Appropriation to the [Department of Human Services](#) 2006-07 Child Care Fund Budget
8. Facilities Department
  - a. Resolution Awarding a Contract to Myers Plumbing & Heating, Inc. to Provide HVAC Work at both the [Ingham County Sheriff's Office](#) and the Ingham County Drain Commissioner's Office
  - b. Resolution Awarding a Contract to [McDonald Roofing & Sheet Metal Company, Inc.](#) for Partial Roof Replacement at the Ingham County Mason Courthouse
9. Human Resources Department
  - a. Resolution to Add AXA Financial to the [County's 457 Deferred Compensation Plans](#)
  - b. Closed Session - Discussion Labor Relations
10. Controller's Office
  - a. Resolution to Terminate the Contract Between Ingham County and Cohl, Stoker, Toskey & McGlinchey (Previously Known as [Cohl, Salstrom & Stoker, P.C.](#) and Hereinafter Referred to as the "Contractor") as of December 31, 2007
  - b. Resolution Amending the [2007 Budget](#)
11. Board Referrals
  - a. Ingham County Comprehensive Financial Report (*distributed at Board meeting*)
  - b. Letter from the City of Leslie Announcing a [Public Hearing](#) Regarding an Industrial Facilities Exemption Certificate for Len Industries, Inc.
  - c. Letter from the Lansing Economic Development Corporation Announcing a Public Hearing Regarding the Approval of a [Brownfield Plan](#) for C&M Walker, LLC- Melody Farms

Public Comment  
Announcements  
Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC  
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DISRUPTION DURING THE MEETING**

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

**FINANCE**  
July 18, 2007  
Minutes

Members Present: Victor Celentino, Tina Weatherwax-Grant, Mark Grebner, Curtis Hertel, Todd Tennis, Steve Dougan and Board Chairperson Marc Thomas

Members Absent: None

Others Present: Teri Morton, Tom VanDerWoude, Janeil Valentine, Jim Hudgins, Rick Terrill, Pam Klusack, Charlene Corrigan, John Bush, Melany Mack, Sara Lurie, Renee Canady, Scott Burnett, Karen Ward, Dr. Sienko and Richard Herrold

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

Approval of the June 20, 2007 Minutes

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. HERTEL, TO APPROVE THE JUNE 20 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

- 2. Resolution Establishing a New Classification (Park Manager III), and Reclassifying the Park Director Position – Item Pulled from the agenda.
- 4c. Closed Session – Item Pulled from the Agenda.
- 7d. Resolution

Limited Public Comment

Mr. Burnett, Jackson National Life, stated Jackson National would like to be considered for the County's 457 Plan.

Mr. Bush, Edward Jones, stated Edward Jones would like to be added to the County's 457 Plan.

Ms. Ward stated Wachovia would also like to be considered for Ingham County's 457 Plan.

Comm. Dougan stated he would like the County to issue RFP for 457 companies. His preference to have the res referred back to staff.

Ms. Lurie, EISD and resident of Ingham County, addressed the Committee regarding the Health Department's proposal to raise the tobacco sales license fee. She stated Eaton County does not have a tobacco license fee. It receives one time funding to provide education regarding the use of tobacco products. Ms. Lurie strongly urged the Committee to approve the proposed increase in the license fee.

Ms. Brown, Michigan Department of Community Health, read Dr. Holzman's statement that was also submitted to the Human Services Committee. His statement addressed the health hazards of smoking and second hand smoke. In his letter he applauded Ingham County on its efforts to reduce smoking by its young people. Ms. Brown spoke on her behalf at this time. She stated she

works in tobacco control. She recognizes that licensing tobacco sales is a preventative measure that is used to encourage people to refrain from purchasing tobacco products. Smokers should pay a fair price for tobacco products.

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

1. Health Department
  - a. Resolution to Authorize the Intergovernmental Transfer of Ingham County Funds to the State of Michigan for the Purpose of Participating in the Financing of the Non-Federal Share of DSH Payments Made Under the Indigent Care Agreement Pool to Ingham Regional Medical Center and Sparrow Health System
  - b. Resolution Rescinding Resolution #06-271 and Authorizing the Intergovernmental Transfer of Ingham County Funds to Support DSH Payments to Ingham Regional Medical Center and Sparrow Health System
  - c. Resolution to Authorize an Amendment to the Contract with the Michigan Department of Human Services to Place an Out-Stationed Worker in the Health Department Registration and Enrollment Unit
  - d. Resolution to Authorize Administrative Support Services Agreements with County Health Plans
  - e. Resolution to Increase the Fee for Tobacco Licenses and Change the Licensing Period to One Year
  - g. Resolution to Establish a HIV Continuum of Care Ambulatory Outpatient Operation within the Health Department's Cedar Community Health Center
  
3. Facilities Department
  - a. Resolution Awarding a Contract to Modernistic Lansing LLC for Carpet Cleaning at Various County Facilities
  - b. Resolution Authorizing Additional Fire Alarm Improvements at the Ingham County Jail with SimplexGrinnell, LP
  - c. Resolution Authorizing the Conversion of Electrical Service at the Hilliard Building from Secondary to Primary to be Performed by Delta Electrical Contractors of Lansing, Inc.
  
4. Human Resources Department - Resolution Certifying Representatives for the MERS Annual Meeting
  
5. Purchasing Department – Resolution Authorizing a Contract with DBI Business Interiors for Desktop Delivery of Paper and Office Supplies
  
6. Controller's Office
  - a. Resolution Authorizing a Contract with East Lansing for a New CAD for the 911 Center
  - b. Resolution Authorizing Adjustments to the 2007 Ingham County Budget

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

1. Health Department

- e. Resolution to Increase the Fee for Tobacco Licenses and Change the Licensing Period to One Year

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION TO INCREASE THE FEE FOR TOBACCO LICENSES AND CHANGE THE LICENSING PERIOD TO ONE YEAR.

Dr. Sienko stated the Board of Commissioners adopted a tobacco regulation which requires a license for the retail of tobacco in Resolution #92-95. The Resolution further prohibits the sales of tobacco products to persons under the age of 18. This regulation became effective January 1, 1993 and has not been increased although the costs for issuing licenses and conducting enforcement activities have risen significantly over the past 15 years. Since implementing this fee, Dr. Sienko stated the smoking rate of minors has decreased greatly. The vendors should pay the County for what its costs to implement this program.

Comm. Dougan asked why this item was not included in the entire package which was approved a few weeks ago. Ms. Morton stated this issue will not be a part of the normal process.

Comm. Weatherwax-Grant thanked Ms. Lurie and Ms. Brown for expressing their views this evening. She then asked about the licensing period change from one year to three years. Ms. Mack explained the license is non transferable. Currently, if a tobacco vendor purchases a three year license and then goes out of business in the first year or two of the licenses period, they do not receive a refund. Comm. Weatherwax-Grant asked if the licensing process includes an educational component. Ms. Mack stated the process does include an educational component.

Comm. Tennis asked if the fee could be raised for those vendors who sell flavored tobacco products which target Ingham County youth. Comm. Dougan asked if there is a fine for those vendors who violate the licensing process. Comm. Hertel stated the fine is quite low. He then explained the Human Services Committee will hold a public hearing in the near future regarding a possible fine increase.

MOTION CARRIED UNANIMOUSLY.

- f. Resolution to Amend the Health Department Fee Schedules

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. WEATHERWAX-GRANT, TO APPROVE THE RESOLUTION TO AMEND THE HEALTH DEPARTMENT FEE SCHEDULES.

The Committee held a brief discussion of this item. Comm. Hertel stated the Restaurant Association is not opposed to the increased special food establishment surcharge. He then stated a local tattoo vendor appeared before the Human Services Committee Monday evening to indicate her support for the increased fee for a tattoo business operating without an initial license.

MOTION CARRIED UNANIMOUSLY.

- h. Resolution to Authorize Amendments to Two Lease Agreements with Sparrow Health System

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. WEATHERWAX-GRANT, TO APPROVE THE RESOLUTION TO AUTHORIZE AMENDMENTS TO TWO LEASE AGREEMENTS WITH SPARROW HEALTH SYSTEM.

Comm. Weatherwax-Grant stated there was previous discussion about using space at Lansing Community College. Dr. Sienko stated that arrangement did not work out due the high cost of the lease agreement. Comm. Weatherwax-Grant commended Dr. Sienko for looking into the LCC arrangement.

MOTION CARRIED UNANIMOUSLY.

4. Human Resources Department
  - a. Resolution to Add AXA Financial to the County's 457 Deferred Compensation Plans

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO ADD AXA FINANCIAL TO THE COUNTY'S 457 DEFERRED COMPENSATION PLANS.

Mr. Herrold, Financial Technologies, Inc. addressed the Committee regarding the County's 457 Deferred Compensation Plan. He stated a number of companies may be interested in providing this service.

Comm. Hertel stated this issue has been reviewed by the Controller's and the Human Resources' Departments. This matter should move forward.

Ms. Morton stated AXA approached the County about providing its services to the County employees. The special three-member committee reviewed the request and forwarded its recommendation to the County Services and Finance Committees.

Comm. Dougan stated the County should not proceed with a company which approached the County outside of the normal process. He then stated he spoke with a representative from Nationwide this afternoon. From that discussion, he believes the employees are receiving a fair product. An RFP process should be initiated before any companies are added to the current 457 plan.

Comm. Grebner stated this Committee's job is to review the recommendation and determine if the process was followed before approving or not approving the recommendation.

Chairperson Thomas stated this is the first time that the three member committee considered adding other companies to the County's 457 plan. After their review of AXA's request, the three member committee deemed it appropriate to add another company to the plan. The Controller stands by the process used to bring the current company to the County Services Committee. There will be a process, similar to an RFP process, whereby other companies will have an opportunity to offer their services to the County employees. Staff will bring a recommendation to the next County Services' meeting regarding the long term plan regarding this issue.

Comm. Weatherwax-Grant stated the Committee should wait on this matter until it receives a recommendation from staff. Comm. Tennis stated he is comfortable voting on this item tonight.

He then stated it appears that staff should set up a screening process to qualify additional vendors.

The Committee continued their discussion of this item. Comm. Grebner stated all vendors should have the opportunity to enter into the same contract as AXA will enter with the County. The RFP process would be appropriate in this matter. Comm. Hertel stated AXA and Nationwide should be included in the RFP process. Comm. Grebner also stated it should be clear that AXA is not ahead of the process. Comm. Weatherwax-Grant indicated her preference to not enter into a contract with AXA until the conclusion of the RFP process.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. DOUGAN, TO REFER THIS ITEM BACK TO THE COUNTY SERVICES COMMITTEE FOR REVIEW AND FOR A MORE COMPLETE RECOMMENDATION FROM STAFF REGARDING THE PROCESS FOR ADDING COMPANIES TO THE COUNTY'S 457 DEFERRED COMPENSATION PLANS. MOTION CARRIED with Comm. Hertel voting NO.

MOTION CARRIED with Comm. Hertel voting NO.

6. Controller's Office

- c. Draft Resolution to Alter or Extend the Fixed Separate Tax Limitation and to Create a County Advisory Tax Limitation Committee

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO ALTER OR EXTEND THE FIXED SEPARATE TAX LIMITATION AND TO CREATE A COUNTY ADVISORY TAX LIMITATION COMMITTEE.

Mr. Stoker explained the statute requires that a tax limitation committee should be appointed and meet within 10 days of its selection. The statute is silent on when the recommendation is to be made.

Comm. Grebner suggested the Committee table this matter and take the necessary actions next spring to place the issue on the November 2008 ballot. The Townships should be asked about how they would like to appoint a member to the tax limitation committee. This is a non-controversial issue that should be approved by the voters without any problems.

The Committee held a general discussion regarding this matter. Chairperson Thomas stated the November 2008 ballot will include many questions. The County Commissioners have indicated the voters should not be asked to approve a number of millages on one ballot; however, this issue should be taken care of in the near future. Comm. Grebner explained that this matter will not appear as a millage on the ballot. The voters will be asked to adopt separate tax limitations which will restore the County's taxing capacity.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. HERTEL, TO TABLE THIS RESOLUTION. MOTION CARRIED UNANIMOUSLY.

7. Board Referrals

- a. Resolution from Lake County Urging the Michigan Legislature to Freeze Taxable Values on Residential Properties

- b. Letter from the Department of Treasury Forwarding a Copy of the Fiscal Distress Indicator Scores
- c. Notice of Public Hearing from Delhi Charter Township Regarding the Application for Industrial Facilities Exemption Certificate by Dart Container of Michigan, LLC.

The Board Referrals (items 7a-7c) were received and placed on file.

- d. Letter from Mayor Virg Bernero Regarding a Proposal to Cover the Shortfall of Neighborhood Centers

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. WEATHERWAX-GRANT, TO APPROVE A RESOLUTION AUTHORIZING A CONTINGENCY FUND APPROPRIATION TO THE ALLEN NEIGHBORHOOD CENTER, BAKER DONORA FOCUS CENTER, SOUTHSIDE COMMUNITY CENTER AND NORTHWEST INITIATIVE.

