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VICE-CHAIRPERSON PRO-TEM
RANDY SCHAFER

FINANCE COMMITTEE
MARK GREBNER, CHAIR
DEB NOLAN
REBECCA BAHAR-COOK
TODD TENNIS
LAURA DAVIS
STEVE DOUGAN

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MARCH 18, 2009 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [March 4, 2009](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Register of Deeds - Resolution to Establish the Position of Community Outreach Coordinator in the Office of the [Register of Deeds](#)
2. Circuit Court/Family Division - Resolution Authorizing a Contract with the Lansing School District for the [Casework Assistant](#) Position
3. Community Corrections Advisory Board (CCAB) - Resolution Authorizing the Community Corrections Advisory Board to Continue a Contract for [Staff Consultant](#) Services
4. Facilities Department - Resolution Authorizing the Continuation of Electrical Improvements in the Main Arena at the Ingham County Fairgrounds to be Performed by [R. M. Electric, Inc.](#)
5. Financial Services Department
 - a. [Property Tax Accounting](#)
 - b. Resolution Establishing a [Revised Travel](#), Vehicle and Employee Reimbursement Policy
6. Health Department
 - a. Resolution to Authorize a Contract with Ingham Intermediate School District for Activities Associated with Ingham County [Birth to Five](#) Great Start Collaborative
 - b. Resolution Authorizing the Award of a Contract with Hobbs and Black Associates, Inc. for [Architectural and Engineering Services](#) for Improvements to the Human Services Building

7. Human Resources Department
 - a. Resolution Approving a Collective Bargaining Agreement with the FOP Animal Control Officers and [Animal Shelter](#) Operators
 - b. Resolution Approving a Collective Bargaining Agreement with the Ingham County Employees' Association for [Park Rangers](#)
 - c. Resolution to Authorize Replacement of Two (2) [Insurance Vacancies](#) within the Ingham County Human Resources Department
8. Controller's Office
 - a. Resolution to Amend the 2008 and 2009 Budgets by Transferring Funds from the Juvenile Justice Millage to the [Statewards Account](#) within the Child Care Fund
 - b. Resolution to Amend the 2009 Ingham County Budget, to Implement a Hiring Freeze for Ingham County [General Fund Positions](#), and to Encourage Employee Voluntary Time Off Without Pay

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

FINANCE COMMITTEE

March 4, 2009

Minutes

Members Present: Mark Grebner, Deb Nolan, Rebecca Bahar-Cook, Laura Davis, Steve Dougan and Board Chairperson Debbie DeLeon

Members Absent: Todd Tennis

Others Present: Teri Morton, Janeil Valentine, Jim Hudgins, Rick Terrill, Major Maatman, Renee Canady, Dr. Sienko, Sue Pigg, Carol Koenig, Becky Bennett and Matthew Myers

The meeting was called to order by Vice Chairperson Nolan at 6:04 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

(Chairperson Grebner arrived at 6:04 p.m.)

Approval of the February 18, 2009 Minutes

The Minutes were approved with a technical amendment on page two.

Additions to the Agenda

8. The County Services Committee approved \$5,000 for LEAP membership. Substitute Resolution
Resolution Designating the Month of March, 2009 as "Women's History Month" in Ingham County

Limited Public Comment: None

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

2. Circuit Court/Family Division
 - a. Resolution to Authorize Ingham County Circuit Court to Accept Donations and Fund Raise for Court Operated Programs at the Ingham County Family Center
 - b. Resolution to Enter into an Agreement with Ingham Intermediate School District for the Ingham Academy
 - c. Resolution to Enter into an Agreement with Highfields, Inc. for the Ingham Academy
 - d. Resolution to Enter into an Agreement with Highfields, Inc. for the Pride Program

- 4a. Health Department - Resolution to Authorize Amendment #2 to the 2008-2009 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health
5. Facilities Department – Resolution Authorizing the Installation of a Chilled Water Pump at the Ingham County Jail to be Performed by Myers Plumbing & Heating, Inc.
6. Management Information Services Department
 - a. Resolution to Authorize Entering into a Contract to Provide Network Services to the Ingham Intermediate School District (IISD)
 - b. Resolution to Approve the Renewal of the Avaya Annual Support Agreement
7. Human Resources Department
 - a. Resolution Authorizing Compensation Modifications to the Managerial/Confidential Personnel Manual for 2010 and 2011
 - b. Resolution Approving Annual 2011 Compensation for Non-Judicial County-Wide Elected Officials
9. Finance Committee – Resolution Establishing the Budget Calendar for 2010

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

Absent: Comm. Tennis

1. Sheriff's Office – Resolution Authorizing the Purchase of a Used Vehicle for the Ingham County Sheriff's Office

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION AUTHORIZING THE PURCHASE OF A USED VEHICLE FOR THE INGHAM COUNTY SHERIFF'S OFFICE.

Comm. Dougan stated the VIN number should be removed from the Resolution.

The Committee consented to a FRIENDLY AMENDMENT to remove the VIN number from the Resolution.

MOTION CARRIED UNANIMOUSLY as amended. Absent: Comm. Tennis

3. Economic Development Corporation – Resolution Requesting the Ingham County Board of Commissioners to Approve a Contract for Business Sustainability Services Between the County of Ingham and Dru Mitchell

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. DAVIS, TO APPROVE THE RESOLUTION REQUESTING THE INGHAM COUNTY BOARD OF COMMISSIONERS TO APPROVE A CONTRACT FOR BUSINESS SUSTAINABILITY SERVICES BETWEEN THE COUNTY OF INGHAM AND DRU MITCHELL.

Comm. Davis asked if this item overlaps with agenda item 8. Ms. Pigg explained the two items are not related. She then stated this Resolution authorizes a renewal contract. Comm. Dougan said the renewal amount is the same as 2008. If this amount was increased, he would have voted against this item.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis

8. County Services Committee – Resolution Authorizing the Ingham County Board of Commissioners to Continue as a Member of the Lansing Area Economic Partnership (LEAP)

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE SUBSTITUTE RESOLUTION AUTHORIZING THE INGHAM COUNTY BOARD OF COMMISSIONERS TO CONTINUE AS A MEMBER OF THE LANSING AREA ECONOMIC PARTNERSHIP (LEAP).

Chairperson Grebner informed the Committee that the County Services Committee approved a \$5,000 membership for LEAP last night. Comm. Nolan stated she would have amended this Resolution tonight if the County Services Committee did not amend the same.

Mr. Myers said the information he distributed to this Committee came to him from LEAP late this afternoon. One of the documents is a letter from Ms. Ferguson, LEAP's President and CEO, and the other document is a letter from Ms. Simon, MSU President. Ms. Ferguson's letter is a response to Comm. Copedge's request for direct economic impact. Ms. Simon's letter explained LEAP's assistance with MSU.

Mr. Myers said LEAP has only been working for one year. He then said he believes LEAP will result in better projects from now on. Comm. Bahar-Cook asked if the County's partnership with LEAP is worth \$5,000. Mr. Myers said \$5,000 will just financially support LEAP. The County will not be invited to the LEAP's Board meetings. He further stated LEAP will not turn down our \$5,000.

Mr. Myers further stated the County will continue to receive news letters and updates from LEAP. Comm. Bahar-Cook asked if the County will miss being a LEAP Board member regarding decision making. Ms. Pigg said she does not know if the current benefits will stop. She further stated she will continue to work with LEAP and LEAP will continue to work with her.

Comm. Davis said she was going to amend the \$35,000 amount to \$10,000. This amount will allow the County to be at two LEAP Board meetings this year. Comm. Nolan said the County Services Committee members were interested in LEAP's staff salaries. It would be reasonable to ask the LEAP Chairperson what he/she earns. Comm. Nolan said she wants specific salary numbers. Chairperson Grebner said LEAP told us at a previous meeting that they are a private business; therefore, they do not need to disclose their salaries.

Comm. Nolan said, as a public employee, she believes LEAP's salaries should be published. She then stated she wants to support LEAP as a fledging business. Comm. Koenig stated the County Services Committee determined the \$5,000 would be a symbolized membership. She then said the County Services Committee members were unhappy with the vagueness of LEAP's business.

Comm. Dougan echoed Comm. Nolan's concerns regarding LEAP's salaries. He then stated he would support a higher membership level if LEAP provides this information. This would show the County's support for improving business in this County. Comm. Dougan said he would like the salary information for the following Directors: LEAP, CADL, CATA and the Airport Authority.

Ms. Pigg stated a \$5,000 membership would put the County on the same level as Pottersville.

Board Chairperson DeLeon said she feels we should be at the LEAP's Board table. LEAP has been saying they want one voice for the County. She further stated her concern that providing \$5,000 would be throwing County money away. Comm. Bahar-Cook said the \$5,000 amount is an insult to LEAP.

Comm. Bahar-Cook asked Mr. Myers if the County is a player at the LEAP's Board table. Mr. Myers stated the County is a player. He also stated LEAP is willing to take on Eaton and Clinton Counties regarding the Airport. The smaller the LEAP Board is, the less it will accomplish. The County has started to make some inroads due to LEAP. Mr. Myers further stated the County benefits when large companies come to Ingham County.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. DOUGAN, TO AMEND THE DOLLAR AMOUNT IN THE SUBSTITUTE RESOLUTION TO \$35,000.

Board Chairperson DeLeon stated a LEAP Board member should know the Director's salary. Chairperson Grebner stated LEAP is a private business; it is not a public body. Board Chairperson DeLeon said the LEAP Board should amend this issue to publish their salaries. **MOVED BY COMM. NOLAN, SUPPORTED BY COMM. DAVIS, TO AMEND THE ABOVE MOTION MAKE THE \$35,000 MEMBERSHIP CONTINGENT UPON LEAP'S DISCLOSURE OF STAFF SALARIES.**

COMM. NOLAN'S MOTION TO AMEND: CARRIED with Comms. Grebner and Bahar-Cook voting NO. Absent: Comm. Tennis

MOTION TO SUBSTITUTE WITH THE ABOVE MOTION: MOTION CARRIED with Comms. Grebner voting NO. Absent: Comm. Tennis

Comm. Bahar-Cook asked if the Committee should add language to the Resolution to indicate that LEAP will still receive some funds if it does not accept the contingency. Chairperson Grebner stated the Committee should not add such language. It should wait to see how LEAP responds to the contingency.

Comm. Koenig asked if LEAP can provide the salary information in a private manner. Chairperson Grebner said they could not do this privately. Ms. Pigg stated not all of the County's \$35,000 membership will go toward salaries.

MOTION CARRIED with Chairperson Grebner voting NO. Absent: Comm. Tennis

4. Health Department

- b. Resolution to Authorize Staffing Changes in the Special Supplemental Nutrition Program for Women, Infants and Children

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. DAVIS, TO APPROVE THE RESOLUTION TO AUTHORIZE STAFFING CHANGES IN THE SPECIAL SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANTS AND CHILDREN.

Comm. Dougan said he has a general reluctance to approve anything that will cost the County more money. As a principle, we should recognize that we will ask all of our employees to work harder to cover the loss of employees in the 2009 budget. Comm. Dougan said he would rather see a decrease in funding for this reorganization.

Comm. Nolan stated the Health Department did receive \$1.3 million in grant funds to help deliver other services through the Health Department.

Dr. Sienko said Mr. Fournier is very supportive of the new WIC system. The new system has meant a lot fewer people in the WIC waiting room lately. He then explained the caseload will increase. This will also mean an increase in funding.

Chairperson Grebner asked if the funding was calculated in the "Grebner method." Ms. Morton said the calculations were performed in that manner.

Board Chairperson DeLeon said Ms. Auer, UAW Representative, spoke in support of this item during the County Services Committee meeting last night.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis

- c. Resolution to Authorize a Reorganization in the Disease Control, Public Health Nursing, and Planning and Special Services Divisions of the Health Department

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION TO AUTHORIZE A REORGANIZATION IN THE DISEASE CONTROL, PUBLIC HEALTH NURSING, AND PLANNING AND SPECIAL SERVICES DIVISIONS OF THE PUBLIC HEALTH DEPARTMENT.

Comm. Bahar-Cook asked if the Reorganization will affect food borne outbreaks. Dr. Canady said the Disease Control Nurse will directly work on food borne illnesses.

Chairperson Grebner asked if the Health Department has sufficient personnel who want to move from part-time status to full-time status. Dr. Canady said this issue has already been resolved. She then stated there were a few part-time employees who did not wish to work full time. She further stated the Department tried to engage staff in the reorganization discussions.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis

Mr. Myers thanked Dr. Sienko and Dr. Canady and their staff for accomplishing this reorganization. He then stated there is a reason why the Ingham County Health Department was the only County in the State to receive the grant funding. Dr. Sienko stated other stand-alone clinics received smaller grants.

Dr. Sienko stated the Board of Commissioners has been a wonderful support for the Health Department.

Comm. Bahar-Cook asked if Board Chairperson DeLeon drafted a letter to Sen. Stabenow thanking her for other grant funding the Health Department received recently.

10. Board Referral – Letter from the Department of Health and Human Services Regarding the Ingham County Audit for the Period of January 1, 2007 through December 31, 2007

The Board Referral was received and placed on file.

Announcements

Comm. Nolan informed the Committee that Lansing Community College will hold a Youth Voices Conference on April 6, 2009 from 10:30 a.m. until 1:30 p.m. The Commissioners will receive an invitation for the Conference.

Public Comment: None

The meeting adjourned at 6:52 p.m.

