

CHAIRPERSON  
JOHN B. CZARNECKI

CHAIRPERSON PRO TEM  
VICTOR G. CELENTINO

VICE-CHAIRPERSON PRO-TEM  
THOMAS L. MINTER

FINANCE COMMITTEE  
MARK GREBNER, CHAIR  
MARY R. STID  
CHRIS SWOPE  
AMY KRAUSE  
CURTIS HERTEL, JR.  
RANDY SCHAFER  
THOMAS MINTER

## INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, NOVEMBER 6, 2002, AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING

### Agenda

Call to Order

Approval of the [October 16, 2002 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office - Resolution Authorizing Entering into Contract with the Office of the United States Department of Justice Programs for the [2002 Cops More Grant Program](#)
2. Prosecuting Attorney's Office - Resolution to Accept a Continuation Grant from the U.S. Justice Department for a [Domestic Assault Response Team](#) Program and to Authorize Subcontracts with Agency Partners
3. Treasurer's Office - Resolution Authorizing a Reorganization Within the County Treasurer's Office and the Transfer of an Employee from [MSU Extension](#)
4. Drain Commissioner - Resolution Authorizing Entering Into a Contract with AIS Construction Equipment Corporation for the Purchase of a [Lowboy Trailer](#)
5. CATA - Resolution Authorizing the First Amendment to the Agreement with the Capital Area [Transportation Authority](#) Dated January 1, 2002 through December 31, 2005
6. Health Department
  - a. Resolution to Amend Resolution #02-247 and Change the Classification to Two Positions in the Adult Health and Child [Health Clinics](#)
  - b. County Attorney, Rich McNulty - Closed Session will be Requested to Discuss the Granger Litigation Solution. **(Material will be forwarded to Commissioners under separate cover.)**

7. MIS Department - Resolution Authorizing Entering Into a Contract with Gee Communications for the Upgrade on the Operating System on the Five [County Phone Switches](#)
8. Tri-County Metro Narcotics Squad/Register of Deeds - Resolution Authorizing Amendments to the 2002 [Register of Deeds](#) and Metro Squad Budgets
9. Health Coalition - Resolution Approving a Change in the Health Insurance Program for [Managerial](#) and Confidential Employees, and Authorizing Letters of Understanding with Various Bargaining Units
10. Controller's Office
  - a. Resolution to Approve Plans, [Cost Estimate](#), Estimate of the Period of Usefulness, Lease Contract and Filing with the Michigan Department of Treasury
  - b. Resolution Adopting a Policy Requiring Payment of [Prevailing Wage](#)
  - c. Resolution Requiring County Vendors to Conform to [Ingham County Equal Opportunity Employment/Nondiscrimination Policy](#)
  - d. Information Item - Notice of Public Hearing - [Lansing Charter Township](#) - (Other information will be sent under separate cover.)
  - e. Communication - 3<sup>rd</sup> Quarter General Fund Status from [Budget Director](#)

Announcements

Public Comment

Adjournment

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

## FINANCE COMMITTEE

October 16, 2002

Minutes

Members Present: Mark Grebner Mary Stid, Chris Swope, Curtis Hertel, Jr., Thomas Minter and Amy Krause

Members Absent: Randy Schafer

Others Present: Jerry Ambrose, John Czarnecki, Doug Stover, Teri Younger and Christine Timmons

The meeting was called to order by Chairperson Grebner at 7:00 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

### Approval of the October 2, 2002 Minutes

The October 2 Minutes were approved as amended. Absent: Comms. Hertel and Schafer

### Additions to the Agenda

- 1a. Amended Resolution
5. Law & Courts tabled this item.
7. Report
8. Substitute Resolution
9. Charter Township of Lansing - Notice of Public Hearing
10. "The County Line" from the Michigan Association of Counties

### Limited Public Comment

Ms. Timmons spoke regarding the Family Independence Agency. She also expressed her opinions regarding agenda item 2b.

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

- a. Sheriff's Office
  1. Resolution to Purchase Four Lifepak 12 Defibrillator/Monitors From Medtronic Physio-Control
  - b. Resolution to Accept Reimbursement Funds from the U.S. Attorney's Office, Department of Justice
2. Health Department
  1. Resolution to Authorize a 2002-2003 Cap Grant Subcontract with the Ingham Health Plan Corporation
  2. Resolution to Authorize an Amendment to the Teen Parent Program Grant Agreement with the Michigan Family Independence Agency

3. Human Resources - Resolution to Approve Renewing the Revised Work Study Agreement with Lansing Community College
4. Community Corrections Advisory Board (CCAB) - Resolution Authorizing Entering into Subcontracts for FY 2002 - 2003 Community Corrections Programs
6. Ingham County/MSU Extension - Resolution to Authorize a Grant from the City of Lansing to Ingham County/MSU Extension to Support the Citywide Network Centers
7. Equalization - Resolution Approving the 2002 Apportionment Report (Report will be mailed under separate cover.)

Chairperson Czarnecki spoke regarding 2002 Apportionment Report. Millage rates are levied by townships. Some townships have raised taxes to pay for supportive services from the County.

Comm. Stid thanked Mr. Stover the 2002 Apportionment Report.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Hertel and Schafer

MOVED BY COMM. MINTER, SUPPORTED BY COMM. SWOPE, TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY. Absent: Comms. Hertel and Schafer

5. 911 Advisory Board - Resolution Authorizing Contract with East Lansing for Emergency Dispatch 911 Center Communications Equipment Project

This item was tabled by the Law & Courts Committee.

8. Controller
  - a. Ingham County 2003 General Appropriations Resolution - Substitute

Mr. Ambrose stated this Resolution adopts the 2003 Budget. He explained that if the Juvenile Justice millage passes, the County will have choices to make regarding the 2003 Budget. The State and Federal governments will be making budget adjustments which will affect the County. As the Board adopts the 2003 Budget, it should think about how the County can reduce expenditures further. The Board may have to consider a hiring freeze. Mr. Ambrose stated his Office will work hard to avoid any layoffs.

(Comm. Hertel arrived at 7:10 p.m.)

Mr. Ambrose reviewed the changes in the Substitute Resolution.

MOVED BY COMM. SWOPE, SUPPORTED BY COMM. STID, TO APPROVE THE SUBSTITUTE INGHAM COUNTY 2003 GENERAL APPROPRIATIONS RESOLUTION. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schafer

b. Prevailing Wage and County Construction Projects - continued discussion- *information*

This is an informational item. The Committee did not discuss this issue.

9. Charter Township of Lansing - Notice of Public Hearing - Information

Mr. Ambrose informed the Committee that the Charter Township of Lansing is proposing to establish a Downtown Development Authority. A public Hearing will be held on October 30, 2002 at 6:00 p.m. The Township intends to finalize this matter by December 30, 2002. The DDA would allow the Township to capture all the improvement which have incurred in the district since the beginning of 2002. This matter will be handled by the Administrative Services/Personnel Committee.

10. "The County Line" from the Michigan Association of Counties - Information

Mr. Ambrose stated the MAC letter points out the issue that revenue-sharing discussions are still on the table.

Chairperson Czarnecki suggested Mr. Stover should provide the Administrative Services/Personnel Committee information regarding the cost implications regarding the DDA. The Attorney General has issued an opinion regarding the legality of districts.

Chairperson Grebner asked Ms. Timmons not to rearrange the furniture during this meeting. He also stated he does not care to have people from the public standing behind him who rearrange property during the course of his meeting.

Comm. Swope expressed his concern regarding the legality of the Township capturing property taxes on work that has already been completed. The Committee continued their discussion of this matter. Comm. Stid stated Comm. Swope should request all the appropriate information regarding this matter prior to it reaching his Committee.

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. LYNCH, TO RECONSIDER THE VOTE ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schafer

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. LYNCH, TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schafer

Announcements

Comm. Stid informed the Committee that they could enjoy a color tour if they travel 127 on their way to Tuesday night's Board meeting.

Comm. Minter stated the Board members will be photographed next Tuesday at 7:00 p.m.

Public Comment

Ms. Timmons stated she enjoyed tonight's meeting. She also spoke regarding the hiring freeze issue and agenda item 2b.

The meeting adjourned at 7:34 p.m.

Respectfully submitted,

Debra Neff

**Agenda Item 1**

RESOLUTION STAFF REVIEW

DATE October 23, 2002

**Agenda Item Title:** Resolution Authorizing Entering into Contract with the Office of the United States Department of Justice Programs for the 2002 Cops More Grant Program

**Submitted by:** Sheriff's Office

**Committees:** Ad.Ser/Per. \_\_, H.S. \_\_, Law & Cts. \_\_, Finance \_\_

**Summary of Proposed Action:** This resolution authorizes entering into a contract with the Office of the United States Department of Justice, Office of Community Oriented Policing Services for a \$60,924.00 grant with a local match requirement of \$20,308.00, for a total project of \$81,232.00 for the time period of August 1, 2002 through July 31, 2003.

**Financial Implications:** The funds are proposed to come from the COPS More 2002 Grant \$60,924.00, with a twenty-five (25%) percent local match requirement of \$20,308.00 (from the contingency fund), for a total project cost of \$81,232.00 and will be utilized for purchasing new technology for In-car computer systems, including mobile data computers and infrastructure.

**Other Implications:** None

**Staff Recommendation:** JA \_\_\_ JN \* \_\_\_ HH \_\_\_

This resolution should be approved.

**Agenda Item 1**

Introduced by the Law & Courts, Administrative Services/Personnel and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO CONTRACT WITH THE OFFICE OF  
THE UNITED STATES DEPARTMENT OF JUSTICE PROGRAMS FOR THE 2002 COPS  
MORE GRANT PROGRAM**

WHEREAS, the Ingham County Sheriff's Office applied for and has been approved to receive a 2002 Cops More Grant from the Office of the United States Department of Justice Programs;  
and

WHEREAS, the award amount of the 2002 Cops More Grant is \$60,924.00 with a local match requirement of \$20,308.00, for a total project of \$81,232.00; and

WHEREAS, \$81,232.00 will be utilized for purchasing new technology for In-car computer systems, including mobile data computers and infrastructure; and

WHEREAS, the Ingham County Sheriff's Office's twenty-five percent local match of \$20,308.00 will come from the Ingham County Contingency fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with the Office of the United States Department of Justice, Office of Community Oriented Policing Services, for a total of \$60,924.00 with a match requirement of \$20,308.00, for a total project cost of \$81,232.00 for the time period of August 1, 2002 through July 31, 2003.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the matching funds of \$20,308.00 from the 2002 Contingency fund.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller to make the necessary budget adjustments in the Ingham County Sheriff's Office 2002 and 2003 budgets.



## Agenda Item 2

RESOLUTION STAFF REVIEW

DATE October 25, 2002

**Agenda Item Title:** Resolution to Accept a Continuation Grant from the U.S. Justice Department for a Domestic Assault Response Team Program and to Authorize Subcontracts with Agency Partners

**Submitted by:** Prosecuting Attorney's Office

**Committees:** Ad.Ser/Per. \_\_, H.S. \_\_, Law & Cts. \_\_\*, Finance \_\_\*

**Summary of Proposed Action:** This resolution would authorize contracting with the U.S. Justice Department for the continuation of the Prosecuting Attorney's Office Domestic Assault Response Team Program from November 1, 2002 through October 31, 2004. The City of Lansing Police Department and the Council Against Domestic Assault have agreed to continue participation in an interjurisdictional task force to administer this program, titled the 'Domestic Assault Response Team' (DART) and this resolution authorizes the appropriate subcontracts with them.

**Financial Implications:** Total funding from the U.S. Justice Department is \$521,588 including a sub-contract of \$ 111,907 with the Council Against Domestic Assault and a sub-contract with the City of Lansing for \$168,270 for one full time police officer, \$33,918 to sub-lease office space at the Lansing Police Department South Precinct, and \$33,874 for one part time contractual probation officer in the 54-A District Court. Funds are anticipated within the 2002 and 2003 budgets.

**Other Implications:** The Prosecutor's Office continues the policy of all office space, office equipment and other necessary MIS equipment will be provided by this grant or within their own existing budgets of the Prosecutor or their partners. The Detective position is expanded from part-time to full time in this grant, a part-time contractual 54-A Probation Officer is added as well.

**Staff Recommendation:** JA \_\_\_ JN \_\_\_\* HH \_\_\_

This resolution should be approved

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A GRANT FROM THE U.S. JUSTICE DEPARTMENT FOR A DOMESTIC ASSAULT RESPONSE TEAM PROGRAM AND TO AUTHORIZE SUBCONTRACTS WITH AGENCY PARTNERS**

WHEREAS, the Ingham County Prosecutor's Office applied for and has been approved to receive a continuation "Grants to Encourage Arrest Policies" grant from the Office of the United States Department of Justice, Office of Justice Programs; and

WHEREAS, the amount of the grant is \$521,588, with no local match required; and

WHEREAS, the City of Lansing Police Department and the Council Against Domestic Assault have agreed to continue to participate in an interjurisdictional task force to administer this program, titled the "Domestic Assault Response Team" (DART).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the acceptance of the "Grants to Encourage Arrest Policies" grant from the office of the United States Department of Justice, Office of Justice Programs for \$521,588 for the time period of November 1, 2002 through September 30, 2004.

BE IT FURTHER RESOLVED, that a sub-contract with the City of Lansing is authorized for \$168,270, to provide for 1 FTE Detective, salary and related personnel costs, and \$33,920 to provide for the sub-leasing of private office space that is rented by the City of Lansing Police Department, and \$33,874 to provide for one part time, contractual probation officer to work in the Lansing 54-A District Court, for a total sub-contract cost of \$236,064.

BE IT FURTHER RESOLVED, that a sub-contract with the Council Against Domestic Assault is authorized to provide for salary and related personnel costs for 1 FTE Victim Advocate, 0.5 FTE Personal Protection Order Advocate and for grant administration, for a total sub-contract cost of \$111,907 for 1.5 FTE grant contract positions, and grant administration.

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary budget adjustments to the 2002 and 2003 Budget and Position Allocation List.

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

Domestic Assault Response Team  
Budget for November 1, 2002 - October 31, 2004

Year one is calendar year 2002, Year two is calendar year 2003, Year three is 2004:

For year 2002, the numbers are the adjustments to the existing DART budget only, for the months of November and December.

Line item	Year one	Year two	Year three
Prosecution - wages	7595	45826	39625
Prosecution - FICA	581	3505	3031
Prosecution - Health insurance	1494	9130	8394
Prosecution - Dental insurance	52	349	454
Prosecution - Vision insurance	21	136	142
Prosecution - Life insurance	15	87	72
Prosecution - Disability insurance	10	57	48
Prosecution - Retirement	1082	6532	5647
Prosecution - Workers compensation	9	56	49
Contractual - Lansing Police Detective	13655	82564	72051
Contractual - Lansing probation (part-time)	2828	16937	14109
Contractual - Council Against Domestic Assault (One Victim Advocate, one part-time PPO Advocate, \$500 annually for administration)	9173	55270	47464
Travel - Out of state	1253	7500	6247
Travel - local	87	259	172
Mobile phones	160	960	800
Laptop computer	2000	0	0
Computer service, support, software	240	1440	1200
Office supplies	333	2000	1667
Office rent	2827	16960	14133
Office phones	400	2400	2000
Consultant for domestic violence training seminar	0	2250	0
Consultant expenses (travel, hotel, meals)	0	1000	0
Foreign language interpreters	438	2625	2187
Total	44253	257843	219492

RESOLUTION STAFF REVIEW

DATE October 21, 2002

**Agenda Item Title:** Resolution Authorizing a Reorganization Within the County Treasurer's Office and the Transfer of an Employee from MSU Extension

**Submitted by:** Eric Schertzing, Treasurer

**Committees:** Ad. Ser/Pers. \*, H.S. \_\_\_, Law & Cts. \_\_\_, Fin. \*

**Summary of Proposed Action:** This resolution authorizes the Treasurer to fill a vacant part-time (Tax Abstractor) position to be replaced by an Account Clerk I - Treasurer position at the D level. MSU Extension is eliminating a part-time receptionist position in its 2003 Departmental Budget. Ms. Traci Roberts, who currently occupies the receptionist position in the MSU Extension Department, has been interviewed and chosen for the position in the Treasurer's Office. Ms. Roberts may transfer into this position at a level two, thus maintaining her pay level.