Comm. Grebner noted the two amendments from the Human Services Committee.

MOTION CARRIED with Comm. Dougan voting NO.

Public Comment: None  
Announcements: None

The meeting adjourned at 7:05 p.m.

Respectfully submitted,

Debra Neff



**RESOLUTION STAFF REVIEW**

**DATE** August 13, 2007

**Agenda Item Title:** Resolution Establishing a Fast Track Permit Review System in the Drain Commissioner's Office and Setting Fees for the System

**Submitted by:** Drain Commissioner's Office

**Committees:** LE\_\_\_ JD\_\_\_, HS\_\_\_, CS\_ X Finance\_ X

**Summary of Proposed Action:** (See the attached information.)

**Financial Implications:**

A developer desiring to Fast Track a permit can voluntarily pay an additional fee to the Drain Office to expedite the process. The fee will vary depending on the services required. The Fast Track fee is in addition to the normal fee schedule. Fast Track fees will be posted. There is no financial implication to the General Fund.

**Other Implications:**

None – this is a voluntary process.

**Staff Recommendation:** MM\_ X JN \_\_\_ HH \_\_\_ TM\_\_\_ JC \_\_\_  
Staff recommends approval of the resolution.

**Subject:** Fast Tracking Request for Services

**Desired outcome**

Developer application for permit/review expedited to 14-business days<sup>1</sup> turn-around time from the first full business day<sup>2</sup> of receipt.

**Process**

Ingham County Board of Commissioners must approve, by resolution, an amendment to the Ingham County Drain Commissioner's (ICDC) fee schedule<sup>3</sup> to include a fast track (FT) fee option. Once approval is authorized, the applicant (developer) will file a request for services form, submit all necessary paperwork, and pay all of the required fees. The fees will include both the regular permit/review fee plus the additional fast tracking fee (see example below). The FT application will not be considered received (complete) until all required elements are submitted.

Upon receipt of the complete FT request, the ICDC will within one business day<sup>4</sup>, send all paperwork to be reviewed to one of the two Fast Track Engineering (FTE) firms that the ICDC chooses, for their review.<sup>5</sup> The FTE's review process will be completed within 7 business days of receipt of paperwork<sup>6</sup>. The expedited paperwork will be returned to the ICDC for final processing<sup>7</sup> to be completed within three (3) business days of receipt.

The expedited paperwork will include red-lined marked-up copies of project plans, a comment letter to the ICDC, and a proposed approval or denial letter typed on ICDC stationery, for signature by ICDC.

Should a denial be recommended because changes to the plans are required to receive ICDC approval, the FTE review will be included in the original fee structure. The FTE's second review will take an additional 5 business days from their receipt of the revised plan.

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<sup>1</sup> "Business Days" are days Monday thru Friday except holidays. Holidays are defined as those holidays that the county has negotiated in the union contracts with the county personnel. Note: some of the holidays that the county observes may be different than the private sector or other government agencies.

<sup>2</sup> "Full Business Day" is defined as any day when the request for FT is received before noon on that day. If the request for FT is received in the afternoon the "Full Business Day" will be the next business day.

<sup>3</sup> This process and fee schedule will be applicable to all services needed from the ICDC. However, in the case when a service will require the approval of an Inter-county Drain Board, a meeting will have to set with that board and all approval time frames will have to be extended. There may also be additional fees required by the Inter-county Drain Board.

<sup>4</sup> If the "Request services" form is received before noon on any business day, the clock will be consider starting that day. In this case the paper work will be picked up by the FTE, delivered by the ICDC staff or over-nighted to the FTE. If the request comes in after noon the start time will be the next full Business day.

<sup>5</sup> Shipping and handling to be paid by the applicant. This includes pickup and delivery and or over night delivery

<sup>6</sup> All business days that work will be done with are exclusive of the transmittal days. Example: if the FTE has 7 days to do the work that number of days doesn't include time necessary to transmit the paperwork.

<sup>7</sup> Final Processing =

In some cases, the review process will take somewhat longer because of the nature of the project and the required site visit(s) by both the contracted engineer and ICDC staff.<sup>8</sup> In these cases, the applicant will be notified of any delays and the ICDC staff and contract engineer will make the project a top priority in completing the review process as efficiently as possible. In any case the time table will be adhered to unless the applicant agrees to the extension of time.

**Other functions and factors to be considered of the process:**

- Pre-application meeting with the Fast Track Engineer and the Developers Engineer (DE) before first review can take place at no extra cost. This will give both parties a chance to clear up any minor problems with the submittals and give the DE a chance to submit their plans before the fast-tracking time runs out and the FTE submits their finding to the ICDC. This could avoid a second Review.
- The term "business day" means Ingham County business days. The County has Holidays that differ from the private sector. So the counting of the days will be based on the County's work day schedule.
- The first day will begin the day of the complete submittal if the complete submittal is in the ICDC office before noon that day. Any submittals after noon of a day will be considered submitted the following business day.

**Fees**

All fees for the FT process must be approved by the Ingham County Board of Commissioners (ICBC) before the FT process can be implemented.

The ICDC asked four engineering firms to submit proposals for fee structures. Proposals varied, and ranged from a flat fee of \$3,000 to an hourly fee based upon time spent, mileage, vehicle use and other actual costs. Of those four firms and, two were chosen<sup>9</sup> as the FTE (pending ICBC's approval of the proposed fee schedule) based on their proposals being more equitable for varied size projects. The fee structure will be based on a per acre cost, the first acre at a set cost with an additional fee for all additional acres. (See the fee chart and the example of a submittal below) Please note however, that all fees for the FT process must be approved by the Ingham County Board of Commissioners (ICBC) before the FT process can be implemented. A resolution will be submitted.

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<sup>8</sup> An example of an extension of time could be; the plans need some adjustments of a technical nature that requires the FTE and the DE to meet and work them out. This may take a site visit and or a meeting that can't be scheduled till the 18<sup>th</sup> day. The alternative is to deny the plans and have the DE resubmit them and pay all the fees again as-well-as start the 14-day time frame all over again. Should the FTE need to arrange an extension, the extension will be worked out and agreed too by both the FTE and the DE.

<sup>9</sup> The 2 FTE firms that have been selected are Ledy Companies and Spicer Group.

The fees will be as follows:

All inclusive (SEP, CSPR, CDR, PPSPR, Crossing, Tap-in)<sup>10</sup>:

First Acre	\$2,500.00
Each Additional Acre	\$50.00
Second Review	Included
Third Review and All Reviews After	Charged Hourly \$75.00 and/or \$150.00 <sup>11</sup>

Individual request for services such as CSPR, CDPR, PPSPR, PPCPR<sup>12</sup> or a SEP:

First Acre	\$1,750.00
Each Additional Acre	\$50.00
Second Review	Included
Third Review and All Reviews After	Charged Hourly \$75.00 and/or \$150.00

Tap-in or Crossing Permits

Each	\$500.00
Second Review	Included
Third Review and All Reviews After	Charged Hourly \$75.00 and/or \$150.00

All regular fees charged by the ICDC will be paid in addition to the FT fees. There is an attached fee schedule for all county fees. In other words, the county will require no reduction in funds to the general fund so that this FT program does not lead to a reduction in staffing levels at the ICDC.

Example: If your project is 10 acres, your ICDC fee would be.

ICDC, CSPR First Acre	\$590.00
ICDC, CSPR 9 Additional Acres	\$630.00
ICDC, SEP First Acre	\$400.00
ICDC, SEP 9 Additional Acres	\$360.00
ICDC, Tap In	\$350.00
FT All Inclusive/Full Review First Acre	\$2500.00
FT All Inclusive/Full Review 9 Additional Acres	\$450.00
Total Due	\$5280.00

<sup>10</sup> **SEP** = Soil Erosion Permit; **CSPR** = Commercial Site Plan Review; **CDR** = Commercial Drainage Review; **PPSPR** = Preliminary Plat Site Plan Review; **Crossing Permit** = Any structure (ie. Road, gas main or sanitary sewer) that crosses over or under a county or inter-county drain; **Tap-in Permit** = any storm drain that is proposed to outlet to a county or inter-county drain.

<sup>11</sup> The hourly rate has been agreed to by the FTE and the ICDC. This hourly rate will be the same for each FTE and will not change without ICDC approval.

<sup>12</sup> **PPCPR** = Preliminary Plat Construction Plan Review.

## **Agenda Item 1**

Introduced by the County Services and Finance Committees of the:

### **INGHAM COUNTY BOARD OF COMMISSIONERS**

#### **RESOLUTION ESTABLISHING A FAST TRACK PERMIT REVIEW SYSTEM IN THE DRAIN COMMISSIONER'S OFFICE AND SETTING FEES FOR THE SYSTEM**

WHEREAS, the Drain Commissioner issues a large number of permits, licenses and approvals (collectively referred to as "permits") under a variety of state and federal statutes and county ordinances and resolutions; and

WHEREAS, persons involved in development and construction of new or rehabilitated property in Ingham County must often seek permits from the Drain Commissioner; and

WHEREAS, the number of staff processing permit applications in the Drain Commissioner's Office is not sufficient to provide the service levels desired by some applicants; and

WHEREAS, the demand for permits is not so large as to financially justify hiring of more county employees.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners establishes the Fast Track Permit Review System as proposed by the Drain Commissioner in the Drain Commissioner's Office, as a strictly voluntary means by which persons seeking expedited service on one or more permit applications may pay the applicable flat fee (additional to that established by the Board of Commissioners in its annual fee-setting resolutions) to secure review of their permit applications by private engineers under contract with the Drain Commissioner.

BE IT FURTHER RESOLVED, that the flat fee schedule for Fast Track Permit Review as proposed by the Drain Commissioner is hereby adopted, with further amendments to the flat fee schedule to be processed in accordance with Board of Commissioners' policy.

BE IT FURTHER RESOLVED, that the Drain Commissioner shall report on the implementation and usage of the Fast Track Permit Review System in all future annual statutory reports to the Board of Commissioners.

**Agenda Item 2a**

**RESOLUTION STAFF REVIEW**                      **DATE**    August 10, 2007

**Agenda Item Title:**                      Resolution to Provide Funding for Low Income Tax Preparation

**Submitted by:**                              Treasurer's Office

**Committees:**                              LE\_\_\_ JD\_\_\_, HS\_\_\_, CS\_X\_, Finance\_X\_\_\_

**Summary of Proposed Action:** (See the attached letter of explanation.)

**Financial Implications:**

The cost out of the Contingency Funds would be \$4,000, plus \$4,000 from Delinquent Tax Funds. \$567,690 is in Contingency at this time.

**Other Implications:**

Funding of this position will facilitate the effort to assist low and moderate income residents of Ingham County with tax preparation.

**Staff Recommendation:**    MM\_X\_ JN\_\_\_ HH\_\_\_ TM\_\_\_ JC\_\_\_

Staff recommends approval of the resolution.

# **ERIC SCHERTZING**

Ingham County Treasurer

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## **Robert J. Damon, CPA**

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## **Terri Church**

Assistant to the Treasurer

Veterans Memorial Courthouse

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Lansing, MI 48933

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TO: County Services and Finance Committees  
FROM: Eric Schertzing  
RE: Asset Independence Coalition

The Asset Independence Coalition (AIC) coordinates income tax preparation for low and moderate income residents of Clinton, Eaton and Ingham counties. This was formerly done by the Earned Income Tax Credit Coalition.

The non-profit community has done a yeoman's effort to organize the tax preparation sites and attract volunteers. After several years under the "volunteer" direction of the AIC committee it is recognized that greater success is held back by the lack of dedicated coordination. The United Way has agreed to host and administer this position.

Because of Treasury's efforts to assist the many delinquent taxpayers of Ingham County I have been attending AIC meetings to help build their capacity to help low and moderate income citizens better their life situation. Many property tax payers qualify for the EITC. We need to reach more of them.

At an AIC Finance Committee meeting I proposed we attempt to get base funding from the four largest governments in the tri-county area. This base funding would assure a part time coordinator position and allow the AIC to approach other partners for financial and non-financial support.

A coordinator will allow the AIC to increase the tax refunds and tax credits received by our most vulnerable citizens. Then the coalition can increase efforts to combine tax refunds and credits with other asset building work.

I will attend your meetings to answer questions.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO PROVIDE FUNDING FOR LOW INCOME TAX PREPARATION**

WHEREAS, the Asset Independence Coalition (AIC), under the umbrella of the Power of We Consortium (Ingham County Human Services Collaborative), coordinates Income Tax Preparation for low and moderate income citizens; and

WHEREAS, the AIC's efforts have been funded and carried out by an ad hoc working group of non-profits in the tri-county area; and

WHEREAS, the group has successfully assisted thousands of taxpayers and helped achieve refunds of \$3,991,056 for the 2006 tax year, including \$506,306 from the Earned Income Tax Credit; and

WHEREAS, these efforts are ready for the next step of a part-time coordinator position hosted and administered by the United Way at an estimated cost of \$22,000; and

WHEREAS, the request for this base funding is being made to the Counties of Clinton, Eaton and Ingham and the City of Lansing; and

WHEREAS, these efforts assist the economic condition of those most impacted by the economy and the refunds help with the payment of delinquent taxes.