Respectfully submitted,

Debra Neff

Agenda Item 1

RESOLUTION STAFF REVIEW

DATE March 09, 2009

Agenda Item Title: Resolution to Establish the Position of Community Outreach Coordinator in the Office of the Register of Deeds

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

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

Summary of Proposed Action: In an effort to address the growing problems associated with homeownership and mortgage fraud, Mr. Curtis Hertel, Jr., Register of Deeds, has requested the creation of a new MCF 07 position titled “Community Outreach Coordinator, Register of Deeds.”

Financial Implications:

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

The 2009 compensation range is \$44,254 – \$53,122.

For the Community Outreach Coordinator position, total cost is \$82,824, includes fringe benefit amount of \$29,702, and the \$53,122 compensation maximum for 2009.

The new position will be funded by changing the payroll charging distributions of several positions in the Register of Deeds Office to more accurately reflect their time spent on automation functions. The funding of these positions will change as follows:

Position	Current GF Cost	Current Automation Fund Cost	New GF Cost	New Automation Fund Cost
Document Processor (236006)	46,406	0	13,922	32,484
Document Processor (236004)	56,426	0	16,928	39,498
Document Processor (236005)	57,506	0	17,252	40,254
Document Processor (236007)	55,919	0	16,776	39,143
Document Processor (236003)	0	48,026	14,408	33,618
Total	216,257	48,026	79,286	184,997

These changes will decrease the General Fund cost of the Register of Deeds staffing by \$136,971. In addition to funding the cost of the new position, the net General Fund cost of the department will decrease by \$54,147 annually.

Other Implications: Current year revenues should support current year expenditures in the Register of Deeds Automation fund, and sufficient funds (\$1 million) will remain in fund balance for any future equipment upgrade needs.

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

Agenda Item 1

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ESTABLISH THE POSITION OF COMMUNITY OUTREACH COORDINATOR IN THE OFFICE OF THE REGISTER OF DEEDS

WHEREAS, the Register of Deeds desires to address the growing problems associated with homeownership and mortgage fraud; and

WHEREAS, this opportunity offers potential to positively impact (reduce) the number of homeowner associated difficulties; and

WHEREAS, the Human Resources Department conducted the job evaluation analysis and determined MCF 07 as the appropriate grade placement; and

WHEREAS, the Register of Deeds supports the compensation rate at MCF 07 for the associated duties and responsibilities; and

WHEREAS, the Controller/Administrator supports the proposed modifications; and

WHEREAS, the Register of Deeds (ROD) Automation fund collects approximately \$310,000 annually, while expenditures total less than \$180,000 annually, leaving \$130,000 in excess operating funds each year; and

WHEREAS, the ROD Automation fund is estimated to have a 2008 year end fund balance in excess of \$1 million; and

WHEREAS, one Register of Deeds staff person is being charged 100% to the ROD Automation fund, with the remainder being charged to the General Fund; and

WHEREAS, it would more accurately reflect the amount of time spent by the Register of Deeds staff on automation functions to shift the payroll charging distributions of several positions partially to the ROD Automation fund; and

WHEREAS, doing so will allow funding for the new Community Outreach Coordinator (long-term cost of \$82,824), and reduce the overall General Fund cost of the Register of Deeds Office by \$54,147.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners establishes the position of Community Outreach Coordinator, Register of Deeds at the MCF 07 compensation grade level.

BE IT FURTHER RESOLVED, that authorization to fill the vacancy shall become effective on the date approved by the Board of Commissioners.

BE IT FURTHER RESOLVED, that payroll charging distributions for the following positions be changed upon passage of this resolution:

Position	Current Distribution	New Distribution
Document Processor (236006)	100% 10123600	30% 10123600/70% 25626800
Document Processor (236004)	100% 10123600	30% 10123600/70% 25626800
Document Processor (236005)	100% 10123600	30% 10123600/70% 25626800
Document Processor (236007)	100% 10123600	30% 10123600/70% 25626800
Document Processor (236003)	100% 25626800	30% 10123600/70% 25626800

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments as required.

RESOLUTION STAFF REVIEW

DATE March 5, 2009

Agenda Item Title: Resolution Authorizing a Contract with the Lansing School District for the Casework Assistant Position

Submitted by: Circuit Court/Family Division

Committees: LE____, JD X, HS____, CS____, Finance X

Summary of Proposed Action: This resolution would authorize the Ingham County Circuit Court/Family Division to continue a contract with the Lansing School District for the position of Casework Assistant assigned to the Truancy Court. The Lansing School District will reimburse Ingham County for half of the personnel costs of this Casework Assistant position for the time period of January 1, 2008 through June 30, 2009.

Financial Implications: Funds are budgeted within the Court's Child Care Fund budgets for the appropriate fiscal years for this purpose. The contract will reimburse the County for half of the personnel cost of a Casework Assistant position or at a capped cost not to exceed \$45,690.45, for the time period of January 1, 2008 through June 30, 2009. The balance of the costs will come from State Child Care funds.

Other Implications: None.

Staff Recommendation: MM____ JN X TL____ TM____ JC____
Staff recommends approval of the resolution.

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH THE LANSING SCHOOL DISTRICT FOR THE CASEWORK ASSISTANT POSITION

WHEREAS, the 30th Circuit Court/Family Division has developed a Truancy Court Program to address truancy within Ingham County as preventive and intervention strategies to delinquency; and

WHEREAS, the 30th Circuit Court/Family Division continues to work with the Lansing School District in a collaborative spirit essential to fully support this community-based program; and

WHEREAS, the position of Casework Assistant assigned to the Truancy Court is funded in half by the Lansing School District and is a part of the 2008/2009 Child Care Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with the Lansing School District to reimburse Ingham County for half of the personnel costs of a Casework Assistant position or at a cost not to exceed \$45,690.45, for the time period of January 1, 2008 through June 30, 2009.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary budget adjustments in the Circuit Court 2008/2009 Child Care Fund Budget.

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

Agenda Item 3

RESOLUTION STAFF REVIEW

DATE March 5, 2009

Agenda Item Title: Resolution Authorizing the Community Corrections Advisory Board to Continue a Contract for Staff Consultant Services

Submitted by: Community Corrections Advisory Board (CCAB)

Committees: LE X, JD ____, H.S. ____, CS ____, Finance X

Summary of Proposed Action: This resolution will authorize a contract to provide staff consultant services for the CCAB through 2009. The current vendor Career Quest (\$12,703) will be used for the period of January 1 through March 20, 2009. Career Quest is getting out of the business on March 20, 2009.

A new vendor, the Westaff Agency, will take over the contract under the same terms and conditions. The balance of the year's costs (\$42,903) will be paid to the Westaff Agency for the remainder of 2009.

Financial Implications: The cost of the 2009 contract will not exceed \$55,606 for approximately 1,856 hours.

Funds are in the CCAB FY 2009 budget in the amount of \$57,942.

The calculation for the full year is:

49 weeks x 40 hours/week less 104 holiday hours = 1,856
2008 hourly pay rate of \$24.56 + 22% (1.22%) \$5.40 = 29.96 per hour
\$29.96 x 1,856 = \$55,605.76 (Contractor's % = \$10,022)

The actual contract with the Westaff Agency will be reduced by 12 weeks (January 1 through March 20) - 4 holidays = \$12,703

\$55,606 - \$12,703 = \$42,903 for the Westaff Agency contract.

Other Implications: Staff Consultant services provide the CCAB Manager with assistance to carry out the daily operations of the Community Corrections Office, and make it possible for the undertaking of projects designed to enhance and monitor local service/treatment programs, and to more effectively and efficiently manage local corrections resources, including the Ingham County Jail.

Staff Recommendation: MM ____, JN X, TL ____, TM ____, JC ____
Staff recommends Board approval of this resolution

cc: Mary Sabaj

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE COMMUNITY CORRECTIONS ADVISORY BOARD (CCAB) TO CONTINUE A CONTRACT FOR STAFF CONSULTANT SERVICES

WHEREAS, the Ingham County Board of Commissioners authorized \$57,942 in the FY2009 budget to continue a contract for CCAB staff consultant services; and

WHEREAS, the most recent contract period authorized services through December of 2008; and

WHEREAS, Career Quest, serving as the contractor for the staff consultant since 2005, has notified the County that this type of service is being discontinued for all of its clients as of March 21, 2009; and

WHEREAS, a discounted rate of 22%, from 28%, was negotiated with Career Quest in 2008 saving \$2,322; and

WHEREAS, the Westaff Agency has agreed to take over the contract at the same 22% rate that was negotiated with Career Quest; and

WHEREAS, in an effort to further reduce the cost of the contract to the County, the staff consultant has offered to continue to provide services at the 2008 hourly rate (a 2% reduction from the rate approved in the 2009 budget) and also, reduce the cost of the contract by an additional 40 hours by increasing unpaid vacation time from 2 to 3 weeks, all saving an additional \$2,336 and resulting in a total cost of \$55,606 for 2009; and

WHEREAS, the State of Michigan Office of Community Corrections and City of Lansing grant funds also reduce the cost of staff consultant services to the County by \$18, 240 resulting in an actual General Fund cost of \$37,366 for 2009.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering a contract with Career Quest for the period of January 1 through March 20, 2009, in the amount of \$12,703 and with Westaff for CCAB staff consultant services from March 21, 2009 through December 31, 2009, in an amount not to exceed \$42,903.

BE IT FURTHER RESOLVED, that the contract funds will come from the Community Corrections Advisory Board 2009 budget.

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 4

RESOLUTION STAFF REVIEW

DATE March 5, 2009

Agenda Item Title: Resolution Authorizing the Continuation of Electrical Improvements in the Main Arena at the Ingham County Fairgrounds to be Performed by R. M. Electric, Inc.

Submitted by: Facilities Department

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: This resolution authorizes a contract with R. M. Electric, Inc. to implement Phase II of the electrical project at the Fairgrounds. The improvements will be completed in the Main Arena.

Financial Implications: The contract will be an amount no to exceed \$46,032, which includes \$6,000 for contingency and is a 2009 CIP 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.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 5, 2009

SUBJECT: Resolution Authorizing the Continuation of Electrical Improvements in the Main Arena at the Ingham County Fairgrounds to be Performed by R. M. Electric, Inc.

The resolution before you authorizes awarding a contract to R.M. Electric Inc. for Phase II of the Fairgrounds Electrical Project that started in 2008. They will be working on the Main Arena.

We are confident that R.M. Electric Inc. will bring its wealth of qualifications and experience to this project.

Funding for the project is available in the 2009 Fair CIP line item-561-76900-976000.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: March 5, 2009

SUBJECT: Bid Summary – Electrical Improvements to the Fairgrounds Main Arena

Project Description:

This project involves replacing the existing metal halide high bay lighting with new fluorescent high bay lighting, the addition of automatic lighting controls, and the addition of electrical power cord reels in the Fairgrounds Main Arena.

Bid Summary:

Bidders Contacted: 16 Local: 4
Bidders Responding: 8 Local: 0

The following firms submitted a bid:

<u>Firm</u>	<u>Cost</u>	<u>Local</u>
RM Electric	\$46,032	N – Lansing (Clinton Co.)
Crouch Electric	\$49,692	N – Tekonsha, MI
Delta Electric	\$52,500	N – Lansing (Eaton Co.)
H & R Electrical	\$55,186	N – Eaton Rapids
Sky Electrical	\$60,805	N – Lapeer
Superior Electric	\$61,500	N – Lansing (Clinton Co.)
Webster Electrical	\$70,108	N – Kalamazoo
Bruton Electric	\$87,973	N – Spring Arbor

Recommendation:

Award a contract to RM Electric in an amount not to exceed \$52,032 (includes a \$6,000 contingency fund.)

Advertisement:

The RFP was advertised in the Lansing State Journal, various construction news services, The Chronicle, and posted on the Purchasing Department Web Page.

Prevailing Wage:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE CONTINUATION OF ELECTRICAL
IMPROVEMENTS IN THE MAIN ARENA AT THE INGHAM COUNTY
FAIRGROUNDS TO BE PERFORMED BY
R. M. ELECTRIC, INC.**

WHEREAS, the Purchasing Department has solicited sealed bids from experienced and qualified electrical contractors to start Phase II of the electrical improvements in the Main Arena at the Ingham County Fairgrounds; and

WHEREAS, this is a continuation of Phase I electrical services that were performed in 2008; and

WHEREAS, the Purchasing and Facilities Departments both concur that a contract be awarded to R. M. Electric, Inc., who submitted the lowest responsive and responsible bid in the amount of not to exceed \$46,032.00, which also reflects the payment of prevailing wage and in conjunction with a contingency of \$6,000.00 for unforeseen obstacles that may occur with the project; therefore, the total fee would be not to exceed \$52,032.00; and

WHEREAS, funds for this project are budgeted in the Fair CIP account, 561-76900-976000 in the 2009 Budget.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to R. M. Electric, Inc., 16037 Grove Road, Lansing, Michigan 48906, to provide electrical services for Phase II of the Fairgrounds Electrical Project, for a not to exceed total cost of \$52,032.00, which includes a contingency of \$6,000.00 for unforeseen items that may arise.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator 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.

INGHAM COUNTY

Financial Services Department

Jill Rhode, Director

P.O. Box 319 ● Mason, MI. 48854 ● Phone: (517) 676-7328 ● Fax: (517) 676-7337

TO: Finance Committee

FROM: Jill Rhode, Director of Financial Services

SUBJECT: Property Tax Accounting

DATE: March 4, 2009

Ever since Michigan Counties have changed from a December to July property tax collection cycle, there have been issues regarding how and what year tax revenue is accounted for. I have been concerned about our accounting method since it was based on amounts collected during the period July 1 to February 28th of the following year. This made it very difficult to estimate the revenue for the year since we do not have actual collection data until 2 months after the end of our fiscal year. We also take a real risk of tax collections being very low and this resulting in an unplanned material effect on the timing of the General Fund's revenue.