**Financial Implications:** None

**Other Implications:** The Controller's Office will make the necessary budget adjustments consistent with this resolution.

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

Introduced by the Administrative Services/Personnel and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A REORGANIZATION WITHIN THE COUNTY TREASURER'S OFFICE AND THE TRANSFER OF AN EMPLOYEE FROM MSU EXTENSION**

WHEREAS, the Ingham County Treasurer's Office currently has a vacant half time position titled Tax Abstractor and the balance of the support staff carry out similar functions and are in Account Clerk I positions; and

WHEREAS, the Mason office of the Michigan State University Extension Service is eliminating a part time receptionist position in the 2003 budget; and

WHEREAS, the Treasurer has interviewed the Extension employee, Traci Roberts, and believes she would be an asset in the Treasurer's Office; and

WHEREAS, the transfer of Ms. Roberts to the Treasurer's Office would maintain her employment and knowledge within the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the elimination of the Tax Abstractor position to be replaced by an Account Clerk I - Treasurer at the D level.

BE IT FURTHER RESOLVED, that Ms. Roberts may transfer into this position at a level two, thus maintaining her pay level.

BE IT FURTHER RESOLVED, that the Controller is authorized to make any necessary adjustments in the Department's 2003 budget to implement this resolution.

RESOLUTION STAFF REVIEW

DATE October 22, 2002

**Agenda Item Title:** Resolution Authorizing Entering Into a Contract with AIS Construction Equipment Corporation for the Purchase of a Lowboy Trailer

**Submitted by:** Drain Commissioner

**Committees:** Ad. Ser/Pers. \*, H.S. \_\_\_, Law & Cts. \_\_\_, Fin. \*

**Summary of Proposed Action:** This resolution authorizes entering into a contract with AIS Construction Equipment Corp. for the purchase of a Lowboy Trailer in an amount not to exceed \$28,875.

**Financial Implications:** Bids were solicited and reviewed by the Purchasing Department. It is their recommendation that AIS Construction Equipment Corp. be selected as the vendor for the purchase of the lowboy trailer.

**Other Implications:** Funds for the trailer are within the Drain Office revolving funds (fund 639)

**Staff Recommendation:** JA  X  JN  \_\_\_  HH  \_\_\_

Staff recommends the approval of this resolution.

# Patrick E. Lindemann

## Ingham County Drain Commissioner

PO Box 220  
707 Buhl Avenue  
Mason, MI 48854-0220

Phone: (517) 676-8395

Fax: (517) 676-8364



Carla Florence Clos  
*Deputy Drain Commissioner*

Cecelia Kramer  
*Deputy Drain Commissioner*

Paul C. Pratt  
*Deputy Drain Commissioner*

David C. Love  
*Chief of Engineering and Inspection*

Sheldon Lewis  
*Administrative Assistant*

### MEMO

TO: Cecelia Kramer, Deputy Drain Commissioner

FROM: Randy Abbott, Maintenance Supervisor *RA*

RE: New Lowboy Trailer

DATE: October 18, 2002

Three companies have responded to our Request For Proposal:  
AIS offering the Trail King TK80HDG; Mid-Michigan Great Dane,  
Inc. offering the Witzco, Challenger RG-40; and Pitt  
Enterprises, Inc. offering the Pitt LB 50-24D.

The prices of the three with options and trade-in are: Trail  
King \$28,459.00; Witzco \$26,600.00; Pitt \$26,300.00

After reviewing the bids, the Trail King Lowboy from AIS  
Equipment Company of Lansing is my choice though it is not  
the lowest quote. It does come in within the budget  
allotment.

Three features helped make the selection: The Trail King's  
movable gooseneck appears to be the best in the business. The  
ease of its ability to reposition will assist us with loading  
the trailer. Every delivery to a site requires us to  
disconnect and reconnect of the front of the trailer when  
removing and loading machinery. Often our delivery spots are  
on uneven or unstable soils. The Trailer King mechanism is  
the most flexible in making the reconnection quickly and  
solidly.

The Trailer King has the longest warranty (5 years) as compared to only 3 years on mainframe and 1 in general coverage on the Pitt. No warranty was mentioned for the Witzco but the industry standard is 1 year. Parts and warranty work are available locally for the Trailer King. The other two have outlets within the state.

The design of the Trailer King trailer bed features 4 main I-beams. This is superior in strength on the outside edges where our hydrhoe treads will rest. The Witzco Challenger uses two central I-beams but the outside beams are "c" shaped. The Pitt also uses the 4-beam design for more stability.

The Pitt model was a close second choice but the extra length in the load deck would make it more difficult to get into some of the tight and rough-ground locations for machinery delivery that this Drain Office faces. We don't need that extra length to carry the sizes of machinery we use.

The Trail King's design resolves the design issue problems we have with the current trailer, most of which deal with the difficult terrain for off-loading which we consistently face.



Introduced by the Administrative Services/Personnel and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH AIS CONSTRUCTION  
EQUIPMENT CORPORATION FOR THE PURCHASE OF A  
LOWBOY TRAILER**

WHEREAS, the 2002 capital budget for the Drain Commissioner's Office includes \$28,875 for a lowboy trailer to transport heavy equipment to worksites; and

WHEREAS, the Drain Commissioner and his staff have reviewed the three responses to the RFP circulated by county purchasing staff; and

WHEREAS, the proposal from AIS Construction Equipment Corporation has a substantially longer warranty and superior design to the other two, despite its somewhat higher cost; and

WHEREAS, the County Drain Commissioner is recommending that AIS Construction Equipment Corp. be selected as the vendor for this lowboy trailer; and

WHEREAS, the County Controller and County Purchasing Department support the recommendation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with AIS Construction Equipment Corporation for the purchase of the lowboy trailer.

BE IT FURTHER RESOLVED, that the amount of the contract is not to exceed \$28,875.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign a contract with AIS Construction Equipment Corp. upon the recommendation of the County Controller and approval as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE October 28, 2002

**Agenda Item Title:** Resolution Authorizing the First Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2002 through December 31, 2005

**Submitted by:** Capital Area Transportation Authority

**Committees:** Ad.Ser/Per. \_\_, H.S. \_\_\*, Law & Cts. \_\_, Finance \_\_\*

**Summary of Proposed Action:** This resolution will authorize a contract with CATA through the countywide public transportation millage level of 40/100 (.40) of one mill to be used for the purpose of funding a transportation system to be used primarily by elderly and disabled persons in Ingham County. The revenues generated as a result of the millage levy would be contracted to the Capital Area Transportation Authority to provide the transportation service

**Financial Implications:** These operational funds will come from any surplus funds from previous years and from the Special Millage authorized from 2001 through 2005, at .40 of one mill.

The basic formula is CATA expenses, less fare box revenue, less federal revenue, less State revenue, before the County contracted millage revenues are utilized.

**Other Implications:** 'Scope of Services' is attached.

- CATA is proposing that up to \$60,000 will be used to purchase a replacement vehicle for the fleet of 18.
- CATA's Spectran Service is increased from \$1,900,000 the previous year to \$2,000,000 this year.

**Staff Recommendation:** JA \_\_\_ JN \_\_\_\* HH \_\_\_

This resolution should be approved.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE FIRST AMENDMENT TO THE AGREEMENT WITH THE  
CAPITAL AREA TRANSPORTATION AUTHORITY DATED JANUARY 1, 2002 THROUGH  
DECEMBER 31, 2005**

WHEREAS, an agreement was authorized with the Capital Area Transportation Authority for the period ending September 30, 2002; and

WHEREAS, on August 7, 2001, the electorate approved a countywide public transportation millage level of 40/100 (.40) of one mill to be used for the purpose of funding a transportation system to be used primarily by elderly and disabled persons in Ingham County; and

WHEREAS, the Board of Commissioners envisioned that the revenues generated as a result of the millage levy would be turned over to the Capital Area Transportation Authority and used to provide the transportation service; and

WHEREAS, the main contract is authorized effective January 1, 2002 through December 31, 2005 at which time the millage level approved August 7, 2001 will expire.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to the agreement with the Capital Area Transportation Authority (CATA) which authorizes the County to pay CATA the expenses incurred for providing a public transportation system to be used primarily by elderly and disabled persons in Ingham County from revenue generated as a result of the 2001 public transportation millage of 40/100 (.40) of one mill.

BE IT FURTHER RESOLVED, that for the period October 1, 2002 through September 30, 2003, the County shall reimburse CATA as set forth in the attached Scope of Services.

BE IT FURTHER RESOLVED, that the actual term of the agreement shall be January 1, 2002 through December 31, 2005.

BE IT FURTHER RESOLVED, that the Chairperson of the Board and the County Clerk are hereby authorized to sign the appropriate agreements and documents necessary to implement the above, subject to approval as to form by the County Attorney.

## SCOPE OF SERVICES

Agenda Item 5

For October 1, 2002, through September 30, 2003

CATA shall carry out the following activities with respect to small bus transportation primarily serving elderly and handicapped residents of Ingham County:

1. Take all reasonable steps to improve the quality of small bus service primarily serving the elderly and handicapped residents of Ingham County. CATA shall constantly strive to develop methods to provide such services in more cost efficient ways.
2. Manage and operate the small bus system commonly known as CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area. Service shall be provided in conformity with the requirements of the state and federal grants received for the operation of the service. A maximum of \$400,000.00 of the funds received under this agreement shall be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services.
3. Continue to operate CATA's Paratransit service for persons with disabilities, known as SpecTran, providing at a minimum the level of service in effect on October 1, 1988, to residents of Ingham County who reside within the boundaries of the urbanized area and who further qualify, by nature of their mobility-related disabilities, for this specialized service. Services shall be provided in conformity with the requirements of the state and federal grants received for the operation of the service. A maximum of \$2,000,000.00 of the funds received under this Agreement shall be used to pay the actual expenses of operating, administering and marketing SpecTran.
4. The amount of \$68,170.00 shall be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region. CATA has no responsibility for this service and does not participate in its operation or funding.
5. CATA is serving the needs of its CRS passengers with eighteen vehicles. A number of these vehicles have or will shortly be exceeding their life expectancy of 7 years or 200,000 miles. CATA desires to purchase a replacement vehicle to ensure reliable service to CRS passengers. Up to \$60,000.00 of the funds received under this Agreement shall be used to reimburse CATA for the purchase of a replacement vehicle to be used to maintain service to CRS passengers. The vehicle shall be solely CATA's property.

RESOLUTION STAFF REVIEW

DATE October 28, 2002

**Agenda Item Title:** Resolution to Amend Resolution #02-247 and Change the Classification to Two Positions in the Adult Health and Child Health Clinics

**Submitted by:** Health Department

**Committees:** Ad.Ser/Per. \_\_\*, H.S. \_\_\*, Law & Cts. \_\_, Finance \_\_\*

**Summary of Proposed Action** (see attached letter of explanation.)

This resolution will authorize an amendment to Resolution #02-247 to change the classification of two positions originally approved as Clinic Assistant/Technician II (UAW E) positions to be located in the Adult Health Clinic and the Child Health Clinic to the Clinic Assistant/Technician I (UAW D) classification.

**Financial Implications**

Based on 2002 rates, the long-term cost of two Clinic Assistant/Technician II positions (UAW/E) is \$97,528. The long-term cost of two Clinic Assistant/Technician I positions (UAW/D) is \$92,672. The long-term savings of this proposal is \$4,856.

**Other Implications:** Both the Human Resources Director and UAW are in support of this change.

**Staff Recommendation:** JA \_\_\_ JN \*\_\_ HH \_\_\_

This resolution should be approved.

MEMORANDUM

TO: Human Services Committee  
Administrative Services/Personnel Committee  
Finance Committee

FROM: Bruce Bragg

DATE: October 25, 2002

RE: Recommendation to Amend Resolution #02-247 and Change the Classification of Two Positions

This is a recommendation to amend Resolution #02-247 to change the classification of two positions. The board passed Resolution #02-247 on October 8, 2002. This resolution authorized the reorganization in the Adult Health and Child Health Clinics. Within this reorganization, two Clinic Assistant/Technician II (UAW E) positions were established one to be located in the Adult Health Clinic and one to be located in the Child Health Clinic.

After reviewing the job description for both positions, it was determined that such duties fall within the Clinic Assistant/Technician I (UAW D) classification. Both the Human Resources Director and UAW are in support.

Mr. Hailey and I recommend that the Board of Commissioners adopt the attached resolution and change the classification of the newly established positions.

Attachment

c: Bruce Miller w/attachment  
Harold Hailey w/attachment  
Tom Larkins w/attachment  
John Jacobs w/attachment

Introduced by the Human Services, Administrative Service/Personnel and Finance Committees of the

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #02-247 AND CHANGE THE CLASSIFICATION TO TWO POSITIONS IN THE ADULT HEALTH AND CHILD HEALTH CLINICS**

WHEREAS, the Board of Commissioners adopted Resolution 02-247 to authorize a reorganization in the Adult Health and Child Health Clinics;

WHEREAS, Resolution 02-247 established two Clinic Assistant/Technician II (UAW E) positions, one in the Adult Health Clinic and one in the Child Health Clinic;

WHEREAS, it has been determined that both positions should be classified as Clinic Assistant/Technician I (UAW D);

WHEREAS, the Health Office and the Human Resources Director propose that the Board of Commissioners amend Resolution 02-247 to correct the classification of both new positions;

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends Resolution 02-247 to change the classification of two Clinic Assistant/Technician II (UAW E) to Clinic Assistant/Technician I (UAW D), HLHADU020 and HLHCHH026.

BE IT FURTHER RESOLVED, that all other terms and conditions included in Resolution 02-247 shall remain unchanged.

RESOLUTION STAFF REVIEW

DATE October 24, 2002

**Agenda Item Title:** Resolution Authorizing Entering Into a Contract with Gee Communications for the Upgrade on the Operating System on the Five County Phone Switches

**Submitted by:** MIS Department

**Committees:** Ad. Ser/Pers. \*, H.S. \_\_\_, Law & Cts. \_\_\_, Fin. \*

**Summary of Proposed Action:** This resolution authorizes entering into a contract with Gee Communications in an amount not to exceed \$175,000 for the purposes of purchasing hardware, software and installation service phone switch upgrade.

**Financial Implications:** Bids were solicited and reviewed by the Purchasing Department. The Purchasing Director and MIS Director recommend purchasing the phone switch software and associated hardware upgrade off the State of Michigan contract that will not to exceed \$175,000.