THEREFORE BE IT RESOLVED, that the County Board authorizes funding for the coordination efforts at \$8,000 to be split equally between County Board Contingency and Delinquent Tax Administration (516-25601).

BE IT FURTHER RESOLVED, that the County Controller is directed to make all necessary budget adjustments consistent with this resolution to strengthen the capacity within Ingham County for low and moderate income tax preparation assistance and asset building.

BE IT FURTHER RESOLVED, that a copy of this resolution shall be forwarded to all local taxing authorities in Ingham County.



**Agenda Item 2b**

**RESOLUTION STAFF REVIEW**                      **DATE**    August 10, 2007

**Agenda Item Title:**                                      Resolution to Provide Funding for Mortgage Foreclosure Prevention

**Submitted by:**    Treasurer's Office

**Committees:**    LE \_\_\_ JD \_\_\_\_, HS \_\_\_\_, CS   X  , Finance   X  

**Summary of Proposed Action:** (See the attached letter of explanation.)

**Financial Implications:**

This would authorize spending \$15,000 from Contingency and \$15,000 from Delinquent Tax Funds. \$567,690 remains in the Contingency Funds.

**Other Implications:**

This resolution would assist in the development of a communication and awareness effort to reach individuals falling behind in their mortgage payments. In doing so, this will then provide financial counseling services to those individuals.

**Staff Recommendation:**    MM   X   JN \_\_\_ HH \_\_\_ TM \_\_\_ JC \_\_\_  
Staff recommends approval of the resolution.

# ERIC SCHERTZING

Ingham County Treasurer

[www.ingham.org](http://www.ingham.org)

[eschertzing@ingham.org](mailto:eschertzing@ingham.org)

## Robert J. Damon, CPA

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(517) 676-7220

## Terri Church

Assistant to the Treasurer

Veterans Memorial Courthouse

313 W. Kalamazoo Street

Lansing, MI 48933

(517) 483-6515

TO: County Services and Finance Committees

FROM: Eric Schertzing

RE: Foreclosure Prevention Counseling

Dorothy Boone in the City of Lansing Department of Planning and Neighborhood Development has spearheaded our coordination efforts on foreclosure prevention counseling since late 2006.

The non-profit housing and counseling agencies as well as credit unions and banks have been part of the discussion. Recently, Donovan and Smith, marketing and media incorporated, have been brought in to develop the communication and awareness piece.

In mid 2006, through the delinquent tax administration fund, my office provided the \$8,000 local match for a LISC (Local Initiative Support Corporation)/Americorp staff position at Allen Neighborhood Center (ANC). This person came with a great deal of skills and abilities and has been an integral part of the financial counseling services. This position goes away near the end of this year without our action.

As part of our tax foreclosure prevention efforts my office will provide the local match for a LISC position again this year. This will add to the counseling capacity if the existing ANC position is maintained.

County funding of \$30,000, combined with \$13,000 in Links Counseling Referrals through the Greater Lansing Housing Coalition and MSHDA reimbursement for qualified Links Counseling will maintain the existing counseling service at ANC. More resources could be put to good use.

The City of Lansing has committed an initial \$15,000 to the Communication and Awareness Plan being developed by Donovan and Smith. This plan includes image and brand, website, advertising and outreach. The recommended media budget has a goal to leverage free media 4 to 1. The City and our partners in the process will be asked to contribute financial resources above the \$45,000 discussed above to fund the paid portion of the communication and awareness campaign.

Without the communication and awareness campaign we have no way to reach individuals falling behind in their mortgage payments. The first public notice of the problem is the first insertion in a legal paper of the sheriff sale. By this time the situation is often very dire and difficult to turn around.

We are looking for leadership commitment by Chair Thomas, Mayor Bernero and the Lansing Chamber to assist with our outreach to additional public and private entities that have a financial stake in helping avoid mortgage foreclosure.

Thank you for your consideration. I recommend funding of this critical issue.

I will attend your meetings to answer questions.

**Agenda Item 2b**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO PROVIDE FUNDING FOR MORTGAGE FORECLOSURE PREVENTION**

WHEREAS, the incidence of predatory and sub-prime mortgage products is negatively impacting our county and the economic pressure caused by the adjustable rate mortgage products is expected to peak in March of 2008; and

WHEREAS, the volume of Sheriff Deed activity increased 66% in 2006 over 2005, as a reflection of this economic strain, and has increased another 56% in the first 6 months of 2007 compared to the similar period of 2006; and

WHEREAS, the County Treasurer has been working since last year with the City of Lansing and the non-profit community to further coordinate and increase the local counseling capacity for mortgage foreclosure prevention; and

WHEREAS, the need exists for additional counseling capacity and a communication and awareness campaign to inform the public of the services available by calling 211; and

WHEREAS, the Greater Lansing Housing Coalition (GLHC) is willing to serve as the administrative hub for increasing the communities capacity; and

WHEREAS, in addition to emergency funding for additional capacity, a funding and awareness campaign, to be lead by the Lansing Mayor, County Board Chairperson and a business community representative is being designed.

THEREFORE BE IT RESOLVED, that the County Board authorizes funding of \$30,000 to the GLHC for increased counseling capacity efforts to be equally split between County Board Contingency and Delinquent Tax Administration (516-25601).

BE IT FURTHER RESOLVED, that the County Controller is directed to make all necessary budget adjustments consistent with this resolution to strengthen the capacity within Ingham County for Mortgage Foreclosure Prevention counseling.

**Agenda Item 2c**

**RESOLUTION STAFF REVIEW**

**DATE** August 13, 2007

**Agenda Title:** Resolution Approving the Establishment of the Brownfield Coordinator Position

**Submitted by:** Eric Schertzing, Treasurer

**Committees:** LE\_\_\_ JD\_\_\_, HS\_\_\_, CS \_\_X\_, Finance\_\_X\_

**Summary of Proposed Action:** This resolution would establish a new position, Brownfield Coordinator at the ICEA level of P-3, (\$34,112 - \$40,951).

**Financial Implications:** Position to be paid from the Land Bank budget.

**Other Implications:** The Union is in agreement with the establishment of this position.

**Staff Recommendation:** MM \_\_\_ JN \_\_\_ HH \_\_X\_ TM\_\_\_ JC \_\_\_  
Staff recommends approval of the resolution.

**Agenda Item 2c**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING THE ESTABLISHMENT OF THE  
BROWNFIELD COORDINATOR POSITION**

WHEREAS, the Ingham County Board of Commissioners and the Ingham County Treasurer took action in 2005 to assume the responsibility for Public Act 258 of 2003, the Land Bank Fast Track Act; and

WHEREAS, the Ingham County Board of Commissioner approved a Brownfield Plan for the redevelopment of Ingham County Land Bank Fast Track Authority Parcels on July 24, 2007; and

WHEREAS, the Ingham County Land Bank has budgeted funds for staffing that will cover 50% of the Brownfield Coordinator Position; and

WHEREAS, the adopted Brownfield Plan includes up to \$35,000 per year in administrative funding to cover the other 50% of the Brownfield Coordinator Position; and

WHEREAS, the Brownfield and Land Bank Authority need the additional staff support to successfully manage these additional efforts to enhance the quality of life in Ingham County; and

WHEREAS, the classification was analyzed and processed by Human Resources.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the establishment of the Brownfield Coordinator position as an ICEA Professional, level 03, with a 2007 Rate Range of \$34,112 - \$40,951, effective September 1, 2007.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller to make the necessary budget adjustments and position allocation list amendments in the Treasurer's 2007 budget.

**Agenda Item 3a**

**RESOLUTION STAFF REVIEW**

**DATE:** July 6, 2007

**Agenda Item Title:** Resolution Establishing a New Classification (Park Manager III), and Reclassifying the Park Director Position

**Submitted by:** Parks and Recreation Commission

**Committees:** LE. \_\_\_\_, JD \_\_\_\_, HS \_\_\_\_, CS \_\_\*, Finance \_\_\*

**Summary of Proposed Action:**

This resolution would establish a Park Manager III classification in recognition of the additional job responsibilities assigned to the Hawk Island Park Manager, as a result of the integration of Potter Park and the Potter Park Zoo into the Ingham County Park system. The new classification represents a one grade (change) increase.

This resolution would also reclassify the Parks Director position with a one grade (change) increase.

**Financial Implications:**

The Park Manager III position would be established at the MCF-11 level, with a pay range of \$59,383 to \$71,277. That position is currently at the Park Manager II level at MCF-10, with a \$54,985 to \$65,999 annual rate for 2007. The reclassification will result in an annual increase of **\$5,278** (MCF- 10/5 to MCF- 11/5 – excludes fringe benefits costs of \$1,226).

This resolution would also reclassify the Parks Director position to a pay grade MCF-14, with a \$73,486 to \$88,204 annual rate for 2007. That position is currently at the Park Director at MCF-13, with a \$68,208 to \$81,868 annual rate for 2007. This represents an increase in the annual cost of this position of **\$6,336**. (MCF- 13/5 to MCF- 14/5 – excludes fringe benefits costs of \$1,470).

Total annual cost for both positions is **\$11,614** (plus fringe benefit costs of \$2,696)

**Other Implications:** None.

**Staff Recommendation:** MM\_\_ JN\_\_ HH X by TL TM\_\_ JC \_\_\_\_  
Staff recommends the approval of this resolution.

**Agenda Item 3a**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ESTABLISHING A NEW CLASSIFICATION (PARK MANAGER III),  
AND RECLASSIFYING THE PARK DIRECTOR POSITION**

WHEREAS, Potter Park and the Potter Park Zoo were recently integrated into the Ingham County Parks system; and

WHEREAS, that action resulted in more than doubling the Parks and Recreation Commission's budget and the number of permanent employees assigned to the department; and

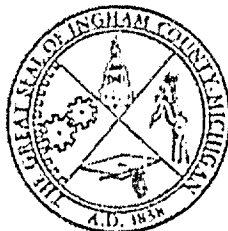
WHEREAS, the Human Resources Department has reviewed the affected positions and made a recommendation upon which this resolution is based.

THEREFORE BE IT RESOLVED, the classification of Park Manager III be established and compensated, at the MCF-11 level, with a \$59,383 - \$71,277 annual rate range for 2007, effective July 1, 2007.

BE IT FURTHER RESOLVED, that the position of Parks Director be reclassified to pay grade MCF-14 level, with a \$73,486 - \$88,204 annual rate range for 2007, effective July 1, 2007.

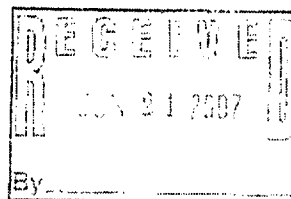
# County of Ingham

State of Michigan



HAROLD HAILEY  
Director  
Human Resources Department

Ingham County Human Resources  
5303 S. Cedar St., 2nd floor, Suite 2102  
Lansing, Michigan 48911-3895  
Phone: (517) 887-4327  
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Internet: www.ingham.org



DATE: June 19, 2007  
TO: Robert C. Moore, Ingham County Parks Director  
FROM: Harold Hailey, IPMA-CP, Human Resources Director *H. Hailey*  
RE: Parks Department – “Anticipation” Reclassifications  
*Result of Potter Park Zoo Acquisition*

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### Recommendation:

1. Establish the classification of Park Manager III and compensate at the MCF 11 with \$59,383 - \$71,277 annual rate range for 2007.
2. Reclassify the Parks Director position to pay grade MCF 14 with \$73,486 - \$88,204 annual rate range for 2007.

### Summary:

The term “Anticipation” is used because this study addresses the expected as opposed to what is or has transpired. In this instance, there are two (2) incumbents with expanded job duties and responsibilities combined with unique circumstances (Zoo Acquisition). New classifications are also “anticipation” projects but only because they are new (*there is not a history or experience record*) of demonstrated performance. Management endeavors to create an accurate job description, evaluate and compensate (with internal and external equity consideration) combined with labor market competition demands.



		Knowledge and Education	Work Experience	Interpersonal & Comm Skills	Guidance and Direction	Supervisory/Managerial	Visual Concentration	Job Complexity	Job Impact - Financial	Job Impact - Well Being of Others	Physical Effort	Unpleasant Working Conditions	Accident or Health Hazards		
<u>Position</u>		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>Total</u>	
Park Manager II	<i>CURRENT</i>	190	180	140	140	130	35	130	115	115	20	15	25	1235	MCF 10
Park Manager III	<i>PROPOSED</i>	190	180	140	140	165	35	150	115	115	20	15	25	1290	MCF 11

Factor #5 - SUPERVISORY/MANAGERIAL - The incumbent currently supervises eleven (11) FTEs with the addition of Ground Maintenance Responsibilities for the Zoo the number will increase to twenty (20). Currently there is an Assistant Park Manager reporting to this incumbent and there is the potential of a Horticulturalist/Grounds Manager added at a later date (not included in the employee count).

