

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

## INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, JULY 18, 2007 AT 6:00 P.M. IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [June 20, 2007](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Health Department
  - a. Resolution to Authorize the Intergovernmental Transfer of [Ingham County Funds](#) to the State of Michigan for the Purpose of Participating in the Financing of the Non-Federal Share of DSH Payments Made Under the Indigent Care Agreement Pool to Ingham Regional Medical Center and Sparrow Health System
  - b. Resolution Rescinding Resolution #06-271 and Authorizing the Intergovernmental Transfer of Ingham County Funds to Support [DSH Payments](#) to Ingham Regional Medical Center and Sparrow Health System
  - c. Resolution to Authorize an Amendment to the Contract with the Michigan Department of Human Services to Place an [Out-Stationed Worker](#) in the Health Department Registration and Enrollment Unit
  - d. Resolution to Authorize [Administrative Support Services](#) Agreements with County Health Plans
  - e. Resolution to Increase the Fee for [Tobacco Licenses](#) and Change the Licensing Period to One Year
  - f. Resolution to Amend the [Health Department Fee Schedules](#)
  - g. Resolution to Establish a HIV Continuum of Care Ambulatory Outpatient Operation within the Health Department's [Cedar Community Health Center](#)
  - h. Resolution to Authorize Amendments to [Two Lease Agreements](#) with Sparrow Health System
2. Parks and Recreation Commission - Resolution Establishing a [New Classification](#) (Park Manager III), and Reclassifying the Park Director Position
3. Facilities Department
  - a. Resolution Awarding a Contract to [Modernistic Lansing, LLC](#) for Carpet Cleaning at Various County Facilities
  - b. Resolution Authorizing Additional [Fire Alarm Improvements](#) at the Ingham County Jail with SimplexGrinnell, LP
  - c. Resolution Authorizing the Conversion of [Electrical Service](#) at the Hilliard Building from Secondary to Primary to be Performed by Delta Electrical Contractors of Lansing, Inc.

4. Human Resources Department
  - a. Resolution to Add AXA Financial to the County's [457 Deferred Compensation Plans](#)
  - b. Resolution Certifying Representatives for the [MERS Annual Meeting](#)
  - c. Closed Session - Discussion Labor Relations
  
5. Purchasing Department – Resolution Authorizing a Contract with [DBI Business Interiors](#) for Desktop Delivery of Paper and Office Supplies
  
6. Controller's Office
  - a. Resolution Authorizing a Contract with East Lansing for a New [CAD for the 911 Center](#)
  - b. Resolution Authorizing Adjustments to the [2007 Ingham County Budget](#)
  - c. Draft Resolution to alter or extend the [Fixed Separate Tax Limitation](#) and to Create a County Advisory Tax Limitation Committee
  
7. Board Referrals
  - a. Resolution from Lake County Urging the Michigan Legislature to [Freeze Taxable Values](#) on Residential Properties
  - b. Letter from the Department of Treasury Forwarding a Copy of the [Fiscal Distress Indicator Scores](#)
  - c. Notice of Public Hearing from Delhi Charter Township Regarding the Application for Industrial Facilities Exemption Certificate by [Dart Container](#) of Michigan, LLC.
  - d. Letter from Mayor Virg Bernero Regarding a Proposal to Cover the Shortfall of [Neighborhood Centers](#) (**resolution to be distributed under separate cover**)

Public Comment  
Announcements  
Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC  
DEVICES OR SET TO MUTE OR VIBRATE TO AVOID  
DISRUPTION DURING THE MEETING**

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

## **FINANCE COMMITTEE**

June 20, 2007

### **Minutes**

Members Present: Victor Celentino, Tina Weatherwax-Grant, Curtis Hertel, Todd Tennis and Steve Dougan

Members Absent: Mark Grebner

Others Present: Teri Morton, Lou Stadt, Tom VanDerWoude, Janeil Valentine, Doug Stover, Sue Pigg, Mary Ruttan, Jaeson Fournier, Diana Torres-Burgos, Jim Paparella, Mike Botke and Karen Beauregard

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

#### Approval of the June 6, 2007 Minutes

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE JUNE 6 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY. Absent: Comms. Grebner and Weatherwax-Grant

#### Additions to the Agenda

11c. Community Agency appropriations as follows:

\$75,000 for Child and Family Services

\$30,000 for Dispute Resolution Center

\$40,000 for Lansing Teen Court

\$ 5,000 for LMTS

13. Fair Board – Resolution Authorizing an Adjustment to the 2007 Capital Improvement Budget for Ingham County Fairgrounds

14. Board of Commissioners – Resolution Honoring Latisha Heath

(Comm. Weatherwax-Grant arrived at approximately 6:05 p.m.)

Limited Public Comment: None

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

#### 2. Sheriff's Office

a. Resolution Authorizing Ingham County to Enter into a One (1) Year Inter-Local Agreement with the City of East Lansing and Lansing to Share Proceeds from the 2007 Byrne Justice Assistance Grant (JAG) Program Award

- b. Resolution Authorizing the Ingham County Sheriff's Office to Dispose of Four Motorola Radios to the Eaton County Sheriff's Office

3. Ingham County Treasurer

- a. Resolution Making Limited Tax Pledge for Ingham County Land Bank Fast Track Authority Series 2007A Note
- b. Resolution Making Limited Tax Pledge for Ingham County Land Bank Fast Track Authority Series 2007B Note
- c. Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property
- d. Resolution to Transfer Acquired Tax Reverted Properties to the Ingham County Land Bank Fast Track Authority

4. Health Department

- a. Resolution to Authorize the Establishment of a Community Health Representative II Position within Healthy Smiles Unit of the Health Department
- b. Resolution to Authorize an Agreement with Michigan State University College of Osteopathic Medicine for Ambulatory Outpatient HIV/AIDS Services

- 11b. Controller's Office – Resolution Authorizing a Contract with Plante & Moran for 911 Center Consultant Services and Subcontract with East Lansing

13. Fair Board – Resolution Authorizing an Adjustment to the 2007 Capital Improvement Budget for Ingham County Fairgrounds

14. Board of Commissioners – Resolution Honoring Latisha Heath

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Grebner

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

- 11a. Controller's Office – Resolution Authorizing a Contract with Plante & Moran for 911 Center Consultant Services and Subcontract with East Lansing

Mr. VanDerWoude stated the power-point presentation from the Law Enforcement Committee was emailed to Mr. Neilsen earlier today. He then explained that the Dual Dispatch Plan has been presented to the Cities of Lansing and East Lansing. The municipalities requested additional information and time to consider the Plan. Mr. VanDerWoude stated Plante & Moran has been asked to review the Plan. He further stated he hopes to come up with a plan that is agreeable to everyone involved.

Chairperson Celentino stated Mr. Wiebert presented a thorough presentation to the Law Enforcement Committee last week. The Law Enforcement Committee supported the request for Plante & Moran to review the Dual Dispatch Plan. Chairperson Celentino stated the County must have all the necessary information about the Plan before it makes a determination about the consolidation. The cost of the study will be split between East Lansing and the County.

The Committee held a general discussion regarding this matter. Comm. Hertel asked about the call transfer delay with the Dual Dispatch Plan. Mr. VanDerWoude stated he does not believe the transfer time will take as long as indicated in the Lansing State Journal recently.

Comm. Tennis stated his support of the Resolution does not tie his hands regarding the consolidation. He will consider the effectiveness of the Plan before make a final determination.

Comm. Dougan stated he could not support the Resolution. The City of Lansing wants to pursue the Dual Dispatch Plan; therefore, they should pay for the Plante & Moran study. Comm. Hertel stated other jurisdictions are also interested in the results of the study.

MOTION CARRIED with Comm. Dougan voting NO. Absent Comm. Grebner

11c. Resolution Authorizing the 2007/08 Agreements for Juvenile Justice Community Agencies

MOVED BY COMM. WEATHERWAX-GRANT, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION AUTHORIZING THE 2007/08 AGREEMENTS FOR JUVENILE JUSTICE COMMUNITY AGENCIES.

Comm. Weatherwax-Grant stated this is the second year of awarding these grant funds. A determination was made to authorize 18-month agreements and this caused some confusion with a few of the agencies. She further stated the Judiciary Committee labored over this issue to determine an equitable distribution. The Judiciary Committee informed the Larry M. Trice, Outreach Services, Seeds to Success that it will expect real tangible outcome measures before the Committee will support a future funding request. This Resolution passed unanimously in the Judiciary Committee.

Comm. Dougan asked Mr. Botke for an update regarding the proposed 2008 numbers. Mr. Botke explained that on July 13, 2007 he will submit a request to the State Bar of Michigan for additional funding for full implementation of the program in the out-County areas. He then stated he is grateful for the 2007 JJM grant award.

Ms. Beauregard, Dispute Resolution Center, addressed budget questions from Comm. Dougan. Comm. Dougan then expressed his appreciation to Ms. Beauregard for supplying the additional information in response to his request from last year.

Comm. Dougan stated the Larry M. Trice Center continues to be a concern of his due to the lack of available numbers. He then requested a split on the vote between the Center and the other three agencies. This request was granted.

MOTION regarding: \$75,000 for Child and Family Services  
\$30,000 for Dispute Resolution Center  
\$40,000 Lansing Teen Court

CARRIED UNANIMOUSLY. Absent: Comm. Grebner

MOTION TO APPROVE \$5,000 FOR THE LARRY M. TRICE, SR. OUTREACH SERVICES:

Comm. Dougan stated it is not clear that LMTS is bringing other funding sources to the table. He also stated he cannot support a non-profit agency that pays its facilitators \$250 per hour. Comm. Dougan stated additional documentation is needed to show that Ingham County is not providing LMTS with a majority of its funding.

Comm. Weatherwax-Grant stated Comm. Dougan's concern was raised during the Judiciary Committee meeting last week. She then stated that more than half of LMTS's funding would come from their church.

LMTS MOTION CARRIED with Comm. Dougan voting NO. Absent: Comm. Grebner

Ms. Beauregard stated her agency is deeply appreciative of the County's support of the Dispute Resolution Center; she then asked if the appropriation could be increased to meet more needs of the youth.

Chairperson Celentino asked Ms. Beauregard if she approached other municipalities for funding. Ms. Beauregard explained she is only speaking about Ingham County programs. She then stated she has received funds from Eaton County's JJM.

Chairperson Celentino applauded Comm. Weatherwax-Grant for her implementation of the JJM community agency process.

Comm. Hertel stated the Human Services Committee understands the process of allocating funds to community agencies is very difficult due to the limited available funds.

Comm. Weatherwax-Grant stated when the County has real tangible outcomes from the community agency programs that information can be presented to the Courts, the Sheriff's Office, and the Prosecutor's Office. She further stated it would be her hope then that additional funds could be appropriated to the agencies.

1. Controller's Office – Tax Allocation Board/Separate Tax Limitations – Discussion Item

Ms. Morton stated that due to the County's decreasing taxing capacity, the Board of Commissioners may want to create a Tax Allocation Board and authorize a ballot question for separate tax limitations. She then stated the agenda material contained information related to this issue. If the Board decides to authorize a ballot question this year, it would have to be authorized by August 28, 2007 for the next ballot.

Chairperson Celentino reviewed the four options which were listed on the back side of Ms. Morton's memorandum to this Committee, dated June 7, 2007.

Mr. Stoker explained there are two ways to bring the Millage amount back to 6.8 mills. One option is a Headlee override and the other is to reset the separate Millage limitation. He then explained the 1970 amount set by Headlee has been rolled down.

Resetting the process is very structured. The first step would be to pass a resolution to re-establish the Tax Allocation Board. That Board would appropriate the nine mills and then the question would be placed on the ballot.

Mr. Stoker stated ballot language has to read exactly as stated in the statute. He then stated the County has the ability to deal with up to 9 mills.

The Committee held a general discussion regarding this issue. At the completion of this discussion, the Committee decided to pursue this issue this year. The Committee will consider the resolution at its next meeting. Mr. Stoker recommended the County authorize the question for an indefinite period.

Announcements: None

Public Comment: None

The meeting adjourned at 7:09 p.m.

Respectfully submitted,

Debra Neff

**RESOLUTION STAFF REVIEW**

**DATE** July 6, 2007

**Agenda Item Title:** Resolution to Authorize the Intergovernmental Transfer of Ingham County Funds to the State of Michigan for the Purpose of Participating in the Financing of the Non-Federal Share of DSH Payments Made Under the Indigent Care Agreement Pool to Ingham Regional Medical Center and Sparrow Health System

**Submitted by:** Ingham Health Plan Corporation

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

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

This resolution will authorize the County Controller and the County Treasurer to transfer to the State of Michigan up to \$4.5 million annually from the Health Fund to support Disproportionate Share Hospital Payments (DSH) to Ingham Regional Medical Center and Sparrow Health System. The transfers will be made after confirmation of several conditions.

This Resolution will be effective October 1, 2007 through September 30, 2008.

**Financial Implications:** The Board of Commissioners has authorized the County Controller and the County Treasurer to transfer to the State of Michigan up to \$4.5 million annually from the Health Fund to support Disproportionate Share Hospital Payments (DSH) to Ingham Regional Medical Center and Sparrow Health System. This is used to leverage State and Federal funds which are paid to the hospitals. In turn, the hospitals pay these funds to the Ingham Health Plan Corporation (IHPC). The Corporation contracts with Ingham County and other local care providers to implement a managed care type of health benefit program.

**Other Implications:** In Ingham County, the IHPC has arranged a system of health care currently covering about 16,000 previously uninsured persons.

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



**Memorandum**

TO: Human Services Committee  
Finance Committee

FROM: Dean Sienko, M.D.