**Other Implications:** Funds for this upgrade are within the 675 telephone fund.

**Staff Recommendation:** JA  X  JN  \_\_\_  HH  \_\_\_

Staff recommends the approval of this resolution.



**TO: Jerry Ambrose, Controller**  
**FROM: Rodney H. Taylor**  
**DATE: November 1, 2002**  
**RE: Phone switch upgrades**

We currently have five phone switches that have not been upgraded in over five years. The operating system (OS) that these switches are using is version 6.1 and the current version, 11, is available. If we do not upgrade these switches, beginning next year we most likely will not be able to get maintenance on parts of our equipment. Maintenance is vitally important since telephone communications is a core infrastructure item. In addition, if we upgrade we will be able to take advantage of new features of the phone system. Some of these new features like IP trunking, will reduce the number of boards in our switch and thus reducing our yearly maintenance costs.

Another reason that we need to upgrade is because of some upcoming changes in our Wide Area Network (WAN) network provided by AT&T Broadband. When we renew our contract next year with AT&T, we will most likely take advantage of a new technology called Gigabit Ethernet. But before we take advantage of this technology, we will have to make some configuration changes to our phone switches so that they communicate via the WAN. The proposed OS includes the software necessary to take advantage of Gigabit.

One of the newer technologies that we want to move to with our phone system is called PRI (Primary Rate Interface). There is normally a \$40,000 software cost to switch to PRI. Avaya is currently providing this software for free with any new upgrades. There are two advantages going to PRI. First, we should be able to save up to 15% on our monthly phone bills. Second, PRI will enhance our security by being able to know the phone number of any incoming calls. If a threat is made against the County, we will instantly have the number on any display phone. If the user does not have a display phone, this information will be captured in our call accounting system.

With the move back to Grady Porter building we need to increase our capacity on the Veterans Memorial Courthouse/Grady Porter phone switch. If we do not upgrade the phone switch OS we will have to purchase an additional 50 "right to use" licenses for \$5363.00. If we upgrade the phone switch OS, this is included in the cost.

Avaya and Gee Communications have provided a quote to upgrade the OS on all five switches, install PRI at four locations, upgrade the Audix hardware and software, setup voice over IP between switches, and increase the RTU's at Grady Porter/VMC. The funds to purchase this system will be taken from the 675 Telephone fund. The MIS Director and Purchasing Director recommends purchasing the phone switch software and associated hardware upgrade off the State of Michigan Contract not to exceed \$175,000, which selects its vendors from an open competitive process.

I am requesting that the attached resolution be submitted to the Board for their approval.

Introduced by the Administrative Services/Personnel and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH GEE COMMUNICATIONS,  
FOR THE UPGRADE THE OPERATING SYSTEM ON THE FIVE COUNTY PHONES SWITCHES**

WHEREAS, the County's five phone switches have not been upgraded in five years and the operating system is version 6.1 and version 11 is currently available; and

WHEREAS, version 11 will allow us to take advantage of new technology that will reduce our monthly maintenance costs; and

WHEREAS, the upcoming upgrade to the County's Wide Area Network will require our phone switch to communicate via IP; and

WHEREAS, the MIS Director and Purchasing Director recommend purchasing the phone switch software and associated hardware upgrade off the State of Michigan Contract not to exceed \$175,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Gee Communications in an amount not to exceed \$175,000 for the purposes of purchasing hardware, software and installation service phone switch upgrade.

BE IT FURTHER RESOLVED, that the funds for this project are contained in the 675 telephone fund.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair and the County Clerk to sign any necessary contract documents for the purchase and installation of a telephone Operating System upgrade approved as to form by the County Attorney.

## Agenda Item 8

RESOLUTION STAFF REVIEW

DATE October 21, 2002

**Agenda Item Title:** Resolution Authorizing Amendments to the 2002 Register of Deeds and Metro Squad Budgets

**Submitted by:** Tri-County Metro Narcotics Squad

**Committees:** Ad.Ser/Per. \_\_\*, H.S. \_\_, Law & Cts. \_\_\*, Finance \_\_\*

**Summary of Proposed Action:** (See Attached Documentation.)

This resolution will authorize an increase in the budget of \$68,540 by recognizing increased revenues in the Register of Deeds. It will also authorize the use of additional funds for Register of Deeds expenses and will make up a shortfall of \$57,040 in the Metro Squad fund.

**Financial Implications:**

- Increase total Register of Deeds revenues by \$68,540.
- The Register of Deeds will be authorized to increase expenditures in supplies (\$1,500) and contractual services (\$10,000).
- The balance of \$57,040 of the new Register of Deeds revenues is to make up for the shortfall in the Metro Squad fund of \$63,511 from FY 2001/02. There was a balance of \$ 6,471 in the fund.

**Other Implications:** Since the County and other participating funding units went to the new funding mechanism in 1998/99, we have been fully reimbursed for our initial appropriation until this last fiscal year.

**Staff Recommendation:** JA \_\_\_ JN \_\_\* HH \_\_\_

This resolution should be approved.

Introduced by the Law & Courts, Administrative Services/Personnel and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS  
RESOLUTION AUTHORIZING AMENDMENTS TO THE 2002 REGISTER OF DEEDS AND  
METRO SQUAD BUDGETS**

WHEREAS, Ingham County is a participating unit in the Tri-County Metro Narcotics Squad; and

WHEREAS, in 1998/99, a new funding agreement was adopted between Ingham County and the other participating entities in the Tri-County Metro Narcotics Squad, and as part of this agreement the three participating Counties of Ingham, Eaton and Clinton fund the annual operating costs and then receive that proportionate share back from forfeiture funds; and

WHEREAS, all participants receive a proportionate share of surplus forfeiture funds held by the Metro Squad at the end of the fiscal year once the three counties initial operating costs is fully reimbursed; and

WHEREAS, the amount of forfeiture funds is not sufficient to fully reimburse the three counties for the 2001/02 fiscal year; and

WHEREAS, the Controller is recommending that the budget be amended by recognizing increased revenues and expenditures in the Register of Deeds' Office.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an increase in the budget of \$68,540 by recognizing increased revenues in the Register of Deeds Office.

BE IT FURTHER RESOLVED, that \$57,040 of the new Register of Deeds' revenues is for the shortfall in the Metro Squad fund.

BE IT FURTHER RESOLVED, that the budget in the Register of Deeds' Office is increased by \$1,500 for supplies and \$10,000 for contractual services.

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary budgetary adjustments in accordance with this resolution.



## TRI-COUNTY METRO NARCOTICS SQUAD

120 W. Michigan Avenue

Lansing, MI 48933

(517) 394-8855 office (517) 394-3225 fax

Toll Free 1-866-NO-2-DRUG (1-866-662-3784)

October 14, 2002

Craig Longnecker- Clinton County Budget Director

James Stewart- Eaton County Controller

John Nielsen- Ingham County Deputy Controller

Gentleman,

I would like to thank each of you for your continued assistance and support to the Tri-County Metro Narcotics Squad. The county financial assistance helps the team continue to provide a valuable service to our communities.

As you are aware from previous contact I have had with you, Metro is unable to fully reimburse each county this year. Seizures and adjudicated forfeitures were less than those over the past several years. Prudent spending resulted in expenditures of approximately \$38,000.00 less than budgeted.

The good news is that the team has seized approximately \$1.2 million in cash since 1/1/2002. Since FY 02-03 began on July 1, 2002 we have adjudicated approximately \$260,000.00 in forfeiture. I anticipate a full reimbursement next year based upon current figures.

The FY 2002-2003 Metro budget totaling \$384,580.00 began on July 1, 2002. I have broken down the operational funding by each county based upon the percentage of overall population determined by the most recent official U.S. Census figures available at the time the budget was prepared.

The total of all revenues over expenditures at FY01/02 ending date June 30, 2002 was \$287,095.34. This resulted in a \$92,248.66 total reimbursement deficit.

Clinton County (13.38% of total)	\$ 51,456.80 (share due for FY02/03)
	- \$ 37,064.65 (FY01/02 reimbursement due)
	<b>\$ 14,392.15 offset due Metro</b>

(Note - \$37,064.65 above includes \$38,413.36 reimbursement due county - \$1,348.71 still due Metro for FY01/02)

Eaton County (21.47% of total)	\$ 82,569.33 (share due for FY02/03)
	- \$ 61,639.37 (FY01/02 reimbursement due)
	<b>\$ 20,929.96 offset due Metro</b>

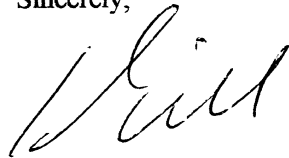
Ingham County (65.15% of total)	\$250,553.87 (share due for FY02/03)
	- \$187,042.61 (FY01/02 reimbursement due)
	<b>\$ 63,511.26 offset due Metro</b>

Please remit a check in the above offset amounts listed to:

**City of Lansing**  
**Finance Department**  
**Attention: Sue Topping**  
**124 W. Michigan Ave.**  
**8<sup>th</sup> Floor- City Hall**  
**Lansing, MI 48933**

Please contact me if you have any questions. Thank you in advance for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Gill". The signature is written in a cursive style with a large initial "T" and a long, sweeping underline.

D/F/Lt. Timothy J. Gill  
Section Commander  
Tri-County Metro Narcotics Squad.

CITY OF LANSING  
 Drug Law Enforcement Fund  
 Statements of Revenues, Expenditures, and Changes  
 in Fund Balance  
 Twelve Months Ended June 30, 2002

	METRO		
	09/30/02	4th Qtr	9/30/02 YTD
Revenues:			
Forfeitures	\$ 144,236.11	94,928.26	239,164.37
Interest	6,293.42	3,596.10	9,889.52
Total revenues	<u>150,529.53</u>	<u>98,524.36</u>	<u>249,053.89</u>
Expenditures - public safety	(3) 213,548.93	111,179.62	324,728.55
Excess of revenues over expenditures	-63,019.40	-12,655.26	-75,674.66
Other financing sources (uses) - operating transfers:			
From Contributions - local units	(2) 379,344.00	0.00	379,344.00
From General Fund	0.00	0.00	0.00
From State and Federal Programs Fund	0.00	0.00	0.00
To State and Federal Programs Fund	7,205.75	-23,779.75	-16,574.00
Total other financing sources (uses)	<u>386,549.75</u>	<u>-23,779.75</u>	<u>362,770.00</u>
Excess (deficiency) of revenues over expenditures and other financing uses	323,530.35	-36,435.01	287,095.34
Fund balance at beginning of year	(1) 77,030.79	77,030.79	77,030.79
Fund Balance at end of period	<u>\$ 400,561.14</u>	<u>40,595.78</u>	<u>364,128.13</u>

(1) Prior year Fund Balance level 1 offset to counties, level 2 retained.  
 (2) Prior year fund balance for 3 counties reclassified to FY02 contribution  
 Ingham \$240,575.50, Eaton \$79,280.98, Clinton \$48,407.52  
 A/R due from Eaton \$2,164.18 (rec'd 7/2/02); Clinton \$1,348.71

	METRO		
	09/30/02	4th Qtr	9/30/02 YTD
(3) Broken down into following accounts:			
Overtime - LPD	4,393.47	1,003.30	5,396.77
Fringe benefits	2,375.99	542.58	2,918.57
Misc operating	82,235.51	57,888.37	140,123.88
Evidence	33,308.88	26,468.59	59,775.27
Supplies	0.00	0.00	0.00
Contractual Services	0.00	0.00	0.00
Temp Help - contractual	25,784.42	10,814.38	36,408.78
Utilities	5,288.04	1,668.49	6,956.53
Telephone	10,781.82	3,807.69	14,589.61
Cell Phones	3,557.28	2,218.34	5,775.63
Building rental	34,372.80	0.00	34,372.80
OT - other agencies	11,440.81	4,164.83	15,605.64
Equipment	2,805.07	2,805.07	2,805.07
	<u>213,548.93</u>	<u>111,179.62</u>	<u>324,728.55</u>

Total FY01-02 funding	247,142.62
Ingham County	81,445.18
Eaton County	50,756.23
Clinton County	<u>379,344.01</u>

**MEMORANDUM**

October 29, 2002

TO: Administrative Services/Personnel Committee  
Finance Committee

FROM: Jerry Ambrose, Controller

RE: 2003 Health Insurance Alternatives

---

The Ingham County Health Coalition has been working diligently again this year to develop health insurance alternatives for 2003 which provide adequate health insurance at affordable levels. With premium increases of 15% to 20% not uncommon, this is a continuing challenge.

The Coalition has developed a set of alternatives which are currently being considered by the county's bargaining units. As in past years, implementation will require approval of letters of understanding. The Health Coalition, which is composed of representatives of labor and management, is recommending approval of these letters of understanding.

The alternatives for 2003 include one health plan which requires no premium co-pay, and one which parallels the current plan offered by Blue Cross Blue Shield, except for an adjustment in office visit and prescription co-pays. Additionally, employees will be offered the alternative of selecting PHP for medical coverage, which for 2003 would result in only a minimal increase in premium sharing for most employees.

Your approval of the Health Coalition's recommendations as outlined in the resolution and attachment is requested and recommended. Implementation, of course, will be contingent upon approval of the bargaining units.

Thank you and please contact me if you have any questions.

GWA/njh



**MEMORANDUM**

October 29, 2002

TO: The Honorable Peter D. Houk, Chief Judge, Circuit Court  
The Honorable Thomas Brennan, Chief Judge, District Court  
The Honorable R. George Economy, Chief Judge, Probate Court

FROM: Jerry Ambrose, Controller

RE: 2003 Health Insurance Alternatives

---

The Ingham County Health Coalition has been working diligently again this year to develop health insurance alternatives for 2003 which provide adequate health insurance at affordable levels. With premium increases of 15% to 20% not uncommon, this is a continuing challenge.

The Coalition has developed a set of alternatives which are currently being considered by the county's bargaining units. As in past years, implementation will require approval of letters of understanding. The Health Coalition, which is composed of representatives of labor and management, is recommending approval of these letters of understanding.

The alternatives for 2003 include one health plan which requires no premium co-pay, and one which parallels the current plan offered by Blue Cross Blue Shield, except for an adjustment in office visit and prescription co-pays. Additionally, employees will be offered the alternative of selecting PHP for medical coverage, which for 2003 would result in only a minimal increase in premium sharing for most employees.

Your approval of the Health Coalition's recommendations as outlined in the resolution and attachment is requested and recommended. Implementation, of course, will be contingent upon approval of the bargaining units.

Thank you and please contact me if you have any questions.

GWA/njh

Introduced by the Administrative Services/Personnel and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING A CHANGE IN THE HEALTH INSURANCE PROGRAM FOR  
MANAGERIAL AND CONFIDENTIAL EMPLOYEES, AND AUTHORIZING LETTERS OF  
UNDERSTANDING WITH VARIOUS BARGAINING UNITS**

WHEREAS, the Health Coalition has recommended additional options for health insurance offered to county employees;  
and

WHEREAS, the various collective bargaining units are in the process of approving letters of understanding which would  
enable these additional options to be provided to their employees; and

WHEREAS, the County wishes to provide the Health Insurance Program, as recommended to be changed by the Health  
Coalition, for Managerial and Confidential employees effective January 1, 2003; and

WHEREAS, the Circuit, District and Probate Chief Judges are in agreement with the changes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the letters of understanding  
regarding the provision of additional options for health insurance, and authorizes the Chair of the Board to sign on behalf  
of the county, contingent upon the collective bargaining units also approving the letters of understanding.