Factor #7 - JOB COMPLEXITY - The Park Manager II at Hawk Island is currently responsible for the operation and maintenance of Hawk Island Park along with the Hope Soccer Complex. The addition of grounds maintenance responsibilities for both the Zoo and Potter Park, customer service responsibilities, park visitors, shelter users will increase the complexity of this position. Grounds maintenance within the Zoo proper presents new challenges which are not currently present anywhere in the Ingham County Park system. The impact of herbicides, fertilizer, and pesticides on the animals must be taken into account when determining grounds maintenance decisions. Additionally, the formal gardens within the zoo will require expertise and knowledge beyond what has been required of previous park managers.

Of the most significant impacts on the complexity of the job is the addition of an entirely new collective bargaining agreement, with new and potentially restrictive work rule conditions. The incumbent will be required to understand and manage two (2) distinctly different workforces operating under varying conditions.

		Knowledge and Education	Work Experience	Interpersonal & Comm Skills	Guidance and Direction	Supervisory/Managerial	Visual Concentration	Job Complexity	Job Impact - Financial	Job Impact - Well Being of Others	Physical Effort	Unpleasant Working Conditions	Accident or Health Hazards	Total	
Position		1	2	3	4	5	6	7	8	8	9	10	11	Total	
Director of Parks	<i>Current</i>	190	225	185	180	195	50	170	165	140	10	10	10	1530	MCF 13
	<i>Proposed</i>	190	225	185	200	245	50	190	195	140	10	10	10	1650	MCF 14

FACTOR 2 - WORK EXPERIENCE – The position currently requires six (6) years of experience. It has been opined that the budget and year round workforce have more than doubled with the addition of Potter Park and the Potter Park Zoo. Additionally the complexity added by the unique aspects of operating a zoo, including animal care in addition to building and grounds maintenance, and the necessity of responding to an outside regulatory agency (the American Zoological Association) supports experience in excess of six (6) years.

Human Resources disagrees. The arguments presented are not persuasive for modification of this job evaluation factor. It has not been demonstrated that another single year of experience is necessary nor would it be justified. This factor should remain unchanged at 225 points.

FACTOR 4 - GUIDANCE AND DIRECTION - As a Department Head reporting to a Board the description outlined in degree 5 applies - "works under broad administrative direction. Substantial discretion is required in interpreting policies, procedures and practices, and in selecting or determining alternative courses of action."

FACTOR 5 - SUPERVISORY/MANAGERIAL - The position is currently classified as a first level manager with 31 to 50 subordinates. The addition of the Zoo elevates this position to a second level manager with fifty – seven (57) subordinate FTE employees.

FACTOR 7 - JOB COMPLEXITY - The point level proposed is between level 5 and level 6. The complexity level has increased substantially because of the addition of two new collective bargaining units and the unique nature of the zoo operation, especially as it relates to the requirements for certification through the American Zoological Society. Doubling the available budget for the department will substantially increase the complexity regarding planning and problem solving, analyzing, and decision making, especially as it relates to long-term capital improvements. In addition, interaction with the Zoological Society adds another layer of complexity.

FACTOR 8 - FINANCIAL RESULTS - The point level recommended is one step above the current level. The incumbent opines that this seems to be a modest increase in light of the fact that the person's position will be responsible for administering an entire new fund that is greater than the existing Parks Department Budget.

Human Resources supports the modification as it is envisioned that the incumbent will be obligated to seek advisory or other Board authorization for economic matters. This factor should be changed to 195 job evaluation points.

FACTOR 8a - JOB IMPACT - WELL BEING OF OTHERS - Again, the incumbent opines that the number of employees has more than doubled, with the opportunities for errors to be increased substantially, especially in light of the interpretation of the Collective Bargaining Agreements.

Human Resources disagrees. The arguments presented are not persuasive for modification of this job evaluation factor. These aspects have been recognized by modification of factors FACTOR 7 - JOB COMPLEXITY and FACTOR 8 - FINANCIAL RESULTS. Accordingly, this factor should remain unchanged at 140 points.

**Recommendation:**

1. Establish the classification of Park Manager III and compensate at the MCF 11 with \$59,383 - \$71,277 annual rate range for 2007.
2. Reclassify the Parks Director position to pay grade MCF 14 with \$73,486 - \$88,204 annual rate range for 2007.

**Agenda Item 3b**

**RESOLUTION STAFF REVIEW**

**DATE** August 7, 2007

**Agenda Item Title:** Resolution Authorizing New Signage for the Potter Park Zoo to be Located on Pennsylvania Avenue

**Submitted by:** Parks and Recreation Commission

**Committees:** LE \_\_\_\_, JD \_\_\_\_, HS \_\_\_\_, CS X, Finance X

**Summary of Proposed Action:** This resolution would authorize the necessary budget adjustments to allow for replacement of the Potter Park Zoo sign at the Pennsylvania Avenue entrance.

This is not the main park entrance sign that is slated to be constructed approximately 100 yards inside the entrance along the boulevard. Bids are currently being solicited for that project, along with a proposal from the Board of Water and Light to replace the existing streetlights along the entrance boulevard with a “historical” carriage light design.

**Financial Implications:**  
Funds are available within the Potter Park Zoo fund.

**Other Implications:** None.

**Staff Recommendation:** MM X JN \_\_ HH \_\_ TM \_\_ JC \_\_  
Staff recommends the approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING NEW SIGNAGE FOR THE POTTER PARK ZOO TO  
BE LOCATED ON PENNSYLVANIA AVENUE**

WHEREAS, the electorate of Ingham County overwhelmingly approved the millage proposal in November of 2006 to fund the operation and improvement of Potter Park and the Potter Park Zoo; and

WHEREAS, a concept of a new Potter Park Zoo sign to be located on Pennsylvania Avenue received support from the Zoo Transition Team; and

WHEREAS, several designs were reviewed by the Zoo Transition Team, members of the Potter Park Zoological Society, and staff of the Potter Park Zoo; and

WHEREAS, the concept presented by Custom Signworks Plus, Inc. was chosen by members of the Potter Park Zoological Society and staff of the Potter Park Zoo; and

WHEREAS, the Ingham County Parks and Recreation Commission and the Zoo Board recommend that the Ingham County Board of Commissioners authorize the new Pennsylvania Avenue signage for the Potter Park Zoo.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the transfer of up to \$15,685 from the proceeds of the Potter Park and the Potter Park Zoo millage to the Capital Land Improvement line item (258-69200-974000-31200) to be used to construct the new signage and authorizes the Budget Director and the Controller to make the necessary budget adjustments.

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

## Agenda Item 4a

### RESOLUTION STAFF REVIEW

**DATE** August 10, 2007

**Agenda Item Title:** Resolution to Authorize Amendment #3 to the 2006-2007 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health

**Submitted by:** Health Department

**Committees:** LE \_\_\_ JD \_\_\_\_, HS X, CS \_\_\_\_, Finance X

**Summary of Proposed Action:** (See the attached letter of explanation.)

This resolution authorizes amendment #3 to the 2006-2007 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). In addition to the financial implications listed below, the amendment also revises sections of the Agreement:

1. It clarifies the procedure for submitting Financial Status Reports (FSR) to the State;
2. Requires submission of a work plan for the funds used to support the Infant Mortality Coalition;
3. Specifies that travel dollars in the WIC Special Funding System Upgrade Program (SUP) can only be used for travel related to SUP;
4. Adds Contractor Requirements for receipt of funds for the AIDS Referral and Care program.

**Financial Implications:** This amendment will increase the 2007 Budget for Comprehensive Local Health Services from \$4,545,220 to \$4,684,542 for a net increase of \$139,322, making the following specific changes in the budget:

1. \$60,000 to implement an AIDS Referral and Care program.
2. A \$4,246 reduction in support for Bioterrorism Pandemic Flu Preparedness.
3. A \$65,577 increase in support for Family Planning.
4. A reduction of \$7,000 in support for cardiovascular disease prevention dollars from the Healthy Communities program.
5. A \$2,009 reduction in support for the immunizations program.

6. \$27,000 increase in WIC funding to support a resident.

**Other Implications:** None.

**Staff Recommendation:** MM\_\_\_ JN\_\_\_ HH\_\_\_ TM\_\_\_ JC X  
Staff recommends approval of the resolution.

# MEMORANDUM

To: Human Services Committee  
Finance Committee

From: Dean Sienko

Date: August 1, 2007

Subject: CPBC Agreement Amendment #3 for 2006-2007

This is a recommendation to authorize Amendment #3 to the 2006-2007 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). The CPBC Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support the implementation of public health programs. The funds, of course, come with terms and conditions. The CPBC Agreement establishes the funding levels and the terms and conditions. The Board of Commissioners authorized the 2006-2007 Agreement in Resolution No. 06-227.

Amendment #3 will increase the 2007 Budget for Comprehensive Local Health Services from \$4,545,220 to \$4,684,542 for a net increase of \$139,322. The Amendment makes the following specific changes in the budget:

1. 60,000 to implement an AIDS Referral and Care program.
2. A \$4,246 reduction in support for Bioterrorism Pandemic Flu Preparedness.
3. A \$65,577 increase in support for Family Planning.
4. A reduction of \$7,000 in support for cardiovascular disease prevention dollars from the Healthy Communities program.
5. A \$2,009 reduction in support for the immunizations program.
6. \$27,000 increase in WIC funding to support a resident.

The Amendment also revises sections of the Agreement: 1) It clarifies the procedure for submitting Financial Status Reports (FSR) to the State, 2) Requires submission of a work plan for the funds used to support our Infant Mortality Coalition, 3) Specifies that travel dollars in the WIC Special Funding System Upgrade Program (SUP) can only be used for travel related to SUP, and 4) Adds Contractor Requirements for our receipt of funds for the AIDS Referral and Care program.

I recommend that the Board of Commissioners adopt the attached resolution and that the Controller is authorized to amend the Health Department's 2007 Budget in order to implement this resolution.

## Attachment

c: John Jacobs w/attachment  
Jaeson Fournier w/attachment  
Renee Canady w/attachment



**Agenda Item 4a**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AMENDMENT #3 TO THE 2006-2007  
COMPREHENSIVE PLANNING, BUDGETING AND CONTRACTING AGREEMENT  
WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

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

WHEREAS, the Michigan Department of Community Health (MDCH) and Ingham County have historically entered into contracts to clarify the role and responsibility of each party in protecting the public health; and

WHEREAS, the MDCH and Ingham County have entered into a 2006-2007 Agreement for the delivery of public health services under the Comprehensive, Planning, Budgeting and Contracting (CPBC) process to clarify roles and responsibilities, including funding relationships, authorized by Resolution No. 06-227 and amended by Resolution No. 06-330; and

WHEREAS, the MDCH has proposed a third amendment to the 2006-2007 CPBC to implement an AIDS Referral and Care program, adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the Amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #3 to the 2006-2007 Comprehensive Planning, Budgeting, and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH).

BE IT FURTHER RESOLVED, that the amendment shall: 1) Add/revise information in Section IV – Payment and Reporting Procedures; 2) Add/revise information in Attachment III – Program Specific Assurances and Requirements; and 3) Incorporate Attachment IV – Funding/Reimbursement Matrix for the Local Public Health Operations (LPHO) and categorical budget detail, output measures and performance reimbursement criteria.

BE IT FURTHER RESOLVED, that the net adjustment in state/federal funding shall be an increase of \$139,322 from \$4,545,220 to \$4,684,542 and that the Controller is authorized to amend the Health Department's 2007 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the amendment after review by the County Attorney.

**Agenda Item 4b**

**RESOLUTION STAFF REVIEW**

**DATE** August 10, 2007

**Agenda Item Title:** Resolution to Authorize Amendment to Lease Agreement with JWJ Company, LCC

**Submitted by:** Health Department

**Committees:** LE \_\_\_ JD \_\_\_\_, HS X, CS \_\_\_\_, Finance X

**Summary of Proposed Action:** (See the attached letter of explanation.)

This resolution amends the current lease agreement with JWJ Company, LLC to include 48 square feet of storage space in the warehouse at 5656 S. Cedar Street, Lansing.

The expansion of card printing operations in the Bureau of Health Plan Management Services (HPMS) has consumed available space while creating a need to store more supplies and equipment.

**Financial Implications:** JWJ Company, LCC has agreed to amend the lease agreement to include 48 square feet of storage space in the warehouse at 5656 S. Cedar, Lansing, MI at the rate of \$7.00 per square foot.

**Other Implications:** None.

**Staff Recommendation:** MM \_\_\_ JN \_\_\_ HH \_\_\_ TM \_\_\_ JC X  
Staff recommends approval of the resolution.

## MEMORANDUM

To: Human Services Committee  
Finance Committee

From: Dean Sienko, M.D.