DATE: July 12, 2007

SUBJECT: Authorization for an Intergovernmental Transfer of Funds for the purpose of participating in the financing of the non-federal share of Disproportionate Share Hospital payments made under the Indigent Care Agreement Pool to Ingham Regional Medical Center and Sparrow Health System

This is a recommendation to authorize the transfer of funds to the State of Michigan with the purpose of supporting Disproportionate Share Hospital (DSH) payments to Ingham Regional Medical Center and Sparrow Health System. The Federal government approved Michigan's Medicaid State Plan Amendment TN No. 05-13, effective June 1, 2006, which created an "Indigent Care Agreements Pool" for hospitals qualifying for Medicaid Disproportionate Share ("DSH") payments to receive DSH payments under the Indigent Care Agreements Pool that meet the minimum federal requirements for Medicaid DSH payments and have in place an Indigent Care Agreement with a local entity. Both Ingham Regional and Sparrow have executed Indigent Care Agreements with the Ingham Health Plan Corporation and are therefore qualified to receive these special payments.

The Ingham Health Plan Corporation (IHPC) was created in 1998 as a non-profit corporation having purposes which include promoting, arranging, and managing an effective system for quality coordinated health care in a manner which decreases the cost of health care services to the community at large for persons unable to pay for such care. In Ingham County, the IHPC has arranged a system of health care currently covering about 16,000 previously uninsured persons. The Corporation also supports certain public health services which are directed at low-income, uninsured persons, including services delivered by the Ingham County Health Department.

The attached resolution will authorize the County Controller and the County Treasurer to transfer to the State of Michigan up to \$4.5 million annually from the Health Fund to support Disproportionate Share Hospital Payments to Ingham Regional and Sparrow. The transfers will be made after confirmation of the following conditions:

- ◆ Ingham Regional Medical Center and/or Sparrow Health System have signed Indigent Care Agreement(s) with the Ingham Health Plan Corporation.
- ◆ The Ingham Health Plan Corporation has executed an agreement with Ingham County to purchase administrative support services for the Corporation and an agreement with

Ingham County to provide primary care physician services.

- ◆ The State has indicated that Ingham Regional Medical Center and/or Sparrow Health System will be recipients of ICA-based DSH payments at the level supported by the intergovernmental transfer.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the intergovernmental transfers.

Attachment

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

**Agenda Item 1a**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE INTERGOVERNMENTAL TRANSFER OF INGHAM COUNTY FUNDS TO THE STATE OF MICHIGAN FOR THE PURPOSE OF PARTICIPATING IN THE FINANCING OF THE NON-FEDERAL SHARE OF DSH PAYMENTS MADE UNDER THE INDIGENT CARE AGREEMENT POOL TO INGHAM REGIONAL MEDICAL CENTER AND SPARROW HEALTH SYSTEM**

WHEREAS, Ingham County has an objective to assure access to appropriate levels of health care for Ingham County residents, with a goal of having all residents participating in an organized system of health care by 2010; and

WHEREAS, the Federal government has approved Michigan's Medicaid State Plan Amendment TN No. 05-13, effective June 1, 2006, which creates an "Indigent Care Agreements Pool" for hospitals qualifying for Medicaid Disproportionate Share ("DSH") payments to receive DSH payments under the Indigent Care Agreements Pool so long as: (a) the hospital has an Indigent Care Agreement with a local health care entity, such as Ingham Health Plan Corporation; and (b) the Indigent Care Agreement stipulates that direct or indirect health care services be provided to low-income patients with special needs who are not covered under other public or private health care programs; and

WHEREAS, Ingham Health Plan Corporation purposes include promoting, organizing, managing and administering programs to create a system for providing or arranging and paying for health care services in a cost effective manner for persons unable to pay for such health care services; and

WHEREAS, the Ingham Health Plan Corporation has entered into an Indigent Care Agreement with Ingham Regional Health Center and/or Sparrow Health System, requiring Ingham Health Plan Corporation to directly or indirectly operate a program of arranging and paying for health care to low-income individuals with special needs who are not covered under other public or private health care programs and who are unable to pay for such services; and

WHEREAS, both the Federal government and the State of Michigan participate in the financing of the Indigent Care Agreements Pool, with the Federal government matching the State's portion pursuant to the Federal medical assistance percentage formula; and

WHEREAS, certain intergovernmental transfers of public funds from Ingham County may be made to the State of Michigan to be used as the State's share in claiming the Federal match; and

WHEREAS, the Controller and the Health Officer recommend that the Board of Commissioners authorize the intergovernmental transfer of up to \$4.5 million from the appropriation to the Health Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County Treasurer and the County Controller to implement intergovernmental transfers of up

to \$4.5 million from the Health Fund to the State of Michigan with the purpose of contributing to the financing of the non-federal share of Disproportionate Share Hospital payments made through the Indigent Care Agreements Pool to Ingham Regional Medical Center and Sparrow Health System.

BE IT FURTHER RESOLVED, that the intergovernmental transfers are authorized once the following conditions are in place:

- The State has indicated via the Michigan Department of Community Health website or another mechanism that Ingham Regional Medical Center and/or Sparrow Health System will be receiving Indigent Care Agreement-based DSH payments in the amount that would be supported by the Ingham County intergovernmental transfer.
- The Ingham Health Plan Corporation has executed Indigent Care Agreements with Ingham Regional Health Center and/or Sparrow Health System.

BE IT FURTHER RESOLVED, that this Resolution shall be effective October 1, 2007 through September 30, 2008.

**Agenda Item 1b**

**RESOLUTION STAFF REVIEW**

**DATE** July 6, 2007

**Agenda Item Title:** Resolution Rescinding Resolution #06-271 and Authorizing the Intergovernmental Transfer of Ingham County Funds to Support DSH Payments to Ingham Regional Medical Center and Sparrow Health System

**Submitted by:** Ingham Health Plan Corporation

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

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

This resolution rescinds Resolution #06-271 and authorizes the County Controller and the County Treasurer to transfer to the State of Michigan up to \$4.5 million from the Health Fund to support Disproportionate Share Hospital Payments (DSH) to Ingham Regional Medical Center and Sparrow Health System. The transfers will be made after confirmation of several conditions.

This Resolution will be effective June 1, 2006 through September 30, 2007.

**Financial Implications:** The Board of Commissioners has authorized the County Controller and the County Treasurer to transfer to the State of Michigan up to \$4.5 million from the Health Fund to support Disproportionate Share Hospital Payments (DSH) to Ingham Regional and Sparrow. This is used to leverage State and Federal funds which are paid to the hospitals. In turn, the hospitals pay these funds to the Ingham Health Plan Corporation (IHPC). The Corporation contracts with Ingham County and other local care providers to implement a managed care type of health benefit program.

**Other Implications:** In Ingham County, the IHPC has arranged a system of health care currently covering about 16,000 previously uninsured persons.

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

## Memorandum

TO: Human Services Committee  
Finance Committee

FROM: Dean Sienko, M.D.

DATE: July 12, 2007

SUBJECT: Recommendation to Rescind and Replace Resolution #06-271 - Authorization for the Intergovernmental Transfer of Funds to support Disproportionate Share Hospital payment to Ingham Regional Medical Center and Sparrow Health System

This is a recommendation to rescind Resolution #06-271 (adopted October 10, 2006), which authorizes the transfer of funds to the State of Michigan for the purpose of supporting Disproportionate Share Hospital (DHS) payments to Ingham Regional Medical Center and Sparrow Health System. Although Federal policy allows the use of intergovernmental transfers (IGTs) to claim Federal matching funds, Ingham County records may not indicate that County funds are being leveraged to support the Ingham Health Plan. Resolution #06-271 states that “the County has supported the development of the Ingham Health Plan...” The Resolution does not specifically state that the County is financing the Ingham Health Plan through an IGT but because of the complexity of Federal laws, regulations, and policies, and the increased Federal scrutiny, it is my recommendation to rescind the resolution.

I am further recommending that you adopt the attached resolution and authorize the intergovernmental transfers. Language in this resolution states that the IGT is in support of the Medicaid DHS payments to local hospitals that have an Indigent Care Agreement with the Ingham Health Plan. Any reference to the County supporting the Ingham Health Plan has been removed.

Cc: John Jacobs  
Laura Peterson  
Robin Reynolds

**Agenda Item 1b**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION RESCINDING RESOLUTION #06-271 AND AUTHORIZING THE INTERGOVERNMENTAL TRANSFER OF INGHAM COUNTY FUNDS TO SUPPORT DSH PAYMENTS TO INGHAM REGIONAL MEDICAL CENTER AND SPARROW HEALTH SYSTEM**

WHEREAS, Ingham County has an objective to assure access to appropriate levels of health care for Ingham County residents, with a goal of having all residents participating in an organized system of health care by 2010; and

WHEREAS, the Federal government has approved Michigan's Medicaid State Plan Amendment TN No. 05-13, effective June 1, 2006, which creates an "Indigent Care Agreements Pool" for hospitals qualifying for Medicaid Disproportionate Share ("DSH") payments to receive DSH payments under the Indigent Care Agreements Pool so long as: (a) the hospital has an Indigent Care Agreement with a local health care entity, such as Ingham Health Plan Corporation; and (b) the Indigent Care Agreement stipulates that direct or indirect health care services be provided to low-income patients with special needs who are not covered under other public or private health care programs; and

WHEREAS, Ingham Health Plan Corporation purposes include promoting, organizing, managing and administering programs to create a system for providing or arranging and paying for health care services in a cost effective manner for persons unable to pay for such health care services; and

WHEREAS, Ingham Health Plan Corporation has entered into an Indigent Care Agreement with Ingham Regional Health Center and/or Sparrow Health System, requiring Ingham Health Plan Corporation to directly or indirectly operate a program of arranging and paying for health care to low-income individuals with special needs who are not covered under other public or private health care programs and who are unable to pay for such services; and

WHEREAS, both the Federal government and the State of Michigan participate in the financing of the Indigent Care Agreements Pool, with the Federal government matching the State's portion pursuant to the Federal medical assistance percentage formula; and

WHEREAS, certain intergovernmental transfers of public funds from Ingham County may be made to the State of Michigan to be used as the State's share in claiming the Federal match; and

WHEREAS, the Controller and the Health Officer recommend that the Board of Commissioners authorize the intergovernmental transfer of up to \$4.5 million from the appropriation to the Health Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County Treasurer and the County Controller to implement intergovernmental transfers of up to \$4.5 million from the Health Fund to the State of Michigan with the purpose of contributing to

Disproportionate Share Hospital payments made through the Indigent Care Agreements Pool to Ingham Regional Medical Center and Sparrow Health System.

BE IT FURTHER RESOLVED, that the intergovernmental transfers are authorized once the following conditions are in place:

- The State has indicated via the Michigan Department of Community Health website or another mechanism that Ingham Regional Medical Center and/or Sparrow Health System will be receiving Indigent Care Agreement-based DSH payments in the amount that would be supported by the Ingham County intergovernmental transfer.
- The Ingham Health Plan Corporation has executed Indigent Care Agreements with Ingham Regional Health Center and/or Sparrow Health System.

BE IT FURTHER RESOLVED, that this Resolution shall be effective June 1, 2006 through September 30, 2007.

BE IT FURTHER RESOLVED, that Resolution #06-271 is hereby rescinded.



RESOLUTION STAFF REVIEW

DATE July 6, 2007

Agenda Item Title: Resolution to Authorize an Amendment to the Contract with the Michigan Department of Human Services to Place an Out-Stationed Worker in the Health Department Registration and Enrollment Unit

Submitted by: Health Department

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

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

This resolution will authorize an amendment and extension to the existing contract with the Michigan Department of Human Services (DHS) which locates a Medicaid Eligibility Worker in the Health Department's Registration and Enrollment Unit. The proposed amendment will continue the duties/responsibilities of the DHS worker to include processing Ingham Health Plan applications in the event that an individual does not qualify for Medicaid. All other terms and conditions of the contract remain unchanged.

Financial Implications: The cost of the out-stationed DHS worker will be supported 50% through County funds (up to \$36,000) and by 50% Federal funds through Medicaid. The funds to support this contract are included in the Department's 2008 budget request.

Other Implications: None.

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

**MEMORANDUM**

To: Human Services Committee  
Finance Committee

From: Dean G. Sienko, M.D., Health Officer

Date: July 12, 2007

Subject: Resolution to Authorize a Contract with the Michigan Department of Human Services

This is a recommendation to amend and extend a contract with the Michigan Department of Human Services (DHS) to place an out-stationed DHS worker within the Health Department Registration and Enrollment Unit. With this inter-agency team, the Health Department has the capacity to quickly respond to the needs of low-income, uninsured persons by enrolling them in the Medicaid Program or the Ingham Health Plan. The Registration and Enrollment Unit is the center of a very extensive, community based active outreach strategy.

Due to the volume of activity in the Registration and Enrollment Unit, we were able to obtain an out-stationed DHS worker. With this DHS worker housed in the Registration and Enrollment Unit, we will be able to provide both Medicaid eligibility assistance and eligibility determination services here in the Health Department, speeding up the provision of healthcare coverage for low income people.

The cost of the out-stationed DHS worker will be supported 50% County and 50% Federal funds through Medicaid. The funds to support this contract are included in the Department's 2008 budget request.

I recommend that the Board adopt the attached resolution and authorize Medical Provider Donation Agreement and a Rental Agreement with the Michigan Department of Human Services.