BE IT FURTHER RESOLVED, that the employer will provide the Health Insurance Program as recommended by the  
Health Coalition to Managerial and Confidential employees effective January 1, 2003.

BE IT FURTHER RESOLVED, that the Managerial/Confidential Personnel Manual shall be updated to incorporate the  
revised Health Insurance Program.

BE IT FURTHER RESOLVED, that the County Clerk is authorized to sign any necessary contract documents approved  
as to form by the County Attorney.

**E. HOSPITALIZATION -- MEDICAL COVERAGE**

1. Health Insurance Program:

a. The Employer will provide the following Health Insurance Program for eligible full-time employees and legal dependents.

Effective January 1, 2003, the EMPLOYER will offer the following health insurance programs for eligible full-time employees and legal dependents.

Option 1:

BCBSM-POS: Blue Choice Certificate, POS DR 250/500, POS CR 80/20, POS AA, POS OV 20, POS ET 50

Prescription Drug Plan 1: Prescription drug coverage will be provided by the EMPLOYER through a pharmacy benefits manager. Prescription drug copayments for generic drugs will be \$0.00. Prescription drug copayments for brand drugs will be 20%, but not less than \$15.00 nor more than \$35.00. Maximum out-of-pocket expenses for drugs for each health care plan participant contract will be \$635 per year. Coverage for mail order will also be provided.

Option 2:

PHP Plus (Point-of-Service) Plan 30406-311-111

Prescription Drug Plan 1: Prescription drug coverage will be provided by the EMPLOYER through a pharmacy benefits manager. Prescription drug copayments for generic drugs will be \$0.00. Prescription drug copayments for brand drugs will be 20%, but not less than \$15.00 nor more than \$35.00. Maximum out-of-pocket expenses for drugs for each health care plan participant contract will be \$635 per year. Coverage for mail order will also be provided.

Option 3:

BCBSM-POS: Blue Choice Certificate, IN-CR 80/20/1500, POS OV 30, IN-DR 500/1000, POS ONX, POS ET 100, POS MHV, POS AA

Prescription Drug Plan 3: Prescription drug coverage will be provided by the EMPLOYER through a pharmacy benefits manager. Prescription drug copayments will be \$2.00 for generic drugs, 25% for brand drugs, with a minimum of \$15.00 and a maximum of \$35.00. Maximum out-of-pocket expenses for drugs for each health care plan participant contract will be \$635.00 per year. Coverage for mail order will also be provided.

Option 4:

PHP HMO Only Plan 30407

Prescription Drug Plan 3: Prescription drug coverage will be provided by the EMPLOYER through a pharmacy benefits manager. Prescription drug copayments will be \$2.00 for generic drugs, 25% for brand drugs, with a minimum of \$15.00 and a maximum of \$35.00. Maximum out-of-pocket expenses for drugs for each health care plan participant contract will be \$635.00 per year. Coverage for mail order will also be provided.

b. An employee who is eligible for medical/hospitalization insurance via another source and who executes an affidavit to that effect may elect not to be covered by the medical insurance provided under this Section E. The decision to waive coverage shall be made once per calendar year. A Waiver Agreement drafted by the EMPLOYER shall be executed by the employee.

In the event the employee elects to forego medical insurance, the EMPLOYER shall pay an amount based upon the coverage for which the employee is otherwise eligible at the time of election (full family, two persons, or single subscriber) directly to the employee as taxable compensation. The amounts payable, based on the applicable coverage, shall be as follows:

Full Family	=	\$185.43
2-Person	=	\$165.21
Single	=	\$78.91

Employees losing medical coverage from another source shall notify the County Financial Services Department in time so that the employee and dependents, where appropriate, can be re-enrolled in a health care plan beginning the first day of the month following the loss of alternate coverage.

In the event a husband and wife are both employees of the County, or any of the Courts of Ingham County, the payment provisions in lieu of health insurance coverage as stated under subsection shall be mandatory. Those employees shall not be permitted to have double health insurance coverage from the same or different options noted in this Section E.

c. The Board of Commissioners may substitute another carrier, but the basic provisions of the coverage shall be retained.

2. Premium.

Effective January 1, 2003, the EMPLOYER agrees to pay the full premium for eligible full-time employees for hospitalization coverage outlined in subsection 1, a, above, up to the following amounts:

Full Family	=	\$618.10
2-Person	=	\$550.70
Single	=	\$263.02
Retirees	=	\$278.67

These benchmarks will increase by the same amount as the salary schedule is increased for following years. Increases in premium costs exceeding the benchmark will be shared 50/50 by the EMPLOYER and the employees with the employees' payment made through payroll deduction under the Section 125 Plan.

The Employer will pay the monthly premium for coverage up to the above listed amounts for full-time employees, part-time (20-29 hours) are eligible for up to the above listed amounts for single subscriber coverage and three-quarter time (30-39 hours) are eligible for up to the above listed amounts for two-person coverage. An employee desiring optional additional coverage involving an additional premium cost can obtain it by authorizing a monthly payroll deduction to pay the additional premium

The County's Health Coalition will continue to meet on ways to reduce health care costs and to avoid and reduce potential co-pays of both the Employer and the employees. The Employer will provide the new health care premium rates as soon as they are available.

3. An employee shall become covered the first of the month following date of hire and upon completion of the required forms and acceptance by the provider as a participant. The Employer shall pay the entire premium cost for full family coverage for each eligible full-time employee up to the amounts specified above. Payroll deductions will be made for any additional coverage the employee chooses to select.

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  - a. Retirees w/o Medicare
  - b. Retirees w/o Medicare - (Additional Options for AFSCME/PARKS, FOP/ANIMAL CONTROL, and UAW Retirees)
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  - d. Retirees w/Medicare - (Additional Options for AFSCME/PARKS, FOP/ANIMAL CONTROL, and UAW Retirees)
  - e. Retirees w/Medicare - Spouse w/Regular Insurance
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# HEALTH & PRESCRIPTION CO PAYS

Plan Year = January 1, 2003 - December 31, 2003

	2003 Option 1 (BCBS High)	2003 Option 2 (PHP +)	2003 Option 3 (BCBS Low)	2003 Option 4 (PHP Low)	Group Benefits Rx Reimbursement 2003 Option 1A* (BCBS High)	2003 Option 2A* (PHP +)
Office Visit	\$20.00	\$20.00	\$30.00	\$25.00	\$20.00	\$20.00
ER Visit	\$50.00	\$50.00	\$100.00	\$60.00	\$50.00	\$50.00
Other in Network	0%	0%	20%	20%	0%	0%
Other out Network	20%	20%	Not an Option	Not an Option	20%	20%
# Out of Pocket Max:						
In Network	Not Applicable	Not Applicable	\$1,500/3,000	\$1,500/3,000	Not Applicable	Not Applicable
Out of Network	\$2,000/\$4,000	\$2,000/\$4,000	Not an Option	Not an Option	\$2,000/\$4,000	\$2,000/\$4,000
Deductibles:						
In Network	none	none	\$500/\$1,000	\$500/\$1,000	none	none
Out of Network	\$250/\$500	\$250/\$500	Not an Option	Not an Option	\$250/\$500	\$250/\$500
PRESCRIPTIONS:						
Generic	\$0.00	\$0.00	\$2.00	\$2.00	\$2.75	\$2.75
Brand	20%	20%	25%	25%	\$10.00	\$10.00
Brand Minimum	\$15.00	\$15.00	\$15.00	\$15.00	Not Applicable	Not Applicable
Brand Maximum	\$35.00	\$35.00	\$35.00	\$35.00	Not Applicable	Not Applicable
Brand (Formulary)	Not Applicable	Not Applicable	Not Applicable	Not Applicable	\$10.00	\$10.00
Brand (Non Formulary)	Not Applicable	Not Applicable	Not Applicable	Not Applicable	\$15.00	\$15.00
Maximum out of pocket	\$635.00	\$635.00	\$635.00	\$635.00	\$695.00	\$695.00

\*Available to AFSCME/PARKS, FOP/AC & UAW employees **ONLY**.

**Point of Service Costs:**

**HEALTH INSURANCE:**

Co pays:

Office Visit \$20.00  
 ER Visit \$50.00  
 Other in Network 0%  
 Other out Network 20%

# Out of Pocket Max:

In Network Not Applicable  
 Out of Network \$2,000/\$4,000

Deductibles:

In Network none  
 Out of Network \$250/\$500

**PRESCRIPTIONS:**

Generic \$0.00  
 Brand 20%  
 Brand Minimum \$15.00  
 Brand Maximum \$35.00  
 Brand (Formulary) Not Applicable  
 Brand (Non Formulary) Not Applicable  
 Maximum out of pocket \$635.00

# = Applies to percent co pays only.

# INGHAM COUNTY 125 CAFETERIA PLAN - SCHEDULE B

Plan Year = January 1, 2003 - December 31, 2003

<b>Group Benefits Rx Reimbursement</b>	
2003 Option 1A* (BCBS High)	2003 Option 2A* (PHP +)
\$360.36	\$332.45
<u>263.02</u>	<u>263.02</u>
\$97.34	\$69.43
<u>\$48.67</u>	<u>\$34.72</u>
\$756.69	\$698.33
<u>550.70</u>	<u>550.70</u>
\$205.99	\$147.63
<u>\$103.00</u>	<u>\$73.82</u>
\$882.80	\$814.68
618.10	618.10
\$264.70	\$196.58
<u>\$132.35</u>	<u>\$98.29</u>

\*Available to AFSCME/PARKS, FOP/AC & UAW employees **ONLY**.

2003 Option 1 (BCBS High)	2003 Option 2 (PHP +)	2003 Option 3 (BCBS Low)	2003 Option 4 (PHP Low)
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**FULL-TIME:** Employees eligible for FAMILY Employer provided coverage shall have monthly payroll deductions as calculated below.

1 Person Total	\$341.37	\$264.20	\$256.33
Less Benchmark	<u>263.02</u>	<u>263.02</u>	<u>263.02</u>
Over Benchmark	\$78.35	\$1.18	-\$6.69
Employee Pay	<u>\$39.18</u>	<u>\$0.00</u>	<u>\$0.00</u>
2 Person Total	\$717.00	\$554.87	\$538.55
Less Benchmark	<u>550.70</u>	<u>550.70</u>	<u>550.70</u>
Over Benchmark	\$166.30	\$4.17	-\$12.15
Employee Pay	<u>\$83.15</u>	<u>\$0.00</u>	<u>\$0.00</u>
Family	\$836.51	\$647.38	\$628.30
Less Benchmark	618.10	618.10	618.10
Over Benchmark	<u>\$218.41</u>	<u>\$29.28</u>	<u>\$10.20</u>
Employee Pay	<u>\$109.21</u>	<u>\$0.00</u>	<u>\$0.00</u>



# INGHAM COUNTY 125 CAFETERIA PLAN - SCHEDULE B

Plan Year = January 1, 2003 - December 31, 2003

	2003 Option 1 (BCBS High)	2003 Option 2 (PHP +)	2003 Option 3 (BCBS Low)	2003 Option 4 (PHP Low)	Group Benefits Rx Reimbursement 2003 Option 1A* 2003 Option 2A* (BCBS High) (PHP +)
<b>PART-TIME/ SHARED-TIME:</b>					
<b>Employees eligible for SINGLE Employer provided coverage shall have payroll deductions as calculated below and can purchase additional benefits for the following monthly amounts:</b>					
1 Person Total	\$341.37	\$313.46	\$264.20	\$256.33	\$360.36
Less Benchmark	<u>263.02</u>	<u>263.02</u>	<u>263.02</u>	<u>263.02</u>	<u>263.02</u>
Over Benchmark	\$78.35	\$50.44	\$1.18	-\$6.69	\$97.34
Employee Pay	<u>\$39.18</u>	<u>\$25.22</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$48.67</u>
2 Person Total	\$717.00	\$658.64	\$554.87	\$538.55	\$756.69
Less Single coverage	-341.37	-313.46	-264.20	-256.33	-360.36
Add Single Co Pay	<u>\$39.18</u>	<u>\$25.22</u>	<u>\$0.00</u>	<u>-\$6.69</u>	<u>\$48.67</u>
Employee Pay	<u>\$414.81</u>	<u>\$370.40</u>	<u>\$290.67</u>	<u>\$275.53</u>	<u>\$445.00</u>
Family	\$836.51	\$768.39	\$647.38	\$628.30	\$882.80
Less Single coverage	-341.37	-313.46	-264.20	-256.33	-360.36
Add Single Co Pay	<u>\$39.18</u>	<u>\$25.22</u>	<u>\$0.00</u>	<u>-\$6.69</u>	<u>\$48.67</u>
Employee Pay	<u>\$534.32</u>	<u>\$480.15</u>	<u>\$383.18</u>	<u>\$365.28</u>	<u>\$571.11</u>

\*Available to AFSCME/PARKS, FOP/AC & UAW employees ONLY.

**Revised**

# INGHAM COUNTY 125 CAFETERIA PLAN - SCHEDULE B

Plan Year = January 1, 2003 - December 31, 2003

	2003 Option 1 (BCBS High)	2003 Option 2 (PHP +)	2003 Option 3 (BCBS Low)	2003 Option 4 (PHP Low)	Group Benefits Rx Reimbursement 2003 Option 1A* 2003 Option 2A* (BCBS High) (PHP +)
<b>THREE-QUARTER TIME:</b>					
<b>Employees eligible for 2-PERSON Employer provided shall have payroll deductions as calculated below and can purchase additional benefits for the following monthly amounts:</b>					
1Person Total	\$341.37	\$313.46	\$264.20	\$256.33	\$360.36
Less Benchmark	<u>263.02</u>	<u>263.02</u>	<u>263.02</u>	<u>263.02</u>	<u>263.02</u>
Over Benchmark	\$78.35	\$50.44	\$1.18	-\$6.69	<u>\$69.43</u>
Employee Pay	<u>\$39.18</u>	<u>\$25.22</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$34.72</u>
2Person Total	\$717.00	\$658.64	\$554.87	\$538.55	\$756.69
Less Benchmark	<u>550.70</u>	<u>550.70</u>	<u>550.70</u>	<u>550.70</u>	<u>550.70</u>
Over Benchmark	\$166.30	\$107.94	\$4.17	-\$12.15	<u>\$205.99</u>
Employee Pay	<u>\$83.15</u>	<u>\$53.97</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$73.82</u>
Family	\$836.51	\$768.39	\$647.38	\$628.30	\$882.80
Less 2 Person coverage	-717.00	-658.64	-554.87	-538.55	-756.69
Add 2 Person Co Pay	<u>\$83.15</u>	<u>\$53.97</u>	<u>\$0.00</u>	<u>-\$12.15</u>	<u>\$103.00</u>
Employee Pay	<u>\$202.66</u>	<u>\$163.72</u>	<u>\$92.51</u>	<u>\$77.60</u>	<u>\$229.11</u>

\*Available to AFSCME/PARKS, FOP/AC & UAW employees **ONLY**.