Date: August 16, 2007

Subject: Authorization to amend lease agreement with JWJ Company, LLC

This is a recommendation to amend the current lease agreement with JWJ Company, LLC to include 48 square feet of storage space in the warehouse at 5656 S. Cedar Street, Lansing. Ingham County has approximately three years remaining on a five year lease to house the Bureau of Health Plan Management Services (HPMS) and the Breast and Cervical Cancer Control Program (BCCCP). The expansion of card printing operations in HPMS has both consumed available space while creating a need to store more supplies and equipment.

JWJ Company, LLC has proposed a rental rate for the 48 square feet to be \$7.00 per square foot, effective July 1, 2007. The anniversary date will be June 1, consistent with the current lease. All other terms and conditions of the lease shall remain the same.

### Attachment

c: Jayson Welter, Manager, Health Plan Management Services  
Laura Peterson, Deputy Health Officer  
John Jacobs w/attachment, Chief Financial Officer, Health Department

**Agenda Item 4b**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AMENDMENT TO LEASE AGREEMENT WITH  
JWJ COMPANY, LCC**

WHEREAS, on June 1, 2005, Ingham County entered into a lease agreement with JWJ Company, LCC which authorized in Ingham County to occupy 7,300 square feet at 5656 S. Cedar Street, Lansing MI to house the Bureau of Health Plan Management Services and the Breast and Cervical Cancer Control Program; and

WHEREAS, the lease agreement will expire on May 31, 2010; and

WHEREAS, the Health Department has requested that the lease agreement be amended to include 48 square feet of storage space; and

WHEREAS, JWJ Company, LCC has agreed to amend the lease agreement to include 48 square feet of storage space in the warehouse at 5656 S. Cedar, Lansing, MI at the rate of \$7.00 per square foot; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners amend the lease agreement with JWJ Company, LLC; and

WHEREAS, all other terms and conditions of the lease shall continue in full force and effect.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes execution of an amendment to the lease agreement with JWJ Company, LLC to include 48 square feet of storage space in the warehouse at 5656 S. Cedar, Lansing, MI at the rate of \$7.00 per square foot.

BE IT FURTHER RESOLVED, that the period of the amendment shall be July 1, 2007 through May 31, 2010.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the amending documents after review by the County Attorney.

**Agenda Item 4c**

**RESOLUTION STAFF REVIEW**      **DATE**    August 10, 2007

**Agenda Item Title:**                      Resolution to Authorize an Agreement with Capital Area  
Community Services to Serve Early Head Start Children Through  
the Jump Start Program

**Submitted by:**                              Health Department

**Committees:**                                LE \_\_\_ JD \_\_\_\_, HS X, CS \_\_\_\_, Finance X

**Summary of Proposed Action:** (See the attached letter of explanation.)

This resolution authorizes an agreement with Capital Area Community Services to provide para-professional outreach services to the Early Head Start population through the Ingham County Jump Start Program.

The term of the proposed agreement is August 1, 2007 to July 31, 2008.

**Financial Implications:** Capital Area Community Services will provide Ingham County with up to \$62,295, to support para-professional outreach services to the Early Head Start Program. The agreement requires the Health Department to provide in-kind support valued at \$15,574 in the form of supervisor salary and benefits, indirect costs, facilities and advisory committee and parent participation in the programming.

**Other Implications:** None.

**Staff Recommendation:**    MM \_\_\_ JN \_\_\_ HH \_\_\_ TM \_\_\_ JC X

Staff recommends approval of the resolution.

## MEMORANDUM

To: Human Services Committee  
Finance Committee

From: Dean Sienko, M.D.

Date: August 16, 2007

Subject: Agreement with Capital Area Community Services to Provide Outreach Services to the Early Head Start Program

This is a recommendation to authorize an agreement with Capital Area Community Services to provide para-professional outreach services to the Early Head Start population through the Ingham County Jump Start Program.

Through Federal grants, CACS has developed programming for a younger population of low-income, at-risk children. One of the components of the programming is home-visiting in which CACS utilized the model created in the Jump Start Program to deliver those services. The CACS is proposing to continue this agreement with Ingham County, to provide the CACS Early Head Start Program enrollees the outreach services of the Jump Start Program. The term of the proposed agreement is August 1, 2007 to July 31, 2008.

This is an excellent example of using service models in one organization to support the service needs in another organization. These services are anticipated and supported in the 2008 budget at the level proposed in this agreement.

The agreement requires the Department to provide in-kind support valued at \$15,574 in the form of supervisor salary and benefits, indirect costs, facilities and advisory committee and parent participation in the programming. Our experience last year was that we were able to do this as part of our normal work and we expect this to continue.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreement with CACS.

### Attachment

c: Renee Canady w/attachment  
John Jacobs w/attachment  
Jane Noice w/attachment

**Agenda Item 4c**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH CAPITAL AREA  
COMMUNITY SERVICES TO SERVE EARLY HEAD START CHILDREN THROUGH  
THE JUMP START PROGRAM**

WHEREAS, Capital Area Community Services (CACS) manages the Head Start Program to provide early education and growth programming to a younger at-risk population; and

WHEREAS, CACS has contracted with Ingham County to incorporate a para-professional outreach component to the programming through the Jump Start Program; and

WHEREAS, Capital Area Community Services has proposed to continue the services for the period August 1, 2007 to July 31, 2008; and

WHEREAS, the Health Department has proposed to continue such programming as part of its Jump Start Initiative; and

WHEREAS, the Health Officer has advised that this agreement is anticipated in the 2008 budget and has recommended that the Board of Commissioners authorize the continuation of the agreement with Capital Area Community Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Capital Area Community Services to provide para-professional outreach worker services to support the Early Head Start Program.

BE IT FURTHER RESOLVED, that the period of the agreement will be August 1, 2007 to July 31, 2008.

BE IT FURTHER RESOLVED, that Capital Area Community Services will provide Ingham County with up to \$62,295, to support para-professional outreach services to the Early Head Start Program.

BE IT FURTHER RESOLVED, that the Health Department is required by the grant agreement to provide, as a non-federal share, an in-kind match in an amount of at least \$15,574 which shall constitute supervisor wage/salary and benefits, indirect, facilities, advisory committee participation and parent participation.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement after review by the County Attorney.

**Agenda Item 4d**

**RESOLUTION STAFF REVIEW**

**DATE** August 10, 2007

**Agenda Item Title:** Resolution to Authorize a Child Care Training Agreement with the Michigan 4C Association for Fiscal Year 2008

**Submitted by:** Health Department

**Committees:** LE\_\_\_ JD\_\_\_, HS X, CS \_\_\_, Finance X

**Summary of Proposed Action:** (See the attached letter of explanation.)

This resolution will authorize the Child Care Provider Training Agreement with the Michigan Community Coordinated Child Care Association for 2007-2008, to continue child care provider recruitment and training services.

**Financial Implications:** The attached resolution will provide Ingham County with up to \$57,100 to continue child care provider recruitment and training services for the period of October 1, 2007 through September 30, 2008.

**Other Implications:** The Michigan 4C Association acts as the fiduciary agency for the training grants on behalf of the Michigan Department of Human Services.

**Staff Recommendation:** MM\_\_\_ JN\_\_\_ HH\_\_\_ TM\_\_\_ JC X

Staff recommends approval of the resolution.



## MEMORANDUM

To: Human Services Committee  
Finance Committee

From: Dean Sienko

Date: August 9, 2007

Subject: OYC Training Grant with the Michigan 4C Association

This is a recommendation to authorize a 4C Association Training Grant Agreement. For many years, the Michigan Community Coordinated Child Care Association (MI 4C) has helped fund the Office for Young Children through child care provider recruitment and training service agreements. The Michigan 4C Association acts as the fiduciary agency for the training grants on behalf of the Michigan Department of Human Services.

The attached resolution will provide Ingham County with up to \$57,100 to continue child care provider recruitment and training services for the period of October 1, 2007 through September 30, 2008.

The services required by this grant and the funds provided through the grant are included in the Health Department's 2008 budget recommendation. I recommend that the Board of Commissioners adopt the attached resolution and authorize the Child Care Provider Training Agreement with the Michigan Community Coordinated Child Care Association for 2007-2008.

Attachment

c: John Jacobs w/attachment  
Laura Peterson w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A  
CHILD CARE TRAINING AGREEMENT  
WITH THE MICHIGAN 4C ASSOCIATION FOR FISCAL YEAR 2008**

WHEREAS, the Office for Young Children provides information and referral, training, and other services to day care organizations and to parents of children in Ingham, Clinton, Eaton and Shiawassee Counties; and

WHEREAS, the Michigan Community Coordinated Child Care (4C) Association Training Contract has provided financial support for these services for many years acting as the fiduciary agent for the Michigan Early Childhood Investment Corporation; and

WHEREAS, the Michigan 4C Association is proposing to continue the agreement for Fiscal Year 2008; and

WHEREAS, the Health Department's 2008 budget anticipated a continuation of 4C services and funding; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the proposed contract with the Michigan 4C Association.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a Child Care Training Agreement with the Michigan 4C Association.

BE IT FURTHER RESOLVED, that the agreement period shall be October 1, 2007 through September 30, 2008 and that the Michigan 4C Association shall reimburse Ingham County up to \$57,100 for services provided pursuant to the agreement.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement after review by the County Attorney.

**Agenda Item 5**

**RESOLUTION STAFF REVIEW**

**DATE** July 31, 2007

**Agenda Item Title:** Resolution to Establish a Half-Time System Administrator Position for the Ingham County Public Safety Radio System

**Submitted by:** 911 Advisory Committee

**Committees:** LE X JD     , HS     , CS X, Finance X

**Summary of Proposed Action:** This resolution establishes a half-time System Administrator Position for the Ingham County Public Safety Radio System, as recommended by the Ingham County 911 Advisory Committee. This position will be responsible for the overall operation of the radio system, and to act as a point of contact for system users and vendors.

This position will be TOPS Union (UAW) with a salary grade of H under the direction of the Sheriff's Office, Technical Services Lieutenant and funded from the Ingham County 911 Fund.

**Financial Implications:** Funded from the 911 Fund, this position will be TOPS Union (UAW) with a salary grade of H (\$18,052 to \$21,670 2007 wages). The total annual cost including benefits ranges from \$31,012 to \$35,709 at step 5.

**Other Implications:** None.

**Staff Recommendation:** MM      JN X HH      TM      JC       
Staff recommends approval of the resolution.

**Agenda Item 5**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ESTABLISH A HALF-TIME SYSTEM ADMINISTRATOR POSITION FOR THE INGHAM COUNTY PUBLIC SAFETY RADIO SYSTEM**

WHEREAS, the Public Safety Radio Communications System in Ingham County has recently been upgraded; and

WHEREAS, the 911 Advisory Committee has determined that it is necessary to establish a half-time System Administrator Position to be responsible for the operation of the system and serve as a point of contact for end users and system vendors; and

WHEREAS, a position description for this position has been developed and approved by the 911 Advisory Committee.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners establishes a half-time System Administrator position TOPS Union (UAW) with a salary grade of H (\$18,052 to \$21,670 2007 wages) under the direction of the Sheriff's Office, Technical Services Lieutenant and funded from the Ingham County 911 Fund.

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

BE IT FURTHER RESOLVED, that these actions are effective September 1, 2007.

**RESOLUTION STAFF REVIEW**

**DATE** July 25, 2007

**Agenda Item Title:** Resolution Authorizing Contract Amendments with Lansing and East Lansing for 911 Center 2007/08 Operations

**Submitted by:** City of Lansing and City of East Lansing

**Committees:** LE X, JD \_\_\_\_, HS \_\_\_\_, CS \_\_\_\_, Finance X

**Summary of Proposed Action:**

This resolution will authorize contracts with Lansing and East Lansing for funding 911 Center 2007/08 Operations at less than the traditional 95% of operational costs. This is due to the fact that the operational budget requests exceeded the cap of 80% of annual 911 revenue as established by Resolution #00-278. However, the two requests both fall within the parameters of Resolution #06-338

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners urges the City of East Lansing and City of Lansing to request 2007/2008 911 Centers' operational budgets that do not exceed the combined revenue increases for the 911 millage and the telephone surcharge funds.

The total increase in 911 revenue is 6.12%; the East Lansing and Lansing increase combined is a .85% increase over the amended budgets for 2006/07.

**Financial Implications:** (See the attached information on budget increases and historical data.)

2006/07 Lansing amended contract	\$5,074,900
2006/07 East Lansing amended contract	\$1,228,212

This resolution would fund the two 911 Centers at 95% of their operating budget costs within the 80% CAP limitation.

East Lansing contract	\$1,165,985
Lansing contract	\$4,978,125
2007/2008 Ingham County 911 revenue:	\$7,680,137

Combined Lansing/East Lansing contracts funded at 95%: \$6,356,575  
80% of 911 revenue: \$6,144,110  
Difference: \$212,465

As an alternative, to fully fund the operational contracts at the traditional 95% of operational costs, the East Lansing contract would be for \$1,206,305 (an increase of \$40,320) and Lansing for \$5,150,270 (an increase of \$172,146).

