

CHAIRPERSON
MARC THOMAS

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
STEVE DOUGAN

COUNTY SERVICES COMMITTEE
DEB NOLAN, CHAIR
DEBBIE DE LEON
DALE COPEDGE
TIM SOULE
MARK GREBNER
MIKE SEVERINO

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, JULY 15, 2008, AT 7:00 PM, IN THE PERSONNEL CONFERENCE ROOM (D & E), OF THE HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Additions to the Agenda

Limited Public Comment

1. Presentation – Preserve Lake Lansing Trails (*no materials*)
2. Capital Region Airport Authority - Robert Selig, Executive Director - [2008/2009 Millage Levy Certification](#)
3. Drain Commissioner Office – Request for [Out of State Travel](#)
4. Board of Commissioners
 - a. Discussion Related to the Expansion of the Road Commission Board from Three to Five Members – William Conklin, Managing Director, Ingham County Road Commission (*no material*)
 - b. Resolution to Add a Commissioner Liaison Position to the [Ingham County Youth Commission](#)
 - c. Resolution Increasing the Membership of the Potter Park Zoo Board to Add the Director of the Potter Park Zoological Society as a [Non-Voting Member](#)
5. Community Mental Health Authority of Clinton, Eaton, and Ingham Counties
 - a. Resolution Accepting an Offer to Purchase [County-Owned Real Property](#) Located at 812 East Jolly Road, Lansing, MI 48910
 - b. Resolution Authorizing the [Community Mental Health Authority](#) of Clinton, Eaton, and Ingham Counties to Construct a Storage/Maintenance Facility on County-Owned Property at 812 East Jolly Road, Lansing, MI
6. Ingham County Fairgrounds Board – Resolution Authorizing Funding for Repair Projects and the Replacement of the Tables and Chairs for the [Community Building](#) at the Fairgrounds
7. Ingham County Parks & Recreation Commission
 - a. Resolution Authorizing Expenditures for Materials and Installation of an Irrigation System at [Potter Park](#)
 - b. Resolution Authorizing an Application be Submitted to the Michigan Department of Natural Resources for a Michigan Natural Resources Trust Fund Grant to Fund the Acquisition of 120 Acres of Natural Area to Expand [Lake Lansing North Park](#)

- c. Resolution Authorizing Expenditures for Paving and Related Work at [Potter Park](#)
 - d. Resolution Authorizing Expenditures for the Sealing and Repair of all Pedestrian Pathways Within the [Potter Park Zoo](#)
8. Health Department
- a. Resolution to Eliminate a Vacant Nurse Case Manager Position and Create a Customer Services Specialist Position in [Health Plan Management Services](#)
 - b. Resolution to Authorize the Creation of a [Pharmacy Benefit Coordinator](#) Position in Health Plan Management Services
 - c. Recommendation to Start a [Dentist at Step 5](#)
9. Facilities Department
- a. Resolution Authorizing a Contract with [Michigan Paving & Materials Co.](#) for the Human Services Building Parking Lot Repairs
 - b. Resolution Authorizing a Contract with [AT&T Wireless](#) and IDSolutions at the Ingham County Family Center for the Ingham Academy
10. Human Resources Department
- a. Advance Step Placement for [Horticulturist/Grounds](#) Manager at Potter Park
 - b. Advance Step Placement Request [Court Administrator](#) for 55th Judicial District Court
 - c. Resolution to Authorize the Transfer of [MERS Retirement Funds](#) for Zoo Teamster and Zoo United Auto Workers Staff – Reciprocal Retirement Act
11. MIS Department
- a. Resolution to Authorize the [Reorganization](#) of the MIS Department
 - b. Resolution to Approve the Purchase of a Storage Area Network (SAN) for the Ingham County [Data Center](#)
 - c. Resolution to Approve the Renewal of the [MUNIS Software](#) Annual Support Agreement
12. Controller's Office
- a. Resolution Approving Criteria for [Ranking 2009 Applications](#) for Community Agency Funding
 - b. Resolution to Restructure Revenue Collection of [Parks Vehicle Entrance Fee](#)
 - c. Memorandum from Matthew J. Myers, Ph.D., Controller/Administrator Regarding Legal [Services Agreement](#) – 2009
 - d. Proposed [“Hiring Freeze”](#) for all Ingham County Departments through December 31, 2008

Announcements
Public Comment
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.



AGENDA ITEM #

2

Paul Hufnagel
Chairman

Joseph C. Brehler

Victor Celentino

Chris Holman

Calvin Lynch

Charles Moore

Robert F. Selig, AAE
Executive Director

RECEIVED

MAY 29 2008

INGHAM COUNTY
CONTROLLER'S OFFICE

May 28, 2008

Matthew Myers, Controller
Ingham County Courthouse
P.O. Box 319
Mason, MI 48854

Re: Capital Region Airport Authority
Mill Levy Certification

Dear Matthew:

This letter serves as the Authority's certification to Ingham County for its required mill levy. The certified amount required of Ingham County for the Fiscal Year July 1, 2008 - June 30, 2009 is .7079 Mills, generating approximately \$5,350,000. The Airport Authority Board approved the Budget outlining this requirement at its May 14, 2008 Board Meeting.

Your cooperation in applying this levy and submitting the resulting proceeds to the Capital Region Airport Authority is greatly appreciated.

If there are any questions regarding this, please feel free to contact me.

Sincerely,

Dale Feldpausch, CPA
Deputy Executive Director
Finance/Administration

**Capital Region Airport Authority
Budget / Cash Flow Summary
2009 Budget**

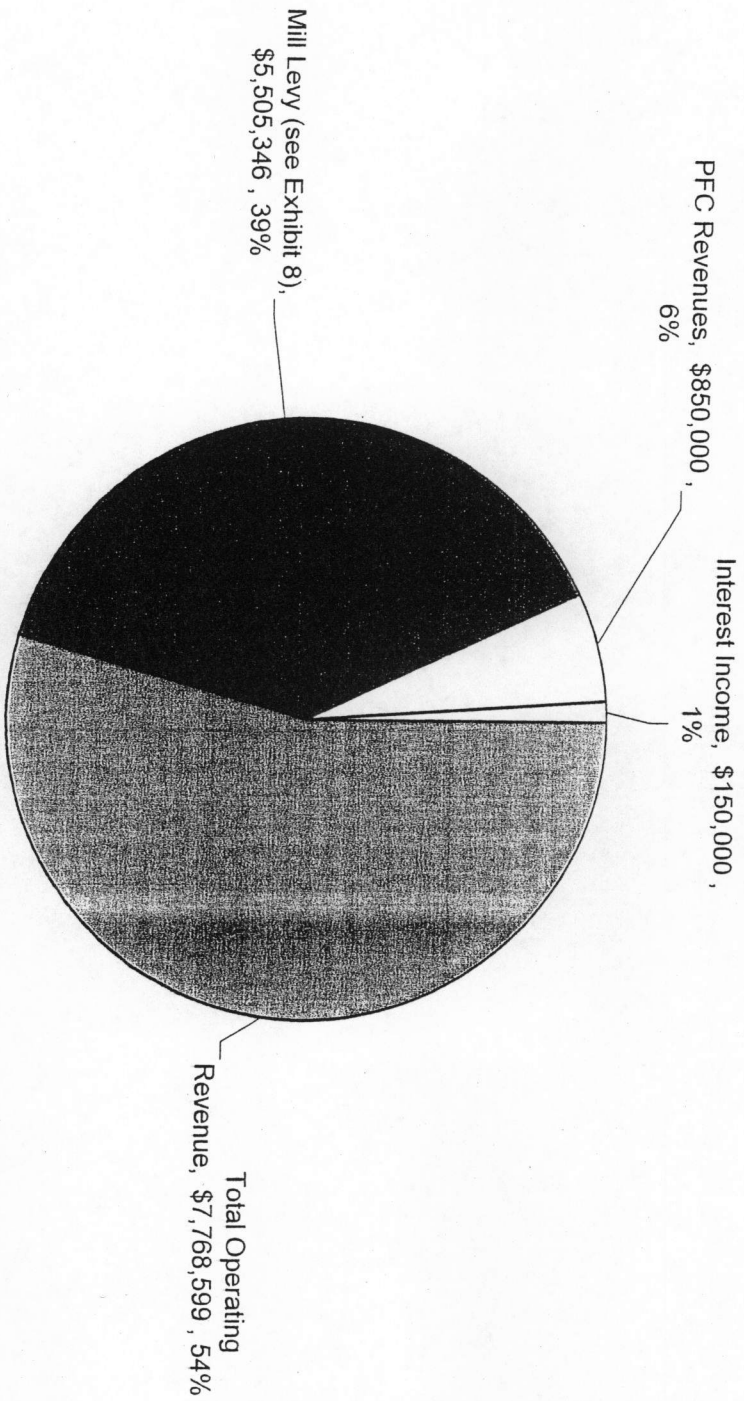
DESCRIPTION	TOTAL	AIRFIELD	TERMINAL	BUILDINGS & GROUNDS	PUBLIC SAFETY	ADMIN	MASON	INTERNATIONAL
Operating Revenues								
Airline	\$ 3,962,346	\$ 1,405,664	\$ 2,556,682	\$ -	\$ -	\$ -	\$ -	\$ -
Parking Lot	\$ 1,725,000	\$ -	\$ -	\$ 1,725,000	\$ -	\$ -	\$ -	\$ -
Concession	\$ 862,460	\$ -	\$ 862,460	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 2,700	\$ 2,100	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ -
Terminal Rents	\$ 289,928	\$ -	\$ 274,568	\$ -	\$ -	\$ -	\$ 15,360	\$ -
Land Rent	\$ 823,165	\$ -	\$ -	\$ 761,740	\$ -	\$ -	\$ 61,425	\$ -
Fuel Revenue	\$ 103,000	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 38,000	\$ -
Total Operating Revenue	\$ 7,768,599	\$ 1,472,764	\$ 3,693,710	\$ 2,486,740	\$ -	\$ -	\$ 115,385	\$ -

Operating Expenses								
Payroll Expenses	\$ 4,651,408	\$ 845,183	\$ 568,900	\$ -	\$ 1,975,588	\$ 1,210,892	\$ 50,845	\$ -
Supplies	\$ 220,564	\$ 113,000	\$ 7,000	\$ 10,000	\$ 62,564	\$ 15,500	\$ 5,500	\$ 7,000
Maintenance	\$ 507,450	\$ 141,500	\$ 217,000	\$ 11,000	\$ 72,250	\$ 19,500	\$ 26,200	\$ 20,000
Repairs	\$ 61,500	\$ 23,000	\$ 18,000	\$ 10,000	\$ 10,000	\$ -	\$ 500	\$ -
Services	\$ 1,142,808	\$ 2,100	\$ 295,600	\$ 40,000	\$ 220,400	\$ 179,000	\$ 1,708	\$ 404,000
Insurance	\$ 130,201	\$ -	\$ -	\$ -	\$ -	\$ 130,201	\$ -	\$ -
Employee Development	\$ 173,485	\$ 12,300	\$ 13,460	\$ -	\$ 69,200	\$ 74,450	\$ 4,075	\$ -
Utilities, Fuel, Phones	\$ 832,520	\$ 182,900	\$ 489,500	\$ 16,000	\$ 80,150	\$ 30,500	\$ 17,470	\$ 16,000
Equipment	\$ 175,030	\$ 21,500	\$ 21,500	\$ -	\$ 25,250	\$ 33,580	\$ 200	\$ 73,000
Advertising	\$ 71,040	\$ -	\$ -	\$ -	\$ -	\$ 71,040	\$ -	\$ -
Other	\$ (77,545)	\$ 3,000	\$ 2,000	\$ 11,000	\$ (118,665)	\$ 16,520	\$ 8,600	\$ -
Total Operating Expense	\$ 7,888,461	\$ 1,344,483	\$ 1,632,960	\$ 98,000	\$ 2,396,737	\$ 1,781,183	\$ 115,098	\$ 520,000

Net Operating Income (Deficit)	\$ (119,862)	\$ 128,281	\$ 2,060,750	\$ 2,388,740	\$ (2,396,737)	\$ (1,781,183)	\$ 287	\$ (520,000)
Other Sources of Funds								
Mill Levy (see Exhibit 8)	\$ 5,505,346	\$ 896,430	\$ 1,858,916	\$ -	\$ -	\$ 2,130,000	\$ -	\$ 620,000
PFC Revenues	\$ 850,000	\$ 730,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000
Interest Income	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Sources	\$ 6,505,346	\$ 1,626,430	\$ 1,858,916	\$ 0	\$ 0	\$ 2,280,000	\$ 0	\$ 740,000

Other Uses of Funds								
Capital Items / Tax Funds	\$ 896,430	\$ 896,430	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Airport Development & F.I.S.	\$ 1,600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service - 2002 Bonds	\$ 1,230,346	\$ -	\$ 1,230,346	\$ -	\$ -	\$ -	\$ -	\$ 220,000
Debt Service - 2008 Bonds	\$ 628,570	\$ -	\$ 628,570	\$ -	\$ -	\$ -	\$ -	\$ -
Reserve - Budget Stabilization	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PFC Capital Expenditures	\$ 730,000	\$ 730,000	\$ -	\$ -	\$ -	\$ -	\$ 750,000	\$ -
Capital Items / Airlines	\$ 350,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reserve - Bond Requirement	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Uses	\$ 6,235,346	\$ 1,976,430	\$ 1,858,916	\$ -	\$ -	\$ 2,180,000	\$ -	\$ 220,000
Net Contribution Before Depreciation	\$ 150,138	\$ (221,719)	\$ 2,060,750	\$ 2,388,740	\$ (2,396,737)	\$ (1,681,183)	\$ 287	\$ -

**Capital Region Airport Authority
2009 Total Source of Funds
\$14,273,945**



Capital Region Airport Authority
Mill Levy Certification
2009 BUDGET

*Will know
by June.*

Budgeted Uses of Mill Levy Collected

Capital Items / Tax Funds	\$896,430
Airport Development & F.I.S.	\$2,000,000
Debt Service - 2002 Bonds	\$1,230,346
Debt Service - 2008 Bonds	\$628,570
Reserve - Budget Stabilization	\$750,000 -
Total:	<u>\$5,505,346</u>

Effective Mill Levy Rate:

0.701

*could
change*

Note:

Estimated Taxable Value: \$ 7,857,288,668

Actual Mill Levy may vary based on final determination of taxable
property values. (per discussion with Ingam County)

Original Mill Levy Rate Requested (.75 mills) adjusted downward due to Headlee Amendment.

*\$5,350,000
M/M*

Memo

To: County Services Committee

From: Patrick Lindemann

CC: Becky Bennett, Sheldon Lewis, FILE

Date: June 16, 2008

Re: Out-of-state Travel and Training

As our office moves forward with updating our internal computer systems and bringing a new database on-line, we are determine to reduce expenses. One of the biggest ways that we have identified as a way to reduce our costs, is to invest in employee training, which would provide us with an on-site expert rather than relying on outside consultants. This training would give our employee the necessary training to develop File Maker programs, customize our system for various functions of our office, and give the employee the skills to become a system administrator. This is the most comprehensive File Maker training available in the country and it actually is being conducted at a File Maker regional office. The instructors of the training program also helped to develop the software. This is a real unique opportunity for both our office and our employee.

Memo

OK TO PAY
SRL

To: Lucinda Molzan

From: Patrick E. Lindemann, Drain Commissioner

CC: Sheldon Lewis

Date: 5/22/2008

Re: Filemaker Training

Your request for Filemaker Training from Soliant Consulting in Chicago is approved. The training course is the Filemaker 9 Core Essentials from July 22, 2008 – July 25, 2008. The cost of the class is \$1595 and the travel costs for hotel, meals, and mileage is \$1039.27 for a total cost for training of approximately \$2,634.27 to be paid out of the 2008 budget line item 101-27500-96000 "Emp Training & Improv" and line item 101-27500-861110 "Trv Prof Devlmt – Out of State". The breakdown for travel expenses are: hotel approximately \$554, meal per diem is \$256, and mileage (approximately 454 miles round trip) is approximately \$229.27. This training will provide the necessary knowledge to improve and expand the current ICDC Filemaker database system that is the core of the ICDC information system.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADD A COMMISSIONER LIAISON POSITION
TO THE INGHAM COUNTY YOUTH COMMISSION**

WHEREAS, Resolution #01-283 authorized the creation of an Ingham County Youth Commission to encourage the participation of youth in the activities of the county government; and

WHEREAS, the Youth Commission was established in cooperation with Ingham County MSU Extension, with regular oversight by the Board of Commissioners through its County Services Committee; and

WHEREAS, the primary function of the Youth Commission is to advise the Board of Commissioners and others within the county government on issues relating to young people throughout the county; and

WHEREAS, to help facilitate this role, it is the desire of the Board of Commissioners to add a Commissioner Liaison position to the Ingham County Youth Commission.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adds a Commissioner Liaison position to the Ingham County Youth Commission to help provide guidance and leadership to its members.

BE IT FURTHER RESOLVED, that Commissioner _____ is hereby appointed as the Commissioner Liaison for the Ingham County Youth Commission for a term expiring August 31, 2010.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION INCREASING THE MEMBERSHIP OF THE POTTER PARK ZOO BOARD TO ADD THE DIRECTOR OF THE POTTER PARK ZOOLOGICAL SOCIETY AS A NON-VOTING MEMBER

WHEREAS, Resolution #07-103 authorized the creation of a Potter Park Zoo Board, as an advisory board to the Ingham County Parks and Recreation Commission; and

WHEREAS, the Zoo Board consists of eleven members with the following representation:

- a. Eight representatives from Ingham County, selected by the Ingham County Board of Commissioners;
- b. Two representatives from the City of Lansing, to be selected by the City of Lansing;
- c. One representative from the Potter Park Zoological Society; and
- d. At least one ex-officio representative from other governmental entities interested in financially supporting the Zoo, provided that such entities adopt a resolution of intent to place a Zoo millage on their ballot. In the event the millage fails, said representative shall be removed from the Zoo Board.

WHEREAS, it is the desire of the Board of Commissioners to add the Director of the Potter Park Zoological Society to the Potter Park Zoo Board as a non-voting member.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby increases the membership of the Potter Park Zoo Board from eleven members to twelve, and adds the Director of the Potter Park Zoological Society to the Potter Park Zoo Board as a non-voting member.

BE IT FURTHER RESOLVED, that the initial term of the Director of the Zoological Society will expire on December 31, 2010.

RESOLUTION STAFF REVIEW

DATE July 3, 2008

Agenda Item Title: Resolution Accepting an Offer to Purchase County-Owned Real Property Located at 812 East Jolly Road, Lansing, MI 48910

Submitted by: Community Mental Health Authority of Clinton, Eaton, and Ingham Counties

Committees: LE____, JD____, HS X, CS X, Finance X

Summary of Proposed Action:

This resolution authorizes the acceptance of a \$240,000 offer from the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties to purchase the County-Owned real property located at 812 East Jolly Road, Lansing, Michigan as described in Exhibit A attached to this resolution.

The sale of this property to CMH, shall include a written agreement that in the event that CMH is dissolved before the purchase of the building at 812 East Jolly Road, by CMH, the ownership of the land would revert to Ingham County, at a purchase price equal to the amount paid to Ingham County by CMH for the property (\$240,000) *or* the appraised value of the land at the time of the reversion of ownership, whichever is less.