Attachment

c: John Jacobs w/attachment  
Karen Jennings w/attachment  
Susan Hull w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH THE MICHIGAN DEPARTMENT OF HUMAN SERVICES TO PLACE AN OUT-STATIONED WORKER IN THE HEALTH DEPARTMENT REGISTRATION AND ENROLLMENT UNIT**

WHEREAS, the Ingham County Health Department conducts outreach and implements efforts to identify and enroll eligible persons in Medicaid and for the Ingham Health Plan; and

WHEREAS, only Michigan Department of Human Services (DHS) employees have the authority to enroll eligible persons in the Medicaid Program; and

WHEREAS, the DHS has entered into a contract with Ingham County to place an out-stationed DHS worker in the Health Department's Registration and Enrollment Unit; and

WHEREAS, the cost to support the out-stationed DHS worker will be composed of 50% from the County and 50% from Federal funds; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize a Medical Provider Donation Contract and Rental Agreement with the Michigan Department of Human Services for 2007-2008 and advises that the funds to support the relationship are included in the Department's 2008 budget request.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the Medical Provider Donation Contract and Rental Agreement with the Michigan Department of Human Services (DHS) Agreement not to exceed \$36,000 in County funds.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2007 through September 30, 2008, and that Ingham County shall pay the DHS up to \$36,000 to support the cost of the out-stationed DHS worker.

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

**Agenda Item 1d**

**RESOLUTION STAFF REVIEW**

**DATE** July 6, 2007

**Agenda Item Title:** Resolution to Authorize Administrative Support Services Agreements with County Health Plans

**Submitted by:** Health Department

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

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

This resolution will authorize agreements with 16 nonprofit corporations in Michigan communities to provide assistance in the operation of health benefit plans for low-income, uninsured persons. This generally includes: Outreach and Enrollment, Member Services, Development and Maintenance of a Provider Network, Adjudication and Payment of Claims, Case Management Services and Program Management Services. The period of the agreements or amendments will be October 1, 2007 through September 30, 2008.

**Financial Implications:** These funds are budgeted within the Health Department's budget. Compensation from the health plans should fully compensate Ingham County for the cost of the services provided.

**Other Implications:** In the case of existing agreements, the authorization may result in the amendment and extension of those agreements.

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

MEMORANDUM

To: Human Services Committee  
Finance Committee

From: Dean Sienko, M.D.

Date: July 12, 2007

Subject: Recommendation to Authorize Administrative Support Services  
Agreements with Michigan Nonprofit Corporations Operating Health  
Benefit Programs for Low-Income, Uninsured Persons

This is a recommendation to authorize agreements with nonprofit corporations in Michigan communities to provide assistance in the operation of health benefit plans for low-income, uninsured persons. The Ingham County Health Department has provided administrative support services to the Ingham Health Plan Corporation since its formation in 1998. It currently provides similar services to 16 other community non-profit corporations. The specific set of services to be provided to each new corporation will be unique, but will likely include: Outreach and Enrollment, Member Services, Development and Maintenance of a Provider Network, Adjudication and Payment of Claims, Case Management Services, and Program Management Services.

The revenue from these agreements is included in the Department's 2008 budget request.

The County currently has Administrative Services contracts with:

Barry-Eaton Health Plan Corporation  
Branch Hillsdale St. Joseph Health Plan Corporation (Branch/Hillsdale/St. Joseph)  
Ingham Health Plan Corporation  
Jackson Health Plan Corporation  
Kalamazoo County Health Plan Corporation  
Kent Health Plan Corporation  
Ingham Health Plan Corporation d/b/a Livingston Health Plan  
Medical Care Access Coalition (Alger/Baraga/Chippewa/Delta/Dickinson/Gogebic/Houghton/  
Iron/Keweenaw/ Luce/Mackinac/Marquette/Menominee/Ontonagon/Schoolcraft)  
Medical Access Program Pharmacy Program (Delta /Menominee Pharmacy Program)  
Ingham Health Plan Corporation d/b/a/ Mid-Michigan Health Plan (Gratiot/Clinton/Montcalm)  
Berrien Health Plan Corporation

Calhoun Health Plan Corporation  
Coalition Health Access Program (Grand Traverse/Benzie/Leelanau)  
Ingham Health Plan Corporation d/b/a/ Ionia Health Plan  
Monroe County Health Plan Corporation  
Northern Health Plan Corporation (Emmet/Charlevoix/Antrim/Otsego)  
Tencon Health Plan Corporation  
(Crawford/Kalkaska/Lake/Manistee/Mason/Mescosta/Missaukee/Newaygo/Oceana/Wexford)

The attached resolution will authorize new agreements, or authorize amendments to extend existing agreements, for the administrative support services with the community health plans. The period of the agreements, or amendments, will be October 1, 2007 through September 30, 2008.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreements/amendments.

Attachment

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ADMINISTRATIVE SUPPORT SERVICES  
AGREEMENTS WITH COUNTY HEALTH PLANS**

WHEREAS, the Ingham County Health Department has provided administrative support services to the Ingham Health Plan Corporation since its creation in May 1998; and

WHEREAS, the Health Department currently contracts to provide services to 16 other county/regional health plans; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the administrative support services agreements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes administrative support services agreements with community-based corporations planning and operating health benefit programs for low-income, uninsured persons.

BE IT FURTHER RESOLVED, that the authorization shall provide the choice of amending existing agreements to extend them through September 30, 2008 or executing new agreements for the period October 1, 2007 through September 30, 2008.

BE IT FURTHER RESOLVED, that Ingham County shall make available through the Ingham County Health Department the following types of services: Outreach and Enrollment, Member Services, Development and Maintenance of a Provider Network, Adjudication and Payment of Claims, Case Management Services and Program Management Services, among other services negotiated with the individual health plans.

BE IT FURTHER RESOLVED, that compensation from the health plans shall fully compensate Ingham County for the cost of the services provided.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign administrative support services agreements with community corporations/health plans after review by the County Attorney.

**Agenda Item 1e**

**RESOLUTION STAFF REVIEW**

**DATE** July 6, 2007

**Agenda Item Title:** Resolution to Increase the Fee for Tobacco Licenses and Change the Licensing Period to One Year

**Submitted by:** Health Department

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

**Summary of Proposed Action:** This resolution increases licensing fees for tobacco vendors and changes the licensing period from three years to one year. These fees will be effective January 1, 2008, and the first one year licensing period will be January 1, 2008 through December 31, 2008.

**Financial Implications:** The licensing fees for both retail establishments and vending machines would be increased to \$250 per year. The temporary sampling permit fee would be increased to \$100, generating an estimated additional \$66,000. These increases should be sufficient to cover the Health Department's costs of issuing licenses and conducting enforcement activities.

**Other Implications:** The fees for a license to sell tobacco in retail establishments and vending machines has not been increased since the Board of Commissioners first authorized fees for tobacco licenses in 1992, although costs for issuing licenses and conducting enforcement activities have risen significantly over the past 15 years.

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

Staff recommends approval of the resolution.



## MEMORANDUM

TO: Human Services Committee  
Finance Committee

FROM: Dean G. Sienko, M.D.

DATE: July 5, 2007

RE: Recommendation to Increase Licensing Fees for Tobacco Vendors and Change the Licensing Period

This is a recommendation to increase licensing fees for tobacco vendors and to change the licensing period.

The Board of Commissioners adopted a tobacco regulation which requires a license for the retail sale of tobacco in Resolution #92-95. It further prohibited sales of tobacco products to persons under the age of 18 years of age. The regulation became effective January 1, 1993. Resolution #92-96 authorized fees for tobacco licenses and temporary sampling permits and established a three-year licensing period, the first of which was January 1, 1993 through December 31, 1995. The current licensing period began January 1, 2005 and runs through December 31, 2007.

The fees for a license to sell tobacco in retail establishments and vending machines have never been increased, although costs for issuing licenses and conducting enforcement activities have risen significantly over the past 15 years. The Department's costs include operation of the program, conduct of compliance checks, supervision of teens during "sting" operations, completion of a variety of clerical support tasks and the logistic requirements associated with the program.

As a new licensing period will begin on January 1, 2008, we now have an opportune time to increase the fee to cover costs. We recommend that the licensing fees for both retail establishments and vending machines be increased to \$250 per year. The Board of Commissioners established tobacco vending machine licensing fees in Resolution #92-96 at \$15.00 for each machine for a three-year licensing period. The costs for enforcing the regulation as it relates to tobacco vending machines are similar to those for retail establishments. We also recommend that the temporary sampling permit fee be increased to \$100.00 from the rate of \$5.00 established in Resolution #92-96. The Department receives approximately six requests from tobacco companies per year for Temporary Sampling Permits.

In order to more effectively enforce the regulation, we further recommend that the licensing period be changed to one year. There is considerable turnover in ownership of the small businesses (gas stations, party stores, convenience stores, etc) that sell tobacco products. The tobacco license is nontransferable, and each time a business is sold, the new owner is supposed

to purchase a new license. Many new business owners fail to purchase a new license as required. Changing the licensing period to one year will enable us to assure more effectively that businesses selling tobacco products are properly licensed.

The Ingham County tobacco sale regulation was the first of its kind in Michigan. It helped to deter the sale of tobacco products to minors—the rate of sales to minors has decreased from 47% in 1993 to 10.4% in 2005. We must sustain this important work. Licensing tobacco vendors and performing regular compliance checks help to assure that tobacco products are not sold to youth under the age of 18 in Ingham County.

**Agenda Item 1e**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO INCREASE THE FEE FOR TOBACCO LICENSES AND CHANGE THE LICENSING PERIOD TO ONE YEAR**

WHEREAS, Resolution #92-95 established the requirement for a license for the retail sale of tobacco products in Ingham County; and

WHEREAS, Resolution #92-96 established fees for tobacco licenses and temporary sampling permits; and

WHEREAS, tobacco use is the leading cause of preventable death in our society and wreaks substantial human and financial costs in our community; and

WHEREAS, the costs to regulate the sale of tobacco products have increased substantially in the fifteen years since the fees were adopted; and

WHEREAS, Regulation #92-95 provides that the fees may be adjusted from time to time by the Ingham County Board of Commissioners; and

WHEREAS, the Health Department has prepared a summary of costs associated with enforcement of the Regulation demonstrating that an increase to cover expenses is necessary; and

WHEREAS, a one-year licensing period would facilitate more effective enforcement of the regulation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an increase in the fee for a license for the retail sale of tobacco products to \$250.00 per year.

BE IT FURTHER RESOLVED, that the Tobacco Vending Machine Licensing Fee is increased to \$250.00 per year.

BE IT FURTHER RESOLVED, that the Temporary Sampling Permit Fee is increased to \$100.00.

BE IT FURTHER RESOLVED, that the licensing period for the retail sale of tobacco products in Ingham County shall be for one year.

BE IT FURTHER RESOLVED, that these fees shall be effective January 1, 2008, and that the first one-year licensing period shall be January 1, 2008 through December 31, 2008.

**Agenda Item 1f**

**RESOLUTION STAFF REVIEW**                      **DATE**    July 6, 2007

**Agenda Item Title:**                                      Resolution to Amend the Health Department Fee Schedules

**Submitted by:**    Health Department

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

**Summary of Proposed Action:**    This resolution adjusts certain environmental health fees within the Health Department, with the resulting revenue to be included in the 2008 budget. The amended fees will be effective October 1, 2007.

**Financial Implications:**    In total, these recommended fee amendments represent approximately \$26,000 in additional fee revenue for FY 2008. The fee recommendations are as follows:

New Fees

- Special Surcharge for late Special Transitory Food Unit (STFU) inspection request - \$180.00
- Special Food Service Establishment Surcharge for 2nd Step of formal hearing - \$200.00
- Special Food Service Establishment Surcharge for 3rd Step of formal hearing - \$400.00
- Fee for food service establishments where a potential environmental tobacco smoke threat exists to non-smoking areas - \$50.00
- Child and Adult Care Facility license non-compliant with well and/or septic inspection - \$89/hour
- Tattooing business operating without an initial license or reinstatement of a revoked license - \$450.00
- Tattoo business non-compliant with inspection - \$89/hour
- Septic or well ownership transfer, well or septic not installed at time of transfer - \$150.00
- Septic tank repair or replacement inspection fee - \$230.00
- Collection of water specimens for Type II Non-Community Water Sampling - \$180.00
- Campground inspection - \$135.00

Changes to Existing Fees

- Tattooing business, initial license – Increase from \$341.00 to \$717.00
- Board of Health appeal fee – Increase from \$30.00 to \$100.00

**Other Implications:**    None.

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

MEMORANDUM

To: Human Services Committee  
Finance Committee

From: Dean Sienko, M.D.

Date: July 12, 2007

Subject: Recommendation to Adjust Certain Environmental Health Fees within the Health Department

The Health Department has submitted its 2008 budget request to the Controller. The early indications are that an over \$1.8 million increase in County General Fund support would be required to continue the existing levels of service through 2008. This demand for General Fund support largely results from declining state revenues, flat and/or discontinued grant funding, and declines in fee-for-service revenue activity (e.g. septic permits). Although the Department has been creative in the search for additional funding and in cutting costs, the new revenue will not offset the projected losses. For example, it does not cover the approximately 5% growth in cost from one year to the next. For the Health Department this represents approximately \$1.4 million.

I have asked our environmental health staff to assess the fees we charge for services and to identify areas where the persons who directly benefit from our services would shoulder a higher portion of the cost of the service. Our staff has identified several areas—most represent new fees, some represent increases to existing services. I describe these recommendations below starting with the new fees and then changes to existing fees. In total, the recommendations represent approximately \$26,000 in additional fee revenue for FY 2008.

*New fees...*

**Special Surcharge for late Special Transitory Food Unit (STFU) inspection request - \$180.00**

This fee will be charged to those vendors who are late in requesting a special transitory food unit permit. We estimate that the cost to conduct these inspections will require two hours of a sanitarian's time. We will assess this fee at 100% of our cost.