The additional funding would require a supplemental appropriation out of the 911 Emergency Telephone Dispatch Services Management and System Improvements reserve to increase the contracts by the additional \$212,465.

**Other Implications:**

It is estimated that approximately \$1,300,000 will still remain for Management and System Improvements reserve expenditures should this resolution be passed, and after lease and maintenance costs associated with the radio project are factored in.

**Staff Recommendation:** MM \_\_\_\_ JN X HH \_\_\_\_ TM \_\_\_\_ JC \_\_\_\_

Staff recommends that this resolution be approved as 911 Centers should be fully staffed in the short-term. The potential consolidation of the 911 centers is being reviewed as a long-term cost saving measure that does not reduce the quality of 911 Emergency Telephone Dispatch Services.

## 5-year History of 911 Contracts

	<u>2003/2004</u>	<u>2004/2005</u>	<u>2005/2006</u>	<u>2006/2007</u>	<u>2007/2008</u> <b>proposed</b>
<b>Lansing</b>					
95% of Request	\$3,959,918	\$4,337,700	\$4,475,579	\$5,074,900	\$5,177,655
% increase		9.5%	3.2%	13.4%	2.0%
Contract	\$3,959,918	\$4,108,073	\$4,475,579	\$5,074,900	\$4,978,125
% increase		3.7%	8.9%	13.4%	-1.9%
<b>East Lansing</b>					
95% of Request	\$1,089,983	\$1,166,942	\$1,209,721	\$1,228,212	\$1,206,305
% increase		7.1%	3.7%	1.5%	-1.8%
Contract	\$1,089,983	\$1,105,167	\$1,209,721	\$1,228,212	\$1,165,985
% increase		1.4%	9.5%	1.5%	-5.1%

\*These amounts reflect the original contract, amendments are not included. Though in 2004/05 the contracts were amended to the 95% request.

**Agenda Item 6**

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING CONTRACT AMENDMENTS WITH LANSING AND EAST LANSING FOR 911 CENTER 2007/08 OPERATIONS**

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 a policy that reserves twenty percent of the total revenues per year for these purposes and eighty percent for operational expenses by the two 911 Centers; and

WHEREAS, under this policy the Lansing and East Lansing 911 Centers' 2007/08 operational budgets will not receive the full ninety-five per cent reimbursement this fiscal year due to their costs exceeding eighty percent of the total 911 2007/08 revenues.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an appropriation out of the 911 Emergency Telephone Dispatch Services Budget by approving reimbursement of the City of East Lansing's 2007/08 operational budget of up to \$1,165,985 and by approving reimbursement of the City of Lansing's 2007/08 operational budget of up to \$4,978,125.

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



To: John Neilsen  
From: Karen Chadwick  
Date: August 13, 2007  
Re: Request for 95% Reimbursement

This letter is a request for the full 95% reimbursement of the Lansing/Ingham County 911 Center budget for FY08. This is an increase of \$172,146, bringing the total to \$5,150,270.

Your assistance in this matter will be greatly appreciated.

Sincerely,

Karen Chadwick  
911 Director

(517) 483-7612  
[kchadwick@ci.lansing.mi.us](mailto:kchadwick@ci.lansing.mi.us)



# CITY OF EAST LANSING

The Home of Michigan State University

August 7, 2007

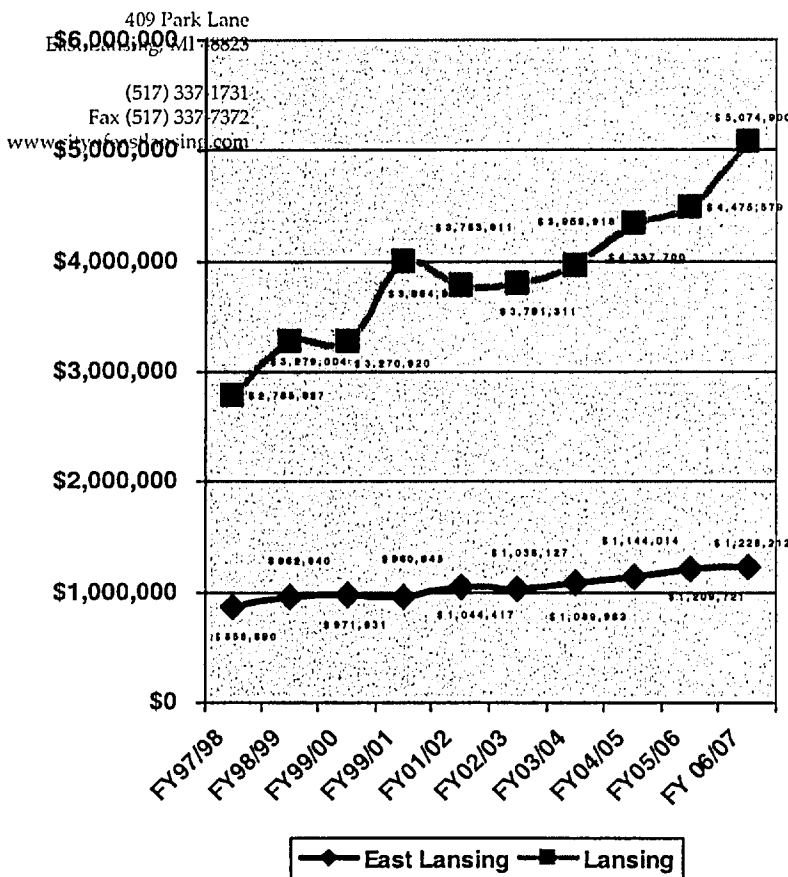
Marc Thomas, Chair  
 Ingham County Board of Commissioners  
 Ingham County Courthouse  
 P.O. Box 319  
 Mason, MI 48854

Dear Commissioner Thomas,

The Ingham County Controller's Office recently contacted us and advised that due to the 80% cap, the contracts for Lansing and East Lansing 911 will be short of the 95% reimbursement. The payments will be capped at \$4,978,125 for

Lansing and \$1,165,985 for East Lansing. Thus, Lansing will be short \$172,146 and East Lansing will be short \$40,320. We have been advised that we have the option of requesting the difference from the 20% technology fund.

**EAST LANSING 911 Reimbursement Contracts**  
**POLICE DEPARTMENT Ingham County**



The technology fund was set up over a decade ago. Most current Commissioners were not on the Board when it was established. Commissioners Grebner and Shaffer were very involved, as was I. Mark and Randy will hopefully agree with me that the initial intent of reserving the 20% was to pay for 911 technology purchases. Annually robbing our technology fund to supplement preventable shortages in operating costs violates the original intent of the fund. In addition, the purpose of the 80% cap was to limit spending and to preserve the technology fund. If spending occurs without regard to the cap, and is then supported by additional reimbursements from the technology fund, why then did we put the cap in place?

The current 911 finance system isn't working. Operating costs are refunded at 95% no matter what. Thus, he who spends the most gets the most. He who spends the least, gets the least. When the money is gone, we simply find a way around the problem by taking money from another fund. This further enables inefficiency and reduces accountability. The graph comparing the reimbursement contracts of the two 911 Centers over the last decade is very telling as to why this

system doesn't work. The 80% cap in our operating costs has been exceeded due to the spending habits of one of the two centers. Unfortunately, because the Lansing and East Lansing 911 Centers are reimbursed from the same fund, both must now cover the shortage. Thus, even though the East Lansing 911 Center has had only modest annual increases, we are still saddled with additional expenses due to the long term spending habits of our counterpart.

Based in principle, we are not in favor of transferring money from the technology fund to supplement operating costs, and we encourage the Board of Commissioners to deny any requests to do so. However, should you find reason to disregard this opinion and entertain a request from the Lansing 911 Center to be reimbursed from the technology fund, I would expect, also based in principle, that both Centers be reimbursed.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas Wibert". The signature is fluid and cursive, with a large initial "T" and "W".

Chief Thomas Wibert  
East Lansing Police Department

**Agenda Item 7**

**RESOLUTION STAFF REVIEW**      **DATE**    July 27, 2007

**Agenda Item Title:**                      Resolution Authorizing a Contingency Appropriation to the  
Department of Human Services 2006-07 Child Care Fund Budget

**Submitted by:**                              Department of Human Services/Controller's Office

**Committees:**                                LE\_\_\_ JD\_\_\_, HS X, CS\_\_\_, Finance X

**Summary of Proposed Action:**    This resolution will amend the 2006-07 Department of Human Services (DHS) Child Care Fund (CCF) budget by increasing it by \$50,000 principally due to higher than anticipated costs for institutional care placements. DHS and the Controller's Office have been monitoring the CCF over the past several months, and although monthly costs have steadily decreased since April, a supplemental appropriation is necessary at this time.

**Financial Implications:**    The DHS budget will increase by \$50,000 of which \$25,000 is in County costs using the Contingency Fund and the other \$25,000 represents matching dollars from the State of Michigan.

There is currently \$567,690 available in the Contingency Fund for 2007.

**Other Implications:**    This resolution is consistent with the County's long-term objective to meet basic needs. A copy of the Annual Implementation Plan for Fiscal Year 2008 is available upon request from the Controller's Office.

**Staff Recommendation:**    MM\_\_\_ JN \_\_\_ HH \_\_\_ TM\_\_\_ JC X  
Staff recommends approval of the resolution

## Agenda Item 7

Introduced by the Human Services and Finance Committees of the:

### INGHAM COUNTY BOARD OF COMMISSIONERS

#### **RESOLUTION AUTHORIZING A CONTINGENCY APPROPRIATION TO THE DEPARTMENT OF HUMAN SERVICES 2006-07 CHILD CARE FUND BUDGET**

WHEREAS, the Ingham County Department of Human Services (DHS) has identified a significant increase in projected expenses from primarily a substantial increase in institutional care placement costs for the 2007 Child Care Fund budget; and

WHEREAS, the DHS is requesting the Ingham County Board of Commissioners to increase their 2007 budget appropriation accordingly.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an increase in the DHS 2007 Child Care Fund budget appropriation by \$25,000.

BE IT FURTHER RESOLVED, that the Controller is directed to transfer \$25,000 from the 2007 Contingency Fund and to amend the 2007 DHS budget by increasing it in total by \$50,000 to include a match from the State of Michigan, in the amount of \$25,000, in accordance with this resolution.

BE IT FURTHER RESOLVED, that the DHS shall continue to monitor institutional care placement costs as part of its efforts to stay within budget prior to any further appropriations being made for this purpose.

STATE OF MICHIGAN  
DEPARTMENT OF HUMAN SERVICES  
INGHAM COUNTY

JENNIFER M. GRANHOLM  
GOVERNOR

MARIANNE UDOW  
DIRECTOR

July 16, 2007

**RECEIVED**

JUL 17 2007

**INGHAM COUNTY  
CONTROLLER'S OFFICE**

Matthew J. Myers, Ph.D.  
Controller/Administrator  
Ingham County  
P.O. Box 319  
Mason, MI 48854

Re: FY 2006/2007 Appropriation

Dear Dr. Myers:

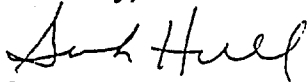
Ingham County DHS, along with the Ingham County Budget Office, have continued to monitor the appropriation for the DHS Sub-Account to the Child Care Fund, since our communication to your office in April 2007.

The costs have steadily decreased since March and it appears our request to the Ingham County Board of Commissioners for a supplemental appropriation will be in the amount of \$25,000.

If you have any questions, please feel free to call me at 887-9791.

Thank you for your consideration.

Sincerely,



Susan L. Hull, Director  
Ingham County DHS

**Agenda Item 8a**

**RESOLUTION STAFF REVIEW**

**DATE** August 10, 2007

**Agenda Item Title:** Resolution Awarding a Contract to Myers Plumbing & Heating, Inc. to Provide HVAC Work at both the Ingham County Sheriff's Office and the Ingham County Drain Commissioner's Office

**Submitted by:** Facilities Department

**Committees:** LE\_\_\_ JD\_\_\_, HS\_\_\_, CS X, Finance X

**Summary of Proposed Action:** (See the attached letter of explanation.)

**Financial Implications:**

The total cost for the two projects is \$45,035. The money is budgeted from 2007 CIP projects. \$17,095 from CIP projects for 2007 will be transferred to complete this project, due to a higher than anticipated cost to complete the A/C project at the Sheriff's Office.

**Other Implications:** None.

**Staff Recommendation:** MM X JN \_\_\_ HH \_\_\_ TM \_\_\_ JC \_\_\_

Staff recommends approval of the resolution. As required by the Board Ethics Policy, the role of the Board is to accept or reject the recommendation. If the recommendation is rejected, the committee should state the reason(s) for the rejection and instruct the staff to review the recommendation.

