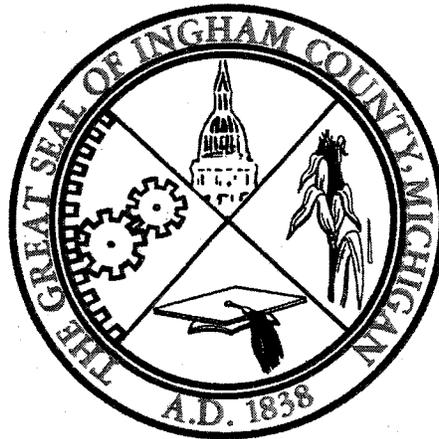


INGHAM COUNTY CONTROLLER/ADMINISTRATOR

2009 ANNUAL REPORT



Mary A. Lannoye, Controller/Administrator
John L. Neilsen, Deputy Controller
Teri Morton, Budget Director
Jared Cypher, Assistant Deputy Controller

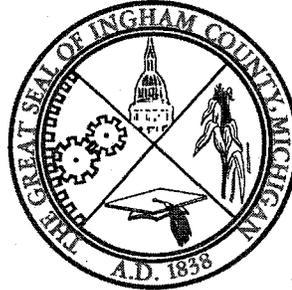
Community Corrections – Mary E. Sabaj, Manager
Economic Development Corp. – Sue Pigg, MSU/EDC Educator
Equalization/Tax Services – Douglas A. Stover, Director
Facilities Department – Richard Terrill, Director
Financial Services Department – Jill Rhode, Director
Human Resources Department – Tony Lindsey, Director
MIS Department – Tom Shewchuk, Director
Purchasing Department – James Hudgins, Director

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October 13, 2010

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

Dear Commissioners:

I am pleased to submit this brief summary on the 2009 activities of the Ingham County government, and, specifically, the central service departments and other entities supervised by the Controller/Administrator.

The dedication and hard work as evidenced by the significant achievements in 2009 would not have occurred without the cooperation of the entire Board of Commissioners, county-wide elected officials, judges, department heads, our employees and those persons serving on our many Boards and Commissions.

Ingham County government provides a wide array of services to its 280,000 residents, including health and other human services; law enforcement and judicial administration; recreation; economic development; and the recording of personal and property records. Services are delivered efficiently and effectively with a high degree of cooperation between the many elected and appointed officials and employees.

Ingham County has maintained its historically excellent labor relations demonstrated again this year by the peaceful negotiation of labor contracts, the stability of its workforce, and by the cooperative approach taken to address continually rising health care costs.

In 2009, the County again encountered significant financial challenges associated with a weak economy and declining state tax revenues yet continued to deliver a high quality

of services to its residents. Over the past several years, the Board of Commissioners has strived to maintain all county services at an acceptable level, but has placed particular importance on providing uninsured residents with access to health care; expanding recreational opportunities; and improving the adult and juvenile justice systems. In 2009, progress continued in all of these areas.

Central Services Departments – Budgeting, Facilities, Financial Services, Human Resources, Management Information Services, and Purchasing continue to provide services to the residents of Ingham County in a highly efficient and effective manner. Along with other Central Services Directors, the “Central Services Team” has continued to support the goals of the Commissioners at the highest standard in the delivery of services to our citizens and departments.

In addition, the budget for 2010 was adopted which minimizes the impact of anticipated reductions in state funds on the delivery of services to residents and on county employees.

Community Corrections continued to address jail overcrowding and assist with the development of strategies to enhance local corrections resource management.

I would like to thank the entire Controller’s Office and Central Services staff for their dedication and hard work; the Board of Commissioners for their support and dedication; and all of the county officials and judges, department heads, and employees for their cooperation in making 2009 another successful year.

Finally, I would like to thank John Neilsen for overseeing the preparation of this report and his dedication to the Controller/Administrator’s Office. His commitment to public service is greatly appreciated.

Sincerely,



Mary A. Lannoye
Controller/Administrator

MAL/jln/lrs

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COUNTY CONTROLLER/ADMINISTRATOR'S OFFICE ACTIVITY DESCRIPTION

Under the direction of the Board of Commissioners, the County Controller/Administrator is the chief fiscal and administrative officer of the County. Responsibilities include direction of the central administrative functions of the County government, and liaison on behalf of the Board of Commissioners between County officials, department heads, and the general public. A primary responsibility of the Controller/Administrator is to present a balanced budget for consideration by the Board of Commissioners, in accordance with the Uniform Budgeting Act of 1978. In addition, the Controller/Administrator serves as Secretary to the Building Authority, which oversees various building projects as assigned by the Board of Commissioners.

The immediate staff of the Controller/Administrator currently consists of the Deputy Controller, Budget Director, Assistant Deputy Controller and administrative assistance. As a key part of the county management team, these individuals work closely with the Board of Commissioners and its committees and staff, the various County officials and departments, and the public in identifying issues and problems and facilitating their resolution.

Development and monitoring of the annual County budget is a primary function of the Controller/Administrator's Office. The Budget Office consists of the Director and Budget Analysts and they assist the Controller/Administrator, the County Board of Commissioners and departments in defining the budget process, analyzing department's budget requests, making recommendations, monitoring revenues and expenses and carrying out special projects. The departments of Management Information Services, Human Resources, Facilities, Financial Services, and Purchasing encompass the administrative functions under the Controller/Administrator's supervision. These various departments carry out most of the daily internal services of the County – payroll, accounting, data processing, grants, personnel and labor relations, purchasing, maintenance and insurance. While these activities may not be generally visible to the public, they are nevertheless vital to an organization which encompasses more than 1,200 employees, 40 departments, and an expenditure of funds exceeding \$205 million annually. The close cooperation of all departments, especially the Treasurer, Clerk and the Board Office, is essential to the smooth functioning of these operations.

The efforts of the Economic Development Corporation are primarily aimed at promoting economic development within Ingham County. The activities of the Economic Development Corporation are guided by the County Board's economic development policies.

The Equalization Director is appointed by the Board of Commissioners with their responsibility of directing the County's mandated activities regarding the equalization of property for taxation purposes and discretionary activities regarding certain tax services.

The Controller/Administrator is the Board's liaison to the Director for administrative matters.

The Community Corrections Office is charged with the responsibility of planning and implementing programs which provide appropriate alternatives to incarceration. Community Corrections staff is assigned to the Controller/Administrator's Office for administrative matters.

The year 2009 was challenging, eventful and productive for Ingham County government. Appreciation is extended to all the commissioners, elected officials, boards, department heads, and county employees who have worked hard to provide the many county services to our residents.

Major Accomplishments in 2009 include the following:

- The Ingham County Board of Commissioners authorized the Housing Commission to accept a \$256,100 Community Development Block Grant from the Michigan State Housing Development Authority to rehab six apartments for rent to low to moderate income persons in Williamston. This grant was at no cost to the County.
- Ingham County has received a 1.3 million dollar federal assistance award (grant) from the United States Department of Health and Human Services (HHS) for the Community Health Center Network's Cedar Community Health Center, Healthy Smiles Dental Clinic, St. Lawrence Community Health Center, and the Well Child Health Center. The direct federal assistance and the resultant associated program income will enable the Health Department to increase its services to an additional 4,766 unduplicated users by the end of year two. This increased capacity is projected to result in an additional 18,426 health care encounters per year by the end of year two. This grant award also provides funding for behavioral health services to be provided directly within the Health Department's Health Centers.
- Ingham County has submitted a total of three (3) proposals for funding through Senator Stabenow's Office for FY 2010. The total of these three proposals is \$1.25 million. The summary of each proposal provided to the Senator's Office is below.
 1. New IP - Based 911 Phone System (\$650,000): Ingham County is in the process of merging the operations of the 911 Dispatch Centers in the Cities of Lansing and East Lansing into a new Ingham County Consolidated E-911 Central Dispatch Center. This will include new construction in order to create a state of the art Consolidated Dispatch Center with new facilities and technology, at a lower cost than operating the current separate 911 Centers. Ingham County is in need of a new IP-Based 911 phone system for the future Center. The current system utilizes old technology and is in need of replacement.
 2. Ingham County Health Department Facility Renovation (\$300,000): ICHD's main campus in south Lansing houses many different clinical operations. These include: a Public Health Nursing Office, a Women's Health Clinic, a Child Health Clinic, an Adult Health Clinic, an Oral Health Clinic, and an Infectious Disease Clinic. Because of the economic downturn, demand for health services from low-income and uninsured people is increasing. Yet, ICHD is at its operational limits and cannot accommodate more patients. ICHD proposes a major renovation of its main campus which will expand the scale of its clinical facilities and streamline its services so that more people can receive care.
 3. Ingham County Health Department Electronic Medical Records Implementation (\$300,000): Mid-Michigan has a Regional Health Information Organization (the Capital Area RHIO or CARHIO) which will roll out the capacity for full featured health information exchange (HIE) in 2009, including results delivery, physician order entry, electronic referrals and electronic access to patient records. It is important to ensure that public health in Ingham County is equipped with an electronic medical records (EMR) system that is connected to CARHIO so that low income and uninsured clients are not left out.

- The Ingham County Board of Commissioners authorized acceptance of a public safety technology grant from the U.S. Department of Justice Office of Community Oriented Policing Services, for the time period of December 21, 2009 through December 31, 2010. This grant will provide Ingham County with a total of up to \$500,000 for the implementation of public safety technology initiatives including tethers and video surveillance.
- The Ingham County Board of Commissioners did authorize extending the Village of Webberville Police Services contract for an additional one year at cost. The renewal will reduce coverage from 120 hours per week to 80 hours per week per the direction from the Village.
- The Ingham County Board of Commissioners authorized the Ingham County Sheriff's Office to participate with the Lansing Police Department in the Project Safe Neighborhoods Grant for the time period of January 1, 2009 through December 31, 2009.

The Lansing Police Department entered into a Project Safe Neighborhoods Grant Agreement with the US Department of Justice, Office of Justice Programs for the purpose of providing enforcement action and problem solving strategies against gangs, guns, and drugs throughout Ingham County.

- The Ingham County Board of Commissioners authorized the Ingham County Sheriff's Office to accept a grant from the Region One Homeland Security Planning Board for the Department of Homeland Security Grant funds through the Law Enforcement Terrorism Prevention Program (LETPP).

This grant authorizes the purchase of a new, state-of-the-art outdoor digital camera system to improve security around the Sheriff's Office compound through the ability to monitor the grounds for any potential crimes, potential liability incidents, and for inmate escapes.

- The Ingham County Board of Commissioners approved the Ingham County Sheriff's Office to participate in several inter-local agreements between Ingham County, City of Lansing, City of East Lansing, Lansing Township and Meridian Township to accept two 2009 Local Justice Assistance Grants (JAG) for equipment purchases. In addition, a major JAG grant award was received to fund a single booking system that would be integrated between each Ingham County Law Enforcement Agency that has a holding cell/jail/lockup (Ingham County Sheriff's Office, Lansing Police Department, Meridian Township Police Department, East Lansing Police Department and Michigan State University Police Department) that would allow each agency to be paperless, allowing for great reduction in paper files for each agency as well as lowering the cost of storage for these records.
- The Ingham County Board of Commissioners approved acceptance of the Michigan State Police Grants Section subcontract with the City of Lansing in the amount of \$240,000.00 for the Sheriff's Office Metro Conspiracy Investigations Grant for the time period of January 1, 2010 through September 30, 2012. This will fund an additional Law Enforcement Officer Grant position for the duration of the grant program.

