

CHAIRPERSON
MARC THOMAS

VICE-CHAIRPERSON
DIANNE HOLMAN

VICE-CHAIRPERSON PRO-TEM
MIKE SEVERINO

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, JUNE 6, 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 [May 16, 2007](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Ingham County Sheriff's Office, Emergency Operations Division - Resolution to Enter into an Agreement with the City of Lansing as the Fiduciary for the FY2006 State Homeland Security Grant/Law Enforcement [Terrorism Prevention Program](#).
2. Prosecuting Attorney's Office
 - a. Resolution to Authorize the [Prosecuting Attorney's Office](#) to Enter into a Contract to Evaluate In-Take Procedures
 - b. Resolution Authorizing the [Ingham County Board Chairperson](#) to Sign Domestic Violence Grant Applications
3. Ingham County Treasurer - Resolution Approving the Establishment of the Tax Forfeiture/Foreclosure Coordination Position in the [County Treasurer's Office](#)
4. Ingham County Parks
 - a. Resolution Authorizing the 2007 Potter Park and [Potter Park Zoo Budget](#)
 - b. Resolution Authorizing [Parking, Admission, and Shelter Fees](#) for Potter Park and Potter Park Zoo
5. Facilities Department - Resolution Authorizing the Award of a Contract with M One Limited, Inc. DBA: Mark 1 Restoration Services for [Exterior Weatherproofing](#) and Restoration at the Human Services Facility
6. Health Department - Resolution to Authorize a [Public Health Nursing Letter of Understanding](#) with the Ingham Intermediate School District
7. Ingham County Human Resources - Resolution Establishing the Employees of Teamsters Local 580 and UAW Local 2256 as a Division within the [MERS Defined Benefit Program](#)
8. Ingham County Commissioner Todd Tennis - Resolution Supporting [State Revenue Enhancements](#)

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

FINANCE COMMITTEE

May 16, 2007

Minutes

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

Members Absent: None

Others Present: Teri Morton, Rick Terrill, Jim Hudgins, Karen Chadwick, Bryce Alford, Dan Dundas, Dennis Denaray and others

The meeting was called to order by Chairperson Celentino at 6:03 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the May 2, 2007 Minutes

MOVED BY COMM. WEATHERWAX-GRANT, SUPPORTED BY COMM. GREBNER, TO APPROVE THE MAY 2 MINUTES AS AMENDED. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis

The Minutes were amended to reflect the following:

Page One: Additions to the Agenda: item 4 was pulled from the Agenda.

Additions to the Agenda

2. Resolution Amended by the Law Enforcement Committee
5. Resolution Amended by the Judiciary Committee
8. Resolution Opposing Senate Bill 220

Chairperson Celentino informed the Committee that the Board's letter opposing Senate Bill 220 could be signed this evening by the Commissioners.

Limited Public Comment: None

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

4. Facilities Department
 - a. Resolution Awarding a Contract to Dietz Janitorial Services, Inc. for Cleaning Services at the Human Services Building, the Grady Porter Building/Veterans Memorial Courthouse, and Willow Clinic/Health Department
 - b. Resolution Authorizing the Modification of the Position Allocation List Within the Facilities Department

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis

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

1. Sheriff's Office – Resolution to Accept up to \$18,000 from the Lansing Police Department for the Drive Michigan Safely Task Force Grant for FY 2006-2007

MOVED BY COMM. GREBNER, SIUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION TO ACCEPT UP TO \$18,000 FROM THE LANSING POLICE DEPARTMENT FOR THE DRIVE MICHIGAN SAFELY TASK FORCE GRANT FOR FY 2006-2007.

Comm. Dougan stated the title of the Resolution should be changed to indicate the \$18,000 is being received from the City of Lansing, not the Lansing Police Department.

FRIENDLY AMENDMENT to change “Lansing Police Department” to “City of Lansing” in the title and the THEREFORE BE IT RESOLVED paragraph.

MOTION CARRIED UNANIMOUSLY as amended. Absent: Comm. Tennis

2. 911 Advisory Board – Resolution Authorizing a Contract with M/A-COM., Inc. for a Multi-Site Enhancement to the Public Safety Wireless Voice Communications System

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. WEATHERWAX-GRANT, TO APRPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH M/A-COM., FOR A MULTI-SITE ENHANCEMENT TO THE PUBLIC SAFETY WIRELESS VOICE COMMUNICATIONS SYSTEM.

Comm. Dougan asked when this project would be completed. Mr. Denaray stated the project should be completed approximately three months after the contract has been signed. Comm. Weatherwax-Grant asked if there is a less expensive way of accomplishing this project. Mr. Dundas explained that simulcast would be easier to install, however, the cost of that system would be an additional \$200,000.

Comm. Grebner stated the new communication system was installed to improve the current system. The new system has vastly improved the old system.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis

3. Health Department – Resolution to Accept Donated Funds for the Health Department's Health Care for the Homeless Program (Sparrow Community Health Center)

(Comm. Tennis arrived at 6:19 p.m.)

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION TO ACCEPT DONATED FUNDS FOR THE HEALTH DEPARTMENT'S HEALTH CARE FOR THE HOMELESSS PROGRAM (SPARROW COMMUNITY HEALTH CENTER).

After a brief discussion, the Committee consented to a FRIENDLY amendment to add an additional BIFR paragraph which indicates that letters of acknowledgement of donations be sent to the appropriate entities.

MOTION CARRIED UNANIMOUSLY as amended.

5. Judiciary Committee Chairperson Bahar-Cook – Resolution Authorizing the County Controller to Procure Property for the Continuum of Care Facility

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION AUTHORIZING THE COUNTY CONTROLLER TO PROCURE PROPERTY FOR THE CONTINUUM OF CARE FACILITY.

Comm. Dougan stated he approved the Judiciary Committee's amendment to add "subject to approval by the Board Chair." He then stated the amendment should be more detailed. Chairperson Thomas explained there should be a quick process for the Controller to put down some funds to hold a property until the matter can be placed on the committee agenda. The County has lost the opportunity to place a bid on property due to the current slow process.

Comm. Weatherwax-Grant stated the term "procure" also means to rent a property. Comm. Grebner explained the Resolution indicates that an offer would be made on a contingent basis. He then suggested the Resolution authorize the Controller to offer a specified amount.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. DOUGAN, TO AMEND THE RESOLUTION TO AUTHORIZE THE CONTROLLER TO PLACE A DEPOSIT ON PROPERTY WHICH IS NOT TO EXCEED \$50,000. MOTION CARRIED UNANIMOUSLY.

MAIN MOTION CARRIED UNANIMOUSLY as amended.

6. Controller's Office – Resolution Updating Various Fees for County Services

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. WEATHERWAX-GRANT, TO APPROVE THE RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES.

Comm. Dougan requested a split in the fees as follows:

Environmental Health: Point of Sale –	Application processing fee
	On site evaluation well & waste treatment system
	Follow up/hr. – septic only
	Follow up/hr. – sell only
	Annl Inspector renewal fee

The request to split the fees was granted.

MOTION REGARDING THE ABOVE FEES: MOTION CARRIED UNANIMOUSLY.

MAIN MOTION CARRIED with Comms. Celentino and Dougan voting NO.

7. Board Referral – Notice of Public Hearing from Delhi Township Regarding an Application for an Industrial Facilities Exemption Certificate by Orchid Stealth Orthopedic Solutions

The Board Referral was received and placed on file.

8. Resolution Opposing Senate Bill 220

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. HERTEL, TO APROVE THE RESOLUTION OPPOSING SENATE BILL 220.

The Committee held a brief discussion regarding this item. It then consented to the following amendment:

The Committee also consented to a Friendly Amendment to the second line of the Be it Further Resolved paragraph to remove "Senate Bill 220" and replace it with "*the elimination of PA 2 Funds to Counties*"

MOTION CARRIED UNANIMOUSLY as amended.