**Special Food Service Establishment Surcharge for 2<sup>nd</sup> Step of formal hearing - \$200.00**

When a food service establishment is not correcting problems identified during our inspection process, the Sanitary Code requires a formal hearing. Health Department representatives at this hearing include the Environmental Health Director, Planned Program Supervisor and the respective health department inspector. The staff time required to prepare and participate in these hearings is approximately \$400.00. We

propose to assess a fee at 50% of our \$400.00 cost. This fee is recommended at 50% of our costs because the food service establishment will also incur costs to hire an outside consultant for a minimum of 4 hours/week to address their sanitary shortfalls.

**Special Food Service Establishment Surcharge for 3rd Step of formal hearing - \$400.00**

When a food service establishment has not corrected sanitary problems following the 2<sup>nd</sup> step of a formal hearing, we require proceeding to the 3<sup>rd</sup> step of a formal hearing. Health Department representatives at this hearing include the Health Officer, Environmental Health Director, Planned Program Supervisor, the respective health department inspector, and legal counsel. The staff time required to prepare and participate in these hearings is approximately \$800.00. We propose to assess a fee at 50% of our \$800.00 cost. This fee is recommended at 50% of our costs because the food service establishment will also incur costs to hire an outside consultant for a minimum of 4 hours/week to address their sanitary shortfalls.

**Fee for food service establishments where a potential environmental tobacco smoke threat exists to non-smoking areas - \$50.00**

This fee would offset the Health Department's costs to evaluate whether the non-smoking area of a food service establishment, where smoking and non-smoking seating is available, is indeed free of environmental tobacco smoke (ETS), to recommend modifications to airflow if ETS is found to contaminate non-smoking seating areas and to respond to customer complaints about ETS in non-smoking areas. We estimate that the cost to provide this service is approximately \$50, and we recommend that the fee reflect 100% of Department cost.

**Child and Adult Care Facility license non-compliant with well and/or septic inspection - \$89/hour**

This charge would be assessed to any child or adult care facility that we have found to be in non-compliance (i.e. failed to correct identified deficiencies) with the Sanitary Code requirements for septic or well inspections. The Michigan Department of Human Services requires that these facilities have their licenses renewed every two years. The \$89/hour fee will reimburse the Health Department at 100% of its cost.

**Tattooing business operating without an initial license or reinstatement of a revoked license - \$450.00**

This would be a special surcharge, which would be in addition to the standard licensing fee, for tattoo businesses that are operating without a license, who failed to reinstate a revoked license, or who failed to submit plans and/or make application in advance of the effective date of an ownership change.

**Tattoo business non-compliant with inspection - \$89/hour**

This fee would be assessed to tattoo businesses that fail to correct sanitary problems that health department staff identify during routine inspections. We would assess a rate of \$89/hour to cover the costs of our sanitarians working with the business to correct their deficiencies.

**Septic or well ownership transfer, well or septic not installed at time of transfer - \$150.00**

This fee would apply to those properties where the Health Department issued a well or septic permit yet the system was never installed and now an new owner desires to install the system. The Health Department must review the original permit, issue a new permit specific to the new owner and must inspect the property to ensure that the installed system meets the requirements of the sanitary code.

**Septic tank repair or replacement inspection fee - \$230.00**

If a septic tank is damaged or needs to be replaced, Health Department sanitarians must conduct a final inspection of the repaired or new tank. We estimate that the cost to provide this service is \$230.00; this fee would reimburse the Health Department for 100% of its costs.

**Collection of water specimens for Type II Non-Community Water Sampling - \$180.00**

This fee will compensate the Department for water sampling services rendered to Type II Non-Community Water supplies. State Law requires that Type II Non-Community Water Supplies be sampled for a variety of potential contaminants on a quarterly to annual basis; this sampling can be conducted by the owner or with the Department's assistance. We estimate approximately two hours of staff time to provide this service. The fee is assessed at 100% of Department cost.

**Campground inspection - \$135.00**

State law requires that campgrounds be inspected on an annual basis. Department staff spends on average three hours conducting such inspections. The fee is assessed at 50% of Department cost.

*Changes to existing fees...*

**Tattooing business, initial license – Increase from \$341.00 to \$717.00**

An initial license requires approximately 8 hours of staff review. A major requirement of the initial inspection is to conduct a plan review of the facility's intended operation. The recommended fee increase would place the facility's license fee at 100% of Department cost.

**Board of Health appeal fee – Increase from \$30.00 to \$100.00**

The Board of Health conducts appeal hearings when residents object to environmental health staff decisions regarding water or septic permit applications. Staff estimates that it requires approximately four hours of time to prepare for these appeal hearings. The estimated cost to provide this service is \$400.00; the \$100.00 charge would represent approximately 25% of Department cost.

I recommend that the Board adopt the attached resolution and implement the recommended fee changes.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE HEALTH DEPARTMENT FEE SCHEDULES**

WHEREAS, the Ingham County Health Department is supported by revenues from the County General Fund, from state/federal and foundation grant contracts, and fee for service revenue; and

WHEREAS, the Health Department is confronted with declining grant fees for service revenues, placing the burden on the General Fund in order to continue the current level of services; and

WHEREAS, early indications are that the Health Department will require approximately \$1.8 million in additional revenue from the General Fund to carry current levels of services through 2008; and

WHEREAS, the Department has reviewed its fee structures related to environmental health services to identify areas where it would be reasonable to increase fees and place a higher level of support for services on direct service recipients; and

WHEREAS, the Board of Commissioners has authority under the Public Health Code to establish fees for services provided by the Health Department; and

WHEREAS, the Health Officer has recommended that certain fees for service be established and certain fees for service be increased, and has advised that these proposed fees do not exceed the reasonable cost for providing the services.

THEREFORE BE IT RESOLVED, that the following fees for service be amended effective October 1, 2007:

- Special surcharge for late Special Transitory Food Unit (STDU) inspection request - \$180
- Special food service establishment surcharge for 2nd Step of formal hearing - \$200
- Special food service establishment surcharge for 3rd Step of formal hearing - \$400
- Fee for food service establishments where a potential environmental tobacco smoke threat exists to non-smoking areas - \$50
- Child and adult care facility license non-compliant with well and/or septic inspection - \$89/hour
- Tattooing business operating without an initial license or reinstatement of a revoked license - \$450
- Tattoo business non-compliant with inspection - \$89/hour
- Septic or well ownership transfer, well or septic not installed at time of transfer - \$150
- Septic tank repair or replacement inspection fee - \$230
- Collection of water samples for Type II Non-Community Water sampling - \$180
- Campground inspection - \$135
- Tattooing business, initial license - \$717
- Board of Health appeal fee - \$100



**Agenda Item 1g**

**RESOLUTION STAFF REVIEW**

**DATE** July 6, 2007

**Agenda Item Title:** Resolution to Establish a HIV Continuum of Care Ambulatory Outpatient Operation Within the Health Department's Cedar Community Health Center

**Submitted by:** Health Department

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

**Summary of Proposed Action:** This resolution authorizes implementation of a new HIV/AIDS clinical operation in collaboration with Michigan State University. This operation will be located within the Health Department's Cedar Community Health Center, effective October 1, 2007.

The resolution authorizes the establishment of six new positions and a physician services agreement with Michigan State University College of Osteopathic Medicine (MSU COM) for a 0.40 full-time equivalent infectious disease physician.

Finally, the resolution authorizes an amendment to the Department's 2008 budget request to accommodate this new operation.

**Financial Implications:** The total projected costs of the HIV/AIDS operation is \$492,883, with \$200,000 in Ryan White Part B Grant Revenues, and \$292,883 in patient third party reimbursements. Included in the projected costs are a 0.40 full-time equivalent infectious disease physician at \$84,000/year, as well as staff positions projected as follows:

- Nurse Practitioner - \$77,254 per FTE (1 FTE requested)
- Health Center Nurse - \$48,777 per FTE (1.5 FTE requested)
- Community Health Representative - \$28,373 per FTE (1 FTE requested)
- Clinical Assistant/Technician - \$28,374 per FTE (1.5 FTE requested)

These personnel projections have a fringe benefit rate budgeted at 40% of salary (total \$88,592).

**Other Implications:** None.

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

**MEMORANDUM**

To: Human Services Committee  
County Services Committee  
Finance Committee

From: Dean Sienko, M.D.

Date: July 5, 2007

Subject: Establish a HIV/AIDS Clinical Operation within the Department's Cedar Community Health Center

This is a recommendation to authorize actions to implement a new HIV/AIDS clinical operation in collaboration with Michigan State University. This operation will be located within the Health Department's Cedar Community Health Center.

Recently, the Board of Commissioners authorized an agreement for contracted ambulatory outpatient HIV/AIDS services delivered through Michigan State's Adult Medicine Practice (Resolution #07-152). This agreement was authorized for the period of July 1, 2007 through September 30, 2007, was funded through the provision of a \$60,000 Ryan White Part B grant awarded by the State of Michigan, and enabled the continuance of services to those afflicted with HIV in our community.

As expressed in previous correspondence to the Board of Commissioners, the Health Department's intent was to internalize this operation within its Community Health Center Network operations effective October 1, 2007. This date coincides with the provision of HIV Continuum of Care funding (Ryan White Part B) award in the amount of \$200,000 with this award provided by the Michigan Department of Community Health to the Health Department.

It is appropriate and feasible for the Health Department to assume the operations of ambulatory HIV services effective October 1, 2007. The Department has developed a strategic business plan for the period October 1, 2007 through September 30, 2008 that demonstrates that the operational costs for HIV services will be fully covered by both the Ryan White Part B funding award and third party insurance reimbursements.

Consequently, I recommend that the Board of Commissioners adopt the attached resolution and authorize the development of a HIV Continuum of Care ambulatory outpatient clinical operation to be housed within the Department's Cedar Community Health Center.

Furthermore, the resolution requests authorization to establish six new positions and requests authorization to establish a physician services agreement with Michigan State

University College of Osteopathic Medicine (MSU COM) for a 0.40 full-time equivalent infectious disease physician.

Finally, the resolution authorizes an amendment to the Department's 2008 budget request to accommodate this new operation.

Attachment

- c: Jaeson Fournier w/attachment, Deputy Health Officer, Health Department
- John Jacobs w/attachment, Chief Financial Officer, Health Department
- Thomas Larkins w/attachment, UAW Chairperson
- Ruby Rodgers w/attachment, MNA, Unit President

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ESTABLISH A HIV CONTINUUM OF CARE  
AMBULATORY OUTPATIENT OPERATION WITHIN  
THE HEALTH DEPARTMENT'S CEDAR COMMUNITY HEALTH CENTER**

WHEREAS, Michigan State University College of Osteopathic Medicine has long been the provider of clinical services for HIV/AIDS ambulatory outpatient services in the community; and

WHEREAS, the Health Department was notified by Michigan State University College of Osteopathic Medicine that its HIV/AIDS outpatient clinical operations was not financially sustainable due to a decrease in financial support from the Ingham Regional Medical Center thereby necessitating the closure of these vital operations unless an alternative delivery system with appropriate financing was secured; and

WHEREAS, the Health Department has submitted and secured external funding through the Michigan Department of Community Health's (MDCH) HIV Continuum of Care program, with \$200,000 in Ryan White Part B funding awarded to the Department to ensure the provision of ambulatory HIV/AIDS services for the period of October 1, 2007 through September 30, 2008; and

WHEREAS, the Deputy Health Officer for Community Health Care Services has developed a strategic business model that incorporates ongoing Ryan White Part B funding and has determined that the practice can operate without a subsidy from the County and that the Health Department has the ability to manage the practice; and

WHEREAS, the Health Officer asserts that the continuance of HIV/AIDS ambulatory outpatient services is of vital importance to the health and welfare of the community.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners supports the Health Department's proposal to operate a HIV Continuum of Care program through its Cedar Community Health Center with the purpose of providing ambulatory medical care to those with HIV.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the execution of an agreement with the Michigan State University College of Osteopathic Medicine for a 0.40 full-time equivalent infectious disease physician, who shall be a faculty member of the College and board certified in internal medicine; the period of the agreement shall be October 1, 2007 through September 30, 2008 and the rate of pay shall be \$84,000 per year.

BE IT FURTHER RESOLVED, that a full-time Community Health Representative II position shall be established effective October 1, 2007, UAW TOPS D.

BE IT FURTHER RESOLVED, that a full-time Clinical Assistant/Technician I position shall be established effective October 1, 2007, UAW TOPS D.

BE IT FURTHER RESOLVED, that a part-time Clinical Assistant/Technician I position shall be established effective October 1, 2007, UAW TOPS D.

BE IT FURTHER RESOLVED, that a full-time Health Center Nurse position shall be established effective October 1, 2007, MNA NP/CN Grade 1.

BE IT FURTHER RESOLVED, that a full-time Nurse Practitioner position shall be established effective October 1, 2007, MNA NP/CN Grade 6.

BE IT FURTHER RESOLVED, that a part-time Health Center Nurse position shall be established effective October 1, 2007, MNA NP/CN Grade 1.

BE IT FURTHER RESOLVED, that the Controller is authorized to amend the Health Department's 2008 budget request to increase revenue and expenses, and to include the HIV Continuum of Care operations' revenue and expenses in the 2008 Health Department's budget as finally determined by the Board of Commissioners.

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

**Agenda Item 1h**

**RESOLUTION STAFF REVIEW**

**DATE** July 6, 2007

**Agenda Item Title:** Resolution to Authorize Amendments to Two Lease Agreements with Sparrow Health System

**Submitted by:** Health Department

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

**Summary of Proposed Action:**

This resolution will authorize renewal of two lease agreements with Sparrow Health System for the period of September 1, 2007 through August 31, 2010. Ingham County has leased space from Sparrow to house two of the community health centers operated by the Health Department for several years.