- The Ingham County Board of Commissioners approved the Prosecuting Attorney's request to reorganize the Prosecutor's Office to be better positioned to work effectively as the Office anticipates major transitions including going paperless and to migrate to a new Software Operating System (PACC/PAMM) in the near future.
- The Ingham County Board of Commissioners approved a resolution to enter into a contract with a vendor to purchase additional hardware, for the purpose of supplying and installing an On-Base Imaging System for the Ingham County Friend of the Court and the Family Support Unit of the Ingham County Prosecutor's Office. This will allow the Friend of the Court and the Family Support Unit of the Prosecuting Attorney's Office to electronically scan and store documents that will lead to cost-savings and improved support enforcement through the efficient use of state-of-the-art document management.
- The Ingham County Board of Commissioners authorized the Ingham County Circuit Court/Family Division to accept profits and/or donations from various fund raising activities to be used for incentives, rewards, and activities as a part of the Ingham Academy and Pride Programs.
- The Ingham County Board of Commissioners approved a reorganization that reassigned the duties and responsibilities from the Management Information Services (MIS) Department to the Thirtieth Judicial Circuit Court, as a more efficient method of fulfilling these functions and appointed the Circuit Court Administrator as the Ingham County Jury Administrator, with all the duties and responsibilities inherent in that position.

The Board of Commissioners adopted Resolution #09-194, Resolution Authorizing the Ingham County Project Labor Agreement Policy. A Project Labor Agreement (PLA) is a pre-hire collective bargaining agreement with one or more labor organizations that establishes the terms and conditions of employment for a specific construction project.

The decision to utilize PLAs will be determined on a project-by-project basis. PLAs will be used when in the opinion of staff a proposed construction project meets the definition of a "Major County Construction Project". A "Major County Construction Project" means a County construction project for a new building or buildings, or other real property improvement or renovation project, where the projected direct labor costs to the County exceeds \$100,000.

- The Human Resources section of the County Web Site continues to receive accolades from other counties, the State, municipalities, and the public for accessibility of contracts and job descriptions, forms (FMLA, tax forms, etc.). Other counties find this information on the County's site particularly helpful during their respective contract negotiations and/or in the creation/elimination of positions.
- The Human Resources Department held the Annual Employee Service Awards Banquet. This year there were 172 awardees, 57 5-year, 39 10-year, 26 15-year, 28 20-year, 3 25-year, 8 30-year, 1 35-year, and 10 Retirees. Employees received awards and certificates.

- Those able to attend were recognized at the 34th Annual Service Awards Ceremony held again at the Charlar Place in Holt on September 3, 2009.
- The Insurance and Benefits section transitioned from the Human Resources Department to the Financial Services Department; two employees were relocated to the Financial Services Department.
- On behalf of the County, the County Attorneys successfully negotiated a "Furlough Plan" with all of the labor units that represent County employees. Along with the managers and confidential employees, the furlough plan which will close the County between the Christmas and New Years Holidays of 2010 will save the County in excess of \$350,000. As a result of this savings, 11 employees who were scheduled to be laid off will continue their employment with Ingham County.
- The Ingham County Health Department developed a multi-pronged strategy for communicating about H1N1 with the community. The strategy has three major parts:
 - Identification of and communication with key stakeholders;
 - Creation and dissemination of core messages; and
 - Identification of and development of critical media channels.
- While groups like physicians, pharmacists and employers are reached by mass media campaigns and blast faxes, the Health Department also held numerous face-to-face meetings with these groups because they are hungry for dialog about H1N1 issues. Staff works with their professional organizations wherever appropriate, e.g. the Medical Society, the Chamber of Commerce, etc. of messages.
- The H1N1 vaccine was made available to anyone six months and older. The Health Department urges those who have not yet received the H1N1 vaccine to consider doing so. Vaccination is the best protection for individuals and their loved ones against the H1N1 virus. It is still possible to see another surge in illnesses.
- The Ingham County Board of Commissioners honored, by Resolution, Sally Beebe as the 2008 recipient of the National Animal Control Volunteer of the Year Award. The Board sincerely appreciates the contributions she has made to the citizens of Ingham County and congratulates Sally Beebe on receiving such a prestigious award.
- The Ingham County Board of Commissioners authorized several projects and processes toward the goal of improving the 911 Emergency Telephone Dispatch Services in Ingham County including:
 - 1) Upgrade of the Public Safety Radio Communications System in Ingham County through several BDA/UDA's in critical buildings and HVAC and Site Alarm improvements.
 - 2) Approval of the monthly county-based surcharge of 42 cents placed on all communications service providers beginning July 1, 2009.

3) Approval of the recommendation from the Architectural/Engineering Consultant, Landmark Design Group P. C. , the Controller/Administrator's Office and the 911 Advisory Steering Committee to select the Jolly Road Site, on vacant land west of the CMH Building on the Ingham County Human Services Building Campus, as the site to construct the proposed Ingham County Consolidated 911 Dispatch Center.

4) The assignment of all the pertinent Ingham County Public Safety Radio Communications System related Purchase Contracts and System Maintenance agreements to Harris Corporation as the Harris Corporation purchased the Tyco Electronics Ltd ("TE") Wireless Systems Business.

5) Authorized the County Controller/Administrator to pursue an intergovernmental agreement with Eaton, Clinton and Livingston Counties in order to share in the cost of new phone technology and to develop virtual backup capabilities as a regional intergovernmental cooperation venture, for 911 Dispatch Center operations.

6) The Ingham County Board of Commissioners formally declared via resolution "that the Ingham County Public Safety Radio Communications System building phase is now over, and states no further money is available from the County for Bi-directional Amplifiers (BDAs) and Uni-directional Amplifiers (UDAs) to enhance the Public Safety Radio Communications System in Ingham County at critical buildings."

- The County has held several meetings with representatives from the City of East Lansing and the City of Lansing to proceed on the proposed Ingham County Consolidated 911 Dispatch Center. DRAFT agreements have been provided to both Cities to clarify the distribution and responsibilities for legacy costs and other employment liabilities between the Cities and County. It is hoped that agreements can be reached in 2010.

The Ingham County Board of Commissioners' Law Enforcement Committee held several meetings regarding the ongoing communications and debate on the future of Primary Law Enforcement Services/Road Patrol in Ingham County. These meetings and the information obtained were useful to other local units of government in Ingham County as they consider the level of primary law enforcement that they may be interested in providing, their residents.

- The Ingham County Board of Commissioners approved the Prosecuting Attorney's request to reorganize the Prosecutor's Office to be better positioned to work effectively as the Office anticipates major transitions including going paperless and to migrate to a new Software Operating System (PACC/PAAM) in the near future.
- The Ingham County Board of Commissioners, in previous years, authorized the establishment of the Integrated Justice Information System's Group (IJIGS), consisting of the Chief Executive or designee of the Prosecutor's Office, Sheriff's Office, Probate, 55th District and 30th Circuit Courts, was established to oversee the IJIS Project. They also authorized funding to develop, enhance and maintain the Integrated Justice Information System (IJIS) through the integrated CourtView Software. After much discussion and

planning, the Ingham County Board of Commissioners accepted the recommendations of the IJIGS Committee for the transition of the 55th District Court and Prosecuting Attorneys Office from CourtView to the Justice Information System (JIS) and to the Prosecuting Attorneys Association (PACC/PAAM) systems. This will dramatically impact how information is exchanged within the Criminal Justice Systems in Ingham County. This process and the results will be monitored and evaluated over the transition period.

- The Ingham County Board of Commissioners authorized renewal agreements with the primary vendors Highfields, Inc. and Ingham Intermediate School District for the operation of the Ingham Academy. The Ingham Academy is a day treatment program that provides educational support to court adjudicated youth who have not been successful in traditional school settings. In addition, the Board of Commissioners approved a pilot project to extend these educational services to eighth graders.
- The Ingham County Board of Commissioners authorized the expenditure of funds to have Rayner Park appraised. The intent is to negotiate an agreement with the City of Mason to keep Rayner Park open. Discussions have occurred between the County and the City of Mason. Currently, the County Attorney is drafting a proposal to present to the City of Mason. It is anticipated that we will reach an agreement to have Rayner Park under the operation and management of the City of Mason.
- The Ingham County Board of Commissioners approved acceptance of a \$375,000 Block Grant from the Michigan State Housing Development Authority on behalf of the Ingham County Housing Commission.
- In August, Tom Edman, Fair Manager, announced his retirement. After a three month search, application and interview process, the Ingham County Board of Commissioners accepted the unanimous recommendation from the Fair Board to hire Barb Hensinger as the Manager of the Fair. Ms. Hensinger previously was the Director for the State of Michigan Fair.
- The Ingham County Board of Commissioners approved the Resolution pledging the Full Faith and Credit for the Cook and Thorburn Drain Drainage District project that will begin during 2010 and will be managed by the Ingham County Drain Commissioner.
- The Board of Commissioners adopted the Ingham County Open Space Purchase of Development Rights Ordinance, which creates the Ingham County Open Space Preservation Program, and authorizes the purchase of development rights and the placement of conservation easements on open space land by the County. The intent of this Ordinance is to provide a mechanism for the preservation of open space land in Ingham County through the purchase of conservation easements. The actual number of acres that will be protected through the purchasing of their development rights will remain the prerogative of the Ingham County Board of Commissioners.
- The Ingham County Board of Commissioners authorized entering into the annual agreement with the Michigan Department of Corrections for Ingham County/City of Lansing

Community Corrections for FY 2009-2010. The agreement funds a number of alternative sentencing programs in the County including, Drunk Driving Jail Reduction, Community Treatment Programs, Residential Treatment beds programs, Day Reporting and Cognitive Change Groups Employment Services programs, and Relapse Prevention and Recovery services.

- The Ingham County Board of Commissioners authorized accepting a grant from the Michigan Drug Court Grant Program to the Ingham County Circuit Court's Family Dependency Treatment Court, for the time period of October 1, 2009 through September 30, 2010, for purposes of eliminating barriers to treatment, providing rewards and incentives, and participation in the annual Drug Court Conference to offer increased treatment options for the Court.
- The Ingham County Board of Commissioners authorized acceptance of two State Court Administrator's Office grants, in cooperation with the Ingham County 55th District Court, to continue operations of the Sobriety Court Program, for the time period of October 1, 2009 through September 30, 2010.
- The Ingham County Board of Commissioners authorized some amendments to the three year grant from the Office on Violence Against Women, U. S. Department of Justice operated in cooperation with the Circuit Court/Friend of the Court program known as the Safe Havens Supervised Visitation and Safe Exchange Grant. During mandatory training provided by the Office on Violence Against Women, roles and responsibilities of the major subcontractors Eve, Inc. and Michigan State University Chance at Childhood Program were clarified and finalized. It was determined that Eve, Inc. should serve as Project Coordinator and the employer of record for the domestic violence representative of the visitation and exchange project; and that Michigan State University Chance at Childhood Program should serve as the Program Director for the visitation and exchange project. Budgetary and contract changes were made in accordance to these final determinations.
- Two DNR Trust Fund Grants were approved for funding for the Parks Department. One for the Burchfield Park Fishing Dock Development and the other for purchase of land adjacent to Lake Lansing Park-North.

The project at Burchfield Park will provide for accessible fishing docks along the west side of the pond at the park and fish habitat under the dock. This will add to the existing boardwalk/dock on the pond and provide for more excellent fishing opportunities.

The land purchase was generously supported by the community, providing over \$100,000 as match for the grant. The Meridian Township Land Preservation Board also provided \$625,000 for the match, approving this donation; the Board indicated the importance of preserving natural and untouched lands.