Public Comment: None

Announcements: None

The meeting adjourned at 6:37 p.m.

Respectfully submitted,

Debra Neff

RESOLUTION STAFF REVIEW

DATE May 24, 2007

Agenda Item Title: Resolution to Enter into an Agreement with the City of Lansing as the Fiduciary for the FY2006 State Homeland Security Grant/Law Enforcement Terrorism Prevention Program

Submitted by: Sheriff's Office/Emergency Operations

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

Summary of Proposed Action: This resolution authorizes entering into an agreement with the City of Lansing as the fiduciary for the FY2006 State Homeland Security Grant/Law Enforcement Terrorism Prevention Program. (See the attached agreement.)

The Region One Planning Board, in cooperation with the Ingham County Sheriff's Office, Emergency Operations Division, in cooperation with the Ingham County Local Planning Team will identify eligible projects to be presented to the Board of Commissioners for approval.

Financial Implications: The City of Lansing is the fiscal agent for this year's funding for the regional State Homeland Security Grant/Law Enforcement Terrorism Prevention Program. There will be \$3.7 million region wide to distribute.

Other Implications: New this year is that this is a region-wide grant whereas in previous years Ingham County received grant funding directly.

Staff Recommendation: MM __ JN X HH __ TM __ JC __
Staff recommends approval of this resolution.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO AN AGREEMENT WITH THE CITY OF LANSING AS THE FIDUCIARY FOR THE FY2006 STATE HOMELAND SECURITY GRANT/LAW ENFORCEMENT TERRORISM PREVENTION PROGRAM

WHEREAS, the Ingham County Sheriff's Office, Emergency Operations Division, will receive grant funding from the Department of State Police, Emergency Management Division to prevent, deter, respond, and recover from threats and incidents of terrorism; and

WHEREAS, the grant will be distributed to the Region One Board with the City of Lansing serving as the fiduciary agent for the region who will authorize the necessary sub-contract; and

WHEREAS, the City of Lansing wishes to enter into an agreement with Ingham County to receive equipment and/or reimbursement for exercising, training, and planning.

THEREFORE BE IT RESOLVED, that Ingham County will enter into an agreement with the City of Lansing as the fiduciary for the 2006 State Homeland Security Grant/Law Enforcement Terrorism Prevention Program for grant eligible projects for the time period of February 1, 2007 through February 1, 2008.

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

2006 HSGP Region I Board Equipment/Exercising/Planning Agreement

As part of the 2006 Homeland Security Grant Program (HSGP) the Region I Board has elected the City of Lansing to serve as the fiduciary for the region.

As the fiduciary, the City of Lansing agrees to accept the funds awarded on the region's behalf and shall spend those funds according to decisions made and approved by the Region I Board.

In this capacity, the City of Lansing agrees to be the sub-grantee with the State of Michigan for the 2006 HSGP. By becoming the sub-grantee, the City of Lansing agrees to the following:

To comply with all requirements listed in the grant agreement with the State of Michigan.

To comply with 2006 HSGP grant guidance.

As part of the 2006 HSGP, the City of Lansing will be required to purchase equipment that will be transferred to other jurisdictions within Region I. The City of Lansing agrees to the following:

To keep an up to date inventory of the equipment, which includes jurisdiction assigned and its physical location for up to 3 years after the grant has been closed out.

To notify each jurisdiction within the region, at the end of the fiscal year, the dollar amount of equipment that has been turned over to that jurisdiction, to be listed on the jurisdiction's Schedule of Expenditures of Federal Awards.

Transfer ownership of equipment purchased with 2006 HSGP funds to jurisdictions in Region I at the direction of the Region I Board.

Due to the fact that the City of Lansing is the sub-grantee for the 2006 HSGP, the Region I Board agrees to the following:

Equipment purchased by the City of Lansing on behalf of a jurisdiction in Region I shall be the responsibility of that jurisdiction, not the City of Lansing.

If equipment that has been purchased and transferred to a jurisdiction in Region I is found to be ineligible on a State or Federal Audit, the jurisdiction to which it has been assigned will reimburse the City of Lansing the amount State or Federal Auditors are requesting be returned. **Approved Eligibility Conformation Forms will eliminate this potential problem.**

If equipment is misused by the jurisdiction to which it has been assigned, resulting in damage, destruction or an ineligible determination by auditors, that jurisdiction shall be financially responsible for the replacement of the equipment.

It shall be the responsibility of the receiving jurisdiction to maintain contact with the fiduciary on the assigned location of the equipment for three years after the grant period ends. (March 31, 2011)

The City of Lansing will only reimburse for eligible items for M&A, Planning, Equipment & Exercise cost.

Jurisdictions that do not wish to sign this resolution will not be assigned equipment under the 2006 HSGP.

The above agreement is agreed to and approved by the Region I Board Chair by his signature below.

Printed Name

Signature

Date

The above agreement is agreed to and approved by the City of Lansing, which will act as the fiduciary agent for Region I Board. The individual or officer signing this agreement certifies by his or her signature that he or she is authorized to sign this agreement on behalf of the City of Lansing.

Printed Name

Title

Signature

Date

The following jurisdictions in Region I agree to and approve the above agreement. The individual or officer signing this agreement certifies by his or her signature that he or she is authorized to sign this agreement on behalf of the jurisdiction he or she represents.

Printed Name

Title

County Name

Signature

Date

RESOLUTION STAFF REVIEW

DATE May 22, 2007

Agenda Item Title: Resolution to Authorize the Prosecuting Attorney’s Office to Enter into a Contract to Evaluate In-Take Procedures

Submitted by: Prosecuting Attorney’s Office

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

Summary of Proposed Action: This resolution will authorize the Prosecuting Attorney to enter a contractual relationship with a qualified vendor to provide in-take services and make recommendations for the time period of around July 1, 2007 to September 30, 2007. A retiring Assistant Prosecuting Attorney, Mike Ferency is proposed to be the independent contractor.

Financial Implications:
The funds for this will come from the Prosecuting Attorney’s 2007 budget. Estimated costs are:

\$60 per hour * 30 hours per week = \$1,800 per week
\$1,800 per week * 13 weeks = \$23,400 total

Other Implications: The Prosecutor prefers this temporary arrangement due to uncertainty on continued Cooperative Reimbursement Funds effective October 1, 2007 which may result in a reduction in Prosecuting Attorneys that provide this service.

Staff Recommendation: MM __ JN X HH __ TM __ JC __
Staff is still researching the issue of whether this proposal meets the definition of an independent contractor and will report their recommendation by the Law Enforcement Committee meeting of May 31.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PROSECUTING ATTORNEY'S OFFICE TO ENTER INTO
A CONTRACT TO EVALUATE IN-TAKE PROCEDURES**

WHEREAS, the Ingham County Prosecuting Attorney, and his appointed Assistants, authorize all criminal prosecutions under the Laws of the State of Michigan, except those matters authorized by the Attorney General of the State of Michigan, within the County of Ingham; and

WHEREAS, the several law enforcement agencies operating within the County of Ingham each have individualized practices in the preparation and presentation of materials that accompany their requests for authorized criminal complaints; and

WHEREAS, the working relationships between the several law enforcement agencies and the Office of Prosecuting Attorney must be maintained to assure high levels of cooperation; and

WHEREAS, a goal of the Office of Prosecuting Attorney is a consistent and uniform presentation of law enforcement agency reports, materials and identification of evidence, including witnesses; and

WHEREAS, a goal of the Office of Prosecuting Attorney is to progress toward a "paperless" system of the in-take of requests for criminal complaints; and

WHEREAS, the evaluation of major policy and organizational restructuring does benefit from comparison and testing; and

WHEREAS, a contractual relationship between a vendor having actual experience in the in-take procedures now employed by the Office of Prosecuting Attorney for the purposes of examining alternative or replacement procedures would be of great benefit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Prosecuting Attorney to enter a contractual relationship with a qualified vendor to provide in-take services and make recommendations.