I was discussing this with our Auditor Mark Kettner and he indicated that all of his other County clients use a different method to account for property taxes. These Counties transfer funding from the Delinquent Tax Fund to the General Fund to "purchase" the accounts receivable. This transfer would typically occur in June and these Counties just record the transaction earlier. We could implement this change for 2008 since there is substantial fund balance available in the Delinquent Tax Fund.

Since we have not been using this method, the conversion to this method will have a one time only positive impact on the General Fund. I have attached a sample worksheet showing the impact of the accounting change. (It is still a little early for me to have final numbers for 2008.) Again, this change would just impact the General Fund and Delinquent Tax Funds in 2008. It will not result in any change in 2009 since the method would be continuing for that year.

I have reviewed this proposal with the Controller, Treasurer and the budget office and they are all supportive of the change.

I strongly recommend we implement this new method for 2008. I realize it is very difficult to explain detailed accounting methods in a memo and await the opportunity to explain it in depth.

If you have any questions or need any additional information, please let me know.

Agenda Item 5a

Property Tax Accounting

	Current Method	Proposed Method	Difference
Total Collectible Taxes for Year	\$ 48,000,000.00	\$ 48,000,000.00	
Collected 7/1 to 12/31/08	44,000,000.00	44,000,000.00	
Collected 1/01 to 2/28/09	800,000.00	800,000.00	
Amount Purchased by Delinquent Tax Fund (**)		2,900,000.00	
Total Collections	44,800,000.00	47,700,000.00	
Total Still Due - Deferred Revenue	3,200,000.00	300,000.00	
Taxes Receivable 12/31/08	4,000,000.00	4,000,000.00	
Taxes Receivable 2/28/09	3,200,000.00	300,000.00	
Revenue			
Total Collectible Taxes for Year	48,000,000.00	48,000,000.00	
Deferral - 1/1/08	3,661,628.07	3,661,628.07	
Deferral - 12/31/08	(3,200,000.00)	(300,000.00)	
Total Revenue	48,461,628.07	51,361,628.07	2,900,000.00
Budget			
Real and Personal	47,920,884.00	47,920,884.00	
IFT	475,000.00	475,000.00	
	48,395,884.00	48,395,884.00	
Amount over Budget	\$ 65,744.07	\$ 2,965,744.07	\$ 2,900,000.00

** Amount Purchased by Delinquent Tax Fund

Taxes Receivable 2/28/09	\$ 3,200,000.00
Estimate for Personal and IFT (Not Purchased by Treasurer)	(300,000.00)
	\$ 2,900,000.00

RESOLUTION STAFF REVIEW

DATE March 11, 2009

Agenda Item Title: Resolution Authorizing Establishing a Revised Travel, Vehicle and Employee Reimbursement Policy

Submitted by: Financial Services Department

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: This resolution revises the current Travel Policy and clearly establishes guidelines for the reimbursement of expenses for employees related to travel and other business expenses and also establishes guidelines for the use of County vehicles.

Financial Implications: While the policy is not being revised for the purpose of saving money, it is expected that by establishing guidelines, the County will realize a savings related to travel and reimbursement of expenses.

Other Implications: Employees will be provided clear guidelines on appropriate expenditures and reimbursable items.

Staff Recommendation: MM__X__ JN__ TL__ TM__ JC__
Staff recommends approval of the resolution.

Agenda Item 5b

TO: Ingham County Board of Commissioners
FROM: Jill Rhode, Director of Financial Service
SUBJECT: Travel, Vehicle and Employee Reimbursement Policy
DATE: March 4, 2009

A committee was formed to review the current travel policy. The committee consisted of Becky Bennett, Allan Spyke, Tony Lindsey, Janeil Valentine, John Schlinker, John Neilsen and me.

The attached document contains our recommended changes to the current policy. The first section is the existing language and the italic second section is the recommended action. We have not recommended any drastic changes to the policy but rather we made an attempt to remove as much of the “gray area” as possible. We also attempted to consolidate all policies into one complete document.

Our recommended changes have been reviewed by all Department Heads and we suggested that they share it with their staff. The committee has received extensive feedback and has seriously considered all comments and implemented any changes we felt were appropriate.

Also attached is a full policy with all the recommended language changes for your consideration.

If you have any questions or need any additional information, you can contact me or any member of the committee.

PROPOSED CHANGES

Page 4

Departments shall establish regulations regarding the designation of official work station as assigned. This work station will be used in determining mileage reimbursement. No mileage will be allowed for travel between an employee's home and his or her official work station (commuting expenses).

Proposed additional language

The following are examples to assist in calculating allowable travel expenses:

EXAMPLE 1

One staff person lives in Mason.

Is she entitled to mileage from her home in Mason to the Mason Courthouse (which is not her assigned location) or is she entitled to mileage from the VMC (where she did not report but is her assigned location) to the Mason Courthouse?

IF SHE IS GOING TO MASON FOR THE ENTIRE DAY, SHE WOULD NOT BE ENTITLED TO ANY MILEAGE SINCE IT IS CLOSER THAN HER TYPICAL COMMUTING MILES. BUT, IF SHE DROVE TO LANSING AT 8 AND THEN NEEDED TO GO TO MASON FOR A TWO HOUR 11 AM MEETING AND THEN RETURNS TO LANSING FOR THE REST OF THE DAY – SHE WOULD BE ENTITLED TO THE MILEAGE FROM LANSING TO MASON AND BACK TO LANSING.

EXAMPLE 2

If this staff person reports from her home in Mason to the Mason Courthouse in the morning and then reports to the VMC location in the afternoon is she entitled to mileage from the Mason Courthouse to the VMC building?

SHE WOULD NOT BE ENTITLED TO ANY MILEAGE SINCE SHE IS NOT TRAVELING ANY FARTHER THAN SHE WOULD ON A TYPICAL DAY.

EXAMPLE 3

One staff person lives in Lansing.

Is she entitled to mileage from her home in Lansing to the Mason Courthouse (when she reported directly to the Mason location instead of her assigned location of VMC) or is she entitled to mileage from the VMC to the Mason location?

SHE WOULD BE ENTITLED TO THE DIFFERENCE BETWEEN HER NORMAL COMMUTE AND THE COMMUTE TO MASON. IF SHE LIVES 5 MILES FROM DOWNTOWN BUT NEEDS TO DRIVE 20 MILES TO MASON INSTEAD, SHE WOULD BE ENTITLED TO 15 MILES.

EXAMPLE 4

If this staff person reports from her home in Lansing to the Mason Courthouse in the morning and then reports to the VMC location in the afternoon is she entitled to mileage from the Mason Courthouse to the VMC building?

SAME AS EXAMPLE 3

Page 6

Proposed new language

Under no condition will parking or traffic violation tickets be reimbursed. They are the full responsibility of the employee operating the vehicle.

Page 6

Weekend travel costs: Travel costs to the employee's official work site or to extra meetings on weekends is permissible only for individuals not receiving extra pay.

It is recommended that this language be eliminated

Page 6

Commissioner meetings: Dinner costs, in lieu of travel costs, may be charged for attendance at Commissioner meetings (committee and board level), if overtime is not paid during the meal period.

This language pertains to County employees who are attending an evening Board of Commissioners meeting.

It is recommended that this language be eliminated.

Page 6

Local Travel Meal Allowance

Meal Allowance: Employees - The meal allowance for travel that begins and ends on the same day shall be based on the per diem Meals and Incidental Expenses (M&IE) allowance published by the IRS. Appropriate receipts must be submitted and maximum daily reimbursement including a gratuity of up to 15% is limited to the published IRS M&IE rate. Financial Services will notify Department Heads

and Elected Officials of changes in this rate. No reimbursement will be allowed for alcoholic beverages.

Possible Replacement Language

Meal Allowance: Employees - No meal allowance will be allowed for travel that begins and ends on the same day.

Page 7

A. One expense voucher shall not cover a period longer than a fiscal year and must be turned in by the 5th workday of the month following the end of the fiscal year.

Possible replacement language

A. *Expenses reports shall not be submitted until the total requested exceeds \$15.00. An exception is the fiscal year end report which must be submitted no later than the 5th workday of the new fiscal year. Another exception would be when an employee is leaving employment with the County.*

Page 7

Several People Attending the Same Out of Town Event

It is strongly recommended that if several people are attending the same out of town event that they travel together to reduce costs. This recommendation applies to employees within the same Department or from different Departments.

This is new language to the travel policy.

Page 8

Authority for Overnight Travel

Authorization – All travel must be authorized and approved by the head of the agency or his/her designated representative. No designated representative may approve his/her own vouchers. The Ingham County Board of Commissioners encourages County employees and County elected officials to participate in professional self-improvement and continuing education efforts, and to seek out

innovative and cost-effective programs and technologies for potential utilization in Ingham County. Department Heads, County elected officials and the presiding judges of the various courts may authorize the expenditure of budgeted funds for professional development of County employees, and for seek innovative programs and technologies for use in Ingham County. **The total cost of one person attending any one event, including registration, housing, meals and transportation related costs but excluding any cost which may be paid by the person attending, shall not exceed \$2,000, unless the Liaison Committee has approved the proposed expenditure.**

Possible Replacement for bolded text

No Out of State travel will be authorized unless the Department's Liaison Committee has approved the expenditure. Any trip needed as part of an employee's essential job duty (such as transporting a prisoner or escorting a child for out of state placement is not covered under this requirement.)

Page 8

Department heads, County-wide elected officials and the presiding judges of the various courts shall notify their respective liaison committees of their department's travel when an overnight stay is required.

This language is in the existing policy but is not being enforced. We recommend that the language continue and be implemented as written.

Page 8

Travel Arrangements

Transportation by airline shall normally be secured by the individual agency. Arrangement made through a travel agent willing to directly bill the County are preferred. The County will be liable for the employee's travel expense and the direct billing for the County shall be for the employee only. Alternatively, these expenses can be provided through travel advances and normal reimburse procedures

Proposed replacement language

The Financial Services (FS) Department will have an employee trained in scheduling and purchasing air fare and hotel reservations. All airline tickets and hotel reservation will be made by this individual. The traveling employee will submit possible travel times and dates and the FS Department will attempt to find a cost beneficial arrangement within this schedule. The County will be liable for the employee's travel expense and the direct billing for the County shall be for the employee only. Alternatively, these expenses can be provided through travel advances and normal reimburse procedures.

Page 8

Air Travel – The policy of Ingham County is that airline travel by County employees on official business shall, whenever practical, originate for Capital City Airport.

Possible Replacement

The policy of Ingham County is that airline travel by County employees on official business shall, whenever practical *and at a reasonable cost*, originate for Capital City Airport. *(The cost of flying from Capital City Airport should be compared to the cost of flying from other available airports to determine if the cost is reasonable.)*

Page 9

Rental Cars: A car may be rented at a conference site with prior approval of the Department Head. Reimbursement for a rental vehicle precludes any reimbursement for local travel costs at the conference site.

Proposed replacement language

Rental Cars: A car may be rented at a conference site with prior approval of the Department Head. *Only the cost for a compact vehicle will be reimbursed. The cost for any upgrade from a compact vehicle will be the responsibility of the employee. There is no need to purchase insurance when renting a vehicle since it is covered under the County's insurance policy.* Reimbursement for a rental vehicle precludes any reimbursement for local travel costs at the conference site.

Page 9

Per Diem Allowance: A per diem Meals and Incidental Expense (M&IE) allowance is provided for overnight travel. The per diem allowance is limited to the M&IE rate published by the IRS. The current M&IE rates will be available through the Financial Services Department. Incidental expenses are defined by the IRS and include expenses for laundry, cleaning and pressing clothes and fees and tips for service (e.g. tip to a baggage handler or waiter). Receipts are not required for the per diem allowance. M&IE expenditures in excess of the per diem allowance will not be paid.

The per diem allowance will be prorated for any partial days at the beginning or end of the travel per the following tables:

Departure Time	Percent of Per Diem
Before 8:00 a.m.	100%
Between 8:00 a.m. and 2:00 p.m.	75%
After 2:00 p.m.	50%

Return time	Percent of Per Diem
After 2:00 p.m.	100%
Between 10:00 a.m. and 2:00 p.m.	75%
Before 10:00 a.m.	50%

Completely replace the above language with the following

The cost of meals while traveling overnight is an allowable expense. If a meal is provided at the hotel or as part of the conference, no additional amount will be allowed. The actual cost of any meal will be reimbursed up to the cost of the I.R.S. Meals and Incidental Expense (M&IE). Appropriate detailed receipts must be submitted and maximum gratuity is 15%. No reimbursement for alcoholic beverages will be allowed.

If the travel is for less than a full day the following meals will be allowed as explained above:

Departure Time	Allowable Meals
Before 8:00 a.m.	3 meals 100% of Per Diem
Between 8:00 a.m. and 5:00 p.m.	2 meals 70% of Per Diem

After 5:00 p.m.

1 meal 40% of Per Diem

Return time

Allowable Meals

After 5:00 p.m.

3 meals 100% of Per Diem

Between 10:00 a.m. and 5:00 p.m.

2 meals 70% of Per Diem

Before 10:00 a.m.

1 meal 40% of Per Diem

The cost for any additional activities provided outside the conference will not be allowed. The above schedule is allowable only during the day of departure or return. As detailed in another section of this policy, no meal allowances are permitted for any travel which begins and ends on the same day.

Page 11

Lodging Charges and Meals: Sales and use taxes, applicable to lodging charges are reimbursable in addition to the regular lodging allowance. Only the actual lodging expenses paid, plus tax, are allowable. Receipts for lodging expenses are required. Any change in hotel location during continuous occupancy by an employee must be explained on the voucher. Reimbursement for hotel or motel room expense will be made for a single room.