- The new "Birds from Down Under" exhibit opened in May at the Potter Park Zoo. This interactive exhibit allows for visitors to enter the exhibit and enjoy the birds close up. Seed sticks are available so guests can have the birds actually land on their hand and eat a

snack. This exhibit has been a great success with thousands of visitors enjoying the birds and learning about the various species at the same time.

- Visitation at Ingham County Parks was up nearly 5% in 2009 from 2008. With the economic issues facing our local residents, people are choosing to stay close to home and this is reflected in the increased visitation to our parks.
- The Potter Park Zoo Board, Ingham County Parks Commission, Zoo and Park staff and Potter Park Zoo Society Staff have been working with Jones and Jones, an architectural and planning firm from Seattle, on developing a new master plan for the Zoo. Utilizing research done by staff and holding several workshops at the Zoo, Jones and Jones has developed a new, long term plan for the Zoo which includes a focus on Michigan, the Great Lakes and other great lake regions of the world. This is the first master plan for the Zoo in over 10 years and provides staff with direction to move Potter Park Zoo into the future.
- Visitation at the Zoo is up over 18% from 2008, with over 150,000 visitors enjoying the Zoo in 2009.
- The Board of Commissioners authorized the Housing Commission to accept a \$300,000 grant from the Michigan State Housing Development Authority to acquire and redevelop property in Ingham County.
- The Economic Development Department, which administers the Brownfield Redevelopment Authority, was awarded a three-year \$300,000 grant by the U.S. EPA to inventory and do environmental assessments of properties contaminated with petroleum and other hazardous substances.
- The Ingham Brownfield Redevelopment Authority submitted work plans to the Michigan Economic Development Corporation to fund Land Bank Brownfield site redevelopments listed in a county-wide plan and in a plan for only City of Lansing sites.
- The County Commissioners passed the final resolutions and the EDC finished paperwork to accept a \$250,000 Community Development Block Grant. Project work began to improve electric infrastructure at the Alaiedon-Meridian Townships border and create new jobs at the Jackson National Life Corporate Headquarters off of Okemos Road.
- The Board of Commissioners directed the Ingham County Economic Development Corporation to develop a process to evaluate proposals from municipalities and private companies who were interested in receiving Recovery Zone Bonds from the County. The Federal Government provided over \$34 million in Recovery Zone Bonds to Ingham County for allocation to various development projects. \$16.1 million in Facility Bonds were allocated to the Accident Fund project in the City of Lansing. \$9.0 million in Development Bonds and \$4.7 million in Facility Bonds were allocated to the Eastwood Phase II project. \$4.8 million in Development Bonds were reserved for

Ingham County to build the new 911 Center, which will be located on Jolly Road, just east of Cedar Street.

- Tax and mortgage foreclosures have driven Land Bank activities. 2009 is the fourth anniversary of the Land Bank and has been a year of growth to respond to the circumstances. With the help of federal tax policy, six home sale agreements were signed in the span of six weeks this fall. Thirteen sales to homeowners closed this year, and 30 in the last three years, and more are pending! The latest property listings can be viewed at <http://www.inghamlandbank.org/inghamlb1745128.asp>.
- Conceived by the Community Coalition for Youth, the Ingham Change Initiative's mission is to provide policies and practices that will assure all youth in Ingham County have successful life outcomes. Under the leadership of Dr. Clarence Underwood, the Ingham Change Commission has elected work group chairpersons, developed mission and goal statements and began planning the roll-out of the Initiative to the public, including a press conference held on January 19 to introduce its work. Dr. Underwood also gave a brief presentation on behalf of the Ingham Change Initiative at the MLK Luncheon.
- The Power of We Consortium's VISTA Project generated over \$61,000 in non-cash and \$7,000 in cash resources for the Capital Area and recruited almost 1,000 new volunteers to help fight poverty. The Project also received American Recovery and Reinvestment Act support from the Corporation for National and Community Service for six new members. The AmeriCorps State Program got off the ground in September, with a new coordinator and 10 new members working on projects that improve health and the environment in the Capital Area.
- MSU Extension has posted a new horticulture website which integrates MSU, county, USDA and other Land Grant University information. The site is found at: <http://www.ingham.org/ce/hort/home.htm> and includes instructional garden videos, links to "eXtension", a national extension resource, fact sheets, area farmers' markets, plant societies, associations, and garden clubs, community supported agriculture, and gardening supply sources. In 2010, it is planned for selected classes to be made available to residents on-line for 24 hour access.
- The Land Use and Health Committee, a partnership of the Ingham County Health Department, Tri-county Regional Planning Commission and MSU Extension has formed an ad hoc regional food group. The group, comprised of professionals, community organizers, civic officials, producers, school lunch officials and other interested parties, has adopted the goal, "Everyone has access to safe, healthy and affordable food." To this end, the group has met twice and created a logic model to drive programming to meet this goal. Additional investigation has begun into the formation of a food policy council which would undertake the study of current policies and make recommendations designed to reduce food insecurity in Ingham County.

- The Ingham County Board of Commissioners authorized entering into a placement agreement with MSU Extension to oversee the AmeriCorps volunteers from November 9, 2009 through September 30, 2010, to provide on-site programming support to programs, at the Ingham Family Center that directly relate to increasing community knowledge of and accessibility to healthy lifestyle options for youth and families served by the Ingham Family Center.
- The Board of Commissioners passed a resolution establishing areas of priority emphasis to guide the 2010 activities and budget development. The resolution was developed from recent discussions regarding the status of current (2009) areas of priority emphasis and departmental perspectives regarding areas of importance for 2010.
- The adopted resolution was distributed to departments and offices for their information as they prepared their proposed budgets and activities for 2010, and will be used to guide the development of the Controller/Administrator's Recommended Budget.
- To address ongoing efforts to support the Board of Commissioners' priority of "Meeting Basic Needs", the Ingham County Board of Commissioners allocated Community Agency funding for FY 2010 totaling over \$200,000; allocations were made to 32 successful applicants. Thirty-six agencies made funding requests totaling more than \$300,000.

**INGHAM COUNTY/CITY OF LANSING
COMMUNITY CORRECTION ADVISORY BOARD
& OFFICE OF COMMUNITY CORRECTIONS**

2009 ANNUAL REPORT

The now 15 member Community Corrections Advisory Board (a second member from the general public was added in 2009) and local Office of Community Corrections provide a forum and structure within which to address county-wide corrections resource issues and work to reduce recidivism and jail overcrowding while ensuring public safety and community well-being. Community Corrections develops, implements, and monitors a full range of quality, cost effective community-based sanction/service/treatment contractual programs. Comprehensive data collection and distribution and education and training efforts are prioritized to increase awareness and knowledge throughout the local criminal justice system.

Ingham County\City of Lansing Community Corrections secured **\$917,460** in State of Michigan Community Corrections Act (PA511) funds for its nineteenth year of operation (October 1, 2008 through September 30, 2009.) Client fees amounting to **\$37,647** were collected through Community Corrections – Substance Abuse Evaluation Services (SAES.) In addition to PA511 funds, CCAB staff assists the Sheriff's Office with the State Jail Reimbursement Program (CJRP) billing process resulting in **\$ 375,753** for FY2008 - 2009 reimbursements. For the ninth year, the City of Lansing contributed **\$12,500** to assist with CCAB administration costs. Community Corrections either obtained or assisted with obtaining revenue totaling **\$1,343,360**.

Offender Programming and Services:

Throughout 2009, Community Corrections provided community-based **treatment and services to 1,165 offenders**. 590 Circuit Court probationers with Public Act 511 (PA511) and DDJR/CTP funded programs, 467 Community Corrections – SAES clients and 108 in-jail CBT class in-jail participants.

Community Corrections PA511 and DDJR/CTP funding provided contractual and direct programming and services in the following areas to eligible Ingham County offenders:

Employment Services

(job search, job placement, job retention and job upgrade)

Day Reporting and Cognitive Change Groups

(M-F supervision up to 8 hours daily, includes assistance with job search and 20 cognitive change group sessions)

Local Residential Substance Abuse Treatment

(House of Commons, Glass House, Holden House)

H.O.P.E.

(Holistic OUIL III Program Enhancements for House of Commons residents)

Relapse Prevention and Recovery (RPR)

(aftercare substance abuse treatment for House of Commons residential component graduates)

Out-of-County Probation Residential Services

(C.P.I., Pathfinders Resources, K-PEP, Home of New Vision)

Cognitive Based Education Classes

(Thinking Matters classes for Ingham County Jail inmates)

Substance Abuse Evaluation Services

(substance abuse evaluations and treatment recommendations)

Monitoring contract compliance and quality control procedures are ongoing to ensure that CCAB funded programs are fully utilized and provide the range of treatment options and services needed to monitor offender behavior and to provide effective rehabilitation and treatment services.

Community Corrections staff provided the following **direct services**:

A **Cognitive Change based education class**, Thinking Matters, is provided for Ingham County Jail inmates who are sentenced by the Court or volunteer to participate. Classes are held two times weekly for 1-1/2 hours per class every Tuesday and Thursday morning. The class started April 1, 2008. In calendar year 2009, 108 inmates participated in the class.

The program requires six weeks (12 sessions) for completion providing one day of earned early release (EER) for every two sessions attended. Inmates may continue to participate earning a maximum of 24 days EER credit. CCAB staff provides two 1-1/2 hour groups per week for an average of 15 inmates per class for approx. 100 inmates annually which represents an approximate added value of \$38,610 at no additional cost.

Substance Abuse Evaluations Services (SAES) provided **467 evaluations** for Ingham County defendants and offenders. SAES staff (i.e., one .75 time employee with four interns) also works with the Courts and probation departments to identify and secure appropriate treatment, consult with attorneys on alcohol and drug cases regarding appropriate treatment and conduct Secretary of State Drivers license restoration evaluations. Services are provided at the Veterans Memorial Courthouse office and in the Ingham County Jail. SAES utilizes interns by creating a learning experience for four MSU upper level undergraduate and graduate students who make a one year commitment to the internship program. Develop strong, ongoing relationship with the MSU College of Social Science and Psychology to ensure that our practices remain evidence based.

Program referral and gatekeeper services facilitated moving 179 Ingham County jail inmates to PA511 funded programs by aggressively moving inmates into residential programs. Ingham County underutilized local residential resources in FY2008-2009 going from an initial allocation of \$606,813 (35 beds) to \$537,813 (31 beds.) Community Corrections continued to coordinate the process of assessing and facilitating all District Court inmates going to residential programs with MidSouth and

PA511 funding. Community Corrections staff continued to work with probation staff throughout the year to improve utilization.

Information regarding inmates eligible for transfer is reported to programs, probation agents and Ingham County jail staff to facilitate timely transfer and program enrollment. All residential transports to PA511 funded beds must be pre-approved by Community Corrections staff. By working closely with the probation and jail staff a list of inmates sentenced to go to residential facilities is maintained. List accuracy requires cross-referencing information from a number of points of origin. The process of coordinating transfers to programs and notifying all parties is handled entirely by Community Corrections. In cases where beds are not available due to over utilization, Community Corrections assists probation staff with identifying alternative program options and/or funding sources in order to expedite transfer out of the jail. The increasing importance of this service is evidenced by the increasing volume of the felony inmate population over the last three years.

Women Achieving Success Workshops: Working with the Circuit and District Probation Departments, Community Corrections co-sponsors and co-coordinates 6 workshops per year for female probationers and parolees. Approximately 100 participants attended each of the six workshops.

EVOLVE: Supervised by Community Corrections - SAES staff throughout 2009, Women's Life Skills/Relationship Skills support groups consisting of one 1-1/2 hour group per week were available for high supervision level Circuit Court probationers.