Financial Implications:

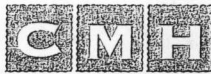
CMH is proposing to purchase the land upon which the building at 812 East Jolly Road, Lansing, stands for \$240,000, which is the appraised value of the land, as determined by Professional Appraisal Services in November, 2007.

The current lease between the Ingham County Board of Commissioners, the Ingham County Building Authority, and the Community Mental Health Authority of Clinton, Eaton, Ingham Counties (CMH) will also be modified to include language allowing CMH to purchase the building, for \$1.00, at any point subsequent to the date at which the bonds used to finance the construction of the building are paid off, July 1, 2018.

Other Implications:

The closing shall take place no later than September 1, 2008.

Staff Recommendation: MM____ JN____ TL____ TM____ JC X
Staff recommends approval of the resolution.



COMMUNITY MENTAL HEALTH
CLINTON • EATON • INGHAM

June 12, 2008

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

Dear Mr. Thomas:

Background: Over the past year, the Community Mental Health Authority of Clinton, Eaton, Ingham Counties (CMH) has discussed, with the Ingham County Board of Commissioners and the Ingham County Building Authority, a proposal to purchase its primary headquarters at 812 East Jolly Road in Lansing, Michigan. Discussions with the Human Services and Finance Committees, of the County Commission, resulted in:

- the tentative approval of the sale, of the building and the property upon which it stands, to CMH
- the recommendation that CMH discuss, with bond counsel, the conditions of such a sale and the debt financing

Those discussions resulted in the determination, through discussions between my office and bond counsel, that the bonds which financed the building are not, in the main, callable until the close of the 20 year bond life and that no other tax exempt financing (CMH was to obtain a tax exempt mortgage to finance the purchase) can be obtained for the purchase of the building while the current tax exempt bonds are outstanding on the same building.

Given this information and a recent discussion (May 15, 2008) with the Ingham County Building Authority, CMH is withdrawing its proposal to purchase the 812 East Jolly Road property, at this time, and replacing it with a new proposal.

Proposal: CMH proposes the following:

1. CMH purchase, at this time, the land upon which the building at 812 East Jolly Road, Lansing, stands for \$240,000, which is the appraised value of the land, as determined by Professional Appraisal Services in November, 2007. This appraisal was obtained at the request of the Ingham County Board of Commissioners. The relevant pages of that appraisal are attached.

ADMINISTRATIVE OFFICES

812 East Jolly Road, Suite G 10, Lansing, MI 48910 • PHONE: 517/346-8200 • FAX: 517/346-8245

*Accredited by the Joint Commission on Accreditation of Healthcare Organizations. An equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities. Michigan Relay Center (800) 649-3777.*

2. The sale of this property, to CMH, to include a written agreement that, in the event that CMH is dissolved before the purchase of the building at 812 East Jolly Road, by CMH, the ownership of the land would revert to Ingham County, at a purchase price equal to the amount paid, Ingham County, by CMH for the property (\$240,000) or the appraised value of the land at the time of the reversion of ownership, whichever is less.

3. That the current lease between the Ingham County Board of Commissioners, the Ingham County Building Authority, and the Community Mental Health Authority of Clinton, Eaton, Ingham Counties (CMH) be modified to include language allowing CMH to purchase the building, for \$1, at any point subsequent to the date at which the bonds, used to finance the construction of the building, are paid off, July 1, 2018.

We look forward to the further discussion in pursuit of agreement on this proposal. As always, do not hesitate to contact me if you have questions or desire further information related to this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read 'Robert Sheehan', followed by a long horizontal flourish.

Robert Sheehan
Executive Director

Final Value Estimate Via the Sales Comparison Approach. The "As Is" Market Value indicated for the subject's 7.58 acre subject site "As Vacant," via the Sales Comparison Approach is \$240,000. Furthermore, the "As Is" Market Value indicated for the subject's 3.56 acres of Excess Land, via the Sales Comparison Approach is \$120,000. These estimates are considered to be very reliable in imitating investor expectations. Based on this analysis, it is opined that the "As Is" Market Value of the subject site "As Vacant," and the "As Is" Market Value of the subject excess land (3.56 Acres), as of November 14, 2007, via the Sales Comparison Approach is as follows:

MARKET VALUE – "AS VACANT" (7.58 ACRE SUBJECT SITE)
TWO HUNDRED FORTY THOUSAND DOLLARS \$240,000
MARKET VALUE – "AS IS" (3.56 ACRES EXCESS RESIDENTIAL LAND)
ONE HUNDRED TWENTY THOUSAND DOLLARS \$120,000

Agenda Item 5a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ACCEPTING AN OFFER TO PURCHASE COUNTY-OWNED REAL
PROPERTY LOCATED AT 812 EAST JOLLY ROAD, LANSING, MI 48910**

WHEREAS, over the past year, the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) has discussed, with the Ingham County Board of Commissioners and the Ingham County Building Authority, a proposal to purchase its primary headquarters at 812 East Jolly Road, Lansing, Michigan; and

WHEREAS, discussions with the Human Services and Finance Committees resulted in the tentative approval of the sale of the building and the property on which it stands to CMH, and the recommendation that CMH discuss with bond counsel the conditions of such a sale and the debt financing; and

WHEREAS, those discussions resulted in the determination that the bonds which financed the building are not, in the main, callable until the close of the 20 year bond life and that no other tax exempt financing can be obtained for the purchase of the building while the current tax exempt bonds are outstanding on the same building; and

WHEREAS, CMH is now proposing to purchase the land upon which the building at 812 East Jolly Road, Lansing, stands for \$240,000, which is the appraised value of the land, as determined by Professional Appraisal Services in November, 2007.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of the \$240,000 offer from the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties to purchase the County-Owned real property located at 812 East Jolly Road, Lansing, Michigan as described in Exhibit A attached to this resolution.

BE IT FURTHER RESOLVED, the sale of this property to CMH, shall include a written agreement that in the event that CMH is dissolved before the purchase of the building at 812 East Jolly Road, by CMH, the ownership of the land would revert to Ingham County, at a purchase price equal to the amount paid to Ingham County by CMH for the property (\$240,000) *or* the appraised value of the land at the time of the reversion of ownership, whichever is less.

BE IT FURTHER RESOLVED, that the current lease between the Ingham County Board of Commissioners, the Ingham County Building Authority, and the Community Mental Health Authority of Clinton, Eaton, Ingham Counties (CMH) be modified to include language allowing CMH to purchase the building, for \$1.00, at any point subsequent to the date at which the bonds used to finance the construction of the building are paid off, July 1, 2018.

BE IT FURTHER RESOLVED, that the closing shall take place no later than September 1, 2008.

BE IT FURTHER RESOLVED, the County Attorney shall approve as to form the agreement to sell the property and any amendments to the agreement.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to add all revenue from the sale of this property to the General Fund unreserved fund balance.

BE IT FURTHER RESOLVED, that the Ingham County Board Chairperson and County Clerk are authorized to sign any contract documents consistent with this resolution after approval as to form by the County Attorney.

PROPOSED LEGAL DESCRIPTION

That part of the fractional Northwest 1/4 of Section 3, Township 3 North, Range 2 West, City of Lansing, Ingham County, Michigan, described as beginning at a point on the North line of said Section 3 lying S88°45'28" E 366.81 feet from the Northwest corner of said Section 3; thence continuing S88°45'28" E on said North line 355 feet; thence S0°35'42" W 329.70 feet; thence S88°44'12" E 85.95 feet to the Northwest corner of the Plat of Battenfield Subdivision No. 1, as recorded in Liber 16 of Plats, pages 3 and 4, Ingham County Records; thence S0°37'55" W 518.27 feet along the West line of the Plat of Battenfield Subdivision No. 1 and the West line of the Plat of Pennsylvania Heights, as recorded in Liber 17 of Plats, page 38, Ingham County Records, to the North line of the Plat of Rosetown, as recorded in Liber 29 of Plats, page 6, Ingham County Records, thence N89°04'25" W along said North line 344 feet; thence N1°14'32" E 404.83 feet; thence N88°45'28" W 88.20 feet; thence N1°14'32" E 445.00 feet to the point of beginning. Containing 7 acres more or less.

RESOLUTION STAFF REVIEW

DATE July 3, 2008

Agenda Item Title: Resolution Authorizing the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties to Construct a Storage/Maintenance Facility on County-Owned Property at 812 East Jolly Road, Lansing, MI

Submitted by: Community Mental Health Authority of Clinton, Eaton, and Ingham Counties

Committees: LE____, JD____, HS__X__, CS__X__, Finance____

Summary of Proposed Action:

This resolution authorizes the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties to construct a new 3,520 square foot Storage/Maintenance Facility at the southeast corner of the existing parking lot at 812 East Jolly Road, Lansing, MI.

CMH desires authorization to move forward with the construction of this building before the sale of the property is complete, because the end dates for the construction bids are fast approaching, CMH will purchase all labor and materials for the construction of the facility.

Financial Implications: None.

Other Implications:

The construction of a new Storage/Maintenance Facility will take the place of off-site storage units and centralize supplies, equipment, and tools to one central location for the carpenters and building maintenance staff.

Staff Recommendation: MM__ JN__ TL__ TM__ JC__X__

Staff recommends approval of the resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE COMMUNITY MENTAL HEALTH
AUTHORITY OF CLINTON, EATON, AND INGHAM COUNTIES TO CONSTRUCT A
STORAGE/MAINTENANCE FACILITY ON COUNTY-OWNED PROPERTY
AT 812 EAST JOLLY ROAD, LANSING, MI**

WHEREAS, Ingham County currently owns the property located at 812 East Jolly Road, Lansing, MI; and

WHEREAS, the facilities on this property serve as the primary headquarters for the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH); and

WHEREAS, CMH is proposing the construction of a new Storage/Maintenance Facility to take the place of off-site storage units and centralize supplies, equipment, and tools to one central location for the carpenters and building maintenance staff; and

WHEREAS, CMH will purchase all labor and materials for the construction of the facility.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties to construct a new 3,520 square foot Storage/Maintenance Facility at the southeast corner of the existing parking lot at 812 East Jolly Road, Lansing, MI.

BE IT FURTHER RESOLVED, CMH will be responsible for all costs associated with the project, including labor and materials.

Agenda Item 6

RESOLUTION STAFF REVIEW

DATE July 3, 2008

Agenda Item Title: Resolution Authorizing Funding for Repair Projects and the Replacement of the Tables and Chairs for the Community Building at the Fairgrounds

Submitted by: Tom Edman, Fair Manager

Committees: LE____, JD____, HS____, CS X, Finance X

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

The attached resolution is a request for additional funding from the Reserve Fund 230 (Hotel/Motel) to complete additional Capital Improvements/Preventative Maintenance projects and tables and chairs replacement.

Financial Implications:

The Community Improvement proposal for additional funds from the Hotel and Motel reserve fund are as follows:

1.	Rebuild backflow preventers -	\$ 800
2.	Picnic pavilion roof -	\$ 3,500
3.	Grandstand support columns -	\$ 8,000
4.	Fence for grandstand fan protection -	\$ 3,000
5.	Drain repair, south end driveway -	\$ 2,000
6.	Replace front sign, improvements and upgrade from storm damage	\$11,500
7.	Cement pad for horse scale -	\$ 1,000
8.	Tables and chairs replacement -	<u>\$35,000</u>
	TOTAL	\$64,800

Projects 1, 3, 4, and 7 are proposed for completion prior to the start of the Fair.

This Resolution will approve moving \$65,000.00 from Fund 230 (hotel/motel) to Fund 561 (Fair).

Other Implications: None.

Staff Recommendation: MM X JN ____ TL ____ TM ____ JC ____

Staff recommends approval of the resolution.

MEMORANDUM

TO: County Services and Finance Committee

FROM: Thomas A Edman, Fair Manager

DATE: July 2, 2008

SUBJECT: Resolution Authorizing Funding for Repair Projects and the Replacement of the Tables and Chairs for the Community Building at the Fairgrounds

The resolution before you is to request additional funding from the Reserve Fund 230 (Hotel/Motel) to complete additional Capital Improvements/Preventative Maintenance projects and table and chair replacement. Due to required funding for Resolution #08-093, the fairgrounds is still in need of additional funding for projects that can be accomplished by in house staff, before and after the fair.

Two Capital Improvements projects are Grandstand related and will need to be completed prior to the start of the Fair. Both of these projects are public safety related. The first project will replace and repair two Grandstand support columns. The second project will install safety netting across the front of the Grandstand seating area, to provide safer viewing of our "dirt" related events.

Additional Capital Improvements/Preventative Maintenance projects that will continue post fair, will include: Replacing the roof on the south dining pavilion, rebuilding of the water backflow preventers, finishing a records and storage room under the Grandstands, construction of a cement slab next to the infield north arena for horse pulling weigh-ins, and repair and improvement of a storm drain on the south end of the grounds.

The second half of this Resolution is also a request for funding from Reserve Fund 230 (Hotel/Motel). This would enable replacement of all of the seating and tables for the banquet hall. Currently several tables and chairs need to be replaced. All of the tables and chairs were purchased when the facility was built in 1995. This replacement will complete the renovation of our banquet hall in 2008, thus allowing us to continue to be the desired rental hall of Ingham County.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE REPLACEMENT OF ELECTRICAL
SERVICE LINES AT THE FAIRGROUNDS TO BE PERFORMED BY
CONSUMERS ENERGY AND JOHNSON ELECTRIC**

RESOLUTION #08-093

WHEREAS, the Purchasing Department has solicited sealed bids from experienced and qualified electrical contractors to replace the existing primary metered overhead electrical service with new secondary metered services at the Fairgrounds; and

WHEREAS, Consumers Energy will be providing the distribution system line extension and will own the newly installed electrical lines that will provide the Fairgrounds with their electrical service; and

WHEREAS, the Purchasing and Facilities Departments both concur that a contract be awarded to Johnson Electric, who submitted the lowest responsive and responsible bid in the amount of not to exceed \$234,065.00, which also reflects the payment of prevailing wage and in conjunction with Consumers Energy's quote of \$83,018.50, for providing the newly installed electric lines to the Fairgrounds, for a total cost of \$342,083.50, which includes a \$25,000.00 contingency; and

WHEREAS, \$110,000.00 has been budgeted within the appropriate Fair CIP account, 561-76900-976000 in the 2008 Budget; and

WHEREAS, the Ingham County Board of Commissioners remains committed to safety at all job sites; and

WHEREAS, the additional \$232,083.50 will come from previous years unspent Fair improvement allocations, available within the hotel/motel fund balance.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Johnson Electric, 3495 Viaduct SW, Grandville, Michigan 49418-3419, in conjunction with Consumers Energy to replace the existing primary metered overhead electrical service with new secondary metered services at the Fairgrounds, for a not to exceed total cost of \$342,083.50.

BE IT FURTHER RESOLVED, the Facilities Department will closely monitor the performance at the job site by requiring copies of certified payrolls, check stubs, fringe benefit breakdowns for every employee on a weekly or bi-weekly basis based on the payroll and the journeymen to

apprentice ratio and any job and/or safety violations could result in Ingham County refusing to award future contracts to the vendor.

BE IT FURTHER RESOLVED, that the Purchasing Department will require and closely monitor to ensure that each employee on the job is also properly licensed and that each employee is working only within their proper classification.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller to make any 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.

COUNTY SERVICES: Yeas: Nolan, Copedge, Soule, Grebner, Severino

Nays: De Leon **Absent:** None **Approved 4/8/09**

FINANCE: Yeas: Grebner, Weatherwax-Grant, Celentino, Schor, Dougan

Nays: None **Absent:** Hertel **Approved 4/9/09**

Agenda Item 6

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING FUNDING FOR REPAIR PROJECTS AND THE REPLACEMENT OF THE TABLES AND CHAIRS FOR THE COMMUNITY BUILDING AT THE FAIRGROUNDS

WHEREAS, the 2008 Fair Budget included an amount of \$160,000 in the Capital Improvement Plan; and

WHEREAS, the funds were allocated by Resolution #08-093 towards the electrical project as well as \$232,083.50, from the previous years unspent Fair improvement allocations available within the hotel/motel fund balance; and

WHEREAS, the Fair Office will still need to complete repair projects, and replace tables and chairs in the Community Building in 2008; and

WHEREAS, there are funds available in the hotel/motel fund balance to fund \$65,000 to complete these projects; and

WHEREAS, the Community Building is in dire need of replacing the broken tables and chairs; and

WHEREAS, the Fair Manager with the assistance of the Purchasing Department acquired quotes and sample tables and chairs and made a recommendation to the Fair Board; and

WHEREAS, the Fair Board accepted the recommendation to purchase replacement tables and chairs for the Community Building.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby approves moving \$65,000.00 from Fund 230 (hotel/motel) to Fund 561 (Fair).

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby approves the funding of an amount of \$30,000.00 for the repair projects needed to be completed at the Fairgrounds in 2008.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby approves the purchase of replacement tables and chairs for the Community Building, with the cost not to exceed \$35,000.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller's Office to make the necessary budget adjustments in the Ingham County Fair 2008 budget.

Agenda Item 7a

RESOLUTION STAFF REVIEW

DATE July 3, 2008

Agenda Item Title: Resolution Authorizing Expenditures for Materials and Installation of an Irrigation System at Potter Park

Submitted by: Ingham County Parks & Recreation Commission

Committees: LE____, JD____, HS____, CS__X__, Finance __X__

Summary of Proposed Action:

The Purchasing Department solicited and received sealed bids for the installation of a pump station, water lines, and irrigation heads in parking islands, picnic shelters, picnic areas and the grass area from Pennsylvania Avenue up to the Zoo entrance. The low bidder, Lawn Sprinkler Sales, Service, and Design, Inc., met all specifications and requirements.

Financial Implications:

This is an approved 2008 Capital Improvement item with a budgeted amount of \$100,000. The low bid submitted by Lawn Sprinkler Sales, Service and Design, Inc. was \$49,990.

Other Implications: None.

Staff Recommendation: MM__X__ JN____ TL____ 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.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: June 12, 2008

SUBJECT: Bid Summary – Irrigation System

Project Description:

This project consists of soliciting bids to supply and to install an irrigation system at Potter Park Zoo.

Bid Summary:

Bidders Contacted: 6 Local: 2
Bidders Responding: 4 Local: 2

The following firms submitted a bid:

<u>Firm</u>	<u>Cost</u>	<u>Local Preference Requested</u>
Lawn Sprinklers Sales, Service & Design	\$49,990	N - Lansing, MI
Royal Lawn Services, Inc.	\$55,575	Y - Holt, MI
Michigan Automatic Sprinkler, Inc.	\$68,498	N - Commerce, Twp., MI
Williamston Excavating & Contracting	\$110,500	Y - Williamston, MI

Recommendation:

Award a contract to Lawn Sprinklers Sales, Service & Design at a cost not to exceed \$49,990.

Source of Funding:

Zoo Millage Fund

Advertisement:

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

Prevailing Wage:

Contractor is required to comply with the County's Prevailing Wage Policy.

Local Purchasing Preference:

Not applicable. Royal Lawn's bid was not within 5% of Lawn Sprinklers' bid.