Possible replacement language

Lodging Charges and Meals: Sales and use taxes, applicable to lodging charges are reimbursable in addition to the regular lodging allowance. Only the actual lodging expenses paid, plus tax, are allowable. Receipts for lodging expenses are required. Any change in hotel location during continuous occupancy by an employee must be explained on the voucher. Reimbursement for hotel or motel room expense will be made for a *standard* single room. *Any cost for the upgrade of a room will be the responsibility of the employee.*

Page 11

4. No employee shall travel as the guest of any current or potential private vendor who could reasonably be expected to offer service to the County in the future unless a written statement is provided to the vendor, with a copy of the County's policy on competitive purchasing and advising that any expenses incurred with respect to such travel shall not be part of the consideration in the award of the bid or proposal.

Proposed replacement language

4. No employee shall travel as the guest of any current or potential private (non-grantor) vendor who could reasonably be expected to offer service to the County in the future *unless authorized by the Department's Liaison Committee.*

Page 12

5. ***Telephone: During travel, an employee will be reimbursed for one personal phone call not to exceed \$10***

Since most people carry a cell phone, it is recommended that this language be eliminated.

Page 12

6. Interview for Positions: Candidates for professional or management positions may be allowed travel expense to be paid by the interviewing department at rates not to excess of those established by these regulations, provided funds are available.

It is recommended that this language be eliminated.

Page 12

8. Non-Work Days During Tour of Travel: An employee will be considered to be in travel status on non-work days unless the employee can return to his/her official work station or home prior to a non-work day. Employees may be entitled to compensation for work performed on non-workdays pursuant to applicable collective bargaining agreements

Add additional language

Every effort should be made to find an alternative to paying the employee overtime for traveling or attending a conference during a non-workday.

Page 14

Toll Calls & Cellular Phones: An employee may be reimbursed for the actual cost of business calls. Ingham County will not reimburse expenses associated with normal monthly costs, service fees, or equipment repair charges. The amount to be

reimbursed should be documented with a copy of an itemized billing. Business calls included in “free time” under a cellular phone agreement may be reimbursed at rates to be determined by the County Controller based on the County’s cellular phone contract or some other reasonable method.

This language should be eliminated since it is now replaced by the stand alone cell phone policy.

Page 14

Retiree recognition policy: County funds may be utilized to recognize and honor retirees to a maximum of seventy-five dollars for employees who have a minimum of ten years and one hundred fifty dollars for employees who have a minimum of 25 years.

Add additional language

A completed Retiree Recognition Expense Form is required to be submitted with the invoice for payment.

Page 14

GUESTS - The cost of guest meals is allowable when incurred by department heads only if it can be shown that such cost was incidental and necessary to the conduct of official County business. In no cases will the amount allowed be in excess of the maximum established in these regulations. Full explanation must be given on the voucher, including the names of the guests meal expense for no more than five (5) non-County guests, invited for a meal only, for consultation and advice on matters of County business, may be reimbursed at actual cost not to exceed established rates. Tips are limited to 15%.

It is recommended that this sentence be eliminated (the 5 guest maximum)

Meal expense for no more than five (5) non-County guests, invited for a meal only, for consultation and advice on matters of County business, may be reimbursed at actual cost not to exceed established rates.

Page 14

Proposed New Language

Food and beverages purchased for staff meetings and staff lunches are not allowable expenses. Only meetings which include community members, vendors or other outside parties will be allowed to serve food and beverages at the County's expense. The Business Meal or Business Food Expense form must accompany all requests for reimbursement or submittal of the P Card documentation.

Page 15

Proposed New Language

Dues and Subscriptions

Professional dues and subscriptions will only be allowable expenses if they are required for an employee's essential job duty or are necessary to provide a Department's primary service.

Page 15

New Language

Enforcement – The Director of Financial Services has the authority to reject any expenditure which he or she believes is not in accordance with this policy. Any employee disagreeing with this decision can appeal the decision to the County Controller.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING A REVISED TRAVEL, VEHICLE AND EMPLOYEE
REIMBURSEMENT POLICY**

WHEREAS, Resolution #98-122 established a revised Travel and Employee Reimbursement Policy for all Ingham County Employees, Elected Officials and Commissioners; and

WHEREAS, there is a need to clarify and update existing policies and procedures and to combine them into one document.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Travel, Vehicle and Employee Reimbursement Policy.

BE IT FURTHER RESOLVED, that all other resolutions currently in effect with reference to travel and reimbursement policies and procedures are hereby rescinded, and that this resolution as adopted will supersede previous guidelines, policies or procedures, and in the event of a conflict with a collective bargaining agreement, the collective bargaining agreement will prevail.

BE IT FURTHER RESOLVED, that these policies shall take effect upon adoption of this resolution and that the County Services Committee shall be authorized to clarify and interpret said policies, as necessary, to resolve questions and issues which arise in relation to these policies.

BE IT FURTHER RESOLVED, that travel for members of the Board of Commissioners remains subject to the existing limitations as set by resolution.

COUNTY OF INGHAM

Travel, Vehicle and Employee Reimbursement Policy



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LOCAL TRAVEL AND REIMBURSEMENTS

General Policy: This policy pertains to all employees, elected officials and Commissioners. Compliance with these regulations is the responsibility of the department head or elected official. Vouchers that appear to be in violation of this policy will be returned unpaid to the department with an explanation.

Local Travel: County employees and elected officials that use a privately owned vehicle for County business may be reimbursed. The amount to be reimbursed shall be determined by reference to the Internal Revenue Service (IRS) Standard Mileage Rate Method. The Human Resources Department will notify department heads and elected officials of changes in the Standard Mileage Rate.

Departments shall establish regulations regarding the designation of official work stations as assigned. This work station will be used in determining mileage reimbursement. No mileage will be allowed for travel between an employee's home and his or her official work station (commuting expenses).

The following are examples to assist in calculating allowable travel expenses:

EXAMPLE 1

One staff person lives in Mason.

Is she entitled to mileage from her home in Mason to the Mason Courthouse (which is not her assigned location) or is she entitled to mileage from the VMC (where she did not report but is her assigned location) to the Mason Courthouse?

IF SHE IS GOING TO MASON FOR THE ENTIRE DAY, SHE WOULD NOT BE ENTITLED TO ANY MILEAGE SINCE IT IS CLOSER THAN HER TYPICAL COMMUTING MILES. BUT, IF SHE DROVE TO LANSING AT 8 AND THEN NEEDED TO GO TO MASON FOR A TWO HOUR 11 AM MEETING AND THEN RETURNS TO LANSING FOR THE REST OF THE DAY – SHE WOULD BE ENTITLED TO THE MILEAGE FROM LANSING TO MASON AND BACK TO LANSING.

EXAMPLE 2

If this staff person reports from her home in Mason to the Mason Courthouse in the morning and then reports to the VMC location in the afternoon is she entitled to mileage from the Mason Courthouse to the VMC building?

SHE WOULD NOT BE ENTITLED TO ANY MILEAGE SINCE SHE IS NOT TRAVELING ANY FARTHER THAN SHE WOULD ON A TYPICAL DAY.

EXAMPLE 3

One staff person lives in Lansing.

Is she entitled to mileage from her home in Lansing to the Mason Courthouse (when she reported directly to the Mason location instead of her assigned location of VMC) or is she entitled to mileage from the VMC to the Mason location?

SHE WOULD BE ENTITLED TO THE DIFFERENCE BETWEEN HER NORMAL COMMUTE AND THE COMMUTE TO MASON. IF SHE LIVES 5 MILES FROM DOWNTOWN BUT NEEDS TO DRIVE 20 MILES TO MASON INSTEAD, SHE WOULD BE ENTITLED TO 15 MILES.

EXAMPLE 4

If this staff person reports from her home in Lansing to the Mason Courthouse in the morning and then reports to the VMC location in the afternoon is she entitled to mileage from the Mason Courthouse to the VMC building?

SAME AS EXAMPLE 3

Only allowable auto expenses as determined by IRS guidelines will be reimbursed. Adequate documentation is required. The charge should be supported by a listing of the vicinity itinerary in sufficient detail to justify the mileage claimed.

Charges for gasoline, lubrication, repairs, antifreeze, towage, and other similar expenditures will not be allowed as reimbursable items when privately owned cars are used.

Computation of Mileage: Mileage must be computed based on the shortest available route between the point of departure and the destination. A mileage grid showing distances between County facilities is available from Financial Services and attached to this document. This grid may be used in place of actual odometer readings.

Parking Fees: If an employee is required to have a motor vehicle available for County business purposes, a monthly parking allowance may be provided. The department head or elected official must request approval from the County Services Committee. If approved, a reimbursement will be provided monthly upon receipt of a statement of the parking charge in an amount specified in labor contracts or managerial compensation plan. Intermittent parking charges for meter, lots, etc., will be reimbursed monthly as incurred. Parking reimbursement requests should be included on the travel reimbursement requests. Meter parking should be identified on the reimbursement form as "meter parking."

Parking or Traffic Violations: Under no condition will parking or traffic violation tickets be reimbursed. They are the full responsibility of the employee operating the vehicle.

Automobile Insurance: Employees who use their vehicles as a requirement of their job shall be reimbursed for automobile insurance as established by collective bargaining agreements and/or compensation plans. This payment will be made by December 15 of the contract year providing that prior to December 1, the employee shall submit proof of the additional automobile insurance and payment of same to Human Resources.

Temporary Assignments: An employee temporarily working at another location that requires driving less distance than that from home to the regular work site and back will not be reimbursed for such travel in his or her own vehicle, but, if the temporary work assignment requires driving more distance than normal, the employee will be reimbursed for the difference in miles driven.

Weekend Travel Costs: Travel costs to the employee's official work site or to extra meetings on weekends is permissible only for individuals not receiving extra pay.

Commissioner Meetings: Dinner costs, in lieu of travel costs, may be charged for attendance at Commissioner meetings (committee and board level), if overtime is not paid during the meal period.

Attendance at Funerals: Employees designated as official representatives for the County for attendance at a funeral may claim reimbursement for travel expenses subject to the limitations of these regulations.

Use of County-Owned Vehicle: An employee using a County-owned vehicle on County business shall be reimbursed for gasoline and other operating expenses incurred while using the vehicle, provided that appropriate receipts for all such expenses are submitted with the travel reimbursement request.

Meal Allowance: Employees – The meal allowance for travel that begins and ends on the same day shall be based on the per diem Meals and Incidental Expenses (M&IE) allowance published by the IRS. Appropriate receipts must be submitted and maximum daily reimbursement including a gratuity of up to 15% is limited to the published IRS M&IE rate. Financial Services will notify department heads and elected officials of changes in this rate. No reimbursement will be allowed for alcoholic beverages. *Employees - No meal allowance will be allowed for travel that begins and ends on the same day.*

Travel Reimbursement: All travel expense claims shall be prepared and submitted on a Travel Expense Voucher, and must be itemized and stated in accordance with these regulations. Failure to use the specified form could delay the processing. The form must be signed by the employee. Each traveler should keep a memorandum of expenditures properly chargeable to the County so that the accumulated information will be available for preparation of the travel voucher at the end of each travel period.

- A. One expense voucher shall not cover a period longer than a fiscal year and must be turned in by the 5th workday of the month following the end of the fiscal year. **Expenses reports shall not be submitted until the total requested exceeds \$15.00. An exception is the fiscal year end report which must be submitted no later than the 5th workday of the new fiscal year. Another exception would be when an employee is leaving employment with the County.**
- B. The official work station shall be shown on the voucher.
- C. Supporting receipts must be attached for all items of expense, unless exempt by these regulations.
- D. All items on the travel voucher should appear in chronological order and all expenses for the period must be included.
- E. Each day's expense shall be shown separately and totaled.
- F. The certification on each voucher shall be attested to by the manual signature of the employee. An authorized agent may not approve his or her own voucher.

Several People Attending the Same Out of Town Event: It is strongly recommended that if several people are attending the same out of town event that they travel together to reduce costs. This recommendation applies to employees within the same Department or from different Departments.

Overnight Travel

General Policy: This policy pertains to all employees, elected officials and Commissioners. County representatives traveling on official business are expected to exercise the same care incurring expenses that a prudent person would exercise if traveling on personal business. Compliance with these regulations is the responsibility of the department head or elected official. The Controller/Administrator and the Financial Services Department will refuse to pay any travel vouchers that appear to violate the intent of these regulations.

Authority for Overnight Travel

Authorization: All travel must be authorized and approved by the department head, elected official or his/her designated representative. No designated representative may approve his/her own vouchers. The Ingham County Board of Commissioners encourages County employees and County-wide elected officials to participate in professional self-improvement and continuing education efforts, and to seek out innovative and cost-effective programs and technologies for potential utilization in Ingham County. Department heads, elected officials and the presiding judges of the various courts may authorize the expenditure of budgeted funds for professional development of County employees, and to seek innovative programs and technologies for use in Ingham County. ~~The total cost of one person attending any one event, including registration, housing, meals and transportation related costs but excluding any cost which may be paid by the person attending, shall not exceed \$2,000, unless the Liaison Committee has approved the proposed expenditure.~~ **No Out of State travel will be authorized unless the Department's Liaison Committee has approved the expenditure. Any trip needed as part of an employees essential job duty (such as transporting a prisoner or escorting a child for out of state placement is not covered under this requirement.)**

Department heads, County-wide elected officials and the presiding judges of the various courts shall notify their respective liaison committees of their department's travel when an overnight stay is required. Participants in conferences and training sessions are encouraged, as appropriate, to share their experience with other members of County government by means of appropriate presentations and/or written reports.