2009 Activities

PA511 State Funding

\$310,647 in State Plans and Services and DDJR/CTP funding for FY 2008-2009 was obtained for CCAB administration and community-based programming and an allocation of 38 residential beds (\$616,813.)

Holistic OUIL III Program Enhancements (H.O.P.E.)

Drunk Driving Jail Reimbursement/Community Treatment Programs (DDJR/CTP) grant funds for Holistic OUIL III Program Enhancements (H.O.P.E.) were continued in State FY 2008-2009 to provide nutritional therapy and acupuncture treatments for program participants convicted of OUIL III (i.e., Drunk Driving 3rd) at the House of Commons Residential Substance Abuse Treatment program. 2008-2009 program data continues to show improved treatment results when these components are added to traditional treatment modalities with 89.0% of the HOPE participants successfully completing the program.

Day Reporting

In 2008 an RFP was distributed to find a new Day Reporting vendor. After completing the RFP process, McMathis Counseling Services was selected and began providing

services in February of 2009. Based on the results of a program audit conducted by the State OCC and Ingham/Lansing Community Corrections, the CCAB terminated the contractual relationship with McMathis Counseling in January of 2010. An RFP was developed and distributed for the purpose of selecting a temporary vendor to provide Cognitive Change Group sessions pending completion of an RFP process for the entire Day Reporting Program.

Jail Utilization Coordinating Committee (JUCC)

The CCAB continued to evaluate, recommend, and assist with the development of strategies to enhance local corrections resource management and control jail overcrowding. Beginning with the system-wide mapping process in June of 1999, Community Corrections has coordinated and facilitated meetings and negotiations and has developed plans required to implement Jail Overcrowding Committee recommended projects. Community Corrections staff chairs the Jail Utilization Coordinating Committee (JUCC), coordinates meetings, and facilitates and tracks implementation progress. Throughout 2009, JUCC work focused on sub-committee work on electronic monitoring.

Electronic Monitoring (EM)

Community Corrections facilitated the development of an RFP for Electronic Monitoring (EM) services and an Electronic Monitoring Oversight Committee (EMOC) and coordinated the RFP process. Sentinel Offender Services was selected as the vendor in October 2008. Sentinel and the EMOC worked together to increase utilization of the program for all eligible populations (i.e., pretrial defendants, inmates released early to EM to save jail bed days, and District Court probationers.) In 2009, 12,487 actual bed days were saved or 34 beds per day.

Community Re-Entry from the Jail

Much of 2009 was used to develop a plan and prepare a Federal grant application to be used for case-management, services and treatment for inmates transitioning into the community from the Ingham County Jail.

Data Collection and Distribution

Community Corrections tracks and provides real time data, data analyses and comparisons to a network of County and City of Lansing criminal justice departments and agencies for the purpose of increasing resource utilization awareness and to facilitate data-based decision making in the development of strategies to more effectively manage local corrections resources, including the Ingham County Jail. Community Corrections also distributes information on current topics of research, as well as National and State reports pertaining to current criminal justice system issues.

Data reports regularly distributed include ICJ snap shot data, jail utilization, jail booking and earned early release, PA511 program utilization, electronic monitoring and kiosk utilization, Circuit Court dispositions, LPD arrests and transports, Circuit Court

disposition trend reports from the State OMNI information system, and FOC-JASP work crews.

Garden Project

By tracking potential jail bed days saved by inmate workers earning early release (EER) and working with jail staff to maximize the impact of EER, Community Corrections staff, in 2008, began to research possible ways to expand the number of inmate worker slots. Discovering the many successes and benefits of jail and prison inmate garden projects around the nation and here in Michigan, with little to no cost to the governmental unit, led to discussions with MSU Extension. What resulted is a collaboration that also includes Future Farmers of America, CEI-CMH House of Commons, MSU Outreach and Engagement. The project moved ahead with the idea that the garden could be expanded in the future to provide additional inmate worker slots and supplement the ICJ food budget. A ¼ acre garden was developed and supplied the House of Commons Residential Substance Abuse Treatment Program and the Mason Food Bank with fresh produce. Some of the produce was sold at the Mason Farmer's market to generate funds to be used for the 2010 garden.

In June of 2009, Community Corrections staff, Mary Sabaj and Deborah Smith were invited to present on the Garden Project at the International Conference of Human Ecology in Manchester England (at their own expense). The presentation focused on the rapid recognition of the potential benefits of the project and the collaboration that mushroomed over a one month period. At the Conference, our presentation was made alongside presenters from South Africa, India, and the Middle East; all of whom were engaged in projects designed to address poverty, hunger, and malnutrition around the globe. It was interesting that, of all the presentations made by our group of participants, Ingham County's ¼ acre garden project elicited the most interest and enthusiasm from attending participants. Of particular interest was the process through which we were able to engage the number of collaborative partners willing to contribute time and resources in such a short period of time. It was an amazing experience that took information about work being done here in Ingham County to a global audience.

Update for 2010: Discussions with Jail Administration have resulted in a commitment to participate in the 2010 Garden Project. Gary Helig, MSU Extension, developed the crop design and layout; the Mason Grain Elevator donated Round-Up and Earl Threadgould, a retired 4H Agent, has cultivated and prepared a ½ acre plot doubling the size from 2009; Canteen Services contributed money for the plants and seeds; Pete Barnum from Future Farmers of America and his students have volunteered to obtain the plants and seeds and do the first planting, jail inmates and House of Commons residents will assist with planting, weeding, watering and harvesting. The majority of the fresh produce will go to the jail kitchen with some also going to the House of Commons.

INGHAM COUNTY ECONOMIC DEVELOPMENT DEPARTMENT

2009 ANNUAL REPORT

The economic climate in Ingham County Michigan continued to be strained in 2009. Michigan unemployment rates climbed to the highest in the nation and Ingham County saw record high unemployment rates though better than some other areas of the state. Auto-related manufacturing continued to decline. The area's stagnant housing markets hurt construction businesses. Declining property tax revenues trimmed government budgets and programs. State government downsizing affected many Ingham County residents. But, the insurance, financial services, and agriculture related industries remained stable with some growth. The region enjoyed some positive news with the award of the \$50 million Facility for Rare Isotope Beams (FRIB) to Michigan State University and IBM's location of a service center in East Lansing. The Ingham County Economic Development Department considered these circumstances and to action to retain our existing employers, to help new businesses (entrepreneurs) start and grow, and continued to promote the County as a good place for business investment. Their mission to increase economic vitality is important to sustain a good quality of life in Ingham County. This report highlights 2009 economic development accomplishments, provides a brief overview of the Department's structure and financing and frames many activities and accomplishments within the Department's annual initiatives.

2009 ECONOMIC DEVELOPMENT HIGHLIGHTS

The Economic Development Department is proud to highlight some key achievements in economic development for Ingham County during 2009. This report will follow with some more detailed mention of 2009 initiatives, activities, and quantitative data.

- The Economic Development Department expanded initiatives supporting entrepreneurship and small business development. The first Entrepreneurship Camp for youth was held in August 2009. The ICEDC-MSUE staff secured a \$5,000 supplies grant to help partners Meridian Asset Resource Center (MARC), YMCA, and Ingham MSUE 4H. A new year of Entrepreneurs Clubs met to assist innovative businesses. The department staff served on the advisory board of the Technology Innovation Center business incubator.
- The Economic Development Department increased and improved applications for funding to support economic development projects in the County. This included near completion of a \$250,000 CDBG grant funded project to extend electric infrastructure that created new jobs at Jackson National Life Insurance Company. Also, the Department assisted Williamston to implement a US Department of Commerce grant for road and infrastructure extensions to support the new corporate headquarters location of Centurion Hospital Supply which will transfer in and create over 100 jobs. The Department also supported and assisted in applications for a variety of community projects to support and enhance business investment in the County including energy efficiency and downtown street lighting applications, and road and utilities enhancements.

▪The Ingham County Brownfield Redevelopment Authority was awarded \$300,000 by the US Environmental Protection Agency. The three year grants are to conduct environmental assessments that facilitate economic re-development.

▪The Ingham Economic Development Board developed a program for the County to allocate over \$30 million of U.S.A Recovery Zone Bonds to both public and private companies to support large development projects in Lansing and Lansing Township.

Economic Development Department Finances in 2009

The Economic Development Department and its Brownfield Redevelopment program are funded by payments from communities, by state and federal grants, and a few service fees. In 2009, rural communities funded over 52% of the Economic Development Department budget with direct payments for development assistance services. Dansville, Leslie, Mason, Vevay Township, and Webberville made payments in accordance with their ongoing service contracts established in 1994. City of Williamston had withdrawn from that agreement in 2002 but in 2009 began making an annual payment of \$8,500 for economic development services. The total contribution by 'contract communities' to the County General Fund for Economic Development in 2009 was \$68,800 of the department's \$128,296 budget. In 2009 Economic Development Department' Brownfield Redevelopment Authority was awarded \$300,000 in a 3 year grant for a brownfield assessment program and received \$5,000 review fees for applications to the new Recovery Zone program. Tax increment revenues generated under four active Brownfield finance plans were captured to reimburse for the eligible environmental activities to remediate and redevelop the sites designated in each plan document. The tax increment capture was limited during 2009 due to stagnant property values. Revenues from the County-wide Land Bank Brownfield Finance Plan support a half position to administer the program at the Land Bank and for debt service on a Bond issued against that Plan in 2008. Tax increment revenue captured on the other active finance plans, Shaw's on Newton Plan and the Lansing Only Land Bank Plan, reimburse the environmentally eligible remediation costs of those projects. In 2010, the Economic Development Department will claim \$25,000 for administration of the two-year \$250,000 Community Development Block Grant from the State of Michigan to assist Jackson National Life Insurance Company.

2009 Economic Development Department Staff

The Economic Development Department in 2009 included Ms. Susan Pigg, the full time Economic Development Educator who is employed through a contract with Michigan State University Extension (MSUE). Ms. Pigg administered the Economic Development and Brownfield Redevelopment programs under the guidance of the County Commissioners, their appointed Boards of Directors for the Economic Development Corporation and Brownfield Redevelopment Authority, and her immediate supervisor Ingham MSUE Director Randy Bell. In 2009 the ICEDC contracted with Ms. Dru Mitchell for business sustainability services. The Brownfield Redevelopment Authority (BRA) contracted with SME Environmental Consultants for technical services. And, the BRA also directed brownfield finance plan revenues to support half of a position (Ms. Dawn Van Halst) to administer Land Bank Brownfield projects at the Land Bank Authority.

2009 DEPARTMENT INITIATIVES, ACTIVITIES, AND ACCOMPLISHMENTS

The Economic Development Department helps County communities implement effective business attraction, retention and development programs. It also directly assists all sizes of businesses to locate, grow, and prosper in Ingham County. In

addition, each year, the Ingham County Economic Development Corporation and Brownfield Redevelopment Authorities establish key initiatives that focus on special activities that will help enhance and improve our local economy. The 2009 initiatives (in bold) are provided here as a frame for the Departments accomplishments.

Market Ingham County as the premier place to do business, work, and live.

- In 2009, the Department placed ten print advertisements and published directory listings in print and online to promote Ingham County as a good place for business expansion/location in nationally published site search journals and industry magazines.
- The Department staff responded to 49 site search requests in 2009, providing information about our area's resources and amenities, available properties, incentives, and data for business expansion decisions as requested by firms considering locating or expanding in our region.