BE IT FURTHER RESOLVED, that the contractual relationship shall commence on or about July 1, 2007 and continue to September 30, 2007.

BE IT FURTHER RESOLVED, that the Prosecuting Attorney shall limit a qualified vendor to no more than \$60.00 per hour, with no more than 30 charged hours per week with the funds to come from the Prosecutor's 2007 budget at a cost not to exceed \$ 23,400.

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

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 May 24, 2007

Agenda Item Title: Resolution Authorizing the Ingham County Board Chairperson to Sign Domestic Violence Grant Applications

Submitted by: Prosecuting Attorney's Office

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

Summary of Proposed Action: This resolution will authorize the Board Chairperson to sign Domestic Violence Grant Applications. The Prosecuting Attorney, as well as the 54-B and 55th District Court Judges wish to utilize the model of the DART program to expand domestic violence services in municipalities outside the City of Lansing.

If awarded the grant, a separate resolution will need to be authorized by the Board of Commissioners for the acceptance of the grant and for approval of any necessary subcontracts and/or positions.

Financial Implications: None.

Other Implications: None.

Staff Recommendation: MM ____, JN X HH ____, TM ____, JC ____
Staff recommends approval of this resolution.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE INGHAM COUNTY BOARD CHAIRPERSON TO SIGN DOMESTIC VIOLENCE GRANT APPLICATIONS

WHEREAS, the Domestic Assault Response Team (DART) has since 2001 provided quality, grant-funded services to the citizens of Lansing without cost to the Ingham County General Fund; and

WHEREAS, the Prosecuting Attorney as well as the 54-B and 55th District Court Judges wish to utilize the model of the DART program to expand domestic violence services in municipalities outside the City of Lansing; and

WHEREAS, possible sources of domestic violence grant funding have been identified which would not obligate the County to provide matching funds, including but not limited to the Byrne Memorial Law Enforcement Grant.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign grant applications, assurances and certifications, relating to domestic violence programming, provided that no local matching funds are obligated or required.

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RESOLUTION STAFF REVIEW

DATE May 21, 2007

Agenda Item Title: Resolution Approving Establishment of the Tax Forfeiture / Foreclosure Coordinator Position

Submitted by: Eric Schertzing, Ingham County Treasurer

Committees: LE___ JD___, HS___, CS_ X_, Finance_ X_

Summary of Proposed Action: This resolution would authorize establishment of the following job classification and salary grade.

<u>Proposed Grade</u>	<u>Job Title</u>
PRO_01	Tax Forfeiture / Foreclosure Coordinator Position

Financial Implications: The 2007 designated compensation range for PRO_01 is \$29,838 - \$35,821. The total salary cost for the remainder of 2007 not to exceed \$14,919 (*excluding fringe benefits*). Calculation based upon six (6) months remaining in 2007. ICEA County Professional support (agreement) presented in correspondence dated May 10, 2007, signed by Ms. Charlene Corrigan, ICEA President.

Other Implications: ICEA County Professional support (agreement) presented in correspondence dated May 10, 2007, signed by Ms. Charlene Corrigan, ICEA President.

Staff Recommendation: MM___ JN___ HH_ X TM___ JC___
Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING THE ESTABLISHMENT OF THE
TAX FORFEITURE/FORECLOSURE COORDINATOR POSITION
IN THE COUNTY TREASURER'S OFFICE**

WHEREAS, the Ingham County Board of Commissioners and the Ingham County Treasurer took action in December of 2004 to assume the responsibility for Public Act 123 of 1999, the Delinquent Property Tax Foreclosure Act; and

WHEREAS, the Ingham County Treasurer's Office is providing improved service to Ingham County Taxpayers by handling the Delinquent Property Tax Foreclosure Process; and

WHEREAS, the Foreclosure Process provides for full cost recovery for the program including staff, legal, contract services and supplies, and the Treasurer is generating the additional funding necessary for this position in the Delinquent Tax Revolving Fund; and

WHEREAS, the Ingham County Treasurer has previously created a Property Tax Coordinator position to administer the requirements of PA 123 under the Treasurer's supervision; and

WHEREAS, the Treasurer has identified a need to coordinate work for the increasing volume of forfeitures and the increasing need for foreclosure prevention effort that can best be performed by the designated position; and

WHEREAS, the auction process and Land Bank have coordination needs with the foreclosed parcels and the Land Bank has budgeted staff cost to reimburse the County for 25% of this position; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the establishment of the Tax Forfeiture/Foreclosure Coordinator position effective July 1, 2007.

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

RESOLUTION STAFF REVIEW

DATE May 25, 2007

Agenda Item Title: Resolution Authorizing the 2007 Potter Park and Potter Park Zoo Budget

Submitted by: Parks and Recreation Commission

Committees: LE___ JD___, HS___, CS_X_, Finance_X_

Summary of Proposed Action:

This resolution would authorize a budget for the Potter Park Zoo for the period of July 1, 2007 through December 31, 2007. This resolution also authorizes the listed positions to be filled.

Financial Implications:

The expenditures for the Potter Park Zoo will be paid from the millage approved by the voters in the November 2006 election. No general fund dollars will be used.

Other Implications: None.

Staff Recommendation: MM_X JN___ HH___ TM___ JC___

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE 2007 POTTER PARK AND
POTTER PARK ZOO BUDGET**

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

WHEREAS, the Ingham County Board of Commissioners has entered into an agreement with the City of Lansing for the lease and operation of Potter Park and the Potter Park Zoo; and

WHEREAS, the Uniform Budgeting and Accounting Act, Public Act 621 of 1978, requires that each local unit of government adopt a balanced budget for all required funds; and

WHEREAS, the Ingham County Parks and Recreation Commission has submitted a recommended budget for the Potter Park Zoo for the time period from July 1, 2007 to December 31, 2007; and

WHEREAS, the County Controller has considered this request and has submitted a recommended budget as required by statute and Board of Commissioners' resolution.

THEREFORE BE IT RESOLVED, that the 2007 Potter Park and Potter Park Zoo Budget recommended by the Ingham County Parks and Recreation Commission and attached is hereby adopted on a basis consistent with Ingham County's Budget Adoption and Amendment Policies and subject to all county policies regarding the expenditure of funds and the conditions set forth in this resolution.

BE IT FURTHER RESOLVED, that the adopted budget is based on current estimates of revenues and expenditures, and that the Board of Commissioners may find it necessary to adjust budgeted revenues and expenditures from time to time during the year.

BE IT FURTHER RESOLVED, that the County Controller is hereby authorized to make budgetary transfers within the various funds and authorize expenditures in accordance with the budgetary procedures established by the Board of Commissioners in Resolution #90-274, as amended by Resolution #94-93 and #04-253.

BE IT FURTHER RESOLVED, that the expenditures shall not be incurred in excess of the individual budgets adopted herein without first amending the budget pursuant to the budgetary procedures established by the Board of Commissioners in Resolution #90-274, as amended by Resolutions #94-93 and #04-253.

BE IT FURTHER RESOLVED, that all purchases made with funds appropriated in this budget shall be made in conformance with the Purchasing Procedures Manual, as adopted and amended by the Board, and that these budgeted funds are appropriated contingent upon compliance with the Purchasing Procedures Manual.

BE IT FURTHER RESOLVED, that the approved Position Allocation List contained in the budget shall limit the number of permanent employees who can be employed.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to county appropriations which are contained in the adopted budget, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than that is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that funds generated by the zoo millage, but not spent by the end of the fiscal year for specific Board approved projects, may be carried over into the next fiscal year without additional Board approval, provided the Controller and Budget Office certified that the funds are available.