Travel Arrangements

~~Transportation by airline shall normally be secured by the individual agency. Arrangements made through a travel agent willing to directly bill the County are preferred. The County will be liable for the employee's travel expense and the direct billing for the County shall be for the employee only. Alternatively, these expenses can be provided through travel advances and normal reimburse procedures.~~

The Financial Services (FS) Department will have an employee trained in scheduling and purchasing air fare and hotel reservations. All airline tickets and hotel reservation will be made by this individual. The traveling employee will submit possible travel times and dates and the FS Department will attempt to find a cost beneficial arrangement within this schedule. The County will be liable for the employee's travel expense and the direct billing for the County shall be for the employee only. Alternatively, these expenses can be provided through travel advances and normal reimburse procedures.

Air Travel: ~~The policy of Ingham County is that airline travel by County employees on official business shall, whenever practical, originate from Capital City Airport.~~ ***The policy of Ingham County is that airline travel by County employees on official business shall, whenever practical and at a reasonable cost, originate from Capital City Airport. (The cost of flying from Capital City Airport should be compared to the cost of flying from other available airports to determine if the***

cost is reasonable.) The use of commercial airlines is permitted when it is to the advantage of the County as measured by both comparative travel costs and the time of the traveler. All travelers, or their agencies, should purchase the least expensive accommodations available on any one flight. Persons choosing to use first class transportation when tourist class is available, may charge only the tourist class fare. The additional cost for first class must be paid by the traveler and may not be charged to the County. First class fare will be allowable only when a ticket agency certifies that less expensive accommodations are not available. Such certification must accompany the reimbursement voucher.

Round Trip Tickets: Round trip tickets shall be secured whenever economical and practicable.

Insurance: Insurance coverage for persons traveling by common carrier is not allowable as a reimbursable expense.

Transportation by Private Owned Car: Employees or commissioners, who elect to drive a privately owned car in lieu of common carrier, shall be reimbursed at rates established in labor contracts or as provided by Board resolutions. Reimbursement for out of state travel by a privately owned car in lieu of common carrier (mileage plus lodging, per diem, and toll charges en route) is limited to the cost associated with tourist class air fare.

An employee using a County owned vehicle on County business is reimbursed for gasoline and other operating expense incurred while using the vehicle. Appropriate documentation for all such expenses must be submitted with the travel reimbursement request.

Computation of Mileage: Point to point out-of-state mileage will be shown in the Rand-McNally atlas mileage, plus road and bridge tolls. It is assumed that out-of-state drivers on extended trips will average 400 miles a day. The per diem allowance will be limited to the number of days required to complete the travel at that rate. Documentation is required for toll roads and bridges and the like.

Rental Cars: A car may be rented at a conference site with prior approval of the department head. **Only the cost for a compact vehicle will be reimbursed. The cost for any upgrade from a compact vehicle will be the responsibility of the employee. There is no need to purchase insurance when renting a vehicle since it is covered under the County's insurance policy.** Reimbursement for a rental vehicle precludes any reimbursement for local travel costs at the conference site.

Per Diem Allowance: A per diem Meals and Incidental Expense (M&IE) allowance is provided for overnight travel. The per diem allowance is limited to the M&IE rate published by the IRS. The current M&IE rates will be available through the Financial Services Department. Incidental expenses are defined by the IRS and include expenses for laundry, cleaning and pressing clothes and fees and tips for service (e.g. tip to a baggage handler or waiter). Receipts are not required for the per diem allowance. M&IE expenditures in excess of the per diem allowance will not be paid.

The per diem allowance will be prorated for any partial days at the beginning or end of the travel per the following tables:

Departure Time	Percent of Per Diem
Before 8:00 a.m.	100%
Between 8:00 a.m. and 2:00 p.m.	75%
After 2:00 p.m.	50%

Return time	Percent of Per Diem
After 2:00 p.m.	100%
Between 10:00 a.m. and 2:00 p.m.	75%
Before 10:00 a.m.	50%

Meals Reimbursement: The cost of meals while traveling overnight is an allowable expense. If a meal is provided at the hotel or as part of the conference, no additional amount will be allowed. The actual cost of any meal will be reimbursed up to the cost of the I.R.S. Meals and Incidental Expense (M&IE). Appropriate detailed receipts must be submitted and maximum gratuity is 15%. No reimbursement for alcoholic beverages will be allowed.

If the travel is for less than a full day the following meals will be allowed as explained above:

Departure Time	Allowable Meals
Before 8:00 a.m.	3 meals 100% of Per Diem
Between 8:00 a.m. and 5:00 p.m.	2 meals 70% of Per Diem
After 5:00 p.m.	1 meal 40% of Per Diem

Return time	Allowable Meals
After 5:00 p.m.	3 meals 100% of Per Diem
Between 10:00 a.m. and 5:00 p.m.	2 meals 70% of Per Diem
Before 10:00 a.m.	1 meal 40% of Per Diem

The cost for any additional activities provided outside the conference will not be allowed. The above schedule is allowable only during the day of departure or return. As detailed in another section of this policy, no meal allowances are permitted for any travel which begins and ends on the same day.

Documentation: Receipts are required for all other transactions in excess of \$25.00 claimed on the travel voucher as reimbursable items.

Foreign Travel: Travel expenses incurred while traveling in a foreign country will be reimbursed at the rate charged by the employee's credit card or the published exchange rate at the time of the expenditure. A copy of the credit card statement or an exchange rate table from any financial publication should be provided to support the rate claimed. Daily and weekly exchange rate data is also available on the Federal Reserve Board website.

Lodging Charges and Meals: Sales and use taxes, applicable to lodging charges are reimbursable in addition to the regular lodging allowance. Only the actual lodging expenses paid, plus tax, are allowable. Receipts for lodging expenses are required. Any change in hotel location during continuous occupancy by an employee must be explained on the voucher. Reimbursement for hotel or motel room expense will be made for a **standard single room. Any cost for the upgrade of a room will be the responsibility of the employee.**

Lodging Charges for Multiple Occupancy: When a County employee in travel status shares hotel or other lodging with other County employees, reimbursement to the traveler will be as follows:

- A. If hotel or other lodging is shared with a person other than a County employee, reimbursement to the County employees will be at the single rate. Documentation supporting the single rate must be available.
- B. If hotel or other lodging is shared with two or more County employees or Commissioners and they all occupy the same room, reimbursement to the County employee or Commissioner will be based on the amount paid.

Guidelines: The following rules are established as guides for the employee and the approving officials:

1. It is expected that expenses incidental to official County travel will be held to the minimum amount required for essential and efficient conduct of County business. The department head, elected official or his/her authorized representative approving the travel voucher will be held responsible in his/her certification for all items of expense as being necessary and correct.
2. Expenditures for hospitality expenses and/or alcoholic beverages will not be reimbursed under any circumstances
3. When travel expense vouchers are supported by receipts that show signs of erasures or alterations, the voucher will be returned to the employing department for a statement of facts explaining the reason for the alteration before the travel voucher will be approved for payment.
4. ~~No employee shall travel as the guest of any current or potential private vendor who could reasonably be expected to offer service to the County in the future, unless a written statement is provided to the vendor, with a copy of the County's policy on competitive purchasing and advising that any expenses incurred with respect to such travel shall not be part of the consideration in the award of the bid or proposal.~~
4. **No employee shall travel as the guest of any current or potential private (non-grantor) vendor who could reasonably be expected to offer service to the County in the future unless authorized by the Department's Liaison Committee.**

5. **Telephone:** During travel, an employee will be reimbursed for one personal phone call not to exceed \$10.
6. **Interview for Positions:** Candidates for professional or management positions may be allowed travel expenses to be paid by the interviewing department at rates not in excess of those established by these regulations, provided funds are available.
7. Employees may take annual leave during a tour of travel with approval of the department head or elected official, provided, that in no case shall travel expenses be allowed while in annual leave status. Whenever an employee in travel status becomes incapacitated due to illness or injury certified by a licensed physician that is allowable as sick leave, he may continue in travel status for a period not to exceed seven calendar days at rates not to exceed M&IE allowance and lodging charges as provided in these regulations.
8. An employee will be considered to be in travel status on non-work days unless the employee can return to his/her official work station or home prior to a non-work day. Employees may be entitled to compensation for work performed on non-workdays pursuant to applicable collective bargaining agreements. **Every effort should be made to find an alternative to paying the employee overtime for traveling or attending a conference during a non-workday.**
9. Enrollment or registration fees for approved conventions and meetings of associations or organizations are allowable for employees attending as official representatives of the County. Advance registration is preferred. Receipts must be attached for reimbursement.

Accounting for Travel Advances and Advances for Travel

Requisition for Travel Advance: Departments are authorized to make travel advances for specific trips of employees and Commissioners traveling on County business, subject to approval by the County Controller/Administrator. Requests for such advances should be made at least ten days prior to departure, but no more than 30 days before departure. An employee or Commissioner taking a trip with the appropriate prior approval, which would involve personal cash outlay for travel expenses, shall furnish the Controller/Administrator a statement setting forth the purpose of the trip, expected travel period, method of transportation, itinerary, and an estimate of cash outlay for travel showing individually the estimated costs to be borne by the County.

Travel advances will not be issued for less than \$50.00. Such de minimis expenditures will be reimbursed on a standard Travel Expense Voucher.

Issuing Advances: The official or employee shall request a travel advance by submitting a travel advance form. The preparer must retain a copy of the form. Receipt of a travel advance is

conditional upon agreement to a payroll deduction to settle any unsubstantiated expenses. (See Failure to Comply below). Financial Services shall issue travel advances to employees with the concurrence of the employee's department head.

Travel Advance Settlement: A travel advance should be settled within five working days subsequent to the final date of expenses listed on the travel advance form. Actual expenditures shall be reconciled to the amount of advances on the copy of the travel advance form. This completed and signed form shall be submitted to Financial Services along with any required documentation.

A check must be submitted to the Ingham County Treasurer for any excess travel advance.

Failure to Comply: IRS regulations require substantiation of expenses and the return of any excess travel advance within a reasonable period of time (60 days). Any portion of a travel advance not settled within 60 days shall be recovered through payroll deductions.

Travel Reimbursements: Overnight travel expenses incurred without benefit of a travel advance will be reimbursed on a travel voucher. Such reimbursement claims will be prepared and submitted on the standard Travel Expense Voucher, itemized and stated by these regulations.

Use of County-Owned Vehicles

This policy shall cover and apply to all official's and employee's use of all vehicles owned by Ingham County, except that this policy may be considered modified, but only to the extent that provisions of a collective bargaining agreement expressly provide for vehicle use in a manner inconsistent with this policy.

All vehicles acquired by Ingham County are for the use and purpose of County business only, and all officials and employees of the County operating vehicles are subject to and required to adhere to the terms of this policy

Except as otherwise specifically provided in this policy, no official and no employee shall use a County-owned vehicle for personal use. County-owned vehicles shall be used for County business.

County employees may use County-owned vehicles for commuting to and from employment only if specifically required to do so for the purposes of on-call duty, or if specifically authorized by the employee's department head or elected official, as being necessary and in the best interest of the County. Except as permitted herein, there shall be no commuting with County-owned vehicles and there shall be no other personal use of County-owned vehicles by County employees. Employees shall report in writing bi-weekly the number of "commuting days" to the employee's department head or elected official.

Personal use of County-owned vehicles by an employee may be subject to taxation to that employee by the Internal Revenue Service.

OTHER REIMBURSEMENTS

Miscellaneous Expenditures: County funds may be expended for supplies to the extent that such supplies are consumed by the general public or used in the conduct of normal business. Whenever possible, supplies should be billed to Ingham County by the vendor. If direct billing is not possible, an employee may be reimbursed for such expenses.

Charges not Reimbursable: In general, the County is not liable for any loss or damage to an employee's property.

Sales Tax: As a governmental entity, Ingham County is not subject to state sales tax. Sales tax should not be paid on any item purchased for the exclusive use of Ingham County. Ingham County's tax exempt number is 38-6005629. An exemption certificate is available from the Purchasing Department, if required.

Registration Fees: Enrollment or registration fees for approved conventions and meetings of associations or organizations are allowable for employees attending as official representatives of the County. Documentation must be attached.

Toll Calls and Cellular Phones: An employee may be reimbursed for the actual cost of business calls. Ingham County will not reimburse expenses associated with normal monthly costs, service fees, or equipment repair charges. The amount to be reimbursed should be documented with a copy of an itemized billing. Business calls included in "free time" under a cellular phone agreement may be reimbursed at rates to be determined by the County Controller/Administrator based on the County's cellular phone contract or some other reasonable method.

Retiree Recognition Policy: County funds may be utilized to recognize and honor retirees to a maximum of \$75.00 for employees who have a minimum of ten years and \$150.00 for employees who have a minimum of 25 years. **A completed Retiree Recognition Expense Form is required to be submitted with the invoice for payment.**

Guests: The cost of guest meals is allowable when incurred by department heads only if it can be shown that such cost was incidental and necessary to the conduct of official County business. In no cases will the amount allowed be in excess of the maximum established in these regulations. Full explanation must be given on the voucher, including the name of the guest. **Meal expenses for no more than five (5) non-County guests, invited for a meal only, for consultation and advice on matters of County business, may be reimbursed at actual cost not to exceed established rates.** Tips are limited to 15%.

Food and Beverages for Meetings: Food and beverages purchased for staff meetings and staff lunches are not allowable expenses. Only meetings which include community members, vendors or other outside parties will be allowed to serve food and beverages at the County's

expense. The Business Meal or Business Food Expense form must accompany all requests for reimbursement or submittal of the P Card documentation.

Rental of Rooms: Expenses for rental of special rooms for meetings will be approved only when County owned facilities are not available. Approval from the Controller/Administrator is required. Receipts are required.