**Financial Implications:**

The current rental rate for 1322 E. Michigan Avenue, Suite 308 is \$19.13 per square foot and the monthly rent is \$7,185.76. The current rental rate for 1100 W. Saginaw is \$18.57 per square foot and the monthly rent is \$6,001.50. Sparrow has proposed that the rental rate for these two suites remain unchanged for the first year of the new lease terms which would be effective September 1, 2007. The subsequent two years of these leases would then incur an annual increase of 3%.

**Other Implications:** None.

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

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee  
Finance Committee

From: Dean Sienko, MD

Date: July 12, 2007

Subject: Authorization to renew lease agreements with Sparrow Health System

This is a recommendation to authorize renewal of two lease agreements with Sparrow Health System. Ingham County has leased space from Sparrow to house two of the community health centers operated by the Health Department for several years.

The current rental rate for 1322 E. Michigan Avenue, Suite 308 is \$19.13 per square foot and the monthly rent is \$7,185.76. The current rental rate for 1100 W. Saginaw is \$18.57 per square foot and the monthly rent is \$6,001.50. Sparrow has proposed that the rental rate for these two suites remain unchanged for the first year of the new lease terms which would be effective September 1, 2007. The subsequent two years of these leases would then incur an annual increase of 3%.

Given that both lease agreements expire on August 31, 2007 and that the current facilities meet the health centers' operational needs I recommend that the Board of Commissioners adopt the attached resolution. This resolution authorizes the renew of two lease agreements with Sparrow Health System for space at 1100 W. Saginaw and 1322 E. Michigan Avenue for the period of September 1, 2007 through August 31, 2010.

Attachment

c: Jaeson Fournier w/attachment, Deputy Health Officer, Health Department  
John Jacobs w/attachment, Chief Financial Officer, Health Department  
Phil Wilkinson w/attachment, Health Center Administrator, Health Department

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENTS TO TWO LEASE AGREEMENTS  
WITH SPARROW HEALTH SYSTEM**

WHEREAS, Ingham County leases space in two Sparrow Health System buildings to house community health centers operated by the Health Department; and

WHEREAS, both lease agreements expire August 31, 2007; and

WHEREAS, the Health Department has requested that the lease agreements be renewed for a three year period; and

WHEREAS, Sparrow Health System is in agreement and has proposed lease agreements that will not increase the square foot lease rate in year one and proposes an increase of three percent in years two and three; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners renew the lease agreements with Sparrow Health System to extend them through August 31, 2010.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes execution of an Office Lease Agreement with Sparrow Health System for 4,508 square feet of space in the Medical Arts Building, 1322 East Michigan Avenue, Lansing, Michigan at the rate of \$19.13 per square foot, with an annual increase of three percent authorized for years two and three of this agreement.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes execution of an Office Lease Agreement with Sparrow Health System for 3,878 square feet of space in the Medical Center West Building, 1100 West Saginaw, Lansing, Michigan at a rate of \$18.57 per square foot, with an annual increase of three percent authorized for years two and three of this agreement.

BE IT FURTHER RESOLVED, that the period of the agreement for both leases shall be begin September 1, 2007 through August 31, 2010, and that either or both lease agreements can be terminated by either party upon 90 days prior written notice.

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



**RESOLUTION STAFF REVIEW**

**DATE: July 6, 2007**

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

**Submitted by:** Parks and Recreation Commission

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

**Summary of Proposed Action:**

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

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

**Financial Implications:**

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

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

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

**Other Implications:** None.

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

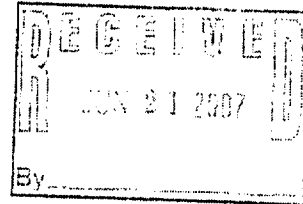
# County of Ingham

State of Michigan



HAROLD HAILEY  
Director  
Human Resources Department

Ingham County Human Resources  
5303 S. Cedar St., 2nd floor, Suite 2102  
Lansing, Michigan 48911-3895  
Phone: (517) 887-4327  
Fax: (517) 887-4395  
Internet: www.ingham.org



DATE: June 19, 2007

TO: Robert C. Moore, Ingham County Parks Director

FROM: Harold Hailey, IPMA-CP, Human Resources Director *H. Hailey*

RE: Parks Department – “Anticipation” Reclassifications  
*Result of Potter Park Zoo Acquisition*

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**Recommendation:**

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

**Summary:**

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

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

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

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

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

		Knowledge and Education	Work Experience	Interpersonal & Comm Skills	Guidance and Direction	Supervisory/Managerial	Visual Concentration	Job Complexity	Job Impact - Financial	Job Impact - Well Being of Others	Physical Effort	Unpleasant Working Conditions	Accident or Health Hazards	Total	
Position		1	2	3	4	5	6	7	8	8	9	10	11	Total	
Director of Parks	Current	190	225	185	180	195	50	170	155	140	10	10	10	1530	MCF 13
	Proposed	190	225	185	200	245	50	190	195	140	10	10	10	1650	MCF 14

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

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

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

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

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

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

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

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

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

**Recommendation:**

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

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

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

RESOLUTION STAFF REVIEW

DATE July 9, 2007

Agenda Item Title: Resolution Awarding a Contract to Modernistic Lansing, LLC for Carpet Cleaning at Various County Facilities

Submitted by: Facilities Department

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

**Summary of Proposed Action:**

This resolution will authorize Ingham County to contract for three years with Modernistic Lansing for carpet cleaning services. The contract will also allow Ingham County to extend the contract for two additional years at the discretion of the County.

**Financial Implications:**

The total cost of the 3 year contract is \$123,484.00.

**Other Implications:**

The vendor is local and was the low bid.

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

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

**Agenda Item 3a**

TO: County Services and Finance Committees

FROM: Rick Terrill/Facilities Director

DATE: June 26, 2007

RE: Resolution Requesting Authorization to Award a Contract to Modernistic Lansing, LLC to Provide Carpet Cleaning and Maintenance Services for Various County Facilities

The Purchasing Department sent out an “Invitation for Sealed Bids” to provide carpet cleaning services at the following County facilities: Sheriff/Jail, Mason Courthouse, Hilliard Building, Drain, 55<sup>th</sup> District Court, Grady Porter Building/Veterans Memorial Courthouse, Human Services, Youth Center, Willow Clinic, and Well Child Clinic. The contract term will be three (3) years with a provision for the County, at its discretion, to extend the contract for an additional two (2) years.

After review of said bids, the Purchasing and Facilities Departments concur that a contract be awarded to Modernistic Lansing, LLC for a total three (3) year cost of \$123,484.00. The funds for this contract will be budgeted for and available within the appropriate 931100 Maintenance Contractual accounts.

We are respectfully requesting approval of this resolution.

Thank you!

CC/



Recommendation to Enter Into a 3-Year Contract with Modernistic Lansing, LLC

Project: Carpet cleaning services for county facilities.

Bid Summary:

Bidders Contacted: 20            Local: 14  
Bidders Responding: 6            Local: 6

The following firms submitted bids:

<u>Firm</u>	<u>Bid</u>	<u>Local</u>
Modernistic Lansing, LLC	\$123,484	Yes, Lansing
Len's Carpet Care	\$144,307	Yes, Lansing
Seelye Group	\$215,987	Yes, Lansing
Ace Cleaning	\$281,707	Yes, Lansing
Aunt JoJo's Cleaning	\$316,932	Yes, Lansing
Service Master Clean	\$832,596	Yes, Mason

Recommendation: It is the recommendation of the Facilities Department in concurrence with the Purchasing Department to award a 3-year contract to Modernistic Lansing, LLC for county-wide carpet cleaning services in an amount not to exceed \$123,484.

Source of Funding: Various maintenance contractual line items.

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

Contact Person(s):

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AWARDING A CONTRACT TO  
MODERNISTIC LANSING, LLC  
FOR CARPET CLEANING AT VARIOUS COUNTY FACILITIES**

WHEREAS, Ingham County Purchasing solicited “Invitations for Sealed Bids” from qualified and experienced firms for the purpose of providing carpet cleaning and maintenance services at various County facilities; and

WHEREAS, the payment of said services will be taken from the proper operational budgets located within the 931100 Maintenance Contractual account; and

WHEREAS, both the Facilities and Purchasing Departments concur that a contract be awarded to Modernistic Lansing, LLC to provide carpet cleaning services at various County facilities, for a period of three (3) years with an option to renew for two (2) additional years upon the mutual written consent of both the County and Contractor.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with Modernistic Lansing, LLC, 4411 Empire Way, Lansing, MI 48917 to provide carpet cleaning services for the Sheriff/Jail, Mason Courthouse, Hilliard Building, Drain, 55<sup>th</sup> District Court, Grady Porter Building/Veterans Memorial Courthouse, Human Services, Youth Center, Willow Clinic, and Well Child Clinic for a total three (3) year cost of \$123,484.00.

BE IT FURTHER RESOLVED, the Board authorizes the option of a two (2) year extension upon the recommendation of the County Controller and approval of the County Services Committee.

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

RESOLUTION STAFF REVIEW

DATE July 9, 2007

Agenda Item Title: Resolution Authorizing Additional Fire Alarm Improvements at the Ingham County Jail with SimplexGrinnell, LP

Submitted by: Facilities Department

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

**Summary of Proposed Action:**

This resolution will authorize Ingham County to contract with SimplexGrinnell to install additional smoke and heat detectors at the Ingham County Jail. The improvements were recommended through an inspection by MacMillan Associates Consulting Engineers and will increase the fire safety protection at the Jail above the minimal requirements.

**Financial Implications:**

The cost for the improvements is \$60,000. Funds are available from the original 2006 CIP account.

**Other Implications:**

SimplexGrinnell is the company used by Ingham County to install previous upgrades to the fire alarm system at the Jail.

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

Staff recommends approval of the resolution.

**Agenda Item 3b**

**TO:** County Services and Finance Committees

**FROM:** Rick Terrill/Facilities Director

**DATE:** June 29, 2006

**RE:** Resolution Requesting Authorization to Approve Additional Upgrades for the Fire Alarm System at the Ingham County Jail to be Performed by SimplexGrinnell, LP

The Facilities Department along with MacMillan Associates Consulting Engineers is recommending that additional smoke and heat detectors be added to the 2006 CIP Upgrade Fire Alarm System Project at the Jail. This decision was derived from a fire that started at the Jail recently and the current system did not detect the emergency. Also, after an on-site safety inspection of the system it was deemed mandatory that several pull stations and like devices be added.

The funds for the additional work are available within the original 2006 CIP account 245 31199 976000 and have been approved for allocation to 2007. SimplexGrinnell, LP, the original contractor, will perform the installation of all additional devices for a total of \$60,000. These additional improvements will improve the building protection beyond the minimal requirements.

Thank you for your consideration in this matter.

RT/cc

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ADDITIONAL FIRE ALARM  
IMPROVEMENTS AT THE INGHAM COUNTY JAIL  
WITH SIMPLEXGRINNELL, LP**

WHEREAS, it has been recommended that several smoke and heat detectors be added to the fire alarm system at the Ingham County Jail; and

WHEREAS, this decision is the result of a fire that broke out at the Jail recently and the fire alarm system did not recognize it, these additional devices will bring the building protection above and beyond the minimum code requirements; and

WHEREAS, after an on-site fire safety inspection it was deemed mandatory that several pull stations and like devices be added to the fire alarm system; and

WHEREAS, the funds for these additional upgrades are available within the original 2006 Capital Improvement Plan account, Upgrade Fire Alarm System/Jail 245 31199 976000 and have been approved for allocation to 2007; and

WHEREAS, it is the recommendation of both the Facilities Department and MacMillan Associates, the consulting engineer on this project, that the upgrades are necessary and the prices are reasonable; and

WHEREAS, SimplexGrinnell, LP will perform the additional work for a total cost of \$60,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes SimplexGrinnell, LP, 24755 Halsted Road, Farmington Hills, Michigan 48335-5138 to perform these additional upgrades to the fire alarm system at the Ingham County Jail for a total cost of \$60,000.

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

RESOLUTION STAFF REVIEW

DATE July 9, 2007

Agenda Item Title: Resolution Authorizing the Conversion of Electrical Service at the Hilliard Building from Secondary to Primary to be Performed by Delta Electrical Contractors of Lansing, Inc.

Submitted by: Facilities Department

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

Summary of Proposed Action:

This resolution will authorize Ingham County to contract with Delta Electrical to convert the electrical service at the Hilliard Building from secondary to primary service.

Financial Implications:

The cost for this project is \$52,200. Delta is a local vendor and they submitted the low bid. \$45,000 was originally budgeted for this project through CIP. The remaining necessary funds will come from unused 2006 CIP projects. This conversion will also lower the electrical rate for the Hilliard Building, saving the County \$90,000 over ten years.

Other Implications: The County will now own the transformer and will be responsible for the replacement. It would cost approximately \$40,000, but it is new and has a 25-year life expectancy.

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

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

**Agenda Item 3c**

**TO:** County Services and Finance Committees

**FROM:** Rick Terrill/Facilities Director

**DATE:** June 29, 2007

**RE:** Resolution Requesting Authorizing a Contract with Delta Electrical to Convert the Electrical Service at the Hilliard Building from Secondary to Primary Service

The Purchasing and Facilities Department, after review of sealed bids, are both recommending that a contract be awarded to Delta Electrical to perform the electrical service conversion of the Hilliard Building from secondary to primary. Delta Electrical submitted the lowest responsive bid for this project in the amount of \$52,200.

The current fund for this project was approved within the proper account 245 90212 976000 7FC12 for the amount of \$45,000. Due to some unanticipated cost, we are also requesting that a transfer be made from the 2006 CIP project, Upgrade Fire Alarm System/Jail in the amount of \$7,200 to enable us to properly complete this project.

We are respectfully requesting your approval of this resolution.

Thank you!