Contact Person(s):

Willis Bennett, Parks Director; Jim Hudgins, Purchasing Director

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of June 23, 2008
RESOLUTION #17-08

**RESOLUTION AUTHORIZING EXPENDITURES FOR MATERIALS AND INSTALLATION
OF AN IRRIGATION SYSTEM AT POTTER PARK**

WHEREAS, a need was identified to irrigate designated areas throughout Potter Park, including the landscaped and shelter areas; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids for the installation of a pump station, water lines and irrigation heads in parking islands, picnic shelters, picnic areas and the grass area from Pennsylvania Avenue up to the Zoo entrance in accordance with Ingham County Purchasing policies; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing, Facilities, and Parks Departments, and all Departments were in agreement that the low bidder met all specifications and requirements; and

WHEREAS, Lawn Sprinklers Sales, Service, and Design, Inc. submitted the lowest bid at \$49,990; and

WHEREAS, the approved 2008 Capital Improvement budgeted amount is \$100,000; and

WHEREAS, the Potter Park Zoo Board supported this project by passing Resolution #10-08.

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission recommends that the Board of Commissioners enter into a contract with Lawn Sprinklers Sales, Service, and Design, Inc. for the installation of an irrigation system at Potter Park.

Moved by Mr. Czarnecki and **Supported by** Commissioner Soule that Resolution #17-08 be approved. **Yes-8; No-0. MOTION CARRIED.**

Agenda Item 7a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING EXPENDITURES FOR MATERIALS AND
INSTALLATION OF AN IRRIGATION SYSTEM AT POTTER PARK**

WHEREAS, a need was identified to irrigate designated areas throughout Potter Park, including the landscaped and shelter areas; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids for the installation of a pump station, water lines and irrigation heads in parking islands, picnic shelters, picnic areas and the grass area from Pennsylvania Avenue up to the Zoo entrance in accordance with Ingham County Purchasing policies; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing, Facilities, and Parks Departments, and all Departments were in agreement that the low bidder met all specifications and requirements; and

WHEREAS, Lawn Sprinklers Sales, Service, and Design, Inc. submitted the lowest bid at \$49,990; and

WHEREAS, the approved 2008 Capital Improvement budgeted amount is \$100,000; and

WHEREAS, the Potter Park Zoo Board passed Resolution #10-08 and the Ingham County Parks & Recreation Commission passed Resolution #17-08 recommending that the Board of Commissioners enter into a contract with Lawn Sprinklers Sales, Service, and Design, Inc. for the installation of an irrigation system at Potter Park.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Lawn Sprinklers Sales, Service, and Design, Inc. for the installation of an irrigation system at Potter Park.

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

RESOLUTION STAFF REVIEW

DATE July 3, 2008

Agenda Item Title: Resolution Authorizing an Application be Submitted to the Michigan Department of Natural Resources for a Michigan Natural Resources Trust Fund Grant to Fund the Acquisition of 120 Acres of Natural Area to Expand Lake Lansing North Park

Submitted by: Ingham County Parks & Recreation Commission

Committees: LE____, JD____, HS____, CS__X__, Finance __X__

Summary of Proposed Action:

This is an authorization to submit an application to the Michigan Natural Resources Trust Fund for a grant to acquire 120 acres of natural area to expand Lake Lansing Park-North. The property is situated between Lake Lansing Park-North and natural areas owned by Meridian Township, in whole constituting a 600 acre natural area that provides significant recreation and water quality benefits.

County policy does not require a resolution authorizing grant applications, but in this case, the Department of Natural Resources requires a resolution committing the local match prior to submitting the application.

The owner of the property has allowed a portion of the land being considered for acquisition to be used as part of the Lake Lansing Park-North trail system for over 20 years. However, the property owner has recently taken steps toward developing housing on the property, and indicated a desire to do so should the County not be able to purchase the property in full at this time. It seems likely that there is a limited window of opportunity to acquire this property.

Recognizing the financial challenges the County faces in FY2009, the Parks Department has reviewed its 2008 CIP Budget and identified \$120,900 that could be transferred from currently approved uses to be used as local match for the MNRTF proposal along with \$54,100 from the 508 Parks Enterprise Fund Balance.

The Preserve Lake Lansing Trails group is working in conjunction with the Friends of Ingham County Parks to raise \$150,000 in donations for use as part of the local match for the MNRTF proposal. \$75,365 had been raised as of July 1; the Parks Department will provide an updated fundraising tally at the upcoming Board of Commissioners' meetings.

The Meridian Township Land Preservation Advisory Board is expected to determine whether to recommend providing financial support as part of the local match for the MNRTF grant proposal at its July 9 meeting. The Meridian Township Board of Trustees would then be expected to vote on July 15, which would provide the Board of Commissioners a clearer understanding of what amount of local match has been committed prior to debating the enclosed resolution.

Financial Implications:

The local match of \$725,000 will consist of funding as detailed below:

Cash donations, Friends of Ingham County Parks	\$150,000
Meridian Township	\$??????
Transfer of funds (2008 Ingham County Parks CIP budget)	\$120,900
Transfer of funds (Ingham County Parks 508 fund balance)	\$ 54,100
2009 Capital Improvement Request	<u>\$100,000</u>
Total	\$725,000

Other Implications: None

Staff Recommendation: MM X JN ____ TL ____ TM ____ JC ____

Staff recommends approval of the resolution.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of June 23, 2008

RESOLUTION #18-08

**RESOLUTION RECOMMENDING AN APPLICATION BE SUBMITTED TO THE MICHIGAN
DEPARTMENT OF NATURAL RESOURCES FOR A MICHIGAN NATURAL RESOURCES
TRUST FUND GRANT TO FUND THE ACQUISITION OF 120 ACRES OF NATURAL AREA
TO
EXPAND LAKE LANSING NORTH PARK**

WHEREAS, The Ingham County Parks Master Plan was developed under the direction of the Ingham County Board of Commissioners to establish a systematic plan to meet the goal of providing adequate recreational facilities for the residents of Ingham County; and

WHEREAS, the acquisition of the 120 acres would support Master Plan goals, ensuring adequate active and passive open space to meet the needs of the community and providing undeveloped natural and quiet areas within Ingham County Parks; and

WHEREAS, a trail right of way through a portion of the 120 acres has been provided free of charge for over twenty years, allowing the property to be used by the general public as an extension of Lake Lansing North Park for hiking and cross-country skiing; and

WHEREAS, Lake Lansing North Park received over 120,000 visits in 2007, serving visitors from many Ingham County communities; and

WHEREAS, the property is under development pressure and will likely be used for a housing development if it is not purchased at this time; and

WHEREAS, interested citizens and the Friends of Ingham County Parks have set a fundraising target of \$100,000 to be included as local match and discussions are underway with Meridian Township regarding possible participation in the Michigan Natural Resources Trust Fund grant proposal; and

WHEREAS, the Ingham County Parks & Recreation Commission supports the efforts of the Friends of Ingham County Parks and will request that \$120,900 of the 2008 Parks Department CIP Budget and \$54,100 of the Parks Department 508 Enterprise Fund Balance be transferred to assist with the local match.

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission recommends to the Ingham County Board of Commissioners that an application be submitted to the Michigan Department of Natural Resources requesting a grant from the Michigan Natural Resources Trust Fund to assist in the acquisition of 120 acres adjacent to Lake Lansing North Park, with a total local match of \$725,000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners be asked to commit the local match of \$725,000, less financial support provided by the Ingham County Parks Department, the Friends of Ingham County Parks, and Meridian Township, to be available in 2009 contingent upon the grant being approved.

BE IT FURTHER RESOLVED, that staff be directed to request the transfer of \$120,900 of the 2008 Parks Department CIP Budget and \$54,100 of the Parks Department 508 Enterprise Fund Balance to assist with the local match at the appropriate time.

Moved by Mr. Czarnecki and **Supported by** Ms. Weil that Resolution #18-08 be approved as amended. **Yes-8; No-0. MOTION CARRIED.**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN APPLICATION BE SUBMITTED TO THE
MICHIGAN DEPARTMENT OF NATURAL RESOURCES FOR A MICHIGAN
NATURAL RESOURCES TRUST FUND GRANT TO FUND THE ACQUISITION OF
120 ACRES OF NATURAL AREA TO EXPAND LAKE LANSING NORTH PARK**

WHEREAS, the Ingham County Parks Master Plan was developed under the direction of the Ingham County Board of Commissioners to establish a systematic plan to meet the goal of providing adequate recreational facilities for the residents of Ingham County; and

WHEREAS, the acquisition of the 120 acres would support Master Plan goals, ensuring adequate active and passive open space to meet the needs of the community and providing undeveloped natural and quiet areas within Ingham County Parks; and

WHEREAS, a trail right of way through a portion of the 120 acres has been provided free of charge for over twenty years, allowing the property to be used by the general public as an extension of Lake Lansing North Park for hiking and cross-country skiing; and

WHEREAS, Lake Lansing North Park received over 120,000 visits in 2007, serving visitors from many Ingham County communities; and

WHEREAS, the property is under development pressure and will likely be used for a housing development if it is not purchased at this time; and

WHEREAS, the Drain Commissioner is in support of this land acquisition on behalf of the citizens of Ingham County because Lake Lansing is the largest water recreation resource in Ingham County, and undeveloped land located within the watershed area for the lake is extremely beneficial to the future health of the lake; and

WHEREAS, interested citizens and the Friends of Ingham County Parks have set a fundraising target of \$150,000 to be included as local match, and discussions are underway with Meridian Township regarding possible participation in the Michigan Natural Resources Trust Fund grant proposal; and

WHEREAS, the Ingham County Parks & Recreation Commission supports the efforts of the Friends of Ingham County Parks and will request that \$120,900 of the 2008 Parks Department CIP Budget and \$54,100 of the Parks Department 508 Enterprise Fund Balance be transferred to assist with the local match; and

WHEREAS, the Ingham County Parks & Recreation Commission recommends the Ingham County Board of Commissioners authorize an application to the Michigan Department of Natural Resources requesting a grant.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an application be submitted to the Michigan Department of Natural Resources requesting a grant from the Michigan Natural Resources Trust Fund to assist in the acquisition of 120 acres adjacent to Lake Lansing North Park, with a total local match of \$725,000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners commits the local match of \$725,000, less financial support provided by the Parks & Recreation Commission, the Friends of Ingham County Parks, and Meridian Township, to be available in 2009 contingent upon the grant being approved.

BE IT FURTHER RESOLVED, that the Ingham County Board Chairperson is authorized to sign any grant applications consistent with this resolution.

BE IT FURTHER RESOLVED, that the Ingham County Board Chairperson and County Clerk are authorized to sign any contract documents consistent with this resolution after approval as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE July 3, 2008

Agenda Item Title: Resolution Authorizing Expenditures for Paving and Related Work at Potter Park

Submitted by: Ingham County Parks & Recreation Commission

Committees: LE____, JD____, HS____, CS X, Finance X

Summary of Proposed Action:

The Purchasing Department solicited and received sealed bids for the reconstruction of the Potter Park Zoo's parking lots and roadways with the exception of the area that was resurfaced 10 to 12 years ago. The low bidder, Michigan Paving & Materials, met all specifications and requirements.

Financial Implications:

This is an approved 2008 Capital Improvement item with a budgeted amount of \$780,000. The low bid submitted by Michigan Paving & Materials was \$674,933.

Other Implications: None.

Staff Recommendation: MM X JN ____ TL ____ 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.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of June 23, 2008
RESOLUTION #15-08

**RESOLUTION AUTHORIZING EXPENDITURES FOR
PAVING AND RELATED WORK AT POTTER PARK**

WHEREAS, reconstruction is needed throughout Potter Park Zoo's parking lots and roadways with the exception of the area that was resurfaced 10 to 12 years ago; and

WHEREAS, the pavement has exceeded its useful life and is beyond repair; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing, Facilities, and Parks Departments, and all Departments were in agreement that the low bidder met all specifications and requirements; and

WHEREAS, Michigan Paving & Materials submitted the lowest bid at \$674,933; and

WHEREAS, the approved 2008 Capital Improvement budgeted amount is \$780,000; and

WHEREAS, the Potter Park Zoo Board supported this project by passing Resolution #08-08.

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission recommends that the Board of Commissioners enter into a contract with Michigan Paving & Materials, 16777 Wood St., Lansing, MI, 48906 for the paving and related work as described in the Ingham County Purchasing Department's Bid #23-08.

Moved by Mr. Czarnecki and **Supported by** Commissioner Soule that Resolution #15-08 be approved. **Yes-8; No-0. MOTION CARRIED.**

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: June 18, 2008
SUBJECT: Bid Summary – Asphalt Project

Project:

This project consisted of soliciting bids for providing asphalt pavement and pavement reconstruction services to the Human Services Facility, Potter Park Zoo, and Lake Lansing South. Due to budgetary constraints, Lake Lansing South will not be completed at this time.

Bid Summary:

Bidders Contacted: 13 Local: 4
Bidders Responding: 6 Local: 3

The following firms submitted a bid:

<u>Firm</u>	<u>HSB/PPZ Cost</u>	<u>Local Pref. Requested</u>
Mike & Sons Asphalt, Inc. - only bid Lake Lansing South		N - Bath, MI
Michigan Paving & Materials Co.	\$ 868,301.50	Y - Lansing, MI
Rieth-Riley Construction Co., Inc.	\$ 910,105.50	N - Lansing, MI
Aggregate Industries	\$ 937,645.00	N - Mason, MI
American Asphalt	\$ 955,798.00	Y - Lansing, MI
Tom's Advanced Paving Co.	\$1,141,257.00	N - Lansing, MI

Recommendation:

Award a contract to Michigan Paving & Materials Co. in an amount not to exceed \$868,301.50.

Source of Funding:

HSB Operating Fund and Zoo Millage Fund.

Advertisement:

The RFP was advertised in the LSJ, the Chronicle, the construction trades, and posted on the Purchasing Department's Web Page.

Prevailing Wage:

Contractor is required to comply with the County's Prevailing Wage Policy.

Local Purchasing Preference:

Not applicable.

Contact Person(s):

Willis Bennett, Parks Director; Jim Hudgins, Director of Purchasing

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING EXPENDITURES FOR
PAVING AND RELATED WORK AT POTTER PARK**

WHEREAS, reconstruction is needed throughout Potter Park Zoo's parking lots and roadways with the exception of the area that was resurfaced 10 to 12 years ago; and

WHEREAS, the pavement has exceeded its useful life and is beyond repair; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing, Facilities, and Parks Departments, and all Departments were in agreement that the low bidder met all specifications and requirements; and

WHEREAS, Michigan Paving & Materials submitted the lowest bid at \$674,933; and

WHEREAS, the approved 2008 Capital Improvement budgeted amount is \$780,000; and

WHEREAS, the Facilities Director has requested that \$105,067 be set aside as a contingency amount for unidentified and unforeseen problems that may be associated with the sub-grade; and

WHEREAS, the Potter Park Zoo Board passed Resolution #08-08 and the Ingham County Parks & Recreation Commission passed Resolution #15-08 and is recommending that the Board of Commissioners enter into a contract with Michigan Paving & Materials, for the necessary reconstruction of Potter Park Zoo's parking lots and roadways.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Michigan Paving & Materials, 16777 Wood St., Lansing, MI, 48906 for the paving and related work as described in the Ingham County Purchasing Department's Bid #23-08.

BE IT FURTHER RESOLVED, that \$105,067 be set aside for any additional problems associated with the project.

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

RESOLUTION STAFF REVIEW

DATE July 3, 2008

Agenda Item Title: Resolution Authorizing Expenditures for the Sealing and Repair of all Pedestrian Pathways within the Potter Park Zoo

Submitted by: Ingham County Parks & Recreation Commission

Committees: LE____, JD____, HS____, CS X, Finance X

Summary of Proposed Action:

The Purchasing Department solicited and received sealed bids for the application of a non-slip asphalt coating to all pedestrian pathways within the Potter Park Zoo in order maintain asphalt integrity and improve the aesthetic appearance of the Potter Park Zoo for Zoo visitors. The low bidder, Belden Jennite, Inc. 425 E. High Street, Jackson, Michigan 49203, met all specifications and requirements.

Financial Implications:

This is an approved 2008 Capital Improvement item with a budgeted amount of \$170,000. The low bid was submitted by Belden Jennite in the amount of \$64,724. In addition, the Facilities Director has requested \$15,276 be set aside as a contingency amount for unidentified problem areas associated with the project.

Other Implications: None.

Staff Recommendation: MM X JN ____ TL ____ 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.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of June 23, 2008
RESOLUTION #16-08

**RESOLUTION AUTHORIZING EXPENDITURES FOR
THE SEALING AND REPAIR OF ALL PEDESTRIAN PATHWAYS WITHIN
THE POTTER PARK ZOO**

WHEREAS, All pedestrian pathways within the Potter Park Zoo need to be sealed with a non-slip asphalt coating to maintain asphalt integrity and improve the aesthetic appearance of the Potter Park Zoo for Zoo visitors; and

WHEREAS, numerous areas throughout the Potter Park Zoo are in need of repair or resurfacing; and

WHEREAS, the Ingham County Purchasing Department solicited bids in accordance with Ingham County Purchasing policies that will be due July 2nd, 2008; and

WHEREAS, the bids will be reviewed by the Ingham County Purchasing, Facilities, and Parks Departments to ensure the low bidder meets all specifications and requirements; and

WHEREAS, in order to expedite the project the Facilities Department has requested that the Parks & Recreation Commission approve a process whereby the Purchasing Director will recommend the approved vendor after all bids are received on July 2, 2008; and

WHEREAS, the approved 2008 Capital Improvement budgeted amount is \$170,000; and

WHEREAS, the Potter Park Zoo Board supported this project by passing Resolution #09-08

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission recommends that the Board of Commissioners enter into a contract with the vendor approved by the Ingham County Purchasing Director in an amount not to exceed \$170,000.

Moved by Mr. Czarnecki and **Supported by** Commissioner Soule that Resolution #16-08 be approved. **Yes-8; No-0. MOTION CARRIED.**

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: July 2, 2008

SUBJECT: Bid Summary – Pavement Patching & Crack Sealing

Project Description:

This project consists of soliciting bids to provide pavement patching and crack sealing services for the walkways at Potter Park Zoo.

Bid Summary:

Bidders Contacted: 15	Local: 4
Bidders Responding: 2	Local: 1

The following firms submitted a bid:

<u>Firm</u>	<u>Cost</u>	<u>Local Preference Requested</u>
Belden Jennite, Inc.	\$64,725	N - Jackson, MI
American Asphalt, Inc.	\$86,993	Y – Lansing, MI

Recommendation:

Award a contract to Belden Jennite, Inc. at a cost not to exceed \$64,725.

Source of Funding:

Zoo Millage Fund

Advertisement:

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

Prevailing Wage:

Contractor is required to comply with the County's Prevailing Wage Policy.

Local Purchasing Preference:

Not applicable.

Contact Person(s):

Rick Terrill, Facilities Director; Jim Hudgins, Purchasing Director

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING EXPENDITURES FOR
THE SEALING AND REPAIR OF ALL PEDESTRIAN PATHWAYS
WITHIN THE POTTER PARK ZOO**

WHEREAS, all pedestrian pathways within the Potter Park Zoo need to be sealed with a non-slip asphalt coating to maintain asphalt integrity and improve the aesthetic appearance of the Potter Park Zoo for Zoo visitors; and

WHEREAS, numerous areas throughout the Potter Park Zoo are in need of repair or resurfacing; and

WHEREAS, the Potter Park Zoo Board passed Resolution #09-08 and the Ingham County Parks & Recreation Commission passed Resolution #16-08, recommending that the Board of Commissioners enter into a contract with the vendor approved by the Ingham County Purchasing Director in an amount not to exceed \$170,000; and

WHEREAS, the Ingham County Purchasing Department solicited bids in accordance with Ingham County Purchasing policies that were due July 2, 2008; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing, Facilities, and Parks Departments on July 2, 2008 to ensure the low bidder meets all specifications and requirements; and

WHEREAS, Belden Jennite submitted the lowest bid at \$64,724; and

WHEREAS, the approved 2008 Capital Improvement budgeted amount is \$170,000; and

WHEREAS, the Facilities Director has requested that \$15,276 be set aside as a contingency amount for unidentified problem areas associated with the project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Belden Jennite, Inc., 425 E. High Street, Jackson, Michigan 49203 for the sealing and repair of pedestrian pathways within the Potter Park Zoo.