Dues and Subscriptions: Professional dues and subscriptions will only be allowable expenses if they are required for an employee's essential job duty or are necessary to provide a Department's primary service.

Documentation and Processing: All requests for reimbursement must have adequate documentation. Employees are encouraged to order items with per unit cost of \$100 or more through the Purchasing Department. A purchase order should be issued to the vendor for such purchases.

An employee may request reimbursement by including the expense on a standard Travel Expense Voucher with his or her mileage. (NOTE: The correct charging distribution number should be indicated.) Alternately, a reimbursement voucher may be submitted. The voucher should be made payable to the employee. The description should read "employee reimbursement" and should also indicate the employee's department.

Enforcement: The Director of Financial Services has the authority to reject any expenditure which he or she believes is not in accordance with this policy. Any employee disagreeing with this decision can appeal the decision to the County Controller.

	County Attorney	Road Commission	Drain/Animal Control/ Dist. Ct./Sheriff	Medical Care Facility/Housing	Grady Porter Bldg./VMC	Hilliard Bldg/ Courthouse	Human Services Bldg.	Ingham Co. Family Center/Ingham Academy	Potter Park and Zoo
County Attorney	-----	$\frac{15}{30}$	$\frac{14}{28}$	$\frac{14}{28}$	$\frac{1}{2}$	$\frac{16}{32}$	$\frac{5}{10}$	$\frac{4}{8}$	$\frac{3}{6}$
Road Commission	$\frac{15}{30}$	-----	$\frac{1}{2}$	$\frac{10}{20}$	$\frac{14}{28}$	$\frac{1}{2}$	$\frac{9}{18}$	$\frac{11}{22}$	$\frac{13}{26}$
Drain/Animal Control/ Dist. Ct./Sheriff	$\frac{14}{28}$	$\frac{1}{2}$	-----	$\frac{11}{22}$	$\frac{14}{28}$	$\frac{1}{2}$	$\frac{9}{18}$	$\frac{10.5}{21}$	$\frac{12.5}{25}$
Medical Care Facility/Housing Commission	$\frac{14}{28}$	$\frac{10}{20}$	$\frac{11}{22}$	-----	$\frac{12}{24}$	$\frac{9}{18}$	$\frac{8}{16}$	$\frac{10}{20}$	$\frac{11}{22}$
Grady Porter Building/VMC	$\frac{1}{2}$	$\frac{14}{28}$	$\frac{14}{28}$	$\frac{12}{24}$	-----	$\frac{15}{30}$	$\frac{3}{6}$	$\frac{3}{6}$	$\frac{2}{4}$
Hilliard Bldg/ Courthouse	$\frac{15}{30}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{9}{18}$	$\frac{15}{30}$	-----	$\frac{9}{18}$	$\frac{12}{24}$	$\frac{14}{28}$
Human Services Bldg.	$\frac{5}{10}$	$\frac{9}{18}$	$\frac{9}{18}$	$\frac{8}{16}$	$\frac{3}{6}$	$\frac{9}{18}$	-----	$\frac{2.5}{5}$	$\frac{3}{6}$
Ingham Co. Family Center/ Academy	$\frac{4}{8}$	$\frac{11}{22}$	$\frac{10.5}{21}$	$\frac{10}{20}$	$\frac{3}{6}$	$\frac{12}{24}$	$\frac{2.5}{5.0}$	-----	$\frac{3}{6}$
Potter Park and Zoo	$\frac{3}{6}$	$\frac{13}{26}$	$\frac{12.5}{25}$	$\frac{11}{22}$	$\frac{2}{4}$	$\frac{14}{28}$	$\frac{3}{6}$	$\frac{3}{6}$	-----

Animal Control, 600 Curtis, Mason
County Attorney, 601 N. Capitol, Lansing,
55th District Court, 700 Buhl, Mason
Drain Commissioner's Office, 707 Buhl Avenue, Mason
Community Health Center-Sparrow, 1322 E. Michigan, Lansing
Community Health Center-St. Lawrence, 1100 W. Saginaw, Lansing
Grady Porter Building, 303 W. Kalamazoo, Lansing,
Hilliard Building, 121 E. Maple, Mason
Human Services Building, 5303 S. Cedar, Lansing

Housing Commission, 3882 Dobie Road, Okemos
Ingham County Courthouse, 341 S. Jefferson, Mason
Ingham County Family Center/Ingham Academy, 1601 W. Holmes Road, Lansing
Ingham Medical Care Facility, 3860 Dobie Road, Okemos
Potter Park and Zoo, 1301 S. Pennsylvania, Lansing
Road Commission, 301 Bush, Mason
Sheriff's Office, 630 N. Cedar, Mason
Veterans Memorial Courthouse, 313 W. Kalamazoo

	Human Services Building	Healthy Smiles Dental Clinic	Otto Community Hlth Center	Well-Child Health Center	Willow Teen Health Services	Health Plan Mgmt.	St Lawrence Health Center	Sparrow Health Center	Ingham County Jail
Human Services Building	----- <u>2</u> 4	<u>5</u> 10	<u>3</u> 6	<u>5</u> 10	<u>.5</u> 1	<u>5</u> 10	<u>4.5</u> 9	<u>8</u> 16	
Healthy Smiles Dental Clinic	<u>2</u> 4	----- <u>4</u> 8	<u>1</u> 2	<u>4</u> 8	<u>2.5</u> 5	<u>4</u> 8	<u>2.5</u> 5	<u>11.5</u> 23	
Otto Community Health Center	<u>5</u> 10	<u>2</u> 4	----- <u>4</u> 8	<u>1.5</u> 3.0	<u>6</u> 12	<u>2</u> 4	<u>2.5</u> 5	<u>15</u> 30	
Well-Child Health Center	<u>3</u> 6	<u>1</u> 2	<u>4</u> 8	----- <u>3</u> 6	<u>3</u> 6	<u>3.5</u> 7	<u>3</u> 6	<u>13</u> 26	
Willow Teen Health Srv.	<u>5</u> 10	<u>4</u> 8	<u>1.5</u> 3.0	<u>3</u> 6	----- <u>5.5</u> 11	<u>1</u> 2	<u>2</u> 4	<u>14.5</u> 29	
Health Plan Management	<u>.5</u> 1	<u>2.5</u> 5	<u>6</u> 12	<u>3</u> 6	<u>5.5</u> 11	----- <u>5.5</u> 11	<u>4.5</u> 9	<u>8</u> 16	
St Lawrence Health Center	<u>5</u> 10	<u>4</u> 8	<u>2</u> 4	<u>3.5</u> 7	<u>1</u> 2	<u>5.5</u> 11	----- <u>2</u> 4	<u>14.5</u> 29	
Sparrow Health Center	<u>4.5</u> 9	<u>2.5</u> 5	<u>2.5</u> 5	<u>3</u> 6	<u>2</u> 4	<u>4.5</u> 9	<u>2</u> 4	----- <u>13</u> 26	
Ingham County Jail	<u>8</u> 16	<u>11.5</u> 23	<u>15</u> 30	<u>13</u> 26	<u>14.5</u> 29	<u>8</u> 16	<u>14.5</u> 29	<u>13</u> 26	-----

Health Plan Management, 5656 S. Cedar, Lansing
Healthy Smiles Dental Clinic, 2815 S. Pennsylvania, Lansing
Jail Medical. Sheriff's Dept., 630 N. Cedar, Mason
Otto Community Health Center, 500 E. Thomas, Lansing

St. Lawrence Health Center, Suite 500, 1100 W. Saginaw, Lansing
Sparrow Health Center, 1322 E. Michigan, #308, Lansing
Well-Child Health Center of Ingham County, 901 E. Mt. Hope, Lansing
Willow Teen Health Services, 306 W. Willow, Lansing

	Baldwin Park	Burchfield/ Riverbend	Hawk Island	Hope Soccer	Parks Dept.	Lake Lansing North	Lake Lansing South	Rayner Park	Potter Park Zoo
Baldwin Park	-----	$\frac{13}{26}$	$\frac{21}{42}$	$\frac{19}{38}$	$\frac{16}{32}$	$\frac{37}{74}$	$\frac{36}{72}$	$\frac{15}{30}$	$\frac{21}{42}$
Burchfield/ Riverbend	$\frac{13}{26}$	-----	$\frac{9}{18}$	$\frac{8}{16}$	$\frac{9}{18}$	$\frac{25}{50}$	$\frac{23}{46}$	$\frac{10}{20}$	$\frac{10}{20}$
Hawk Island	$\frac{21}{42}$	$\frac{9}{18}$	-----	$\frac{2}{4}$	$\frac{10}{20}$	$\frac{12}{24}$	$\frac{10}{20}$	$\frac{11}{22}$	$\frac{2}{4}$
Hope Soccer Complex	$\frac{19}{38}$	$\frac{8}{16}$	$\frac{2}{4}$	-----	$\frac{7}{14}$	$\frac{12}{24}$	$\frac{11}{22}$	$\frac{10}{20}$	$\frac{4}{8}$
Parks Dept.	$\frac{16}{32}$	$\frac{9}{18}$	$\frac{10}{20}$	$\frac{8}{16}$	-----	$\frac{14}{28}$	$\frac{13}{26}$	$\frac{1}{2}$	$\frac{14}{28}$
Lake Lansing North	$\frac{37}{74}$	$\frac{25}{50}$	$\frac{12}{24}$	$\frac{12}{24}$	$\frac{14}{28}$	-----	$\frac{2}{4}$	$\frac{18}{36}$	$\frac{10}{20}$
Lake Lansing South	$\frac{36}{72}$	$\frac{23}{46}$	$\frac{10}{20}$	$\frac{11}{22}$	$\frac{13}{26}$	$\frac{2}{4}$	-----	$\frac{16}{32}$	$\frac{9}{18}$
Rayner Park	$\frac{15}{30}$	$\frac{10}{20}$	$\frac{10}{20}$	$\frac{10}{20}$	$\frac{2}{4}$	$\frac{18}{36}$	$\frac{16}{32}$	-----	$\frac{13}{26}$
Potter Park Zoo	$\frac{21}{42}$	$\frac{10}{20}$	$\frac{2}{4}$	$\frac{4}{8}$	$\frac{14}{28}$	$\frac{10}{20}$	$\frac{9}{18}$	$\frac{13}{26}$	-----

Baldwin, 4999 S. Onondaga, Onondaga
 Burchfield Park/Riverbend Natural Area, 881 Grovenburg, Holt
 Hawk Island, 1601 E. Cavanaugh, Lansing
 Hope Soccer Complex, 5801 Aurelius, Lansing
 Ingham County Parks Department, 121 E. Maple, Mason

Lake Lansing North, 6260 E. Lake Drive, Haslett
 Lake Lansing South, 1621 Pike Street, Haslett
 Potter Park and Zoo, 1301 S. Pennsylvania, Lansing
 Rayner Park, 730 E. Ash, Mason

RESOLUTION STAFF REVIEW

DATE March 6, 2009

Agenda Item Title: Resolution to Authorize a Contract with Ingham Intermediate School District for Activities Associated with Ingham County Birth to Five Great Start Collaborative

Submitted by: Health Department

Committees: LE____, JD____, HS__X__, CS____, Finance__X

Summary of Proposed Action:

The Capital Region Community Foundation, Capital Area United Way, and the R. E. Olds Foundation have jointly invested in a Youth Initiative through a partnership with *Ingham Birth to Five Great Start Collaborative*. Ingham Intermediate School District serves as fiscal agent for the project. The project hopes to accomplish the following:

- Create strong relationships between children and parents;
- Make sure children have access to high-quality early educational opportunities;
- Help parents become confident and knowledgeable in raising their young children;
- Provide home environments for young children that are safe, stable, and organized;
- Give children social and emotional skills, as well as good health, to enter school; and
- Use innovative strategies for outreach to at-risk families.

The Ingham Intermediate School District seeks to contract with the Health Department to provide a number of services related to the Youth Initiative, including Play and Learn Groups, administering scholarships for child care for Ingham County residents, and coaching of child care providers and child care centers to improve the quality of early childhood education. The units which will be involved in this project are Office for Young Children, Teen Parent Network, and Public Health Advocates.

Financial Implications:

This resolution authorizes a contract for up to \$93,150 for the time period of February 1, 2009 through March 31, 2010. Payments up to \$75,000.00 for scholarships to childcare providers are authorized in accordance with established procedures in the Health Department's Office for Young Children.

Other Implications:

This project supports Ingham County's commitment to foster appropriate youth development.

Staff Recommendation: MM____ JN____ TL____ TM____ JC__X

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
Finance Committee

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

Date: March 12, 2009

Subject: Contract with Ingham Intermediate School District for Activities Related to Birth to Five Great Start Collaborative

The Capital Region Community Foundation, Capital Area United Way, and the R.E. Olds Foundation have jointly invested in a Youth Initiative through a partnership with *Ingham Birth to Five Great Start Collaborative*. Ingham Intermediate School District serves as fiscal agent for the project. The project hopes to accomplish the following:

- Create strong relationships between children and parents;
- Make sure children have access to high-quality early educational opportunities;
- Help parents become confident and knowledgeable in raising their young children;
- Provide home environments for young children that are safe, stable, and organized;
- Give children social and emotional skills, as well as good health, to enter school; and
- Use innovative strategies for outreach to at-risk families.

Several units within the Health Department provide services to youth. The Ingham Intermediate School District seeks to contract with the Department for up to \$93,150.00 to provide a number of services related to the Youth Initiative, including Play and Learn Groups, administering scholarships for child care for Ingham County residents, and coaching of child care providers and child care centers to improve the quality of early childhood education. The units which will be involved in this project are Office for Young Children, Teen Parent Network, and Public Health Advocates.