RT/cc

Recommendation to Enter Into Contract with Delta Electrical Contractors of Lansing

Project: Electrical service conversion from secondary to primary power at the Hilliard Building.

Bid Summary:

Bidders Contacted: 19            Local: 13  
Bidders Responding: 2           Local: 2

The following firms submitted bids:

<u>Firm</u>	<u>Bid</u>	<u>Local</u>
Delta Electrical Contractors	\$52,200	Yes, Lansing
RM Electric	\$65,500	Yes, Lansing

Recommendation: It is the recommendation of the Facilities Department in concurrence with the Purchasing Department to award a contract to Delta Electric in an amount not to exceed \$52,200.

Source of Funding: Public improvements

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

Contact Person(s):

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



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE CONVERSION OF ELECTRICAL  
SERVICE AT THE HILLIARD BUILDING FROM  
SECONDARY TO PRIMARY TO BE PERFORMED BY  
DELTA ELECTRICAL CONTRACTORS OF LANSING, INC.**

WHEREAS, the Purchasing Department has solicited sealed bids from experienced and qualified electrical contractors to convert the electrical service at the Hilliard Building from secondary to primary; and

WHEREAS, funds for this project have been budgeted and approved in the 2007 Capital Improvement Plan (CIP) within the appropriate account, 245 90210 976000 7FC12 for the amount of \$45,000; and

WHEREAS, the Purchasing and Facilities Departments both concur that a contract be awarded to Delta Electrical Contractors of Lansing, Inc. who submitted the lowest responsive bid in the amount of \$52,200, which also reflects the payment of prevailing wage; and

WHEREAS, due to unforeseen cost to properly complete this project, we will require additional funds in the amount of \$7,200 to be transferred from 245 31199 976000/06 CIP Upgrade Jail Fire Alarm System.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Delta Electrical Contractors of Lansing, Inc., P.O. Box 80980, Lansing, Michigan, 48908 for the conversion of the electrical service at the Hilliard Building in Mason from secondary to primary for a projected cost of \$52,200.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby authorizes the transfer of \$7,200 from a 2006 CIP project into the proper account 245 90210 976000 7FC12, and authorizes the Budget Director and the Controller to make the necessary budget adjustments.

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

**Agenda Item 4a**

**RESOLUTION STAFF REVIEW**

**DATE** May 15, 2007

**Agenda Title:** Resolution to Add AXA Financial to the County's 457 Deferred Compensation Plans

**Submitted by:** Harold Hailey, Human Resources Director

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

**Summary of Proposed Action:**

This resolution would add AXA Financial as an additional 457 deferred compensation plan.

**Financial Implications:** There is no cost to the Employer. Fees to be paid by the participant.

**Other Implications:** Currently, employees have only one vendor to select from for deferred compensation. Adding AXA will provide a second choice for employees.

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

**Agenda Item 4a**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

WHEREAS, the Deferred Compensation Committee has reviewed the AXA Financial deferred compensation plan; and

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

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

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

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

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

**RESOLUTION STAFF REVIEW:**                      **DATE**    July 2, 2007

**Agenda Item Title:**                      Resolution Certifying Representatives for the MERS Annual Meeting

**Submitted By:**                              Harold Hailey, Human Resources Director

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

**Summary of Proposed Action:**

In accordance with provisions of Act 427, P.A. 1984 (the Municipal Employees' Retirement Act), the Municipal Employees' Retirement System Board conducts an annual meeting for the purpose of selecting nominees to serve on the Board and the transaction of other business as the Board deems necessary. An election is held to determine the Employee Delegate by secret ballot, and the Board requests the governing body to appoint an Officer Delegate. The 2007 MERS Annual Meeting will be held at the Radisson Plaza Hotel in Kalamazoo, Michigan on September 18-20, 2007.

**Financial Implications:** Registration is \$185.00/person (i.e., \$370.00 for Officer Delegate and Employee Delegate). Meals, mileage and lodging are also paid.

**Other Implications:** The cost for the above representatives to attend this annual meeting is charged against Human Resources' Line Item #101 22600 863000 (Travel - MERS Conference) and is limited to a maximum for both delegates of \$900.00.

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

Staff recommends approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION CERTIFYING REPRESENTATIVES FOR THE  
MERS ANNUAL MEETING**

WHEREAS, the Municipal Employees' Retirement System will hold its 61st Annual Meeting at the Radisson Plaza Hotel in Kalamazoo, Michigan on September 18-20, 2007; and

WHEREAS, the governing body of each member municipality must certify an employee delegate who has been elected by the other employee members, and appoint an officer delegate of the governing body; and

WHEREAS, Ingham County will pay the expenses of the Officer Delegate and Employee Delegate pursuant to the County's mileage policy to a maximum of \$900.

THEREFORE BE IT RESOLVED, that the following persons are hereby certified as Ingham County's representatives for the MERS annual meeting:

Officer Delegate: Brian Klebba

Employee Delegate: Barb Ketchum

**Agenda Item 5**

**RESOLUTION STAFF REVIEW**

**DATE** July 9, 2007

**Agenda Item Title:** Resolution Authorizing a Contract with DBI Business Interiors for Desktop Delivery of Paper and Office Supplies

**Submitted by:** Purchasing Department

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

**Summary of Proposed Action:**

This resolution would authorize Ingham County to enter into a contract with DBI Business Interiors for a period of five years to supply Ingham County Departments with paper and office supplies.

**Financial Implications:**

All Ingham County Departments will be able to individually order supplies from DBI and pay for the supplies from their budgets. As a result of the contract, DBI will offer Ingham County a discounted rate for supplies.

**Other Implications:**

An evaluation/user group committee was formed to review the proposals. DBI was selected by the committee.

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

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

# COUNTY OF INGHAM

## Purchasing Department

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121 East Maple Street  
Mason, Michigan 48854  
Telephone: 517-676-7307  
Fax: 517-676-7230  
[jvalentine@ingham.org](mailto:jvalentine@ingham.org)

**TO:** County Services and Finance Committee  
**FROM:** Janeil Valentine  
**DATE:** July 5, 2007  
**SUBJECT:** Desktop delivery of office & paper supplies approval for contract

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This is a resolution authorizing entering into a contract with DBI Office Interiors of Lansing for the delivery of desktop delivery of office and paper products for a period of five years. Departments will utilize this contract to purchase paper clips, paper, pens, and print cartridges, among other items.

After the Purchasing Department issued Request for Proposals, an evaluation committee consisting of representatives from user departments was formed to evaluate the six proposals received and to make a recommendation.

After considerable review and consultation from departments, DBI is being recommended by the committee. DBI has a proven track record of delivering desktop office and paper products in a timely manner, provides a large selection of available products at comparable prices, and has an outstanding commitment to customer service standards. DBI is also a local vendor, having an office and warehouse in Lansing.

We recommend approval of the following resolution.

# COUNTY OF INGHAM

## Purchasing Department

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121 East Maple Street  
Mason, Michigan 48854  
Telephone: 517-676-7307  
Fax: 517-676-7230  
[jvalentine@ingham.org](mailto:jvalentine@ingham.org)

### Recommendation to Enter Into Contract with DBI Business Interiors, Inc.

Project: Desktop delivery of office and paper supplies for all County Departments

Bid Summary:

Bidders Contacted: 12                      Local: 7  
Bidders Responding: 6                      Local: 2

The following firms submitted bids:

<u>Firm</u>	<u>Local</u>
DBI Business Interiors, Inc.	Yes
Corporate Express	
Office Depot	
Office Max	
Staples	Yes
YTI Office Express	

Recommendation: It is the recommendation of the Evaluation/User Group Committee in concurrence with the Purchasing Department to award a five year contract to DBI Business Interiors, Inc., for desktop delivery of paper and office supplies. The Evaluation/User Group Committee considered the following: customer service, response to inquires, minimum order at no cost, delivery time, ease of ordering, retrieval of ordering information, return policy, promotion of sale items, cost savings methods or items and introduction of new items, cost, discount and point of ordering discount.

Janeil Valentine  
Purchasing Department  
517-676-7307



**Agenda Item 5**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH DBI BUSINESS INTERIORS  
FOR DESKTOP DELIVERY OF PAPER AND OFFICE SUPPLIES**

WHEREAS, Ingham County's current contract for desk top delivery of office and paper supplies expires on September 30, 2007; and

WHEREAS, the Purchasing Department along with the User Group have met and determined the needs of the County Departments; and

WHEREAS, the Purchasing Department issued a Request for Proposals for Desktop Delivery of Paper and Office Supplies and received six responses; and

WHEREAS, the Evaluation Committee has reviewed and evaluated the proposals received and unanimously voted that accepting the proposal received from DBI Business Interiors, Inc. of Lansing was the best value for the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a five year agreement with DBI Business Interiors for the delivery of desk top office and paper supplies with a contract period of September 30, 2007 through August 30, 2012.

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

**RESOLUTION STAFF REVIEW**

**DATE** June 26, 2007

**Agenda Item Title:** Resolution Authorizing a Contract with East Lansing for a New CAD for the 911 Center

**Submitted By:** City of East Lansing/ 911 Advisory Board

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

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

The Board of Commissioners previously passed a resolution for participation in the COPS Grant program for a CAD System for the East Lansing PSAP and a number of other projects including:

- Records Management System (RMS) project through the Technology Improvement Cooperative (TIC);
- Microwave backhaul to replace proposed T-1 Lines, telephone connections;
- A stargate for direct interconnection between Clinton and Ingham trunked systems with full console capability for PSAPs in both counties;
- Data base stations for the Ingham County Sheriff's Office; and
- Radio equipment for the Lansing Fire Department technical rescue team.

This resolution will authorize an additional appropriation and a contract with East Lansing for a new CAD. An RFP process was conducted in 2006 to identify the vendor (VisionAIR) for this project. The current CAD is malfunctioning and spare parts cannot be obtained. The 911 Advisory Board has reviewed this request and is recommending it to the Board of Commissioners for approval.

This grant application budget was prepared in 2005 and was a best guess at the time; with the grant budget of \$173,500, with a federal COPS grant of \$130,125, and the local match of \$42,500 from 911 funds. After an RFP process, final numbers are now available, but the federal grant funds from the COPS grant are not available, so the additional costs are all being requested from 911 funds.

**Financial Implications:** All COPS grant eligible expenses require a local match of 25%. The East Lansing Dispatch Center is requesting an additional \$72,823.03 in addition to the previously approved \$42,500 from the 911 Emergency Telephone Dispatch Services budget for Management and System Improvements for a new CAD system. The total net costs from 911 funds are now \$115,323.03.

\$208,943.44	VisionAIR Total
\$ 25,000.00	Hardware / Server(s)
<u>\$ 11,504.59</u>	Contingency Fund, CAD only

\$245,448.03	
\$130,125.00	Federal COPS Grant
\$ 42,500.00	Original Appropriation from County
<u>\$ 72,823.03</u>	Requested Appropriation from County
\$245,448.03	Total Cost

**Other Implications:** VisionAIR is the same vendor. The City of Lansing’s COPS Interoperable Voice and Data Grant is a regional grant program that Ingham County has participated in since 2005. The focus of the grant is to encourage interoperable communications between public safety units on a regional basis.

**Staff Recommendation:** MM\_\_\_ JN\_\* HH \_\_\_ TM \_\_\_ JC\_\_\_  
 Staff recommends that this resolution be approved.

**Memorandum**

East Lansing Police Department

To: John Neilsen / 911 Advisory Committee / Ingham County Commissioners  
From: Lt. Tom VanDerWoude, 911 Director, East Lansing 911 Center  
Date:  
Re: Funding Request for Computer Aided Dispatch (CAD)

The purpose of this memorandum is to request additional funds for the purchase of a CAD for the East Lansing 911 Center. I have had multiple conversations on this topic with Mr. Neilsen and am now requesting approval for these additional funds from the 911 Advisory Committee and the Ingham County Board of Commissioners. Approximately one and a half years ago, the Board of Commissioners approved (via resolution) \$42,500.00 towards the purchase of this Computer Aided Dispatch System. I am formally requesting the approval of an additional \$72,823.03 towards this CAD purchase. The total CAD related costs I'm requesting from the Ingham County 911 Fund (Reserve and Improvements Fund) is \$115,323.03.

Cost Breakdown (Computer Aided Dispatch):

\$105,870.00	CAD Software
\$24,800.00	CAD Training
\$51,066.00	CAD Implementation
\$39,763.00	CAD Interfaces
<u>-\$12,555.56</u>	VisionAIR Discount
\$208,943.44	VisionAIR Total
\$25,000.00	Hardware / Server(s)
<u>\$11,504.59</u>	Contingency Fund, CAD only
\$245,448.03	Total Cost
-\$130,125.00	Federal COPS Grant \$ towards project
-\$42,500.00	25% Match (Federal Requirement) (Original Resolution from County)
-\$72,823.03	Requested Appropriation from Ingham County

On March 28, 2007, the City of East Lansing signed a contract with VisionAIR for \$822,242.00. This contract and suite of products will significantly upgrade our CAD, Records Management System (RMS), provide the East Lansing PSAP with computerized mapping for CAD, provide Field Based Reporting (FBR), and mobile data software. Another significant piece of this project is the purchase of Crime Analysis Software. The original grant was a federal COPS grant and focused on interoperability and was awarded in September 2005. As you can see, there has been a significant investment in time in to this project as has focused on interoperability. With the interoperability philosophy in mind, the following agencies formed the Technology Improvement Cooperative (TIC) and have worked extremely well together to significantly upgrade our interoperability within Ingham County.

TIC Agencies:

City of East Lansing, City of Williamston, City of Mason, Ingham County, Meridian Township, Michigan State University, and Lansing Township.