BE IT FURTHER RESOLVED, that \$15,276 be set aside as a contingency amount for unidentified problem areas associated with the project.

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

RESOLUTION STAFF REVIEW

DATE July 2, 2008

Agenda Item Title: Resolution to Eliminate a Vacant Nurse Case Manager Position and Create a Customer Services Specialist Position in Health Plan Management Services

AND

Resolution to Authorize the Creation of a Special Part-Time Pharmacy Benefit Coordinator Position in Health Plan Management Services

Submitted by: T. A. Lindsey, Human Resources Director

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

Summary of Proposed Action: This resolution supports authorization to reorganize some functions within the Health Plan Management Services of the Ingham County Health Department.

Eliminate the position of Nurse Case Manager and replace it with a Customer Service Specialist in the Call Center.

Severe relationship with outside vendor for the independent contract position of Pharmaceutical Benefits Consultant. Replace with a special part-time staff position of Pharmacy Benefit Coordinator.

Financial Implications:

Eliminate current position of Nurse Case Manager	Save	\$ 86,933
Create Full Time Customer Service Specialist for HPMS	PRO 5	\$40,411—\$48,511
Eliminate independent contractor relationship for Pharmaceutical Benefits Consultant	Save	\$38,000
Create Special Part Time staff position of Pharmacy Benefit Coordinator.	PRO 07	\$23,954-28,756

Consistent with Commissioners' instructions, costs are calculated on maximum salary compensation amount.

For the full-time Customer Service Specialist position, total cost is \$69,690, includes fringe benefit amount of \$21,179 and the \$48,511 compensation maximum for 2008.

For the Special Part-Time Pharmacy Benefit Coordinator position, total cost is \$31,482 includes fringe benefit amount of \$2,726 and the \$28,756 compensation maximum for 2008.

Other Implications: The Special Part-Time Pharmacy Benefit Coordinator is treated as a Labor Market Exception as follows:

Compensated \$40 per hour, up to 19 hours per week for the first 12 months.

Compensated \$45 per hour, up to 15 hours a week for the next 12 month period.

- D. Special Part-Time Employees:** An employee regularly scheduled to work nineteen (19) hours or less per week shall be considered a special part-time employee. Such employees shall be compensated by wages only, and shall not be covered by the provisions of this Agreement.
Article 5, Section 2, D - ICEA County Professionals Agreement.

Staff Recommendation: MM ____ JN ____ TL X TM ____ JC ____
Staff recommends approval of the resolution.

2008 Personnel Cost Projection**pos # 601084 vacant Nurse Case Mgr****PHN****Step 5**

704000	Salary	\$62,746
720000	Longevity	0
	Wages	<u>\$62,746</u>
715000	FICA&med	4,800
716020	PHP&Surchrg	11,805
716100	Dental	578
716200	Vision	108
718000	Retirement	5,120
722000	Workers Comp	835
915050	Liability	0
714000	Unemployment	314
716040	Health Ins Trust	<u>627</u>
	Total	\$86,933

2008 Personnel Cost Projection**Customer Svcs Spec****PRO05****Step 5**

704000	Salary	\$48,511
720000	Longevity	0
	Wages	<u>\$48,511</u>
715000	FICA&med	3,711
716020	PHP&Surchrg	11,805
716100	Dental	578
716200	Vision	108
718000	Retirement	3,604
722000	Workers Comp	645
915050	Liability	0
714000	Unemployment	243
716040	Health Ins Trust	<u>485</u>
	Total	\$69,690

2008 Personnel Cost Projection**PT Pharmacy Benefit Coord.****PRO07****Step 5**

704000	Salary	\$28,756
720000	Longevity	0
	Wages	<u>\$28,756</u>
715000	FICA&med	2,200
716020	PHP&Surchrg	0
716100	Dental	0
716200	Vision	0
718000	Retirement	0
722000	Workers Comp	382
915050	Liability	0
714000	Unemployment	144
716040	Health Ins Trust	<u>0</u>
	Total	\$31,482

vacant Nurse Case Mgr	-\$86,933
Customer Svcs Spec	<u>\$69,690</u>

MEMORANDUM

To: Human Services Committee
County Services Committee
Finance Committee

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

Date: July, 2008

Subject: Recommendation to Eliminate a Vacant Nurse Case Manager Position and Create a Customer Service Specialist Position in Health Plan Management Services

This is a recommendation to eliminate a vacant Nurse Case Manager, (Position # 601084), and create a Customer Service Specialist position in Health Plan Management Services to support the operations of Health Plan Management Services (HPMS). HPMS has expanded its business to 17 County Health Plans in 54 counties covering 75,000 lives which produces over \$3 million in revenue.

HPMS currently has a vacant Nurse Case Manager position. Over time, County Health Plans have become more involved in the managing the care of their members locally while HPMS has also built efficiencies into processes which require less staff to actively manage members' care. Therefore, there is no longer a need to fill the vacant Nurse Case Manager position.

However, with the expansion of the County Health Plans' local involvement and the increased membership, there is a need to add additional staff to the customer service team. Additionally, there is the need for a lead position in this unit to provide daily direction, leadership, training, and quality control. The Human Resources Department evaluated the position at a grade of PRO05 and it has been supported by the Ingham County Employees Association.

No additional revenue is needed to support these staffing changes.

I recommend the Board of Commissioners adopt the attached resolution and authorize the elimination of the vacant Nurse Case Manager, (Position # 601084), and creation of a Customer Service Specialist in Health Plan Management Services.

Attachment

c: John Jacobs w/attachment
Laura Peterson w/attachment
Tony Lindsey w/attachment
Jayson Welter w/attachment
Janet Bowen w/attachment

Agenda Item 8a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ELIMINATE A VACANT NURSE CASE MANAGER POSITION
AND CREATE A CUSTOMER SERVICES SPECIALIST POSITION IN HEALTH
PLAN MANGEMENT SERVICES**

WHEREAS, Health Plan Management Services manages 17 County Health Plans in 54 counties in Michigan; and

WHEREAS, the needs of the County Health Plans has changed over time requiring more customer service support and less case management support from Health Plan Management Services; and

WHEREAS, Health Plan Management Services has a vacant Nurse Case Manager, (Position # 601084); and

WHEREAS, Health Plan Management Services has the need for an additional customer service staff person to provide direction and leadership to the customer service team; and

WHEREAS, the proposed new position has been evaluated by the Human Resources Department and the Ingham County Employees Association and both support the recommendations that are contained in this resolution; and

WHEREAS, no additional revenue is needed to support these staffing changes; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the elimination of the vacant Nurse Case Manager position and the creation of a Customer Service Specialist position in Health Plan Management Services.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the elimination of the vacant Nurse Case Manager, (Position # 601084), in Health Plan Management Services.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the creation of a Customer Service Specialist position at the Grade of PRO05 in Health Plan Management Services.

MEMORANDUM

To: Human Services Committee
County Services Committee
Finance Committee

From: Dean Sienko, M.D. Health Officer

Date: July 2, 2008

Subject: Recommendation to a Create a Pharmacy Benefit Coordinator

This is a recommendation to authorize the creation of a Pharmacy Benefit Coordinator to support the operations of Health Plan Management Services (HPMS). HPMS has expanded its business to 17 County Health Plans in 54 counties covering 75,000 lives which produces over \$3 million in revenue.

Last year, the County Health Plans (CHPs) contracted with a new Pharmacy Benefit Manager (PBM), 4D Pharmacy Management Systems, Inc. Health Plan Management Services is responsible for managing the pharmacy benefit and the relationship the County Health Plans have with the PBM. This new relationship has allowed HPMS the ability to manage the CHPs' pharmacy benefit more closely and confidently. However, in order to maximize efficiencies and cost control, while assuring the highest of standards for quality and service to the County Health Plan members, HPMS will need the support of a part-time staff person to coordinate the pharmacy operations. HPMS has identified additional revenue to support this expenditure, which is included in the 2008 revised budget and 2009 Health Department budget request.

The Human Resources Department evaluated the position at a grade of PRO07 and it has been supported by the Ingham County Employees Association.

I recommend the Board of Commissioners adopt the attached resolution and authorize the creation of a Pharmacy Benefit Coordinator.

Attachment

c: John Jacobs w/attachment
Laura Peterson w/attachment
Tony Lindsey w/attachment
Jayson Welter w/attachment
Andy Bunell, ICEA President

Agenda Item 8b

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE CREATION OF A SPECIAL PART-TIME
PHARMACY BENEFIT COORDINATOR POSITION IN HEALTH PLAN MANAGEMENT
SERVICES**

WHEREAS, the Bureau of Health Plan Management Services of the Health Department now serves 17 County Health Plans (CHPs) in 54 counties covering approximately 75,000 lives through contracts with health plan corporations in those communities which result in over \$3 million in annual revenue; and

WHEREAS, the CHPs contracted with a new Special Part-Time Pharmacy Benefit Manager (PBM) allowing for improved management of pharmacy operations; and

WHEREAS, HPMS currently lacks the expertise and staff resources to fully utilize the new PBM resources; and

WHEREAS, the proposed new position has been evaluated by the Human Resources Department and the Ingham County Employees Association and both support the recommendations that are contained in this resolution; and

WHEREAS, HPMS has identified additional revenue to support this expenditure, which is included in the 2008 revised budget and 2009 Health Department budget request.

WHEREAS, the Health Officer, recommends that the Board of Commissioners authorize the creation of a Special Part-Time Pharmacy Benefit Coordinator in Health Plan Management Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of a Special Part-Time Pharmacy Benefit Coordinator at the grade of PRO07 in Health Plan Management Services.

BE IT FURTHER RESOLVED, the Special Part-Time Pharmacy Benefit Coordinator shall be an exempt special part-time employee to be paid at a market exception rate of \$40 per hour for the first twelve months and \$45 per hour for the second 12 months. Thereafter, the position will receive rate increases equal to the Ingham County Employees Association negotiated rates.

MEMORANDUM

DATE: 07.09.08

TO: County Services Committee

FROM: T. A. Lindsey, Human Resources Director
Phone 517.887.4327 * tlindsey@ingham.org * Fax 517.887.4396

SUBJECT: New Hire –Advance Step Placement – Health Department
Dentist – Dr. Todd E. Ball

Human Resources supports and recommends approval. As presented in Dr. Sienko's 2 July documentation; the occupation is in great demand. By necessity it must be treated as a labor market exception. Normal rate range progression is not an option. The candidate has considerable experience and the advance grade placement request is reasonable.

Consistent with provisions of the **Managerial and Confidential Employee Personnel Manual, B. Compensation Plan, Item 7, Page 3...** Human Resources recommends approval of the request to start **Dr. Todd E. Ball at M14, Step 5 (\$90,850 for 2008).**

xc: Dr. Dean Sienko, Health Officer / Medical Director
Dr. Jaeson T. Fournier, Deputy Health Officer
Ms. Barbara Mastin, Chief Operating Officer
Mr. John Jacobs, Finance Officer
Dr. Matthew J. Myers, Controller/Administrator
File

MEMORANDUM

TO: County Services Committee

FROM: Dean Sienko, M.D., MS
Health Officer

DATE: July 2, 2008

Re: Recommendation to Start a Dentist at Step 5

The Health Department currently has a vacant dentist position that has remained open since February, 2007. The Department's lag in filling this position is not unique as many of our brethren Health Departments and Community Health Centers find it difficult to recruit dentists. Additionally, there is national recognition that the marketplace for dentists is very competitive and that there is a shortage of dentists available to serve the needs of the medically underserved.

In order for the Department to maintain high quality dental care for its adult dental population and to maintain revenue projections resulting from dental services it is critical to recruit and retain a dentist. Recruiting a dentist today requires salary considerations beyond Step 1 of the M14 salary grade as stipulated within the County's Managerial and Confidential Agreement.

Dr. Todd E. Ball is a 2007 Virginia Commonwealth University School of Dentistry graduate. Since graduation Dr. Ball has provided dental care in Ann Arbor, MI as a General Practice Resident with Veteran Affairs' Department of Hospital Dentistry. His enthusiasm for dentistry was evident during his interview and he comes to the Health Department with excellent credentials and references.

He has tentatively accepted Ingham County employment contingent on Step 5 in the Dentist salary range, which would be \$90,850 with a potential start date of late July or early August 2008.

I am recommending that the County Services Committee authorize a starting salary for Dr. Ball at the M14 - 5 level.

c: Jaeson T. Fournier, DC, MPH, Deputy Health Officer, Health Department
Tony Lindsey, Director, Human Resources
Barbara Mastin, MA, Chief Operating Officer, Health Department

Agenda Item 9a

RESOLUTION STAFF REVIEW

DATE July 3, 2007

Agenda Item Title: Resolution Authorizing a Contract with Michigan Paving & Materials Co. for the Human Services Building Parking Lot Repairs

Submitted by: Facilities Department

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: This resolution will authorize a contract with Michigan Paving & Materials Co., for the purpose of repairing and replacing the asphalt in the parking lot at the Human Services Building.

Financial Implications: The contract amount for this project is \$193,368.50 with a contingency of \$16,631.50 due to possible unforeseen problems. The funding for this project is available within the 2008 CIP line item 631-23304-931000-8FC06.

Other Implications: Local company – Lansing.

Staff Recommendation: MM__X__ JN____ TL____ 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.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 2, 2008

SUBJECT: Human Services Building Parking Lot Repair

The resolution before you authorizes awarding a contract to Michigan Paving & Materials Company for the purpose of repairing and replacing the asphalt in the parking lot at the Human Services Building due to the deterioration over time.

We are confident that Michigan Paving & Materials will bring its wealth of qualifications and experience to this project.

The cost to provide these services is \$193,368.50 and a contingency of \$16,631.50 is being asked for due to possible unforeseen problems that may occur during the process. Funding for this project is available within the 2008 CIP line item -631-23304-931000-8FC06

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: June 18, 2008
SUBJECT: Bid Summary – Asphalt Project

Project:

This project consisted of soliciting bids for providing asphalt pavement and pavement reconstruction services to the Human Services Facility, Potter Park Zoo, and Lake Lansing South. Due to budgetary constraints, Lake Lansing South will not be completed at this time.

Bid Summary:

Bidders Contacted: 13 Local: 4
Bidders Responding: 6 Local: 3

The following firms submitted a bid:

<u>Firm</u>	<u>HSB/PPZ Cost</u>	<u>Local Pref. Requested</u>
Mike & Sons Asphalt, Inc. - only bid Lake Lansing South		N - Bath, MI
Michigan Paving & Materials Co.	\$ 868,301.50	Y - Lansing, MI
Rieth-Riley Construction Co., Inc.	\$ 910,105.50	N - Lansing, MI
Aggregate Industries	\$ 937,645.00	N - Mason, MI
American Asphalt	\$ 955,798.00	Y - Lansing, MI
Tom's Advanced Paving Co.	\$1,141,257.00	N - Lansing, MI

Recommendation:

Award a contract to Michigan Paving & Materials Co. in an amount not to exceed \$868,301.50.

Source of Funding:

HSB Operating Fund and Zoo Millage Fund.

Advertisement:

The RFP was advertised in the LSJ, the Chronicle, the construction trades, and posted on the Purchasing Department's Web Page.

Prevailing Wage:

Contractor is required to comply with the County's Prevailing Wage Policy.

Local Purchasing Preference:

Not applicable.

Contact Person(s):

Willis Bennett, Parks Director; Jim Hudgins, Director of Purchasing

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH
MICHIGAN PAVING & MATERIALS CO.
FOR THE HUMAN SERVICES BUILDING PARKING LOT REPAIRS**

WHEREAS, reconstruction is needed throughout the Human Services Building parking lots and roadways due to the normal deterioration over time; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing, Facilities, and Parks Departments, and all Departments were in agreement that the low bidder met all specifications and requirements; and

WHEREAS, Michigan Paving & Materials Company submitted the lowest responsive and responsible bid at \$193,368.50; and

WHEREAS, the funds for the project are available in the 2008 CIP Fund 631-23304-931000-8FC06; and

WHEREAS, a contingency is being requested in the amount of \$16,631.50 for unidentified and unforeseen problems that may occur during the process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Michigan Paving & Materials Company, 16777 Wood St., Lansing, MI, 48906 for the paving and related work as described in the Ingham County Purchasing Department's Bid #23-08.

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

RESOLUTION STAFF REVIEW

DATE: July 2, 2008

Agenda Item Title: Resolution Authorizing a Contract with AT&T Wireless and ID Solutions at the Ingham County Family Center for the Ingham Academy

Submitted by: Facilities Department/MIS Department

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

Summary of Proposed Action:

This resolution would authorize awarding a purchase order to AT&T Wireless and ID Solutions, 31100 Plymouth Road, Room 308, Livonia, Michigan 48150, to perform the installation project management, engineering and programming of eight cameras and two surveillance monitors at the Ingham County Family Center for security purposes.

Financial Implications:

The total cost is \$20,000 and reflects pricing from the State of Michigan Purchase Contract and shipping costs. The funds will come from the Juvenile Justice Millage Fund.

Other:

The price includes one year of maintenance services for a year after the warranty period expires.

Staff Recommendation: MM ____ JN X TL ____ TM ____ JC ____

Staff recommends this resolution for approval.

MEMORANDUM

TO: County Services, Finance and Judiciary Committees

FROM: Rick Terrill- Facilities Director

DATE: July 3, 2008

SUBJECT: Ingham Academy Surveillance Monitors and Cameras

The resolution before you authorizes awarding a contract to AT&T Wireless and ID Solutions for the installation of the surveillance monitors and cameras needed at the Ingham County Family Center. The installation is required for the safety of the students and staff at the Ingham Academy.

AT&T Wireless and ID Solutions is a State of Michigan Contract Vendor. AT&T competitively bids out their services to ensure the best pricing available.

The funding for this project is available thru the Juvenile Justice Millage.