This project supports Ingham County's commitment to foster appropriate youth development.

I recommend that the contract be authorized.

c: John Jacobs, Renee Canady, Laura Peterson, Barb Monroe

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH INGHAM INTERMEDIATE SCHOOL DISTRICT FOR ACTIVITIES ASSOCIATED WITH INGHAM COUNTY BIRTH TO FIVE GREAT START COLLABORATIVE

WHEREAS, the Capital Region Community Foundation, the Capital Area United Way, and the R. E. Olds Foundation have provided funding to Ingham Intermediate School District for a Youth Initiative in collaboration with the *Ingham Birth to Five Great Start Collaborative*; and

WHEREAS, several Health Department units including Teen Parenting Network, Public Health Advocates, and Office for Young Children provide services to youth; and

WHEREAS, the Ingham Intermediate School District requests to contract with the Health Department to provide services related to the Youth Initiative; and

WHEREAS, the Youth Initiative is consistent with the Board of Commissioners' long-term objective of fostering appropriate youth development.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract for up to \$93,150.00, with the Ingham Intermediate School District, to provide services and scholarships related to the Ingham County Birth to Five Great Start Collaborative Youth Initiative.

BE IT FURTHER RESOLVED, that payments up to \$75,000.00 for scholarships to childcare providers are authorized in accordance with established procedures in the Health Department's Office for Young Children.

BE IT FURTHER RESOLVED, that the contract period is February 1, 2009 through March 31, 2010.

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

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign the subcontracts after review as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE March 6, 2009

Agenda Item Title: Resolution Authorizing the Award of a Contract with Hobbs and Black Associates, Inc. for Architectural and Engineering Services for Improvements to the Human Services Building

Submitted by: Health Department

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

Summary of Proposed Action:

Resolution #06-123 created a reserve fund in the Capital Improvement Project Budget to support renovation of the Health Department space in the Human Services Building. Renovation of the Health Department facilities in the Human Services Building could lead to significant operational efficiencies and increased revenue generation. The Facilities Department has recommended that the renovation should be approached through a four phase project consisting of: 1) Identification of project requirements, 2) Creation of a conceptual design, 3) Pre-construction planning, and 4) Construction administration.

This resolution authorizes a contract with Hobbs and Black Architects to enter into an Architectural & Engineering (A/E) contract for phases one and two of the project (programming and conceptual planning services).

If Hobbs and Black's performance on phases one and two is satisfactory, the County may choose to negotiate with them for phase three and phase four services. The costs of phases three and four will be based on the estimated construction costs once they are determined; in no case shall these costs exceed 5.5 percent of the total construction costs as detailed in Hobbs and Black's proposal except that a small amount of reimbursable expenses may be negotiated. Any and all work on phases three and four shall be authorized by resolution of the Board of Commissioners.

Financial Implications:

The contract with Hobbs and Black Architects for phases one and two of the project (programming and conceptual planning services) will not exceed \$16,000 (includes reimbursable expenses not to exceed \$1,000.). The Health Department has \$300,000 available through the reserve fund created by Resolution #06-123.

Other Implications:

The Ingham County Health Department has obtained funding of 1.3 million dollars from the American Recovery and Reinvestment Act of 2009 to hire health care providers and support staff to increase services to clients. This funding should enable the Health Department to serve 4,766 additional clients by the end of 2010. In order to ensure that it is physically possible to serve these people in the existing facilities it is necessary to evaluate the current space. The Health Department believes that by renovating its clinical space it is possible to obtain significant operational efficiencies which would enable service to more people and thus generate more revenue.

Staff Recommendation: MM__ JN__ TL__ TM__ JC X

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: Human Services, County Services and Finance Committees

FROM: Jim Hudgins, Purchasing Director

DATE: March 4, 2009

SUBJECT: Proposal Summary – Architectural & Engineering Services for Improvements to the Health Department

Project:

This project consist of seeking a qualified and experienced Architectural & Engineering (A/E) firm to provide designing, engineering, and project administration services for improvements to the Health Department.

Proposal Summary:

Proposers Contacted: 30 Local: 10
 Proposers Responding: 18 Local: 4

The following firms submitted a proposal:

<u>Firm</u>	<u>Phase 1&2 (Program/Plan)*</u>	<u>Phase 3&4 (Design/Eng/Const)*</u>	<u>Local</u>
Hobbs & Black	\$15,000	5.5% of const. costs	Y – Lansing
Slocum Associates	\$8,000	4.5% of const. costs	N – Kalamazoo
WTM	\$10,600	6.25 – 7.25% of costs	N – Saginaw
Hooker De Jong	\$21,375	4.75% of const. costs	N – Muskegon
Lindhout	\$18,900	9.0 – 9.5% c. costs	N – Brighton
Landmark Design	\$5,000	6% of const. costs	N – Grand Rapids
Architects Des.	\$9,500	8.5% of cost. costs	N – Ann Arbor
DLZ	\$12,852	6% of const. costs	Y – Lansing
Keystone Design	\$115,600	4% of const. costs	Y – Lansing
THA Architects	\$21,470	7.8% of const. costs	N – Flint
Roger Donaldson	\$13,500	5.5 – 8% of const.	Y – Holt
Tower Pinkster	\$14,000	Negotiable	N – Kalamazoo
Progressive A/E	\$41,000	5% of const. costs	N – Grand Rapids
GAV Associates	\$24,300	3.5% of const. costs	N – Flint
Victor Saroki	\$22,000	5% of const. costs	N – Birmingham
WAK Associates	\$25,522	9.8% of const. costs	N – Saginaw
Designhaus	\$3,500	5.5% of const. costs	N – Rochester
Dan Vos Const.	\$17,200	4.5 % of const. costs	N – Ada

*Normal reimbursable expenses are not included.

Recommendation:

At this time, accept the proposal from Hobbs and Black Architects and enter into an A/E contract for phases 1 and 2 of the project (programming and conceptual planning services) not to exceed \$16,000 (includes reimbursable expenses not to exceed \$1,000.)

Once bids are received for the construction phase and the budget is known – sometime toward the end of June 2009 – authorize entering into a contract with the recommended general contractor; and, amend the A/E contract with Hobbs and Black to provide phases 3 and 4 (design, engineering, and construction) services. The County will negotiate costs for these services with Hobbs and Black; however, in no case shall the costs exceed 5.5% of the total construction costs and not more than \$4,000 for reimbursable expenses, as detailed in Hobbs and Black's proposal.

Advertisement:

The RFP was advertised in the Lansing State Journal, El Central, and posted on the Purchasing Department Web Page.

MEMORANDUM

To: Human Services Committee
County Services Committee
Finance Committee

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

Date: March 9, 2009

Subject: Resolution Authorizing the Award of a Contract with Hobbs and Black Associates, Inc. for Architectural and Engineering Services for Improvements to the Human Services Building

The Ingham County Health Department has obtained funding of 1.3 million dollars from the American Recovery and Reinvestment Act of 2009 to hire health care providers and support staff to increase services to clients. This funding should enable us to serve 4,766 additional clients by the end of 2010. In order to ensure that it is physically possible to serve these people in our existing facilities we wish to evaluate our current space. It is my belief that by renovating our clinical space it is possible to obtain significant operational efficiencies which would enable us to serve more people and thus generate more revenue.

The Facilities Department has recommended that such a renovation should be approached through a four phase project consisting of 1) Identification of project requirements, 2) Creation of a conceptual design, 3) Pre-construction planning, and 4) Construction administration. This process would produce a strategic plan for our space and begin work on parts of that plan that are likely to quickly produce positive results for our clients and our bottom line.

The Purchasing Department solicited bids for an architectural and engineering firm to provide designing, engineering, and project administration services for such a project. After review of said bids, it is the recommendation of the Purchasing Department, the Facilities Department and the Health Department to award a contract to Hobbs and Black Associates, Inc., whose bid was the most responsive and responsible, for the first and second phases of the project described.

Funding is available for this project. The Board of Commissioners created a reserve fund in the Capital Improvement Project Budget to support renovation of the Health Department space in the Human Services Building (resolution #06-123). The total costs authorized by the contract for phases one and two including Hobbs and Black's fee of \$15,000 and reimbursable expenses shall not exceed \$16,000 for phases one and two.

If Hobbs and Black's performance on phases one and two is satisfactory, the County may choose to negotiate with them for phase three and phase four services. The costs of phases three and four will be based on the estimated construction costs once they are determined; in no case shall these

costs exceed 5.5 percent of the total construction costs as detailed in Hobbs and Black's proposal except that a small amount of reimbursable expenses may be negotiated. Of course, any and all work on phases three and four shall be authorized by resolution of the Board of Commissioners.

I recommend supporting the proposed resolution to authorize a contract with Hobbs and Black.

c: John Jacobs, Chief Financial Officer

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE AWARD OF
A CONTRACT WITH HOBBS AND BLACK ASSOCIATES, INC.
FOR ARCHITECTURAL AND ENGINEERING SERVICES
FOR IMPROVEMENTS TO THE HUMAN SERVICES BUILDING**

WHEREAS, the Ingham County Health Department has obtained funding from the American Recovery and Reinvestment Act of 2009 to hire health care providers and support staff to increase services to clients; and

WHEREAS, the Health Officer has stated that renovation of the Health Department facilities in the Human Services Building could lead to significant operational efficiencies and increased revenue generation; and

WHEREAS, in Resolution #06-123, the Board of Commissioners created a reserve fund in the Capital Improvement Project Budget to support renovation of the Health Department space in the Human Services Building; and

WHEREAS, the Facilities Department has recommended that the renovation should be approached through a four phase project consisting of: 1) Identification of project requirements, 2) Creation of a conceptual design, 3) Pre-construction planning, and 4) Construction administration; and

WHEREAS, the Purchasing Department solicited bids for an architectural and engineering firm to provide designing, engineering, and project administration services for improvements to the Health Department; and

WHEREAS, after review of said bids, it is the recommendation of the Purchasing Department, the Facilities Department and the Health Department to award a contract to Hobbs and Black Associates, Inc., whose bid was the most responsive and responsible, for the first and second phases of the project described above.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding an architectural and engineering contract to Hobbs and Black Associates, Inc., 117 East Allegan Street, Lansing, MI, 48933 for phases one and two of the project. The total costs authorized by the contract including Hobbs and Black's fee of \$15,000 and reimbursable expenses shall not exceed \$16,000.

BE IT FURTHER RESOLVED, that the term of the contract shall be April 13, 2009 to May 13, 2009.

BE IT FURTHER RESOLVED, that if Hobbs and Black's performance on phase one and phase two is satisfactory, the County may chose to negotiate with them for phase three and phase four services. The costs of phase three and phase four will be based on the estimated construction costs once they are determined; in no case shall these costs exceed 5.5 percent of the total construction costs as detailed in Hobbs and Black's proposal except that a small amount of reimbursable expenses may be negotiated. Any and all work on phase three and phase four shall be authorized by resolution of the Board of Commissioners.

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

Agenda Item 7a

RESOLUTION STAFF REVIEW

DATE March 5, 2009

Agenda Item Title: Resolution Approving a Collective Bargaining Agreement with the FOP Animal Control Officers and Animal Shelter Operators

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

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

Summary of Proposed Action:

1. Wages
2009 + 2%
2010 + Wage Reopener
2011 + Wage Reopener
2. Article 15, Section 7. On-call bonus.
 - A. Officers assigned to on-call status shall receive:
 - (1) An on-call bonus equal to four (4) hours pay at their regular straight time hourly rate for each on-call assignment, and
 - (2) One (1) hour of straight time compensatory time for each on-call assignment that begins on a weekend day or on a holiday recognized by this Contract falling on a M - F.
 - B. On-call bonuses shall not be included in the calculation of overtime.
3. Change in the order of Articles in the Contract.
4. The language in the Longevity provision is to be rewritten to be clear for purposes of administration and payroll.
5. The parties agreed to continue to negotiate regarding safety.

Financial Implications: The wage cost modifications was included in the 2009 Budget. Due to changed circumstances (Ingham County's rapidly changing negative economic projections) the parties have agreed to wage reopener for 2010 and 2011.

Other Implications: None.

Staff Recommendation: MM__ JN__ TL_* TM__ JC__
Staff recommends approval of the tentative agreement.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT
WITH THE FOP ANIMAL CONTROL OFFICERS AND
ANIMAL SHELTER OPERATORS**

WHEREAS, a tentative agreement has been reached between representatives of Ingham County and the FOP Animal Control Officers and Animal Shelter Operators for the period of January 1, 2009 through December 31, 2011; and

WHEREAS, the Employer has received notice from the FOP that the tentative agreement has been ratified by the Union; and

WHEREAS, the provisions of the agreement have been approved by the County Services and Finance Committees, and are within the guidelines established by the Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the tentative agreements reached with Ingham County and the FOP Animal Control Officers and Animal Shelter Operators.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the County Clerk are authorized to sign the contract on behalf of the County.

BE IT FURTHER RESOLVED, further retro-pay shall not be paid until the contract is signed by both parties.

RESOLUTION STAFF REVIEW

DATE February 23, 2009

Agenda Item Title: Resolution Approving a Collective Bargaining Agreement with the Ingham County Employees' Association for Park Rangers

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

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

Summary of Proposed Action:

1. Article 8, Section 1. Add: "A minimum of eight (8) hours off work will be scheduled between regularly-scheduled shifts unless the employee agrees to be regularly-scheduled off work for a shorter interval of time."
2. Article 13. Add applicable 2008 and 2009 Letters of Agreement on Health Care. Delete language which is no longer applicable.
3. Article 34, Tool Allowance. Change 1/12 to 1/265.
4. Add Assistant Manager II to CBA.
5. Two-year contract.
6. 3% effective January 1, 2008
2% effective January 1, 2009.
7. Reorder articles in contract
8. Delete including dues deduction form in contract (bottom of page 18.)
9. Article 27, Sick Leave. Add: "The Employer may require an employee to undergo a fitness for duty evaluation by a physician at the Employer's expense. The time spent by the employee shall be compensable as hours worked."
10. Letter of Agreement re: 2009 wages.