BE IT FURTHER RESOLVED, that the following Position Allocation List be approved:

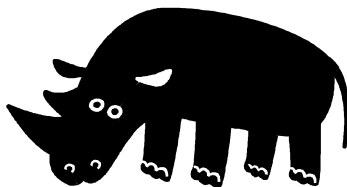
Manager/Curator	Maintenance Worker 400
Curator/Veterinarian	Maintenance Worker 300
Principle Clerk	Maintenance Worker 300
Zookeeper 600	Maintenance Worker 300
Zookeeper 600	Security Worker 100
Zookeeper 400	Security Worker 100 (P/T)
Zookeeper 400	Receptionist/Clerk (P/T) – New Position
Zookeeper 400	Maintenance Workers – Seasonal (4)
Zookeeper 400	Maintenance Workers – Seasonal (4) – New Positions
Zookeeper 400	
Zookeeper 400	
Zookeeper 400	
Zookeeper 300	
Zookeeper 300 – New Position	



Ingham County Parks Department

Potter Park Zoological Gardens

2007 Budget Request



April 20, 2007

6 MONTH BUDGET
OPERATING & CAPITAL BUDGET - 2007

Potter Park Zoological Gardens

Monday, April 23, 2007

	704000 Permanent Wages	410,129
	705000 Salaries & Wages - Temp	58,116
	706000 Salaries & Wages - overtime	18,700
	706700 Overtime wages - seasonal	250
	708000 Meeting fees	3,000
	708000 Misc Benefits	9,231
	714000 Unemployment	15,000
	715000 FICA county share	37,499
	716000 Dental Ins	9,086
	716020 Health Ins PHP	107,256
	716040 Retiree Health Ins Trust/pre funding	74,000
	717000 Life insurance	2,330
	717100 Disability Insurance	2,127
	718000 Retirement Program	66,407
	720000 Longevity Bonus	12,000
	722000 Workers Comp	21,998
	726010 Supplies	5,000
	726015 Animal feed	30,000
	728000 Printing and Binding	4,000
	729000 Postage	1,800
	730000 Office Supplies	3,000
	731000 Photo copying & supplies	1,500
	734000 Non - Capital Equipment	39,921
	740000 Maintenance supplies	32,000
	743000 Other supplies	7,616
	743100 Small tools	850
	745000 Uniforms & accessories	7,000
	802100 Animal husbandry / lab work	10,000
	815000 Memberships/subscriptions	2,700
<u>See attached document # 1, page 1</u>	818000 Contractual service	26,807
	861000 Travel expense - local	1,500
	861100 Trvl prof develop instate	500
	861110 Trvl prof develop out state	1,100
	901000 Advertising - marketing	5,000
	915050 Liability ins premium	5,000
	921000 Utilities	61,650
	921050 Telephone & telegraph	5,000
	921060 Telephone - long distance	1,800
	931000 Building Repair & Maintenance	20,000
<u>See attached document # 1, page 2</u>	931100 Maintenance related contractual	111,904
	932000 Equipment repair & maintenance	34,000
	933000 Vehicles - fuel	10,000
	942000 Equipment rental	2,000
	960000 Empl training & Improvement	2,000
<u>See attached eagle exhibit document # 2</u>	975000 Buildings - Capital Budget	90,000
<u>See attached building repair document # 3</u>	976000 Building repairs - Capital Budget	257,000
<u>See attached equipment document # 4</u>	978000 Equipment - Capital Budget	233,100
<u>See attached MIS document # 5</u>	979000 Technology & Phones - Capital Budget	129,975
	Expense Total	1,990,852
	403015 Millage	3,233,430
	600000 Shelter Rentals	5,000
	652000 Entrance/Parking Fees	37,500
	652100 Zoo Admission Fees	117,000
	652200 Wonderland of Lights	8,700
	673000 Sale of Assets	10,500
	Revenue Total	3,412,130
	Total Revenue	3,412,130
	Total Expenses	1,990,852
	Fund Balance	1,421,278

Potter Park Zoological Gardens Budget

Contractual Services Detail

Attachment 1

April 20, 2007

2007 Contract Form

Attachment # 1, page 1

Friday, April 20, 2007

DEPARTMENT: Parks/Potter Park Zoo

Account Number(s)			Vendor Name - if known	- Last Signed - Begin Date End Date		Actual 2005 Cost	Budget 2006	1/2 year Budget 2007	Purpose of Contracts If new please indicate
258	69200	818000	Ingham County	n/a	n/a	-	-	11,967	NEW - Clerical services
258	69200	818000	Ingham County	n/a	n/a	-	-	2,500	NEW - Accounting services
258	69200	818000	Mauers	n/a	n/a	-	-	2,500	New - Uniforms
258	69200	818000	BW&L	n/a	n/a	-	-	3,000	New - Radios
258	69200	818000	Guardian	n/a	n/a	-	-	1,000	NEW - Security alarms buildings
258	69200	818000	Simplex	n/a	n/a	-	-	400	NEW - Fire alarms - buildings
258	69200	818000	McNamara's	n/a	n/a	-	-	1,500	NEW - produce contract
258	69300	818000	RecNet	n/a	n/a	-	-	390	% of contract based on use
258	69200	818000	State of MI	n/a	n/a	-	-	200	LEIN terminals for police
258	69200	818000	BRD Printing	n/a	n/a	-	-	350	Mailing service newsletters 25% of cost
258	69300	818000	Goose Busters	n/a	n/a	-	-	3,000	Goose round up
								26,807	SUBTOTAL 818000

Potter Park Zoological Gardens Budget

New Construction Capital Improvement Detail

Attachment 2

April 20, 2007

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS/POTTER PARK ZOO

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
1	Eagle Exhibit	Major	New

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$150,000				
NEW OPERATING COSTS	N/A				
TOTAL PROJECT COST	\$150,000				
SOURCES OF FUNDING (DESCRIBE)					
Zoological Society	\$60,000				
General Fund					
Potter Park Zoo millage	\$90,000				
TOTAL SOURCES	\$150,000				

BRIEF DESCRIPTION OF PROJECT: **Eagle Exhibit**



In hopes of being completed in 2007, the Potter Park Zoo Eagle Exhibit will be the first of its kind in the Mid-Michigan area and represents what can occur when various organizations serving the same populations collaborate on a project.

Initial designs for the Eagle Exhibit have it located near the zoo entrance adjacent to the existing Otter, Fox, and Wolf Exhibits and across from the American Indian Totem Pole. The addition of the Eagle Exhibit gives visitors a broader grasp of North American wildlife.

This large exhibit will provide ample living space for its occupants that reflect their natural habitats. It will be centrally supported by two large existing trees. In order to optimize visibility for park patrons, stainless steel mesh will be used for the exhibit enclosure. This tall exhibit will allow the eagles to spread their wings and give visitors the chance to observe their natural flight formation.

The park is located in the heart of Lansing, which is located in close proximity to 87% of the residents of Ingham County. The Eagle Exhibit at Potter Park Zoo will provide a recreated natural environment that can be visited and enjoyed by residents of Ingham County and surrounding areas throughout the entire year.

Potter Park Zoological Gardens Budget

Building Major Maintenance Item Detail

Attachment 3

April 20, 2007

Summary

Potter Park Zoo

Attachment #3

Building Capital Improvement Budget

The following maintenance projects have been identified as priority 1 for improvements. Many other buildings and exhibits are in need of significant repairs throughout the Zoo in the next 2 to 5 years. Additional assessment will be done after we have assumed operation of the Zoo.

Monday, April 23, 2007

Bird and Reptile House

	Estimated Cost
Item required: <u>Boiler replacement & air quality improvement</u> The existing unit is over 30 years old and requires replacement.	75,000 - 100,000

Pavilion II & Maintenance Building

Item required: Extend roof overhang	8,000 - 10,000
Item required: Restrooms	16,000 - 20,000
Item required: Retaining wall	10,000 - 12,000

The roof overhang will eliminate water pooling on a patio area that subsequently runs down into and floods the restrooms and maintenance area. The restrooms require, an overall update to include, sandblasting, painting, sealing, stall dividers, fixtures and lighting.