## Agenda Item 8a

TO: County Services and Finance Committees

FROM: Rick Terrill/Facilities Director

DATE: August 9, 2007

RE: Resolution Requesting the Authorization to Award a Contract to Myers Plumbing & Heating, Inc. to Perform HVAC Replacements at Both the Sheriff's Office and Drain Commissioner's Office

Both locations are in need of HVAC replacements; the Purchasing Department solicited bids for both projects, Myers Plumbing & Heating, Inc. was the only responsive contractor to respond to this request. After review by both the Purchasing and Facilities Departments they both concur that a contract to perform both projects be awarded to Myers Plumbing for a total cost not to exceed \$45,035.00.

The project for the Sheriff's Office was approved within the 07 CIP in the amount of \$15,000.00; due to unanticipated costs the project total is \$30,495.00. We are also requesting that a transfer of funds in the amount of \$17,095.00 from three (3) different 07 CIP projects be transferred into 245 30199 976000 7FAC8 A/C Replacement Sheriff's Office fund in order to complete this project.

Thank you for your consideration in approval of this resolution.

CC/



Recommendation to Enter Into Contract with Myers Plumbing & Heating, Inc.

Project:

HVAC replacements at the Ingham County Sheriff's Office and the Drain Commissioner's Office.

Bid Summary:

Bidders Contacted: 15            Local: 10

Bidders Responding: 1            Local: 0

The following firm submitted bid:

<u>Firm</u>	<u>Bid</u>	<u>Local</u>
Myers Plumbing & Heating, Inc.	\$45,035	No

Recommendation:

It is the recommendation of the Facilities Department in concurrence with the Purchasing Department to award a contract to Myers Plumbing & Heating, Inc., 16825 Industrial Parkway, Lansing 48906, in an amount not to exceed \$45,035.

Source of Funding:

General Fund

Other:

Contractor is required to comply with Prevailing Wage Policy.

The bid was advertised in the LSJ, El Central, the construction trades, and posted on the Purchasing Department's Web Page.

Contact Person(s):

Rick Terrill  
Facilities Director  
676-7310

Jim Hudgins  
Purchasing Director  
676-7222

**Agenda Item 8a**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AWARDING A CONTRACT TO MYERS PLUMBING & HEATING, INC. TO PROVIDE HVAC WORK AT BOTH THE INGHAM COUNTY SHERIFF'S OFFICE AND THE INGHAM COUNTY DRAIN COMMISSIONER'S OFFICE**

WHEREAS, both the Sheriff's Office and the Drain Commissioner's Office are in need of updating their HVAC systems by replacement of A/C units; and

WHEREAS, funds for these two (2) projects have been budgeted and approved in the 2007 Capital Improvement Plan: \$15,000.00 Sherriff's Office, \$25,000.00 Drain Commissioner's Office; and

WHEREAS, the Purchasing Department combined both projects and solicited bids for HVAC replacement, after review by both the Purchasing and Facilities Departments they have recommended awarding a contract to Myers Plumbing & Heating, Inc., who was the only contractor to respond to the request for bids; Myers Plumbing will perform both projects for a cost not to exceed \$45,035, which does include the payment of prevailing wage; and

WHEREAS, the A/C Replacement Project for the Sheriff's Office came in at a much higher cost than anticipated; due to this increase we are also requesting that additional funds in the amount of \$17,095.00 be transferred from the following projects:

From 245 27599 976000 7FAC5 Drain A/C Replacement	\$8,860.00
From 245 31199 976000 7FC15 Jail Garage Door	\$4,485.00
From 245 31199 931000 7FC11 Cooling Valves	<u>\$3,750.00</u>
To 245 30199 976000 7FAC8 Replace A/C Sheriff	\$17,095.00

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Myers Plumbing & Heating, Inc., 16825 Industrial Parkway, Lansing, MI 48906 to perform A/C replacement at both the Ingham County Sheriff's Office for a cost of \$30,495.00 and the Ingham County Drain Commissioner's Office for a cost of \$14,540.00 total cost not to exceed \$45,035.00.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the transfer of \$17,095.00 from three 2007 Capital Improvement Plan projects into the 245 30199 976000 7FAC8 Replacement A/C Sheriff's Department Fund, and authorizes the Budget Director and the Controller to make the necessary budget adjustments.

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

**Agenda Item 8b**

**RESOLUTION STAFF REVIEW**

**DATE** August 10, 2007

**Agenda Item Title:**

Resolution Awarding a Contract to McDonald Roofing & Sheet Metal Co., Inc. for Partial Roof Replacement at the Ingham County Mason Courthouse

**Submitted by:**

Facilities Department

**Committees:**

LE\_\_\_ JD\_\_\_, HS\_\_\_, CS X Finance X

**Summary of Proposed Action:** (See the attached letter of explanation.)

**Financial Implications:**

The resolution authorizes a contract to McDonald Roofing to replace the roof at the Ingham County Courthouse at a cost not to exceed \$47,388.

**Other Implications:**

None – there were no local bids.

**Staff Recommendation:** MM X JN \_\_\_ HH \_\_\_ TM \_\_\_ JC \_\_\_

Staff recommends approval of the resolution. As required by the Board Ethics Policy, the role of the Board is to accept or reject the recommendation. If the recommendation is rejected, the committee should state the reason(s) for the rejection and instruct the staff to review the recommendation.

**TO:** County Services and Finance Committees

**FROM:** Rick Terrill/Facilities Director

**DATE:** August 10, 2007

**RE:** Resolution Requesting Approval to Award a Contract to McDonald Roofing to Perform a Partial Roof Replacement Project at the Ingham County Mason Courthouse

There are certain areas of the Mason Courthouse roof that are in need of replacement; the funding for this project is available within the 2007 Capital Improvement Plan in the amount of \$140,000. The Purchasing Department solicited sealed bids in accordance with the Project Manual which was prepared by Wigen, Tincknell, Meyer, & Associates.

The Purchasing and Facilities Departments concur that a contract be awarded to McDonald Roofing, who submitted the lowest bid in the amount of \$47,388, which includes payment of prevailing wage. We are also requesting that an additional amount of \$20,000 be available to cover the cost of removal and replacement of deteriorated deck wood that will match the existing profile, size, and thickness for the following cost per square foot: 1.5" thick @ \$6.00 per sq. ft. - .75" thick @ \$4.50 per sq. ft., making the total cost of project \$67,388.

Thank you for your consideration in approval of this resolution.

CC/

Recommendation to Enter Into Contract with McDonald Roofing

Project: Replacement of the roof at the Ingham County Courthouse.

Bid Summary:

Bidders Contacted: 11            Local: 3  
Bidders Responding: 4         Local: 0

The following firms submitted bids:

<u>Firm</u>	<u>Bid</u>	<u>Local</u>
McDonald Roofing	\$47,388	No, Jackson
CEI Roofing	\$65,380	No, Howell
Mid-Michigan Roofing	\$67,486	No, Saginaw
Stephenson Inc.	\$85,000	No, Flint

Recommendation: It is the recommendation of the Facilities Department in concurrence with the Purchasing Department to award a contract to McDonald Roofing in an amount not to exceed \$47,388.

Source of Funding: General Fund.

Other: The bid was advertised in the LSJ, El Central, construction trades, and posted on the Purchasing Department's Web Page.

Contact Person(s):

Rick Terrill	Jim Hudgins
Facilities Director	Purchasing Director
676-7310	676-7222

**Agenda Item 8b**

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AWARDING A CONTRACT TO  
MCDONALD ROOFING & SHEET METAL COMPANY, INC.  
FOR PARTIAL ROOF REPLACEMENT AT THE  
INGHAM COUNTY MASON COURTHOUSE**

WHEREAS, it is necessary to replace certain areas of the roof at the Ingham County Mason Courthouse; and

WHEREAS, funds are available for this project within the 2007 Capital Improvement Plan account 245 90212 976000 7FAC6 Roof Replacement/Mason Courthouse in the amount of \$140,000; and

WHEREAS, an "Invitation for Sealed Bids" were solicited by the Purchasing Department in accordance with the Project Manual which was prepared by Wigen, Tincknell, Meyer & Associates; and

WHEREAS, after review of the submitted bids both the Purchasing and Facilities Departments are recommending that a contract be awarded to McDonald Roofing & Sheet Metal Company, Inc. who submitted the lowest responsive bid in the amount of \$47,388, this cost also reflects payment of prevailing wage; and

WHEREAS, we are also requesting an additional \$20,000 to cover the cost of removal and replacement of the deteriorated wood roof deck with new wood decking that will match the existing profile, size, and thickness at the following costs per square foot: 1.5" thick @ a unit price of \$6.00 per sq. ft. - .75" thick @ a unit price of \$4.50 per sq. ft.; total cost of project will be \$67,388.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to McDonald Roofing & Sheet Metal Company, Inc., 3960 Ann Arbor Road, Jackson, MI 49202 for removal and partial roof replacement at the Ingham County Mason Courthouse for a total cost of \$67,388.

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

## Agenda Item 9

### MEMORANDUM

To: County Services and Finance Committees

From: Matthew J. Myers, Ph.D., Controller/Administrator

Ref: Deferred Compensation Provider

Date: August 8, 2007

The attached resolution adds AXA as a deferred compensation provider for Ingham County employees. Currently we only have one provider – Nationwide. AXA is a local company that contacted the County and was interested in being added as a deferred compensation provider. Nationwide has been our sole provider for approximately 10-12 years.

Ingham County is one of a very few governmental employers that only offers one choice of deferred compensation providers for the employees. AXA sent the deferred compensation information to my office and I shared the information with Jack Restuccia, Finance Director and Harold Hailey, Human Resource Director. The County has appointed Mr. Restuccia, Mr. Hailey and me as the committee responsible to make recommendations to the Board concerning our deferred compensation provider.

The committee then met with AXA to discuss the deferred compensation plan they offer and this allowed us the opportunity to ask questions about the investment opportunities for our employees. After the meeting, Mr. Restuccia, Mr. Hailey and I, concluded that adding AXA as a deferred compensation provider for our employees would be a benefit to them and it would be at no cost to Ingham County. We also concluded that we should seek out additional deferred compensation providers to further benefit our employees.

In an effort to identify additional deferred compensation providers, we have sent out an RFP (to include the providers who were present at the last Finance Committee meeting) and the information for qualification is due back to Purchasing on August 28, 2007.

Upon review of the information from vendors who return the requested information, the committee (Mr. Restuccia, Mr. Hailey and I) will schedule meetings with the vendors to discuss investment opportunities related to deferred compensation. It will be our intent to recommend that the Board add an additional 2-3 deferred compensation providers. It is also the intent of the committee to seek the input from an experienced financial planner to assist us in our efforts.

Noting the Board schedule for September and recognizing the time frame we will need to work with to schedule meetings with vendors, I would anticipate bringing a recommendation to the Board during the October agendas.



County Services and Finance Committees

Page Two

August 8, 2007

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Noting the volatility in the financial market and recognizing that our employees would benefit from adding additional deferred compensation providers, we are recommending that we add AXA at this time, with the intent of recommending additional providers in October.

Please feel free to contact Mr. Hailey, Mr. Restuccia, or me if there are questions.

MJM/lrs

Attachment

## Agenda Item 9

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

### **RESOLUTION TO ADD AXA FINANCIAL TO THE COUNTY'S 457 DEFERRED COMPENSATION PLANS**

WHEREAS, the Deferred Compensation Committee has reviewed the AXA Financial Deferred Compensation Plan; and

WHEREAS, the Committee believes that the addition of this plan will be of added benefit to the employees of the County; and

WHEREAS, the committee consisting of the Controller, Finance Director, and Human Resources Director is recommending that AXA be approved as an additional deferred compensation plan.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Compensation Committee to enter into a contract with AXA Financial for a deferred compensation plan.

BE IT FURTHER RESOLVED, that AXA Financial shall complete a full disclosure form which outlines all contract fees, transfer limitations, surrender charges, and agent commissions to be made available during all enrollment discussions with employees.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts after review by the County Attorney.

**Agenda Item 10a**

**MEMORANDUM**

July 31, 2007

TO: County Services and Finance Committees  
FROM: Matthew J. Myers Ph.D., Controller/Administrator  
RE: Legal Services Contract

The attached Resolution provides notice to Mr. Cohl's office that we are terminating the agreement between the County and Mr. Cohl's firm. The last agreement I have been able to locate was signed in 1981 and terminated in December of 1984, with a provision to continue on a "year-to-year" basis. Either side could terminate the agreement, however it has continued as a "year-to-year" agreement since 1984. While this resolution would terminate the current agreement, nothing would prohibit the County from entering into a new agreement with Mr. Cohl.

According to the terms of the 1984 agreement, the County must provide notice to Mr. Cohl of the intent to terminate the agreement. The attached Resolution provides the notice to terminate the current agreement as of December 31, 2007.

Mr. Cohl will be presenting me with a written proposal for a new agreement. It will be my intent to make a final recommendation to the Board in the Controller's Recommended Budget.