These seven agencies in Ingham County will all be utilizing the same Records Management System (RMS) which will significantly increase the data exchanged between all these agencies. I am not requesting any additional county funding for this portion of the project.

All seven of the TIC agencies were involved in the selection of the vendor (VisionAIR). We all believe we have selected the appropriate vendor for a project of this magnitude and look forward to upgrading the CAD System in East Lansing and the data sharing in this region. The cost of this state of the art CAD system is significantly less than the costs that have been spent on the Motorola CAD system being run in the Lansing 911 center. The TIC believes that the potential exists that when negotiating this contract with VisionAIR, we may have been negotiating for the future of Ingham County. Lansing's 911 center could eventually have a VisionAIR CAD (at a significantly reduced price) and eventually purchase the VisionAIR RMS system, also at a reduced price. This would again further enhance the interoperability in Ingham County.

The current CAD being operated by the East Lansing PSAP was purchased in 1998. Necessity has dictated that we pursue other vendors to upgrade our PSAP's CAD system as well as the aforementioned other technological upgrades. Our current CAD system is slated to become obsolete in the very near future and our current vendor's new "suite of products" did not satisfy the needs of the TIC.

We also explored the option of "tying in" to the Lansing PSAP's Motorola CAD and Motorola RMS. Motorola did not provide a formal appropriate response to the RFP that was released by this TIC. Motorola's current product is slated to be replaced / upgraded in the near future and it appears their cost will be significantly higher than the cost of the VisionAIR suite of products. Motorola estimated their next upgrade or their next suite for CAD only will be approximately \$600,000.00. I've received pricing from VisionAIR for the Lansing PSAP to "tie in" to the VisionAIR CAD. The price for this is less than \$200,000.

On February 17, 2005, I submitted a “projected, 5-year Capital Improvement Schedule” to John Neilsen and the 911 Advisory Committee. We projected spending approximately \$500,000.00 on a new Computer Aided Dispatch System for 2006. We never made that purchase and due to the COPS Grant, we will be spending much less than anticipated.

Thank you for your consideration in this matter.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH EAST LANSING FOR A NEW  
CAD FOR THE 911 CENTER**

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

WHEREAS, the East Lansing 911 Center has identified the need to replace an obsolete CAD System; and

WHEREAS, the Ingham County Board of Commissioners previously authorized the expenditure of \$42,500 from the 911 Ingham County Management and System Improvements Fund as match for the COPS grant; and

WHEREAS, an additional appropriation is necessary to purchase the CAD System; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an additional appropriation of up to \$72,823.03 for a total of up to \$115,323.03 from the 911 Emergency Telephone Dispatch Services - 911 Fund for Management and System Improvements to match the federal COPS grant amount of \$130,125, for a grand total of \$245,448.03 to VisionAIR for the East Lansing 911 Center CAD System.

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

MEMORANDUM

July 5, 2007

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: Second Quarter 2007 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the second quarter of fiscal year 2007. The total increase to the General Fund is \$44,350.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

This quarter's adjustments include some increases to the equipment revolving fund for unbudgeted computer replacements. Also included are some line item transfers requiring Board approval because transfers are being made to or from a personnel line item, or where revenues are being increased. In addition, funds are added to the Circuit Court budget to pay for a 2001 security service invoice that was discovered this year as unpaid.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$567,690. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$600,000.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.



Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2007 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2007 Budget on October 24, 2006 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller's staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2007 BUDGET 07/01/07</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$78,113,105	\$44,350	\$78,157,455
208	Parks	2,034,878	(24,119)	2,010,759
215	Friend of the Court	4,591,252	70,938	4,662,190
263	Local Corrections Training	0	3,000	3,000
292	Family Division Child Care	12,529,584	10,000	12,539,584
664	Mach. & Equip. Revolving	892,857	7,827	900,684

## GENERAL FUND REVENUES

	2007 Budget – <u>7/01/07</u>	<u>Proposed Changes</u>	2007 Proposed <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	45,945,746		45,945,746
Property Tax Adjustments	(200,000)		(200,000)
Delinquent Real Property Tax	10,000		10,000
Unpaid Personal Property Tax	35,000		35,000
Payments in Lieu of Tax	490,000		490,000
Trailer Fee Tax	22,000		22,000
<b>Intergovernmental Transfers</b>			
Transfer from Rev. Sh. Res. Fund	5,560,547		5,560,547
Convention/Tourism Tax - Liquor	1,592,770		1,592,770
Health and Safety Fund	156,071		156,071
Use of Fund Balance	712,298	24,850	737,148
<b>Department Generated Revenue</b>			
Animal Control	542,148		542,148
Circuit Court - Family Division	322,921		322,921
Circuit Court - Friend of the Court	222,302		222,302
Circuit Crt - General Trial	1,717,435		1,717,435
Cooperative Extension	65,150		65,150
County Clerk	563,777	12,000	575,777
District Court	2,615,555		2,615,555
Drain Commissioner/Drain Tax	385,000		385,000
Economic Development	191,549		191,549
Elections	61,650		61,650
Emergency Operations	50,221		50,221
Equalization /Tax Mapping	30,800		30,800

Human Resources	34,073		34,073
Ingham Medical In Kind Services	794,022		794,022
Probate Court	277,178		277,178
Prosecuting Attorney	859,434		859,434
Purchasing	8,706		8,706
Register of Deeds	2,441,750		2,441,750
Remonumentation Grant	160,504		160,504
Sheriff	5,465,379		5,465,379
Treasurer	6,752,775	7,500	6,760,275
Tri-County Regional Planning	58,191		58,191
Veteran Affairs	168,153		168,153
<b>Total General Fund Revenues</b>	<b>78,113,105</b>	<b>44,350</b>	<b>78,157,455</b>

#### GENERAL FUND EXPENDITURES

	2007 Budget – <u>7/01/07</u>	Proposed <u>Changes</u>	2007 Proposed <u>Budget</u>
Board of Commissioners	550,890		550,890
Circuit Court - General Trial	7,084,657	21,306	7,105,963
District Court	2,257,235		2,257,235
Circuit Court - Friend of the Court	1,037,821		1,037,821
Jury Board	1,757		1,757
Probate Court	1,428,668	3,544	1,432,212
Circuit Court - Family Division	5,915,491		5,915,491
Jury Selection	69,244		69,244
Elections	207,933		207,933
Financial Services	660,843	7,500	668,343
County Attorney	424,259		424,259
County Clerk	815,408	12,000	827,408
Controller	876,958		876,958

Equalization/Tax Services	641,001	641,001
Human Resources	749,957	749,957
Prosecuting Attorney	6,092,630	6,092,630
Purchasing	259,864	259,864
Facilities	1,627,554	1,627,554
Register of Deeds	698,421	698,421
Remonumentation Grant	160,504	160,504
Treasurer	661,205	661,205
Drain Commissioner	996,322	996,322
Economic Development	278,486	278,486
Community Agencies	217,485	217,485
Equal Opportunity Committee	500	500
Women's Commission	500	500
Environmental Affairs Comm	500	500
AC Shelter Advisory Board	500	500
FOC Advisory Committee	2,000	2,000
Historical Commission	500	500
Tri-County Regional Planning	96,987	96,987
Jail Maintenance	306,601	306,601
Sheriff	20,861,882	20,861,882
Community Corrections	231,777	231,777
Animal Control	1,410,983	1,410,983
Emergency Operations	164,946	164,946
Board of Public Works	500	500
Drain Tax at Large	150,000	150,000
Health Department	9,074,743	9,074,743
Medical Examiner	344,392	344,392
Substance Abuse	800,620	800,620

Community Mental Health	1,988,566		1,988,566
Department of Human Services	1,286,140		1,286,140
Tri-County Aging	75,325		75,325
Veterans Affairs	358,996		358,996
Cooperative Extension	768,436		768,436
Parks and Recreation	1,938,144		1,938,144
Contingency Reserves	567,690		567,690
Agricultural Preservation Board	38,000		38,000
2-1-1 Project	37,000		37,000
Capital Area Rail Council	2,350		2,350
Capital Improvements	3,889,934		3,889,934
<b>Total General Fund Expenditures</b>	<b>78,113,105</b>	<b>44,350</b>	<b>78,157,455</b>

**General Fund Revenues**

Clerk	Increase postage sales account \$12,000. Funds will be used to purchase additional postage.
Treasurer	Increase indirect cost reimbursement \$7,500 due to implementation of new Circuit Court Department Rate Study.
Use of Fund Balance	Increase use of fund balance \$21,306 for unpaid security service invoices from 2001, and \$3,544 for Probate Court supplies reappropriation.

**General Fund Expenditures**

Circuit Crt – General Trial	Increase contractual services budget \$21,306 for unpaid security service invoices from 2001.
Circuit Court - Family Div.	Transfer \$5,000 from general fund contractual services line item to the truancy program in the Child Care fund. Funds will be leveraged with state child care funds for a total of \$10,000 in expenses to be used for the Truancy Summer Program.
Probate Court	Reappropriate \$3,544 in supplies for items purchased in 2006 but billed to 2007.

Financial Services	Increase contractual services budget \$7,500 for continuation of Circuit Court Department Rate Study initially authorized by Resolution 06-162.
Clerk	Increase postage account \$12,000. Expense is offset by increase in postage sales revenue account.
Controller	Transfer \$7,948 in salary savings from vacant position to purchase new office furniture.
Human Resources	Transfer \$2,000 from contractual services to temporary salaries for temporary increase in number of employment applications received in preparation for the transfer of the Potter Park Zoo to Ingham County.

### **Non-General Fund Adjustments**

Parks (F208)	Transfer funds from Parks seasonal wages to Friend of the Court temporary wages in order to receive cooperative reimbursement funding for administration of the Jail Alternative Sentencing program, initially authorized by Resolution 04-289. (\$24,119)
Friend of the Court (F215)	Increase temporary wages to administer the Jail Alternative Sentencing program, initially authorized by Resolution 04-289 (\$70,938). \$24,119 in funding will come from a transfer from the Parks seasonal wages line item, and the remaining \$46,819 will come from cooperative reimbursement grant payments.
Local Corrections Training (F263)	Increase funds from booking fee revenue designated for corrections training for training expenses. (\$3,000)
Family Division Child Care (F292)	Transfer \$5,000 from general fund contractual services line item to the truancy program in the Child Care fund. Funds will be leveraged with state child care funds for a total of \$10,000 in expenses to be used for the Truancy Summer Program.
Mach./Equip. Revolving (F664)	Increase CIP upgrade funds to purchase: one fax machine for the Health Department (\$1,025), one pc for Parks (\$1,110), and one pc and two laptops for the Board of Commissioners Office (\$3,420), and to cover the additional cost of a printer for Circuit Court (\$641) and the additional cost of a postage machine for the Drain Commissioner's Office (\$1,631).

**2007 CONTINGENCY**

Adopted Contingency Amount	\$600,000
R07-017: Review Jail Medical Expenses	(\$22,310)
R07-067: Increased Funding Community Coalition for Youth	(\$10,000)
<b>Current Contingency Amount</b>	<b>\$567,690</b>

**Agenda Item 6c**

TO: Finance Committee

FROM: Teri Morton, Budget Director

DATE: July 6, 2007

SUBJECT: Draft Resolution to Alter or Extend the Fixed Separate Tax Limitation and to Create a County Advisory Tax Limitation Committee

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As directed by the Finance Committee at its last meeting, attached is a draft resolution to alter or extend the fixed separate tax limitation and to create a county advisory tax limitation committee. This resolution would start the statutory procedure necessary to place a question on the ballot to adopt separate tax limitations, thereby restoring Ingham County's taxing capacity.

If the Board would like to put such a question on the ballot for the November 6, 2007 election, the millage language would have to be approved by the Board and submitted to the Clerk by August 28. This deadline would require that the attached resolution be approved during this round of committee meetings in order to allow time for the appointment of the county advisory tax limitation committee and for the committee to make its recommendation and forward it to the Board of Commissioners.

Dave Stoker from the County Attorney's office will be present at the July 18th Finance Committee meeting to answer questions from the committee.



# **DRAFT**

Introduced by the Finance Committee of the:

## INGHAM COUNTY BOARD OF COMMISSIONERS

### **RESOLUTION TO ALTER OR EXTEND THE FIXED SEPARATE TAX LIMITATION AND TO CREATE A COUNTY ADVISORY TAX LIMITATION COMMITTEE**

WHEREAS, the Property Tax Limitation Act, being Public Act 62 of 1933 (MCL 211.201 *et seq*), allows for separate tax limitations, and

WHEREAS, the Ingham County voters approved such a separate limitation in 1970; and

WHEREAS, the 1970 separate millage limitations have been substantially reduced by State rollback provisions from the levels approved by Ingham County voters in 1970; and

WHEREAS, Board of Commissioners has the authority to initiate a review and vote of the electorate as to the appropriateness of altering the current fixed millage limitations pursuant to Section 5k of the Property Tax Limitation Act (being MCL 211.205k); and

WHEREAS, that upon resolving to alter or extend the fixed millage limitation, the Board of Commissioners is to then notify persons and bodies having appointive powers of the resolution so that a county advisory tax limitation committee can be created to review and provide a recommendation as to the County fixed millage limitation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners resolves to initiate the statutory procedure to consider altering or extending the existing Ingham County fixed mill separate tax limitations of the county and the townships and intermediate school districts in the county.

BE IT FURTHER RESOLVED, that an Ingham County Advisory Tax Limitation Committee shall be created composed of the following:

- (a) The County Treasurer.
- (b) The Chairperson of the Finance Committee of the County Board of Commissioners.
- (c) The Intermediate School District Superintendent or his representative.
- (d) A resident of a municipality having a population of 10,000 or more within the county who shall be selected by the judge or judges of probate of the county.

(e) A member not officially connected with or employed by any local or county unit, who shall be selected by the Board of County Commissioners.