Implement and develop a Business Sustainability Program

- Conducted 74 retention visits to employers in the County, sharing business assistance resources and programs with them while learning of their needs and challenges. Some firms assisted directly included Modern Metal Technologies, Ledebuhr Industries, Williamston Products, PI Engineering, Orchid-Stealth, Jackson National Life Insurance Company, Delta Dental, SSAB, Len Industries, Renewal Technologies, Modern Fur, D.F. Seeds, Gellocakes, and many others.
- Piloted the first "Ingham Cares about Your Business" Blitz in Dansville and Leslie. All businesses were contacted with a brief visit to introduce resources newly available to assist them, to monitor their business viability, and to learn how we could help them address challenges that threaten their business growth and expansion. The Blitz was done with each community endorsement and concentrated in a 2-week campaign.
- In 2009 Ms. Pigg worked closely with the Lansing Economic Area Partnership (LEAP) and their Business 1st committee to develop regional business retention, support, and start up initiatives to benefit our county. Regional databases of site location information were developed. Manufacturers' round tables that facilitate peer-to-peer support were established. Initiatives to identify and fund a Michigan Avenue Corridor for development and a regional "Spring Board" for new and innovative businesses gained momentum. The region hosted a state-wide initiative to fund diversification in small auto-related manufacturing firms.

Develop and expand initiatives to support entrepreneurship, business start-ups, small business stability and growth.

- Responded to more than 112 contacts from small and new businesses and provided data, information, advice, resources, and contact information to assist them in starting and sustaining their business.
- Held seminars on Financing Business Startups and Marketing Your Agricultural Business Online with over 80 total participants.
- Held the first annual Meridian Area Entrepreneur Awards to recognize area entrepreneurs and celebrate their success as an emerging (new) or experienced

(heritage) entrepreneur. Identified and promoted programs and activities to enhance Ingham County's recognition as an Entrepreneurial Community.

- The ICEDC continued endorsing the Mason area entrepreneurs' club. Ms. Pigg continued running the Start it Up Entrepreneurs Club with the MARC at the Okemos Capital Area District Library.
- Ms Pigg served as an advisory board member of the Lansing East Lansing Cultural Economic Development Plan initiative. She was invited to chair an action committee to implement the Plan to support creative entrepreneurs. She served as a judge on the Capital Area District Library's first annual Business Plan Competition.

Proactively increase and improve applications for state and federal funding to support businesses and business development in Ingham County.

- Submitted a county-wide application for an Energy Efficiency Block Grant from the state, and for US Department of Agriculture funds for agriculture business planning. Assisted county communities in grant applications for downtown streetlights, roads and bridge repairs, two walking paths/walkways, a small business resource database, environmental training grant funds, and fire safety equipment.
- Department staff assisted in grant applications such as Energy Efficiency Block grants for street lighting, transportation enhancement grants, housing rehabilitation and development, a youth entrepreneurship camp, municipal water treatment, an entrepreneurs and inventors fair, a business-to-business database in a local library, and public infrastructure grants. The Department also provided letters of support for applications in Lansing, East Lansing, Meridian Township, Dansville, Leslie, Mason, Stockbridge, Vevay Township and Webberville as well as for Prima Civitas, LEAP, Lansing Economic Development Corp, Lansing Community College, Technology Innovation Center, MARC committee, and others.
- The Department updated its demographic data and prepared summaries per requests including economic status reports and some industry profiles. Some information was recreated and summarized electronically for faster response to site searches. During 2009, the data was used for more than 10 grant applications and assisted groups including Mason, Tri-County Regional Planning Commission, the Sherriff department, the County Treasurer, and a variety of private or non-profit organizations.
- Shared information about grant and foundation funds with the contract communities and encourage/assist them to apply for funds to support projects that enhance economic development.
- Ms Pigg served on the advisory board of the Lansing- East Lansing Cultural Economic Development Plan. She was invited to chair an action committee to implement entrepreneur support tasks in the Plan. She served as a judge on the Capital Area District Library's first annual Business Plan Competition.

Develop and implement programs to support agricultural based business development while considering rural quality of life and farmland and open space preservation.

- Assisted the Agriculture Preservation Board to develop a regional agriculture economic development plan to identify and support the role of agricultural businesses to our regional economy. An action proposal and funding applications were prepared.
- Offered Planning and Zoning Basics training seminar event for local land use planning commissions, municipal staff, developers, and realtors with over 50 participants.

Expand funding for the redevelopment of brownfields sites

- Completed environmental assessments and required reports to USEPA for conclusion of the 2006 EPA petroleum assessment grant. The assessments were done for properties that offered business redevelopment opportunities but were limited by potential contamination.
- Completed the grant requests and began administration of two USEPA Assessment Grants totaling \$300,000. This included developing and submitting EPA approved work plans, implementing a bid process, contracting with an Environmental Consulting firm, and providing all required data and reports to USEPA for the Brownfields Assessment Grants.
- Maintained and expanded the partnership with the Ingham County Land Bank to facilitate redevelopment of Brownfield sites for residential and commercial uses.
- Developed and presented amendments to Brownfield Redevelopment Finance Plans to support a the redevelopment of Land Bank Properties within the City of Lansing only, primarily sites in targeted neighborhoods including the School for the Blind area. Provided data, reviews, and approvals of Brownfield funded activities by the Land Bank Authority using Finance Plan revenues.
- Prepared and submitted Act 381 Plans for approval of State tax capture on the Land Bank Brownfield Finance Plans. The requests were denied. Prepared and presented amendments to the Land Bank Lansing Only Brownfield Plan to the City of Lansing, County Commissioners, and state of Michigan DEQ.
- Participated in the 2009 National Brownfields Conference, attending sessions and representing Ingham BRA at forums and workshops. Completed grants management training on the ACRES system used by EPA for grants programs.
- Updated flyers and gave presentations for community groups in Dansville, Webberville, Mason, Leslie, Delhi Township, Lansing Township, Meridian Township, Stockbridge, and Williamston as well as realtors and developers on the grant funded activities planned under the new Brownfields Redevelopment Assessment Grants.

EQUALIZATION / TAX MAPPING 2009 ANNUAL REPORT

BACKGROUND

The Ingham County Equalization Department was established in 1965 in compliance with M.C.L. 211.34, requiring all counties to establish and maintain a department to survey assessments and to assist the Board of Commissioners in the matter of equalization of assessments. The director of the Department is appointed by the Board of Commissioners and serves at their pleasure. The Equalization Department advises and assists the Board of Commissioners in equalizing property tax assessments on a county-wide basis.

Each year, in compliance with constitutional and statutory requirements, the Department conducts appraisal surveys and studies which are used to set the property tax base for Ingham County. More than 50% of Ingham County's General Fund Revenues are generated by property taxes. Department aid and assistance are given to local assessing officers in performance of their duties, including the development and maintenance of accurate property descriptions; the discovery, listing and valuation of properties for tax purposes; and the development and use of uniform valuation standards and techniques for the assessment of property. The department is responsible for calculating all millage rollback fractions required by law (Headlee, Truth in Assessing, Truth in County Equalization, and Truth in Taxation) for all taxing jurisdictions within Ingham County, i.e., schools, LCC, Ingham Intermediate, Ingham County, townships, cities, villages, etc. The department is also responsible for preparing and filing the annual Apportionment Report.

Tax Mapping was established in 1974 when all units in the County began using permanent parcel numbers and a county-wide mapping system. Tax Mapping personnel maintain the county aerial map system, the county property description record files, and the permanent parcel numbering control system for the 98,130 parcels of real property in Ingham County.

2009 STAFF

Douglas Stover, CMAE IV, PPE, Director

Debora Smieska, CMAE III, PPE, Deputy Director

David Zakrzewski, CMAE II, Real Property Appraiser

Mary Selover-Rider, CMAE III, PPE, Real Property Appraiser

Karen Couretas, CMAE I, Secretary/Equalization

James MacKinnon, Tax Mapping Deputy/GIS Analyst

Allen Goodall, GIS Technician

2009 OVERVIEW

Equalization

2009 was a successful year for the Equalization Department. Appraisals and Department reports were completed on time and all deadlines met or exceeded. 2009 County Equalized Valuations were set by the Board of Commissioners on April 28, 2009, and reflected changes in Agricultural values of -3.64%; Commercial, -2.07%; Industrial, -5.47%; Residential, -6.27%; Developmental, -.62%, and total Real of -5.12%. Personal Property increased 2.14%. The total County Equalized Value was \$9,113,866,519 down 4.75%, and the total County Taxable Value was \$8,033,032,230 up .56%. County Equalized Valuations were adopted, without changes, by the State Tax Commission on May 26, 2009.

The 2009 appraisal studies and sales analysis were conducted as follows: Agricultural Class, 145 appraisals; Commercial Class, 288 appraisals, and Industrial Class, 35 appraisals. There were 5,293 sales and residential appraisals utilized in analyzing the Residential Class. The data was reviewed with local assessors and the results filed with the County and the State Tax Commission prior to the December 31 deadline. The 2010 starting base indicates a true cash value decrease of 9.66% for Real Property and 0.00% for Personal Property.

The staff's performance continues to be very good. The working relationship with local units and taxpayers is great. Public relations and the accurate and timely administration of the assessment/equalization function remain a priority.

Tax Mapping

On February 13, 2001, the Board of Commissioners authorized a contract with Michigan State University to provide tax parcel digitization services to Ingham County. In cooperation with MSU, we have completed digitizing the parcels for the entire county. We continue to experience an increase in demand for our digitized property tax maps. These maps are used by county officials, local units of government, and the general public. Accurate property tax mapping records help ensure the integrity and equity of the County's property tax base. The Department continues to analyze how best to integrate this new technology into a useful tool for various applications. Over 50% of the county's General Fund Revenues are generated by property taxes. Accurate property tax mapping records help ensure the integrity and equity of the county's property tax base.

Headlee

M.C.L. 211.34d(3) requires that on or before the first Monday in June each year, the County Equalization Director deliver to the County Treasurer a statement of computations regarding millage reduction fractions for each unit of local government

which levies a property tax in Ingham County. The 2009 Headlee Report was delivered to the County Treasurer on May 20, 2009.

Apportionment

Public Act 35 of 2001 directed that, starting in 2001, the Equalization Director shall file the annual Apportionment Report. The Department assumed the duties of preparing and filing the Apportionment Report for Ingham County in 2001. The 2009 Apportionment Report for Ingham County was approved by the Board of Commissioners on October 7, 2009 and amended on November 24, 2009.

Remonumentation

As chair of the Ingham County Remonumentation Committee, the Department oversaw another successful year of the Remonumentation Project. There were 112 corners remonumented and approved under a grant of \$84,797 in 2009. Since the implementation of the program in 1993, 1,674 corners have been researched, peer approved and recorded in 283 sections located in all 16 townships in Ingham County.

Education

The Department continued to provide educational and informational opportunities for the local units in 2009.

FACILITIES DEPARTMENT 2009 ANNUAL REPORT

The Ingham County Facilities Department is responsible for the maintenance of County facilities and grounds. Central to our department is supporting County departments and properties through planning, development, scheduling, maintenance of facilities, grounds, and energy management. We also assist with Capital Improvements Projects as related to County Facilities and provided information to the Purchasing Department for RFP specifications. Upon award of contracts, we continue to oversee maintenance related contractual agreements by working with contractors and vendors.

2009 Work Orders Completed and Related Requests

The Facilities Department completed 9,093 work order requests. The Human Services Building Facilities Department also delivered approximately 760 packages to in-house departments and completed approximately 2067 conference room setups. County wide we recycled approximately 42 tons of mixed paper and cardboard.