Penguin Pool Exhibit

Item required: <u>Repair of pool</u> The pool leaks up to 1 foot of water per day.	30,000 - 50,000
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Big Barn Roof

Item required: <u>Repair of large hip roof</u> The roof leaks extensively.	25,000 - 35,000
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Kangaroo Barn

Item required: <u>Roof replacements</u> Existing roof has holes throughout.	12,000 - 15,000
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Card Readers - Gates	15,000
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Item required: Card access system
Provide security and appropriate access to zoo.

Estimated Total **\$176,000 - \$257,000**

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS/POTTER PARK ZOO

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
1	Boiler replacement/air quality improvement - Bird and Reptile House	Major	New

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$100,000				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$100,000				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$100,000				
TOTAL SOURCES	\$100,000				

BRIEF DESCRIPTION OF PROJECT: Boiler replacement & air quality improvement for the Bird and Reptile House

The existing unit is over 30 years old and requires replacement. Consistent temperatures and good air quality are critical to the survival of these species.

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS/POTTER PARK ZOO

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
2	Pavillion II & Maintenance Building	Major	Maint

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$42,000				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$42,000				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$42,000				
TOTAL SOURCES	\$42,000				

BRIEF DESCRIPTION OF PROJECT: Pavilion II and Maintenance building repairs

The roof overhang will be extended to eliminate water pooling on the patio area. This water subsequently runs down into and floods the public restrooms and the maintenance area used by park staff. The restrooms require overall updating to include sandblasting, painting, sealing, new stall dividers, fixtures and lighting. A retaining wall, that supports an out of doors stairway from the upper level to the lower level (where public restrooms and maintenance facility are located) requires re-structuring. Public safety is a primary concern and the stairwell may require closing if it is not improved.

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS/POTTER PARK ZOO

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
3	Penguin Pool Exhibit	Major	Maint

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$50,000				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$50,000				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$50,000				
TOTAL SOURCES	\$50,000				

BRIEF DESCRIPTION OF PROJECT: Repair of pool in the Penguin exhibit

The pool leaks up to 1 foot of water per day. Pool leaks cause underground erosion causing a potential failure of the overall pool structure. Continually replenishing the pool increases utility use to maintain correct water temperatures.

2007 CAPITAL BUDGET REQUEST FORM**DEPARTMENT: PARKS/POTTER PARK ZOO**

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
4	Kangaroo Barn	Major	Maint

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$15,000				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$15,000				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$15,000				
TOTAL SOURCES	\$15,000				

BRIEF DESCRIPTION OF PROJECT: Replace roof on Kangaroo Barn

The existing roof has hole throughout. The interior of the facility is being damaged as a result and functional space limited.

2007 CAPITAL BUDGET REQUEST FORM**DEPARTMENT: PARKS/POTTER PARK ZOO**

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
5	Big Barn Roof	Major	Maint

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$35,000				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$35,000				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$35,000				
TOTAL SOURCES	\$35,000				

BRIEF DESCRIPTION OF PROJECT: Repair large hip roof on Big Barn

The roof leaks extensively, resulting in loss of functional space and interior damage to the building and contents.

2007 CAPITAL BUDGET REQUEST FORM**DEPARTMENT: PARKS/POTTER PARK ZOO**

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
6	Card Gate access	Major	Maint

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$15,000				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$15,000				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$15,000				
TOTAL SOURCES	\$15,000				

BRIEF DESCRIPTION OF PROJECT: Install card access at Zoo gates

Run wiring to gates from administration building and install card readers at each gate. This includes the start up kit, software and cards. The system allows for future expansion to other animal and administration buildings in the Zoo.

Potter Park Zoological Gardens Budget

Capital Equipment List Detail

Attachment 4

April 20, 2007

Summary

Potter Park Zoo Capital Equipment Monday, April 23, 2007			Attachment #4			
Item description	Qty.	New or Rep	Cost ea	Total cost	Life exp	Priority
Radio upgrade for Feline house	1	N	2,000	2,000		1
Front mount mulching mower	2	N	10,300	20,600	5	2
Utility vehicle (Pro Gator)	1	N	16,000	16,000	6	3
Police car (used from Sheriff)	1	N	10,000	10,000	3	4
Van	1	R	21,000	21,000	6	5
Pick up w/tommy lift	1	R	23,500	23,500	6	6
Pick up	1	R	18,000	18,000	6	7
Mini van	1	R	18,000	18,000	6	8
Utility vehicle (6X4 Gator)	1	N	11,000	11,000	6	9
Water wheels	2	N	7,200	14,400	7	10
Boom sprayer	1	N	2,800	2,800	10	11
Tractor, 4wd, bucket, cab	1	N	30,000	30,000	10	12
Broom assm for tractor	1	N	6,600	6,600	8	13
Salt spreader (small for Gator)	1	N	3,700	3,700	6	14
Trailer (2 axle, 12,000 #)	1	N	5,200	5,200	10	15
Electric wheelchairs	2	R	5,000	10,000	4	16
Trailer (small)	1	N	1,000	1,000	10	17
Welder/generator	1	N	1,000	1,000	10	18
Boat motor	1	N	2,500	2,500	6	19
Boat	1	N	2,500	2,500	10	20
Golf cart (electric, for police)	1	N	5,000	5,000	8	21
Six passenger golf cart	1	N	8,300	8,300	6	22
			Total	233,100		

2007 CAPITAL BUDGET REQUEST FORM**DEPARTMENT: PARKS/POTTER PARK ZOO**

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
1	Radio upgrade - Feline House	F/E	New

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$2,000				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$2,000				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$2,000				
TOTAL SOURCES	\$2,000				

BRIEF DESCRIPTION OF PROJECT: Radio upgrade for the Feline House

This will add an additional signal booster to allow for reliable communications and correct a safety issue for employees working in the Feline House.

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS/POTTER PARK ZOO

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
2	Zero turn mower (2)	F/E	Replacement

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$20,600				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$20,600				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$20,600				
TOTAL SOURCES	\$20,600				

BRIEF DESCRIPTION OF PROJECT: Purchase two front mounted mowers with mulching decks

For mowing large turf areas at the Park. Replacing large mowing equipment retained by the City.

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS/POTTER PARK ZOO

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
3	Utility vehicle (Pro Gator)	F/E	New

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$16,000				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$16,000				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$16,000				
TOTAL SOURCES	\$16,000				

BRIEF DESCRIPTION OF PROJECT: Utility vehicle with dump box, cab and heater

This will be used by the Facilities staff for transportation and hauling of tools and materials, minimizing damage to asphalt by limiting use of trucks on Zoo pathways

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS/POTTER PARK ZOO

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
4	Police Car	F/E	New

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$10,000				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$10,000				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$10,000				
TOTAL SOURCES	\$10,000				

BRIEF DESCRIPTION OF PROJECT: Police car - used

Purchase a used vehicle from the Sheriff's Department. The vehicle will be used for law enforcement by Park police.

2007 CAPITAL BUDGET REQUEST FORM**DEPARTMENT: PARKS/POTTER PARK ZOO**

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
5	Full size van	F/E	Replacement

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$21,000				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$21,000				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$21,000				
TOTAL SOURCES	\$21,000				

BRIEF DESCRIPTION OF PROJECT: Full size window van

This will replace a ten year old, with high mileage that is used by the Zoo staff for multiple purposes including transportation of large animals.

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS/POTTER PARK ZOO

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
6	Pick up with lift gate	F/E	Replacement

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$23,500				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$23,500				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$23,500				
TOTAL SOURCES	\$23,500				

BRIEF DESCRIPTION OF PROJECT: Purchase 3/4 ton pick up truck with lift

Replacing ten year old truck.