# INGHAM COUNTY RETIREE HEALTH INSURANCE PREMIUM CALCULATION

Plan Year = January 1, 2003 - December 31, 2003

**RETIREES are eligible for Ingham County group health insurance.**

**The MONTHLY insurance premiums are calculated below.**

**This schedule is for retirees without Medicare.**

	2003 Option 1 (BCBS High)	2003 Option 2 (PHP +)	2003 Option 3 (BCBS Low)	2003 Option 4 (PHP Low)
1Person Total	\$341.37	\$313.46	\$264.20	\$256.33
Less Benchmark	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>
Over Benchmark	\$62.70	\$34.79	<u>-\$14.47</u>	<u>-\$22.34</u>
Retiree Pays	<u>\$31.35</u>	<u>\$17.40</u>	<u>\$0.00</u>	<u>\$0.00</u>
2Person Total	\$717.00	\$658.64	\$554.87	\$538.55
Less Single coverage	-341.37	-313.46	-264.20	-256.33
Add Single Co Pay	<u>\$31.35</u>	<u>\$17.40</u>	<u>-\$14.47</u>	<u>-\$22.34</u>
Retiree Pays	<u>\$406.98</u>	<u>\$362.58</u>	<u>\$276.20</u>	<u>\$259.88</u>
Family	\$836.51	\$768.39	\$647.38	\$628.30
Less Single coverage	-341.37	-313.46	-264.20	-256.33
Add Single Co Pay	<u>\$31.35</u>	<u>\$17.40</u>	<u>-\$14.47</u>	<u>-\$22.34</u>
Retiree Pays	<u>\$526.49</u>	<u>\$472.33</u>	<u>\$368.71</u>	<u>\$349.63</u>

# INGHAM COUNTY RETIREE HEALTH INSURANCE PREMIUM CALCULATION

Plan Year = January 1, 2003 - December 31, 2003

## AFSCME/PARKS, FOP/ANIMAL CONTROL, and UAW retirees.

RETIREEES are eligible for Ingham County group health insurance. The MONTHLY insurance premiums are calculated below.

### This schedule is for retirees without Medicare.

	<u>Group Benefits Rx Reimbursement</u>					
	2003 Option 1 (BCBS High)	2003 Option 2 (PHP +)	2003 Option 3 (BCBS Low)	2003 Option 4 (PHP Low)	2003 Option 1A (BCBS High)	2003 Option 2A (PHP +)
1 Person Total	\$341.37	\$313.46	\$264.20	\$256.33	\$360.36	\$332.45
Less Benchmark	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>
Over Benchmark	\$62.70	\$34.79	-\$14.47	-\$22.34	\$81.69	\$53.78
Retiree Pays	<u>\$31.35</u>	<u>\$17.40</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$40.85</u>	<u>\$26.89</u>
2 Person Total	\$717.00	\$658.64	\$554.87	\$538.55	\$756.69	\$698.33
Less Single coverage	<u>-341.37</u>	<u>-313.46</u>	<u>-264.20</u>	<u>-256.33</u>	<u>-360.36</u>	<u>-332.45</u>
Add Single Co Pay	\$31.35	\$17.40	-\$14.47	-\$22.34	\$40.85	\$26.89
Retiree Pays	<u>\$406.98</u>	<u>\$362.58</u>	<u>\$276.20</u>	<u>\$259.88</u>	<u>\$437.18</u>	<u>\$392.77</u>
Family	\$836.51	\$768.39	\$647.38	\$628.30	\$882.80	\$814.68
Less Single coverage	<u>-341.37</u>	<u>-313.46</u>	<u>-264.20</u>	<u>-256.33</u>	<u>-360.36</u>	<u>-332.45</u>
Add Single Co Pay	\$31.35	\$17.40	-\$14.47	-\$22.34	\$40.85	\$26.89
Retiree Pays	<u>\$526.49</u>	<u>\$472.33</u>	<u>\$368.71</u>	<u>\$349.63</u>	<u>\$563.29</u>	<u>\$509.12</u>

# INGHAM COUNTY RETIREE HEALTH INSURANCE PREMIUM CALCULATION

Plan Year = January 1, 2003 - December 31, 2003

**Medicare eligible retirees are eligible for complimentary insurance through Ingham County's group health insurance plan. The MONTHLY insurance premiums are calculated below.**

	2003 Option 1 (BCBS Exact Fill)	2003 Option 2 (PHP +)	2003 Option 3 (BCBS 2+1)	2003 Option 4 (PHP Low)	PRESCRIPTION Only
<b>MEDICAL &amp; PRESCRIPTION:</b>					
1Person Medicare	\$376.23	\$349.01	\$332.44	\$317.08	\$172.07
Less Benchmark	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>
Over Benchmark	\$97.56	\$70.34	\$53.77	\$38.41	<u>-\$106.60</u>
Retiree Pays	<u>\$48.78</u>	<u>\$35.17</u>	<u>\$26.89</u>	<u>\$19.21</u>	<u>\$0.00</u>
2Person Medicare	\$752.51	\$698.01	\$664.86	\$634.15	\$344.13
Less Single coverage	<u>-376.23</u>	<u>-349.01</u>	<u>-332.44</u>	<u>-317.08</u>	<u>-172.07</u>
Add Single Co Pay	\$48.78	\$35.17	\$26.89	\$19.21	<u>-\$106.60</u>
Retiree Pays	<u>\$425.06</u>	<u>\$384.17</u>	<u>\$359.31</u>	<u>\$336.28</u>	<u>\$65.46</u>

(NOTE: Spouse health insurance not available without retiree health insurance.)

# INGHAM COUNTY RETIREE HEALTH INSURANCE PREMIUM CALCUALTION

Plan Year = January 1, 2003 - December 31, 2003

## Additional options for AFSCME/PARKS, FOP/ANIMAL CONTROL, and UAW retirees.

Medicare eligible retirees are eligible for complimentary insurance through Ingham County's group health insurance plan. The MONTHLY insurance premiums are calculated below.

	<u>WITH GROUP BENEFITS PRESCRIPTION REIMBURSEMENT</u>			
	2003 Option 1 (BCBS Exact Fill)	2003 Option 2 (PHP +)	2003 Option 3 (BCBS 2+1)	2003 Option 4 PRESCRIPTION (PHP Low) Only
<b>MEDICAL &amp; PRESCRIPTION:</b>				
1Person Medicare	\$409.49	\$382.27	\$365.70	\$350.34
Less Benchmark	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>
Over Benchmark	\$130.82	\$103.60	\$87.03	\$71.67
Retiree Pays	<u>\$65.41</u>	<u>\$51.80</u>	<u>\$43.52</u>	<u>\$35.84</u>
2Person Medicare	\$819.05	\$764.55	\$731.40	\$700.69
Less Single coverage	-409.49	-382.27	-365.70	-350.34
Add Single Co Pay	<u>\$65.41</u>	<u>\$51.80</u>	<u>\$43.52</u>	<u>\$35.84</u>
Retiree Pays	<u>\$474.97</u>	<u>\$434.08</u>	<u>\$409.22</u>	<u>\$386.19</u>

(NOTE: Spouse health insurance not available without retiree health insurance.)

# INGHAM COUNTY RETIREE HEALTH INSURANCE PREMIUM CALCULATION

Plan Year = January 1, 2003 - December 31, 2003

**2003 Option 1**    **2003 Option 2**    **2003 Option 3**    **2003 Option 4**    **PRESCRIPTION**  
**(BCBS Exact Fill)**    **(PHP +)**    **(BCBS 2+1)**    **(PHP Low)**    **Only**

Medicare eligible retirees are eligible for complimentary insurance through Ingham County's group health insurance plan. The **MONTHLY** insurance premiums and the costs to insure your spouse who is not Medicare eligible are calculated below.

**MEDICAL & PRESCRIPTION:**

Retiree Medicare	\$376.23	\$349.01	\$332.44	\$317.08	\$172.07
Less Benchmark	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>
Over Benchmark	<u>\$97.56</u>	<u>\$70.34</u>	<u>\$53.77</u>	<u>\$38.41</u>	<u>-\$106.60</u>
Retiree only Insurance Co Pay	<u>\$48.78</u>	<u>\$35.17</u>	<u>\$26.89</u>	<u>\$19.21</u>	<u>\$0.00</u>

Add Spouse Reg Opt 1	\$341.37		\$341.37		
Add Single Co Pay	<u>\$48.78</u>		<u>\$26.89</u>		
Total Retiree Payment	<u>\$390.15</u>		<u>\$368.26</u>		

Add Spouse Reg Opt 2	\$313.46			\$313.46	
Add Single Co Pay	<u>\$35.17</u>			<u>\$19.21</u>	
Total Retiree Payment	<u>\$348.63</u>			<u>\$332.67</u>	

Add Spouse Reg Opt 3	\$264.20		\$264.20		
Add Single Co Pay	<u>\$48.78</u>		<u>\$26.89</u>		
Total Retiree Payment	<u>\$312.98</u>		<u>\$291.09</u>		

Add Spouse Reg Opt 4	\$256.33			\$256.33	
Add Single Co Pay	<u>\$35.17</u>			<u>\$19.21</u>	
Total Retiree Payment	<u>\$291.50</u>			<u>\$275.54</u>	

Add Spouse Prescription Only	\$75.15		\$75.15		\$75.15
Add Single Co Pay	<u>\$48.78</u>		<u>\$26.89</u>		<u>-106.60</u>
Total Retiree Payment	<u>\$123.93</u>		<u>\$102.04</u>		<u>\$0.00</u>

(NOTE: Spouse health insurance not available without retiree health insurance.)

# INGHAM COUNTY RETIREE HEALTH INSURANCE PREMIUM CALCULATION

Plan Year = January 1, 2003 - December 31, 2003

## Additional options for **AFSCME/PARKS, FOP/ANIMAL CONTROL, and UAW retirees.**

Medicare eligible retirees are eligible for complimentary insurance through Ingham County's group health insurance plan. The **MONTHLY** insurance premiums and the costs to insure your spouse who is not Medicare eligible are calculated below.

### WITH GROUP BENEFITS PRESCRIPTION REIMBURSEMENT

2003 Option 1 (BCBS Exact Fill)    2003 Option 2 (PHP +)    2003 Option 3 (BCBS 2+1)    2003 Option 4 (PHP Low)    PRESCRIPTION Only

**MEDICAL & PRESCRIPTION:**

Retiree Medicare	\$409.49	\$382.27	\$365.70	\$350.34	\$205.33
Less Benchmark	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>
Over Benchmark	<u>\$130.82</u>	<u>\$103.60</u>	<u>\$87.03</u>	<u>\$71.67</u>	<u>-\$73.34</u>
Retiree only Insurance Co Pay	<u>\$65.41</u>	<u>\$51.80</u>	<u>\$43.52</u>	<u>\$35.84</u>	<u>\$0.00</u>

Add Spouse Reg Opt 1  
 Add Single Co Pay  
 Total Retiree Payment

\$360.93  
\$65.41  
\$426.34

\$360.93  
\$43.52  
\$404.45

Add Spouse Reg Opt 2  
 Add Single Co Pay  
 Total Retiree Payment

\$332.45  
\$51.80  
\$384.25

\$332.45  
\$35.84  
\$368.29

(NOTE: Spouse health insurance not available without retiree health insurance.)



# INGHAM COUNTY RETIREE HEALTH INSURANCE PREMIUM CALCULATION

Plan Year = January 1, 2003 - December 31, 2003

**RETIREES are eligible for Ingham County group health insurance. Your MONTHLY insurance premiums and the cost of complimentary insurance for your Medicare eligible spouse are calculated below.**

	2003 Option 1 (BCBS High)	2003 Option 2 (PHP +)	2003 Option 3 (BCBS Low)	2003 Option 4 (PHP Low)	PRESCRIPTION Only
<b>MEDICAL &amp; PRESCRIPTION:</b>					
Retiree Only	\$341.37	\$313.46	\$264.20	\$256.33	\$75.15
Less Benchmark	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>
Over Benchmark	\$62.70	\$34.79	<u>-\$14.47</u>	<u>-\$22.34</u>	<u>-\$203.52</u>
Retiree Pays	<u>\$31.35</u>	<u>\$17.40</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Add Spouse B/C Exact Fill	\$376.23		\$376.23		
Add Single Co Pay	<u>\$31.35</u>		<u>-\$14.47</u>		
Total Retiree Payment	<u>\$407.58</u>		<u>\$361.76</u>		
Add Spouse PHP High		\$349.01		\$349.01	
Add Single Co Pay		\$17.40		<u>-\$22.34</u>	
Total Retiree Payment		<u>\$366.41</u>		<u>\$326.67</u>	
Add Spouse B/C 2+1	\$332.44		\$332.44		
Add Single Co Pay	<u>\$31.35</u>		<u>-\$14.47</u>		
Total Retiree Payment	<u>\$363.79</u>		<u>\$317.97</u>		
Add Spouse PHP Low		\$317.08		\$317.08	
Add Single Co Pay		\$17.40		<u>-\$22.34</u>	
Total Retiree Payment		<u>\$334.48</u>		<u>\$294.74</u>	
Add Spouse Prescription Only	\$172.07	\$172.07	\$172.07	\$172.07	\$172.07
Add Single Co Pay	<u>\$31.35</u>	<u>\$17.40</u>	<u>-\$14.47</u>	<u>-\$22.34</u>	<u>-203.52</u>
Total Retiree Payment	<u>\$203.42</u>	<u>\$189.47</u>	<u>\$157.60</u>	<u>\$149.73</u>	<u>\$0.00</u>

(NOTE: Spouse health insurance not available without retiree health insurance.)

# INGHAM COUNTY RETIREE HEALTH INSURANCE PREMIUM CALCULATION

Plan Year = January 1, 2003 - December 31, 2003

## Additional options for AFSCME/PARKS, FOP/ANIMAL CONTROL, and UAW retirees.

**RETIREES** are eligible for Ingham County group health insurance. The **MONTHLY** insurance premiums and the cost of complimentary insurance for your **Medicare eligible spouse** are calculated below.

### WITH GROUP BENEFITS PRESCRIPTION REIMBURSEMENT

	2003 Option 1 (BCBS High)	2003 Option 2 (PHP +)	Only
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**MEDICAL & PRESCRIPTION:**

Retiree Only (not Medicare eligible)	\$360.93	\$332.45	\$94.14
Less Benchmark	<u>-278.67</u>	<u>-278.67</u>	<u>-278.67</u>
Over Benchmark	\$82.26	\$53.78	-\$184.53
Retiree Pays	<u>\$41.13</u>	<u>\$26.89</u>	<u>\$0.00</u>

Add Spouse B/C Exact Fill			
Add Single Co Pay	\$409.49	\$41.13	\$450.62
Total Retiree Payment	<u>\$409.49</u>	<u>\$41.13</u>	<u>\$450.62</u>

Add Spouse PHP High			
Add Single Co Pay	\$382.27	\$26.89	\$409.16
Total Retiree Payment	<u>\$382.27</u>	<u>\$26.89</u>	<u>\$409.16</u>

Add Spouse B/C 2+1			
Add Single Co Pay	\$365.70	\$41.13	\$406.83
Total Retiree Payment	<u>\$365.70</u>	<u>\$41.13</u>	<u>\$406.83</u>

Add Spouse PHP Low			
Add Single Co Pay	\$350.34	\$26.89	\$377.23
Total Retiree Payment	<u>\$350.34</u>	<u>\$26.89</u>	<u>\$377.23</u>

Add Spouse Prescription Only			
Add Single Co Pay	\$205.33	\$205.33	\$205.33
Total Retiree Payment	<u>\$41.13</u>	<u>\$26.89</u>	<u>-184.53</u>
	\$246.46	\$232.22	\$20.80

(NOTE: Spouse health insurance not available without retiree health insurance.)