2010 Major CIP Projects:

- Chiller replacement - HSB
- Chiller replacement – Youth Center
- Rhino Exhibit - Zoo
- County wide parking & side walk repair.
- Parking lot replacement - ICFC
- Boiler replacement - Jail
- Boiler replacement - HSB.
- Tuck Pointing - VMC/GPB
- Environmental Health remodel – HSB
- Roof replacement Bird & Reptile House - Zoo

2010 Construction and Maintenance Improvements Projects:

- Paint a Post - Jail
- New BAS system Discovery Center - Zoo
- Roof replacement Pavilion 2 – Zoo
- Electrical upgrade Pavilion 2 - Zoo
- TCOA Make up air unit replacement - HSB
- Concrete replacement – Mason Courthouse

Numerous day to day work orders were also performed such as, preventive maintenance, electrical, plumbing, satellite programming, HVAC adjustments, mowing, and snow removal.

**FINANCIAL SERVICES DEPARTMENT
2009 ANNUAL REPORT/ACHIEVEMENTS**

1. The Benefit and Insurance duties were reassigned from Human Resources to Financial Services. This included filling two positions and restructuring the duties and procedures for these services.
2. The MUNIS financial software system was upgraded from Version 6.3 to 7.4
3. The MUNIS Time and Attendance module was implemented which improved internal control and efficiencies.
4. The County's Travel and Reimbursement Policy was materially revised.
5. A new policy concerning the use of County Owned cell phones was implemented.
6. The first phase of the MUNIS on-line system was established which allows employees to see their payroll information on-line.
7. The Retiree Drug Subsidy program available from the Social Security Administration was implemented resulting in additional revenue of \$81,000.
8. All time cards for 2008 (and much of 2009) were scanned so they are available in an electronic format.
9. F/S provided additional accounting services to both the Drain Commission and the Health Department.
10. All storage space within the office was cleaned and reformatted to provide better utilization of the space.
11. The December 31, 2008 Financial Statement was prepared on time and was awarded the GFOA Certificate of Achievement in Financial Reporting.

**HUMAN RESOURCES DEPARTMENT
2009 ANNUAL REPORT**

The Human Resources Department is responsible for implementing policies and procedures adopted by the Board of Commissioners. Functions include; making recommendations to the Board regarding policies and practices to negotiate and administer collective bargaining agreements, to conduct reorganization, and/or reclassification requests, and to perform the employment and orientation functions. This department also reviews and interprets labor legislation and County policies; and acts as a liaison between County departments, the Board of Commissioners, and the public regarding personnel problems, administration, and the laws. Additionally, Human Resources administers various programs including equal employment opportunity, unemployment compensation and other employment benefits, maintains accurate personnel files, and prepares reports deemed necessary by the County and other governmental agencies.

HUMAN RESOURCES DEPARTMENT

	2005	2006	2007	2008	2009
Departmental Budget	700,636	709,608	717,242	647,333	610,432
Authorized Positions	7.75	7.75	7.75	10.	9

HUMAN RESOURCES DEPARTMENT STAFF

T. A. Lindsey, Human Resources Director
Robert Smith, Benefits And Insurance Administrator
Amy Borseth, Insurance Billing Coordinator
Lori Newberg, Employee Services Coordinator
Daneen Jones, Administrative Secretary-Human Resources
Angela Baldwin, Employment Specialist
Michelle Rutkowski, Human Resources Analyst
Imelda Maloney, Personnel Clerk
Marion Fulton, Personnel Clerk

2009 Employment Activities

Ingham County completed 2009 with a total diversity population of 19.93%, as compared to 20.45% in 2008. This reflects the count of 215 minorities in the 1,079 regular Ingham County workforce.

While the labor market provided an abundant source of applicants, budgetary constraints resulted in decreased employment. On-line application remains the most popular way for

applicants to apply and is linked from within the web site, offering an immediate opportunity for an applicant to apply when they see the position announcement. Michigan Works and the Michigan Talent Bank in conjunction with the Internet is becoming an excellent source for attracting applicants. Human Resources received, processed, entered and otherwise handled (filed, copied and mailed) over 5,126 applications.

Statistics: (as percentages of totals compared year to year in category)

	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
No. of Applicants	6821	7143	7634	5126	4741
No. of Minority	989	897	1057	337	515
No. of Interviewed	NDA*	696	837	480	608
No. of Minority Interviewed	NDA	123	147	56	56/85 Undisclosed
No. of Referrals	NDA	591	728	521	521
No. of Minorities Referred	NDA	145	193	56	56/85 Undisclosed
No. of Hires	117	163	127	82	78/13 Undisclosed
No. of Minority Hires	16	29	33	22	33
No. of Temporary Placements	16	8	370 **	288	286
No. of Jobs Posted	101	115	122	95	91

* Due to the Implementation of the MUNIS program, Crystal Reports were being developed to extract this non-typical data from the database. Special Coding requirements needed to be developed to track this information. NDA.

** First year to count all temporary processing, including those clerical or related clerical from the Temporary Roster, but also all Parks and Fair Board Seasonal Hires.

Human Resources accepted 4741 applications, 515 were from minorities of color or 10.87% as compared to 2008 which had 5126 applications, 337 were from minorities of color or 6.57%. This reflects an overall increase of 4.3%. The numbers may vary due to applicant failures to submit internet demographic data (1,367 applicants did not disclose race).

The percentage of minority to non-minority interviewed: Employment referred/interviewed 608 applicants for various open positions and rosters in 2009, of which 56 applicants were minorities (85 were undisclosed) of color for 9.21% of the interview population total.

The percentage of minority to non-minority referred: Employment referred 608 applicants of which 56 were minorities (85 were undisclosed) of color for 9.21% of the referred population.

Recruitment: Recruiting initiatives in 2009 included internal and external postings through the Ingham County Web, the Michigan Talent Bank and the Jobs Vacancy Bulletin. The Jobs Vacancy Bulletin is sent to several private, public and government

agencies, including but not limited to, the Board of Commissioners, churches, universities, libraries, the post office, Community Mental Health and a host of related entities.

Temporary Roster: Departments used 286 temporary placements. These included referrals from the roster, supplying these departments with an efficient and controlled way of supplementing their workforce with needed help in addition to others for the Fair and Parks Departments. Generally County departmental needs were addressed within 24 hours or less.

Training and Professional Development: Workshops included "Customer Service Basics" and "Handling a Hostile or Aggressive Customer". County Legal and CARES also conducted various workshops including Accountability, Management and Supervision skills.

There was one (1) new complaint filed against the County of Ingham with the Michigan Department of Civil Rights/EEOC in 2009.

Work Study: Program operations continued with updated contracts. Five (5) positions became available and were filled during 2009.

Tri County Office on Aging: Under contract, provided a variety of Human Resource support services. Activities included but not limited to: Recruited eleven (11) new staff members and supervised the termination of eleven (11) employees. Created four (4) positions and evaluated three (3) others. Chaired Voluntary Recruitment Committee. Prepared EEOC dispute response. Standardized recruitment process. Analyze MERS HCSP options. Created and facilitated monthly supervisor training sessions and participated in bi-weekly staff meetings and monthly Board meetings.

911 Central Dispatch Project: Human Resources fills the role of Chair and Vice-Chair for the Personnel Sub-Committee on the 911 Central Dispatch Project. As such, staff finalized relevant job descriptions, developed a hiring time line and created personnel policies specific to the new center.

EMPLOYEE GROUPS

Group	# of Employees	Contract/Manual Expiration Date
Zoo Teamsters Local 580	4	Pending
Ingham County Employees' Assn. / Parks	6	Pending
Michigan Association of Police / Law Enforcement	74	12-31-10

Zoo United Auto Workers Local 2256	21	Pending
Fraternal Order of Police/Animal Control	9	12-31-11
Fraternal Order of Police/Corrections	82	12-31-11
Ingham County Employees' Assn./County Professionals	120	12-31-11
Ingham County Employees' Assn./Court Professionals	39	Pending
Michigan Nurses' Assn. - Nurse Practitioners & Clinic Nurses	49	Pending
Ingham County Employees' Assn./Public Health Nurses Unit	21	12-31-11
Managerial and Confidential/ Personnel Manual	Managers 82 Confid. 32	12-31-11
Office and Prof. Emp. International Union / Family Court Professionals	37	12-31-11
Office and Prof. Emp. International Union/Probate Court Professionals	2	12-31-11
United Auto Workers/Technical, Office, Paraprof., Service	399	12-31-11
Fraternal Order of Police/Supervisors	32	06-30-12
Ingham County Employees' Assn./Asst. Prosecuting Attys.	31	Pending
ICEA Friend of the Court Park Crew Leaders	2	12-31-11

2009 LABOR RELATION ACTIVITIES
Collective Bargaining

Following is a labor relations summary by bargaining unit for the calendar year of 2009.

FOP/ANIMAL CONTROL: No grievances were filed in 2009.

FOP/CORRECTIONS: Two (2) grievances was filed in 2009.

FOP/SUPERVISORS: No grievances were filed in 2009.

ICEA/COUNTY PROFESSIONALS/JAIL NURSES: One (1) grievance was file in 2009.

ICEA/COURT PROFESSIONALS: No grievances were filed in 2009. Negotiations pending.

ICEA/ASSISTANT PROSECUTING ATTORNEYS: No grievances were filed in 2009.
Negotiations pending.

ICEA/PARKS: No grievances were filed in 2009. Negotiations pending.

ICEA/PUBLIC HEALTH NURSES: No grievances were filed in 2009.

MNA/NURSE PRACTITIONERS AND CLINIC NURSES: No grievances were filed in 2009.
Negotiations pending.

UAW/TOPS: One (1) grievance was filed in 2009.

TEAMSTERS/ZOO: No grievances were filed in 2009. Negotiations pending.

UAW/ZOO: No grievances were filed in 2009. Negotiations pending.

MAP/LAW ENFORCEMENT: Five (5) grievances were filed in 2009.

OPEIU/FAMILY COURT: No grievances were filed in 2009.

OPEIU/PROBATE COURT: No grievances were filed during 2009.

CARES - Employee Assistance Program:

The EAP statistics for the 2009 are as follows:

Counseling Activity: Intake Assessments: 42, Ongoing sessions: 137

Company or client Other Activity: Phone consultations (client or company): 29, Forms completed

Or sent (Job Performance Status Reports, letters, etc.): 14

Onsite Training Sessions: Number of sessions: 9, Number of participants: not available

Onsite Consultations: (Can be at CARES Office or Onsite): Number of consultations: 22

Hours spent: Not available

Reorganizations: Human Resources conducted reorganizations during 2009 for Public Health, Community Health, Register of Deeds and the Treasurer. Several jobs were created or reclassified as part of the process.

Service Awards Ceremony: The Service Awards Ceremony was held on Thursday, September 3, 2009, at the Charlar Place in Holt. There were 170 current and retired employees eligible to receive service award recognition. There were fifty-six 5 YEAR

employees, thirty-eight 10 YEAR employees, twenty-six 15 YEAR employees, twenty-eight 20 YEAR employees, three 25 YEAR employees, eight 30 YEAR employees, one 35 YEAR employee, and ten retirees.

Statistical Information: Below lists the 2009 estimated recap:

Number of Personnel Action Requests processed: 1,583

Number of Grievances filed: 9

Number of Contracts negotiated: 11* MCF Manual 2009 - 2011

MANAGEMENT INFORMATION SERVICES (MIS)

2009 ANNUAL REPORT

ACTIVITY DESCRIPTION

The Management Information Services Department (MIS) provides technology to all County Departments to assist them in meeting their business goals and objectives. MIS is responsible for the day-to-day operation of Ingham County's Data Center, IP-Based telephone system, PBX switches, network infrastructure, and desktop PCs. In addition to the operation of production systems, the staff designs, creates, and implements new systems for non-automated departments and upgrades to programs for previously automated areas. MIS provides support for the technologies of linking voice, video and data communications between the four major campuses and the 23 minor campuses located throughout the County and the Tri-County Office on Aging. MIS provides training and support on various computers and related software. Priorities for new or existing systems and/or program enhancements are established by the Information Systems Advisory Committee based, in part, upon recommendation of the MIS Director and the Controller.