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS/POTTER PARK ZOO

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
7	Pick up	F/E	Replacement

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$18,000				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$18,000				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$18,000				
TOTAL SOURCES	\$18,000				

BRIEF DESCRIPTION OF PROJECT: 3/4 ton pick up truck

To replace an existing truck that is 10 years old.

2007 CAPITAL BUDGET REQUEST FORM**DEPARTMENT: PARKS/POTTER PARK ZOO**

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
8	Mini van	F/E	Replacement

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$18,000				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$18,000				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$18,000				
TOTAL SOURCES	\$18,000				

BRIEF DESCRIPTION OF PROJECT: Mini van

For use by Zoo staff and Zoo society for multiple purposes including transportation for enrichment programs at local schools and events.

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS/POTTER PARK ZOO

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
9	Utility vehicle (6 X 4 Gator)	F/E	New

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$11,000				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$11,000				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$11,000				
TOTAL SOURCES	\$11,000				

BRIEF DESCRIPTION OF PROJECT: Utility vehicle with dump box, cab and heater

This will be used to transport staff, materials and supplies throughout the Park, limiting use of trucks and minimizing asphalt damage.

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS/POTTER PARK ZOO

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
10	Water Wheel (2)	F/E	New

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$14,400				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$14,400				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$14,400				
TOTAL SOURCES	\$14,400				

BRIEF DESCRIPTION OF PROJECT: Water Wheels, portable irrigation - purchase 2

These will be used to irrigate the large turf areas in the Park.

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS/POTTER PARK ZOO

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
11	Boom sprayer	F/E	New

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$2,800				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$2,800				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$2,800				
TOTAL SOURCES	\$2,800				

BRIEF DESCRIPTION OF PROJECT: Tractor mounted tank sprayer with boom arm assembly

This will be used to apply herbicides to the turf areas of the park.

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS/POTTER PARK ZOO

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
12	Utility tractor	F/E	New

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$30,000				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$30,000				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$30,000				
TOTAL SOURCES	\$30,000				

BRIEF DESCRIPTION OF PROJECT: 4wd tractor with cab and bucket

For use within the Park and zoo to operate attachments, haul and load materials.

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS/POTTER PARK ZOO

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
13	Broom Assembly	F/E	New

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$6,600				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$6,600				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$6,600				
TOTAL SOURCES	\$6,600				

BRIEF DESCRIPTION OF PROJECT: Broom assembly to attach to the tractor

To maintain the River Trail, walk ways and parking lots at the Park and Zoo. Will be used year round.

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS/POTTER PARK ZOO

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
14	Salt spreader	F/E	New

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$3,700				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$3,700				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$3,700				
TOTAL SOURCES	\$3,700				

BRIEF DESCRIPTION OF PROJECT: Salt spreader for utility vehicle.

For use in clearing ice from walkways throughout the Park and Zoo.

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS/POTTER PARK ZOO

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
15	2 axle trailer	F/E	Replacement

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$5,200				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$5,200				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$5,200				
TOTAL SOURCES	\$5,200				

BRIEF DESCRIPTION OF PROJECT: 12,000 pound capacity - 2 axle trailer

This will be used to transport tractors and bobcat. Replacing existing trailer which is too small to haul existing equipment.

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS/POTTER PARK ZOO

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
16	Electric Wheelchairs (2)	F/E	New

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$10,000				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$10,000				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$10,000				
TOTAL SOURCES	\$10,000				

BRIEF DESCRIPTION OF PROJECT: Purchase two electric wheelchairs

Provide access to Zoo patrons.

2007 CAPITAL BUDGET REQUEST FORM**DEPARTMENT: PARKS/POTTER PARK ZOO**

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
17	Single axle trailer	F/E	New

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$1,000				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$1,000				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$1,000				
TOTAL SOURCES	\$1,000				

BRIEF DESCRIPTION OF PROJECT: Single axle trailer, 2,000 pound capacity

This will be used to haul materials and supplies throughout the park, limiting the use of trucks. Will be used by maintenance staff and FOC crew utilizing a utility vehicle.

2007 CAPITAL BUDGET REQUEST FORM**DEPARTMENT: PARKS/POTTER PARK ZOO**

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
18	Welder/generator	F/E	New

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$1,000				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$1,000				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$1,000				
TOTAL SOURCES	\$1,000				

BRIEF DESCRIPTION OF PROJECT: Welder/generator with gas engine

Will be used by staff for equipment repair and will provide remote power source, beneficial for on site repairs.

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS/POTTER PARK ZOO

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
19	Row Boat	F/E	New

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$2,500				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$2,500				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$2,500				
TOTAL SOURCES	\$2,500				

BRIEF DESCRIPTION OF PROJECT: Aluminum row boat

For use when working in the river, removing trees and debris.

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS/POTTER PARK ZOO

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
20	Boat motor	F/E	New

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$2,500				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$2,500				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$2,500				
TOTAL SOURCES	\$2,500				

BRIEF DESCRIPTION OF PROJECT: Gas engine boat motor

For use when working in the river to remove trees and debris.

2007 CAPITAL BUDGET REQUEST FORM**DEPARTMENT: PARKS/POTTER PARK ZOO**

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
21	Golf cart	F/E	New

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$5,000				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$5,000				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$5,000				
TOTAL SOURCES	\$5,000				

BRIEF DESCRIPTION OF PROJECT: Golf cart

The golf cart will be used by Park Police to monitor activities within the Park and Zoo and to offer assistance to Zoo patrons.

2007 CAPITAL BUDGET REQUEST FORM**DEPARTMENT: PARKS/POTTER PARK ZOO**

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
22	6 passenger golf cart	F/E	New

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$8,300				
NEW OPERATING COSTS					
TOTAL PROJECT COST	\$8,300				
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo millage	\$8,300				
TOTAL SOURCES	\$8,300				

BRIEF DESCRIPTION OF PROJECT: 6 passenger electric golf cart

The golf cart will be used to transport handicapped visitors throughout the Park and Zoo, improving accessibility for visitors.

Potter Park Zoological Gardens Budget

Technology and Phone Equipment Installation Detail

Attachment 5

April 20, 2007

Summary

Attachment #5

Potter Park Zoo

Technology & Phone Equipment and Installation

Monday, April 23, 2007

Computer Hardware and Software

Estimated Cost

Item required: New computers

Install 19 new PC's and software:

Manager	Society Director	Discovery Center	Keepers Office	Otter House
Secretary	Society Secretary	Discovery Center	Keepers Office	Feline/Primate
Veterinarian	Discovery Center	Discovery Center	Vet Clinic	Mason Office
Admission	Discovery Center	Maintenance Bldg	Gift Shop	

34,475 start up cost

County Server Access

Item required: Gigabit Ethernet connection

This will link Potter Park Zoo computers to Ingham County's server

\$6,600 per year

Phone System

Item required: Phone system

Install a new phone system that is compatible with and linked to Ingham County's system. New phone switch, supporting two 24 port switches Thirty-nine devices to include phones, faxes and 35 voice mail accounts. And integrate paging system into the phone system - if possible.

60,000 start up cost

Add Wireless Access

Item required: Network access to the main server - Welcome Center veterinary clinic, concessions building and feline/primate house.

9,900 start up cost

Waste Disposal

Item required: Dispose of outdated/broken computers and copiers from closets and work areas.

1,000 start up cost

Wiring

Item required: Test phone and wiring in all locations

18,000 start up cost

\$129,975

These estimates determined by MIS

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS/POTTER PARK ZOO

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
1	Zoo Computer & printers	DP	NEW

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$34,475				
NEW OPERATING COSTS					
TOTAL PROJECT COST					
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo Millage	34,475				
TOTAL SOURCES	34,475				

BRIEF DESCRIPTION OF PROJECT

This is the replacement of existing 5 computers and acquisition of 16 new units. This equipment includes: 17 PC, 3 Laptops, 14 deskjet printers, 2 personal laser printers, 2 large Laser and 3 color printers.