(f) A member who shall be a township supervisor and who shall be selected by a majority of the township supervisors in the county.

BE IT FURTHER RESOLVED, that, as required by statute, the County Advisory Tax Limitation Committee shall meet within 10 days of its selection and shall prepare separate tax limitations for the county and the townships and intermediate school districts in the county, aggregating not more than 9 mills that the majority of the committee considers will provide for the financial needs of the county, townships, and intermediate school districts.

BE IT FURTHER RESOLVED, that the separate tax limitations shall be promptly transmitted to the County Board of Commissioners and the functions of the County Advisory Tax Limitation Committee shall then cease.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners will then propose a resolution submitting the question of adopting separate tax limitations to a vote of the registered and qualified electors of the Ingham County.

**LAKE COUNTY BOARD OF COMMISSIONERS  
RESOLUTION URGING THE MICHIGAN LEGISLATURE TO FREEZE  
TAXABLE VALUES ON RESIDENTIAL PROPERTIES  
#03/14/2007 1129**

**WHEREAS**, the primary source of revenue for local services is a tax on the value of real and personal property; and

**WHEREAS**, the Michigan Constitution requires that real personal property be assessed at 50% of the market value; and

**WHEREAS**, Michigan constitution was amended in 1994 by adopting Proposal "A" creating the concept of "taxable value," which is the assessed value as of December 1994 limited by the rate of inflation or 5% whichever is less; and

**WHEREAS**, Proposal "A" requires that local property taxes are calculated using the "taxable value" as opposed to the assessed value; and

**WHEREAS**, while the increase in assessed values has been determined by the market, increases in taxable values is restricted to the rate of inflation or 5%, whichever is less; and

**WHEREAS**, as a consequence, the taxable values have increased at a much slower rate compared to the assessed value; and

**WHEREAS**, over the last decade a substantial gap has developed for long-term homeowners between taxable and assessed values; and

**WHEREAS**, 2006 witnessed an unprecedented downturn in the Michigan economy resulting in the loss of thousand of well paying jobs. This loss of employment impacted the housing market in Michigan with the average home sales prices falling; and

**WHEREAS**, because of the gap between taxable and assessed values, a significant number of home owners may receive nearly a 4% increase in the tax bills on their homes; and

**WHEREAS**, the unemployment rate in Michigan is one of the highest in the Nation, well above the national average; and

**WHEREAS**, the poor economy in concert with the massive elimination of jobs and high unemployment has rendered many taxpayers overburdened with expenses.

**THEREFORE, BE IT RESOLVED**, that the Lake County Board of Commissioners recognized the hardship, which is created by increasing tax bills during a time, which the State's employment opportunities are limited or non-existent.

**LAKE COUNTY BOARD OF COMMISSIONERS**  
**Resolution #03/14/2007 1129**

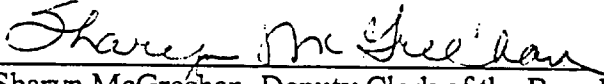
**BE IT FURTHER RESOLVED**, that the Lake County Board of Commissioners urge Governor and Michigan Legislature to recognize this hardship by enacting legislation which would freeze the taxable values at the 2006 levels for a minimum of two years. Taxable values would continue to move to the assessed levels for ownership transfers.

**BE IT FURTHER RESOLVED**, that the County Clerk be directed to forward a copy of this resolution to the Office of the Governor Jennifer Granholm, all Michigan State Legislators and all Michigan Counties, and Michigan Association of Counties.

STATE OF MICHIGAN)  
                                  )SS  
COUNTY OF LAKE     )

I, Sharyn McGreehan, Deputy Clerk of the Board of Commissioners for the County of Lake, do hereby certify that the above and foregoing is a true and correct copy of a resolution passed by the Lake County Board of Commissioners at a regular meeting held on March 14, 2007.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and affixed the official seal at Baldwin, Michigan, this 14<sup>th</sup> day of March, 2007.

  
\_\_\_\_\_  
Sharyn McGreehan, Deputy Clerk of the Board



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

JENNIFER M. GRANHOLM  
GOVERNOR

ROBERT J. KLEINE  
STATE TREASURER

June 13, 2007

**RECEIVED**

JUN 15 2007

INGHAM COUNTY CLERK

MIKE BRYANTON, CLERK  
COUNTY OF INGHAM  
341 SOUTH JEFFERSON  
MASON, MI 48854

Dear MIKE BRYANTON:

Several years ago, the Michigan Department of Treasury commissioned the Institute for Public Policy and Social Research at Michigan State University to evaluate local government fiscal distress indicators contained in existing State law and to propose more effective indicators. The purpose of that endeavor was to identify indicators which would be predictive of fiscal distress rather than reflective of that which already had occurred, thereby providing State officials, local officials, and the general public with objective, measurable, and straightforward information concerning the degree, or absence, of fiscal distress in units of local government.

The resulting study proposed the use of nine fiscal distress indicators, including population growth, real taxable valuation growth, general fund expenditures as a percent of taxable valuation, general fund operating deficits, and general long-term debt. Utilizing this approach, the Department now is in the process of compiling fiscal distress indicator scores for all units of local government.

I have enclosed one copy of the fiscal distress indicator scores for your county for its 2005 fiscal year. Also enclosed is a detailed description of each of the nine fiscal distress indicators and the numeric points assigned to each. Aggregate scoring is based upon zero to one point for each indicator (zero to two points for a prior year general fund operating deficit). A low aggregate score reflects no, or relatively little, fiscal distress, while a higher aggregate score reflects significant fiscal distress.

Approximately 30 days ago, I sent a similar letter with a copy of the fiscal scores to the county administrators asking for their review and comment. I indicated in that letter that upon expiration of the 30-day comment period, I would forward a copy of the fiscal scores to the county boards of commissioners as well as place the scores on the Department of Treasury website. The Department asks that, in your official capacity to receive documents on behalf of the board, you take the appropriate steps to distribute this letter and the enclosed report to its members. Should the board members have any questions or comments regarding the fiscal distress indicators, or the related scores, they may contact me by telephone at (517) 373-3305 or by e-mail at [headenf@michigan.gov](mailto:headenf@michigan.gov). I trust that this information will be of assistance. If I may be of further assistance, let me know.

Sincerely,

Frederick Headen, Director  
Bureau of Local Government Services

Enclosure

**INGHAM County SCORE: 1**

INDICATOR	DESCRIPTION	YEAR	CATEGORY	Score
Population Growth	This first indicator measures population change. If a unit lost population, then it scores a 1, otherwise it is assigned a 0. The estimates provided are from the U.S. Census Bureau. Note that the values for Year 2000 are not estimates but taken from the Census that year.	2005 2000	Population Population	278592 279320  1
Real Taxable Value Growth 1.059518439	Two-year growth periods of real taxable value for each unit are computed. Units score a 1 if they demonstrate negative real growth, and a 0 if they exhibit positive real growth. To compute real taxable value, the current year taxable value is divided by the adjusted deflator indicated to the left.	2005 2003	Taxable Value Real Taxable Value Taxable Value	\$6,636,581,504.00 \$6,263,771,596.33 \$5,915,713,118.00  0
Large Real Taxable Value Decrease	This indicator uses the same data and time lag as indicator 2. The only difference is that a different standard is used. For this indicator, units measuring less than -0.04 receive a 1 and others are marked 0.	2005 2003	Taxable Value Real Taxable Value Taxable Value Standard	\$6,636,581,504.00 \$6,263,771,596.33 \$5,915,713,118.00 0.05884  0
General Fund Expenditures as a Percent of Taxable Value	This indicator has no time lag and deals solely with data from within the same year. To compute this variable, general fund expenditures are divided by taxable value. This is the only variable for which separate standards are used. A standard of 0.05 is used for cities and villages and 0.01 for townships and counties. Units with ratios above the standard receive a 1 and those below score a 0.	2005 2005	General Fund Expenditure Taxable Value Standard	\$53,167,655.00 \$6,636,581,504.00 0.00801  0
General Fund Operating Deficit	This variable is computed by subtracting general fund revenues from general fund expenditures for a given year. This figure is then divided by general fund revenue. If the number that results is less than -0.01, this indicates a unit has a nontrivial operating deficit and this unit received a score of 1. If the unit does not have a general fund operating deficit, or if this deficit is trivial, the unit is given a 0.	2005	General Fund Expenditure General Fund Revenue	\$53,167,655.00 \$65,828,393.00  0.19  0
Prior General Fund Operating Deficits	This indicator captures whether a unit had an operating deficit in the past two years. A score of 1 is assigned for each prior year in which an operating deficit had occurred.	2004 2003	General Fund Expenditure General Fund Revenue General Fund Expenditure General Fund Revenue	\$50,824,284.00 \$65,835,147.00 \$47,945,036.00 \$63,771,932.00  0 0 0 0
Size of General Fund Balance	The actual variable constructed for this indicator is the general fund balance as a proportion of general fund revenue. If a unit maintains a general fund balance less than 13 percent of its general fund revenue, it scores a 1. Conversely a general fund balance above the 0.13 level scores a 0.	2005	General Fund Balance General Fund Revenue	\$14,284,243.00 \$65,828,393.00  0.22  0
Fund Deficits in Current or Previous Year	If there are any fund deficits in one or more of the unit's unreserved fund balances the unit scores a one, otherwise is scores a zero.	2005 2004	Major Fund Deficit Major Fund Deficit	<input type="checkbox"/> <input type="checkbox"/>  0 0
General Long-Term Debt as a Percent of Taxable Value	This variable is constructed by taking general long-term debt and dividing it by the taxable value of the unit. Any unit with a debt to taxable value ratio above 6 percent is scored a 1 and those beneath it a 0.	2005	General Long Term Debt Taxable Value	\$32,105,321.00 \$6,636,581,504.00  0.00  0

NOTE: Taxable value includes real property only and is the value as of the end of the calendar year after adjustments resulting from Board of Review, State Tax Commission, and Michigan Tax Tribunal have been made.

**DELHI CHARTER TOWNSHIP**  
**DEPT. OF COMMUNITY DEVELOPMENT**

2074 Aurelius Road  
Holt, MI 48842-6320

Phone (517) 694-8281  
Fax (517) 694-1289



**DELHI CHARTER TOWNSHIP**

**NOTICE OF HEARING**

**APPLICATION FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE  
BY DART CONTAINER OF MICHIGAN, LLC**

TO THE DELHI TOWNSHIP ASSESSOR AND THE LEGISLATIVE BODY OF EACH  
TAXING UNIT THAT LEVIES AD VALOREM PROPERTY TAXES WITHIN THE  
TOWNSHIP:

DART CONTAINER OF MICHIGAN, LLC  
DELHI TOWNSHIP ASSESSOR  
CATA  
CAPITAL AREA DISTRICT LIBRARY  
CAPITAL CITY AIRPORT AUTHORITY  
HOLT BOARD OF EDUCATION  
INGHAM COUNTY BOARD OF COMMISSIONERS  
INGHAM INTERMEDIATE SCHOOL BOARD  
LANSING COMMUNITY COLLEGE BOARD OF TRUSTEES  
STATE TAX COMMISSION

PLEASE TAKE NOTICE, that on June 6, 2007, Delhi Charter Township received an Application for Industrial Facilities Exemption Certificate from Dart Container of Michigan LLC. A copy of the Application without exhibits and appendices is attached for your information and review. A complete copy of the Application and attachments may be obtained upon request from the Delhi Township Community Development Department by calling 517-694-8281 or by e-mail at: [tracy.miller@delhitownship.com](mailto:tracy.miller@delhitownship.com).

PLEASE TAKE FURTHER NOTICE, that the Township Board of Delhi Charter Township shall afford an opportunity for hearing on the referenced Application on July 17, 2007, at 8:00 p.m., held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan, in the Charter Township of Delhi, Ingham County.

Evan Hope, Township Clerk



**OFFICE OF THE MAYOR**

9th Floor, City Hall  
124 W. Michigan Avenue  
Lansing, Michigan 48933-1804  
(517) 483-4141 (Voice)  
(517) 483-4479 (TDD)  
(517) 483-6006 (Fax)  
mayor@ci.lansing.mi.us

**Virg Bernero**  
Mayor

June 20, 2007

Marc Thomas, Chairperson  
Ingham County Board of Commissioners  
Ingham County Courthouse  
341 S. Jefferson  
P.O. Box 319  
Mason, MI 48854

Dear Commissioner Thomas:

As you know, the Department of Human Services is the designated state fiduciary for the Strong Families/Safe Children (SF/SC) funds, which is a Michigan community-based and statewide collaborative initiative for the federal "Promoting Safe and Stable Families" legislation that provides funds to states for new and enhanced family reservation, family support, time-limited reunification, and adoption promotion and support services.

SF/SC funds have supported Allen Neighborhood Center, Baker Donora Focus Center, Southside Community Center and the NorthWest Initiative since March, 2000. However, as of July 3, 2007 it is anticipated that SF/SC funding will end and no longer be available. This will create an unexpected budget deficit for the neighborhood centers and a negative implication to providing easy accessibility of comprehensive services to those in Lansing's most fragile neighborhoods.

In a discussion during a meeting with the City of Lansing administration and Ingham County Board of Commissioners representing Lansing, a proposal was made to provide an equal level of funding in the amount of \$36,000 each from July 1 through September 30, 2007 for the city and October 1 through December 31, 2007 from the county to cover the shortfall of each of the neighborhood centers. The City of Lansing intend to adopt this proposal and looks forward to once again collaborating with the Ingham County Board of Commissioners to improve the quality of life to our residents. Thanks so much.

Sincerely,

**Virg Bernero**  
Mayor of Lansing

cc: Joan Jackson Johnson, Ph.D.  
Todd Tennis