RESOLUTION STAFF REVIEW

DATE October 23, 2002

**Agenda Item Title:** Resolution to Approve Plans, Cost Estimate, Estimate of the Period of Usefulness, Lease Contract and Filing with the Michigan Department of Treasury

**Submitted by:** Controller's Office

**Committees:** Ad.Ser/Per., H.S., Law & Cts.\*, Finance\*

**Summary of Proposed Action:** These resolutions were prepared by Bond Counsel which authorizes the Building Authority to proceed with the financing of the proposed jail renovation. Also, attached to the resolutions are:

1. APPENDIX I, the LEASE CONTRACT
2. APPENDIX II , the NOTICE OF INTENTION OF THE COUNTY OF INGHAM TO ENTER INTO A LEASE CONTRACT WITH THE INGHAM COUNTY BUILDING AUTHORITY AND NOTICE OF RIGHT TO PETITION FOR REFERENDUM THEREON.

**Financial Implications:** The amount authorized for bond issuance totals \$2,325,0000, which includes project costs of \$1,950,000 plus financing costs and capitalized interest. The project costs are increased from the \$1,800,000 originally estimated, but reflect updated costs provided by the Construction Manager. However, the increased costs do not jeopardize the re-payment model previously presented.

**Other Implications:**

**Staff Recommendation:** JA \_\_\_ JN \* HH \_\_\_

This resolution should be approved.

MEMORANDUM

TO: Administrative Services/Personnel Committee  
Finance Committee

FROM: Jerry Ambrose

DATE: October 22, 2002

RE: POLICY REQUIRING PAYMENT OF PREVAILING WAGE

Attached for your consideration is a resolution consolidating and updating Ingham County's Prevailing Wage Policy. This has been drafted with the assistance of Naomi Gaynor of the County Attorney's Office. It replaces Resolutions # 92-171; #96-164; and # 0084, and incorporates the enhancements identified by the Administrative Services & Personnel Committee at its last meeting. The items incorporated are numbers 2, 3, 4, and 5 in the document titled Attachment # 6, also attached.

I appreciate the committee's work on updating this policy, and believe that the update will more clearly state the county's policy and enforcement mechanisms. I recommend approval of the resolution.

c: Jim Hudgins  
Naomi Gaynor

Resolution No: 92-171  
September 8, 1992

S U B S T I T U T E

Agenda Item: 10  
Date received:

**RESOLUTION TO REQUIRE PAYMENT OF PREVAILING WAGES**

Introduced by the Administrative Services and Finance Committees

WHEREAS, this Board of Commissioners believes that it is in the best interest of the people of Ingham County that the construction work performed for Ingham County be done by contractors and subcontractors who agree to pay prevailing wages.

THEREFORE BE IT RESOLVED that:

1. Every construction contract exceeding \$10,000 entered into by the Ingham County Board of Commissioners (hereinafter referred to as "Board") shall contain the following terms:

(a) The rate of wages, including fringe benefits, paid to each construction mechanic employed by the contractor or subcontractor at all tiers, who furnishes labor on the project which is the subject of this contract, shall be not less than the prevailing wages, including fringe benefits, for such labor as determined by the Michigan Department of Labor, Wage and Hour Division, for Ingham County.

(b) The contractor and any subcontractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment because of race, color, religion, national origin, ancestry, height, weight, citizenship, sex, age, or handicap during the terms of this contract as required by State and/or Federal law.

2. Every contract executed between the Board or its contracting agent and a successful bidder as Contractor, entered into pursuant to advertisement and/or invitation to bid for any Ingham County project, which requires or involves the employment of construction mechanics, shall contain a wage and fringe benefit schedule as provided for by the Michigan Department of Labor, Wage and Hour Division, for each class of construction mechanic.

3. Every contractor and subcontractor shall keep posted on the construction site in a conspicuous place, a copy of all prevailing wage and fringe benefit rates prescribed in the contract and shall keep accurate records showing the name and occupation of, and actual wages and benefits paid to, each construction mechanic employed by that contractor or subcontractor in connection with the contract.

(a) A Contractor or subcontractor at any tier shall, upon request of the County or its contracting agent provide certified payrolls on U.S. Department of Labor form WH347 or facsimile for all hours worked.

## Agenda Item 10b

4. Any construction mechanic of a contractor under contract with the Board or its contracting agent or a construction mechanic of a subcontractor at all tiers, or any bona fide organization representing construction mechanics may file a written complaint with the Board or its contracting agent, if any, challenging the compliance by a contractor or subcontractor with any of the terms noted above. The Board or its contracting agent shall then conduct an investigation to determine whether it will proceed as in paragraph 6 and/or 7 below.

5. If a contractor or subcontractor at any tier violates or has breached any term set forth above, the Board or its contracting agent, if any, shall proceed to enforce that term in accordance with the contract and/or by seeking any remedy authorized by law, including rescission of the contract.

6. Any contractor or subcontractor upon being notified that it is in violation of paragraph 4 and that an amount is due, shall have thirty (30) days to pay the deficiency by paying the employee or employees the amounts due. If the person, firm, corporation, or business entity fails to pay within the thirty (30) day period shall be subject to the following penalties:

(a) Payment of all wages and fringe benefits, plus interest at 2% per month on those wages and fringe benefits due the employee;

(b) The cost to the county shall be calculated using the hourly wage and fringe benefits costs of the county employee involved in the enforcement of this policy plus any other costs incurred by the County; and

(c) The prohibition from bidding on any contract involving the county for a period of three (3) years if the violation is repeated after the contractor is formally notified.

This Provision shall be inserted in all bid documents requiring prevailing wages.

7. As used herein:

(a) "Contracting Agent" means any officer, commission, department, agency, or organization authorized to enter into a construction contract by or on behalf of the Board of Commissioners.

(b) "Contract" means any agreement as a result of competitive bids or otherwise for new construction, alteration, repair, installation, painting, decorating, completion, demolition, conditioning, reconditioning or improvement of buildings or works, which is to be performed for Ingham County. It does not include repair or service of equipment or machinery already installed.

(c) "Construction mechanic" means any skilled or unskilled mechanic, laborer, worker, helper assistant, apprentice or driver, but shall not include any Ingham County employees, including but not limited to executive, administrative, TOPS, professional or office employees.

(d) "Apprentice" means any person who is registered with a bona fide apprentice program recognized by the U.S. Department of Labor, Bureau of Apprenticeship and Training and shall only be used in ratio as prevailing for the area.

## Agenda Item 10b

8. Contracts which contain provisions requiring the payment of prevailing wages as determined by the United States Secretary of Labor pursuant to the Federal Davis-Bacon Act (United States Code 40 Section 276a, et. sec.) or which contains provisions requiring the payment of prevailing wages as determined by the Michigan Department of Labor pursuant to 1965, PA 166, as amended, being MCLA 408.551, et sec., are exempt from the provisions of this resolution.

### ADMINISTRATIVE SERVICES FINANCE

Yeas: Ballbach, Eyster, Grebner, Yeas: McDonald, Wilbur,

Mervenne, Wilbur Martinez, Grebner, Delgado,

Schafer, Bunka

Nays: None Absent: Porter Nays: None Absent: Tubba

Goulet, Goodman

Approved 7/21/92 Approved 7/22/92

Administrative approved a different version.

INGHAM COUNTY BOARD OF COMMISSIONERS

AUGUST 27, 1996  
ADOPTED

RESOLUTION NO. 96-164

AGENDA ITEM NO. 12

RESOLUTION TO AMEND RESOLUTION NO. 92-171,  
REQUIRING PREVAILING WAGE RATES

Introduced by the Administrative Services/Personnel and Finance Committees

WHEREAS, the Ingham County Board of Commissioners adopted Resolution No. 92-171, which serves as the County's policy regarding the payment of prevailing wage rates for certain construction work on County projects; and

WHEREAS, since this prevailing wage policy was adopted, the Michigan Prevailing Wage Act which determines the prevailing wage rates, including fringe benefits, has been struck down by the Eastern Federal District Court; and

WHEREAS, Ingham County wishes to maintain its policy with an acceptable criterion and standard.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby amend Resolution No. 92-171 by deleting the following language:

“...as determined by the Michigan Department of Labor, Wage and Hour Division.”

BE IT FURTHER RESOLVED, that the following language be substituted:

“...by using the wage guidelines promulgated by the U.S.  
Secretary of Labor pursuant to the Davis-Bacon Act.”

ADMINISTRATIVE SERVICES/PERSONNEL: Yeas - McDonald, Pratt,  
Czarnecki Nays: Mowen, Foster Absent: None  
Approved 8/20/96

FINANCE: Yeas - Sims, Schafer, McDonald, Gallagher, Grebner,  
Johnson Nays: None Absent: Wilbur Approved 8/21/96



Introduced by the Administrative Services/Personnel and Finance  
Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION NO. 92-171, REQUIRING PAYMENT OF  
PREVAILING WAGE RATES FOR COUNTY CONSTRUCTION PROJECTS**

**RESOLUTION #00-084**

WHEREAS, Resolution No. 92-171 as amended serves as the county's policy regarding the payment of prevailing wage rates for certain construction work on county projects; and

WHEREAS, the intent of this policy is to require compliance with prevailing wage guidelines as amended by the Ingham County Board of Commissioners, and to provide for enforcement and sanctions or penalties in the event of non-compliance by contractors, sub-contractors, etc.; and

WHEREAS, it is also the county's intent to provide for a consistent and uniform implementation of its policy requiring payment of prevailing wage rates when contractors or sub-contractors, etc., seek to work on county construction projects.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends its Resolution No. 92-171 by adding the following language:

*3. (b) "In addition to providing certified payrolls on U.S. Department of Labor form WH347 or facsimile for all hours worked when requested, the contractor or sub-contractor at any tier shall be required to collect and submit this information in a regular reporting format as determined by the Board of Commissioners, or its agents. Non-compliance with this section shall be deemed a violation of the contractual agreement(s). The county through its agents shall be responsible for monitoring compliance by such means as it deems appropriate."*

*3.(c) "The county may apply sanctions or penalties consistent with, but not to exceed those sanctions or penalties which may be imposed by the federal government for similar violations, for any contractor or sub-contractor at any tier who fails to comply with the provisions of subsection 3.(b), or who, upon examination, is found to be non-compliant with the requirements of this resolution, as determined by the Board of Commissioners or its agents, and therefore in breach of contract. Such sanctions or penalties shall commence from day one of the violation of this resolution."*

**ADMINISTRATIVE SERVICES/PERSONNEL:** Yeas: Lynch, Pratt, Minter,  
Severino

Nays: None Absent: McDonald Approved 4/13/00

**FINANCE:** Yeas: Bernero, Grebner, Czarnecki, McDonald, Schafer, Minter,  
Juall

Nays: None Absent: None Approved 4/19/00

## Attachment 6

## Specific Proposals for Consideration

**A. Consideration of these amendments to the Ingham County Prevailing Wage policy has been proposed:**

1) Add a new section 1b, renumbering existing 1b and 1c to 1c and 1d, to permit affiliates of the Lansing Building Trades to request that the collectively bargained wage rates and the value of associated fringe benefits be used in lieu of prevailing wages promulgated by the Secretary of Labor pursuant to the Federal Davis-Bacon Act.

2) Add a new section stating that the use of apprentices as defined herein shall be in accordance with all of the rules and guidelines of the bona fide apprentice programs as defined herein, including registration and working in ratio. Violation of this section shall be subject to the same penalties and remedies as provided for with regard to violation of the payment of prevailing wages.

3) Modify Section 6c to increase the number of years from 3 to 5.

4) Add a new sentence to Section 5 as follows: The County may withhold payments from the Contractor as are necessary to effectuate the payments or penalties as provided in this policy.

5) Add a new section stating that if a contractor or subcontractor is found to have retaliated in violation of federal or state law against an employee for filing a claim of non-payment of a prevailing wage rate, that contractor shall be prohibited from bidding on any contract involving the county for a period of 5 years from the date of such finding.

6) Modify the complaint process in Section 4 to provide that anyone with knowledge of a violation of this policy may file a written signed complaint with the County Controller, who shall have 30 days to investigate, and if appropriate, to take action under the terms of this policy, or as provided by law, to remedy the complaint. If the complaint is not resolved to the satisfaction of the complainant, the complainant may file a written signed complaint with the Ingham County Board of Commissioners. Such complaint shall be referred to the appropriate committee of the Board for review and recommendation.

**B. Consideration of a policy encouraging increased participation of minority owned business enterprises (MBE), women owned business enterprises (WBE), handicapper owner business enterprises (HBE), and local firms has been proposed:**

It is the desire of the County to have increased participation by minority owned business enterprises (MBE), women owned business enterprises (WBE), and handicapper owner business enterprises (HBE) firms as well as County residents in the County's construction projects.

## Agenda Item 10b

Recognizing that there are local individuals and firms well qualified to participate to a significant degree in county construction projects, it is also the desire of the County that the involvement of local contractors be encouraged as being in the overall best interests of the county.

In order to fulfill this desire, the County requests that vendors comply with several voluntary goals:

- 25% of total project hours performed by County residents
- 15% of subcontracted work performed by local subcontractors
- 19.03% workforce minority
- 17.51% workforce female

In order to achieve these goals, the County requests that the bidders on County construction projects participate in the following activities as well as any other activities the bidders feel will be of assistance in achieving these goals:

- Advertise regarding the timing and content of the projects.
- Advertise in local newspapers, trade publications and submit bid notices to MBE/WBE/HBE and local firms.
- Promote local piping, concrete, paving material and related suppliers.
- Hold informational meetings with local subcontractors regarding bonding and insurance requirements.
- Pre-qualify local subcontractors and suppliers.
- Encourage all bidding contractors to maximize their local participation.
- Cooperate with the County Purchasing Department in locating firms who can qualify as subcontractor for the County's construction projects.

The County will endeavor to have the following resources and/or programs available to assist bidders in complying with these goals:

- A list of MBE/WBE/HBE and local firms and agencies for mailing and advertisement.
- Formulate informational meetings for County residents and MBE/WBE/HBE firms to attend in order to communicate directly with bidders' staff and submit applications to the bidder's firms.

Bidders for county construction projects estimated to exceed \$10,000 must submit information on their workforce, including subcontractors, in sufficient detail as to describe their workforce in comparison to these voluntary goals, and are encouraged to provide any specific actions they may have or will be taking to meet the voluntary goals listed above. Utilization of local subcontractors, suppliers and employees are encouraged, and bidders will be evaluated based on "good faith" efforts to solicit and award contracts to such firms/employees. These "good faith" efforts will be monitored by the County's Purchasing Department.

**MEMORANDUM**

October 29, 2002

TO: Equal Opportunity Committee  
Administrative Services/Personnel Committee  
Finance Committee

FROM: Jerry Ambrose, Controller

RE: Resolution Requiring Vendors to Conform to the County  
Equal Opportunity Employment/Nondiscrimination Policy

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As with the discussion on prevailing wage requirements, our recent discussions indicate that it may be beneficial to update and restate the county's policy on equal opportunity as it relates to county vendors. One of the primary benefits would be to reinforce what the county's policy is; to whom it applies; and how enforcement is to be pursued.