**at&t**

Proposal For

Ingham County MI***Ingham Academy Enterprise Rev 2.0**

Tuesday, July 01, 2008

ID Solutions**Equipment**

Part Number	Qty	Description	Unit Price	Total Price
PE-IP3701-2.5-6	1	IP Network Camera(Pelco) High Res Digital EDR NTSC 24VAC 2.5-6mm Lens	\$1,081.82	\$1,081.82
PE-IP3701-3-8	2	IP Network Camera(Pelco) High Res Digital EDR NTSC 24VAC 3-8mm Lens	\$986.36	\$1,972.73
SI-DOMECAM-R	3	Network Exterior Mini Dome Camera Color VF(3-8mm) AF POE/24VAC/DC12 BNC	\$886.36	\$2,659.09
SI-DOMECAM-I	2	Network Interior Mini Dome Camera Color VF(3-8mm) AF POE/24VAC/DC12 BNC	\$659.09	\$1,318.18
PE-3512HD	2	Outdoor Aluminum Enclosure 12" 24 VAC Htr&Dfog with Wall Mount	\$322.73	\$645.45
PE-HS1500	1	Enclosure High Security Indoor Corner Mount	\$540.00	\$540.00
SI-DOMECAMICL GMT	2	Flush mount ceiling kit 40	\$107.27	\$214.55
SI-DOMECAMRC LGMT	3	Flush mount kit 70	\$107.27	\$321.82
PEL-IPS-0	2	Interior Camera Power Supply (1 PTZ max)	\$44.55	\$89.09
ON-ENT-BASE	1	Network Digital Video Management System	\$1,817.27	\$1,817.27
ON-ENT-BASE-1-c	8	Network DVMS(Camera)	\$244.55	\$1,956.36
				\$12,616.36

Services

Part Number	Qty	Description	Unit Price	Total Price
IDS-Install	1	Installation, Project Management, Engineering, Programming	\$5,572.73	\$5,572.73
Silver 1 Year	1	Silver maintenance service 1 Year, Including - Requires Remote IP Access - Integrated Service Center Help Desk Support - Advanced Parts Replacement	\$1,366.52	\$1,366.52
				\$6,939.25

Grand Total w/o Optional Items and w/o Shipping: \$19,555.61**Shipping: TBD****Grand Total w/o Optional Items: \$19,555.61**

This proposal will utilize the existing virtualized server located at the County's NOC. Customer to provide the client pc's for security officer and others as needed.

Proposal #: 18-061608-2

Tuesday, July 01, 2008

Page 1 of 1

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH
AT&T WIRELESS AND ID SOLUTIONS
AT THE INGHAM COUNTY FAMILY CENTER FOR THE INGHAM ACADEMY**

WHEREAS, two surveillance monitors and eight IP Network cameras will need to be installed prior to the beginning of the school year at the Ingham County Family Center/Ingham Academy; and

WHEREAS, it is the recommendation of the MIS and Facilities Departments to use the State of Michigan Contract with AT&T and ID Solutions, for a not to exceed cost of \$20,000.00; and

WHEREAS, the funds for this project are available within the Juvenile Justice Millage Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of two surveillance monitors and eight IP Network cameras from AT&T and ID Solutions, for a not to exceed cost of \$20,000.00 from the Juvenile Justice Millage Fund, for Video Surveillance at the Ingham County Family Center.

BE IT FURTHER RESOLVED, the Controller's Office is authorized to make the necessary budget adjustments and the Purchasing Department is authorized to issue the necessary purchase order or purchase documents needed.

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.

MEMORANDUM

DATE: 06.24.08

TO: County Services Committee

FROM: T. A. Lindsey, Human Resources Director
Phone 517.887.4327 * tlindsey@ingham.org * Fax
517.887.4396

SUBJECT: New Hire –Advance Step Placement - Parks Department
Horticulturist / Grounds Manager - Mr. Thomas Davidek

Human Resources supports and recommends approval of Mr. Willis Bennett's request for advance grade placement. As presented in Interim Director of Parks Bennett's 23 June correspondence; there is considerable justification based upon skill and experience.

This is the first Teamster new hire since Ingham County acquired responsibility for Zoo. Although the collective bargaining agreement does not address the issue of advance grade placement; consistent with other existing procedures County Services authorization is sought.

Accordingly, Human Resources recommends approval of the request to start Mr. Thomas Davidek at Zoo Teamster Grade 136, Step 4 (\$56,118 for 2008).

xc: Dr. Matthew J. Myers, Controller\Administrator
File

INGHAM COUNTY PARKS & RECREATION COMMISSION

121 E. Maple Street, P.O. Box 178, Mason, MI 48854
(517) 676-2233 Fax (517) 244-7190

MEMO

DATE: June 23, 2008

TO: Tony Lindsey, Human Resources Director

FROM: Willis Bennett
Interim Director of Parks

RE: Starting Salary for Thomas Davidek as the Horticulturist/Grounds
Manager at Potter Park

We have completed the search for the Horticulturist position for Potter Park, which is a new position that was approved in the 2008 budget. The position's compensation has been established under the existing Zoo Teamsters contract.

Upon completion of the interviewing process, which was done by a three member team, Mr. Thomas Davidek was found to be the best candidate. Mr. Davidek has more than 15 years of experience with the Detroit Zoo in the same capacity. His work experience exceeds our expectations and the quality of his work, leadership abilities and creativity will be a tremendous addition to the Zoo maintenance staff.

Mr. Davidek is excited to join the Potter Park Zoo staff and to help us continue to improve our facilities to the highest level possible. It is with regard to his extensive experience and abilities, that I desire to establish Mr. Davidek's starting compensation at Step 4 of the Potter Park Zoo Teamsters contract, Grade 136 scale, or \$56,118.

Therefore, I would like to request that Mr. Davidek's starting compensation be set at Step 4, Grade 136, or \$56,118.

MEMORANDUM

DATE: 07.07.08

TO: County Service Committee

FROM: T. A. Lindsey, Human Resources Director
Phone 517.887.4327 * tlindsey@ingham.org * Fax 517.887.4396

RE: COURT ADMINISTRATOR - Advance Step Placement Request
55th Judicial District Court - Mr. Michael J. Dillon

Human Resources supports and recommends approval of 55th Judicial District Court request for advance grade placement. As presented in Interim Court Administrator Pahl's, 7 July documentation, Mr. Dillon has extensive on point District Court experience and a proven track record of accomplishments.

Consistent with provisions of the **Managerial and Confidential Employee Personnel Manual, B. Compensation Plan, Item 7, Page 3...** Human Resources recommends approval of the 55th Judicial District Court request to start Mr. Michael J. Dillon at MCF 13, Step 5 Level (\$84,324 for 2008).

xc: Hon. Thomas Boyd, Chief Judge
Hon. Rosemarie Aquilina, Judge
Atty. James B. Pahl, Interim Court Administrator
Dr. Matthew J. Myers, Controller/Administrator
File

55th Judicial District Court of the State of Michigan

700 Buhl Avenue, Mason, Michigan 48854 – Phone 517.676.8400

MEMORANDUM

To: Tony Lindsey, Director of Human Services

From: James B. Pahl, Interim Court Administrator

Re: **Starting Salary for Michael Dillon, Court Administrator**

Date: July 7, 2008

The 55th District Court has an open Court Administrator position due to the resignation of Anethia Brewer, who accepted the same position with the 54A District Court. The job description requires the expertise to provide leadership and supervision for all administrative aspects of the District Court. This position's compensation has been established by Human Resources Department to be a grade 13 position in the Managerial & Confidential agreement.

Upon the completion of the interviewing process, Mr. Michael Dillon was found to be the best candidate for this position. Mr. Dillon received a Masters of Arts degree in Psychology at Central Michigan University. He has over 16 years of experience as a district court administrator in an adjoining county, with an additional seven years as a district court probation officer prior to that. He is actively involved in training new court administrators as a member of the faculty of the Michigan Judicial Institute. He also serves as a member of the Court Support Consortium and the Collection Advisory Committee at MJJ.

Mr. Dillon's unique qualifications and experience working with this challenging position would greatly benefit the District Court's ability to meet the challenges facing the county. Other programs in our Division will also benefit from Mr. Dillon's employment with Ingham County, including Ingham Academy and the Evening Reporting Center.

At the direction of Chief Judge Boyd, I am requesting Mr. Dillon begin his employment at grade 13, Step 5, \$84,324 of the Managerial & Confidential Agreement. Mr. Dillon has asked for consideration of this request and I do desire to point out, if this request is granted, it would be a reduction from his current pay.

Agenda Item 10c

RESOLUTION STAFF REVIEW

DATE July 8, 2008

Agenda Item Title: Resolution to Authorize the Transfer of MERS Retirement Funds for Zoo Teamster and Zoo United Auto Workers Staff – Reciprocal Retirement Act

Submitted by: T. A. Lindsey, Human Resources Director

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: This resolution authorizes the transfer of MERS pension assets for Zoo Teamster and Zoo United Auto Workers Staff. The transfer is limited to former City of Lansing Employees who transitioned to Ingham County on July 1, 2007.

Financial Implications:

Some detailed cost data is provided in APPENDIX A. Employee withholdings with the County contributions have been held in abeyance until the asset transfer from the City of Lansing has been implemented.

Other Implications: There are no other implications.

Staff Recommendation: MM ____ JN ____ TL __X__ TM____ JC ____

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE TRANSFER OF MERS RETIREMENT FUNDS FOR ZOO TEAMSTER AND ZOO UNITED AUTO WORKERS STAFF – RECIPROCAL RETIREMENT ACT

WHEREAS, on or about May 1, 2007, the City of Lansing and Ingham County entered into an Agreement (hereinafter, the “Agreement”) for the Lease and Operation of Potter Park and Potter Park Zoo which transferred operational responsibility of the Potter Park Zoo to the County; and

WHEREAS, pursuant to the Agreement, it was envisioned that City employees who worked at the Potter Park Zoo would be provided the opportunity to continue employment as Ingham County employees, would be placed in no worse position regarding retirement benefits than if they had continued as City of Lansing employees, and would continue to receive eligibility for City of Lansing retiree health benefits; and

WHEREAS, section 6(1) of the Reciprocal Retirement Act, MCL 38.1106(1) authorizes an agreement to transfer the credited service towards retirement of a member from his or her preceding reciprocal unit (in this instance, the City of Lansing) to his or her succeeding reciprocal unit (in this instance, Ingham County); and

WHEREAS, the Agreement provided as follows:

The City shall transfer to the County designated plan and trust pension assets equal to the actuarial 100% fully funded present value of accrued pension liabilities, as of June 30, 2007, for those Former City Zoo Employees hired by the County. The City shall provide such further and/or additional information or resolutions as may be required by MERS or the County. The County will thereafter establish with MERS such pension plan or plans providing Former City Zoo Employees hired by the County prior to July 1, 2007 with pension benefits no worse than those provided under the City of Lansing Employees’ Retirement System and shall provide for prior service credit. Future Zoo Employees hired after July 1, 2007 shall be placed in such plan as is negotiated with the applicable union or as is established by the County; and

WHEREAS, the actuarial accrued liability (“AAL”) for each City employee that has elected to transfer to employment with the County has been calculated by Gabriel, Roeder, Smith and Company as of July 1, 2007, to be as set forth on the attached Appendix A, column 1; and

WHEREAS, the City of Lansing and its retirement system have agreed to pay, in the aggregate, the actuarial accrued liability as set forth on the attached Appendix A, column 1.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the transfer of credited service (as referenced in Appendix A, column 4) and the funds designated for each transferred employee (as referenced in Appendix A, column 2) from the City of Lansing ERS to Ingham County for credit towards the transferred employee's retirement in the Municipal Employees Retirement System ("MERS") account established by Ingham County pursuant to the Agreement.

BE IT FURTHER RESOLVED that the County retirement system accepts the actuarial present value of the retirement allowances attributable to the credited service for each transferred employee as set forth in Appendix A, and otherwise meeting the requirements of Section 6 of the Reciprocal Retirement Act, MCL 38.1106 and the Agreement;

BE IT FURTHER RESOLVED, that the provisions of this resolution apply to each of the transferred employees referenced on Appendix A individually and are not dependent upon application to all of the transferred employees.

BE IT FURTHER RESOLVED, that Dr. Matthew J. Myers, Controller/Administrator is authorized on behalf of the County's retirement system to sign and execute all documents to effectuate and finalize this transaction, subject to prior approval as to form, by legal counsel.

Dated: _____

RECIPROCAL RETIREMENT ACT (EXCERPT)
Act 88 of 1961

38.1106 Transfer of credited service; agreement between preceding reciprocal unit and succeeding reciprocal unit; resolution; financial consideration; actuarial present value of retirement allowance; written policy.

Sec. 6. (1) A reciprocal unit, designated as the preceding reciprocal unit, may enter into an agreement with a reciprocal unit, designated as the succeeding reciprocal unit, to transfer credited service of a member who leaves the employ of the preceding reciprocal unit and enters the employ of the succeeding reciprocal unit. The agreement shall be by resolution of the governing body of each reciprocal unit. The resolution shall specify the amount of credited service being transferred from the preceding reciprocal unit to the member's credit in the succeeding reciprocal unit and the amount of financial consideration being transferred from the preceding reciprocal unit to the succeeding reciprocal unit. The financial consideration transferred under this section shall not be greater than the larger of the following:

(a) The accumulated contributions of the member whose credited service is being transferred.
(b) The actuarial present value of the retirement allowance payable by the preceding reciprocal unit under section 4 if the preceding reciprocal unit does not transfer the member's credited service under this section.

(2) A succeeding reciprocal unit, before passing a resolution described in subsection (1), shall determine the actuarial present value of the retirement allowance that will be payable to the member under the retirement plan of the succeeding reciprocal unit attributable to the credited service to be transferred under subsection (1).

(3) The actuarial present value of the retirement allowance payable by the preceding reciprocal unit under subsection (1) and by the succeeding reciprocal unit under subsection (2) shall be calculated using the interest rate and mortality tables specified by the Pension Benefit Guarantee Corporation for calculating the actuarial present value of immediate and deferred pensions under a terminated pension plan as provided in part 2619 of subchapter C of chapter XXVI of title 29 of the Code of Federal Regulations, 29 C.F.R. part 2619.

(4) Each reciprocal unit, by resolution of the governing body of the reciprocal unit, shall establish a written policy to implement the provisions of this section in order to provide uniform application of this section to all members of the reciprocal retirement system.

History: Add. 1990, Act 274, Imd. Eff. Dec. 3, 1990.

APPENDIX A

NAME	ACCRUED ACTUARIAL LIABILITY	ERS FUNDING 85.9%	CITY FUNDING 14.1%	CREDITED SERVICE
Masseau, Teresa	\$52,408	\$45,018	\$7,390	5.27
Harrison, Tara	27,606	23,714	3,892	3.88
Brady, Gerald	320,014	274,892	45,122	18.17
Stults, Heather	4	3	1	.58
Marquardt, Mark	76,630	65,825	10,805	8.58
Foote, Sarah	33,324	28,625	4,699	4.25
Hernandez, Kimberly	20,840	17,902	2,938	3.17
Wager, Linda	118,712	101,974	16,738	11.08
Tomlian, Janice	98,899	84,954	13,945	10.5
Lincoln, Melissa	22,841	19,620	3,221	4
Wagner, Cynthia	32,683	28,075	4,608	4.17
Broder, Jacqueline	59,169	50,826	8,343	7
	\$863,130	\$741,428	\$121,702	

RESOLUTION STAFF REVIEW

DATE June 23, 2008

Agenda Item Title: Resolution to Authorize the Reorganization of the MIS Department

Submitted by: Tom Shewchuk, Director, MIS Department
T. A. Lindsey, Human Resources Director

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

Summary of Proposed Action: This resolution supports the reorganization of the Management Information Systems (MIS) Department.

Detailed fringe benefit and related cost data from the Ingham County Budget Department is provided as an attachment in spreadsheet format.

Financial Implications:

Position #	Current Grade	Current Max. Cost	Proposed Grade	Proposed Max. Cost
958020	PRO-05	\$73,257.00	PRO-07	\$83,955.00
958017	UAW-I	\$67,249.00	PRO-07	\$78,239.00
958014	UAW-I	\$73,611.00	UAW-J	\$77,053.00
958003	PRO-10	\$95,240.00	PRO-11	\$101,729.00
958005	PRO-10	\$95,240.00	PRO-11	\$101,729.00
New	UAW-I	\$73,611.00	UAW-I	\$73,611.00

Other Implications: There are implications for the Ingham County Employees Association - County Professionals (ICEA) and United Auto Workers /Technical /Office/Paraprofessional Services (UAW). Representatives have been notified of this reorganization.

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

MEMORANDUM

DATE: 06.23.08

TO: COUNTY SERVICES AND FINANCE COMMITTEES

Xc: Mr. Tom Shewchuk, MIS Director / Jury Administrator
Dr. Matthew J. Myers, Controller / Administrator

FROM: T. A. Lindsey, Human Resources Director
Phone 517.887.4327 * tlindsey@ingham.org * Fax 517.887.4396

RE: Management Information Systems (MIS) Reorganization Plan

Background

This reorganization is prompted by: organizational (County) service needs, departmental efficiency, budgetary constraints, internal equity, an assessment of staffing needs and capabilities.

Revised (New) MIS Job Positions

Position #	Position Title	Salary Grade	Salary Range
958020	Server Technician Coordinator	ICEA PRO-7	\$47,907-\$57,512
958003	Network Administrator – Level II	ICEA PRO-11	\$66,272 - \$79,555
958005	Network Administrator – Level II	ICEA PRO-11	\$66,272 - \$79,555
958017	Network Administrator –Level I	ICEA PRO-7	\$47,907-\$57,512
958014	Computer Technician-Level II	UAW- J	\$41,776 - \$50,160
New	Computer Technician-Level I	UAW- I	\$39,411-\$47,320

Revised (New) Job Descriptions

Network Administrator (Union=ICEA, Salary Grade=PRO-10):

- Replaced the current Network Administrator Job Description with the following:
 - Network Administrator Level I
 - Network Administrator Level II
 - Network Administrator Level III
- Level I – Recommend a **new** Salary Grade of PRO-8
- Level II - Salary Grade remains the same as the original Network Administration Salary Grade PRO-10
- Level III – Recommend a **new** Salary Grade of PRO-11 - ICEA

Computer Technician (Union=UAW, Salary Grade= UAW-I):

- Modified current job description and created a new Computer Technician Level I and Level II
 - Level I - Salary Grade UAW – I remains unchanged.
 - Level II – Recommend a **new** Salary Grade of UAW-J
- Salary Grade UAW-J will be a newly created Salary Grade - UAW

MIS Administrative Clerk/Help Desk (Union=UAW, Pay Grade=UAW-E):