RESOURCES:

MANAGEMENT INFORMATION SERVICES

	2006	2007	2008	2009
Budget	\$2,063,061	\$2,198,479	\$2,126,818	\$2,179,104.21
Authorized Positions	21	19	20	19

MANAGEMENT INFORMATION SERVICES STAFF

Tom Shewchuk, Director
Vicky Watson, Secretary/MIS Clerk
Long Le, Programming Specialist
Kathy Aldering, Programming Specialist
Randal Neff, Programming Specialist
Kevin Douglas, Programming Specialist
Jeff VanderSchaaf, Network Administrator III
Chris Hosler, Network Administrator
Steve Walters, Network Administrator III
Desiree Cook, Computer Technician
Matt Moubray, Computer Technician
Lori Miles, Computer Technician
John Barber, Network Technician

Galen Flourry, Computer Technician
Jake Willett, Computer Technician
Rod Villarreal, Computer Technician II
Roen Stryker, Help Desk
Toranda Brown, Help Desk/Dispatcher
Andrew Mercer, Computer Technician

OUR MISSION

MIS is committed to ensuring the success of our customers by providing superior technical support and quality customer service while maximizing the efficient use of technology.

OUR VISION

Ingham County MIS will be the model for excellence in Information Technology.

VALUES, GOALS, & OBJECTIVES

- Continue to evolve knowledge and expertise
- Be accessible, flexible, efficient, proactive and lead
- Be GREAT, not good or average
- Have fun
- Highly motivated, hard working and productive employees
- Positive attitude and work ethic
- Long-term trusting employee and customer relationships
- Embrace challenge
- Work Smarter
- Honesty / Integrity / Fairness / Accountability
- Respect for the Individual
- A diverse and integrated team
- Continued and on-going Personal Development
- Clear and concise Job Responsibilities, Values and Principles
- Superior Customer Satisfaction
- Structured Freedom
- Manage by Means
- Standardized platforms, templates and processes; a common way of doing things; proprietary tools and methodologies.
- Avoid waste and pay careful attention to how work is done
- Instead of "command and control" and open, free-form flexible department where guidance comes from values and principles supported by templates and IT Systems that allow workers more freedom
- Utilize, practice, integrate, and embrace Dr. Deming's System of Profound Knowledge into your everyday work. The following are highly interactive parts and must all be utilized to be effective, they are:

- **Appreciation for a system:** Organizations are interactive systems and must be managed as systems. Management's role is to strive towards optimization of the enterprise as a whole.
- **Theory of variation:** Variation is always present. The key is not in measuring it, but in understanding what is causing it; not to judge or blame individuals, but to improve the system.
- **Theory of Knowledge:** Management's job is prediction. Prediction is based on knowledge. Knowledge is built on theory (the analysis of a set of facts in their relation to one another). Experience without theory teaches nothing.
- **Psychology:** Knowledge of individual and group psychology is needed to nurture and preserve innate desires or people to learn, to create, to contribute, and to take pride in work.

GENERAL OVERVIEW

In 2009, MIS continued to upgrade and update our systems by implementing an internal wireless network and a new video surveillance system in the Veterans Memorial Courthouse Grady Porter buildings. Perimeter cameras were implemented at the Ingham County Jail and MIS continues to work with departments to improve their operations and processes using technology. MIS worked with a company called Spyglas to examine our overall Telecommunications expenses which has led to significant cost savings. MIS collaborated with the Ingham Intermediate School District to house the Power School application in the Ingham County Data Center. We continue to deploy our Cisco IP Telephony platform and Biscom Enterprise faxing solution and implemented a new state-of-the-art Disk Backup Appliance which will save many hours data retrieval. In 2009 the Jury Administration duties were shifted from the MIS department to the Circuit Court. The MIS Phone Administrator retired and her duties were distributed among current staff.

In 2009 the following main projects were completed or initiated. More detail is available upon request:

- Document Management/Paperless for the Prosecuting Attorney's Office and Friend of the Court
- County Web & Application Development Platform -
- Granicus Audio/Video recording of Board of Commissioner and liaison committee meetings
- New Lab computers for the Ingham County Family Center
- Upgrade our Munis Financial software to the latest version
- Established a wireless connection to the City of Lansing and City of East Lansing and extended our network for the Imaging application.
- E-Filing application for the Circuit Court
- 70 new computers for the FOC

MANAGEMENT INFORMATION SYSTEMS HISTORIC ACTIVITY INDICATORS

ACTIVITY INDICATORS FOR SERVICES		MANAGEMENT INFORMATION								
General Production	2001 Actual	2002 Actual	2003 Actual	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Projected
Work Orders Completed	6,500	6,682	6,747	7,862	5,428	5,373	8,296	8,510	8,700	8,900
Micro Processors	1,000	980	1,005	1,016	1,030	1,103	1,183	1,190	1,175	1,150
File Servers - Physical	30	35	37	35	41	42	51	51	48	45
File Servers - Virtual						15	21	28	33	36
Networked Micro Processors	975	950	950	980	1,025	1,027	1,070	1,035	1,050	1,050
Printers	800	157	162	165	165	599	637	604	580	550
Automated System	22	24	27	28	31	32	35	39	44	48
Software Applications					170	185	187	187	190	192
Telephone switches/intuity/CAS	8	5	5	7	11	11	11	12	12	12
Telephone Extensions	2,100	1,391	1,392	1,356	1,423	1,495	1,560	1,628	1,650	1,630
Pagers*	191	200	1	1	1	1	1	1	1	1
Cellular Phones	44	8	12	12	12	12	12	12	13	13
Site Locations	26	27	25	25	25	25	24	30	31	32

* MIS is no longer in charge of all the county pagers. Each department is now responsible for them.

**INGHAM COUNTY PURCHASING DEPARTMENT
2009 ANNUAL REPORT**

*James C. Hudgins, Jr., Director of Purchasing
P.O. Box 319/121 E. Maple St.
Mason, Michigan 48854*

I. Overview

The Ingham County Purchasing Department is responsible for procuring goods and services for County departments and offices with the objective that the goods and services will be available at the proper time, in the proper place, in quality, quantity and price that are consistent with the needs of the County. Central to this responsibility are the fostering of broad-based competition with integrity, the administration of County Purchasing Policies and Procedures, and stewardship to County taxpayers.

To that end, the Ingham County Purchasing Department performs many functions including, but not limited to: determining methods of purchase - direct purchase or soliciting bids/proposals; assisting departments in identifying goods and services; preparing budgetary quotes; overseeing the requisition and purchase order processes; overseeing the bidding and proposal processes; researching potential suppliers and vendors; registering purchasing vendors; analyzing, evaluating and awarding bids/proposals as authorized by the Ingham County Purchasing Policies and Procedures; evaluating alternatives for the collective purchasing of goods and services; disposing of surplus through coordinating County auctions; overseeing various vendor contracts; processing purchasing invoices; maintaining the Purchasing Department website; providing outreach diversity services to ensure the County is purchasing from the broadest possible pool of suppliers; providing copying and courier services; monitoring and enforcing the County's Prevailing Wage, Living Wage and Local Purchasing Preference Policies; and, overseeing vendors' adherence to the Ingham County's Equal Opportunity Employment/Nondiscrimination.

II. Personnel

The department had 5 full-time positions in 2009:

Deborah Assaff, Purchasing Assistant	11 years
James C. Hudgins, Jr., Director of Purchasing	9 years
Doug Pizzo, Courier	25 years
Jodi Sweezy, Copy Center Coordinator	5 years
*Janeil Valentine, CPPB, Procurement Specialist	30 years

*Janeil Valentine retired in February 2010. The Procurement Specialist position will be eliminated through attrition.

III. Purchasing Accomplishments

In 2009, the Purchasing Department efficiently carried out the day-to-day functions necessary to provide County departments and offices with required goods and services in a timely manner and at the best available price. Various cooperative purchasing contracts were often utilized that helped save time and money. These contracts include the State of Michigan - MI Deal Program, Hospital Purchasing Services (HPS), and Government Services Administration (GSA).

Daily activities include issuing purchase orders; soliciting competitive prices by means of verbal quotes, written quotations, and formal Invitation to Bids (ITB) and Requests for Proposals (RFP); assessing departments' needs; assisting with specification development; and, maintaining the County's purchasing vendor files. The Purchasing Department also provides interdepartmental courier and copying services.

More specifically the Purchasing Department accomplished the following work goals:

- 1) Processed 601 purchase orders totaling \$2,510,485. These purchase orders were for vehicles, equipment, furnishings, computer equipment and software, security cameras, flat panel monitors, walk through metal detector and hand held wand, digital telephone set, lake treatment chemicals, diesel front mower, removal of asbestos floor tiles, office equipment, emergency repairs and replacements, medicines and medical supplies and equipment, and other items required by County departments.
- 2) Processed a record number of bid and proposal requests, 156 with a purchasing staff of three people.

Purchased goods and/or services for the following projects:

Packet #	Description
1-09	CCF Capacity Building Application
2-09	In Car Camera
3-09	Emergency Phones
4-09	Re-roof Drain Building
5-09	Chilled Water Pump at Jail
6-09	Hot Water Storage Tank
7-09	Computer Room HVAC
8-09	Internet Services
9-09	Youth Center Floor
10-09	Mower
11-09	Electrical Engineer Main Arena
12-09	Rhino Consultant
13-09	Web Cam at Potter Park Zoo
14-09	Training Facility for Sheriff's Office

15-09	Exterminating Services
16-09	Master Plan Zoo
17-09	Proximity Card Software
18-09	Tuck Pointing HSB
19-09	Tuck Pointing GPB/VMC
20-09	Courthouse Valves
21-09	Dumpsters
22-09	Roof Replacement - Burchfield Park
23-09	Replacement of Burners
24-09	Uniforms
25-09	Catalyst Switch Cisco
26-09	Batteries
27-09	Welcome Center Offices Design
28-09	Mats
29-09	Patch & Paint at Courthouse
30-09	HVAC at Animal Control
31-09	Boiler Replacement - Zookeeper's
32-09	Chillers Replacements HSB/YC
33-09	Redesign
34-09	Golf Carts
35-09	Segway
36-09	Printing of the Fair books
37-09	Drapes/Table
38-09	Steel Cage Mandrill Exhibit
39-09	Boiler - HSB/YC
40-09	Tuck Pointing - Hilliard/55th DC
41-09	Storage System
42-09	Pedal Boats
43-09	Water Reel
44-09	Trees
45-09	Paint
46-09	Janitorial Products
47-09	Power Washers
48-09	IP Phone System - 911
49-09	Animal Food
50-09	Condensate Receiver - Jail
51-09	Gun Range
52-09	Cameras
53-09	Kitchen Management
54-09	Software Service
55-09	Lion Exhibit Repair
56-09	Fertilizer