For 2009, if any other non-Act 312 eligible bargaining unit obtains a higher percentage base wage increase than 2%, such higher percentage will be afforded to this unit also.

11. Add New Article "Reclassification"

Employees will utilize Ingham County's existing Reclassification Procedure.

12. Letter of Agreement re: Reclassification:

Generally, the procedure is:

- (1) The Employee may submit an application to Human Resources for review of his/her position;
- (2) The Employee, supervisor, and Union participate in an interview with Human Resources representatives, who write a report to the Human Resources Director;
- (3) The Human Resources Director makes a recommendation on the reclassification request.

The reports and recommendations on any reclassification request shall be submitted to the Union and County's bargaining teams. The parties shall bargain over the proposed reclassifications in 2009, to be effective when the parties agree. If any reclassification proposals are submitted in 2009, those shall be the only ones that may be submitted for the duration of the subsequent collective bargaining agreement.

Financial Implications: The costs for modifications were included in the 2008 and 2009 Budgets.

Other Implications: None.

Staff Recommendation: MM___ JN___ TL_* TM___ JC___

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING A COLLECTIVE BARGAINING
AGREEMENT WITH THE INGHAM COUNTY EMPLOYEES'
ASSOCIATION FOR PARK RANGERS**

WHEREAS, a tentative agreement has been reached between representatives of Ingham County and the Ingham County Employees' Association for Park Rangers, for the period of January 1, 2008 through December 31, 2009; and

WHEREAS, the Employer has received notice that the tentative agreement has been ratified by the Union; and

WHEREAS, the provisions of the agreement have been approved by the County Services and Finance Committees, and are within the guidelines established by the Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract with Ingham County and the Ingham County Employees' Association for Park Rangers.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the County Clerk are authorized to sign the contract on behalf of the County.

BE IT FURTHER RESOLVED, further retro-pay shall not be paid until the contract is signed by both parties.

RESOLUTION STAFF REVIEW **DATE** March 5, 2009

Agenda Item Title: Resolution to Authorize Replacement of Two (2) Insurance Vacancies within the Ingham County Human Resources Department

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

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

Summary of Proposed Action: Due to a sequence of events, Human Resources has two (2) insurance vacancies simultaneously. This resolution authorizes replacement of both positions with some cost-saving modifications.

Realign some Human Resource work activities and save money while providing services.

Financial Implications:

Reassigning the Benefits and Insurance Administrator	From MCF-10 to MCF- 08
Convert the Insurance Billing Coordinator	From UAW-F to MCF-03

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

For the Benefits and Insurance Administrator position, total cost is \$87,115 which includes fringe benefit amounts of \$28,982 and the \$58,133 compensation maximum for 2009.

For the Insurance Billing Coordinator position, total cost is \$63,921 which includes fringe benefits amount of \$23,983, and the \$39,938 compensation maximum for 2009.

Other Implications: Given all the facts and circumstances (position location access to confidential and labor relations records), the UAW agrees with the Insurance Billing Coordinator conversion is appropriate. There is also a significant cost-savings (\$14,286) by reassigning the Benefits and Insurance Administrator compensation grade.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE REPLACEMENT OF TWO (2) INSURANCE
VACANCIES WITHIN THE
INGHAM COUNTY HUMAN RESOURCES DEPARTMENT**

WHEREAS, the Human Resources Director desires to reorganize some functions within the Department due to realigned duties and responsibilities; and

WHEREAS, through a sequence of events, Human Resources has two (2) insurance vacancies simultaneously; and

WHEREAS, this opportunity offers potential cost-savings and job modifications; and

WHEREAS, the Human Resources Director desires to reassign the Benefits and Insurance Administrator (position #201003 from MCF-10 to MCF-08 pay grade) due to changed circumstances and lead worker responsibilities; and

WHEREAS, the Human Resources Director desires to convert the Insurance Billing Coordinator position at the UAW-F to MCF-03 pay grade level.

WHEREAS, the Controller/Administrator supports the proposed modifications.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners grants authorization to implement the modifications as presented:

<u>Position Number</u>	<u>Current Grade</u>	<u>Proposed Grade</u>
201003	MCF 10	MCF 08
201008	UAW- F	MCF 03

BE IT FURTHER RESOLVED, that authorization to fill the vacancies shall become effective on the date approved by the Board of Commissioners.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments as required.

Agenda Item 8a

RESOLUTION STAFF REVIEW

DATE March 4, 2009

Agenda Item Title: Resolution to Amend the 2008 and 2009 Budgets by Transferring Funds from the Juvenile Justice Millage to the Statewards Account within the Child Care Fund

Submitted by: Controller's Office

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

Summary of Proposed Action: In 2008, the Statewards Account within the Child Care Fund was overbudget by \$654,926. The adopted General Fund budget was \$1,529,515 and the actual amount was \$2,184,441. The 2009 budget is \$1,550,000, and it is anticipated that the 2009 overage will be approximately \$700,000. This resolution will authorize the transfer of \$654,926 in 2008 and up to \$700,000 in 2009 from the Juvenile Justice Millage to cover these budget shortfalls.

Financial Implications: The Juvenile Justice Millage is anticipated to have a fund balance of approximately \$4.9 million at the end of 2008. This resolution will decrease that fund balance by approximately \$1.35 million, to \$3.55 million.

Other Implications: Ingham County is responsible for 50% of the cost of placements for delinquent and permanent neglect wards who have been committed to the State Department of Human Services, which is paid out of the statewards account within the Child Care Fund. The County monitors the placements monthly to assure that youth are being charged to the correct account, but the County does not have discretion in how these placements are made. This caseload will likely remain high for 2010, and will be addressed as part of the 2010 budget process.

Staff Recommendation: MM ___ JN X TL ___ TM ___ JC ___
Staff recommends approval of this resolution.

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE 2008 AND 2009 BUDGETS BY TRANSFERING
FUNDS FROM THE JUVENILE JUSTICE MILLAGE TO THE STATEWARDS
ACCOUNT WITHIN THE CHILD CARE FUND**

WHEREAS, Ingham County and the State of Michigan are each responsible for 50% of the cost of placements for delinquent and permanent neglect wards who have been committed to the State Department of Human Services; and

WHEREAS, the actual cost of these placements greatly exceeded the budget in 2008, and is anticipated to do so again in 2009; and

WHEREAS, these costs are eligible for reimbursement from the proceeds of the Juvenile Justice Millage; and

WHEREAS, the Juvenile Justice Millage Fund is anticipated to have a fund balance of approximately \$4.9 million at the end of 2008.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the 2008 transfer of \$654,926 and the 2009 transfer of up to \$700,000 from the Juvenile Justice Millage to the Statewards Account within the Child Care Fund.

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

RESOLUTION STAFF REVIEW

DATE March 5, 2009

Agenda Item Title: Resolution to Amend the 2009 Ingham County Budget, to Implement a Hiring Freeze for Ingham County General Fund Positions, and to Encourage Employee Voluntary Time Off Without Pay

Submitted by: Controller's Office

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

Summary of Proposed Action: Due to current economic conditions, several revenue and expense problems have been identified within the 2009 budget. These problems total an estimated \$1.4 million. This resolution presents a plan to decrease expenditures by that amount in order to minimize any projected budget deficit that may develop by the end of 2009.

Financial Implications: The expenditure reductions include the following reductions to department budgets:

Cost Savings Strategy	General Fund Budget Savings
Eliminate Out of State Travel	\$55,518
Reduce In State Travel by 25%	\$22,186
Reduce Training by 25%	\$15,222
Reduce Telephone by 25%	\$30,000
Reduce Supplies by 10%	\$71,494
Eliminate Education Reimbursement	\$12,500

Due to larger than necessary fund balances in three debt services funds, the General Fund transfer to these funds will be decreased by \$139,000. Also, the Equipment Revolving Fund is carrying a balance of \$1.8 million, with no plans for any major non-routine equipment upgrades in the near future. Therefore, it is recommended that transfers to the Equipment Revolving Fund will be suspended in 2009, for a savings of \$554,080. A sufficient balance of over \$1.2 million will remain in the Equipment Revolving Fund. A hiring freeze is also recommended, for a projected savings of \$500,000.

In order to implement immediate budget savings, these identified savings are short-term in nature. Long-term budget savings will be addressed as part of the 2010 budget process.

Other Implications: The hiring freeze will apply to all permanent positions, with the exception of those funded 100% from non-General Fund sources. Departments finding it necessary to fill a position to maintain vital county services can make a formal request to the County Services Committee.

This resolution also recommends that no out of state travel funded by the General Fund will be permitted for the remainder of 2009.

Another budget savings strategy that would be authorized by this resolution is to allow employees to take voluntary time off without pay. Department Heads, Elected Officials, and Judges may allow up to ten days of voluntary time off without pay at their discretion. This time off will not affect employees' insurance coverage, annual accumulations, or longevity pay. The cost-savings resulting from this measure is difficult to forecast, so no budget savings is projected in this resolution. However, the Budget Office will track the savings throughout the year.

Temporary employees will not be used to substitute for positions affected by the hiring freeze or for employees using voluntary leave without pay.

Departments will maintain the ability to transfer funds within their budgets as permitted by the Ingham County Budget Transfer Policy.

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 AMEND THE 2009 INGHAM COUNTY BUDGET, TO
IMPLEMENT A HIRING FREEZE FOR
INGHAM COUNTY GENERAL FUND POSITIONS, AND TO ENCOURAGE
EMPLOYEE VOLUNTARY TIME OFF WITHOUT PAY**

WHEREAS, due to current economic conditions, several revenue and expense problems totaling \$1.4 million have been identified since the adoption of the 2009 Budget on October 28, 2008; and

WHEREAS, as a result of a continual increase in expenses for County operations, Ingham County must take significant measures to reduce expenses in an attempt to minimize Ingham County government's projected budget deficit, and to reduce the number of positions facing layoff in future years; and

WHEREAS, in order to reduce expenses, the Board of Commissioners wishes to encourage Department Heads, Elected Officials, and Judges to allow employees voluntary time off without pay; and

WHEREAS, the Equipment Revolving Fund has an excess of \$1.8 million in fund balance at the end of 2008, which is greater than the amount needed for any anticipated equipment replacements for the next several years; and

WHEREAS, three debt service funds have unnecessary fund balances; and

WHEREAS, it is expected that long-term strategies to maintain current year expenses within current year revenues will be identified during the 2010 budget process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is implementing a hiring freeze on all permanent positions for Ingham County effective immediately.

BE IT FURTHER RESOLVED, that the hiring freeze will be effective for all departments, with the only exceptions being for positions that are funded 100% from non-General Fund sources.

BE IT FURTHER RESOLVED, that Department Heads who believe it is necessary to fill a position to maintain vital county services can make a formal request to the County Services Committee.

BE IT FURTHER RESOLVED, that temporary employees or members of different bargaining units will not be substituted to perform daily functions of any bargaining unit positions that are affected by the hiring freeze.

BE IT FURTHER RESOLVED, that the hiring freeze will continue through the end of the 2009 budget year (December 31, 2009 for most funds, October 31, 2009 for the Health and Child Care Funds) and will be reviewed for continuation into 2010 as part of the 2010 budget process.

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby encourages Department Heads, Elected Officials, and Judges, where possible, to allow employees voluntary time off without pay.

BE IT FURTHER RESOLVED, that the decision to allow employee time off without pay for up to 10 days annually shall be at the sole discretion of the Department Head, Elected Official, or Judge based on the department's work flow.

BE IT FURTHER RESOLVED, that in such cases where employees are allowed time off without pay, temporary employees shall not be used in place of the employee on leave.

BE IT FURTHER RESOLVED, that in such cases where employees are allowed time off without pay, overtime shall not be paid to other employees in place of the employee on leave.

BE IT FURTHER RESOLVED, that employees taking voluntary time off of ten (10) days or less shall have their medical insurance continued; will not be required to use annual accumulations; and will not forfeit holiday pay if the time off without pay is taken before or after a holiday.

BE IT FURTHER RESOLVED, that taking voluntary time off of ten (10) days or less shall have no effect on employees' sick and vacation accumulations or longevity pay.

BE IT FURTHER RESOLVED, that the Chairperson is authorized to sign any necessary or required letters of understanding with the unions if necessary for implementation.

BE IT FURTHER RESOLVED, that the provisions of this resolution in regard to voluntary time off without pay expire December 31, 2009.

BE IT FURTHER RESOLVED, that no out of state travel funded by the General Fund will be permitted for the remainder of 2009.

BE IT FURTHER RESOLVED, that the 2009 Ingham County Budget be amended to reduce the General Fund budget by \$1.4 million as follows:

Cost Savings Strategy	General Fund Budget Savings
Implement Hiring Freeze for 2009	\$500,000
Eliminate Out of State Travel	\$55,518
Reduce In State Travel by 25%	\$22,186
Reduce Training by 25%	\$15,222
Reduce Telephone by 25%	\$30,000
Reduce Supplies by 10%	\$71,494
Eliminate Education Reimbursement	\$12,500
Suspend Transfers to Equipment Revolving Fund	\$554,080
Eliminate Fund Balance from Debt Service Funds	\$139,000
Total	\$1,400,000

BE IT FURTHER RESOLVED, that Departments will maintain the ability to transfer funds within their budgets as permitted by the Ingham County Budget Transfer Policy (Resolution #94-93).