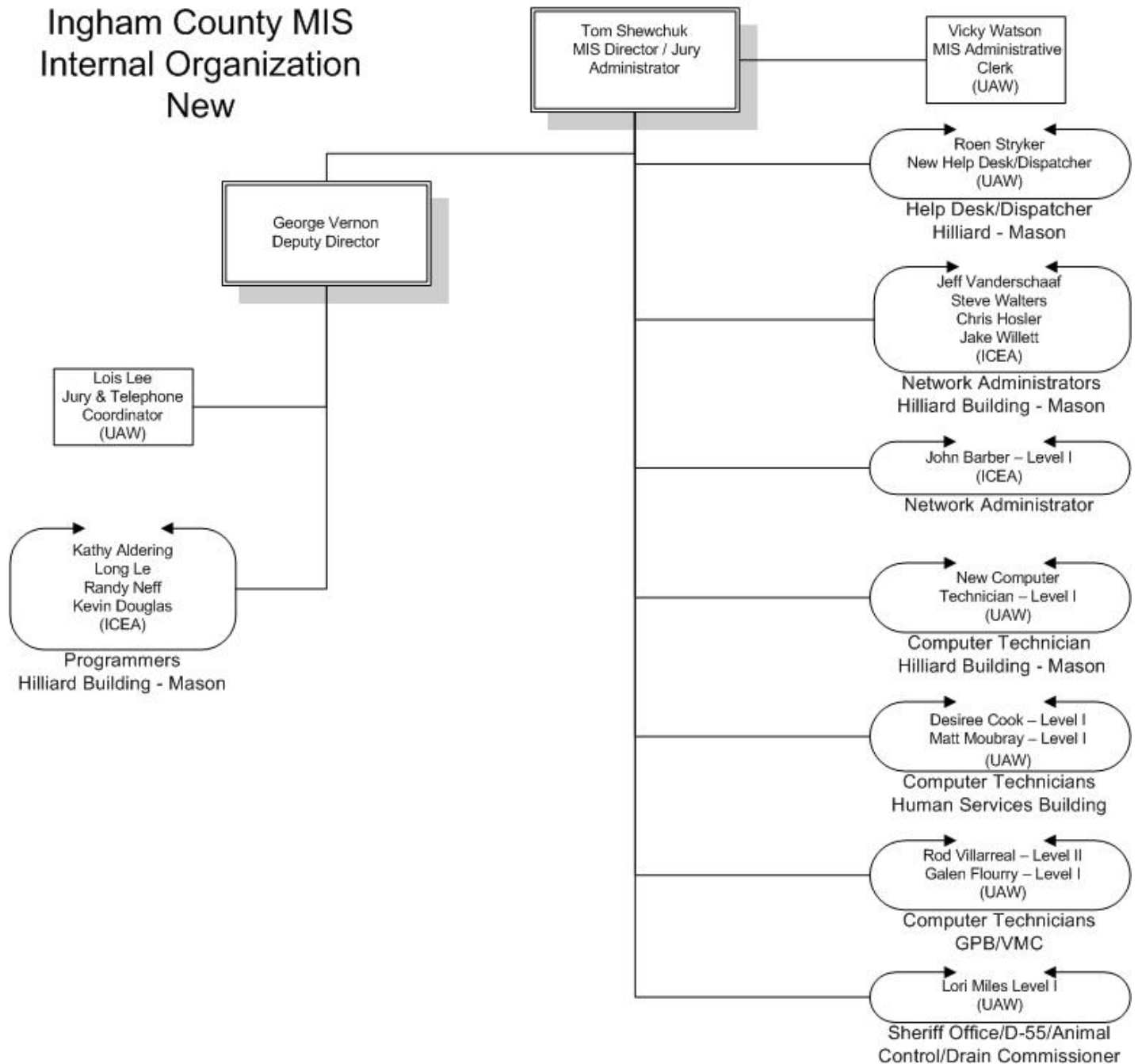
- Modified Job Description to eliminate Help Desk functions.
- No change in Salary Grade

Updated job descriptions are attached

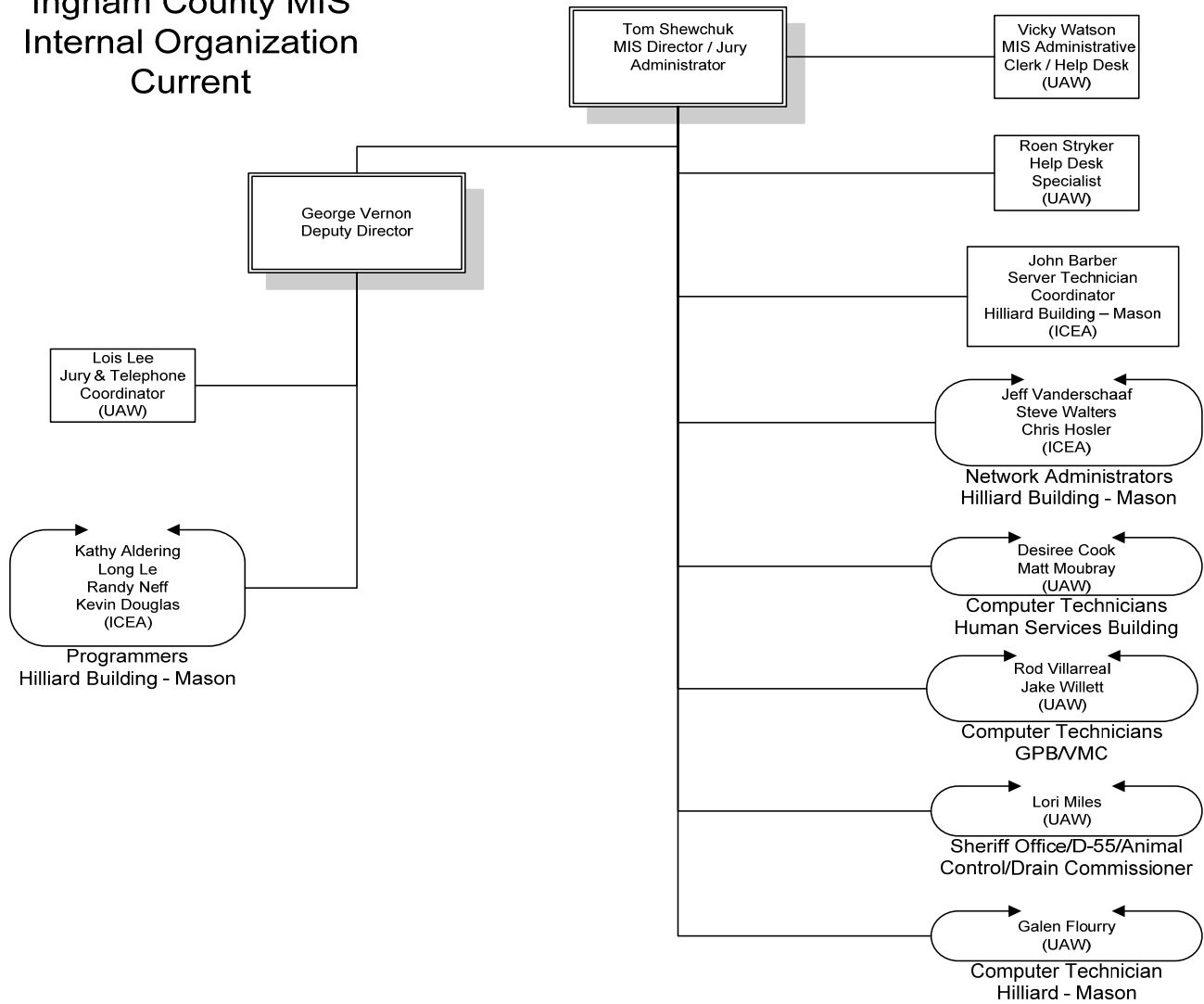
Existing (current) MIS Job Positions

Position #	Position Title	Salary Grade	Salary Range
958001	MIS Director/Jury Administrator	MCF-B	\$90,615-\$108,767
958002	Deputy Director-MIS	MCF-A	\$70,254-\$84,324
958003	Network Administrator	PRO-10	\$61,724 - \$74,096
958004	Network Administrator	PRO-10	\$61,724 - \$74,096
958005	Network Administrator	PRO-10	\$61,724 - \$74,096
958007	Programming Specialist	PRO-10	\$61,724 - \$74,096
958008	Programming Specialist	PRO-10	\$61,724 - \$74,096
958009	Programming Specialist	PRO-10	\$61,724 - \$74,096
958010	Programming Specialist	PRO-10	\$61,724 - \$74,096
958011	MIS Help Desk Specialist/Dispatcher	UAW-I	\$39,411-\$47,320
958012	MIS Administrative Clerk/Help Desk	UAW-E	\$31,236-\$37,484
958013	Jury & Telephone Coordinator	UAW-H	\$37,187-\$44,640
958014	Computer Technician	UAW-I	\$39,411 - \$47,320
958015	Computer Technician	UAW-I	\$39,411 - \$47,320
958016	Computer Technician	UAW-I	\$39,411 - \$47,320
958017	Computer Technician	UAW-I	\$39,411 - \$47,320
958018	Computer Technician	UAW-I	\$39,411 - \$47,320
958019	Computer Technician	UAW-I	\$39,411 - \$47,320
958020	Server Technician Coordinator	PRO-05	\$40,411 - \$48,512

Ingham County MIS Internal Organization New



Ingham County MIS Internal Organization Current



2008 Personnel Cost Projection
From Server Tech Coord (Hilliard Bldg) to
Network Administrator Level I - Sheriff's Office
John Barber

	<u>PRO-05</u> <u>Step 5</u>	<u>PRO-07</u> <u>Step 5</u>	<u>2008</u> <u>Add'l</u> <u>Cost</u>
Salary	\$48,512	\$57,512	\$9,000
Longevity	1,800	1,800	\$0
Wages	<u>\$50,312</u>	<u>\$59,312</u>	<u>\$9,000</u>
FICA	3,119	3,677	558
Medicare	730	860	131
Health & surchrge	12,615	12,615	0
Dental	578	578	0
Vision	108	108	0
Retirement	3,738	4,407	669
Workers Comp	60	71	11
Liability	1,033	1,218	185
CARES	33	33	0
Life	115	115	0
Disability	60	71	11
Unemployment	252	297	45
Health Ins Trust	503	593	90
Total	<u>\$73,257</u>	<u>\$83,955</u>	<u>\$10,699</u>

2009 Personnel Cost Projection
From Server Tech Coord (Hilliard Bldg) to
Network Administrator Level I - Sheriff's Office
John Barber

	<u>PRO-05</u> <u>Step 5</u>	<u>PRO-07</u> <u>Step 5</u>	<u>2009</u> <u>Add'l</u> <u>Cost</u>
Salary	\$49,481	\$58,662	\$9,181
Longevity	1,800	1,800	\$0
Wages	<u>\$51,281</u>	<u>\$60,462</u>	<u>\$9,181</u>
FICA	3,179	3,749	\$569
Medicare	744	877	\$133
Health & surchrge	12,891	12,891	\$0
Dental	714	714	\$0
Vision	108	108	\$0
Retirement	3,810	4,492	\$682
Workers Comp	108	127	\$19
Liability	1,053	1,241	\$188
CARES	0	0	\$0
Life	115	115	\$0
Disability	62	73	\$11
Unemployment	769	907	\$138
Health Ins Trust	513	605	\$92
Total	<u>\$75,346</u>	<u>\$86,360</u>	<u>\$11,014</u>

2008 Personnel Cost Projection
From Computer Technician to Network Admin Level I
Jacob Willett

	<u>UAW-I</u> <u>Step 5</u>	<u>PRO-07</u> <u>Step 5</u>	<u>2008</u> <u>Add'l</u> <u>Cost</u>
Salary	\$47,320	\$57,512	\$10,192
Longevity	1,800	1,800	\$0
Wages	<u>\$49,120</u>	<u>\$59,312</u>	<u>\$10,192</u>
FICA	3,045	3,677	\$632
Medicare	712	860	\$148
Health & surchrge	6,899	6,899	\$0
Dental	578	578	\$0
Vision	108	108	\$0
Retirement	4,804	4,407	-\$397
Workers Comp	59	71	\$12
Liability	1,008	1,218	\$209
CARES	33	33	\$0
Life	86	115	\$29
Disability	59	71	\$12
Unemployment	246	297	\$51
Health Ins Trust	491	593	\$102
Total	<u>\$67,249</u>	<u>\$78,239</u>	<u>\$10,990</u>

2009 Personnel Cost Projection
Jacob Willett

	<u>UAW-I</u> <u>Step 5</u>	<u>PRO-07</u> <u>Step 5</u>	<u>2009</u> <u>Add'l</u> <u>Cost</u>
Salary	\$48,266	\$58,662	\$10,396
Longevity	1,800	1,800	\$0
Wages	<u>\$50,066</u>	<u>\$60,462</u>	<u>\$10,396</u>
FICA	3,104	3,749	\$645
Medicare	726	877	\$151
Health & surchrge	7,441	7,441	\$0
Dental	714	714	\$0
Vision	108	108	\$0
Retirement	4,896	4,492	-\$404
Workers Comp	105	127	\$22
Liability	1,028	1,241	\$213
CARES	0	0	\$0
Life	86	115	\$29
Disability	60	73	\$12
Unemployment	751	907	\$156
Health Ins Trust	501	605	\$104
Total	<u>\$69,587</u>	<u>\$80,910</u>	<u>\$11,323</u>

2008 Personnel Cost Projection**From Computer Tech to Computer Technician II****Rod Villarreal**

	UAW-I	UAW-J	2008 Add'l Cost
	<u>Step 5</u>	<u>Step 5</u>	
Salary	\$47,320	\$50,159	\$2,839
Longevity	1,800	1,800	\$0
Wages	<u>\$49,120</u>	<u>\$51,959</u>	<u>\$2,839</u>
FICA	3,045	3,221	\$176
Medicare	712	753	\$41
Health & surchrge	13,261	13,261	\$0
Dental	578	578	\$0
Vision	108	108	\$0
Retirement	4,804	5,082	\$278
Workers Comp	59	62	\$3
Liability	1,008	1,067	\$58
CARES	33	33	\$0
Life	86	86	\$0
Disability	59	62	\$3
Unemployment	246	260	\$14
Health Ins Trust	491	520	\$28
Total	<u>\$73,611</u>	<u>\$77,053</u>	<u>\$3,442</u>

2008 Personnel Cost Projection**Promote to Network Administrator Level III****Steve Walters**

	PRO-10	PRO-11	2008 Add'l Cost
	<u>Step 5</u>	<u>Step 5</u>	
Salary	\$74,096	\$79,555	\$5,459
Longevity	1,800	1,800	\$0
Wages	<u>\$75,896</u>	<u>\$81,355</u>	<u>\$5,459</u>
FICA	4,706	5,044	338
Medicare	1,100	1,180	79
Health & surchrge	4,186	4,186	0
Dental	578	578	0
Vision	108	108	0
Retirement	5,639	6,045	406
Workers Comp	91	98	7
Liability	1,558	1,670	112
CARES	33	33	0
Life	115	115	0
Disability	91	98	7
Unemployment	379	407	27
Health Ins Trust	759	814	55
Total	<u>\$95,240</u>	<u>\$101,729</u>	<u>\$6,489</u>

2009 Personnel Cost Projection**From Computer Tech to Computer Technician II****Rod Villarreal**

	UAW-I	UAW-J	2009 Add'l Cost
	<u>Step 5</u>	<u>Step 5</u>	
Salary	\$48,266	\$51,162	\$2,896
Longevity	1,800	1,800	\$0
Wages	<u>\$50,066</u>	<u>\$52,962</u>	<u>\$2,896</u>
FICA	3,104	3,284	\$180
Medicare	726	768	\$42
Health & surchrge	14,510	14,510	\$0
Dental	714	714	\$0
Vision	108	108	\$0
Retirement	4,896	5,180	\$283
Workers Comp	105	111	\$6
Liability	1,028	1,087	\$59
CARES	0	0	\$0
Life	86	86	\$0
Disability	60	64	\$3
Unemployment	751	794	\$43
Health Ins Trust	501	530	\$29
Total	<u>\$76,656</u>	<u>\$80,198</u>	<u>\$3,542</u>

2009 Personnel Cost Projection**Promote to Network Administrator Level III****Steve Walters**

	PRO-10	PRO-11	2009 Add'l Cost
	<u>Step 5</u>	<u>Step 5</u>	
Salary	\$75,578	\$81,146	\$5,568
Longevity	1,800	1,800	\$0
Wages	<u>\$77,378</u>	<u>\$82,946</u>	<u>\$5,568</u>
FICA	4,797	5,143	\$345
Medicare	1,122	1,203	\$81
Health & surchrge	4,313	4,313	\$0
Dental	714	714	\$0
Vision	108	108	\$0
Retirement	5,749	6,163	\$414
Workers Comp	162	174	\$12
Liability	1,589	1,703	\$114
CARES	0	0	\$0
Life	115	115	\$0
Disability	93	100	\$7
Unemployment	1,161	1,244	\$84
Health Ins Trust	774	829	\$56
Total	<u>\$98,075</u>	<u>\$104,755</u>	<u>\$6,680</u>

2008 Personnel Cost Projection**Promote to Network Administrator Level III****Jeff
Vanderschaaf**

	PRO-10	PRO-11	2008
	<u>Step 5</u>	<u>Step 5</u>	<u>Add'l</u>
			<u>Cost</u>
Salary	\$74,096	\$79,555	\$5,459
Longevity	1,800	1,800	\$0
Wages	\$75,896	\$81,355	\$5,459
FICA	4,706	5,044	338
Medicare	1,100	1,180	79
Health & surchrge	4,186	4,186	0
Dental	578	578	0
Vision	108	108	0
Retirement	5,639	6,045	406
Workers Comp	91	98	7
Liability	1,558	1,670	112
CARES	33	33	0
Life	115	115	0
Disability	91	98	7
Unemployment	379	407	27
Health Ins Trust	759	814	55
Total	\$95,240	\$101,729	\$6,489

2009 Personnel Cost Projection**Promote to Network Administrator Level III****Jeff Vanderschaaf**

	PRO-10	PRO-11	2009
	<u>Step 5</u>	<u>Step 5</u>	<u>Add'l</u>
			<u>Cost</u>
Salary	\$75,578	\$81,146	\$5,568
Longevity	1,800	1,800	\$0
Wages	\$77,378	\$82,946	\$5,568
FICA	4,797	5,143	\$345
Medicare	1,122	1,203	\$81
Health & surchrge	4,313	4,313	\$0
Dental	714	714	\$0
Vision	108	108	\$0
Retirement	5,749	6,163	\$414
Workers Comp	162	174	\$12
Liability	1,589	1,703	\$114
CARES	0	0	\$0
Life	115	115	\$0
Disability	93	100	\$7
Unemployment	1,161	1,244	\$84
Health Ins Trust	774	829	\$56
Total	\$98,075	\$104,755	\$6,680

2008 Personnel Cost Projection**New Computer Technician**

	UAW-I	2008
	<u>Step 5</u>	<u>Cost</u>
Salary	\$47,320	\$47,320
Longevity	1,800	\$1,800
Wages	\$49,120	\$49,120
		\$0
FICA	3,045	\$3,045
Medicare	712	\$712
Health & surchrge	13,261	\$13,261
Dental	578	\$578
Vision	108	\$108
Retirement	4,804	\$4,804
Workers Comp	59	\$59
Liability	1,008	\$1,008
CARES	33	\$33
Life	86	\$86
Disability	59	\$59
Unemployment	246	\$246
Health Ins Trust	491	\$491
Total	\$73,611	\$73,611

2009 Personnel Cost Projection**New Computer Technician**

	UAW-I	2009
	<u>Step 5</u>	<u>Cost</u>
Salary	\$48,266	\$48,266
Longevity	1,800	\$1,800
Wages	\$50,066	\$50,066
		\$0
FICA	3,104	\$3,104
Medicare	726	\$726
Health & surchrge	14,510	\$14,510
Dental	714	\$714
Vision	108	\$108
Retirement	4,896	\$4,896
Workers Comp	105	\$105
Liability	1,028	\$1,028
CARES	0	\$0
Life	86	\$86
Disability	60	\$60
Unemployment	751	\$751
Health Ins Trust	501	\$501
Total	\$76,656	\$76,656

2008

Cost of this Reorganization	\$111,720
(including new Computer Technician)	
Savings from R08-096 (salaries below)	

2009

Cost of this Reorganization	
(including new Computer Technician)	
Savings from R08-096 (salaries below)	

Total Cost of reorg w/o elim Sheriff pos

Total Cost of reorg w/o elim Sheriff pos

2008 Personnel Cost Projection
Supervisor - Computer Operations
ICEA prof 10 Stephen Funk

	<u>Step 1</u>	<u>Step 5</u>	<u>2008 SAVINGS</u>
Salary	\$61,724	\$74,096	(\$74,096)
Longevity	0	1,800	(\$1,800)
Wages	\$61,724	\$75,896	(\$75,896)
FICA	3,827	4,706	(\$4,706)
Medicare	895	1,100	
Health&Surchrg	12,615	12,615	(\$12,615)
Dental	578	578	(\$578)
Vision	108	108	(\$108)
Retirement	4,586	5,639	(\$5,639)
Workers Comp	74	91	(\$91)
Liability	1,267	1,558	(\$1,558)
CARES	33	33	(\$33)
Disability	74	91	(\$91)
Life	115	115	(\$115)
Unemployment	309	379	(\$379)
Health Ins Trust	617	759	(\$759)
Total	\$86,822	\$103,669	(\$103,669)