Attached for your consideration is a proposed resolution requiring county vendors to conform to the Ingham County Equal Opportunity Employment Policy. It reiterates the existing equal opportunity policy of the County and requires vendors - those who provide goods and services pursuant to a purchase order or contract - to agree to the provisions of the county equal opportunity policy. County purchase orders and contracts would expressly contain this provision.

In addition, vendors registering to provide goods and services, those responding to bids or RFP's; and those entering into contracts will be required to certify to their knowledge of the County's policy; of their agreement to comply; and must disclose any conclusive findings of violations of federal, state, or local equal opportunity statutes, ordinances, rules/regulations, or policies within the past three years.

Further, where there has been a conclusive finding that a vendor has violated federal, state, or local equal opportunity statutes, ordinances, rules/regulations, or policies, that vendor shall be barred from providing goods and services to Ingham County for five years, unless a specific exemption is granted by the Board of Commissioners. If such violation occurs during the course of time during which the services are being provided, the County may terminate the current contract. Such bar also applies if a vendor is found to have retaliated against an employee who has filed a claim of violation of this policy.

No less than annually, the Controller or designee shall provide the appropriate Committee of the Board and the Equal Opportunity Committee with the status of compliance and any recommendations for amending the policy.

## **Agenda Item 10c**

I recommend approval of this resolution.

3. Jim Hudgins, Director, Purchasing Dept.  
Naomi Gaynor, Cohl, Stoker, Toskey, & McGlinchey, P.C.

Introduced by the Administrative Services/Personnel and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION REQUIRING COUNTY VENDORS TO CONFORM TO INGHAM COUNTY EQUAL OPPORTUNITY EMPLOYMENT/NONDISCRIMINATION POLICY MEMORANDUM.**

WHEREAS, the Board of Commissioners believes that it is in the best interest of the people of Ingham County that vendors providing goods and services to Ingham County government conform to Ingham County's Equal Opportunity Employment/Nondiscrimination Policy; and

WHEREAS, the Board of Commissioners wishes to assure that vendors are aware of this policy; and

WHEREAS, the Board of Commissioners wishes to monitor compliance and to provide for sanctions or penalties in the event of non-compliance; and

WHEREAS, Resolutions #78-170 and #81-35 have served as the County's policy regarding the requirement that County vendors conform to Ingham County's Equal Opportunity Employment/Nondiscrimination Policy; and

WHEREAS, the Ingham County Board of Commissioners desires to consolidate and update this policy.

THEREFORE BE IT RESOLVED, that for the purposes of this policy, the following terms and phrases are defined as follows:

- A. "Board" or "Board of Commissioners" means the Ingham County Board of Commissioners.
- b. "Contract" means a purchase order or written agreement.
3. "Designated Agent" means any officer, employee, commission, department, agency, or organization authorized or directed to conduct an investigation to determine if a violation of this policy has occurred.
4. "Ingham County government" means the commissions, offices, agencies, and departments of Ingham County government; to the courts funded by Ingham County; and to any other entity where the Board of Commissioners provides funds for goods and services.

## Agenda Item 10c

5. “Vendor” includes individuals, proprietorships, partnerships, corporations, trusts, associations, joint ventures, and other legal entities, either incorporated or unincorporated, however operating or named, and whether acting by themselves or by a servant, agent or fiduciary, and includes all legal representatives, heirs, successors and assigns thereof, who desire to contract with or who does contract with the County to provide goods and services for compensation including subcontractors of the vendor, but excluding County employees.

BE IT FURTHER RESOLVED, that it is the policy of the Board of Commissioners that all vendors who provide goods and services to Ingham County government by contract, shall, as a condition of providing goods and services, adhere to all Federal, State and local laws, ordinances, rules and regulations, and policies, if applicable, prohibiting discrimination in regard to persons to be served and employees and applicants for employment including, but not limited to, the following:

- a. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- b. The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- c. Section 504 of the Federal Rehabilitation Act of 1973, PL 93-112, 87 Stat 355, as amended, and rules adopted thereunder.
- d. The Americans with Disabilities Act of 1990, PL 101-336, 104 Stat 327 (42 USCA § 12101 et seq.), as amended, and regulations promulgated thereunder.

BE IT FURTHER RESOLVED, that it is the policy of the Board of Commissioners that all vendors shall, as a condition of providing goods and services, as required by law and/or the County’s Equal Opportunity Employment/Nondiscrimination Policy, not discriminate against persons to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual orientation, disability that is unrelated to the individual’s ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation.

BE IT FURTHER RESOLVED, that vendors registering to provide goods and services to Ingham County under contract shall certify to their knowledge of the County’s policy, and of their agreement to comply, and shall disclose any conclusive findings of violations of federal, state, or local equal opportunity statutes, ordinances, rules/regulations, or policies within the past three (3) years.

## Agenda Item 10c

BE IT FURTHER RESOLVED, that notice of the requirements of this policy shall be included in all formal Requests for Proposals or Bids issued by Ingham County for goods and services, and the vendors shall certify their knowledge of the County's policy and disclose any conclusive findings of violations of federal, state, or local equal opportunity statutes, ordinances, rules/regulations, or policies within the past three (3) years.

BE IT FURTHER RESOLVED, that all purchase orders issued for goods and services shall contain notice of the requirements of this policy, and shall state that acceptance of the purchase order by the vendor shall constitute agreement to comply with the policy.

BE IT FURTHER RESOLVED, that all contracts entered into for goods and services shall contain the requirements of this policy.

BE IT FURTHER RESOLVED, that Ingham County shall request current and those who wish to be included in the County's vendor list on a voluntary basis to indicate if they are more than 50% minority, women, handicapper or veteran owned. The minority classification shall be those of the 2000 U.S. Census of Population; Black, Hispanic, Native American or Asian Pacific Islander.

BE IT FURTHER RESOLVED, that where there has been a conclusive finding that a vendor has violated federal, state or local equal opportunity statutes, ordinances, rules/regulations, or policies, that vendor shall be barred from providing goods and services to Ingham County for five (5) years from the date that a determination of the violation has been made in accordance with applicable statutes, ordinances, rules/regulations, or policies or from the date that such determination becomes known, unless a specific exemption is granted by the Board of Commissioners.

BE IT FURTHER RESOLVED, that violation of federal, state, or local equal opportunity statutes, ordinances, rules/regulations, or policies during the course of time during which the vendor is providing goods or services to the County shall be regarded as a material breach of any contract between the County and the vendor, and the County may terminate such contract effective as of the date of delivery of written notification to the vendor.

BE IT FURTHER RESOLVED, that any employee of a vendor providing goods and services by contract to the County, or any employee of a subcontractor of a vendor providing goods and services to the County by contract, or any bona fide organization representing such employees may file a written complaint with the Board or its designated agent, if any, challenging the compliance by a vendor with the terms of this policy. The Board or its designated agent shall then conduct an investigation to determine whether the policy has been violated.

BE IT FURTHER RESOLVED, that a vendor found to have retaliated in violation of a federal or state law against an employee for filing a claim of violation of federal, state, or local equal opportunity statutes, ordinances, rules/regulations, or policies shall be ineligible to provide any



## Agenda Item 10c

goods or services to Ingham County government for a period of five (5) years from the date of such finding.

BE IT FURTHER RESOLVED, that the provisions of this policy shall apply to any goods and services obtained by any County agency by contract where the Board of Commissioners provides funds for such goods and services.

BE IT FURTHER RESOLVED, that the Board of Commissioners encourages all other agencies of the County to adopt this or a similar policy for all goods and services purchased by contract.

BE IT FURTHER RESOLVED, that the County Controller or designee, or designated agent, shall be responsible for monitoring implementation of and compliance with the provisions of this policy where the goods and services are provided through the authorization of the Board of Commissioners.

BE IT FURTHER RESOLVED, that where another specific agency of the County is designated as responsible for obtaining goods and services, that agency shall be responsible for monitoring implementation of and compliance with the provisions of this policy.

BE IT FURTHER RESOLVED, in the event that certain goods and services must be purchased in order to allow the ongoing operation of Ingham County government, but the agreement to comply with the County's policy cannot be obtained in a timely manner, then the County Controller or designee, or other designated agent, is authorized to proceed with the necessary purchase; provided however, that if agreement to comply with the policy is not forthcoming within a reasonable time, then additional goods and services shall not be obtained, and the vendor shall be prohibited from providing goods and services to Ingham County, for five (5) years unless specific authorization is given by the Board of Commissioners.

BE IT FURTHER RESOLVED, that no less than annually, the County Controller or designee shall provide the appropriate committee of the Board of Commissioners and the Equal Opportunity Committee the status of compliance by vendors with this policy and recommendations of amendments to this policy.

BE IT FURTHER RESOLVED, that Resolutions #78-170 and #81-35, or the provisions of other resolutions which are inconsistent with this policy, are hereby rescinded.

BE IT FURTHER RESOLVED, that Resolution #91-187 adopting the County of Ingham Equal Opportunity Employment Plan be amended to replace the section entitled RE: PURCHASING AND CONTRACTING POLICY, page 9, with this policy.

Resolution 78-170

Resolution No. 78-170  
June 13, 1978

Agenda Item 36  
Date Received \_\_\_\_\_

Ingham County, Michigan

A RESOLUTION TO SUPPLEMENT, AMEND AND RESTATE ITS POLICIES ON EQUAL OPPORTUNITY AND NON-DISCRIMINATION BY THE COUNTY OF INGHAM

Introduced by Personnel and Human Resources Committees

WHEREAS, Ingham County has made a commitment to equal opportunity to all persons; and

WHEREAS, the Board of Commissioners has adopted an affirmative action plan to assure equal employment opportunities (Resolution 77-138) and Resolution 77-16 requiring that the public monies of Ingham County be deposited in depositories complying with the County Equal Opportunity Policy and certifying to their non-discriminatory lending practices; and

WHEREAS, the Board of Commissioners has established an equal opportunity committee (Resolution 73-263 as amended by Resolution 77-197) charge with, *inter alia*, advising the Board of Commissioners on matters which will insure equal opportunity for all residents of the County, and verifying that all possible purchasing is done from equal opportunity employers; and

WHEREAS, it is advisable to amend, supplement and restate the policy of the County of Ingham regarding equal opportunity and non-discrimination;

THEREFORE BE IT RESOLVED that it is the policy of the County of Ingham to provide equal opportunity in its employment on the basis of merit and fitness and without discrimination because of race, color, religion, sex national origin, handicap, height, weight, marital status, age political affiliation, sexual preference or affectional orientation (except where age, sex, or lack of handicap constitute a bona fide occupational qualification), and that the wording in the affirmative action plan be amended where appropriate, with said policy becoming part of the County's equal opportunity policy;

BE IT FURTHER RESOLVED that it is the policy of the County of Ingham in providing services, both direct and indirect, to do so without discrimination because of race, color, religion, sex, national origin, handicap, height, weight, marital status, age, political affiliation, sexual preference or affectional orientation;

BE IT FURTHER RESOLVED that it is the policy of the County of Ingham to do all possible purchasing and contracting with equal opportunity employers and parties that comply with the spirit of the County's equal opportunity policies.

*H is restated  
in 51-187*

Resolution 81-35

RESOLUTION NO. 81-35  
March 12, 1981

AS AMENDED

Agenda Item No. 11  
Date Received \_\_\_\_\_

RESOLUTION TO MAKE INGHAM COUNTY AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Introduced by the Administrative Services and Personnel Committees

WHEREAS, Ingham County is an Equal Opportunity Employer, and

WHEREAS, Ingham County has adopted and has on file an approved Affirmative Action Plan, and

WHEREAS, Ingham County desires to adopt a combined policy of Equal Opportunity/Affirmative Action,

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners hereby confirms Ingham County Government is an Equal Opportunity/Affirmative Action Employer.

BE IT FURTHER RESOLVED that the following steps and procedures be taken to implement this policy:

1. That Equal Opportunity Policy I re Purchasing and Contracting Policy adopted July 13, 1971, be amended to require firms doing business with the County be Equal Opportunity/Affirmative Action employers;
2. That the affidavit implementing the above policy be revised as attached (changes in capital letters);
3. That the Ingham County Affirmative Action Plan and Equal Opportunity Policy statement be modified as necessary to reflect this new policy;
4. That when lowest acceptable bids are offered for County goods or services and are separated by a difference of no more than 3 percent of the lowest bid, then it shall be the policy of Ingham County to select the bidder who shall have an Equal Opportunity/Affirmative Action policy, unless State and/or Federal law requires acceptance of the lowest bid;
5. That bid documents contain a place for bidders to indicate that they have said policy and an explanation be provided of how having said policy will affect the outcomes of bid selections;
6. That as County departmental stationery is exhausted, reorders shall instruct printers to have placed at the bottom of the page the following: "Ingham County is an Equal Opportunity/Affirmative Action Employer, M/P", and that stationery shall refer to all letter-head, memorandums and other stationery that may be used for official County business communications after current stocks are exhausted;
7. That the statement referred to in #6 shall also appear on job postings, and other appropriate County business literature as stocks are replaced;
8. That the Personnel Committee and the Equal Opportunity Committee shall monitor, recommend, and implement any additional steps necessary to insure that Ingham County remains and is perceived by the general public to be an Equal Opportunity/Affirmative Action employer.

Portion of Equal Opportunity Plan that is replaced

be of the quarterly report. The following complaint procedure is posted in the County Personnel Office.

COMPLAINT PROCEDURE

If an individual for employment feels that he/she has not been treated fairly in the hiring process segment of Ingham County Government, they have the right to contact the County Assistant Director of Ingham County Personnel at 5303 S. Cedar, Lansing, MI. The second step in this procedure is to contact the Ingham County Equal Opportunity Committee, P.O. Box 319, Mason, MI 48854.

Ingham County is an Equal Opportunity Employer



PURCHASING AND CONTRACTING POLICY

A. All persons or firms selling or contracting in any manner with the various departments or agencies of Ingham County government shall be required to file an "Affidavit of Equal Opportunity/Non-Discrimination", a copy of which is attached, at least once in each calendar year, with the office of the Ingham County Clerk.

1. The requirement for the filing of said affidavit shall henceforth be incorporated as a condition of any and all contractual arrangements entered into by the various departments and agencies of this County with any other person or firms doing business therewith.

2. The Purchasing Department shall request current and those who wish to be included in the County's vendors or bidders list on a voluntary basis to indicate if they are more than 50% minority, women, handicapped or veteran-owned. The minority classification shall be those of the 1990, U.S. Census of Population; Black, Hispanic, Native American or Asian/Pacific Islander.

B. It shall be the responsibility of the Personnel Committee of the Ingham County Board of Commissioners to periodically review the contractual arrangements between outside firms and persons and the various County departments and agencies with respect to this Equal Opportunity Plan.

1. It shall be the further responsibility of this Committee to periodically review the "Affidavits of Equal Opportunity/Non-Discrimination" on file with the office of the Ingham County Controller. The purpose of such review is to make recommendations to the Board of Commissioners with reference to any policies necessary to implement and assure that all business done with this County is done in compliance with the State and Federal laws of Equal Opportunity and non-discrimination.