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS/POTTER PARK ZOO

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
2	Gigabit Ethernet Connection to Potter Park Zoo	DP	NEW

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$6,600				
NEW OPERATING COSTS					
TOTAL PROJECT COST					
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo Millage	6,600				
TOTAL SOURCES	6,600				

BRIEF DESCRIPTION OF PROJECT

This is the fiber connection from the Veteran's Memorial Building in Lansing to Potter Park Zoo. This will place the Zoo on the County network and provide access to email, payroll, and financial services. The cost for this connection is \$50 per month.

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: Parks **PARKS/POTTER PARK ZOO**

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
3	Installation of new phone system	DP	NEW

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$60,000				
NEW OPERATING COSTS					
TOTAL PROJECT COST					
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo Millage	60,000				
TOTAL SOURCES	60,000				

BRIEF DESCRIPTION OF PROJECT

The Zoo is currently using a phone system provided by the City of Lansing. This new system will attach the Zoo to the existing County system and upgrade their phone service.

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS/POTTER PARK ZOO

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
4	Wireless connect for Zoo	DP	NEW

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$9,900				
NEW OPERATING COSTS					
TOTAL PROJECT COST					
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo Millage	9,900				
TOTAL SOURCES	9,900				

BRIEF DESCRIPTION OF PROJECT

This will provide wireless connection to the County network for several buildings, which currently do not have network access. These buildings are – Clinic, Concessions and Feline/Primate House. This is a one-time cost.

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS/POTTER PARK ZOO

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
5	Salvage old computer and copier and electronic equipment.	DP	NEW

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$1,000				
NEW OPERATING COSTS					
TOTAL PROJECT COST					
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo Millage	1,000				
TOTAL SOURCES	1,000				

BRIEF DESCRIPTION OF PROJECT

The City of Lansing has requested to get all usable computer and printers currently at the Zoo. The non-workable computers and several broken copiers need to be removed after the new computers are installed.

2007 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS/POTTER PARK ZOO

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
6	Test existing phone and network wiring	DP	NEW

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
ESTIMATED CAPITAL COST OF PROJECT	\$15,000				
NEW OPERATING COSTS					
TOTAL PROJECT COST					
SOURCES OF FUNDING (DESCRIBE)					
General Fund					
Potter Park Zoo Millage	15,000				
TOTAL SOURCES	15,000				

BRIEF DESCRIPTION OF PROJECT

Hire County Wiring Vendor to inspect existing wiring at Zoo to determine if it can be used to connect replacement computer equipment.

RESOLUTION STAFF REVIEW

DATE May 25, 2007

Agenda Item Title: Resolution Authorizing Parking, Admission, and Shelter Fees for Potter Park and the Potter Park Zoo

Submitted by: Parks and Recreation Commission

Committees: LE___ JD___, HS___, CS X, Finance X

Summary of Proposed Action:

The resolution will establish parking fees for Potter Park, admission fees for the Zoo, and picnic shelter rental fees. The parking fees were reduced substantially to parallel existing Board resolutions. The zoo admission fees generally stayed the same or were reduced for residents, while the non-resident fees were increased. The children's rate stayed the same, but the age range was expanded slightly. Several miscellaneous categories were eliminated in order to simplify the admission fee schedule.

Financial Implications:

2007 projected parking fee revenues when adjusted to 12 months are anticipated to decrease by approximately 35% over 2006. 2006 actual revenue was \$115,000 while 2007 projected (when adjusted) is \$75,000.

When using the same method, admissions are anticipated to decrease from \$322,000 to \$234,000 or a 27% reduction.

The picnic shelter rental fees were modified to generally coincide with the County's existing fee structure. The changes reflect a small increase that will probably result in some increase in revenue. However, the revenue is anticipated to increase substantially over the next couple of years as a result of increased levels of visitation as the service levels improve.

Other Implications: None.

Staff Recommendation: MM X JN ___ HH ___ TM ___ JC ___

Staff recommends approval of the resolution.

Agenda Item 4b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING PARKING, ADMISSION, AND SHELTER FEES FOR
POTTER PARK AND THE POTTER PARK ZOO**

WHEREAS, Ingham County will be assuming responsibility for the operation of Potter Park and the Potter Park Zoo on July 1st, 2007; and

WHEREAS, the Parks and Recreation Commission has recommended fee schedules including parking fees, zoo admission fees, and shelter rental fees; and

WHEREAS, the picnic shelter rental fees and the parking fees are based upon the current county fee structure.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following fee structure for Potter Park and the Potter Park Zoo effective July 1st, 2007.

BE IT FURTHER RESOLVED, that the Parks and Recreation Commission be given the authority to establish a procedure to determine residency status.

BE IT FURTHER RESOLVED, that the parking fees be in effect seven days a week, when the levels of visitation are sufficient to generate enough revenue to offset the expenses associated with collecting the fee.

	Current City of Lansing Fee	Recommended Ingham County Fee
PARKING		
Resident	\$5	\$2
Non-Resident	\$5	\$4
Resident Annual	N/A	\$20
Non-Resident Annual	N/A	\$40
Private Oversize Vehicles	\$7	Delete Category
School Bus	\$3 M-F \$5 Sat-Sun/Holidays	Free
November – February	Free	Delete Category
ADMISSION		
Resident Adult	\$5	\$4
Non-Resident Adult	\$8	\$10
Resident Senior	\$3	\$3
Non-Resident Senior	\$5	\$10
Children (ages 3-16)	\$2	\$2
Children under 3	Free	Free
Family Annual Pass	\$30	Delete Category - Family Pass available through the Potter Park Zoological Society
Resident Preschool (Students & Teachers)	Free	Delete Category
Non-Resident Preschool (Students only)	\$1	Delete Category
Lansing Schools	Free	Delete Category
Resident – Tuesdays	Free	Annual Free Day
November – February <i>* with the exception of the Wonderland of Lights event</i>	Free	Free
Long Term Health Care Participant	Free	Delete Category
SHELTERS		
60 Person	\$35 Mon-Fri \$45 Sat-Sun	\$50
80 Person	\$45 Mon-Fri \$60 Sat-Sun	\$75
300 Person	\$140 Mon-Fri \$200 Sat-Sun-Holidays	\$150
Split	¼ (80 person) \$40 Mon-Fri \$55 Sat-Sun-Holidays	½ (150 person) \$80

Agenda Item 5

RESOLUTION STAFF REVIEW

DATE May 24, 2007

Agenda Item Title: Resolution Authorizing the Award of a Contract with M. One Limited, Inc. DBA: Mark 1 Restoration Services for Exterior Weatherproofing and Restoration at the Human Services Facility

Submitted by: Facilities Department

Committees: LE___ JD___, HS___, CS X, Finance X

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

Financial Implications:

The project is Phase II of a Capital Improvement and will cost \$114,954.18. \$139,000 was budgeted for this project. The company selected was the lowest bid.

Other Implications: None.

Staff Recommendation: MM X JN ___ HH ___ TM ___ JC ___

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

TO: County Services and Finance Committees

FROM: Rick Terrill/Facilities Director

DATE: May 22, 2007

RE: Resolution Awarding a Contract to M. One Limited, Inc. for Restoration of the Exterior Brick at the Human Services Facility

The exterior brick at the Human Services Facility has deteriorated and is in need of masonry repairs, tuck pointing, and sealing. Phase I of this project was completed last year, 2006; Phase II has been approved for within the 2007 CIP budget fund 631 23304 931000 7HSB1 in the amount of \$139,000.

The Purchasing and Facilities Departments have both reviewed and concur that a contract be awarded to M. One Limited, Inc. who submitted the lowest responsive bid in the amount of \$114,954.18; which also includes the payment of prevailing wage.