2008 Personnel Cost Projection
Help Desk Specialist/Dispatcher
UAW-I

	<u>Step 5</u>	<u>2008 Max Cost</u>
Salary	\$47,320	\$47,320
Longevity	1,800	1,800
Wages	\$49,120	\$49,120
FICA&med	3,758	3,758
Health&Surchrg	12,615	12,615
Dental	578	578
Vision	108	108
Retirement	4,804	4,804
Workers Comp	59	59
Liability	1,008	1,008
CARES	33	33
Disability	59	59
Life	86	86
Unemployment	246	246
Health Ins Trust	491	491
Total	\$72,965	\$72,965

R08-096 (\$30,704)
SAVINGS

2009 Personnel Cost Projection
Supervisor - Computer Operations
ICEA prof 10

	<u>Step 5</u>	<u>2009 SAVINGS</u>
Salary	\$74,096	(\$74,096)
Longevity	1,800	(\$1,800)
Wages	\$75,896	(\$75,896)
FICA	4,706	(\$4,706)
Medicare	1,100	
Health&Surchrg	12,615	(\$12,615)
Dental	714	(\$714)
Vision	108	(\$108)
Retirement	5,639	(\$5,639)
Workers Comp	91	(\$91)
Liability	1,558	(\$1,558)
CARES	0	\$0
Disability	91	(\$91)
Life	115	(\$115)
Unemployment	1,138	(\$1,138)
Health Ins Trust	759	(\$759)
Total	\$104,531	(\$104,531)

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2009 Personnel Cost Projection
Help Desk Specialist/Dispatcher
UAW-I

	<u>Step 5</u>	<u>2009 Max Cost</u>
Salary	\$47,320	\$47,320
Longevity	1,800	1,800
Wages	\$49,120	\$49,120
FICA&med	3,758	3,758
Health&Surchrg	12,615	12,615
Dental	714	714
Vision	108	108
Retirement	4,804	4,804
Workers Comp	59	59
Liability	1,008	1,008
CARES	33	33
Disability	59	59
Life	86	86
Unemployment	246	246
Health Ins Trust	491	491
Total	\$73,101	\$73,101

(\$31,430)

Job Evaluation Point Distribution

	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>2008 Pay Range</u>
<u>Position</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>Total</u>		
Computer Technician I	140	135	115	120	50	70	130	115	35	30	15	15	970	UAW I	\$39,411 - 47,320
Computer Technician II	140	180	115	120	50	70	150	140	35	30	15	15	1060	UAW J	\$41,776 - 50,160
Network Administrator I	190	90	140	120	50	50	130	60	60	10	10	10	920	PRO 05	\$40,411 - 48,512
	190	90	140	120	50	50	170	115	60	15	15	15	1030	PRO 07	\$47,907 - 57,512
Network Administrator II	190	180	130	160	50	70	170	165	115	10	10	10	1260	PRO 10	\$61,724 - 74,096
	190	180	130	160	50	70	170	165	115	15	15	15	1275	PRO 10	\$61,724 - 74,096
Network Administrator III	190	225	140	180	75	70	210	195	140	15	15	15	1470	PRO 11	\$66,272 - 79,555
	190	225	140	180	75	90	210	195	140	15	15	15	1490	PRO 11	\$66,272 - 79,555

INGHAM COUNTY JOB DESCRIPTION

NETWORK ADMINISTRATOR LEVEL I

Summary:

Under supervision of the MIS Director, monitors, implements, manages and maintains the county's data communications network, associated hosted sites, and (or) Data Center. Provide technical support and maintenance for the county's Local Area Network (LAN) environment, storage, backup, generator(s) and UPS(s). Maintains the availability of systems to ensure county end-user productivity.

Duties and Responsibilities:

The Network Administrator Level I performs some or all of these duties and responsibilities on a daily basis:

- With direction from Network Administrators Level III configures, manages and maintains the county's files servers, storage, backup, and generator to ensure maximum network availability.
- With assistance from the Network Administrator Level III, designs, implements and maintains the county's physical and virtual server environment.
- Monitors the health of the county's servers, virus protection, backup's, and (or) Data Center.
- Maintains standards for the county's wiring infrastructure, equipment, security, vendors, routing protocols, platforms, and applications.
- Contributes in the planning, direction, and technical expertise regarding computer, network, resources, and services for both LAN's and WAN's and the world-wide Internet.
- Serves as a technical resource and technical escalation point in regards to the county's network, MIS staff and associated issues.
- Participates in county hardware and software information technology projects. Coordinates with other resources, departments, organizations and agencies as needed.
- Maintaining the integrity of the security of the county's network including password access, file access, intruder access, and protection against viruses and SPAM.
- Performs user analysis, trouble shoots problems, and follows through to resolution.
- Develops and maintains documentation of network infrastructure.
- Escalates problems and issues to management or Network Administrator III's as needed.
- Services departments throughout the County to trouble-shoot, repair, and maintain data equipment problems, including workstations, portable/laptop computers, scanners, monitors, printers, telephones, faxes, modems, and other peripherals.
- Determines the need to contract out repair work.
- Performs related duties as assigned by the employer.

Minimum Job Requirements:

Associates degree in Computer Science or equivalent technical certification. Or, 3 - 5 years of Information Systems work experience in a LAN/WAN environment. Industry recognized technical certification such as a Cisco CCNA or Microsoft MCSE preferred but not required.

Possession of a valid Michigan Driver's License.

Knowledge, Skills and Abilities Required:

- Strong interpersonal and communications skills and the ability to work effectively with a wide range of people in a diverse community.
- Working knowledge of networking concepts, Routing/Switching, Operating System technologies, Security, IP, advanced protocols and the Internet.
- Systems knowledge, architecting/design skills, documentation and methodical problem solving skills.
- Must be customer service oriented.
- Must be courteous and polite.
- Excellent verbal, telephone, and written etiquette.
- Proven ability to follow instructions, work under supervision, and multi-task.
- Effective and efficient troubleshooting and problem solving skills.
- Must be reliable and possess good organizational skills.

Working Conditions and Physical Requirements:

- Ability to lift, move and inspect computer terminals, printers and related equipment.
- Ability to enter and access information from a computer.
- Capable of sitting for prolonged periods of time at a computer screen.
- Ability to access all areas of the department with data processing or communication equipment.
- Ability to operate general office equipment such as computers, copiers, fax, etc.
- Works in office conditions but may be required to visit other department locations with data processing and related communication equipment.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

INGHAM COUNTY JOB DESCRIPTION

NETWORK ADMINISTRATOR LEVEL II

Summary:

Under supervision of the MIS Director, implements, manages and maintains the county's data communications network and associated hosted sites. Provides technical support for the county's Local Area Network (LAN) and Wide Area Network and supports other MIS personnel. Maintains the integrity and security of the county's data communications network.

Duties and Responsibilities:

The Network Administrator performs some or all of these duties and responsibilities on a daily basis:

- With direction from Network Administrators Level III, configures, manages and maintains the county's files servers, routers, switches, firewalls, and other LAN/WAN devices to ensure maximum availability and security.
- Analyzes and determine customers business needs, current computer and network systems technologies, vendor offerings, budget requirements, and develops solutions to ensure the highest level of customer satisfaction.
- Maintains standards for the county's wiring infrastructure, equipment, security, vendors, routing protocols, platforms, and applications.
- Contributes in the planning, direction, and technical expertise regarding computer, network, resources, and services for both LAN's and WAN's and the world-wide Internet.
- Serves a technical resource and technical escalation point in regards to the county's network, MIS staff and associated issues.
- Project Manager for county hardware and software information technology projects and ensures projects are completed within budget and on-time. Coordinates with other resources, departments, organizations and agencies.
- With direction, responsible for maintaining the integrity of the security of the county's network including password access, file access, intruder access, and protection against viruses and SPAM.
- Performs user analysis, trouble shoots problems, and follows through to resolution.
- Develops and maintains documentation of network infrastructure.
- Provides mentoring of other MIS staff.
- Escalates problems and issues to management or Network Administrator III's as needed.

Minimum Job Requirements:

Associates degree in Computer Science or equivalent technical certification. Or, 3 - 5 years of Information Systems work experience in a LAN/WAN environment. Industry recognized technical certification such as a Cisco CCNA or Microsoft MCSE preferred but not required.

Possession of a valid Michigan Driver's License.

Knowledge, Skills and Abilities Required:

- Strong interpersonal and communications skills and the ability to work effectively with a wide range of people in a diverse community.
- Working knowledge of networking concepts, Routing/Switching, Operating System technologies, Security, IP, advanced protocols and the Internet.
- Systems knowledge, architecting/design skills, documentation and methodical problem solving skills.
- Must be customer service oriented.
- Must be courteous and polite.
- Excellent verbal, telephone, and written etiquette.
- Proven ability to follow instructions, work under supervision, and multi-task.
- Effective and efficient troubleshooting and problem solving skills.
- Must be reliable and possess good organizational skills.

Working Conditions and Physical Requirements:

- Ability to lift, move and inspect computer terminals, printers and related equipment.
- Ability to enter and access information from a computer.
- Capable of sitting for prolonged periods of time at a computer screen.
- Ability to access all areas of the department with data processing or communication equipment.
- Ability to operate general office equipment such as computers, copiers, fax, etc.
- Works in office conditions but may be required to visit other department locations with data processing and related communication equipment.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

INGHAM COUNTY JOB DESCRIPTION

NETWORK ADMINISTRATOR LEVEL III

Summary:

Under minimal supervision of the MIS Director, leads in the design, implementation, management and maintenance of the county's data communications network and associated hosted sites. Provides advanced technical support for the county's Local Area Network (LAN) and Wide Area Network and supports other MIS personnel. This is a senior-level position and is responsible maintaining the integrity and security of the county's data communications network.

Duties and Responsibilities:

The Network Administrator performs some or all of these duties and responsibilities on a daily basis:

- Designs, configures, manages and maintains the county's files servers, routers, switches, firewalls, and other LAN/WAN devices to ensure maximum availability and security.
- Proficient at analyzing and determining customers business needs, current computer and network systems technology, vendor offerings, budget requirements, and developing solutions to ensure the highest level of customer satisfaction.
- Develops and maintains standards for the county's wiring infrastructure, equipment, security, vendors, routing protocols, platforms, and applications.
- Contributes in the planning, leadership, direction, and advanced technical expertise regarding computer, network, resources, and services for both LAN's and WAN's and the world-wide Internet.
- Serves a high-level technical expert and technical escalation point in regards to the county's network, MIS staff and associated issues.
- Lead architect and (or) Project Manager for complex county hardware and software information technology projects and ensures projects are completed within budget and on-time. Coordinates with other resources, departments, organizations and agencies.
- Responsible for the security of the county's network including password access, file access, intruder access, and protection against viruses and SPAM.
- Performs user analysis, trouble shoots problems, and follows through to resolution.
- Develops and maintains documentation of network infrastructure.
- Proactively provides mentoring of other MIS staff.
- Escalates problems and issues to management as needed.

Minimum Job Requirements:

Possess a Bachelor degree in Computer Science or equivalent technical certification. Or, 5 - 7 years of Information Systems work experience in a complex LAN/WAN environment. Industry recognized technical certification such as a Cisco CCNA or Microsoft MCSE preferred but not required.

Possession of a valid Michigan Driver's License.

Knowledge, Skills and Abilities Required:

- Strong interpersonal and communications skills and the ability to work effectively with a wide range of people in a diverse community.
- Advanced working knowledge of Networking concepts, Routing/Switching, Operating System technologies, Security, IP, advanced protocols and the Internet.
- Advanced systems knowledge, architecting/design skills, documentation and methodical problem solving skills.
- Must possess leadership qualities.
- Must be customer service oriented.
- Must be courteous and polite.
- Excellent verbal, telephone, and written etiquette.
- Proven ability to delegate work, follow instructions, work under supervision, and multi-task.
- Ability to effectively lead a team.
- Advanced effective and efficient troubleshooting and problem solving skills.
- Must be reliable and possess excellent organizational skills.

Working Conditions and Physical Requirements:

- Ability to lift, move and inspect computer terminals, printers and related equipment.
- Ability to enter and access information from a computer.
- Capable of sitting for prolonged periods of time at a computer screen.
- Ability to access all areas of the department with data processing or communication equipment.
- Ability to operate general office equipment such as computers, copiers, fax, etc.
- Works in office conditions but may be required to visit other department locations with data processing and related communication equipment.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

INGHAM COUNTY JOB DESCRIPTION

COMPUTER TECHNICIAN LEVEL I

Summary:

Under the supervision of the MIS Director, ensures the operation and availability of the county's networked computers and all related peripheral devices. Repairs, troubleshoots, installs, and maintains county networked PC's, software and peripherals while providing superior customer service to the county departments and end-user base.

Duties and Responsibilities:

The Computer Technician performs some or all of these duties and responsibilities on a daily basis:

- Troubleshoot, repair, install and maintain PC related hardware on the County's network.
- Organizes and prioritizes requests for service and on an as-needed basis works with vendor to resolve hardware and software problems.
- Visits departments throughout the County to trouble-shoot, repair, and maintain data equipment problems, including workstations, portable/laptop computers, scanners, monitors, printers, telephones, faxes, modems, and other peripherals.
- Determines the need to contract out repair work.
- Tracks inventory by staff member and workstation and ensures this information is updated and accurate in the county's call tracking system.
- Assists in developing specifications and recommends computer related purchases to management.
- Coordinates work orders for the installation of new equipment and recycles old equipment. Ensures all necessary software and data is migrated and network connectivity is established.
- Plans, schedules and coordinates new operating systems releases, engineering changes, and preventative maintenance changes.
- Ensures the accurate and complete logging of required information into the MIS call tracking system.
- Adheres to county and MIS policies and procedures.
- Provides software support on county approved applications and operating systems.
- Assists with special projects as needed.
- When necessary, escalates problems to management or the appropriate secondary level of support resource for resolution.

Minimum Job Requirements:

Associates degree in Computer Science or equivalent technical institution certificate. Or, 1 - 3 years of Information Systems work experience providing end-user technical assistance. A+ or MCSA certification preferred but not required.

Possession of a valid Michigan Driver's License.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communications skills and the ability to work effectively with a wide range of people in a diverse community.
- Skilled in the use of a computer as productivity tool and possess working knowledge of email, Internet web browsing, and the Microsoft Productivity Suite.
- Must be customer service oriented.
- Must be courteous and polite.
- Good verbal, telephone, and written etiquette.
- Working knowledge and understanding of a broad range of desktop based hardware and software and networking concepts.
- Able to follow instructions, work under supervision, and multi-task.
- Ability to effectively work in a team environment.
- Effective and efficient troubleshooting and problem solving skills.
- Must be reliable and possess good organizational skills.

Working Conditions and Physical Requirements:

- Ability to lift, move and inspect computer terminals, printers and related equipment.
- Ability to enter and access information from a computer.
- Capable of sitting for prolonged periods of time at a computer screen.
- Ability to access all areas of the department with data processing or communication equipment.
- Ability to operate general office equipment such as computers, copiers, fax, etc.
- Works in office conditions but may be required to visit other department locations with data processing and related communication equipment.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

INGHAM COUNTY JOB DESCRIPTION

COMPUTER TECHNICIAN LEVEL II

Summary:

Under the supervision of the MIS Director, ensures the operation and availability of the county's networked computers and all related peripheral devices. Repairs, troubleshoots, installs, and maintains county networked PC's, software and peripherals while providing superior customer service to the county departments and end-user base. In conjunction with MIS leads in developing Information Technology solutions that align with the county's technology strategy to meet the business needs of their assigned customers.

Duties and Responsibilities:

The Computer Technician performs some or all of these duties and responsibilities on a daily basis:

- In conjunction with MIS analyzes and determine customers business needs, current computer and network systems technologies, vendor offerings, budget requirements, and develops solutions to ensure the highest level of customer satisfaction.
- Contributes or leads in the management of projects in their assigned location.
- Troubleshoot, repair, install and maintain PC related hardware on the County's network.
- Organizes and prioritizes requests for service and on an as-needed basis works with vendor to resolve hardware and software problems.
- Visits departments throughout the County to trouble-shoot, repair, and maintain data equipment problems, including workstations, portable/laptop computers, scanners, monitors, printers, telephones, faxes, modems, and other peripherals.
- Determines the need to contract out repair work.
- Tracks inventory by staff member and workstation and ensures this information is updated and accurate in the county's call tracking system.
- Assists in developing specifications and recommends computer related purchases to management.
- Coordinates work orders for the installation of new equipment and recycles old equipment. Ensures all necessary software and data is migrated and network connectivity is established.
- Plans, schedules and coordinates new operating systems releases, engineering changes, and preventative maintenance changes.
- Ensures the accurate and complete logging of required information into the MIS call tracking system.
- Adheres to county and MIS policies and procedures.
- Provides software support on county approved applications and operating systems.
- Assists with special projects as needed.
- When necessary, escalates problems to management or the appropriate secondary level of support resource for resolution.

Minimum Job Requirements:

Associates degree in Computer Science or equivalent technical institution certificate. Or, 3 - 5 years of Information Systems work experience providing end-user technical assistance. A+ and MCSA certification preferred but not required.

Possession of a valid Michigan Driver's License.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communications skills.
- Ability to work effectively with all departmental resources and wide range of people in a diverse community.
- Prior successful Project Management experience.
- Skilled in the use of a computer as productivity tool and possess working knowledge of email, Internet web browsing, and the Microsoft Productivity Suite.
- Must be customer service oriented.
- Must be courteous and polite.
- Good verbal, telephone, and written etiquette.
- Working knowledge and understanding of a broad range of desktop based hardware and software and networking concepts.
- Able to follow instructions, work under supervision, and multi-task.
- Ability to effectively work in a team environment.
- Effective and efficient troubleshooting and problem solving skills.
- Must be reliable and possess good organizational skills.

Working Conditions and Physical Requirements:

- Ability to lift, move and inspect computer terminals, printers and related equipment.
- Ability to enter and access information from a computer.
- Capable of sitting for prolonged periods of time at a computer screen.
- Ability to access all areas of the department with data processing or communication equipment.
- Ability to operate general office equipment such as computers, copiers, fax, etc.
- Works in office conditions but may be required to visit other department locations with data processing and related communication equipment.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

INGHAM COUNTY JOB DESCRIPTION

MIS ADMINISTRATIVE CLERK

Summary:

Under the supervision of the MIS Director, provides general administrative support to MIS and its staff. Assist in the general administrative operations of MIS which includes, but not limited to preparing correspondence and other documents, answering the main telephone line for MIS, and maintaining files.

Duties and Responsibilities:

The Administrative Clerk performs some or all of these duties and responsibilities on a daily basis:

- Reviews telephone bills and runs programs to split charges by department. Administers charge-backs to the appropriate departments.
- Assists the Jury Coordinator in processing and organizing jury information, including questionnaires, entering data on jury system to computer and sending summons to jurors. Assists Jury Coordinator in providing information to the public regarding eligibility for excusal or postponement of jury service and supplies basic information on jury duty.
- Promptly answers incoming phone calls and emails requests to MIS.
- Maintains records of users, computer logs, computer equipment inventory, maintenance costs, and other areas.
- Maintains spreadsheets pertaining to budgets and departmental charge-backs.
- Processes purchase orders for County departments for computer software, hardware, and related equipment.
- Coordinates the accounts payable function for the department, includes verifying invoices and maintaining records. Responds to questions regarding payment of invoices.
- Prepares, processes, and maintains various confidential records, and maintains departmental filing systems.
- Escalates issues/problems to management.
- Processes mail, produces copies, sends faxes, and performs other general support tasks.