If there are any questions, I will be available.

MJM/lrs

Attachment

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO TERMINATE THE CONTRACT BETWEEN INGHAM COUNTY AND COHL,  
STOKER, TOSKEY & McGLINCHEY  
(PREVIOUSLY KNOWN AS COHL, SALSTROM & STOKER, P.C. AND HEREINAFTER  
REFERRED TO AS THE "CONTRACTOR")  
AS OF DECEMBER 31, 2007**

WHEREAS, the County entered into an agreement with the Contractor in 1981 and the agreement terminated in December 31, 1984, with "year-to-year" extensions; and

WHEREAS, a new agreement has not been negotiated with the Contractor since 1981; and

WHEREAS, the County does not wish to continue the services of the Contractor as negotiated in the 1981 agreement; and

WHEREAS, the provisions of the 1981 agreement requires the County to provide written notification to the Contractor, to terminate the 1981 agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby is providing notice to the Contractor terminating the provisions of the 1981 agreement as of December 31, 2007.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller to enter into negotiations with the Contractor or provide a reorganization plan and proposal to provide legal services for the County, effective January 1, 2008, subject to Board approval.

August 8, 2007

TO: Finance Committee

FROM: Matthew J. Myers, Ph.D., Controller/Administrator

RE: Financial Reserve Status/Recommended Transfers

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

Because the county, unlike the state government, lacks the authority to protect its revenue gathering ability, it must rely primarily on reductions in expenditures to address gaps between revenues and expenses. This ability too is limited by the fact that a majority of the county services are required to be provided at some level. Addressing such events in a way that is not chaotic and yet meets required functions and obligations requires some level of financial reserves. The 2002 policy attempts to define those levels.

The reserves in the Budget Stabilization Fund, General Fund, and Public Improvement Fund total \$20.4 million. This equates to 11% of the \$183 million in total budgeted expenditures for 2007.

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

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

1. The balance in the Budget Stabilization Fund is \$9.5 million, or 13.5% of the average of the last five years General Fund Budget. It is slightly less than midway between the desired minimum of 13% and the maximum allowable of 15%. Last year's percentage was 14.0%.
2. The unreserved undesignated balance in the General Fund is \$9.9 million, or 13.1% of the previous year's total General Fund Expenditures. The desired minimum is 5%, or \$3.8 million. Last year's balance at the time of the analysis was \$7.9 million, or 11.1%. The relative increase from last year is due to year end expenses being \$1.7 million less than revenues countered with a decrease in fund balance designated for future expenditures.
3. The balance in the Public Improvement Fund is \$920,072. It is \$244,188 above the minimum desired level of \$675,884, which is equivalent to 1/10 mill of the property tax levy. The Public Improvement Fund is used for major capital improvements to county facilities, which include more than 750,000 square feet of facility space for offices, courts, and clinics; the jail, and parks properties.

Recommendation

In total, financial reserves are within policy. The General Fund has \$6.15 million more than the policy's minimum target; the Public Improvement Fund is slightly above the policy minimum; and the Budget Stabilization Fund balance has decreased from 14% of the last five years General Fund budgets to 13.5%.

During budget discussions over the last few years, several financial challenges have been identified. They include limited revenue growth, the end of in-kind medical care for inmates, the need to account for the unfunded liabilities associated with retiree health insurance, and the future of state revenue sharing. Expenses associated with the ongoing maintenance of county facilities are also of concern.

In the context of these challenges, it is desirable at this time to expect uncertainty in revenue projections; to continue to set aside funds to address unfunded retiree health insurance liabilities, and to anticipate some significant capital needs will need to be addressed in the next few years. It is also desirable to maintain the Budget Stabilization Fund at least at its relative current level of funding because of the uncertain future of state revenue sharing.

I am recommending the following actions with respect to the county's financial reserves:

- A transfer of \$360,000 from the General Fund to the Budget Stabilization Fund to maintain the balance at 14%;
- A transfer of \$240,000 from the General Fund to the Public Improvement Fund in anticipation of future capital improvement needs;
- The designation of \$1 million of the General Fund balance as the continuation of a reserve for unfunded retiree health insurance liabilities.

These actions will reduce the \$6.15 million in reserves exceeding policy to \$4.55 million. Based on past history, the \$4.55 million should be sufficient to cover any use of fund balance resulting from unanticipated expenses or revenue shortfalls, or for one-time capital needs. \$4.55 million would be 11.0% of the previous year's General Fund expenditures.

In 2005, a reserve for unfunded retiree health insurance liabilities was established at \$1 million, and increased to \$2 million in 2006. This resolution will increase that reserve to \$3 million. In addition, as of January 1, 2007, 1.0% of salary (approximately \$510,000 annually) is being set aside for this purpose. These have been the first steps in addressing the requirements associated with this issue. The current estimate is that this unfunded liability may be in the \$33 million range, requiring an annual payment of about \$1.1 million (slightly more than 2% of salary) to amortize the liability. This would be in addition to the amount now being paid annually for current retirees, also around \$1.1 million. Future recommendations regarding the establishment of a trust and budgeting for this liability will be forthcoming.

Attached is a resolution authorizing the transfers and budget adjustments as recommended.

Please contact me if you have any questions.

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ADOPTING A POLICY ON FINANCIAL RESERVES**

**RESOLUTION #02-017**

WHEREAS, it is in the best interests of the Ingham County government; its taxpayers, and its residents to maintain sufficient financial reserves to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, it has been recommended by the County Controller and the county's financial consultants that a policy be adopted establishing the desired level of financial reserves that are appropriate to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, the Board of Commissioners is committed to maintaining its financial reserves at an appropriate level and to managing its expenditures as necessary to adjust to its revenues.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners establishes the following goals for establishing and maintaining an appropriate level of financial reserves:

It is the goal of the County that the Budget Stabilization Fund be funded at the legal maximum of 15% of the average of the last five years' budget, or 15% of the current year's budget, whichever is less; and that such balance be maintained at no less than 13%.

It is the goal of the County that the unreserved undesignated balance in the General Fund not be less than 5% of the total General Fund expenses of the preceding year.

It is the goal of the County to maintain sufficient reserves in the Public Improvement Fund to address annual needs for maintaining county facilities in an appropriate state of repair. The desired level of funding in this fund is determined to be 1/10 mill of the property tax levy.

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

FINANCE: Yeas: Grebner, Stid, Swope, Hertel

Nays: None Absent: Krause, Schafer, Minter Approved 1/16/02

**INGHAM COUNTY FINANCIAL RESERVES COMPARED TO  
FINANCIAL RESERVE POLICY  
(Resolution #02-017)**

**CURRENT**

**Year End Fund Balances as of 12/31/06**

	Budget Stabilization	General Fund*	Public Improvement
Minimum Target \$	\$9,152,231	\$3,790,389	\$675,884
Minimum Target Criteria	13% of Average of Last 5 Years' GF Budgets	5% of Previous Year's GF Expenditures	1/10 mill of the property tax levy
Maximum Allowable \$	\$10,560,267	-----	-----
Maximum Allowable Criteria	15% of Average of Last 5 Years' GF Budget	-----	-----
2006 Year End	\$9,502,365	\$9,941,249	\$920,072
Surplus (Shortfall) In Relation to Minimum Target	\$350,134	\$6,150,860	\$244,188
\$ Amount Below Maximum Target	\$1,057,902	-----	-----
Current %	13.5%	13.1%	-----

\*Unreserved Undesignated Year End Balance

**PROPOSED**

**Year End Fund Balances as of 12/31/06 (after proposed adjustments)**

	Budget Stabilization	General Fund *	Public Improvement
Minimum Target \$	\$9,152,231	\$3,790,389	\$675,884
Minimum Target Criteria	13% of Average of Last 5 Years' GF Budgets	5% of Previous Year 's GF Expenditures	1/10 mill of the property tax levy
Maximum Allowable \$	\$10,560,267	-----	-----
Maximum Allowable Criteria	15% of Average of Last 5 Years' GF Budget	-----	-----
Adjustment from 2006 Year End	\$9,862,365	\$8,341,249	\$1,160,072
Surplus (Shortfall) In Relation to Minimum Target	\$710,134	\$4,550,860	\$484,188
\$ Amount Below Maximum Target	\$697,902	-----	-----
Current %	14.0%	11.0%	-----

\*Unreserved Undesignated Year End Balance



**Agenda Item 10b**

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING THE 2007 BUDGET**

**RESOLUTION #**

WHEREAS, the Board of Commissioners has determined that it is in the best interests of the Ingham County government; its taxpayers, and its residents to maintain sufficient financial reserves to provide for the stable operation of the county government; to assure that the County's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, the Board of Commissioners, through Resolution #02-17 has adopted a Financial Reserve Policy to guide decisions regarding the maintenance of sufficient financial reserves; and

WHEREAS, the Financial Reserve Policy and the status of county reserves is to be reviewed on an annual basis; and

WHEREAS, such a review has been done by the Controller, based on 2006 year end balances, and a report with recommendations has been given to the Finance Committee; and

WHEREAS, the Controller has recommended that certain transfers be made and that funds continue to be reserved in order to recognize the unfunded liability associated with retiree health care; and

WHEREAS, the Finance Committee is recommending that certain transfers be made and that funds continue to be reserved in order to recognize the unfunded liability associated with retiree health care.

THEREFORE BE IT RESOLVED, that the 2007 budget be amended to authorize a transfer of \$360,000 from the General Fund to the Budget Stabilization Fund in order to maintain the balance at its current level of 14% of the average of the last five years General Fund Budget.

BE IT FURTHER RESOLVED, that the 2007 Budget be amended to authorize a transfer of \$240,000 from the General Fund to the Public Improvement Fund in anticipation of future capital improvement needs.

BE IT FURTHER RESOLVED, that \$1 million of the General Fund balance be designated for unfunded retiree health insurance liabilities.

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



# THE CITY OF LESLIE

106 E. BELLEVUE ♦ P.O. BOX 496 ♦ LESLIE, MI 49251-0496  
PHONE: 517-589-8236 ♦ FAX: 517-589-0156 ♦ WEB SITE: [www.cityofleslie.org](http://www.cityofleslie.org)

June 25, 2007

Ingham County Board of Commissioners  
P.O. Box 319  
Mason MI 48854

To Whom It May Concern:

In compliance with the Michigan Plant Rehabilitation and Industrial Development Districts Law, Act 198, Public Acts of 1974, as amended, this is your notice, as (applicant, assessor, taxing unit) that a hearing will be conducted:

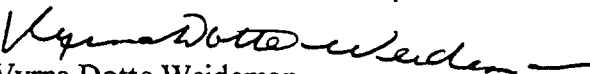
**Leslie City Council Room  
107 E. Bellevue Street  
Leslie MI 49251  
7:15 o'clock p.m. Tuesday, July 10, 2007**

At the above time and place, all affected taxing units will be given an opportunity to appear and be heard on the following application for Industrial Facilities Exemption Certificate:

**Len Industries, Inc., for Equipment  
To Be Located at Existing Facility  
815 Rice Street, Leslie MI 49251**

If you have any questions on this application, please plan to attend this public hearing. If unable to attend, please contact this office at (517)589-8236. Thank you.

Sincerely,

  
Vyrna Dotte Weideman  
Leslie City Clerk

CERTIFIED MAIL #7002 0510 0002 7164 6708



Virg Bernero, Mayor

## LANSING ECONOMIC DEVELOPMENT CORPORATION

401 S. WASHINGTON SQ., SUITE 100, LANSING MI 48933, PHONE: (517) 483-4140 FAX: (517) 483-6057  
[www.edc.cityoflansingmi.com](http://www.edc.cityoflansingmi.com)

Lansing Economic Development Corporation  
Lansing Tax Increment Finance Authority  
Lansing Brownfield Redevelopment Authority  
Lansing Regional SmartZone<sup>SM</sup>

6/25/2007

Ms. Becky Bennett  
Board Coordinate  
Ingham County Board of Commissioners  
PO Box 319  
Mason, MI 48854

### City of Lansing Notice of Public Hearing

The Lansing City Council will hold a public hearing on Monday, July 23, 2007 at 7:00 p.m. in the City Council Chambers, 10<sup>th</sup> Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, other interested persons and ad valorem taxing units to appear and be heard on the approval of Brownfield Plan #32 C&M Walker LLC – Melody Farms Brownfield Project, pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, Public Act 381 of 1996, as amended, for property located at 2224 W. Willow Street, in Lansing, Michigan, but more particularly described as:

LOTS 46 & 47 EXC N 300FT ASSESSORS PLAT NO 11

Approval of this Brownfield Plan will enable the Lansing Brownfield Redevelopment Authority to capture incremental tax increases which result from the redevelopment of the property to pay for costs associated therewith. Further information regarding this issue may be obtained from Mr. Ken Szymusiak, Economic Development Corporation of the City of Lansing, 401 S. Washington Square, Suite 100, Lansing, MI 48933, (517) 485-5412.