If you have any questions with respect to this request please feel free to contact me.

Thank you.

CC/

Recommendation to Enter Into Contract with M. One Limited, Inc.

Project: Exterior waterproofing and restoration services for the Human Services Facility.

Bid Summary:

Bidders contacted: 13 Local: 4
Bidders responding: 8 Local: 1

The following firms submitted bids:

<u>Company Name</u>	<u>Total</u>	<u>Local</u>
M 1 Limited	\$114,954.18	No, Detroit
DC Byers	\$144,976.70	Yes, East Lansing
Boss Construction	\$148,555.50	No, Taylor
Trisco Systems	\$166,105.30	No, Lima, OH
Cusack's Masonry	\$167,584.23	No, Hubbardston
Western	\$169,655.07	No, Livonia
Helms Caulking	\$194,280.80	No, Jenison
Grunwell-Cashero	\$280,802.94	No, Detroit

Recommendation: Award a contract to M One Limited, Inc. in an amount not to exceed \$114,954.18.

Source of Funding: Approved in 2007 CIP.

Other: The RFP was advertised in El Central, various construction trades, and posted on the Purchasing Department's Web Page. Contractor is required to comply with County Prevailing Wage Policy.

Contact Person(s):

Rick Terrill
Facilities Director
676-7310

Jim Hudgins
Purchasing Director
676-7222

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT WITH
M. ONE LIMITED, INC. DBA: MARK 1 RESTORATION SERVICES
FOR EXTERIOR WEATHERPROOFING AND RESTORATION AT THE
HUMAN SERVICES FACILITY**

WHEREAS, the exterior walls at the Human Services Facility are in need of masonry repairs, tuck pointing, and weather tight restoration; and

WHEREAS, the funds for Phase II of this project are approved and budgeted for within the appropriate 07 budget fund 631 23304 931000 7HSB1; and

WHEREAS, the Purchasing Department solicited bids to provide tuck pointing, cleaning, and sealing of exterior brick at the Human Services Facility, after review of submitted bids both the Purchasing and Facilities Departments concur that a contract be awarded to M. One Limited, Inc. for a total project cost of \$114,954.18; this cost reflects payment of prevailing wage.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to M One Limited, Inc., DBA: Mark 1 Restoration Services, 19035 West Davison, Detroit, MI 48223, to provide masonry repairs, tuck pointing, and weather tight restoration to the exterior brick at the Human Services Facility for a projected cost of \$114,954.18.

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 6

RESOLUTION STAFF REVIEW

DATE May 25, 2007

Agenda Item Title: Resolution to Authorize a Public Health Nursing Letter of Understanding with the Ingham Intermediate School District

Submitted by: Health Department

Committees: LE___ JD___, HS_ X_, CS ___, Finance_ X

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

This resolution will authorize a Letter of Understanding for the 2007-2008 Agreement, effective July 1, 2007 through June 30, 2008, with the Intermediate School District for "Early-On" funds. This will allow for the purchase of public health nursing and paraprofessional outreach services to support the needs of at-risk children, birth through three years of age. This represents an expansion of a contractual relationship that began during FY 1996-97.

Financial Implications:

\$128,985 in "Early-On" funds is anticipated in the 2007-2008 Health Department budget.

Other Implications:

The Health Department has collaborated with the Ingham Intermediate School District (IISD) and other partners for many years to support the Early-On Program, directed at young children identified as at-risk for developmental delay.

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: May 21, 2007

SUBJECT: Public Health Nursing Agreement with the Ingham Intermediate School District

The Ingham Intermediate School District has proposed a \$128,985 Agreement with Ingham County to purchase public health nursing and paraprofessional outreach services to support the needs of at-risk children, birth through three years of age. This represents an expansion of a contractual relationship that began during FY 1996-97.

The Health Department has collaborated with the (IISD) Ingham Intermediate School District for many years to support the Early-On Program, directed at young children identified as at-risk for developmental delay. The proposed agreement will compensate the County for public health nursing and Jump Start paraprofessional outreach services. These funds are anticipated in the FY 2007 and FY 2008 Health Department budgets.

I recommend that the Board of Commissioners adopt the attached resolution to authorize the 2007-2008 Agreement effective July 1, 2007 through June 30, 2008, with the Intermediate School District for Early-On funds.

Attachment

c: John Jacobs w/attachment
Anita Turner w/attachment
Lisa Chambers w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PUBLIC HEALTH NURSING LETTER OF UNDERSTANDING WITH THE INGHAM INTERMEDIATE SCHOOL DISTRICT

WHEREAS, the Ingham Intermediate School District is the administrator of Michigan's Early-On Program, a program to identify and serve high risk infants and children through three years of age; and

WHEREAS, the Health Department's Public Health Nursing Unit and the Child Health Clinic represent important resources to identify, prevent, and correct health problems in high risk infants and children; and

WHEREAS, in FY 1996-97, the Intermediate School District initiated a Letter of Understanding with Ingham County to help support public health nursing services to high risk infants and children; and

WHEREAS, the Intermediate School District proposes to execute a new Letter of Understanding for public health nursing and paraprofessional outreach services for FY 2007-2008; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with the Intermediate School District to accept the funds and provide the supportive services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Ingham Intermediate School District to provide up to \$128,985 in "Early-On" funds, to reimburse Ingham County for public health nursing and paraprofessional services to high risk infants and children.

BE IT FURTHER RESOLVED, that the period of the agreement shall be July 1, 2007 through June 30, 2008.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement and to sign any documents that might be required by the Intermediate School District, after review by the County Attorney.

Agenda Item 7

RESOLUTION STAFF REVIEW

DATE May 15, 2007

Agenda Item Title: Resolution Establishing the Employees of Teamsters Local 580 and UAW Local 2256 as a Division within the MERS Defined Benefit Program

Submitted by: Harold Hailey, Human Resources Director

Committees: LE___ JD___, HS___, CS __X_, Finance __X_

Summary of Proposed Action: This resolution would establish a division in the MERS pension plan for employees transferring from the City Zoo to Ingham County employment.

Financial Implications: The County's annual cost to be determined by MERS Actuarial Valuation. The retirement cost to be paid by the Zoo millage.

Other Implications: None.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING THE EMPLOYEES OF TEAMSTERS LOCAL 580
AND UAW LOCAL 2256 AS A DIVISION WITHIN THE
MERS DEFINED BENEFIT PROGRAM**

WHEREAS, the Ingham County Board of Commissioners whose fiscal year is January 1, 2007 to December 31, 2007, desires to make available to the Teamsters Local 580, and the UAW Local 2256 pension benefits provided by MERS.

THEREFORE BE IT RESOLVED, that pursuant to the initial actuarial valuation by MERS, pension benefits shall be provided to those groups as stated in their current collective bargaining agreements.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to sign on behalf of the Board of Commissioners all necessary documents as required by MERS.

Agenda Item 8

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION SUPPORTING STATE REVENUE ENHANCEMENTS

WHEREAS, revenue forecasts for the state continue to predict further budget shortfalls for the State of Michigan in the current and upcoming fiscal years; and

WHEREAS, the state has already made billions of dollars in spending cuts over the past four fiscal years; and

WHEREAS, these cuts have had a significant negative impact on services ranging from education and public safety to environmental protection and health care; and

WHEREAS, further cuts would put Michigan and Ingham County at risk of program reductions that would seriously reduce the quality of life of our citizens and place our most vulnerable populations in jeopardy; and

WHEREAS, the ongoing structural deficit is hurting Michigan's standing in terms of its ability to attract investment and new residents.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners favors the implementation of state tax increases which will end the structural budget deficit currently faced by the state.

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to each member of the State House and Senate to show our support for their efforts to increase revenues and find a long-term solution to Michigan's fiscal crisis.