Minimum Job Requirements:

High school graduation or equivalent, prefer advanced coursework in accounting/bookkeeping, information systems, and related areas of business.

Two years of administrative support including the use of computer productivity tools such as word processing and spreadsheets, preferably in a data processing environment with some telephone system experience.

Possession of a valid Michigan Driver's License.

Knowledge Skills and Abilities Required:

- Strong interpersonal and communications skills and the ability to work effectively with a wide range of people in a diverse community.
- Skilled in the use of a computer as productivity tool and possess working knowledge of email, Internet web browsing, and the Microsoft Productivity Suite.
- Must be customer service oriented.
- Must be courteous and polite.
- Good verbal, telephone, and written etiquette.
- Able to follow instructions, work under supervision, and multi-task.
- Ability to effectively work in a team environment.
- Must be reliable and possess good organizational skills.

Working Conditions and Physical Requirements:

- Ability to enter and access information from a computer.
- Capable of sitting for prolonged periods of time at a computer screen.
- Ability to access all areas of the department with data processing or communication equipment.
- Ability to operate general office equipment such as computers, copiers, fax, etc.
- Works in office conditions but may be required to visit other department locations with data processing and related communication equipment.

The information listed above is intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE REORGANIZATION
OF THE MIS DEPARTMENT**

WHEREAS, Management Information Services (MIS) is proposing a reorganization / restructuring of the department due to substantial changes in organizational service needs, and changes in classification responsibilities, departmental efficiency, budgetary constraints, and internal equity; and

WHEREAS, the Sheriff's Office has requested additional MIS support; and

WHEREAS, Resolution #08-96, Authorizing the Initial Reorganization of MIS, yielded a cost savings of \$26,776 - \$34,685; and

WHEREAS, the Ingham County Employees Association - County Professionals (ICEA), and United Auto Workers/Technical/Office/Paraprofessional Services (UAW) Representatives have been notified of this reorganization; and

WHEREAS, the MIS Department desires the following changes:

- Reclassify the Server Technician Coordinator (position #958020) from an ICEA PRO-05 salary grade to a Network Administrator Level I, ICEA PRO-07 salary grade.
- Reclassify Network Administrators (position #958003 & 958005) from an ICEA PRO-10 salary grade to a Network Administrator III, ICEA PRO-11 salary grade.
- Reclassify the Computer Technician (position #958017) from a UAW-I salary grade to a Network Administrator Level I, ICEA PRO-07 salary grade.
- Reclassify the Computer Technician (position #958014) from a UAW-I salary grade to a Computer Technician Level II, UAW-J salary grade.
- Approve a Computer Technician Level I, UAW-I.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the reorganization of MIS as outlined below:

Position #	Current Grade	Current Max. Cost	Proposed Grade	Proposed Max. Cost
958020	PRO-05	\$73,257.00	PRO-07	\$83,955.00
958003	PRO-10	\$95,240.00	PRO-11	\$101,729.00
958005	PRO-10	\$95,240.00	PRO-11	\$101,729.00
958017	UAW-I	\$67,249.00	PRO-07	\$78,239.00
958014	UAW-I	\$73,611.00	UAW-J	\$77,053.00
New	UAW-I	\$73,611.00	UAW-I	\$73,611.00

BE IT FURTHER RESOLVED, that job descriptions for the above positions be amended / revised by the MIS Department and/or Human Resources to reflect elevated levels of duties and responsibilities commensurate with the reclassification.

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary adjustments to the 2008 MIS Budget and Position Allocation List in accordance with this resolution.

BE IT FURTHER RESOLVED, that Human Resources is directed to execute Letters of Agreement with the respective unions reflecting the reclassifications / salary ranges.

BE IT FURTHER RESOLVED, that this reorganization will take effect on the first day of the payroll period beginning after approval by the Board of Commissioners.

RESOLUTION STAFF REVIEW

DATE July 3, 2008

Agenda Item Title: Resolution to Approve the Purchase of a Storage Area Network (SAN) for the Ingham County Data Center

Submitted by: MIS Department

Committees: LE____, JD____, HS____, CS X, Finance X

Summary of Proposed Action: This resolution will authorize a contract with Analysts International Corporation to replace our current Storage Area Network. Our current network is HP based and the replacement is an EMC solution.

Financial Implications: The contract amount is \$90,743.45. Seven companies submitted proposals and after evaluation by the MIS Management Team, Technical Staff and Purchasing, the EMC solution was selected. This solution was available through the government contract, however the cost was considerably more expensive and the government contracts with Analysts International for install and support. Our current system is a HP solution, however the two most expensive proposals were the HP solution.

Other Implications: Our team also identified various other municipalities and private companies that use the EMC solution and it was determined that this solution was most appropriate for Ingham County.

Staff Recommendation: MM X JN ____ TL ____ 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 11b

TO: County Services and Finance Committees
FROM: Tom Shewchuk
DATE: 6/15/2008
RE: Storage Area Network (SAN)

Ingham County's current Storage Area Network (SAN) is 5 – 6 years old, is at capacity and cannot be expanded any further to meet the storage needs of Ingham County. The current SAN stores all of the county's computer data and is in need of replacement. MIS has been deleting and archiving data for the past year to maintain adequate space, but continue to experience a shortage of storage space.

MIS and Purchasing sought proposals for our next generation SAN. The previous MIS Director budgeted \$240,000 in 2009 for the replacement SAN but due to the increase in the County's need for more storage the SAN should be replaced immediately. The recommended bid amount for a new EMC SAN is \$90,743.45. Our current SAN is capable of storing 3TB (terabytes) of data and the new solution will give Ingham County 6TB of storage and will allow for future expansion. The EMC product was selected based on their state-of-the-art technology, reputation, company viability, and supportability. In addition, the following companies/government agencies have implemented an EMC solution: Eaton County, Livingston County, State Court Administrators Office, City of Lansing, Board of Water and Light, and Accident Fund. The vendor recommended is Analysts International due to their EMC certification, professional response, detailed delivery methodology, qualified staff, Information Technology experience and longevity in Ingham County.

MIS Management, Technical Staff, and Purchasing carefully considered all proposals and recommend to enter into an agreement with Analysts International for Request for Proposal Packet #4-08 Storage Area Network. This recommendation has been forwarded to the Director of Purchasing.

Thank you!!

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: June 16, 2008

SUBJECT: Proposal Summary – Storage Area Network Project

Project:

This project consists of soliciting proposals to provide a storage area network solution for the MIS Department.

Proposal Summary:

Proposers Contacted: 18 Local: 3
Proposers Responding: 7 Local: 2

The following firms submitted a proposal:

<u>Firm</u>	<u>Cost</u>	<u>Location</u>
Dell Marketing L.P.*	\$28,945.45	Round Rock, TX
Dewpoint, Inc.	\$41,744.11	Lansing, MI
Xiotech Corp.	\$67,925.00	Eden Prairie, MN
Technical Solutions, LLC	\$88,928.00	Troy, MI
Analysts International Corp.	\$90,743.45	Lansing, MI
Agilysys, Inc.	\$132,769.17	Solon, OH
Sirus, Inc.	\$138,340.00	Holland, MI

* Non-responsive proposal submitted. Proposal only included a Bill of Materials; it did not, as requested in the RFP, include training costs, references, delivery methodology, warranty and support, etc.

Recommendation:

Award a contract to Analysts International Corp. in an amount not to exceed \$90,743.45.

Source of Funding:

Data Processing Network Maintenance Fund

Advertisement:

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

Contact Person(s):

Tom Shewchuk, MIS Director; Jim Hudgins, Purchasing Director

Agenda Item 11b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF A STORAGE AREA NETWORK (SAN) FOR THE INGHAM COUNTY DATA CENTER

WHEREAS, the current Storage Area Network (SAN) for Ingham County is currently 5 – 6 years old; and

WHEREAS, the SAN is at capacity and cannot be expanded any further; and

WHEREAS, Management Information Services (MIS) in conjunction with Purchasing sought proposals for a new SAN; and

WHEREAS, the recommended bid amount is \$90,743.45; and

WHEREAS, MIS is recommending this solution replace our current SAN and will provide twice the current capacity with the ability to expand into the future; and

WHEREAS, an Evaluation Committee comprised of staff from the MIS and Purchasing Departments reviewed the proposals, and after careful consideration and evaluation, the Committee is unanimously recommending entering into a contract with Analysts International Corporation.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a contract with Analysts International Corporation, at a cost not to exceed \$90,743.45 for the purpose of supplying and installing a Storage Area Network solution in the MIS Computer Room.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Network Fund.

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

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

Agenda Item 11c

RESOLUTION STAFF REVIEW

DATE July 3, 2008

Agenda Item Title: Resolution to Approve the Renewal of the MUNIS Software Annual Support Agreement

Submitted by: MIS Department

Committees: LE____, JD____, HS____, CS__X__, Finance__X

Summary of Proposed Action: This resolution will approve the renewal of the MUNIS Software support agreement with Tyler Technologies, to support our county-wide Financial, Budget, Human Resource, and Purchasing application.

Financial Implications: The resolution authorizes an annual support payment totaling \$116,010.63. This is budgeted and will be paid from the Equipment/Maintenance Fund (636-958-932020).

Other Implications: None.

Staff Recommendation: MM__X__ JN____ TL____ TM____ JC____
Staff recommends approval of the resolution.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF THE MUNIS SOFTWARE
ANNUAL SUPPORT AGREEMENT**

WHEREAS, Ingham County currently utilizes Tyler Technologies MUNIS Software as our county-wide Financial, Budget, Human Resource, and Purchasing application; and

WHEREAS, the annual payment totaling \$116,010.63 is due for annual support for the 2008/2009 time period; and

WHEREAS, this annual payment has been planned for and budgeted and will provide the needed application support and upgrades needed to maintain our current applications.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the Renewal of the MUNIS Software Annual Support Agreement from June 23, 2008 through June 22, 2009.

BE IT FURTHER RESOLVED, the total cost will not exceed \$116, 010.63 and will be paid from the Equipment/Maintenance Fund (636-95800-932020).

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

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

RESOLUTION STAFF REVIEW

DATE: June 26, 2008

Agenda Item Title: Resolution Approving Criteria for Ranking 2009 Applications for Community Agency Funding

Submitted by: Controller's Office

Committees: LE____, JD____, HS__X__, CS__X__, Finance__X__

Summary of Proposed Action:

This resolution approves the criteria by which applications for community agency funding will be analyzed for FY 2009, and authorizes the Controller/Administrator to use those criteria to evaluate proposals and make a funding recommendation to the Human Services Committee.

The criteria are as follows, ranked in the order of importance:

1. The extent to which the proposal directly contributes to addressing the County's long-term priority of "Meeting Basic Needs".
2. The extent to which the proposal leverages other sources of funding.
3. The degree to which the proposal demonstrates collaborative approaches to program and service delivery.
4. The extent to which the proposal demonstrates creativity and innovation.
5. The number of years the agency has received County funding (fewer years = higher rating).
6. Timeliness in submitting the proposal.

There will not be a numeric point value assigned to the applications.

Financial Implications:

The 2009 Controller Recommended Budget will include \$202,265 for community agencies. This amount represents a 5% reduction from the FY 2008 adopted amount.

No agency will receive more than 10% of the total available funding for community agencies in FY 2009.

Other Implications:

Applications for community agency funding in 2009 were due on June 6, 2008. There are a total of 34 applicants for community agency funding in FY 2009, and the applications amount to a total request of \$277,828.

Staff Recommendation: MM__ JN__ TL__ TM__ JC__X__

Staff recommends approval of the resolution.

Agenda Item 12a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING CRITERIA FOR RANKING 2009 APPLICATIONS FOR
COMMUNITY AGENCY FUNDING**

WHEREAS, since 1978, the Ingham County Board of Commissioners has provided financial support to various non-profit community organizations that provide a broad range of services for the purpose of advancing the County's adopted long-range objectives; and

WHEREAS, over the years the community agency process has grown to over 30 applicants requesting funding, with a total request of over \$250,000; and

WHEREAS, the Ingham County Board of Commissioners desires to make the process of awarding community agency funding more efficient and effective; and

WHEREAS, the Ingham County Board of Commissioners identified the following area of priority emphasis in Resolution #08-116:

"The Ingham County Controller/Administrator will score and rank Community Agency applications based on a set of criteria approved by the Board of Commissioners and make a recommendation on specific funding levels for each applicant to the Human Services Committee."

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes 2009 applications for community agency funding to be evaluated based on the attached ranking criteria.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to evaluate, rank, and determine funding levels for each applicant as a recommendation for approval by the Human Services Committee.

BE IT FURTHER RESOLVED, no agency shall receive more than 10% of the total available funding for community agencies in FY 2009.

2009 Community Agency Ranking Criteria

These criteria are ranked in the order in which they will be used to judge each proposal - #1 is most important, #6 is least.

- 1. The extent to which the proposal directly contributes to addressing the County's long-term priority of "Meeting Basic Needs".**
 - a. Does the proposal directly address specific challenges faced by Ingham County residents that may be brought on by, or exacerbated by, the current economic climate; including, but not limited to problems such as homelessness, unemployment, poverty, domestic violence, alcoholism, drug abuse, etc?
 - b. Does the proposal provide basic necessities for those in need, such as food, clothing, and shelter or help to provide assistance in obtaining such things as household utilities, job skills and transportation that are needed by families and individuals?
- 2. The extent to which the proposal leverages other sources of funding.**
 - a. What other funding sources are being leveraged, including state, federal, other non-profit and private sources?
 - b. Will this funding be used as a match for a larger grant or to leverage other funding?
- 3. The degree to which the proposal demonstrates collaborative approaches to program and service delivery.**
 - What other agencies and organizations are participating in the proposed project?
- 4. The extent to which the proposal demonstrates creativity and innovation.**
 - a. Does this proposal represent proven "best practices" in its particular subject?
 - b. Does the program produce measurable results?
 - c. Has this proposal ever been tried before?
 - d. If the proposal is not new, then what is the track record of success, has there been a positive impact on the community?
- 5. The number of years the agency has received County funding (fewer years = higher rating).**
 - This will be a factor from FY 2010 forward. 2009 is a transition year for this criterion, as agencies will be put on notice for next year. How this will be scored in 2010 has yet to be determined.
- 6. Timeliness in submitting the proposal.**
 - a. Were deadlines (June 6, 2008) to submit the proposal met to a reasonable standard?
 - b. Was the proposal complete when submitted?

RESOLUTION STAFF REVIEW

DATE July 8, 2008

Agenda Item Title: Resolution to Restructure Revenue Collection of Parks Vehicle Entrance Fees

Submitted by: Controller's Office

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

Summary of Proposed Action: This resolution will restructure the revenue collection for vehicle entrance fees at the Parks to allow collection at all three parks seven days a week, year round at the current rates. Currently, vehicle entrance fees are collected seven days a week, year round at Burchfield Park, but only on Saturdays and Sundays from Memorial Day through Labor Day at Lake Lansing Park – South and Hawk Island Park. This restructuring was the recommendation of the Ingham County Parks and Recreation Commission when requested to present a 5% cost savings scenario as part of the 2009 budget process.

Financial Implications: This revenue collection restructuring will result in an additional annual revenue amount of \$150,000, which will be included in the 2009 Controller Recommended Budget.

Other Implications: The current rates are as follows:

Resident Daily - \$2
Resident Annual - \$20
Non-Resident Daily - \$4
Non-Resident Annual - \$40

The Parks Department will continue to waive the vehicle entrance fee for anyone for whom the fee would be a hardship.

Staff Recommendation: MM___ JN___ TL___ TM X JC___
Staff recommends approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RESTRUCTURE REVENUE COLLECTION OF PARKS VEHICLE
ENTRANCE FEES**

WHEREAS, as part of the 2009 budget process, departments were requested to submit five percent cost savings scenarios; and

WHEREAS, the recommendation of the Ingham County Parks and Recreation Commission was to restructure the revenue collection for vehicle entrance fees at the Parks; and

WHEREAS, vehicle entrance fees are collected seven days a week, year round at Burchfield Park, while vehicle entrance fees are collected at Lake Lansing Park – South and Hawk Island Park on Saturdays and Sundays only from Memorial Day through Labor Day; and

WHEREAS, it is the recommendation of the Ingham County Parks and Recreation Commission to collect vehicle entrance fees at all three parks seven days a week, year round at the current rates; and

WHEREAS, this revenue collection restructuring will result in an additional annual revenue amount of \$150,000, which is in excess of the Parks 2009 cost savings target of \$90,478.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a restructuring of the parks vehicle entrance fee collection so that vehicle entrance fees will be collected seven days a week, year round at Burchfield Park, Lake Lansing Park – South and Hawk Island Park at the current rates as follows:

Resident Daily - \$2
Resident Annual - \$20
Non-Resident Daily - \$4
Non-Resident Annual - \$40

BE IT FURTHER RESOLVED, that the Ingham County Parks will continue its policy of waiving the vehicle entrance fee for anyone for whom the fee would be a hardship.

BE IT FURTHER RESOLVED, that the Controller is directed to include the additional \$150,000 in projected revenue as part of the 2009 Controller Recommended Budget.

MEMORANDUM

July 3, 2008

TO: County Services Committee Members

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

RE: Legal Services Agreement – 2009

As you are aware the legal services agreement with Cohl, Stoker, Toskey & McGlinchey, P.C. (CSTM) is a one year agreement and states the Board of Commissioners may, at its option, extend this Agreement for an additional year by providing a written letter of intent to CSTM, no later than October 1, 2008.

I surveyed departments on the services that have been provided with the legal services agreement. My recommendation is for the Board to exercise the option in the contract to extend the Agreement for the second year.

I have met quarterly with the partners in the firm and we continue to evaluate the services and make improvements as needed.

MJM/njh

MEMORANDUM

To: County Services and Finance Committees

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

Date: July 7, 2008

Subject: Proposed "Hiring Freeze" for all Ingham County Departments Through December 31, 2008

As a result of the seriousness of the immediate budget concerns that could continue for several years, I am recommending a "Hiring Freeze" effective immediately, that will continue through December 31, 2008. A review of the continuation of the freeze would occur during the budget process for 2009.

As a result of the expected revenue shortfall for 2009 and beyond, a Hiring Freeze at this time should result in prevention of layoffs for 2009, as we work to balance the budget for Ingham County. The Hiring Freeze would impact General Fund positions only; examples of positions that would be excluded from this Hiring Freeze would be a Delhi contract officer - or a fully grant-funded position or a special millage position for instance (Juvenile Justice or 911).

It would be recognized that Departments may have critical needs in filling certain positions that become vacant over the next six months. In cases where a Department believes the position is critical to the organization, a Department Head would have the opportunity to fill a position if granted by the County Services and Liaison Committees. This Hiring Freeze would require the Department Head to appear at the noted committees and receive permission to fill a vacant position.

While I recognize this will create some delays in processing and/or delays in providing some services to our citizens, I believe this will show fiscal prudence by our Commissioners and as stated previously, avoid layoffs for County Employees.

If there are questions, I will be available.

MJM/lrs