57-09	Pharmacy Benefits
58-09	Sign - LLPS
59-09	Concrete Sidewalk PPZ
60-09	Sign - PPZ
61-09	Squad Room
62-09	HazMat
63-09	Fair Electrical
64-09	911 Tower Project
65-09	Water Meter Project
66-09	Flooring @ Youth Center
67-09	Title Search
68-09	Bird Cages
69-09	Fence
70-09	Camp Pedestals
71-09	Parking Lot Replacement/Repair
72-09	Sound System
73-09	Video/Audio Software
74-09	Cadaver Transport
75-09	911 Consolidation
76-09	Eagle/Owl Exhibit
77-09	Roof Replacement - Lake Lansing South
78-09	Lead Hazard Remediation Program
79-09	Cisco Unity Voice Mail
80-09	Tech Services Agreement
81-09	Radios
82-09	Carpet HSB
83-09	Mower
84-09	Palm Scan
85-09	Roof Replacement - Zoo Lounge
86-09	Electric Letter Opener
87-09	Courtroom Upgrade
88-09	PPZ Website
89-09	Physician Service
90-09	Electronic Security
91-09	Parking Lot Paving - LLS
92-09	Prosecuting Attorney Reconfiguration
93-09	Reconfiguration Mediation & Jury
94-09	Electronic Filing (E-Filing)
95-09	Concrete Repair - Jail
96-09	Proxy Server - Web Security Services
97-09	Vision Equipment
98-09	Asphalt HSB

99-09	Actuarial Valuation - Retiree Health Costs
100-09	Printer
101-09	Environmental Assessment
102-09	Electronic Health Records
103-09	A/E Consultant for 911 Center SEE 33-10
104-09	C/M for 911 Center SEE 32-10
105-09	Exam Table
106-09	Tree Removal - HSB
107-09	Furnace - PPZ Spider Monkey
108-09	Router for Trane Sum
109-09	Card Access System Repair at SO
110-09	REQ for A/E Firm for 911 Dispatch Center
111-09	Dental Carts
112-09	Wireless Infrast Equipment
113-09	Jail Generator Transfer Switch
114-09	Sun Server Software Renewal
115-09	JIS Interface for Sheriff's Office
116-09	SAN
117-09	Recycling Bins
118-09	Storage Building
119-09	Flow Meter
120-09	Cedar Pointe Move
121-09	Radios
122-09	Fence for Animal Control
123-09	Exterior Signage HSB
124-09	Microfilm Scanner
125-09	Valve Replacement
126-09	Refrigerator
127-09	Wireless System for VMC/Mason Courthouse
128-09	Kitchen Equipment
129-09	Painting Post #8
130-09	Heating Units for Drain Office
131-09	Squeeze Chute
132-09	Labor for Pole Barn Animal Control
133-09	Disk Backup System
134-09	Security Cameras @ Jail/SO
135-09	Professional Services - Property/Liability Cons
136-09	Drinking Fountains
137-09	Building Materials LLN Ski
138-09	Video Equipment

139-09	Jail Booking System
140-09	Data & Voice Wiring Services
141-09	Medical Examiner Services
142-09	Sale of Vehicles
143-09	Old Dept Collection Services
144-09	Avaya Phone System Annual Maintenance
145-09	Remonumentation 2010
146-09	Fence
147-09	Glass for Spider Monkey Exhibit
148-09	Float/Thermostat - Jail
149-09	Card Reader - HSB Pharmacy
150-09	Building Control Unit - HSB
151-09	Scott Packs
152-09	Refrigerator & Freezer
153-09	Signage
154-09	Helmets, Shields, Tool Kit
155-09	Remonumentation 2010 - REBID
156-09	Bathing Station

- 3) Worked with the Parks Department to update the facilities at Potter Park Zoo including the following projects: creation of a Master Plan; roof replacement for the zookeeper's lounge; concrete sidewalks; furnace and boiler replacements for the spider monkey and zookeeper areas, steel cage replacement for the mandrill; lion exhibit repair to make area more secure; glass replacement for spider monkeys and bird cages; security proximity cards readers were installed to protect vulnerable areas; exhibit work included the eagle/owl exhibit and project design of the rhino exhibit; animal food – particularly fish and meat products; recycling bins; web cam was installed; and, the Zoo's web site was updated.
- 4) Assisted the Health Department for the second year distributing materials and collecting applications for The Power of WE Consortium. Forty nine applications were received from faith-based and community organizations for specialized training and hands-on technical assistance. Approximately \$285,000 in capacity building grants were distributed.
- 5) Monitored contractor and subcontractor payrolls to make sure that they are in compliance with the County's Prevailing Wage guidelines. Dan Argentati from Michigan Fair Contracting Center visits worksites to interview employees and to view their payroll stubs to ensure compliance. When non-compliance is discovered, back payments must be made to the employee(s) and copies of this information are forwarded to both our department and to Mr. Argentati. Authorization to make payment is commenced after payment guidelines are all met.
- 6) Worked closely with the Facilities Department to keep County buildings running properly and to maintain County properties. Tuck pointing bids went out for the County's major buildings – Grady Porter Building, Veteran's Memorial Courthouse, Human Services

Building, Hilliard Building and 55th District Court. The Human Services Building and the Youth Center had both chillers and boilers replaced in 2009. The Youth Center also had new flooring bid out. Every year the Purchasing Department issues bids to paint a post at the Jail. There were two HVAC bids, one for Animal Control and the other for the computer room in MIS.

- 7) Issued bids for the Parks Department for roof replacement for both Burchfield Park and Lake Lansing South. The parking lot at Lake Lansing South was re-paved. The Purchasing Department received quotes for Lake Lansing North for building materials for the ski booth. Other bids for the Parks Department included trees, Segway, golf carts, squeeze shoot for large animals, power washers, paint, drinking fountains, pedal boats and janitorial products. Annually, the Purchasing Department solicits bids for uniforms and mowers.
- 8) Through implementing a program of electronic distribution of bids and proposals, the Purchasing Department decreased many of the expenses of copying, mailing and postage, saving both time and money.
- 9) Worked to ensure that the County is purchasing goods and services from the broadest possible pool of suppliers by attending trade conferences and supplier diversity forums sponsored by organizations such as the Michigan Public Purchasing Officers Association (MPPOA) and the Lansing Area Public Purchasers Group (LAPPG). (Ingham County is a member of MPPOA and LAPPG.) Many vendors register with the County after attending these events.
- 10) Worked closely with MIS to network new copiers so they can be better utilized to copy, print, and scan to e-mail or scan to the County's network drive. MIS worked with the copier representative to do site surveys to analyze the need and placement of copiers and possible removal of personal printers. Because the cost of supplies (including toner) is included in the copier contracts, the cost to print is reduced when documents are printed to the copier. In 2009, 34 copiers were delivered 31, of which were networked to the server. Scan to e-mail saves physical storage space by saving files on the network, and also saves phone cost since there's no cost for scan to email.
- 11) Worked with the Sheriff's Office to obtain the following goods and services: 27 car mounted cameras for police vehicles; added storage to its space saving filing system; improvements were made due to state mandated training requirements for the gun range; kitchen management and laundry services outsourcing; and, protective clothing, boots, shields and breathing apparatus for the Hazmat Unit.
- 12) Negotiated lower rates for copiers for departments; departments are now receiving more options for lower lease prices and lower cost-per-copy charges.
- 13) Sent out living wage questionnaires to all known vendors who have a service contract \$50,000 or more annually with the County in compliance with the County's Living Wage Policy. These questionnaires request verification of certified payroll paid to vendors'

employees working directly under the applicable contract. Notification of the change in the living wage rate is also provided.

- 14) The Board of Commissioners adopted Resolution No. 09-194, Resolution Authorizing the Ingham County Project Labor Agreement Policy. A Project Labor Agreement (PLA) is a pre-hire collective bargaining agreement with one or more Labor Organizations that establishes the terms and conditions of employment for a specific construction project. This policy was enacted to ensure that County construction projects are completed at the lowest reasonable cost and with the highest degree of quality without the disruption of labor disputes such as strikes, lockouts or slowdowns.

IV. Copy Center Accomplishments

The Ingham County Copy Center continued copying, and binding County budgets, stationery, envelopes, business cards, newsletters, annual reports and other governmental documents for the various departments of the County. The Copy Center Operator position that was vacant in 2008 was eliminated through attrition for 2009. In 2009, 1,859 orders were processed, generating revenues of \$205,458. Two production copiers will be evaluated for potential replacement and cost savings in 2010.

V. Courier Accomplishments

In 2009, the Courier took delivery of a new van with E-85 flex-fuel capabilities. In 2009, the courier provided services to 66 County offices and departments. In 2010, the Courier will continue to provide delivery service to County offices and departments in a way that maximizes efficiency, economy and safety.

VI. Anticipated 2010 Activities

In this depressed economy the Purchasing Department is ever aware of the need to find values that will stretch every department's tight budget. Because of these hard times the department is receiving some of the lowest costs for projects ever thought possible. Vendors everywhere are seeking work with the County. The Purchasing Department will strive to recommend local businesses that will help stimulate the local economy wherever possible and practical and will ensure that the taxpayers' dollars of Ingham County are used wisely.

More specifically, our work goals in 2010 and beyond are to:

- 1) Evaluate using an on-line auction service to dispose of surplus. Previous efforts to dispose of surplus have resulted in high labor costs in terms of moving and storing the surplus.
- 2) Rewrite the Purchasing Policies & Procedures Manual. The last major revision was done in 1980. Since that time there have been many amendments and additions to the Manual. Our goals in rewriting the Manual are to update current policies consistent with today's

market conditions, to codify existing policies and procedures, and to streamline purchasing operations.

- 3) Work with MIS to evaluate e-mailing Purchase Orders to vendors in lieu of faxing hard copies.
- 4) Purchase a laptop computer in order to start a new program of accepting bid and proposal responses by e-mail only. Bids and proposals will still be opened publicly – via the laptop computer, and perhaps onto an overhead projection system so all attendees can observe.
- 5) Market the various services available through the Copy Center to County departments and local businesses such as City of Mason and Ingham Intermediate School District. Money can be spent in-house for printing jobs, keeping revenue within the County.
- 6) Redesign the Purchasing Department web page using Web Expression software to allow easier navigation for vendors. Eliminate non-essential and infrequently viewed pages based on the Web Trends Report.
- 7) Evaluate purchasing the Contract Management Module from Munis as a way to create a tool to better manage County contracts.
- 8) Work with the Board to evaluate amending the Local Purchasing Policy to include possible provisions that would extend the 5% preference to non-Ingham County vendors who have a certain percentage of employees working in the County. Additionally, evaluate increasing the preference percentage.
- 9) Continue to work with MIS to network copiers and help introduce the new FaxCom program to departments as copiers are traded out at the end of the lease in order to lower costs paid on monthly leases. Implement the FaxCom program in the Purchasing Department, thus saving costs of long distance charges and click charges on the copier.
- 10) Evaluate using MITN (Michigan Inter-governmental Trade Network) as another source of receiving, and perhaps increasing the number of, bids and proposals.
- 11) Evaluate the possibility of using reverse auctions for the purchase of commodity based goods for cost savings. Reverse auctions are akin to e-bay bidding where vendors participate in live on-line bidding.
- 12) Continue to work with Munis Financial and MIS to resolve on-line vendor registration and vendor re-registration issues.
- 13) Continue transition to a paperless office by eliminating all file cabinets (ensuring that all procurement records are maintained for at least 7 years), scanning, indexing and storing documents on the department's shared drive.

- 14) Bid out the Rhinoceros Exhibit Expansion Project at Potter Park Zoo. The work of this contract will be performed pursuant to the County's Project Labor Agreement Policy.
- 15) Issue Construction Management Services and Architectural and Engineering Services RFPs for the 9-1-1 Consolidated Central Dispatch. The work of this contract will also be performed pursuant to the County's Project Labor Agreement Policy.