**AFFIDAVIT OF EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

As a condition of continuing a contractual or business relationship with the County of Ingham, State of Michigan, it is hereby certified that this contractor or contracting organization agrees to provide equal employment opportunity to all employees and applicants, and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, (except where sex is a bona fide occupational qualification), or national origin. The contractor further agrees to take Affirmative Action to eliminate and prevent the underutilization of minorities, women, handicappers and other protected classes. Underutilization, as it shall apply to a contractor, vendor, or bidder, will be defined by the Michigan Department of Civil Rights. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of this non-discrimination policy.

In signing this affidavit, the bidder or contractor further certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. He/she certifies further that he/she will not maintain or provide for his/her employees any segregated facilities at any of his/her establishments; and that he/she will not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The bidder, offeror, applicant, or subcontractor agrees that a breach of this certification is in violation of this Equal Opportunity/Affirmative Action Affidavit. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, sex, (except where sex is a bona fide basis for segregated facilities), or national origin, because of habit, local custom or otherwise.

On behalf of this organization, I hereby certify that compliance with the above Equal Opportunity/Affirmative Action Policy is now and will continue to be maintained.

Company: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

RETURN TO: INGHAM COUNTY PURCHASING, P. O. Box 319, MASON, MI 48854

Date Received:

**MEMORANDUM**

October 28, 2002

TO: Administrative Services/Personnel Committee  
Finance Committee

FROM: Jerry Ambrose, Controller

RE: Notice of Public Hearing - Lansing Charter Township

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At its October 22, 2002 meeting, the Board of Commissioners received notice of the township's Public Hearing scheduled for Wednesday, October 30, 2002. The hearing was scheduled for the purpose of considering proposed Ordinance #60.2. the establishment of a Downtown Development Authority and District.

The communication was referred to the Board's Administrative Services\Personnel and Finance Committees for study and recommendation to the entire Board. However, since those committees do not meet until Wednesday, November 6, 2002, and the Board's next regularly scheduled meeting is not until November 12, it was not possible for the County Board to provide comments on the proposed ordinance at the October 30, 2002 Public Hearing.

This item is on your agenda for discussion. Representatives from Lansing Township are scheduled to be present. Sent under separate cover is our opinion by the County Attorney regarding the County's options with respect to the DDA and our analysis done by the Equalization Department regarding property values in the proposed district. Also, included is a copy of the County's Policy regarding the capture of taxes within such districts.

A resolution will be necessary if the Board wishes to formally comment on the DDA.

GWA/njh

Enclosures

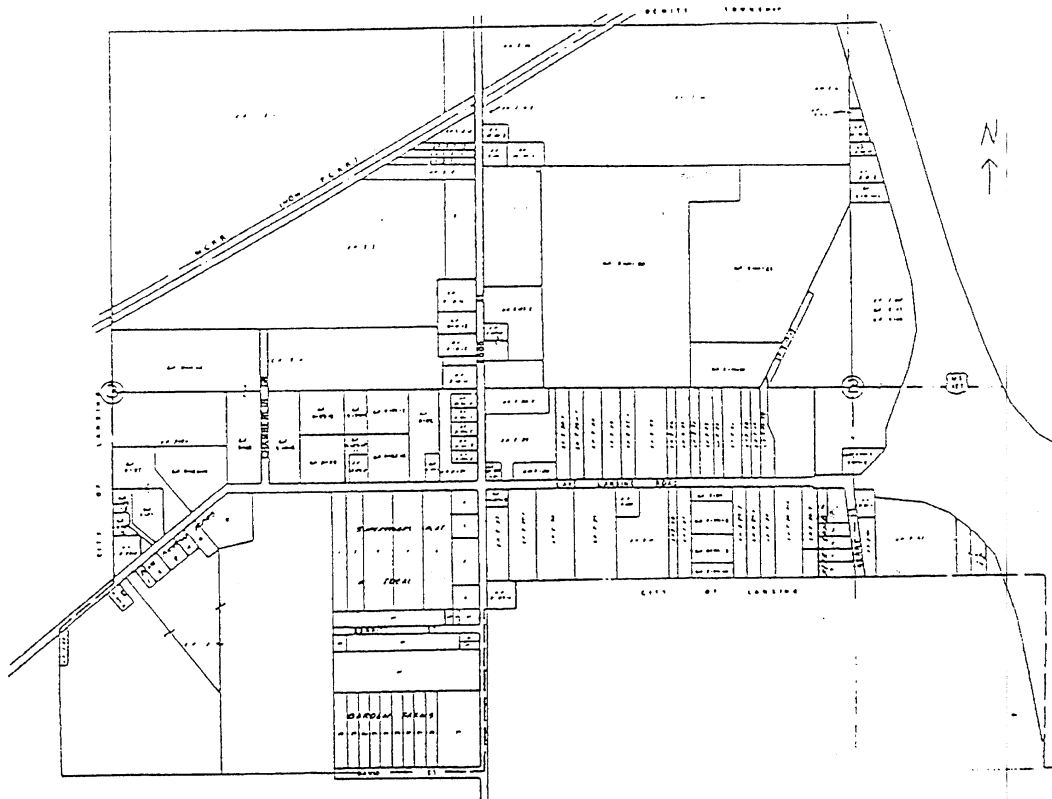
CHARTER TOWNSHIP OF LANSING  
3209 W. MICHIGAN AVE  
LANSING, MI 48917

NOTICE OF PUBLIC HEARING

To the Property Owners in the Northeast Quadrant, Sections 2 and 3, Lansing Township, Ingham County, Michigan:

The Board of Trustees of the Charter Township of Lansing will hold a public hearing on Wednesday, October 30, 2002 at 6:00 p.m. for the purpose of considering the attached Ordinance #60.2.

This meeting will take place in the Township Hall at 3209 W. Michigan Ave., Lansing, MI 48917.



**Board of Trustees:**

John Daher, Supervisor 485-2272, Susan Aten, Clerk 485-4063, Kathleen Rodgers, Treasurer 485-7115  
Trustees: Howard Love, Robert Jakovac, Thomas Masseau, Jr., Charles Conley

ORDINANCE NO. 60.2

AN ORDINANCE OF THE CHARTER TOWNSHIP OF LANSING, MICHIGAN PROVIDING THAT THE CODE OF ORDINANCES, CHARTER TOWNSHIP OF LANSING, MICHIGAN BE AMENDED BY REVISING TITLE XI, CHAPTER 110, Downtown Development Authority, establishing the boundaries of one district.

COMMUNITY DEVELOPMENT

CHAPTER 110. DOWNTOWN DEVELOPMENT AUTHORITY

Section 110-1. Downtown development authority — Created.

There is hereby created pursuant to 1975 PA 197, as amended, a downtown development authority for the Charter Township of Lansing. The authority shall be known and exercise its authority pursuant to said act as the "Lansing Township Downtown Development Authority."

Section 110-2. Downtown development authority — Powers and duties.

The Lansing Township downtown development authority shall exercise such authority as is provided for in 1975 PA 197, being MCLA 125.1651 et seq.; MSA 5.301(1) et seq.

Section 110-3. Description of downtown district.

The geographical area in which the Lansing Township downtown development authority shall exercise its authority shall consist of a district located within the boundaries of the Charter Township of Lansing and described as follows:

DEVELOPMENT DISTRICT

A part of sections 2 and 3 of town 4 north, range 2 west, Ingham County, Michigan, more particularly described as:

Beginning at the north ¼ corner section, town 4 north, range 2 west, thence east along the north section line to the northeast corner of section 3, thence east along the north line of section 2, town 4 north, range 2 west to the west right-of-way line U.S.127, thence southerly and westerly along the west right-of-way line U.S.127 and the centerline of Lake Lansing Road to the north-south ¼ line section 2, thence south along ¼ line to the south line Lake Lansing Road, thence north 89 degrees 39 minutes west 139.16 feet, thence south 0 degrees 29 minutes 12 seconds west, 46.21 feet to southerly r/w line U.S. 127 ramp. South 83 degrees 10 minutes 21 seconds east, 364.89 feet, thence south 67 degrees 20 minutes 6 seconds east, 174.90 feet, thence south 51 degrees 19 minutes 43 seconds east, 238.02 feet, thence south 35 degrees 10 minutes 43 seconds east, 175 feet, thence south 19 degrees 25 minutes 43 seconds east, 162.56 feet, thence north 89 degrees 59 minutes 3 seconds west to the northeast corner of lot 43 Somerset Subdivision, thence continuing north 89 degrees 59 minutes 3 seconds west along north line of said plat to the northwest corner of lot 32 of said plat, thence west along north line of Somerset Number 2 Subdivision, and Bancroft Hills Number 1, and Number 3 to the northwest corner of lot 146



Bancroft Hills Number 3, thence south to the northeast corner of lot 144 Bancroft Hills Number 3, thence west along north line of lots 144 and 143 Bancroft Hills Number 3 to the west line section 2, thence south along west line section 2, also being the centerline of Wood Street to the southwest corner of Section 2, thence west along the south line of section 3, also being the centerline of David Street, and its projection west to the south ¼ corner of section 3, thence south 89 degrees 29 minutes west along south section line 353 feet to the southeast corner Weiland Park Subdivision, thence north 0 degrees 18 minutes east along east lines of Weiland Park Subdivision, and Kobei Heights Subdivision 1009.18 feet to centerline of east High Street also Lake Lansing Road, thence north 49 degrees 01 minutes 30 seconds east along centerline Lake Lansing Road 460.85 feet to the north-south ¼ line of section 3, thence north along north-south ¼ line section 3 to the point of beginning.

#### Section 110-4. Establishment of governing board.

The Lansing Township downtown development authority shall be under the supervision and control of a board consisting of the township supervisor and at least eight but no more than 12 members, as determined by resolution of the township board of trustees. The members of the downtown development authority board shall be appointed by the township supervisor, subject to approval by the township board of trustees. At least a majority of the members of the downtown development board shall be persons having an interest in property located in the downtown development district as established by this ordinance, and at least one of the members of the board shall be a resident of such downtown development district. Of the members first appointed to the downtown development board, an equal number, as near as is practicable, shall be appointed for one year, two years, three years and four years. Subsequent appointments shall be for a term of four years. Each downtown development board member shall hold office until the member's successor is appointed. Appointments to fill vacancies shall be made by the township supervisor for the duration of each unexpired term only.

#### Section 110-5. Severability.

If any clause, sentence, paragraph or part of this chapter shall for any reason be finally adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this chapter, but shall be confined in its operation to the clause, sentence, paragraph or part hereof directly involved in the controversy in which such judgment shall have been rendered.

Repeal. All ordinances or parts of ordinances of the Charter Township of Lansing inconsistent herewith are hereby repealed so far as they may be inconsistent with the provisions of this ordinance.

Effective Date: This ordinance shall take effect immediately upon adoption and publication.

Susan L. Aten, Clerk  
Charter Township of Lansing

# Ingham County Board of Commissioners *file copy*

CHAIRPERSON  
JOHN CZARNECKI  
DISTRICT 7

CHAIRPERSON PRO TEM  
VICTOR CELENTINO  
DISTRICT 1

VICE-CHAIRPERSON PRO TEM  
THOMAS MINTER  
DISTRICT 11

INGHAM COUNTY COURTHOUSE  
P.O. BOX 319  
MASON, MICHIGAN 48854-0319

TELEPHONE: (517) 676-7200  
FAX: (517) 676-7264  
web site: www.ingham.org

BECKY BENNETT  
BOARD COORDINATOR



October 23, 2002

DEBBIE DE LEON  
DISTRICT 2

MICHAEL SEVERINO  
DISTRICT 3

MARY R. STID  
DISTRICT 4

RANDY SCHAFFER  
DISTRICT 5

CURTIS HERTEL, JR.  
DISTRICT 6

MARK GREBNER  
DISTRICT 8

AMY KRAUSE  
DISTRICT 9

LISA DEDDEN  
DISTRICT 10

CHRIS SWOPE  
DISTRICT 12

CALVIN LYNCH  
DISTRICT 13

Mr. John Daher, Supervisor  
Lansing Charter Township  
3209 W. Michigan  
Lansing, MI 48917

Dear Mr. Daher:

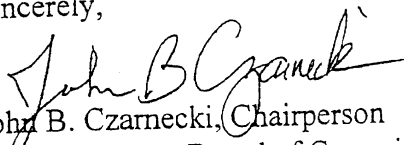
At its meeting last night, the Board of Commissioners received notice of the township's Public Hearing scheduled for Wednesday, October 30, 2002. The hearing is for the purpose of considering proposed Ordinance #60.2, the establishment of a Downtown Development Authority and District.

The communication has been referred to the Board's Administrative Services\Personnel and Finance Committees for study and recommendation to the entire Board. However, those committees will not meet until Wednesday, November 6, 2002, and the Board's next regularly scheduled meeting is not until November 12. Thus, it will not be possible for the County Board to provide comments of the proposed ordinance at the October 30, 2002 Public Hearing, although there may be interest in doing so.

I am requesting that the Township Board not take any action on the proposed ordinance until the County Board of Commissioners has had an opportunity to formally review the proposed ordinance and to provide comments. I anticipate that the County Board will be in a position to do so following their November 12 meeting.

Thank you for your consideration of this request.

Sincerely,

  
John B. Czarnecki, Chairperson  
Ingham County Board of Commissioners

GWA/JBC/njh

cc: Ingham County Board of Commissioners  
Susan L. Aten, Clerk, Lansing Charter Township

bc: *Peter Ghl*

**From:** Teri Younger  
**To:** Ambrose, Gerald  
**Date:** October 29, 2002  
**Subject:** 3rd Quarter General Fund Status

Attached is a report on the 2002 projection for the general fund. Right now, I am projecting a shortfall of around \$300,000. This is about double the shortfall that I projected at the end of June. The main difference is that the projections for both interest revenue and jail medical continue to get worse as the year goes on. I have also made my projection for state detainer/diverted felons revenue more conservative. If we are lucky enough to receive the same amount we did last year, this will add about \$75,000 in revenue. We also may be lucky and receive a large FOC incentive check as we did last year, which would improve the picture. I haven't projected any money to be given back by the Health Department this year. John Jacobs indicated that they should be very close to their budgeted appropriation. I am hopeful that this is a conservative estimate, and the picture will not get any worse before the end of the year (unless some budget action is taken at the state to further reduce state revenue). Let me know if you have any questions

**2002 3RD QUARTER STATUS REPORT  
 INGHAM COUNTY GENERAL FUND**

Projected Revenues	63,827,777
Projected Expenses	64,126,835
Projected Deficit as of 9/30/02	-299,058

**Major Problems in 2002:**

	<u>Budget</u>	<u>06/30/02</u>	<u>June Projection</u>	<u>June Deficit</u>	<u>09/30/02</u>	<u>Sept. Projection</u>	<u>Sept. Deficit</u>
<u>Expenses</u>							
Jail Medical	160,000	344,005	688,010	-528,010	577,416	838,323	-678,323
<u>Revenues</u>							
Indigent Attorney Fees - Circuit Court	100,000	20,921	41,842	-58,158	37,866	50,488	-49,512
Interest Revenue	1,575,000	573,979	1,377,550	-197,450	1,005,375	1,340,500	-234,500
State Detainers/Div Felons etc.	850,000	105,668	625,000	-225,000	300,323	550,000	-300,000
Contract Jail Beds	998,935	237,440	922,545	-76,390	556,293	1,010,834	11,899